

CITY COUNCIL AGENDA

Brainerd, Minnesota

July 15, 2019

7:30 P.M.

Brainerd City Hall

Council Chambers

1. **Call To Order - 7:30 PM**

2. **Roll Call**

___ S. Hilgart ___ J. Lambert ___ K. Stunek ___ D. Pritschet

___ K. Bevans ___ D. Badeaux ___ G. Johnson ___ Mayor Menk

3. **Pledge Of Allegiance**

4. **Approval Of Agenda - Voice Vote**

5. **Consent Calendar**

NOTICE TO PUBLIC - all matters listed are considered routine by the Council and will all be enacted by one (1) motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Council votes on the motion to be ADOPTED BY ROLL CALL

A. **Approval Of Minutes**

1. Regular Meeting Held on July 1, 2019

Documents:

20190701_CC draft.pdf

B. **Approval Of Licenses**

Contractor Licenses - 4 New; 3 - Renewals

Documents:

CONTRACTOR LICENSE REPORT - 2019-07-15.pdf

C. **Department Activity Reports**

1. Police Chief
2. Finance Director

Documents:

Police Dept Report.pdf

D. **Adopt Resolution Accepting Donations & Contributions For The 2nd Quarter 2019**

Documents:

Memo to Council for Donation.pdf

- E. Minnesota Lawful Gambling Application To Conduct Excluded Bingo - Submitted By Lower South Long Lake Improvement Association, PO Box 902, Brainerd. Bingo Events To Be Held At Jack's House, 300 Highway 25 S., Brainerd On September 1, 2019 - Approval Of
- F. Relay Of Voices - The Great River Run

Documents:

Relay of Voices Mississippi River.pdf

- G. Second Hand Auto License - Submitted By 210 Auto Sales, LLC, 301 Washington Street, Brainerd - Contingent Upon Police And Fire Department Approval
 - H. Temporary On-Sale Liquor License Application - Submitted By The Crossing Arts Alliance For An Event To Be Held On August 9, 2019 At 711 Laurel Street, Brainerd - Approval Of
- 6. Community Member Of The Month
 - 7. Council Committee Reports
 - A. Safety And Public Works Committee - 7:00 PM

Documents:

20190715_SPW.pdf

- 1. Downtown Events / Parking Concerns

Documents:

Downtown Parking.pdf

- 2. Event/Street Closure Application - Community Engagement Pop-Up Campfires

Documents:

Event Street Closure Application - Community Engagement Pop-up Campfires.pdf

- 3. Event/Street Closure Application - Mississippi River Canoe Days

Documents:

Event Application - Mississippi Headwaters Board Canoe

Days.pdf

4. Event/Street Closure Application - Lakes Area Music Festival

Documents:

Event Street Closure Application - LAMF.pdf

5. Improvement 18-08 And 18-09 - College Drive And S 4th Street/Willow Street Mill And Overlay - Testing Services

Documents:

Improvement 18-08 and 18-09 - College Drive and S 4th Street Mill and Overlay Project - Testing Services.pdf

B. Personnel And Finance Committee - 7:00 P.M.

Documents:

2019-07-15_PF.pdf

1. Approval Of Bills
2. 2019 Budget - Wage Settlement Discussion

Documents:

2019 Budget.pdf

3. Audit Services For 2019 - Request For Quote

Documents:

Audit Services .pdf

4. Drivers License Testing Office Lease Discussion

Documents:

DPS Drivers License Testing Office Lease Request.pdf

5. Council Meeting Broadcasting/Streaming Update - Informational

Documents:

Broadcasting update.pdf

6. Shared Facility Maintenance Services Agreement Update - Informational

Documents:

Building and Grounds Maintenance Shared Services

Agreement.pdf

7. Police Request To Hire Police Officers

Documents:

Request to Hire Police Officers.pdf

8. **Unfinished Business**

A. **Committee Recommendations - Recommended By Mayor Menk**

- Doug Stenberg, Transportation Advisory Committee
- Yvette Campbell, Economic Development Authority

1. Mr. Doug Stenberg, TAC Applicant

Documents:

Stenberg, Doug.pdf

B. **Call For Applicants - Informational**

(Applications Available in Council Chambers, at City Hall or at the City's Website)(<http://www.ci.brainerd.mn.us>)

Mayor Recommended: (terms to expire on 12/31 of said year)

Cable TV Advisory Committee - 2 terms (Expire 2021)
Charter Commission - 1 term (Expire 2021) - 1 term (Expire 2022)

Mayor Recommended: (terms to expire 09/07 of said year)

Economic Development Authority (EDA) - 1 term pending (Expire 2020) - 1 term (Expire 2021)

C. **Facilities Discussion - Phasing, Cash Flow Of Plan**

Documents:

Facilities.pdf

9. **New Business**

A. **Historic Water Tower Proclamation**

Documents:

Proclamation - Water Tower 100th Anniversary.pdf

10. **Planning Commission**

- A. **Final Reading - Proposed Ordinance No. 1497 - An Ordinance To Rezone 215 N 3rd St., Brainerd - From A B-1 (Residential Office) District To An R-2 (Medium Density Residential) District**
a. Hold Final Reading of Ordinance (Voice Vote) - City Administrator Torstenson Recommends to Dispense with Actual Reading
b. Adopt Ordinance (Roll Call)

Documents:

Rezoning Final Reading - 215 N 3rd St.pdf

11. **Public Forum**

Time allocated for citizens to bring matters not on the agenda to the attention of the Council - Time limits may be imposed

12. **Staff Reports**

(Verbal: Any Updates since Packet)

13. **Council Member Reports**

14. **Adjourn To Closed Session Under The Attorney-Client Privilege Pursuant To MN Statutes 13D.05, Subd. (B) Concerning Potential Litigation Under The False Claims Act**

15. **Adjourn To Council Workshop July 22, 2019 At 5:30 P.M.**

Note: Safety and Public Works Committee will meet at 7:00 p.m.
Personnel and Finance Committee will meet at 7:00 p.m.

ANY INDIVIDUAL NEEDING SPECIAL ACCOMMODATIONS,
PLEASE CALL 828-2307
Visit the [City's Website](http://ci.brainerd.mn.us) (ci.brainerd.mn.us)

MISSION

"Provide high quality, cost effective public services and leadership in creating a sustainable city"

**Brainerd, MN
July 1, 2019**

Pursuant to due call and notice thereof, the regular meeting of the Brainerd City Council was called to order at 7:32 P.M. by Council President Johnson.

Upon roll call, the following members were noted as present: Hilgart, Lambert, Stunek, Pritschet, Bevans, Badeaux and Johnson. Mayor Menk was also noted as present.

Council President Johnson opened the meeting with the Pledge of Allegiance to the Flag and a moment of silence to honor the victims and families of the North Memorial helicopter tragedy that took place on Friday, June 28, 2019.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO AMEND THE AGENDA BY MOVING THE COMMUNITY MEMBER OF THE MONTH DIRECTLY AFTER THE CONSENT CALENDAR.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BEVANS TO ADOPT THE CONSENT CALENDAR.

A. Approval of the Minutes of the Regular Meeting held on June 17, 2019 - Approved

B. Approval of Licenses – Approved

Contractor Licenses – 1 – New; 3 – Renewals

C. Department Activity Reports - Approved

1. Fire Chief
2. Parks Director

D. Memorandum of Understanding (MOU) for Brainerd Public Utilities (BPU) IT Data Analyst Position – Approve and Authorize City Signatures - Approved

E. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by The Brainerd Fire Department Relief Association for an Event to be Held December 2, 2019 at the Brainerd Fire Department, 23 Laurel Street, Brainerd - Approved

Upon roll call, members Hilgart, Lambert, Stunek, Pritschet, Bevans, Badeaux and Johnson voted “aye”. No member voted “nay”. The Chair declared the motion carried.

Community Member of the Month

Mayor Menk presented Mr. David Meyer with the Community Member of the Month award for the month of July. Mayor Menk stated David is an active member of the Brainerd VFW Post #1647, DAV Post #122, American Legion Post #255 and has been an advocate for the veterans and their families for many years. Mayor Menk went through the numerous volunteering functions and events that David takes part of. Mayor Menk thanked David for his hard work and dedication to the community.

July 1, 2019 - **DRAFT**

Council Committee Reports

Safety and Public Works Committee Report

912 S 6th Street Petition for Improvement and Assessment - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO APPROVE THE ASSESSMENT REQUEST BY THE PETITIONER FOR SEWER REPLACEMENT CHARGES TO BE ASSESSED TO THE PROPERTY AT 912 S 6TH STREET.

Acquisition of Tax Forfeited Alley - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO DIRECT STAFF TO PURSUE THE ACQUISITION OF THE TAX FORFEITED ALLEY PARCEL NO 41251072 AT NO COST TO THE CITY FOR USE AS A PUBLIC ALLEY.

Committee Chair Bevans indicated the photo provided is not an accurate photo of the parcel in question and staff will clarify the actual parcel size and location with Crow Wing County. He stated the City has been maintaining this alley that serves five properties.

Event/Street Closure Application – Arlington Avenue Block Party - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE EVENT APPLICATION FOR 11303 ARLINGTON AVENUE UNDER THE CONDITION THAT THE APPLICANT SUBMIT REQUIRED INSURANCE FOR THE BOUNCE HOUSE WITHIN THE PUBLIC RIGHT-OF-WAY AND THAT TRAFFIC CONTROL REQUESTS BE MADE ONE WEEK PRIOR TO THE EVENT.

Personnel and Finance Committee Report

Approval of Bills - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK TO APPROVE THE PAYMENT OF BILLS AS RECOMMENDED BY PERSONNEL AND FINANCE COMMITTEE.

Upon roll call, members Hilgart, Lambert, Stunek, Pritschet, Bevans, Badeaux and Johnson voted "aye". No member voted "nay". The Chair declared the motion carried.

River to Rail Economic Incentive Policy - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO ADOPT THE POLICY WITH CLERICAL REVISIONS AS FOLLOWS 1) NATIONAL JOINT POWERS ALLIANCE (NJPA) CORRECTED TO SOURCEWELL 2) BRAINERD LAKES AREA ECONOMIC DEVELOPMENT (BLAEDC) COMMISSION CORRECTED TO BRAINERD LAKES AREA ECONOMIC DEVELOPMENT (BLAEDC) CORPORATION.

Committee Chair Hilgart stated the policy indicates City building permit and inspection fees for construction projects less than \$150,000 will be waived, but not the State of Minnesota surcharge. She clarified that permit and inspection fees are one fee, not two separate fees. It is also stated in the policy the City will waive the SAC and WAC fees within the River to Rail corridor.

Police Request to Use Drug Forfeiture Funds for Pistol Transition - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO AUTHORIZE THE POLICE DEPARTMENT TO UTILIZE APPROXIMATELY \$8,500 OF DRUG FORFEITURE FUNDS TO COMPLETE A DEPARTMENTAL PISTOL UPGRADE.

Performance Culture Calibration

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX TO UTILIZE THE JULY 22ND COUNCIL WORK SESSION FOR A MORE IN-DEPTH OPPORTUNITY TO DISCUSS THE PROPOSED PROCESS.

Committee Chair Hilgart stated there are many questions regarding the process that need to be answered prior to proceeding.

City Administrator Torstenson explained the refresh session is a 90-minute session for those that were unable to attend the training in April, which will also be recorded for future reference. She stated the calibration prep training was to talk about what calibration is and how will it work in our City. She indicated the Talent Calibration sessions would be for supervisors and department heads to understand how to do performance reviews to be fair and equitable.

Council discussion took place.

Members Hilgart, Stunek, Pritschet, Bevans, Badeaux and Johnson voted "aye". Member Lambert voted "nay". The Chair declared the motion carried.

League of Minnesota Cities (LMC) Membership Dues for Fiscal Year 2020 - Informational

Committee Chair Hilgart indicated the League of Minnesota Cities (LMC) sent a notice of a scheduled 3% increase for the membership dues for fiscal year 2020 that runs from September 1, 2019 through August 31, 2020.

Leased Parking Lot Rates - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO ADJUST PARKING LOT LEASE RATES TO THE PROPOSED RATES SHOWN BELOW EFFECTIVE OCTOBER 1, 2019 AND TO REVIEW THE RATES DURING THE ANNUAL BUDGET.

<u>PARKING LOT</u>	<u>CURRENT RATE</u>	<u>NEW RATE</u>
ALLEY	\$25 PER MONTH	\$35 PER MONTH
BURLINGTON NORTHERN SPACES 24-39	\$15 PER MONTH	\$25 PER MONTH
BURLINGTON NORTHERN SPACES 40-66 AND 83-98	\$10 PER MONTH	\$20 PER MONTH
CITY HALL	\$25 PER MONTH	\$35 PER MONTH
MAPLE	\$20 PER MONTH	\$15 PER MONTH

Committee Chair Hilgart explained significant increases would be necessary to cover the actual expenses for these lots but it was decided to adjust the rates as needed over time.

Mayor Menk indicated he was not in favor of the proposal, comparing the lots to those at city parks, which are also costly to maintain but don't garner revenue from users. He also stated previous councils allocated parking lot funds to other projects in the City.

Council Member Johnson stated people do not go to parks just to use the parking lots; they go to use the facilities, and this is not an accurate comparison.

Council Member Badeaux noted the City is obviously overcharging for the Maple Street lot and undercharging for the others based on occupancy percentages and needs to get to a point that is fair to the citizens and to the people downtown.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, THAT PARKING LOT FUNDS WILL BE USED FOR LEASED PARKING IN THE BURLINGTON NORTHERN, ALLEY, CITY HALL AND MAPLE PARKING LOTS FOR PARKING LOT IMPROVEMENTS.

Committee Chair Hilgart stated a notice of the rate adjustments effective October 1, 2019 will be sent with the third quarter invoice going out next week.

Unfinished Business

Call for Applicants – Informational:

(Application Information at www.ci.brainerd.mn.us/boards/)

Mayor Recommended: (terms to expire on 12/31 of said year)

Cable TV Advisory Committee – 2 terms (Expire 2021)

Charter Commission – 1 term (Expire 2021) – 1 term (Expire 2022)

Transportation Advisory Committee – 1 term (Expire 2020)

Mayor Recommended: (terms to expire 09/07 of said year)

Economic Development Authority (EDA) – 1 term (Expire 2020) – 1 term (Expire 2021)

New Business

On-Sale / Sunday Micro Distillery Cocktail Room and Off-Sale Distilled Spirits License – Submitted by Brainerd Distilling Company dba 5Rocks Distilling Company, 25 Washington Street NE, Brainerd - Contingent Upon Police and Fire Department Approval - Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BADEAUX, DULY CARRIED, TO APPROVE THE APPLICATIONS FOR THE ON-SALE / SUNDAY MICRODISTILLERY COCKTAIL ROOM AND OFF-SALE DISTILLED SPIRITS LICENSES SUBMITTED BY BRAINERD DISTILLING COMPANY DBA 5ROCKS DISTILLING COMPANY, 25 WASHINGTON STREET NE CONTINGENT UPON POLICE AND FIRE DEPARTMENT APPROVAL.

Planning Commission

Conditional Use Permit Application – Submitted by Scott and Denise Blood, 1002 Laurel St., Brainerd – To Operate a Daycare – Approved

Community Development Director Chanski explained the details of the application, which was recommended for approval by the Planning Commission. He stated the next agenda item is for a variance to provide off-street parking for the daycare facility. He indicated the majority of the parking area is located on the adjoining property, which the applicant does not own. The Planning Commission determined the request for the variance should be denied as the basis for the application was for financial reasons.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND HILGART, DULY CARRIED, TO APPROVE THE CONDITIONAL USE PERMIT FOR 1002 LAUREL STREET UNDER THE CONDITION THAT AN OFF-STREET PARKING AGREEMENT IS PROVIDED BETWEEN THE APPLICANT AND THE PROPERTY OWNER OF THE PARKING LOT.

Council discussion took place.

Variance to Allow Parking on an Unimproved Surface – 1002 Laurel St. - Denied

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BEVANS, DULY CARRIED, TO DENY THE VARIANCE DUE TO THE FACT THAT THE APPLICANT DOES NOT OWN THE PROPERTY.

Rezoning Application - Proposed Ordinance No. 1497 – An Ordinance to Rezone 215 N. 3rd St., Brainerd – From a B-1 (Residential Office) District to an R-2 (Medium Density Residential) District - Approved

Community Development Director Chanski explained the details of the application, which was recommended for approval by a majority vote of the Planning Commission. He indicated the property owner would like to be able to rent out an upper level of the home, as well as use it for her main residence and home office. He said she would also like to construct a garage on the property of a larger size than what is allowed in a B-1 district.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND PRITSCHET, DULY CARRIED, TO DISPENSE WITH THE ACTUAL READING OF PROPOSED ORDINANCE NO. 1497 – AN ORDINANCE TO REZONE 215 N 3RD STREET, BRAINERD FROM A B-1 (RESIDENTIAL OFFICE) DISTRICT TO AN R-2 (MEDIUM DENSITY RESIDENTIAL) DISTRICT.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND PRITSCHET, DULY CARRIED, TO HOLD THE FIRST READING OF ORDINANCE NO. 1497 - AN ORDINANCE TO REZONE 215 N 3RD STREET, BRAINERD FROM A B-1 (RESIDENTIAL OFFICE) DISTRICT TO AN R-2 (MEDIUM DENSITY RESIDENTIAL) DISTRICT.

Final Reading – Proposed Ordinance No. 1495 – An Ordinance to Rezone Property at 50 Jenny Street from an R-1A (Single-Family Residential) to an I-1 (Light Industrial) - Approved

MOVED AND SECONDED BY ALDERMEN LAMBERT AND HILGART, DULY CARRIED, TO DISPENSE WITH THE ACTUAL READING OF PROPOSED ORDINANCE NO.

1495 – AN ORDINANCE TO REZONE PROPERTY AT 50 JENNY STREET FROM AN R-1A (SINGLE-FAMILY RESIDENTIAL) TO AN I-1 (LIGHT INDUSTRIAL) DISTRICT.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND PRITSCHET TO ADOPT ORDINANCE NO. 1495 – AN ORDINANCE TO REZONE PROPERTY AT 50 JENNY STREET FROM AN R-1A (SINGLE-FAMILY RESIDENTIAL) TO AN I-1 (LIGHT INDUSTRIAL) DISTRICT.

ORDINANCE NO. 1495

Upon roll call, members Hilgart, Lambert, Stunek, Pritschet, Bevans, Badeaux and Johnson voted “aye”. No member voted “nay”. The Chair declared the motion carried.

Zoning Code Review Update - Informational

Community Development Director Chanski stated the Planning Commission is working on revising and simplifying the zoning code. He indicated a subcommittee of Planning Commission members was created and they reviewed the “B” zones and provided an example of the results. He said the Commission is looking for feedback from Council on the progress thus far and direction to proceed.

Council approves the format that is being planned and directed staff to proceed.

Public Forum

The Chair opened the Public Forum at 8:41 p.m.

No one came forward.

The Chair closed the Public Forum at 8:41 p.m.

Staff Reports

City Engineer Sandy stated the City received \$20,000 from the Mississippi Headwaters Board and \$10,000 from the Technical Service Area Aid which is part of the Soil and Water Conservation District for the Stormwater Retrofit Analysis. He said the remainder will be budgeted from the storm sewer fund for 2020, which is anticipated to be between \$0 - \$20,000.

Community Development Director Chanski congratulated Mr. David Meyer for being the first Community Member of the Month and reminded the community that nominations are continually open on the City website or stop into City Hall and we can offer a paper copy. He said Mayor Menk will be making another nomination at the July 15th Council meeting.

City Administrator Torstenson attended the League of Minnesota Cities annual conference in Duluth and encourages Council members to attend next year. She stated there were many topics that would be a benefit for everyone to attend. She also indicated Brainerd was presented with the Minnesota Green Steps City Level 2 Award for continuing participation in the Green Steps program. She said Community Development Director Chanski will be working to move the City to a level 3 or 4 in the next year.

Council Member Reports

Council Member Badeaux stated the June 30th Arts in the Park in Gregory Park had a fabulous turnout and thanked Community Action for the great work. He said there was a booth setup by the water tower committee for donations towards saving the tower, which was a trial run prior to the Crow Wing County fair.

Council Member Stunek stated he believes there was a higher attendance at Arts in the Park this year from past years.

Council Member Hilgart said Operation Sandwich are in constant need of volunteers or lunch supplies for the children this summer and any donations are appreciated.

Council Member Johnson stated progress is well underway on the Harrison School project.

Mayor Menk attended the ribbon cutting at the Brainerd Lakes Regional Airport on June 29th, which was well received, but with a sadness due to the helicopter tragedy the day before. He said a 1930's airplane kit was discovered in a machine shed by Avon, MN and funds are being raised to get this assembled and brought to Brainerd to be displayed in our airport.

Mayor Menk announced the Knotty Pine Bakery is progressing on their business downtown, and Pueringer Investments has completed the apartments. He stated the Riverfront Committee had a booth at Arts in the Park and that educated people on the project.

Council Member Bevans agreed this years Arts in the Park was fabulous.

Council Member Pritschet stated he recently traveled to Dallas with two members of the high school debate team for the nationals.

Adjourn

The Chair adjourned the meeting at 8:50 p.m.

Cassandra Torstenson
City Administrator

CITY OF BRAINERD
LICENSED CONTRACTORS
CITY COUNCIL MEETING
July 15, 2019
(4 New - 3 Renewals)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
WELLS CONCRETE PRODUCTS CO. 210 INSPIRATION LN PO BOX 656 ALBANY, MN 56307 19-0203	(320) 845-2229	MASO	4/1/2020	12/31/2019	
DOW ACOUSTICS, INC. PO BOX 477 DETROIT LAKES, MN 56502 19-0204	(218) 847-8976	CEIL	8/1/2020	12/31/2019	
NORTHLAND GLASS AND GLAZING LLC 3311 39TH STREET S FARGO, ND 58104 19-0205 (new)	(701) 277-8700	GLAS	2/15/2020	12/31/2019	
GOEDDERZ PROFESSIONAL SERVICES LLC 16304 N. NELSON ROAD BRAINERD, MN 56401 19-0206 (new)	(218) 232-8502	GENC	2/15/2020	12/31/2019	
PHIL'S HEATING & AC, INC. 11157 COUNTY ROAD 144 PO BOX 1027 BRAINERD, MN 56401 19-0207	(218) 828-8127	MECH	6/5/2020	10/31/2020	MB003934
CLEARVIEW CONSTRUCTION LLC 37825 JEFFREY AVE NORTH BRANCH, MN 55056 19-0208 (new)	(651) 900-4667	CROO	3/3/2020	12/31/2019	
BLUE WATER PLUMBING INC 1906 1ST STREET PRINCETON, MN 55371 19-0209 (new)	(763) 238-1002	MECH	10/6/2019	1/1/2020	MB004426 PC001640

**BRainerd POLICE DEPARTMENT
MEMORANDUM**

TO: Brainerd City Council
FROM: Police Chief Corky McQuiston
DATE: 07-09-19
RE: Monthly Report



June Departmental Training

Monthly mandatory **PATROL On-line** for all officers in June covered two topics, our OSHA required annual Blood Borne Pathogen training, and Preventing In-Custody Suicide.



Preventing In-Custody Suicide

Suicide and attempted suicides are described as "major public health challenges." The U. S. Department of Justice reported that in 2014, the most recent year for which figures are available, suicide was the leading cause of death in local

jails, accounting for over 30% of all in-custody fatalities. In 2016, suicide was the 10th leading cause of death in the United States with almost 45,000 people taking their own lives that year.

This PATROL module training provided training specified under part of the POST learning Objectives for Crisis Intervention/Mental Illness Crises Training and assists officers in:

- Recognizing the legal duties under state and federal law to protect individuals in custody against the risk of suicide
- Describe the warning signs that an individual may be at an increased risk of suicide
- Discuss and utilize recommended practices for identifying and safeguarding at-risk individuals

Our June monthly in-services training was split into three sections. In the morning, we completed our annual physical fitness testing followed by an NIBRS(National Incident-Based Reporting) software update.

In the afternoon, we utilized the Lincoln School building to practice Active Shooter drills.

ACTIVE SHOOTER

Being able to use this school building adds a much more realistic setting to our training with the classrooms still set up as they would be during the school year.

The officers form into varying numbered teams, and our instructors conduct practice walk-thru drills for the officers to get acclimated to the formations and how they should be responding, then they speed it up with real-time scenarios, actors and simulate other circumstances.





Community Policing



Every year at the Minnesota Chiefs of Police State Conference, we receive the "I Got Caught!" Dairy Queen tickets for our department. These are part of partnership formed by AAA, Dairy Queen, the Minnesota Chiefs of Police Association, the Minnesota Sheriff's Association, and Safe Kids Minnesota to help local law enforcement encourage youth to wear helmets when riding a bicycle, scooter, skateboard, or using in-line skates. The ticket is good for one free small ice cream cone at participating Dairy Queen restaurants.



Officer Reed now holds the department records for most tickets issued in one stop. He connected with nine kids and we posted this picture of him below on our Facebook page. KSTP Channel 5 grabbed the picture and ran a story on their news on June 18th.

Here is the link to the story:

<https://kstp.com/news/brainerd-police-officers-issue-tickets-for-ice-cream-for-kids-wearing-bike-helmets/394322/?cat=12196>



K9 Certification Trials

On June 17th and 18th, K9 Handler Sergeant Paul Dooley, Officer Nick Andringa and K-9 Keno participated in annual K-9 certification trials. The region 12 USPCA (United States Police Canine Association) trials were held in Lino Lakes this year.

Eighty-four dogs tested at this year's event from approximately 50 different law enforcement agencies.



Sergeant Dooley & Keno



K-9 training assistant Officer Andringa & Keno

The highlight of trials for Keno was taking 3rd place overall in Suspect Search. He had a perfect score and the third fastest time. In areas where Keno needs to use his nose, he did exceptionally well, locating 69 out of 70 articles.

The second day of trials involves bite work, which covers false starts, recalls, straight bites, gunfire involved drills and a handler protection drill.



Body Worn Camera Data Report



Month	Number of Videos	Hours of Videos	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos Per Day
May	1629	307 Hours	591 GB	363 MB	11.32 Minutes	53
June	1846	368 Hours	707 GB	383 MB	11.98 Minutes	61

Conduct on Premises Activity Report for June

ICR	Date Reported	Title	Address	Summary
19007382	06/09/19	Conduct on Premises	823 ½ Washington Street	Conduct on Premises
19007930	06/20/19	Conduct on Premises	912 Oak Street	Conduct on Premises
19008024	06/22/19	Conduct on Premises	402 South 9 Street	Conduct on Premises

Monthly Police Activity

June	2019	2018
Calls	1426	1557
Citations (Inc. Parking)	200	244
Part I and Part II Crimes Reported	218 **	215

**** Note:** This does not include files that have not yet been coded.

43 parking tickets were issued in the month of May with the following dispositions:

Revenue Recapture Receipts:

To Date: \$ 47,090.08

In 2019: \$ 6,443.95

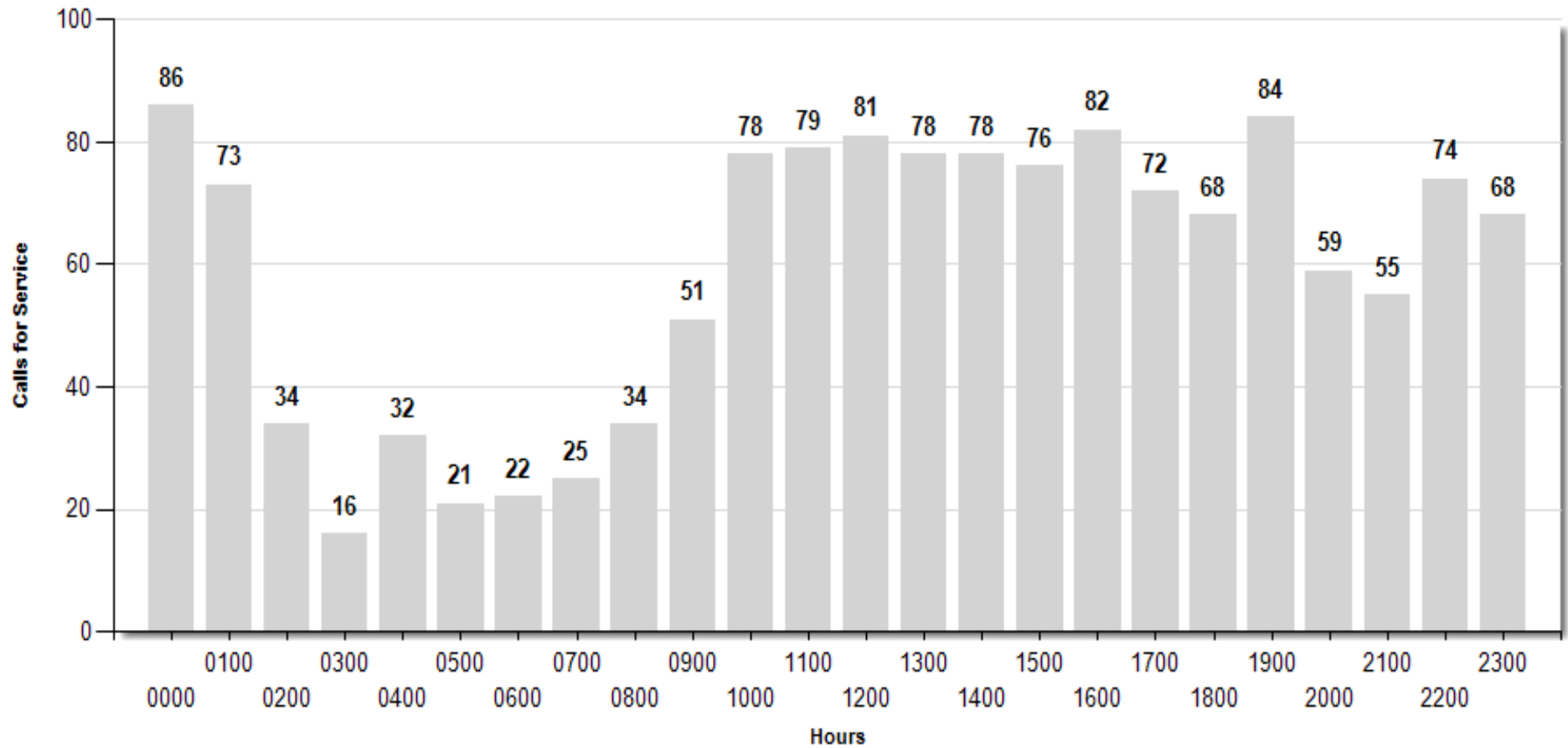
3	Dismissed
3	Business Validations
15	Paid in Full
0	Partial Payments Received
22	No Payment Received



Calls for Service Hourly

6/1/2019 to 6/30/2019

Total Calls: 1471



MEMO

TO: Mayor and Council

FROM: City Administrator Cassandra Torstenson

DATE: July 11, 2019

RE: Resolution Accepting Donations & Contributions for 2nd Quarter 2019

Attached is a resolution accepting donations and contributions that have been made to the City of Brainerd for the period of April 1 through June 30, 2019. The City is very appreciative to all who have made these contributions. The funds from the donations and contributions will be used as requested by the donor.

A resolution needs to be adopted with a two-thirds vote of the Council. The item appears on the July 15th , 2019 agenda.

If you have any questions, please don't hesitate to contact me.

\pz

**RESOLUTION
NO. __:19**

**RESOLUTION ACCEPTING DONATIONS AND/OR CONTRIBUTIONS
FROM APRIL 1, 2019 THROUGH JUNE 30, 2019**

WHEREAS, the City of Brainerd is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Sections 465.03 for the benefit of its citizens and is specifically authorized to accept gifts and bequests for the benefit of recreational service pursuant to Minnesota Statutes Section 471:17; and

WHEREAS, the following persons and entities have offered to contribute the gifts and cash sums set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>	<u>Requested Use of Donation or Contribution</u>
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SEE ATTACHED LIST OF DONORS

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA that all donations and/or contributions described above are hereby graciously accepted by the City of Brainerd and shall be used as requested by the donors or grant requirements.

BE IT FURTHER RESOLVED, that the City Council expresses its gratitude to the donors of the gifts.

Adopted this ____ day of July, 2019

GABE JOHNSON
President of the Council

Approved this ____ day of July, 2019

EDWIN L. MENK
Mayor

ATTEST: _____
CASSANDRA L. TORSTENSON
City Administrator

MEMO

TO: Connie Hillman, Finance Director

FROM: Pam Ziemer Accounts Payable/Administrative Specialist

DATE: July 11, 2019

RE: 2nd Quarter 2019 Donations

The City Administration Office received the following donation from April - June, 2019:

- Accepted the donation of 3 Surface tablets from Sourcewell.

If you have any questions, please don't hesitate to contact me.

MEMO

TO: Finance Director Connie Hillman
FROM: Fire Chief Tim Holmes *UH*
DATE: July 1, 2019
SUBJECT: 2019 – 2nd Quarter Donations



www.ci.brainerd.mn.us

2nd Quarter donations for the Brainerd Fire Department are as follows:

• Brainerd Jaycees	\$ 500.00	Donation
• Brainerd Fire Relief Association	\$ 1,852.69	Gas Monitor
• Brainerd Fire Relief Association	\$ 670.48	Rescue Saw
• Brainerd Fire Relief Association	\$13,500.00	Radios

Feel free to contact me with any questions.

Brainerd Parks and Recreation

Contributions and Donations April-June 2019

Received From	Receipt Date	Type of Donation	Amount Received
Viking Coca-Cola Bottling Company	04/01/19	Designated for Memorial Park field improvements	475.00
Viking Coca-Cola Bottling Company	04/01/19	Designated for purchase of scoreboard-Buffalo Hills-Lions Park	2,500.00
Viking Coca-Cola Bottling Company	04/01/19	Youth team sponsor	275.00
Brainerd Lakes Area Women of Today	04/01/19	Youth team sponsor	200.00
Mills Automotive Group	04/03/19	Youth team sponsor (X4)	925.00
C & L Distributing	04/04/19	Designated for Memorial Park field improvements	150.00
Holden Electric Company Inc	04/08/19	Designated for Memorial Park field improvements	325.00
Country Inn & Suites	04/08/19	Youth team sponsor	175.00
KLN Enterprises Inc	04/08/19	Designated for Buster Park lighting project	500.00
Lakeland Floor Covering LLC	04/09/19	Youth team sponsor	275.00
Elks Lodge #615	04/10/19	Designated for WWII Monument at Memorial Park	1,000.00
Aurora Lodge No 100	04/10/19	Designated for WWII Monument at Memorial Park	1,000.00
Bremer Bank	04/10/19	Youth team sponsor	225.00
Riddle's Jewelry	04/15/19	Youth team sponsor	225.00
Amer Family Ins-Shannon Finnegan	04/18/19	Youth team sponsor	200.00
Anonymous	04/22/19	Designated for skate sharpening at Gregory Park	5.00
Greg Fagereng	05/09/19	Designated for Lum Park Disc Golf Course	400.00
Ernie's on Gull Lake	05/10/19	Youth team sponsor	275.00
Brainerd Eagles Club	05/15/19	Early Bird tournament concessions-Memorial Park field improvements	587.00
East Side Auto & Muffler	05/30/19	Youth team sponsor	200.00
Erin Tate	05/31/19	Memorial tree plaque	30.00
Stewart C Mills Jr	06/03/19	Designated for Mills Field maintenance and upkeep	5,000.00
Marr Sales Group	06/04/19	Youth team sponsor	175.00
Marr Sales Group	06/04/19	Designated for youth baseball programs	25.00
Brainerd Lakes Chapter Muskies Inc	06/21/19	Designated for Fishing Clinic	100.00
Miscellaneous	06/24/19	Undesignated-rec'd at Jaycees concessions-weekend tournament	17.00
Tachia Armstrong	06/24/19	Memorial tree plaque	30.00
Sullivan Candy & Supply	04/11/19	Easter Egg Hunt-candy donated	in-kind
Pan-O-Gold Baking	05/21/19	Kids Fishing Clinic-buns	in-kind
Sullivan Candy & Supply	05/21/19	Kids Fishing Clinic-hot dogs and chips	in-kind
Viking Coca-Cola Bottling Company	05/21/19	Kids Fishing Clinic-10 cs beverages donated	in-kind
TOTAL			\$15,294.00

Brainerd Parks and Recreation

Contributions and Donations 2019

Special Events

Received From	Date	Receipt Number	General Ledger	Event	Amount
Brainerd Rotary Foundation	01/25/19	1031189	230-34711	Easter Egg Hunt	\$600.00
Brainerd Lakes Chapter Muskies Inc	06/21/19	1032026	230-34711	Fishing Clinic	100.00
Viking Coca-Cola Bottling Company	02/01/19			Skating Party-beverages-vendor contract	in-kind
Wendy's	02/16/19			Skating Party-chili donated	in-kind
Sullivan Candy & Supply	04/11/19			Easter Egg Hunt-candy donated	in-kind
Sullivan Candy & Supply	05/21/19			Kids Fishing Clinic-hot dogs and chips	in-kind
Viking Coca-Cola Bottling Company	05/21/19			Kids Fishing Clinic-beverages-vendor contract	in-kind
Pan-O-Gold Baking	05/21/19			Kids Fishing Clinic-buns	in-kind
					\$700.00

Team Sponsorships

Received From	Date	Receipt Number	General Ledger	League	Amount
Waste Partners Inc	02/05/19	1031200	230-34703	Shetland T-Ball	\$175.00
McDonald's	02/06/19	1031208	230-34726	Pony Baseball	275.00
Paul Bunyan Land	02/06/19	1031209	230-34708	Junior Softball	200.00
Paul Bunyan Land	02/06/19	1031209	230-34705	Pinto Baseball	175.00
Brainerd Jaycees	02/07/19	1031216	230-34726	Mustang Baseball	225.00
E L Menk Jeweler	02/07/19	1031217	230-34708	Petite Softball	200.00
Associates in Eyecare	02/11/19	1031228	230-34705	Pinto Baseball	175.00
Hy-Tec Construction	02/11/19	1031229	230-34705	Pinto Baseball	175.00
Mill Avenue Holiday	02/11/19	1031230	230-34708	Senior Softball	200.00
Schroeder's Appliance Center	02/11/19	1031231	230-34726	Pony Baseball	275.00
Gull Lake Glass Inc	02/14/19	1031235	230-34726	Pony Baseball	275.00
Gull Lake Glass Inc	02/14/19	1031235	230-34702	Soccer	175.00
Mattson Lumber Company	02/14/19	1031236	230-34703	Shetland T-Ball	175.00
Laurie Hall State Farm Insurance	02/19/19	1031242	230-34708	Junior Softball	200.00
Northland Construction	02/19/19	1031243	230-34708	Petite Softball	200.00
Lexington Manufacturing Inc	02/19/19	1031244	230-34726	Mustang Baseball	225.00
Arrowwood Lodge Brainerd	02/22/19	1031262	230-34708	Petite Softball	200.00
Dondelinger Chevrolet	02/25/19	1031268	230-34705	Pinto Baseball	175.00
Dondelinger Chevrolet	02/25/19	1031268	230-34712	Kickball	175.00
American National Bank	02/25/19	1031269	230-34703	Shetland T-Ball	175.00
MidMinnesota Federal Credit Union	02/25/19	1031270	230-34726	Bronco Baseball	225.00
VFW Auxiliary #1647	02/25/19	1031271	230-34726	Bronco Baseball	225.00
B Johnson & Assoc LTD	02/25/19	1031273	230-34726	Pony Baseball	275.00
Widseth Smith Nolting	02/27/19	1031280	230-34708	Petite Softball	200.00
Minnesota T's Inc.	03/01/19	1031290	230-34708	Junior Softball	200.00
CTC	03/04/19	1031296	230-34703	Shetland T-Ball	175.00
Kiwanis Club of Brainerd	03/06/19	1031307	230-34726	Mustang Baseball	225.00
Kiwanis Club of Brainerd	03/06/19	1031307	230-34712	Kickball	175.00
Eagles Club	03/07/19	1031314	230-34728	Miracle League	225.00
Elks Lodge #615	03/08/19	1031333	230-34708	Senior Softball	200.00
Tom Hofius Agency-Farmers Insurance	03/08/19	1031334	230-34708	Junior Softball	200.00
Neighborhood National Bank	03/11/19	1031343	230-34703	Shetland T-Ball	175.00
Hy-Tec Construction	03/11/19	1031344	230-34726	Mustang Baseball	225.00
McDermott Orthodontics	03/11/19	1031345	230-34708	Petite Softball	200.00
Clow Stamping Company	03/11/19	1031346	230-34708	Junior Softball	200.00
Sather Concrete	03/13/19	1031355	230-34705	Pinto Baseball	175.00
Alexander Electric	03/25/19	1031379	230-34727	Lil' Buckaroos T-Ball	275.00
Alexander Electric	03/25/19	1031379	230-34726	Mustang Baseball / Bronco Baseball	450.00
Alexander Electric	03/25/19	1031379	230-34708	Senior Softball	200.00
Taco John's (Pencore Holdings Inc)	03/25/19	1031380	230-34703	Shetland T-Ball	175.00
Vigilant Guardians Veterans Motorcycle Club	03/26/19	1031383	230-34708	Junior Softball	200.00
Viking Coca-Cola Bottling Company	04/01/19	1031401	230-34727	Lil' Buckaroos T-Ball	275.00
Brainerd Lakes Area Women of Today	04/01/19	1031402	230-34708	Petite Softball	200.00
Mills Automotive Group	04/03/19	1031415	230-34726	Pony Baseball	375.00
Mills Automotive Group	04/03/19	1031415	230-34702	Little Kicks Soccer	175.00
Mills Automotive Group	04/03/19	1031415	230-34703	Shetland T-Ball	175.00
Mills Automotive Group	04/03/19	1031415	230-34708	Senior Softball	200.00
Country Inn & Suites	04/08/19	1031447	230-34705	Pinto Baseball	175.00
Lakeland Floor Covering LLC	04/09/19	1031459	230-34726	Pony Baseball	275.00
Bremer Bank	04/10/19	1031468	230-34726	Bronco Baseball	225.00
Riddle's Jewelry	04/15/19	1031494	230-34726	Mustang Baseball	225.00
Amer Family Ins-Shannon Finnegan	04/18/19	1031518	230-34708	Senior Softball	200.00
Ernie's on Gull Lake	05/10/19	1031677	230-34726	Pony Baseball	275.00
East Side Auto & Muffler	05/30/19	1031811	230-34708	Junior Softball	200.00
Marr Sales Group	06/04/19	1031885	230-34705	Pinto Baseball	175.00
					\$11,800.00

Donations/Grants/Special Revenue

				\$18,470.17
Special Events 230-34711	\$700.00	Team Sponsorships	\$11,800.00	
Contributions & Donations-Park Dedication	\$9,712.00	Contributions & Donations-Park Fund	\$6,361.17	
Total Received in 2019 - does not include in-kind donations:				\$30,970.17

\$700.00

\$11,800.00

\$9,712.00

\$6,361.17

\$30,970.17

Mills Field - 2019 Expenditures

Vendor	Date	Invoice Number	General Ledger	Description	Amount	Balance
2019 budget for 45207-2220						\$4,000.00
Stewart C Mills Jr	06/03/19	Receipt 1031876.002	230-36230	Donation-maintenance and upkeep-Mills Field	5,000.00	9,000.00
Bryan Rock Products Inc	05/15/19	33990	45207-2220	Field aggregate	-1,027.62	7,972.38
Total expenditures-Mills Field					3,972.38	
Donation-Stewart C. Mills Jr.			230-36230	Designated for maint/upkeep of Mills Field		
Admin xfer-Park Fund to Park Dedication	December	Park Board request	230-49300-7720	Balance of anonymous donation		\$0.00



Brainerd City Council Agenda Request

Requested Meeting Date: July 15, 2019

Title of Item: Relay of Voices - The Great River Run

☒ INFORMATION ONLY ☒ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Ashley Kaisershot	Department: Community Development
Presenter (Name & Title): Same	Estimated Time Needed:
Summary of Issue: Relay of Voices is a four-month long expedition from the Headwaters to the Mouth of the Mississippi River, launched on July 9, 2019. Relay embarks on a mission to collect individual stories across the Mississippi River region, acting as a mobile studio space traversing the landscape, giving everyone involved the opportunity to engage in the artistic process and feel the urgency of being connected in space and time. The entire endeavor will take place from July through November 2019. Relay has been working with 104 communities, 20 – 40 miles apart, as daily stops on the expedition as it travels downriver through Minnesota, Wisconsin, Iowa, Illinois, Missouri, Kentucky, Tennessee, Arkansas, Mississippi and Louisiana, finishing at the Mouth of the River at the Gulf of Mexico. Each stop along the way has been identified and vetted into an organized route to provide accurate representation of both the river and diversity of the communities surrounding. A primary reason for choosing the Mississippi River region was the dichotomy of rural and urban communities there, with many of them still making a living off the water and land. The river is home to a collection of small towns ranging between 200 and 60,000 in population anchored by 7 cities with populations over 100,000, serving as beacons of culture and urbanity along the water way.	
Alternatives, Options, Effects on Others/Comments: Relay has partnered with the Water Institute of the Gulf to gather interview and geographic data from fieldwork which reveals the overwhelming need to understand how the “One River” affects the outcomes at its terminal. The Relay will arrive at Lum Park at 1:00 pm on Monday, July 22nd. A community picnic/potluck will take place from 5:30-7:30 pm at the Lum Park Pavilion. There will be a Relay Send off on Tuesday, July 23rd from the Riverfront Trailhead site.	
Recommended Action/Motion: Informational only.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

1 Lake Itasca, MN
2 Bemidji, MN
3 Cass Lake, MN
4 Bena, MN
5 Deer River, MN
6 Grand Rapids, MN
7 Jacobson, MN
8 Palisade, MN
9 Aitkin, MN
10 Crosby, MN
11 Brainerd, MN
12 Little Falls, MN
13 Rice, MN
14 St. Cloud, MN
15 Monticello, MN
16 Elk River, MN
17 Minneapolis, MN
18 St. Paul, MN
19 Prescott, WI
20 Bay City, WI
21 Nelson, WI
22 Fountain City, WI
23 Trempealeau, WI
24 La Crosse, WI
25 New Albin, IA
26 Harpers Ferry, IA
27 Clayton/Guttenberg, IA
28 North Buena Vista, IA
29 Dubuque, IA
30 Bellvue, IA
31 Sabula, IA
32 Clinton, IA
33 Port Byron, IL
34 Quad Cities, IL/IA
35 Muscatine, IA
36 Oakville, IA
37 Burlington, IA
38 Nauvoo, IL
39 Warsaw, IL
40 Quincy, IL
41 Hannibal, MO
42 Ashburn/Louisiana, MO
43 Clarksville, MO
44 Elsberry/Winfield, MO
45 St. Charles, MO
46 St. Louis, MO
47 Arnold, MO
48 Festus, MO
49 Ste Genevieve, MO
50 Chester, IL



RELAY OF VOICES

The Great River Run

In Summer/Fall of 2019, six men and women will begin a 100-day journey on foot from the Headwaters to the Mouth of the Mississippi River.

GOALS / Relay aims to:

Get people moving
Build a culture of listening
Use new research methods in the field of dance
Bring cultural data into conversation with science

NEEDS / You can be involved in Relay:

Offer time, teach us about your community
Brainstorm and shape how Relay impacts your region
Build engagement through social media and events
Connect us with local citizens who know the River
Help us secure space to land and launch in your town
Share local rules, permits, and policies
Connect us with volunteers

VISION / A day in the life of Relay:

Welcome us into your town around 3pm
Spend the afternoon one-on-one with a Relay Team member
Organize for an evening event with the Relay Team
Send us off the next morning and run with us

BIG PICTURE / 100 days along the Great River:

Build regional tourism along the Relay route
Create a fitness economy with the Great River Ultra
Endurance Run and Local Community Races
Use social media #hashtags to get the Great River trending

51 Neunert, IL
52 Wolf Lake, IL
53 Tamms, IL
54 Cairo, IL
55 Columbus, KY
56 Hickman, KY
57 Tiptonville, TN
58 Ridgely, TN
59 Hales Point, TN
60 Cherry, TN
61 Garland, TN
62 Quito, TN
63 Meeman-Shelby Forest SP, TN
64 Memphis, TN
65 West Memphis, AR
66 Anthonyville, AR
67 Hughes, AR
68 Marianna, AR
69 Helena-West Helena, AR
70 Clarksdale, MS
71 Deeson, MS
72 Rosedale, MS
73 Scott, MS
74 Greenville, MS
75 Eudora, AR
76 Lake Providence, LA
77 Tallulah, LA
78 Vicksburg, MS
79 Rocky Springs, MS
80 Port Gibson, MS
81 Fayette, MS
82 Church Hill, MS
83 Natchez, MS
84 Deer Park, LA
85 Black Hawk, LA
86 Innis, LA
87 New Roads, LA
88 North Baton Rouge, LA
89 South Baton Rouge, LA
90 Plaquemine, LA
91 Darrow, LA
92 Gramercy, LA
93 Reserve, LA
94 Kenner, LA
95 New Orleans, LA
96 St. Bernard SP, LA
97 Myrtle Grove, LA
98 West Pointe a La Hache, LA
99 Buras, LA
100 The Mouth of the River, LA

RELAY Press Kit

UPDATED
6/8/2019



relayofvoices.com

Relay of Voices (Relay) is a creative research expedition produced by Victoria Bradford | A House Unbuilt.

FOR IMMEDIATE RELEASE

Brittany Cruickshank
Media Contact, DEVENY
504-949-3999 ext. 211
bcruckshank@deveney.com

Relay of Voices Research Expedition Travels Length of Mississippi
Team Collects Story Data Every Step of the Way

NEW ORLEANS – July 9, 2019 – *Relay of Voices (Relay)*, a four-month long expedition from the Headwaters to the Mouth of the Mississippi River, launched today. Spearheaded by Victoria Bradford Styrbicki with the assistance of a “relay team” made up of support staff and regional volunteers, *Relay* embarks on a mission to collect individual stories across the Mississippi River region, acting as a mobile studio space traversing the landscape, giving everyone involved the opportunity to engage in the artistic process and feel the urgency of being connected in space and time. The entire endeavor will take place from July through November 2019.

Relay has been working with 104 communities, 20 – 40 miles apart, as daily stops on the expedition as it travels downriver through Minnesota, Wisconsin, Iowa, Illinois, Missouri, Kentucky, Tennessee, Arkansas, Mississippi and Louisiana, finishing at the Mouth of the River at the Gulf of Mexico. Each stop along the way has been identified and vetted into an organized route to provide accurate representation of both the river and diversity of the communities surrounding. A primary reason for choosing the Mississippi River region was the dichotomy of rural and urban communities there, with many of them still making a living off the water and land. The river is home to a collection of small towns ranging between 200 and 60,000 in population anchored by 7 cities with populations over 100,000, serving as beacons of culture and urbanity along the water way.

“We want to create a platform for listening with the body in and around the communities of the Mississippi River,” says Executive and Artistic Director, Victoria Bradford Styrbicki. “As we build a physical vocabulary drawn from these lives that are built around a volatile natural resource as well as a reliance on community relationships, a story that resonates beyond the river and connects all Americans will emerge. Through accumulation and just being present, we hope to be a catalyst for all the voices of the river while also providing insightful data for scientific purposes.”

Relay has partnered with the Water Institute of the Gulf to gather interview and geographic data from fieldwork which reveals the overwhelming need to understand how the “One River” affects the outcomes at its terminal. The Water Institute of the Gulf’s Human Dimensions Director and Social Geographer, Scott Hemmerling, will help shape the questions Styrbicki asks in interviews with local residents along the *Relay* route as well as provide GPS body cameras for her to geolocate the information she gathers. This data will then be processed by the Institute in order to be collated for future use in studies and continued fieldwork in Louisiana.

Relay’s artistic process will be a communal effort of endurance. The roughly marathon’s distance between each town will be approached as a relay composed of surrogate walkers,

runners, cyclists, and paddlers from neighboring river communities. When no regional surrogates step in to carry the voices downriver, Styrbicki will approach the distance as a duathlon—a run out of town, cycling the longer stretch between, followed by a run into the next town. Styrbicki and the relay team will “gather the landscape” making observations with their senses as well as with GPS body cameras mounted to their torsos or bikes. This landscape data will be used in mapping analysis by the Water Institute of the Gulf as well as shared at the performance event held in each town upon *Relay*’s arrival. Many communities have also planned a walking, running, or cycling escort in or out of town to share in the effort as a group. Creative placemaking activities in towns consist of welcomes, afternoon interactions with individual local residents, and a performance event in the evening. Interaction participants have been selected by the local partners, reaching deep into the community to address diversity of age, background, race/ethnicity, profession and relationship to the river.

Relay has partnered with 29 Convention and Visitors Bureaus (CVBs), 19 Chambers of Commerce, 30 arts, culture and educational organizations, 45 city and county governments, as well as hundreds of individual volunteers local to each community to solidify programming and to assist with accommodation, transportation, event space and nourishment to support the expedition as it travels south.

Relay team members include relay director Victoria Bradford Styrbicki, project collaborator Tom Styrbicki, certified triathlon coach Nic King-Ruley, and project manager Dinah Bradford. A House Unbuilt company members who previously contributed to the development of the project include Zack Bailey, Carla Gruby, Angela Gronroos, Lisa Leszczewicz, Lone Sanders, Kara Jeffs, and Caitlin Rafferty. *Relay of Voices* is a project of A House Unbuilt, a 501c3 nonprofit corporation based in Lake Charles, La. and Chicago, Ill.

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About *Relay of Voices*

Relay of Voices is a work of social practice dance that utilizes principles of durational performance, movement research, social choreography, endurance art, placemaking, and environmental activism. By staging a four-month long expedition from the Headwaters to the Mouth of the Mississippi River, Relay will gather landscapes and voices through various forms of movement and listening, grounding the stories of Middle America. Together with local participants, choreographer Victoria Bradford Styrbicki is physically moving downriver at a pedestrian scale, building a vocabulary of connectedness across the many voices of the River. For more information, visit <https://relayofvoices.com/>.

About A House Unbuilt

A House Unbuilt (AHU), a 501c3 nonprofit corporation, is based in Lake Charles, La. and Chicago, Ill. AHU uses movement and the body to engage and investigate the social fabric of rooted communities. Drawing on vocabulary from dance, sport, and everyday life, A House Unbuilt seeks to un-build the learned architecture of the body to reveal the insights and knowledge housed only there.

ABOUT RELAY OF VOICES

Relay of Voices, a project of 501c3 nonprofit A House Unbuilt (AHU), is a research expedition traveling down the Mississippi River Trail with the goal of gathering “voices” from the landscape and individual residents of the river region. The effort is shaped by a theory of “movement research” which uses the body as the empathetic center for listening and understanding, and it seeks to learn about how people live with water and the natural resources that surround it. Cultural data and geographic narratives will be gathered for future use by scientists, artists and policy makers.

Relay is spearheaded by artist, athlete, and Louisiana native, Victoria Bradford Styrbicki, who is working to connect the voices of river communities by traveling the 2,400 miles of the river at a pedestrian scale with the assistance of a “relay team” made up of support staff and regional volunteers. *Relay* team members include relay director Victoria Bradford Styrbicki, relay project collaborator Tom Styrbicki, certified triathlon coach Nic King-Ruley, and project manager Dinah Bradford, as well as countless members from river communities. A House Unbuilt company members who previously contributed to the development of the project include Zack Bailey, Carla Gruby, Angela Gronroos, Lisa Leszczewicz, Lone Sanders, Kara Jefts, and Caitlin Rafferty. A primary reason for choosing the Mississippi River region was the dichotomy of rural and urban communities there, with many of them still making a living off the water and land. The river is home to a collection of small towns ranging between 200 and 60,000 in population anchored by 7 cities with populations over 100,000, serving as beacons of culture and urbanity along the water way.

A major component of *Relay* is daily interactions to gather the voices of each community. Styrbicki will immerse herself in one-on-one exchanges with local residents in each town where she has arrived by documenting daily gestures, movements, actions, rhythms, rituals and behaviors through what is referred to as “whole body listening.” Through this empathetic listening process, she gathers the unique stories of the individual participants through both words and movement shared through the interaction experience.

Relay “Interactions” involve:

- a two- to three-hour time investment; spent at work, leisure, everyday life
- Styrbicki as “participant observer”
- Styrbicki will observe, participate when possible, and engage in conversation when not disruptive
- Styrbicki will ask a few, specific questions but mostly seek to hear unguarded thoughts about anything the interview subject chooses to share

After the collection of stories are gathered in one place, the relay team will traverse the landscape to the next community to share the voices already gathered, connecting one community with the next. The relay team members consist of regional volunteers serving as surrogate walkers, runners, cyclists or paddlers. When no regional volunteers step in to carry the voices downriver, Styrbicki will approach the distance as a duathlon—a run out of town, cycling the longer stretch between, followed by a run into the next town.



Many communities have also organized a group run in or out of town with *Relay* while others will wait and offer a welcome in town.

While each community engagement only lasts a day, this interaction and relay practice can leave a significant impression as person-to-person encounters accumulate in the body as well as in the data, building into a connective landscape with others along the river.

Relay has partnered with 29 Convention and Visitors Bureaus (CVBs), 19 Chambers of Commerce, 30 arts, culture and educational organizations, 45 city and county governments, as well as hundreds of individual volunteers local to each community to solidify programming and to assist with accommodation, transportation, event space and nourishment to support the expedition as it travels south. Through partnerships with organizations like The Mississippi River Parkway Commission (MRPC), the Mississippi River Network (MRN) and The Water Institute of the Gulf, A House Unbuilt is connecting with each of the 104 communities in a distinct way, accessing their cultural touchstones, and adapting its special technique of movement and storytelling to any venue or audience.

PARTICIPATING CITIES/LOCATIONS

0.0 mi • Tuesday, July 9, 2019 • **Mississippi Headwaters (Itasca State Park), MN**
 1.9 mi • Wednesday, July 10, 2019 • **Itasca Biological Field Station, MN**
 33.8 mi • Thursday, July 11, 2019 • **Bemidji, MN**
 24.4 mi • Friday, July 12, 2019 • **Cass Lake, MN**
 20.3 mi • Saturday, July 13, 2019 • **Bena, MN**
 27.1 mi • Sunday, July 14, 2019 • **Deer River, MN**
 23.1 mi • Monday, July 15, 2019 • **Grand Rapids, MN**
 21.1mi • Wednesday, July 17, 2019 • **Jacobson, MN**
 23.3 mi • Thursday, July 18, 2019 • **Palisade, MN**
 6.6 mi • Friday, July 19, 2019 • **Long Lake Conservation Center, MN**
 27.0 mi • Saturday, July 20, 2019 • **Aitkin, MN**
 19.5 mi • Sunday, July 21, 2019 • **Crosby, MN**
 29.7 mi • Monday, July 22, 2019 • **Brainerd, MN**
 32.1 mi • Tuesday, July 23, 2019 • **Little Falls, MN**
 22.2 mi • Thursday, July 25, 2019 • **Rice, MN**
 17.1 mi • Friday, July 26, 2019 • **St. Cloud, MN**
 13.0 mi • Sunday, July 28, 2019 • **Elk River, MN**
 31.4 mi • Monday, July 29, 2019 • **Minneapolis, MN**
 14.3 mi • Tuesday, July 30, 2019 • **Saint Paul, MN**
 31.7 mi • Wednesday, July 31, 2019 • **Prescott, WI**
 21.0 mi • Wednesday, July 31, 2019 • **Prairie Island Indian Community, MN**
 18.9 mi • Thursday, August 1, 2019 • **Bay City, WI**
 20.9 mi • Friday, August 2, 2019 • **Pepin, WI**
 19.1 mi • Saturday, August 3, 2019 • **Alma, WI**
 26.6 mi • Sunday, August 4, 2019 • **Winona, MN**
 14.9 mi • Monday, August 5, 2019 • **Trempealeau, WI**
 20.3 mi • Tuesday, August 6, 2019 • **La Crosse, WI**
 34.5 mi • Wednesday, August 7, 2019 • **Lansing, IA**
 13.8 mi • Thursday, August 8, 2019 • **Harpers Ferry, IA**
 34.9 mi • Friday, August 9, 2019 • **Guttenberg, IA**
 14.5 mi • Sunday, August 11, 2019 • **North Buena Vista, IA/Balltown, IA**
 25.1 mi • Monday, August 12, 2019 • **Dubuque, IA**
 27.3 mi • Tuesday, August 13, 2019 • **Bellevue, IA**
 21.1 mi • Wednesday, August 14, 2019 • **Sabula, IA**
 18.4 mi • Thursday, August 15, 2019 • **Clinton, IA**
 25.6 mi • Friday, August 16, 2019 • **Port Byron, IL**
 18.9 mi • Saturday, August 17, 2019 • **Quad Cities, IL/IA**
 26.6 mi • Sunday, August 18, 2019 • **Muscatine, IA**
 27.6 mi • Monday, August 19, 2019 • **Oakville, IA**
 21.6 mi • Tuesday, August 20, 2019 • **Burlington, IA**
 34.1 mi • Thursday, August 22, 2019 • **Nauvoo, IL**
 17.5 mi • Saturday, August 24, 2019 • **Warsaw, IL**
 31.7 mi • Sunday, August 25, 2019 • **Quincy, IL**
 21.2 mi • Monday, August 26, 2019 • **Hannibal, MO**
 33.1 mi • Wednesday, August 28, 2018 • **Louisiana/Clarksville, MO**
 26.2 mi • Thursday, August 29, 2019 • **Elsberry, MO**
 12.8 mi • Friday, August 30, 2019 • **Winfield, MO**

32.9 mi • Saturday, August 31, 2019 • **St. Charles, MO**
39.9 mi • Sunday, September 1, 2019 • **St. Louis, MO**
27.0 mi • Monday, September 2, 2019 • **East St. Louis, IL**
47.5 mi • Tuesday, September 3, 2019 • **Prairie du Rocher, IL**
9.2 mi • Thursday, September 5, 2019 • **Ste. Genevieve, MO**
23.2 mi • Saturday, September 7, 2019 • **Chester, IL**
35.1 mi • Sunday, September 8, 2019 • **Grand Tower, IL**
32.4 mi • Monday, September 9, 2019 • **Cape Girardeau, MO**
9.3 mi • Tuesday, September 10, 2019 • **Thebes, IL**
25.4 mi • Wednesday, September 11, 2019 • **Cairo, IL**
8.5 mi • Thursday, September 12, 2019 • **Wickliffe, KY**
19.9 mi • Friday, September 13, 2019 • **Columbus, KY**
29.0 mi • Saturday, September 14, 2019 • **Hickman, KY**
25.1 mi • Sunday, September 15, 2019 • **Tiptonville, TN**
14.9 mi • Monday, September 16, 2019 • **Ridgely, TN**
41.6 mi • Tuesday, September 17, 2019 • **Ripley, TN**
23.7 mi • Wednesday, September 18, 2019 • **Fort Pillow State Park, TN**
29.7 mi • Thursday, September 19, 2019 • **Covington, TN**
16.1 mi • Friday, September 20, 2019 • **Randolph, TN**
36.1 mi • Saturday, September 21, 2019 • **Memphis, TN**
12.3 mi • Sunday, September 22, 2019 • **West Memphis, AR**
17.5 mi • Tuesday, September 24, 2019 • **Anthonyville, AR**
25.0 mi • Wednesday, September 25, 2019 • **Hughes/Horseshoe Lake, AR**
22.3 mi • Thursday, September 26, 2019 • **Marianna, AR**
26.6 mi • Friday, September 27, 2019 • **Helena-West Helena, AR**
31.3 mi • Sunday, September 29, 2019 • **Clarksdale, MS**
25.3 mi • Monday, September 30, 2019 • **Deeson, MS**
16.1 mi • Tuesday, October 1, 2019 • **Rosedale, MS**
22.3 mi • Wednesday, October 2, 2019 • **Scott, MS**
15.6 mi • Thursday, October 3, 2019 • **Greenville, MS**
28.2 mi • Saturday, October 5, 2019 • **Eudora, AR**
24.8 mi • Sunday, October 6, 2019 • **Lake Providence, LA**
26.6 mi • Monday, October 7, 2019 • **Tallulah, LA**
21.7 mi • Tuesday, October 8, 2019 • **Vicksburg, MS**
41.3 mi • Wednesday, October 9, 2019 • **Port Gibson, MS**
24.3 mi • Thursday, October 10, 2019 • **Fayette/Church Hill, MS**
22.0 mi • Friday, October 11, 2019 • **Natchez, MS**
2.9 mi • Sunday, October 13, 2019 • **Vidalia, LA**
36.4 mi • Monday, October 14, 2019 • **Black Hawk, LA**
39.0 mi • Tuesday, October 15, 2019 • **Morganza, LA**
14.3 mi • Wednesday, October 16, 2019 • **New Roads, LA**
18.2 mi • Thursday, October 17, 2019 • **St. Francisville, LA**
24.1 mi • Friday, October 18, 2019 • **North Baton Rouge, LA**
10.0 mi • Saturday, October 19, 2019 • **South Baton Rouge, LA**
24.4 mi • Monday, October 21, 2019 • **St. Gabriel, LA**
40.9 mi • Tuesday, October 22, 2019 • **Convent, LA**
25.6 mi • Wednesday, October 23, 2019 • **Reserve, LA**
14.4 mi • Friday, October 25, 2019 • **Kenner, LA**
12.2 mi • Sunday, October 27, 2019 • **New Orleans, LA**

7.8 mi • Sunday, October 28, 2019 • **(NOCCA) New Orleans, LA**
9.9 mi • Tuesday, October 29, 2019 • **Violet, LA**
10.6 mi • Wednesday, October 30, 2019 • **Belle Chasse, LA**
14.3 mi • Thursday, October 31, 2019 • **Carlisle, LA**
13.5 mi • Friday, November 1, 2019 • **Pointe a La Hache, LA**
9.5 mi • Saturday, November 2, 2019 • **West Pointe a La Hache, LA/Port Sulphur**
20.5 mi • Sunday, November 3, 2019 • **Buras, LA**
9.6 mi • Monday, November 4, 2019 • **Boothville/Venice, LA**
1.7 mi • Tuesday, November 5, 2019 • **The Mouth of the River, LA**

COLLABORATIONS

Relay has cultivated a marketing partnership with the Mississippi River Parkway Commission in an effort to spread the voices of the river to a broader audience and bring more people to visit the river region.



The Mississippi River Parkway Commission (MRPC) is a multi-state organization that was established in 1938 to work collectively to preserve, promote, and enhance the scenic, historic, and recreational resources of the Mississippi River. The MRPC works to foster economic growth in the corridor and develop the national, scenic and historic parkway known as the Great River Road. In 2018, the MRPC celebrated its 80th Anniversary. For decades, the volunteers of the MRPC have coordinated efforts on federal, state, and local levels to leverage millions of dollars for highway improvements, recreation trails, bikeways, scenic overlooks, and historic preservation. The MRPC works collaboratively with Mississippi River Country, USA to coordinate both domestic and international marketing for the river valley and facilitates efforts to enhance economic development and resource awareness.

Relay is working with the Mississippi River Network, its 56 member organizations, and their 20,000 River Citizens throughout the ten states to listen deeply to the issues facing land, water, wildlife and people up and down the Mississippi River.



1 Mississippi is supported by the Mississippi River Network (MRN) to encourage River Citizens through education, inspiration, and opportunities to embrace the Mississippi River. The goal of the Network is to protect the land, water and people of the United States' greatest River. Founded in 2005, the Network has grown into a diverse coalition of 57 nonprofit organizations and businesses from the River's headwaters in Minnesota, to where it drains into the Gulf of Mexico. Network members share resources, implement whole River strategies, and support the 1 Mississippi national campaign. The Network focuses on three priority issues that need River-wide cooperation:

- Establish a national commitment to protect and restore the Mississippi River through increased public awareness and support.
- Promote Farm Bill Conservation Practices throughout the Mississippi River Basin.
- Encourage reliance on natural infrastructure and restoration of wetlands and flood plains.

Relay is collaborating with the **Water Institute of the Gulf** to bring together art and science throughout this expedition. With sophisticated GPS body cameras worn each day, *Relay* will gather landscape data as well as cultural data located in each town and city. This data will be mapped and compiled into a book to reveal the vocabulary of the River region, providing a valuable resource for scientists, artists, policy makers, and the general public.



The Water Institute is a not-for-profit, independent applied research and technical services institution with a mission to help coastal and deltaic communities thoughtfully prepare for an uncertain future. Through an integrated and inter-disciplinary approach, their work helps to create more resilient communities, thriving economies, and a healthy environment.

IN PARTNERSHIP WITH



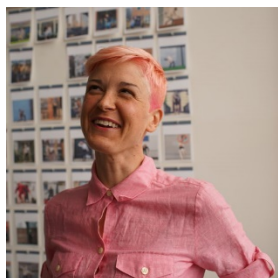








RELAY OF VOICES TEAM



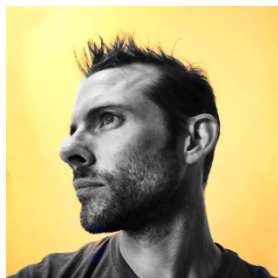
Victoria Bradford Styrbicki, A House Unbuilt Executive and Artistic Director / Relay Director, is an artist and cultural producer working across the lines of public art, dance, social practice and installation. Styrbicki currently works as Executive and Artistic Director of A House Unbuilt, a nonprofit organization focused on movement research. She refers to the work she does there as “social choreography,” moving people both physically and conceptually toward greater connectivity. This work relies on collaboration from other artists as well as research institutes, environmental organizations, political organizations, arts organizations,

governments and government agencies, individual citizens, and communities at large across the United States, particularly as witnessed in Relay of Voices. Styrbicki studied visual arts, anthropology, and theology at the University of Notre Dame (BFA) and visual arts and performance at the School of the Art Institute of Chicago (MFA).



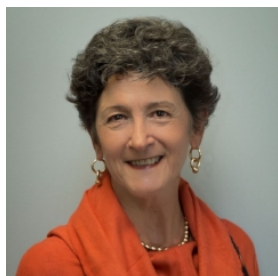
Tom Styrbicki, Relay Collaborator, is a bridge engineer, runner, bicyclist and Minnesota native. Styrbicki serves as the State Design Engineer at the Minnesota Department of Transportation, and in this role he supports and encourages the movement of people in every way (motorized and non-motorized) that fulfill their lives. In addition to being a licensed professional engineer with a BA in Environmental Science from the University of Colorado, BS in Civil Engineering from the Colorado School of Mines and MS in Structural Engineering from the University of Nebraska, Styrbicki has competed in 20 marathons,

30 relays, and 15 triathlons.



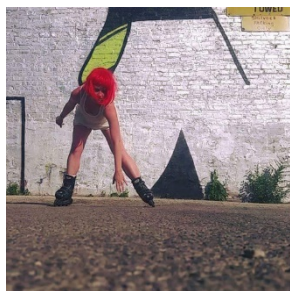
Nic Ruley, Relay Team Coach, is a performance artist, educator and coach living and working as a freelance scholar and coach in Chicago. His body of work encompasses the politicization and performativity of contemporary identity, with his current research focusing on the overlapping strategies involved in steering the performance of athletes and actors. Since 2014, he has coached over 200 runners and triathletes to the finish line. Ruley received a BA in Dance/Theater from Antioch College and an MFA in Interdisciplinary Arts & Media Theory from Columbia College Chicago. He is a USAT certified triathlon coach

and a USMS certified masters swim instructor.

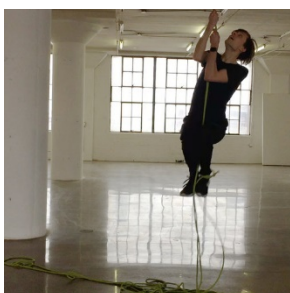


Dinah Bradford, Relay Project Manager, is a community volunteer based in Lake Charles, Louisiana where she serves on the board of the Community Foundation of Southwest Louisiana. As a long-time supporter of Louisiana State University, she currently serves as a member of the College of Human Science and Education's Peabody Society Board of Directors. As a former Principal of Immaculate Conception Cathedral School as well as past president of the Junior League of Lake Charles, Inc., she continues her involvement with these organizations serving on advisory committees when called upon.

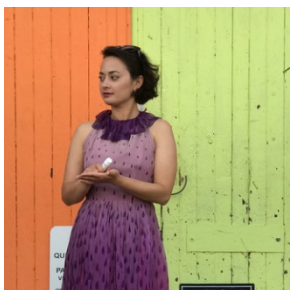
A HOUSE UNBUILT COMPANY



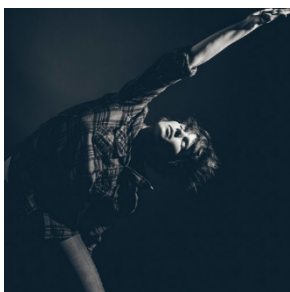
Carla Gruby is a Chicago-based movement performance artist. They graduated with a BFA in dance from University of Illinois Champaign-Urbana, and they have since been working to merge their practices of dance and performance art using different mediums and influences from their own everyday experiences as well as current sociopolitical issues. Gruby focuses on creating intentional visual images and landscapes that utilize the body, exploring work with personas, identity and social nuances in society, as well as re-purposing and re-contextualizing physical materials.



Zack Bailey is a late in life dancer-athlete. In 2018, Bailey joined A House Unbuilt as a Movement Researcher. Through the collaboration he hopes to encourage others to connect to what moves them. He believes dance should and is accessible to all, regardless of the ability level, everyone can connect to physical sensations. Bailey runs and dances every day.



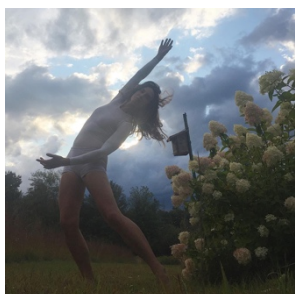
Angela Gronroos is a dancer and a maker. She was born in Bangkok, Thailand, raised in Anchorage, Alaska, and now resides in Chicago, Illinois. Gronroos has worked professionally with various artists including Ginger Farley, J'sun Howard, Margaret Morris and Ayako Kato. Gronroos sees a strong connection between her community-based movement research for Relay and her previous work at Uptown United, a neighborhood-based organization in Chicago assisting with community events and partnerships. Relay of Voices has allowed her to explore the intersection and in between spaces of movement and community—the places we reside, the spaces we ignore and the stories embedded in between.



Lisa Leszczewicz hails from Chicago's Southside, holds a BA in Dancemaking from Columbia College and a founding member of Laboratory Dancers. Leszczewicz also teaches with Chicago Danztheatre Ensemble, bringing arts integration and skill-building to several Chicago Public Schools and community organizations. Leszczewicz is an avid musician and performance artist, currently crafting a solo series of multimedia vignettes. While completing her prerequisite courses for a graduate degree Community Psychology, Leszczewicz hopes to interweave her dance and teaching practices.



Ione Sanders is a dancer, visual artist and educator. A graduate of Middlebury College, Sanders studied sociology and studio art. Sanders started dancing at the end of their college career, focusing mainly in compositional improvisation while also dancing in several contemporary and dance/theatre works. Before Relay, Sanders worked as a facilitator and arts educator at the Chicago Children's Museum and was a regular part of the Chicago Contact Improvisation community.



Kara Jeffs combines the roles of art historian and artist, record keeper and content maker, in order to think critically about how to connect archival information with new audiences, maximizing the potential influence of narratives that document experience and change. Kara has worked with collections at institutions including: The Jane Addams Hull-House Museum, The Joan Flasch Artists' Book Collection, and The Fashion Resource Center all in Chicago, as well as several other institutions in New York. Kara is an active swimmer and dancer.



Caitlin Rafferty has lived in Chicago for eight years, craving nature, insane long bike rides, dance and improvisation, and coffee to fuel these things. She has a B.A. in Dance with a concentration in Choreography from Columbia College Chicago and has performed and choreographed for Meg Louise Dance in addition to independently choreographing for films and music videos. Caitlin's creative mind is fed by being in constant motion where she can find the rhythm in it. She is constantly wanting to dive deeper into observing and connecting to people and their stories as well as telling

her own story.

MADE POSSIBLE BY

The Bradford Family Fund, Chicago Dancmeakers Forum. 3Arts and donors to 3AP (3Arts Projects), Hank Danos, Gray Stream, Joe W. and Dorothy Dorsett Brown Foundation, The Baton Rouge Area Foundation, Vesta & Mark Johnston, Mike Hamner, Reed Mendelson, Eileen & Robert Piper, Empire of the Seed, L & T Health Systems, American Press Foundation, Lake Charles Memorial Hospital, Pelican Foundation, Louisiana Seafood & Marketing Board, Mississippi River Parkway Commission, local Chambers, CVBs, and civic organizations up and down the River, as well as myriad other individual donors and supporters.

SELECT IMAGES



A House Unbuilt Company lines up for the final moments of this 3-hour *Relay* performance. *A House Unbuilt, Declivity, MCA Chicago. Video Still: Kevin Veselka, ©A House Unbuilt; L to R: Carla Gruby, Angela Gronroos, Ione Sanders, Lisa Leszczewicz, Zack Bailey.*



Grabbing

grass variations during 3-hour premiere performance on the grounds of the museum. *A House Unbuilt, Declivity, MCA Chicago. Photo: Nathan Keay. ©MCA Chicago; L to R Angela Gronroos, Lisa Leszczewicz, Carla Gruby*



Running upstream lands two dancers in hold/carry during public performance at the Museum of Contemporary Art Chicago.

A House Unbuilt, Declivity, MCA Chicago. Video Still: Kevin Veselka, © A House Unbuilt; L to R: Lone Sanders, Lisa Leszczewicz



An impromptu dance after a run in Natchez as Choreographer Victoria Bradford Styrbicki travels downriver. *A House Unbuilt, Advance Tour, Natchez, MS. Video Still: Victoria Bradford Styrbicki, © A House Unbuilt; Pictured: Victoria Bradford Styrbicki*



A House Unbuilt Company members participate in some high intensity, interval training at their Mana Contemporary studio in Chicago.

A House Unbuilt, HIIT, Mana Contemporary, Chicago. Photo: Nic King-Ruley, © A House Unbuilt; L to R: Angela Gronroos, Zack Bailey, Victoria Bradford Styrbicki, Lisa Leszczewicz



Executive Director Victoria Bradford Styrbicki, builds engagement through a planning meeting in Elsberry, Mo.

A House Unbuilt, Advance Tour, Elsberry, MO. Photo: Dinah Bradford, © A House Unbuilt; L to R: Sue Hogarth, Victoria Bradford Styrbicki, Tammy Sharpe, Conrad Cheatham, Michael Short, Sarah Hunt, Sam Byers, Terrie Harper



Mayor Errick Simmons and Executive Director Victoria Bradford Styrbicki rally a group of Greenville, Miss. residents around the Relay.

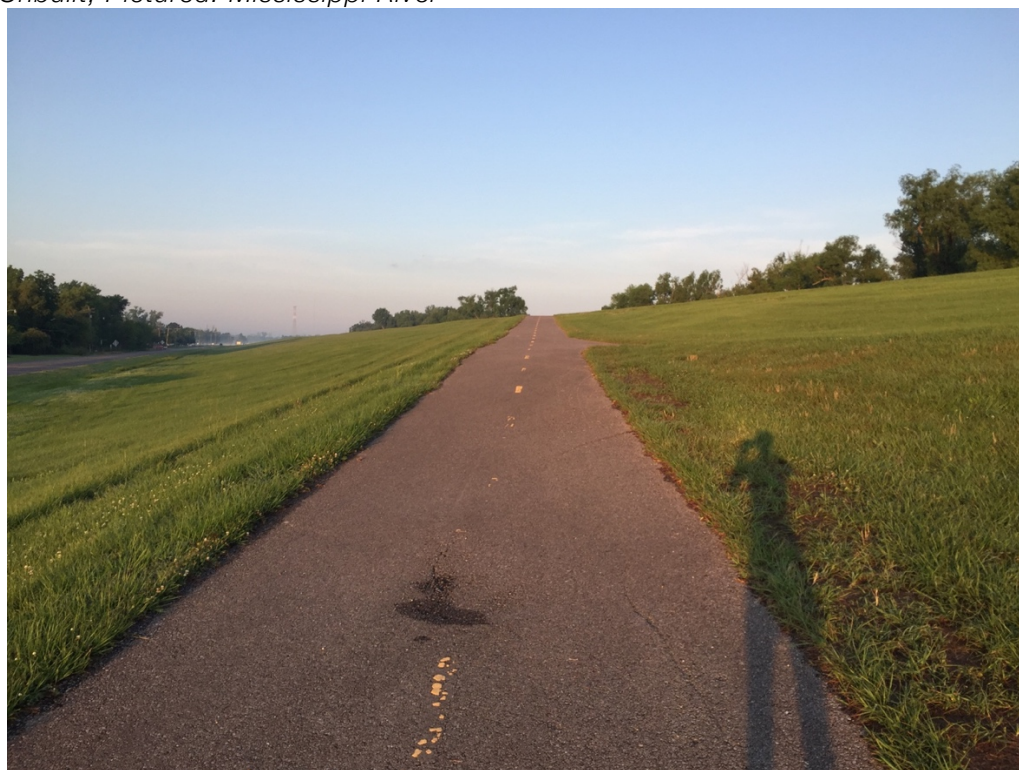
A House Unbuilt, Advance Tour, Greenville, MS. Photo: Everett Chinn, ©A House Unbuilt; L to R: Dinah Bradford, Fire Chief Wyatt, Major Misty Litton, Captain Adrian Danley, Mayor Errick Simmons, Jermaine Thorton, Victoria Bradford Styrbicki, Carolyn Mills-Baker, Wesley Smith, Mary Fin Smith, Lonnie Smith



First glimpse of the Mississippi River headwaters as choreographer Victoria Bradford Styrbicki begins her advance tour to build engagement in Relay. *A House Unbuilt, Advance Tour, Lake Itasca, MN. Photo: Victoria Bradford Styrbicki, ©A House Unbuilt; Pictured: Lake Itasca: Mississippi River Headwaters*



Catching sight of an oil ship on the Mississippi River from the Baton Rouge levee.
A House Unbuilt, Advance Tour, Baton Rouge, LA. Photo: Victoria Bradford Styrbicki, ©A House Unbuilt; Pictured: Mississippi River



Executive Director Victoria Bradford Styrbicki reflects on the trail ahead as she runs a segment of the Relay route on the Baton Rouge levee.
A House Unbuilt, Advance Tour, Baton Rouge, LA. Photo: Victoria Bradford Styrbicki, ©A House Unbuilt; Pictured: Levee Trail, Victoria Bradford Styrbicki

CONNECT



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<https://relayofvoices.com>

**CITY OF BRAINERD
SAFETY AND PUBLIC WORKS COMMITTEE
AGENDA**

July 15, 2019
City Council Chambers
7:00 PM

1. Downtown Events / Parking Concerns
2. Event/Street Closure Application – Community Engagement Pop-Up Campfires
3. Event/Street Closure Application – Mississippi River Canoe Days
4. Event/Street Closure Application – Lakes Area Music Festival
5. Improvement 18-08 and 18-09 – College Drive and S 4th Street/Willow Street Mill and Overlay – Testing Services



Brainerd City Council Agenda Request

Requested Meeting Date: July 15, 2019

Title of Item: Downtown Events / Parking Concerns

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) <i>*provide copy of published hearing notice</i> ☒ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Chief McQuiston/City Administrator Torstenson	Department: Police Department / Administration
Presenter (Name & Title): Same	Estimated Time Needed: 5 minutes
Summary of Issue: Discussion and direction from Council regarding Special Events held downtown.	
Alternatives, Options, Effects on Others/Comments: Staff is seeking direction regarding what level of review the Council requires for the use of the downtown parking lots. In 2018, City Planner Mark Ostgarden brought the concept of Placemaking and a partnership with Region 5 to the Council. The 2018 Placemaking events (in partnership with Region V) took place in both the City Hall and Laurel Street Parking Lots. Additionally, the downtown Farmers Market was started in the Laurel Street Parking Lot and has continued into 2019. In 2018, direction was given that Council did not need to approve every proposed event. However, as we move through 2019, staff feels it would be beneficial to revisit this topic. For special events, the Special Event application is required to be completed for both street closures as well as use of Parking Lots. Street Closures have always received Council approval and some larger events like Street Fest have also always received approval. For special events, closing parking lots sometimes requires the assistance of the police department Community Service Officers to locate owners of vehicles and/or to ticket/tow vehicles. By state statute public parking lots need to be posted 12 hours in advance of the event. Staff is requesting direction on what level of involvement the Council would like to have for parking lot special events such as the Lakes Area Music Festival evening concert, the quilting in public day event that took place, and any other smaller events that could take place.	
Recommended Action/Motion: Direction requested.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <u>Please Explain:</u>	



Brainerd City Council Agenda Request

Requested Meeting Date: July 15, 2019

Title of Item: Event/Street Closure Application - Community Engagement Pop-up Campfires

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is an event/street closure application for a Self Healing Communities event consisting of community engagement with pop-up campfires to be held on 8/19, 8/21, and 8/22 at 4th Avenue between C & D Street, 12th Avenue between K & L Streets, and L Street between 6th and 7th Streets respectively.	
Alternatives, Options, Effects on Others/Comments: The events will consist of small campfires in a commercial portable fire pit, food (hotdogs and s'mores) and conversation to build resiliency in neighborhoods. An adult supervisor will be present at all times and a grill will be used to cook the food. A fire extinguisher will be on hand as well as jugs of water to completely extinguish the fire once completed. The applicant will be distributing fliers to the surrounding neighborhood and plans on having a few lawn signs placed the day of the event.	
Recommended Action/Motion: Staff recommends approval of the attached application under the conditions that requests for traffic control be made 1-week prior to the event and lawn signs are removed immediately after event completion.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



SPECIAL EVENT APPLICATION

Date of Application: 7/5/19

Event applications that do not include a street closure must be submitted to the Parks & Recreation Department at 1619 Washington Street NE, Brainerd, MN 56401 or parks@ci.brainerd.mn.us at least 14 calendar days prior to the event. Applications that include a street closure must be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or engineer@ci.brainerd.mn.us at least 30 calendar days prior to the event and will require City Council approval.

Type of event: ☐ Event – City Parking Lot ☐ Event – City Park
☐ Event with Street Closure ☐ Other _____

Name of event: Community Engagement: Pop-up Campfires

Organizer Information

Organizer's Name: Bridges of Hope
Organizer's Address: 2011 S 6th Street
Event Contact Person: Tom Gonzalez
Event Contact Daytime Phone: 920.629.7080
Event Contact E-mail Address: tom@bridgesofhopemn.org
Contact Name/Number Day of Event: Tom Gonzalez / 920.629.7080
For Profit/Nonprofit Status (type): Nonprofit status

Applicant information (if different from the event organizer):

Applicant Name: _____
Applicant Address: _____
Applicant Phone: _____
Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
8/19/19	6 pm	9 pm	4th Ave between C & D streets
8/21/19	6 pm	9 pm	12th Ave between K & L streets
8/22/19	6 pm	9 pm	L Street between 6th & 7th Streets

Event locations (all dimensions are parking lot usable space estimates):

- City Hall Parking Lot (130’ x 146’)
- Laurel Street Parking Lot (92’ x 120’)
- Front Street Parking Lot (66’ x 125’)
- City Street(s) (street closure request information on page 4 MUST be filled out)
- City Park (must contact the Parks & Recreation Department for information)
- Other (specify location above)

Description of Activities

Brief description of the activities planned during the event. If a parade/run/walk event, please describe the proposed route with the assembly and dispersal locations and attach a route map:

Campfires, food (hot dogs and s'mores), and conversation to build resiliency in neighborhoods.

Wood campfire will be contained in a commercial portable fire pit and will have adult supervision at all times. A weber grill will be used to cook hot dogs.

A fire extinguisher will be on hand as well as jugs of water to douse fire completely when event is over.

Site Information

Electrical usage

☒

Yes

☐

No

Describe the type of equipment to be used and how you intent to supply the power:

Amplified Sound

☐

Yes

☐

No

Describe any recording and sound amplification equipment to be used in your event along with the times:

Restrooms provided

☐

Yes

☒

No

If yes, how many _____ (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: _____

(if restrooms are provided by neighboring property(s), please submit the location and property owner's signature to verify approval has been granted)

Signs, banners, and/or posters/flyers

☐

Yes

☐

No

Describe the signs, banners, posters, flyers and the locations:

Flyers distributed to surrounding neighborhoods.

Lawn signs for event on the day of.

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

Please provide a layout of the event showing booths, tents, staging, amusement, food, etc and provide a street map or park map showing the borders of the event.

Throughout all events, businesses should be reasonably accessible to the public. If a business's entrance is blocked by an event layout, then accommodations such as signage, handbills, or similar methods should be made available to mitigate the impact on customer access.

A \$100/day security deposit for publicly owned spaces ONLY is required (payable by check only). The security deposit will be refunded should the event site be left clean and void of trash and all event items are removed on the last day of the event. An event that does not occur will not have its security deposit refunded except for hazardous weather conditions, as determined by the City of Brainerd.

Street Closure Request Information

Describe the name and sections of the streets for which you are requesting temporary closure (e.g. South 7th Street between Maple Street and Front Street):

1. 8/19/19--4th Ave between C & D streets; 2. 8/21/19--12th Ave between K & L streets

3. 8/22/19--L Street between 6th & 7th Streets

Date and time for beginning of street closures: 1. 8/19/19 4:00 pm 2. 8/21/19 4:00 pm 3. 8/22/19 4:00 pm

Date and time for reopening of streets: 1. 8/19/19 10:00 pm 2. 8/21/19 10:00 pm 3. 8/22/19 10:00 pm

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian flow along sidewalks). Additional pages may be attached.

We'll only be set up in the street. People can still access houses through sidewalks and park on adjacent streets.

While the City continues to treat downtown as a venue for events, event plans must be balanced with the interests and needs of property owners.

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or engineer@ci.brainerd.mn.us.

Hold Harmless Agreement and Insurance Information

The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event herein described.

The City, at its discretion, may require the Applicant to obtain liability insurance for any event. If liability insurance is required, the following requirements apply:

- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an "Additional Insured" on the policy.
- At least ten (10) days prior to the event, the Applicant must provide to the City a Certificate of Insurance showing the required coverage.

Signature of Event Applicant

I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.

Signature of Applicant

Thomas M Gonzalez

Print Name

Contacts, Permits, and Fees Checklist

Each event has its own requirements and needs. Listed below is a summary of the permits common to many events. Please note that it is not necessary to have all permits approved upon submission of this application. However, this checklist should serve as a guide as you plan your event. *All events must have all permits and fees paid and approved prior to the start of the event.*

The Event Planner is responsible for providing the following (as needed) information:

Permit, License, or Checklist	Yes	Pending	N/A	Contact (See contact information below)
Authorization to use a city park				Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support				Check yes to request emergency support. The appropriate level of fire, EMS, and police support will be determined based on crowd size and the type of event. Fees may be discussed with the sponsor.
Food and vendor licenses				All vendors must apply for a temporary license through the Commissioner of Revenue's Office. Food vendors are required to collect and report meals tax. Contact City Hall for information/procedure.
Health Department Permit				All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate				May be required before issuing a permit.
Sign/banner Permits				Contact the Planning Department for information/procedure.
Parade Permit				Issued by the Police Department after complete submission of application.
Alcohol Use Permit				Must be approved by City Council after submission of the event application. Contact City Hall for information/procedure.

Contact Information

Administration Department:	(218) 828-2307 admin@ci.brainerd.mn.us
Parks and Recreation Department:	(218) 828-2320 parks@ci.brainerd.mn.us
Engineering Department:	(218) 828-2307 engineer@ci.brainerd.mn.us
Planning Department:	(218) 828-2307 planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 police@ci.brainerd.mn.us
Fire Department:	(218) 828-2312 fire@ci.brainerd.mn.us
MN Commissioner of Revenue:	(651) 282-5225 www.revenue.state.mn.us
MN Department of Health	(320) 223-7300 www.health.state.mn.us
MNDOT Baxter Office	(218) 828-5700 www.dot.state.mn.us

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	OK 7/8	None
City Administration	OK 7/8	None
Engineering Department	OK 7/8	Please Submit request for traffic control 1-week prior to event
Fire Department	OK 7/8	Info was requested & supplied by applicant.
Fire Support/EMS	OK 7/8	Fire extinguishers & water will be at each pop-up and will be contained in commercial fire pits.
Parks Department	OK 7/8	None
Planning Department	OK 7/8	None
Police Department	OK 7/8	Intend to staff w/ officers & encouraging on-duty officers to stop.

Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

City Administrator or Parks & Recreation Director

Date

Approval Conditions

Certification of Street Closure Approval

The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):



Brainerd City Council Agenda Request

Requested Meeting Date: July 15, 2019

Title of Item: Event Application - Mississippi River Canoe Days

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is an event application for the annual Mississippi River Canoe Days event to be held on 8/3/2019 from 9:00 am - 10:30 am at Kiwanis Park.	
Alternatives, Options, Effects on Others/Comments: The event at the park consists of a group of 5 small booths to present water quality information and AIS awareness. At 10:00 am, the general public will be invited to place their canoe in the water and paddle to Crow Wing State Park to a fur-traders encampment. The request to reserve Kiwanis Park has already been submitted to the Parks Department and is approved.	
Recommended Action/Motion: Staff recommends approval of this event application.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



SPECIAL EVENT APPLICATION

Date of Application: 7/8/19

Event applications that do not include a street closure must be submitted to the Parks & Recreation Department at 1619 Washington Street NE, Brainerd, MN 56401 or parks@ci.brainerd.mn.us at least 14 calendar days prior to the event. Applications that include a street closure must be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or engineer@ci.brainerd.mn.us at least 30 calendar days prior to the event and will require City Council approval.

Type of event: ☐ Event – City Parking Lot ☒ Event – City Park
☐ Event with Street Closure ☐ Other _____

Name of event: Mississippi River Canoe Days

Organizer Information

Organizer's Name: Tim Terrill
Organizer's Address: 322 Laurel St.
Event Contact Person: Tim Terrill
Event Contact Daytime Phone: 507-923-7167
Event Contact E-mail Address: timt@mississippihadwaters.org
Contact Name/Number Day of Event: Same
For Profit/Nonprofit Status (type): N/A

Applicant information (if different from the event organizer):

Applicant Name: _____
Applicant Address: _____
Applicant Phone: _____
Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
8/3/19	9:00am	10:30am	Kiwanis Park

Event locations (all dimensions are parking lot usable space estimates):

- City Hall Parking Lot (130' x 146')
- Laurel Street Parking Lot (92' x 120')
- Front Street Parking Lot (66' x 125')
- City Street(s) (street closure request information on page 4 MUST be filled out)
- City Park (must contact the Parks & Recreation Department for information)
- Other (specify location above)

Description of Activities

Brief description of the activities planned during the event. If a parade/run/walk event, please describe the proposed route with the assembly and dispersal locations and attach a route map:

A small group around 5 booths will be at Kiwanis park to present water quality, and AIS awareness from 9:00am until 10:30am. At 10am, the general public will be invited to place their canoe in the water and paddle to Crow Wing State Park to a Fur-traders encampment

Site Information

Electrical usage

☐

Yes

☒

No

Describe the type of equipment to be used and how you intent to supply the power:

Amplified Sound

☐

Yes

☒

No

Describe any recording and sound amplification equipment to be used in your event along with the times:

Restrooms provided

☐

Yes

☒

No

If yes, how many _____ (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: _____

(if restrooms are provided by neighboring property(s), please submit the location and property owner's signature to verify approval has been granted)

Signs, banners, and/or posters/flyers

☐

Yes

☒

No

Describe the signs, banners, posters, flyers and the locations:

Trash Receptacle Disposal

☐

Yes

☒

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

Please provide a layout of the event showing booths, tents, staging, amusement, food, etc and provide a street map or park map showing the borders of the event.

Throughout all events, businesses should be reasonably accessible to the public. If a business's entrance is blocked by an event layout, then accommodations such as signage, handbills, or similar methods should be made available to mitigate the impact on customer access.

A \$100/day security deposit for publicly owned spaces ONLY is required (payable by check only). The security deposit will be refunded should the event site be left clean and void of trash and all event items are removed on the last day of the event. An event that does not occur will not have its security deposit refunded except for hazardous weather conditions, as determined by the City of Brainerd.

Street Closure Request Information

Describe the name and sections of the streets for which you are requesting temporary closure
(e.g. South 7th Street between Maple Street and Front Street):

N/A

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian flow along sidewalks). Additional pages may be attached.

While the City continues to treat downtown as a venue for events, event plans must be balanced with the interests and needs of property owners.

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or engineer@ci.brainerd.mn.us.

Contacts, Permits, and Fees Checklist

Each event has its own requirements and needs. Listed below is a summary of the permits common to many events. Please note that it is not necessary to have all permits approved upon submission of this application. However, this checklist should serve as a guide as you plan your event. *All events must have all permits and fees paid and approved prior to the start of the event.*

The Event Planner is responsible for providing the following (as needed) information:

Permit, License, or Checklist	Yes	Pending	N/A	Contact (See contact information below)
Authorization to use a city park	X			Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support				Check yes to request emergency support. The appropriate level of fire, EMS, and police support will be determined based on crowd size and the type of event. Fees may be discussed with the sponsor.
Food and vendor licenses				All vendors must apply for a temporary license through the Commissioner of Revenue's Office. Food vendors are required to collect and report meals tax. Contact City Hall for information/procedure.
Health Department Permit				All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate				May be required before issuing a permit.
Sign/banner Permits				Contact the Planning Department for information/procedure.
Parade Permit				Issued by the Police Department after complete submission of application.
Alcohol Use Permit				Must be approved by City Council after submission of the event application. Contact City Hall for information/procedure.

Contact Information

Administration Department:	(218) 828-2307 admin@ci.brainerd.mn.us
Parks and Recreation Department:	(218) 828-2320 parks@ci.brainerd.mn.us
Engineering Department:	(218) 828-2307 engineer@ci.brainerd.mn.us
Planning Department:	(218) 828-2307 planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 police@ci.brainerd.mn.us
Fire Department:	(218) 828-2312 fire@ci.brainerd.mn.us
MN Commissioner of Revenue:	(651) 282-5225 www.revenue.state.mn.us
MN Department of Health	(320) 223-7300 www.health.state.mn.us
MNDOT Baxter Office	(218) 828-5700 www.dot.state.mn.us

Hold Harmless Agreement and Insurance Information

The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event herein described.

The City, at its discretion, may require the Applicant to obtain liability insurance for any event. If liability insurance is required, the following requirements apply:

- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an "Additional Insured" on the policy.
- At least ten (10) days prior to the event, the Applicant must provide to the City a Certificate of Insurance showing the required coverage.

Signature of Event Applicant

I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.

Tim Terrill

Signature of Applicant

Tim Terrill

Print Name

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	<u>OK 7/8</u>	<u>None</u>
City Administration	<u>OK 7/8</u>	<u>None</u>
Engineering Department	<u>OK 7/8</u>	<u>None</u>
Fire Department	<u>OK 7/8</u>	<u>None</u>
Fire Support/EMS	<u>OK 7/8</u>	<u>None</u>
Parks Department	<u>OK 7/8</u>	<u>Request use of City Park has been submitted and is approved.</u>
Planning Department	<u>OK 7/8</u>	<u>None</u>
Police Department	<u>OK 7/8</u>	<u>None</u>

Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

City Administrator or Parks & Recreation Director

Date

Approval Conditions

Certification of Street Closure Approval

The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):

City of Brainerd
Parks and Recreation Department
Request for Use of City Facilities

Date of Request 7/5/19
Request submitted by Tim Terrill
Address (Street/City/State/ZIP) _____

Phone (H) _____ (C) 507-923-7167 E-mail timt@mississippiheadwaters.org

Date(s) Requested 8/3/19 Time(s) 8am - 10am

Facility(s) Requested N/A

Event Name Canoe Day

Description of Event Participants will meet at Kiwanis Park at 9am and embark on a canoe trip to CW State Park. Kiwanis Park will have booths set up from 9am to 10am.

Number of people (approximately) 30

Special Requests (over and above routine maintenance) N/A

Will a fee be charged? no Will concessions be sold? no

If event is for charity, give brief description of use of funds _____

Softball/Baseball Tournaments Only:

Type of Tournament _____

Number of Fields Needed _____ Number of Teams Participating _____

ASA Sanctioned? Yes _____ No _____

Please submit this application to Brainerd Parks and Recreation at least one full week prior to the regular Park Board meeting that falls on the fourth Tuesday of each month, in order to be included on the agenda.

City park hours are 10:00 a.m. to 10:00 p.m. daily.

INTERNAL NOTES

Mississippi Headwaters Board **CANOE DAY!**

Kiwanis Park, Brainerd MN
August 3, 2019



Event Schedule

Social:

9 a.m. - 10 a.m.

Kiwanis Park

See booths ranging from environmental, recreational, and civic themes.

Canoe Launch:

10 a.m. - 11 a.m.

Enjoy a paddle down the peaceful and beautiful Mississippi river. (expected arrival to destination Crow Wing State Park 1:30 p.m.) * *A free shuttle service is provided to return those participating back to Kiwanis Park to retrieve vehicles.**

Fur Trade Encampment:

10 a.m. - 3 p.m.

An authentic Fur Trade-era encampment at Crow Wing State Park will be set up by the Crow Wing County Muzzle Loaders.

FREE T-SHIRT
for the first
100 Participants!



PROTECTING THE
FIRST 400 MILES

For more information, please contact the
Mississippi Headwaters Board at
218-824-1189



Brainerd City Council Agenda Request

Requested Meeting Date: July 15, 2019

Title of Item: Event/Street Closure Application - Lakes Area Music Festival

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this application is an event/street closure application for the Lakes Area Music Festival 2nd Annual Downtown Concert Event to be held in the Laurel Street parking lot next to the Sage from 5:00 pm to 8:00 pm on August 8, 2019. The parking lot will be closed beginning at 3:00 pm to allow for event set up.	
Alternatives, Options, Effects on Others/Comments: This is the 2nd Annual Lakes Area Music Festival Downtown Outdoor Free Concert for the public. The event is scheduled to take place from 5:00 pm to 8:00 pm on Thursday, August 8th. This event was also held in August of 2018 and was a great partnership between downtown businesses, Brainerd Restoration and the LAMF. Brainerd Restoration is coordinating and staffing the event. Blakeman will be providing bathroom services for this event. Also, Brainerd Restoration will be providing trash receptacles for the event. Music will be performed using light amplification. All City Departments have reviewed the application.	
Recommended Action/Motion: Staff recommends approval of the event application under the conditions that the applicant removes all trash, signs, banners and bathroom facilities at the conclusion of the event.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



SPECIAL EVENT APPLICATION

Date of Application: MAY 7, 2019

Event applications that do not include a street closure must be submitted to the Parks & Recreation Department at 1619 Washington Street NE, Brainerd, MN 56401 or parks@ci.brainerd.mn.us at least 14 calendar days prior to the event. Applications that include a street closure must be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or engineer@ci.brainerd.mn.us at least 30 calendar days prior to the event and will require City Council approval.

Type of event: ☒ Event – City Parking Lot ☐ Event – City Park
☐ Event with Street Closure ☐ Other _____

Name of event: LAMF - FREE CONCERT

Organizer Information

Organizer's Name: BRAINERD RESTORATION
Organizer's Address: 11610 Andrew St, Brainerd, MN 56401
Event Contact Person: MIKE ANGLAND
Event Contact Daytime Phone: MIKE ANGLAND
Event Contact E-mail Address: MIKE.ANGLAND@WSN.US.COM
Contact Name/Number Day of Event: MIKE ANGLAND/ONE DAY
For Profit/Nonprofit Status (type): NON-PROFIT 501C3

Applicant information (if different from the event organizer):

Applicant Name: MIKE ANGLAND
Applicant Address: 15873 OLD STONEBRIDGE TRAIL
Applicant Phone: 2188211343
Applicant E-mail Address: MIKE.ANGLAND@WSN.US.COM

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
AUGUST 8, 2019	5:00	8:00	LAUREL STREET PARKING LOT

Event locations (all dimensions are parking lot usable space estimates):

- City Hall Parking Lot (130’ x 146’)
- Laurel Street Parking Lot (92’ x 120’)
- Front Street Parking Lot (66’ x 125’)
- City Street(s) (street closure request information on page 4 MUST be filled out)
- City Park (must contact the Parks & Recreation Department for information)
- Other (specify location above)

Description of Activities

Brief description of the activities planned during the event. If a parade/run/walk event, please describe the proposed route with the assembly and dispersal locations and attach a route map:

LAKES AREA MUSIC FESTIVAL IS PROVIDING DOWNTOWN BRAINERD WITH A FREE CONCERT.

THIS IS THE SAME EVENT THAT BRAINERD RESTORATION HOSTED LAST SUMMER.

Site Information

Electrical usage

☒

Yes

☐

No

Describe the type of equipment to be used and how you intent to supply the power:

MICROPHONE FOR LAMF MUSICIANS.

Amplified Sound

☐

Yes

☒

No

Describe any recording and sound amplification equipment to be used in your event along with the times:

Restrooms provided

☒

Yes

☐

No

If yes, how many 2 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: **BLAKEMAN PUMPING SERVICE**

(if restrooms are provided by neighboring property(s), please submit the location and property owner's signature to verify approval has been granted)

Signs, banners, and/or posters/flyers

☒

Yes

☐

No

Describe the signs, banners, posters, flyers and the locations:

BRAINERD RESTORATION WILL HAVE BANNER AT OUR INFORMATIONAL DESK.

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal:

BRAINERD RESTORATION WILL UTILIZE SIMILAR GARBAGE RECEPTACLES AS STREET FEST.

Additional Event Information

Please provide a layout of the event showing booths, tents, staging, amusement, food, etc and provide a street map or park map showing the borders of the event.

Throughout all events, businesses should be reasonably accessible to the public. If a business's entrance is blocked by an event layout, then accommodations such as signage, handbills, or similar methods should be made available to mitigate the impact on customer access.

A \$100/day security deposit is required (payable by check only). The security deposit will be refunded should the event site be left clean and void of trash and all event items are removed on the last day of the event. An event that does not occur will not have its security deposit refunded except for hazardous weather conditions, as determined by the City of Brainerd.

Street Closure Request Information

Describe the name and sections of the streets for which you are requesting temporary closure (e.g. South 7th Street between Maple Street and Front Street):

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian flow along sidewalks). Additional pages may be attached.

While the City continues to treat downtown as a venue for events, event plans must be balanced with the interests and needs of property owners.

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or engineer@ci.brainerd.mn.us.

Hold Harmless Agreement and Insurance Information

The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event herein described.

The City, at its discretion, may require the Applicant to obtain liability insurance for any event. If liability insurance is required, the following requirements apply:

- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an "Additional Insured" on the policy.
- At least ten (10) days prior to the event, the Applicant must provide to the City a Certificate of Insurance showing the required coverage.

Signature of Event Applicant

I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.

Signature of Applicant

MIKE ANGLAND

Print Name

Contacts, Permits, and Fees Checklist

Each event has its own requirements and needs. Listed below is a summary of the permits common to many events. Please note that it is *not* necessary to have all permits approved upon submission of this application. However, this checklist should serve as a guide as you plan your event. *All events must have all permits and fees paid and approved prior to the start of the event.*

The Event Planner is responsible for providing the following (as needed) information:

Permit, License, or Checklist	Yes	Pending	N/A	Contact (See contact information below)
Authorization to use a city park			X	Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support			X	Check yes to request emergency support. The appropriate level of fire, EMS, and police support will be determined based on crowd size and the type of event. Fees may be discussed with the sponsor.
Food and vendor licenses			X	All vendors must apply for a temporary license through the Commissioner of Revenue's Office. Food vendors are required to collect and report meals tax. Contact City Hall for information/procedure.
Health Department Permit			X	All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate			x	May be required before issuing a permit.
Sign/banner Permits			X	Contact the Planning Department for information/procedure.
Parade Permit			X	Issued by the Police Department after complete submission of application.
Alcohol Use Permit			X	Must be approved by City Council after submission of the event application. Contact City Hall for information/procedure.

Contact Information

Administration Department:	(218) 828-2307 admin@ci.brainerd.mn.us
Parks and Recreation Department:	(218) 828-2320 parks@ci.brainerd.mn.us
Engineering Department:	(218) 828-2307 engineer@ci.brainerd.mn.us
Planning Department:	(218) 828-2307 planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 police@ci.brainerd.mn.us
Fire Department:	(218) 828-2312 fire@ci.brainerd.mn.us
MN Commissioner of Revenue:	(651) 282-5225 www.revenue.state.mn.us
MN Department of Health	(320) 223-7300 www.health.state.mn.us
MNDOT Baxter Office	(218) 828-5700 www.dot.state.mn.us

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	OK	no issues
City Administration	OK	
Engineering Department	OK	Traffic control coordination / cones + signs
Fire Department	OK	no comments
Fire Support/EMS	OK	
Parks Department	OK	
Planning Department	OK	no comments
Police Department	OK	no comments parking lot closure process?

Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

Tony Saker
City Administrator or Parks & Recreation Director

5-9-17
Date

Approval Conditions

- Begin lot closure at 3:00pm - starts at 5:00pm
- post signs at 1:00pm
- If remaining cars after 3:00pm, begin towing (CSD)

Certification of Street Closure Approval

The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):



Brainerd City Council Agenda Request

Requested Meeting Date: July 15, 2019

Title of Item: Imp. 18-08 and 18-09-College Drive and S 4th Street M/O- Testing Services

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is a proposal for testing services from Braun Intertec for asphalt and concrete testing services as it relates to Improvement 18-08 and 18-09 which consists of the College Drive and S 4th Street/Willow Street Mill and Overlay project.	
Alternatives, Options, Effects on Others/Comments: This work was administratively approved by staff, as Anderson Brothers wanted to get an early jump on the work and are currently working on site to perform the mill and overlay work on the project. The testing services consist of concrete field testing and asphalt laboratory and field testing along with plant certification. These are standard tests that must be performed to expend State Aid funds. All testing services are reimbursable engineering expenses from the City's State Aid account.	
Recommended Action/Motion: Staff recommends approval of the testing services proposal from Braun Intertec in the total amount of \$16,696.00.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>\$16,696.00</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> Costs to be cash flowed through construction fund 401 and reimbursed through the City's State Aid account.	

July 8, 2019

Proposal QTB103493

Mr. James Fladung
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Re: Proposal for Construction Materials Testing Services
College Drive Mill & Overlay SAP 108-126-014
College Drive & South 4th Street
Brainerd, Minnesota

Dear Mr. Fladung:

Braun Intertec Corporation is pleased to submit this proposal to provide construction materials testing services for the College Drive Mill & Overlay project in Brainerd, Minnesota.

Our Understanding of Project

We understand this project will consist of a bituminous mill and overlay on College Drive from CSAH 48 to Quince Street, and on South 4th Street from South 6th Street to College Drive. Partial replacement of concrete curb and gutter and sidewalk will also be part of this project.

This project is a City of Brainerd project with state-aid funding. Projects that are constructed with state-aid funding are required to perform Quality Control and Quality Assurance (QC/QA) testing in accordance with the Minnesota Department of Transportation's (MnDOT's) 2018 Standard Specifications for Construction along with MnDOT's Schedule of Materials Control. This project is using MnDOT's 2018 State Aid for Local Transportation (SALT) Schedule of Materials Control. Personnel with MnDOT certifications must complete the monitoring and testing. Braun Intertec will perform the QA field testing and plant monitoring on the project as listed in our scope of services and as shown on our attached cost estimate table. The contractor will be responsible for performing all of the required QC testing and submitting all the documentation upon completion of the project. An audit of the project could be conducted upon completion. The audit may include reviewing tests and paperwork provided by your QC/QA representative.

Available Project Information

This proposal was prepared using the following documents and information.

- Project plans and specifications prepared by the City of Brainerd Engineering Department, dated March 25, 2019 and May 8, 2019 respectively.
- Email correspondence with you, Mr. James Fladung with the City of Brainerd, dated July 2, 2019.

Braun Intertec Project Personnel

For this project, we will provide technicians that are MnDOT certified in each specialized field. We have many MnDOT certified employees. For the proposed scope of services, our staff will have the following certifications:

- Aggregate Production
- Concrete Field I
- Concrete Plant I
- Bituminous Street
- Bituminous Plant I
- MnDOT or ACI Strength Testing

Accredited Laboratory

In the 2018 SALT Schedule of Material Control, which is part of this project's testing requirements, MnDOT requires laboratories performing acceptance tests for payment to be accredited by the AASHTO Resource (formerly AASHTO Materials Reference Laboratory [AMRL]) for all test procedures performed.

Braun Intertec is one of the few independent testing companies that is accredited in the state. With Braun Intertec's Metro Material Laboratory typically operating 24 hours a day, laboratory test results are delivered in a timely manner.

Scope of Services

Testing services will be performed on an on-call, as-needed basis as requested and scheduled by you or your on-site project personnel. Based on our understanding of the project, we propose the following services.

Concrete Field Testing Related Services

- Sample and test the plastic concrete for slump, air content, temperature prior to placement.
- Prepare 4-inch by 8-inch cylinders for compressive strength testing.
- Laboratory compressive strength testing of cylinders.
- Perform a concrete ready-mix batch plant inspection if required, which includes periodic observations of plant operations, collecting and submitting aggregate samples, cement samples and admixture samples for testing. Observe and review contractor quality control Excel workbooks, control charts and sample log books. Perform concrete ready mix plant monitoring per MnDOT 2461 specification.
- Perform coarse and fine aggregate gradation tests.
- Develop the Weekly Concrete Reports for the Project Engineer's review and their submittal to MnDOT's Concrete Office.

Bituminous Related Services

- Perform bituminous plant inspections, which includes periodically observing the contractor's quality control testing, observing one set of contractor tests per day and collecting companion samples for quality assurance tests.
- Collect one verification sample per mix per day of production. Perform quality assurance tests on these samples which include Rice specific gravity, asphalt content, extracted aggregate gradation, gyratory density, coarse aggregate angularity, and fine aggregate angularity.
- Randomly determine and mark pavement core locations.
- Observe the contractor coring and core testing in accordance with MnDOT's specifications, which include watching quality control personnel weigh the cores at their laboratory.
- Collect companion cores and test for thickness and density of pavement cores.

Reporting and Project Management

Test results will be issued weekly for the project as the various tasks are performed. If, at any time, there are failing tests which do not appear to be in accordance with the plans and specifications or MnDOT's Schedule of Materials Control, we will notify the engineer's representative and any others that we are directed to notify.

Before the final project closeout, we will issue a final report. The report will include the following:

- Braun Intertec technician roster for technicians that conducted testing on the project.
- Completed MnDOT Materials Certification Exceptions Summary for items tested by Braun Intertec.
- Concrete mix designs.
- Weekly concrete reports.
- Concrete compressive strength results.
- Concrete batch plant inspection field forms.
- Completed test reports for samples sent to the MnDOT Materials Lab.
- Bituminous mix designs.
- Bituminous verification test results.

- Bituminous contractor's summary sheets.
- Random core log location worksheets.
- Completed density incentive/disincentive worksheets.
- Copies of concrete and bituminous plant certifications.

Basis of Scope of Work

The costs associated with the proposed scope of services were estimated using the following assumptions. If the construction schedule is modified or the contractor completes the various phases of the project at different frequencies or durations than shown in this proposal, we may need to adjust the overall cost accordingly. The scope of work and number of trips required to perform these services are as shown in the attached table. Notable assumptions in developing our estimate include:

- We assume two sets of concrete tests will be required to complete the project.
- We assume one coarse aggregate and one fine aggregate in the ready mix concrete.
- Bituminous paving will be completed in five days for this project assuming the contractor paves 900 tons a day.
- We assume MnDOT will certify the concrete and bituminous plants for this project.
- We assume the project engineer of record will review and approve the contractor's quality control submittals and test results.
- You, or others you may designate, will provide us with current and approved plans and specifications for the project. Modification to these plans must also be sent to us so we can review their incorporation into the work.
- We will require a minimum of 24 hours' notice for scheduling inspections for a specific time. Shorter than 24 hours' notice may impact our ability to perform the requested services, and the associated impacts will be the responsibility of others.

If the work is completed at different rates than described above, this proposal should be revised.

Cost and Invoicing

We will furnish the services described herein for an estimated fee of \$16,696. **Our estimated costs are based on industry averages for construction production. Depending on the contractor's performance, our costs may be significantly reduced or slightly higher than estimated.** A tabulation showing our estimated hourly and/or unit rates associated with our proposed scope of services is also attached.

Additional Services and Overtime

It is difficult to estimate all of the services, and the quantity of each service, that will be required for any project. Our services are also directly controlled by the schedule and performance of others. For these reasons, our actual hourly or unit quantities and associated fees may vary from those reported herein.

If the number of hours or units ultimately required exceed those assumed for purposes of this proposal, they will be invoiced at the hourly or unit rates shown in the attached tabulation. If services are ultimately required that have not been identified or described herein, they will be invoiced in accordance with our current Schedule of Charges. Prior to exceeding our estimated fees, we will update you regarding the progress of our work.

This cost estimate was developed with the understanding that the scope of services defined herein will be required and requested during our normal work hours of 7:00 a.m. to 4:00 p.m., Monday through Friday. Services that we are asked to provide to meet the project requirements or the contractor's construction schedule **outside** our normal work hours will be invoiced using an overtime rate factor. The factor for services provided outside our normal work hours or on Saturday will be 1.25 times the normal hourly rate for the service provided. The factor for services provided on Sunday or legal holidays will be 1.5 times the normal hourly rate for the service provided. We have not included premiums for overtime; however, we recommend that allowances and contingencies be made for overtime charges. You will be billed only for services provided on a time and material basis.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. After reviewing this proposal, **please sign and return one copy to our office as notification of acceptance and authorization to proceed.** If anything in this proposal is not consistent with your requirements, please let us know immediately. Braun Intertec will not release any written reports until we have received a signed agreement. Also, ordering services from Braun Intertec constitutes acceptance of the terms of this proposal including the attached General Conditions.

The proposed fee is based on the scope of services described and the assumption that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Terra Olson at 612.360.9393 (teolson@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION



Terra L. Olson
Project Manager



Thomas L. Henkemeyer
Associate Principal/Senior Project Manager



Shaun W. Sevigny, PE
Principal/Director

Attachments:
Cost Estimate Table
General Conditions – CMT (1/1/18)

The proposal is accepted. We will reimburse you in accordance with this agreement, and you are authorized to proceed:

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

Project Proposal

QTB103493

City of Brainerd College Drive Mill & Overlay SAP108-126-014

Client:

City of Brainerd
James Fladung
501 Laurel St
Brainerd, MN 56401
(218) 828-2309

Work Site Address:

College Drive from CSAH 48 to Quince St., and
4th St., from 6th St. to College Drive
Brainerd, MN

Service Description:

Construction Materials Testing

	Description	Quantity	Units	Unit Price	Extension
Phase 1	MnDOT Testing				
Activity 1.1	Concrete Testing				\$2,526.00
261□	Concrete Testing	8.00	Hour	81.00	\$648.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Sidewalks	1.00	Trips	4.00	4.00
	Curb & Gutter	1.00	Trips	4.00	4.00
278□	Concrete Cylinder Pick up	5.00	Hour	81.00	\$405.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Cylinder Pickup	2.00	Trips	2.50	5.00
1364□	Compressive strength of concrete cylinders (ASTM C 39), per specimen	6.00	Each	31.00	\$186.00
1162□	Sieve analysis & 200 wash (ASTM C 136 & C 117) per sample	2.00	Each	136.00	\$272.00
215□	Concrete Ready Mix Plant Monitoring	5.00	Hour	104.00	\$520.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Sidewalks	1.00	Trips	5.00	5.00
1861□	CMT Trip Charge	5.00	Each	99.00	\$495.00
Activity 1.2	Pavement Testing				\$11,960.00
222□	Bituminous Verification Testing	70.00	Hour	106.00	\$7,420.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Bituminous Plant Monitoring	5.00	Trips	9.00	45.00
	Mark Cores & Observe Contractor	5.00	Trips	5.00	25.00
1530□	Asphalt Content (ASTM D 2172/6307), per sample	5.00	Each	159.00	\$795.00
1532□	Extracted aggregate gradation (ASTM D 5444), per sample	5.00	Each	109.00	\$545.00
1528□	Rice specific gravity (ASTM D 2041), per sample	5.00	Each	85.00	\$425.00
1705□	Fine Aggregate Angularity (ASTM C1252), per sample	5.00	Each	81.00	\$405.00
1568□	Gyratory gravity (AASHTO T312), per sample	5.00	Each	191.00	\$955.00
1688□	Percent crushed (ASTM D5821), per sample	5.00	Each	85.00	\$425.00
1861□	CMT Trip Charge	10.00	Each	99.00	\$990.00
Activity 1.3	Project Management				\$2,210.00
226□	Project Manager	7.00	Hour	165.00	\$1,155.00
1230□	MnDOT Final Report	1.00	Each	500.00	\$500.00
228□	Senior Project Manager	1.00	Hour	180.00	\$180.00
238□	Project Assistant	5.00	Hour	75.00	\$375.00
Phase 1 Total:					\$16,696.00

Proposal Total:	\$16,696.00
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Section 1: Agreement

1.1 Our agreement with you consists of these General Conditions and the accompanying written proposal or authorization ("Agreement"). This Agreement is the entire agreement between you and us. It supersedes prior agreements. It may be modified only in a writing signed by us, making specific reference to the provision modified.

1.2 The words "you," "we," "us," and "our" include officers, employees, and subcontractors.

1.3 In the event you use a purchase order or other documentation to authorize our scope of work ("Services"), any conflicting or additional terms are not part of this Agreement. Directing us to start work prior to execution of this Agreement constitutes your acceptance. If, however, mutually acceptable terms cannot be established, we have the right to terminate this Agreement without liability to you or others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

Section 2: Our Responsibilities

2.1 We will provide Services specifically described in this Agreement. You agree that we are not responsible for services that are not expressly included in this Agreement. Unless otherwise agreed in writing, our findings, opinions, and recommendations will be provided to you in writing. You agree not to rely on oral findings, opinions, or recommendations without our written approval.

2.2 In performing our professional services, we will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of our profession practicing in the same locality. If you direct us to deviate from our recommended procedures, you agree to hold us harmless from claims, damages, and expenses arising out of your direction. If during the one year period following completion of Services it is determined that the above standards have not been met and you have promptly notified us in writing of such failure, we will perform, at our cost, such corrective services as may be necessary, within the original scope in this Agreement, to remedy such deficiency. Remedies set forth in this section constitute your sole and exclusive recourse with respect to the performance or quality of Services.

2.3 We will reference our field observations and sampling to available reference points, but we will not survey, set, or check the accuracy of those points unless we accept that duty in writing. Locations of field observations or sampling described in our report or shown on our sketches are based on information provided by others or estimates made by our personnel. You agree that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. You accept the inherent risk that samples or observations may not be representative of things not sampled or seen and

further that site conditions may vary over distance or change over time.

2.4 Our duties do not include supervising or directing your representatives or contractors or commenting on, overseeing, or providing the means and methods of their services unless expressly set forth in this Agreement. We will not be responsible for the failure of your contractors, and the providing of Services will not relieve others of their responsibilities to you or to others.

2.5 We will provide a health and safety program for our employees, but we will not be responsible for contractor, owner, project, or site health or safety.

2.6 You will provide, at no cost to us, appropriate site safety measures as to work areas to be observed or inspected by us. Our employees are authorized by you to refuse to work under conditions that may be unsafe.

2.7 Unless a fixed fee is indicated, our price is an estimate of our project costs and expenses based on information available to us and our experience and knowledge. Such estimates are an exercise of our professional judgment and are not guaranteed or warranted. Actual costs may vary. You should allow a contingency in addition to estimated costs.

Section 3: Your Responsibilities

3.1 You will provide us with prior environmental, geotechnical and other reports, specifications, plans, and information to which you have access about the site. You agree to provide us with all plans, changes in plans, and new information as to site conditions until we have completed Services.

3.2 You will provide access to the site. In the performance of Services some site damage is normal even when due care is exercised. We will use reasonable care to minimize damage to the site. We have not included the cost of restoration of damage in the estimated charges.

3.3 If we notify you that radiographic or gamma ray equipment or other nuclear testing or measuring device will be used, you will be responsible for the cooperation of your employees and your contractors in observing all radiation safety standards.

3.4 You will notify us of any knowledge or suspicion of the presence of hazardous or dangerous materials present on any work site. If we observe or suspect the presence of contaminants not anticipated in this Agreement, we may terminate Services without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

3.5 The time our field personnel spend on the job site depends upon the scheduling of the work we are observing or testing. You agree that any changes in scheduling may result in additional

costs and agree to pay for those services at the rates listed in our cost estimate.

3.6 You agree to include us as an indemnified party in your contracts, if any, for work by others on the project, protecting us to the same degree as you are protected. You agree to list us as an Additional Insured under your liability insurance policies and to require subrogation be waived against us and that we will be added as an Additional Insured on all policies of insurance, including any policies required of your contractors or subcontractors, covering any construction or development activities to be performed on the project site.

Section 4: Reports and Records

4.1 Unless you request otherwise, we will provide our report(s) in an electronic format.

4.2 Our reports, notes, calculations, and other documents and our computer software and data are instruments of our service to you, and they remain our property. We hereby grant you a license to use the reports and related information we provide only for the related project and for the purposes disclosed to us. You may not transfer our reports to others or use them for a purpose for which they were not prepared without our written approval. *You agree to indemnify, defend, and hold us harmless from claims, damages, losses, and expenses, including attorney fees, arising out of such a transfer or use.*

4.3 If you do not pay for Services in full as agreed, we may retain work not yet delivered to you and you agree to return to us all of our work that is in your possession or under your control.

4.4 Electronic data, reports, photographs, samples, and other materials provided by you or others may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.

Section 5: Compensation

5.1 You will pay for Services as stated in this Agreement. If such payment references our Schedule of Charges, the invoicing will be based upon the most current schedule. An estimated amount is not a firm figure. You agree to pay all sales taxes and other taxes based on your payment of our compensation. Our performance is subject to credit approval and payment of any specified retainer.

5.2 You will notify us of billing disputes within 15 days. You will pay undisputed portions of invoices upon receipt. You agree to pay interest on unpaid balances beginning 30 days after invoice dates at the rate of 1.5% per month, or at the maximum rate allowed by law.

5.3 If you direct us to invoice a third party, we may do so, but you agree to be responsible for our compensation unless the third party is

creditworthy (in our sole opinion) and provides written acceptance of all terms of this Agreement.

5.4 Your obligation to pay for Services under this Agreement is not contingent on your ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of any lawsuit, your successful completion of any project, receipt of payment from a third party, or any other event. No retainage will be withheld.

5.5 If you do not pay us in accordance with this Agreement, you agree to reimburse all costs and expenses for collection of the moneys invoiced, including but not limited to attorney fees and staff time.

5.6 You agree to compensate us in accordance with our Schedule of Charges if we are asked or required to respond to legal process arising out of a proceeding related to the project and as to which we are not a party.

5.7 If we are delayed by factors beyond our control, or if project conditions or the scope or amount of work changes, or if changed labor conditions result in increased costs, decreased efficiency, or delays, or if the standards or methods change, we will give you timely notice, the schedule will be extended for each day of delay, and we will be compensated for costs and expenses incurred in accordance with our Schedule of Charges.

5.8 If you fail to pay us in accordance with this Agreement, we may consider the default a total breach of this Agreement and, at our option, terminate our duties without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

5.9 In consideration of our providing insurance to cover claims made by you, you hereby waive any right to offset fees otherwise due us.

Section 6: Disputes, Damage, and Risk Allocation

6.1 Each of us will exercise good faith efforts to resolve disputes without litigation. Such efforts will include, but not be limited to, a meeting(s) attended by each party's representative(s) empowered to resolve the dispute. Before either of us commences an action against the other, disputes (except collections) will be submitted to mediation.

6.2 *Notwithstanding anything to the contrary in this Agreement, neither party hereto shall be responsible or held liable to the other for punitive, indirect, incidental, or consequential damages, or liability for loss of use, loss of*

business opportunity, loss of profit or revenue, loss of product or output, or business interruption.

6.3 You and we agree that any action in relation to an alleged breach of our standard of care or this Agreement shall be commenced within one year of the date of the breach or of the date of substantial completion of Services, whichever is earlier, without regard to the date the breach is discovered. Any action not brought within that one year time period shall be barred, without regard to any other limitations period set forth by law or statute. We will not be liable unless you have notified us within 30 days of the date of such breach and unless you have given us an opportunity to investigate and to recommend ways of mitigating damages. You agree not to make a claim against us unless you have provided us at least 30 days prior to the institution of any legal proceeding against us with a written certificate executed by an appropriately licensed professional specifying and certifying each and every act or omission that you contend constitutes a violation of the standard of care governing our professional services. Should you fail to meet the conditions above, you agree to fully release us from any liability for such allegation.

6.4 *For you to obtain the benefit of a fee which includes a reasonable allowance for risks, you agree that our aggregate liability for all claims will not exceed the fee paid for Services or \$50,000, whichever is greater. If you are unwilling to accept this allocation of risk, we will increase our aggregate liability to \$100,000 provided that, within 10 days of the date of this Agreement, you provide payment in an amount that will increase our fees by 10%, but not less than \$500, to compensate us for the greater risk undertaken.* This increased fee is not the purchase of insurance.

6.5 *You agree to indemnify us from all liability to others in excess of the risk allocation stated herein and to insure this obligation. In addition, all indemnities and limitations of liability set forth in this Agreement apply however the same may arise, whether in contract, tort, statute, equity or other theory of law, including, but not limited to, the breach of any legal duty or the fault, negligence, or strict liability of either party.*

6.6 This Agreement shall be governed, construed, and enforced in accordance with the laws of the state in which our servicing office is located, without regard to its conflict of laws rules. The laws of the state of our servicing office will govern all disputes, and all claims shall be heard in the state or federal courts for that state. Each of us waives trial by jury.

6.7 No officer or employee acting within the scope of employment shall have individual liability for his or her acts or omissions, and you agree not to make a claim against individual officers or employees.

Section 7: General Indemnification

7.1 *We will indemnify and hold you harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by our negligent acts or omissions or those negligent acts or omissions of persons for whom we are legally responsible. You will indemnify and hold us harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by your negligent acts or omissions or those negligent acts or omissions of persons for whom you are legally responsible.*

7.2 To the extent it may be necessary to indemnify either of us under Section 7.1, you and we expressly waive, in favor of the other only, any immunity or exemption from liability that exists under any worker compensation law.

Section 8: Miscellaneous Provisions

8.1 We will provide a certificate of insurance to you upon request. Any claim as an Additional Insured shall be limited to losses caused by our negligence.

8.2 You and we, for ourselves and our insurers, waive all claims and rights of subrogation for losses arising out of causes of loss covered by our respective insurance policies.

8.3 Neither of us will assign or transfer any interest, any claim, any cause of action, or any right against the other. Neither of us will assign or otherwise transfer or encumber any proceeds or expected proceeds or compensation from the project or project claims to any third person, whether directly or as collateral or otherwise.

8.4 This Agreement may be terminated early only in writing. You will compensate us for fees earned for performance completed and expenses incurred up to the time of termination.

8.5 If any provision of this Agreement is held invalid or unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.

8.6 No waiver of any right or privilege of either party will occur upon such party's failure to insist on performance of any term, condition, or instruction, or failure to exercise any right or privilege or its waiver of any breach.

**CITY OF BRAINERD
PERSONNEL AND FINANCE COMMITTEE
AGENDA**

July 15, 2019
City Hall Conference Room
7:00 PM

1. Approval of Bills
2. 2019 Budget – Wage Settlement Discussion
3. Audit Services for 2019 – Request for Quote
4. Drivers License Testing Office Lease Discussion
5. Council Meeting Broadcasting/Streaming Update - Informational
6. Shared Facility Maintenance Services Agreement Update – Informational
7. Police Request to Hire Police Officers



Brainerd City Council Agenda Request

Requested Meeting Date: July 15, 2019

Title of Item: 2019 Budget - Wage Settlement Discussion

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☒ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 5 Minutes
Summary of Issue: The 2019 budget for the working funds (general, public safety, parks and streets funds) was adopted with revenues exceeding expenditures by \$15,000. This was to budget for 1/2 of the estimated election costs for 2020. We had \$120,000 in the 2019 budget for wage and union contract settlements for the working funds. It is calculated that the additional estimated costs for wages and benefits is \$133,708. Therefore, there is a difference of roughly \$14,000. How would Council like to address this?	
Alternatives, Options, Effects on Others/Comments: Some options: * Do an additional 2019 budget amendment (in addition to the amendment for wage settlements), by transferring \$14K from the capital fund. If you recall, the levy was increased for 2018 to help fund the facility study/compensation study results. * Do nothing. We will amend the budget due to the wage settlements, and the amended 2019 budget will show revenues exceeding expenditures by roughly \$1,000 for the working funds.	
Recommended Action/Motion: Discussion of and/or a motion for an additional budget amendment for 2019.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



Brainerd City Council Agenda Request

Requested Meeting Date: July 15, 2019

Title of Item: Audit Services for 2019 - Request for Quote

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☒ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 10 Minutes
Summary of Issue: In October 2015 the Council did an RFP for audit services and retained CliftonLarsonAllen for audit services. When the Council authorized signature on the engagement letter for 2018 is was discussed that they would like to do a request for a quote for 2019 audit services. Below is a history of the audit fees: 2014 - \$46,000; 2015 - \$44,000; 2016 - \$44,850; 2017 - \$45,570; 2018 - \$46,020. I did a ListServ to see if other cities have done a request for quotes. I received about 6 responses, most of them had not heard of doing just a request for quote rather than an RFP, but some did offer advice.	
Alternatives, Options, Effects on Others/Comments: A few suggested to solicit quotes directly from a few firms. When the City did the RFP in 2015, eight responses were received and the City interviewed CliftonLarsonAllen, BergankKDV and Eide Bailey. In the spring of 2019, the City will be implementing new software. We are anticipating going live with the finance piece in March and training is scheduled to continue into May. Perhaps the City could negotiate a price with CLA that would be acceptable to Council.	
Recommended Action/Motion: Discussion of audit services for 2019.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No The cost of the 2019 audit will be included in the 2020 budget. <u>Please Explain:</u>	

AUDITING SERVICES FOR PERIOD ENDING 12/31/2015

	Abdo, Eick & Meyers Edina	BerganKDV, LTD St. Cloud	CliftonLarsonAllen Brainerd	EideBailly Fargo, ND	McGladrey LLO Minneapolis	Redpath and Co. White Bear Lake	Schlenner Wenner & Co. St. Cloud	Wipfli LLP Minneapolis
Breakdown of All Inclusive Fee:								
Primary Government Audit	\$30,350	\$27,000	\$33,375	\$21,800	\$27,000	\$29,000	\$21,150	\$31,500
Component Units Audit	\$3,200	\$6,300	\$4,000	\$3,000	\$5,000	\$4,000	\$10,750	\$4,000
A-133 Audit	\$3,800	\$2,300	\$2,500	\$4,500	\$5,000	\$5,000	\$4,800	\$3,000
Passenger Facility Charges Audit	\$2,000	\$2,500	\$2,500	\$1,900	\$1,500	\$3,000	\$2,200	\$1,500
Preparation of OSA Form	\$675	\$700	\$500	\$400	\$1,000	\$500	\$500	\$500
Drafting Financial Statements	\$5,000	\$3,000	\$1,000	\$3,000	\$5,000	\$4,500	\$900	\$4,500
Out-of-Pocket Charges	\$0	\$0	\$125	\$6,300	\$6,000	\$0	\$200	Included
ALL INCLUSIVE FEE	\$45,025	\$41,800	\$44,000	\$40,900	\$50,500	\$46,000	\$40,500	\$45,000
Other Comments:			* Quoted 2% increase for 2016 & 2017	* A-133 Audit assumes 3 programs, if more/less, increase/decrease by \$1500 * Out-of-Pocket is estimate, only actually will be charged	* A-133 Audit assumes 1 major program, if more, increase by \$5000 each addt'l * Out-of-Pocket includes transportation, lodging, and meals			* Out-of-Pocket includes transportation, lodging, and meals
Client References: (partial lists)	City of Elk River City of Alberta Lea City of Granite Falls City of Faribault	City of Park Rapids City of Fergus Falls City of St. Cloud City of Richfield	City of Redwood Falls City of Minnetonka City of St. Cloud City of Baxter	City of Moorhead City of Wadena City of Morris City of Dilworth	Hennepin County MN Public Fac Authority City of Peoria City of Davenport	City of Andover City of Blaine City of Bloomington City of Cambridge	City of Little Falls City of Maple Lake City of International Falls City of Bayport	City of Anoka City of Wrenshall City of Scanlon City of Cloquet
Estimated # of Hours involved in the Audit	295	375	440	375	500	390	470	400
Passenger Facility Charges Audit Experience	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Experience with GFOA Cert of Achievement	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
Rate/hour (total fees divided by est hrs)	\$152.63	\$111.47	\$100.00	\$109.07	\$101.00	\$117.95	\$86.17	\$112.50

NOTE: This spreadsheet is ONLY a review of fees, client references and hours for informational purposes. The RFP states on page 5 that "Cost will not be the primary factor in the selection of an audit firm. The City reserves the right to further negotiate on price if the firm desired for selection is higher than other proposing firms."



Brainerd City Council Agenda Request

Requested Meeting Date: July 15, 2019

Title of Item: Drivers License Office Space Renewal Request

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) <i>*provide copy of published hearing notice</i> ☒ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Connie Hillman / Cassandra Torstenson	Department: Finance / Administration
Presenter (Name & Title): Same	Estimated Time Needed: 5 minutes
Summary of Issue: Discussion and direction from Council regarding renewing the Department of Public Safety/State Patrol (DPS) Drivers License Testing Office lease agreement. The DPS's current lease term for the above referenced space expires on October 31, 2019. Even though the DPS has an option to renew the lease for one year, the DPS has informed me that they would like to renew their lease term for a 3 year term. DHS currently rents 1084 square feet at a rate of \$14.67 per sq foot per year. DPS's proposed rent rate is \$14.96 per square foot (gross).	
Alternatives, Options, Effects on Others/Comments: The State of Minnesota's standard lease now includes several provisions designed to reduce the environmental impacts of their operations, save landlords money, and improve occupant satisfaction with the facilities. These changes includes initiatives on: Low VOC-emitting materials and carpet backing material that is PVC free and carpeting that's recyclable; Annual reporting by utility, solid waste and recycling companies; Organic recycling; Recycling construction and demolition waste; Low flow faucets; Low flow urinals; Water drinking stations (where you can fill a bottle) at the drinking fountains; LED lighting; Janitorial service using green chemicals; and Electric vehicle charging stations. DPS would like to know which of these items the City has already put into practice at the space and which can be added to the space so that it meets the State's environmental needs. The City of Brainerd renovated the Drivers License space in 2017/2018 and provided new cabinetry, carpet and entry/waiting area flooring, windows, insulation, replaced drop-in ceiling tiles, re-lamped and replaced light fixtures, added electrical outlets, and paint. At the time, the State did not indicate that these green lease requirements would be forthcoming and therefore the City did not seek out items that would specifically meet the "Green Lease" standards. The square foot cost is an annual cost and currently includes all utilities and cleaning of commons areas.	
Recommended Action/Motion: Direction requested from Council on: 1) the term of the lease (1 year, 2 year or 3 year) 2) the cost per square foot for the lease 3) response to the "Green Lease" request	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

DPS Contact

State of Minnesota, Department of Administration
Real Estate and Construction Services
Janis Nelson - Lease Specialist

I am assisting the Department of Public Safety/State Patrol (DPS) for their leasing needs for the above referenced leased space. The DPS's current lease term for the above referenced space expires on October 31, 2019. Even though the DPS has an option to renew the lease for one year, the DPS has informed me that they would like to renew their lease term for a 3 year term. The DHS's rent rate if it exercises its option is \$14.96 per square foot (gross).

- 1) If you are interested in renewing the lease term as well, please e-mail a proposal to me for a gross lease for a 3 year renewal, so I can review it with the DPS.
- 2) As we move forward with you to negotiate and execute a new agreement for this facility, we wanted to take this opportunity to inform you of an important new program being employed by the State. The State has launched a Green Lease initiative, which has been designed to reduce the State's environmental impact as Tenant, reduce operating costs to Landlords, and improve occupant satisfaction at each facility. I attached a link summarizing the Minnesota Green Lease clauses for your information.

<https://www.pca.state.mn.us/living-green/green-leases>

The State of Minnesota's standard lease now includes several provisions designed to reduce the environmental impacts of our operations, save landlords money, and improve occupant satisfaction with the facilities. These changes includes initiatives on

- Low VOC-emitting materials and carpet backing material that is PVC free and carpeting that's recyclable
- Annual reporting by utility, solid waste and recycling companies
- Organic recycling
- Recycling construction and demolition waste
- Low flow faucets
- Low flow urinals
- Water drinking stations (where you can fill a bottle) at the drinking fountains
- LED lighting
- Janitorial service using green chemicals
- Electric vehicle charging stations

Please let me know which of these items are already put into practice at the space and which can be added to the space so that it meets the State's environmental needs.

Thank you in advance and I look forward to working with you again.

Green leases

State agency building leases include several provisions designed to reduce the environmental impacts of government operations. This page includes information and resources that can help landlords understand and comply with the sustainability requirements.

Standard lease

Electric vehicle charging stations

Lease provision: Electric Vehicle Charger Stations

Landlord shall, at its expense, install vehicle chargers for use by Tenant, its employees and guests. Said charging station shall include a credit card reader for payment of electrical costs.

Electric vehicles have zero air pollution emissions from the tailpipe—a full electric vehicle has no tailpipe. Use of electric vehicles in place of gas-powered cars is a direct way to improve our local air quality. The installation of charging stations at public buildings supports both fleet and state employee personal use of electric vehicles and is an attractive value added service at your building.

Resources

- [Drive Electric Minnesota](#) is an organization dedicated to encouraging the deployment of EVs and the establishment of EV charging infrastructure through public-private partnerships, financial incentives, education, technical support and public policy.
- Read more about the benefits of installing electric vehicle charging stations here: www.workplacecharging.com. This site also includes useful tools to help you get started, including a power and energy calculator that estimates and calculates the power and energy needs and identify which charging system would work best for the building.

- Charging stations are available from the following vendors:
 - www.chargepoint.com
 - www.clippercreek.com
 - www.pluginamerica.org/accessories

Management (practices that protect health, conserve natural resources)

Lease provision

Landlord shall use its best efforts to employ practices that protect occupants' health and ensure conservation of natural resources, including but not limited to recycling of recyclable materials, in the operation and maintenance of the Building and the Leased Premises utilizing low VOC-emitting materials and carpet backing material that is free of PVC.

Indoor air quality refers to the air quality within and around buildings and structures, especially as it relates to the health and comfort of building occupants. Understanding and controlling common pollutants indoors can help reduce your risk of indoor health concerns. Using low-emitting materials can improve the indoor air quality in the building.

Carpet backing that contains PVC is not recyclable. Since carpet backing can be difficult to remove from the carpet or carpet tile, specifying carpet backing that is free of PVC increases the recyclability of the carpet.

Resources

- Indoor air quality and low-emitting materials The US Environmental Protection Agency's website on indoor air quality includes many great resources for improving air quality in office buildings: <https://www.epa.gov/indoor-air-quality-iaq/indoor-air-quality-offices-and-other-large-buildings>.
- The guidance from the B3 Sustainable Building Guideline [1.2 Specify Low-Emitting Materials – Required Performance Criteria](#) is a great resource for complying with this provision. State agencies use these guidelines in the management of state-owned buildings.
- Carpet — When installing new carpet, require that the backing be PVC-free.

Utility reporting

Lease provision: Annual reporting

Annually, upon request by Tenant, Landlord shall authorize the applicable utility providers to provide utility usage for any or all of the utilities, electricity, gas, sewer and water, during the timeframe and format as specified by Tenant.

State agencies need utility data to measure the impacts of energy and water conservation behaviors in their buildings. Landlords can assist tenants with gathering this information by authorizing the utility providers to share the data with the tenant annually.

Depending on the utility provider, you may be asked to complete a utility release form, authorizing the provider to share data with the tenant. View [Xcel Energy's standard release form](#).

Heating and cooling

Lease provision: Heating and cooling

Landlord warrants that the Leased Premises are served by heating and cooling facilities of a design capacity sufficient to maintain the Leased Premises within the acceptable range of temperature identified below under all but the most extreme weather conditions, assuming optimal use by Tenant of all thermostats and other climate control devices, such as shutting off computers, opening or closing of blinds, doors and vents within the Leased Premises. Landlord shall provide Tenant with written instructions defining said optimal use. For purposes hereof, the acceptable ranges of temperature for office space are as follows: a. From October 1 through April 30, between 70.5 degrees and 74.5 degrees. Temperature settings must be lowered to 60°F to 62°F during non-working hours. b. From May 1 through September 30, between 72.0 degrees and 76.0 degrees. Temperature settings will be increased to 85°F during non-working hours.

Using less energy and water is the easiest way to conserve natural resources for future needs and to save money on building operations.

Sustainable Building Guidelines

Lease provision: Sustainable building guidelines

Landlord agrees, when feasible, to follow the sustainable building guidelines (www.b3mn.org/guidelines/index.html) for maintenance and improvements to the Leased Premises. Feasibility shall be determined by Landlord, in its sole discretion, and consider such factors as long term costs and benefits over the term of the Lease, performance, aesthetics, material/labor availability and impact on Building valuation.

Required for all new building projects and major renovations that receive state bond fund proceeds, the [B3 State of Minnesota Sustainable Building Guidelines](#) offer an excellent source of sustainability best practices for building maintenance and improvements. In particular, helpful guidance for leased premises is provided on these topics that are not otherwise specified in the Green Lease: [E.3](#) Efficient Equipment and Appliances, [I.2](#) Specify Low-Emitting Materials, [M.2](#) Environmentally Preferable Materials, [S.3](#) Soil Management, [S.5](#) Light Pollution Reduction, [S.11](#) Heat Island Reduction, and [S.12](#) Transportation Impacts Reduction.

Recycling

Lease provision: Recycling Services.

(i) Pursuant to Minn. Stat. §16B.24, subd. 6(d), Landlord shall provide space for recyclable materials.

(ii) Pursuant to Minn. Stat. §115A.151, subd. (a)(1), Landlord shall, at its expense, provide recycling services to collect at least three recyclable materials, such as, but not limited to, paper, glass, plastics and metal, including, but not limited to, the following:

(a) Provide all recycling containers, either individual containers at each workstation/office and/or centralized containers throughout the Leased Premises; and

(b) Empty the recycling containers at a centralized recycling station for pickup by the recycler and return of the recycling containers to the Leased Premises.

(c) If there is a facility within 50 miles of the Leased Premises and an available hauler, Landlord must provide containers at a central location for collection of organics for pickup by the hauler.

(iii) Annual Reporting Annually, upon request by Tenant, Landlord shall authorize the applicable recyclers to provide solid waste, recycling and composting disposal amounts, during the timeframe and format as specified by Tenant.

Recycling and composting help conserve resources by more efficiently using items that would otherwise be thrown away. All public entities, including state agencies, are required to recycle a minimum of three materials under the state's Waste Management Act. State agencies are also expected to meet or exceed a 60% recycling rate on an annual basis. To ensure this goal is met agencies must track recycling and solid waste data.

Agencies in areas with access to organics collection may also benefit from participating in an organics recycling program. Organic materials (e.g. food, napkins, paper towels) account for a significant portion of the waste that is typically thrown away. Using composting and/or food-to-livestock organics recycling programs can help agencies meeting the state's recycling goals and in many cases may reduce disposal costs.

Resources

- Ramsey and Washington Counties: <http://lesstrash.com/>
- Hennepin County: <http://www.hennepin.us/businessrecycling>
- Minnesota Waste Wise: <http://www.mnwastewise.org/>
- Business Recycling Information: <https://www.pca.state.mn.us/waste/recycling-your-business>

C&D recycling

Lease provision: Recycling of Non-Hazardous Construction and Demolition Waste Landlord hereby agrees to recycle at least 50% of the non-hazardous construction and demolition waste produced by the remodeling of the Leased Premises or demonstrate that the waste was delivered to a construction and demolition waste recycling facility that maintains a 50% annual recycling rate.

Construction projects frequently result in significant quantities of construction and demolition (C&D) waste. When available deconstruction, instead of demolition, can help ensure building materials can be reused or more easily recycled. Even when deconstruction is not available C&D wastes can be recycled at a high rate provided

that a suitable contractor is selected – as such achieving or exceeding a 50% recycling rate of C&D wastes is viable.

Resources

<https://www.pca.state.mn.us/waste/construction-and-demolition-waste>

Energy and water conservation

Lease provision: Conservation

(i) Energy In the event energy conservation measures are enacted by any State or Federal authority, it is hereby agreed that Landlord shall reduce the quantity of utilities and services as may be specifically required by such governmental orders or regulations. Utilities, within the meaning of this article, include heat, cooling, electricity, water and all the sources of energy required to provide the service.

(ii) Water Landlord shall ensure that all faucets limit flow rates to 0.5 gallons per minute or .25 gallons per cycle if metered, and install as necessary, at its expense, equipment to facilitate low water flow.

Landlords need to make sure they comply with any State or Federal orders or regulations, including any Governor's Executive Orders, that specify energy conservation through reductions in heating, cooling, electricity, water and the types of energy sources used to provide those.

Lavatory faucets need to limit water flow to .5 gallons per minute (GPM), or .25 gallons per cycle if they are sensor-controlled (also called "metered"). This can be accomplished by installing faucets manufactured to these flow rates or by simply adding aerators or other accessories that limit flow. An easy way to meet this requirement is to buy EPA WaterSense-labeled faucets and accessories. You can search for specific makes and models at [US EPA's Looking for Water-Efficient Products](#) webpage

Water stations

Lease provision: Water Drinking Stations

Landlord shall provide, at its expense, wall mounted filtered drinking station with refillable jug-filler. Landlord shall also be responsible for filter replacement and maintenance and repairs for the drinking stations.

Wall-mounted filtered tap-water drinking stations with jug-fillers and regularly replaced filters are the most environmentally-friendly way to provide drinking water. They allow occupants to use reusable water bottles, eliminating the need for bottled water and reducing about 80-90% of environmental impacts. There are several makes and models on the market. Try searching the internet for terms like “wall-mounted filtered jug-filler”.

Negotiable clauses

Storm water

Lease provision: Storm water

When replacing impervious pavement, Landlord shall, at its expense, improve storm water management on the site to ensure infiltration of a 1.1 inch rainfall using green infrastructure. Landlord shall use its best efforts to prevent run-off of snow and ice removal products to the extent possible by having all contractors or workers applying de-icer attend MPCA Smart Salting level 1 training, receive certification, and keep certification current. Landlord, or its building managers and operators must be MPCA Smart Salting level 2 certified and develop and follow a Snow and Ice Policy.

Stormwater management: Hard surfaces like sidewalks and parking lots cause more water to run off faster than it would from undeveloped land. The Green Lease requires that when any hard surface is replaced that steps be taken so that the site can capture or absorb all the rain from a 1.1 inch rainfall using elements like rain gardens, permeable pavements, tree trenches, or systems like cisterns for collecting and reusing stormwater for watering.

Resources

- Help for planning stormwater management systems can be found at your City, Watershed District, or Watershed Management organization. You can also find information at the [Minnesota B3 webpage for stormwater management guidelines](#).

- If hiring a consultant or landscape architect to assist you, look for one with expertise in “low impact development” or “green infrastructure for stormwater management”.

Winter salt application

MPCA recommends a low-salt diet for Minnesota lakes and rivers. When winter comes and snow and ice build up on Minnesota roads, parking lots, and sidewalks, one of the most common reactions is to apply salt, which contains chloride, a water pollutant. Salt pollutes. When snow and ice melts, the salt goes with it, washing into our lakes, streams, wetlands, and groundwater. It takes only one teaspoon of road salt to permanently pollute 5 gallons of water. Once in the water, there is no way to remove the chloride, and at high concentrations, chloride can harm fish and plant life. Less is more when it comes to applying road salt. Just like a hotter oven doesn't bake a better cake, more salt doesn't do a better job of deicing.

Resources

- General information
 - http://stormwater.pca.state.mn.us/index.php/Road_salt_smart_salting_and_winter_maintenance
- Info on training (the lease requires MPCA Smart Salting training)
 - [http://stormwater.pca.state.mn.us/index.php/Smart_Salting_\(S2\)_training_information](http://stormwater.pca.state.mn.us/index.php/Smart_Salting_(S2)_training_information)
- Winter assessment tool and additional resources
 - http://stormwater.pca.state.mn.us/index.php/Winter_Maintenance_Assessment_tool_%28WMAt%29

Urinal water flow

Lease provision: Urinal Water Flow.

1. Landlord shall use its best efforts to limit maximum flush volume to .5 gallons per flush in urinals.
2. Landlord shall, at its expense, either install new urinals or equipment necessary to limit the maximum flush volume.

Another great way to conserve water is to make sure that any flush urinals use no more than .5 gallons of water per flush. An easy way to do this is to ensure urinals are [EPA WaterSense](#) labeled. WaterSense labeled low-flow urinals and toilets perform to the same effectiveness standards as those that use more water.

Resource

- Check to see if existing urinals are certified or to find a good replacement at [WaterSense's Looking for Water-Efficient Products page](#).

Green cleaning

Lease provision: Green Cleaning.

Landlord must provide green cleaning plan, including compliance with “right to know” act. The plan must include the following:

1. List of proposed products, supplies and equipment specifications used with their green cleaning plan. The list must include the relevant 3rd party sustainability certification, if applicable, for each product.
2. Landlord and Tenant must approve all products or equipment specification prior to use in the service. If the janitorial service provider wishes to add a new product, supply or equipment to the service at any point during the contract, the janitorial service provider must submit the product, supply or equipment information to the Landlord and Tenant for written approval prior to use.
3. Landlord must insure that the janitorial service provider uses environmentally preferable cleaning equipment.

Over the last several years, green cleaning has become relatively mainstream. Green cleaning products not only perform well, they are also often priced similarly to traditional cleaning products. Many janitorial service providers use green cleaning products in their daily operations or offer a green cleaning program as part of their service offerings. Green cleaning is beneficial to the health of building occupants and facilities staff alike. Since the products are less harsh, they may also be better for building materials such as carpets, floors, and other surfaces.

Resources

- The US Green Building Council's LEED standard requires buildings to establish a green cleaning program. Review their requirements here: <http://www.usgbc.org/credits/eq31>.
- Products certified by the following organizations have been proven both effective and environmentally preferable – specify products certified by these programs:
 - Green Seal: www.greenseal.org
 - UL ECOLOGO: <http://industries.ul.com/environment/certificationvalidation-marks/ecologo-product-certification>
 - US EPA Safer Choice: <https://www.epa.gov/saferchoice>
- The MPCA has developed model specifications for soliciting a green cleaning program – these specifications will be posted on www.pca.state.mn.us/epp soon.

LEDs

Lease provision LED Lighting.

Landlord shall conduct an evaluation of an LED retrofit for recessed and florescent lighting inside the Building and parking lots with the results being reviewed with Tenant. For those items where the economic benefit outweighs the costs within a reasonable period of time, Landlord and Tenant will discuss a timeline for retrofit implementation during the Lease Term or any extension thereof.

LED lighting is one of the most energy-efficient lighting options available for buildings. Quality LED light bulbs last longer, are more durable, and offer comparable or better light quality than other types of lighting. Landlords can save money in product and labor costs by choosing LED lighting for their buildings.

Resources

- The Department of Energy is a great resource for learning more about the benefits of LED lighting: <http://energy.gov/energysaver/led-lighting>

Contact us

651-296-6300 or 800-657-3864



Brainerd City Council Agenda Request

Requested Meeting Date: July 15, 2019

Title of Item: Council Meeting Broadcasting/Streaming Update - Informational

☒ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) <i>*provide copy of published hearing notice</i> ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Shawn Strong	Department: IT
Presenter (Name & Title): Same	Estimated Time Needed: 5 minutes
Summary of Issue: Update on Broadcasting and Streaming the City Council meetings.	
Alternatives, Options, Effects on Others/Comments: Due to backordered equipment and other extenuating circumstance, the installation of the new equipment has been delayed. Lakes Area Media Collaborative hopes to have the installation complete by the beginning of August.	
Recommended Action/Motion: None.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



Brainerd City Council Agenda Request

Requested Meeting Date: July 15, 2019

Title of Item: Building and Grounds Shared Services Agreement - Informational

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer Sandy	Department: All
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 10 Minutes
Summary of Issue: Per Council President Johnson's request, staff has put information together regarding the shared services agreement with Crow Wing County and the services we have received since the agreement inception.	
Alternatives, Options, Effects on Others/Comments: There are three attachments to this request. The first attachment is total labor hours spent by Crow Wing County Facilities staff on City of Brainerd facilities consisting of City Hall, Fire Department, and Police Department. As you can see, to date there have been 475 labor hours spent on the City of Brainerd buildings. Other attachments are open and closed work orders to date. Other items that we have been getting assistance on include administrative support assistance from the CWC Facilities administrative staff, along with recommendations and support with the facility study from the Facilities Manager Reid Thiesse. Overall, I have received nothing but great feedback from all department heads on how useful this agreement has been and how responsive the Crow Wing County Facilities staff has been, along with courteous and polite, no matter the situation. There have been emergency situations, for example, this winter when a roof drain froze up and we had a large rain event in which water was coming into City Hall, Crow Wing County staff responded with 3 personnel to clean up the water and help assist the street and sewer staff with getting the drain opened. It is times like these where the 24/7 support that the Facilities staff provides has been great. You can see we are tracking behind on hours a little bit, but CWC staff have yet to really start providing for Preventative maintenance measures on HVAC units at PD and Fire, which will take some time, and we anticipate using the support of Mr. Thiesse and Mr. Melson a lot when we really dive into the facilities study, as their expertise will be very beneficial to the City.	
Recommended Action/Motion: Informational. Staff will be available at the P & F meeting and at the Council level to provide any information	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

COB - Labor Totals												
Printed: 7/9/2019 8:50 AM												
Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-35189	CLOSED	1/21/2019 3:17:00 PM	1/24/2019 1:05:00 PM	Aric Caughey	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-35189	CLOSED	1/21/2019 3:17:00 PM	1/24/2019 1:05:00 PM	Dave Giza	EMP	0.5	0	0.5	GROUND	snow removal	BRD	johnm
FM-35189	CLOSED	1/21/2019 3:17:00 PM	1/24/2019 1:05:00 PM	Dave Giza	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35189	CLOSED	1/21/2019 3:17:00 PM	1/24/2019 1:05:00 PM	Joey Froelich	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35189	CLOSED	1/21/2019 3:17:00 PM	1/24/2019 1:05:00 PM	John Melson	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-35189	CLOSED	1/21/2019 3:17:00 PM	1/24/2019 1:05:00 PM	John Melson	EMP	0.5	0	0.5	GROUND	snow removal	BRD	johnm
FM-35189	CLOSED	1/21/2019 3:17:00 PM	1/24/2019 1:05:00 PM	Mark Heyn	EMP	3.5	0	3.5	GROUND	snow removal	BRD	johnm
FM-35203	CLOSED	1/23/2019 7:51:00 AM	1/23/2019 1:06:00 PM	Aric Caughey	EMP	1	0	1	BldgMaint	BPD tour	BRD-PD	johnm
FM-35203	CLOSED	1/23/2019 7:51:00 AM	1/23/2019 1:06:00 PM	Dave Giza	EMP	1	0	1	BldgMaint	BPD tour	BRD-PD	johnm
FM-35203	CLOSED	1/23/2019 7:51:00 AM	1/23/2019 1:06:00 PM	Joey Froelich	EMP	1	0	1	BldgMaint	BPD tour	BRD-PD	johnm
FM-35203	CLOSED	1/23/2019 7:51:00 AM	1/23/2019 1:06:00 PM	Mark Heyn	EMP	1	0	1	BldgMaint	BPD tour	BRD-PD	johnm
FM-35210	CLOSED	1/23/2019 4:04:00 PM	2/13/2019 4:10:00 PM	Aric Caughey	EMP	2	0	2	HVAC	Blower fan on overhead heater in the apparatus bay is not working. Heater outside of the front office door. Heater comes on, but fan doesn't start. Oil on drip pan below fan motor.	Lenox UH east	1053
FM-35210	CLOSED	1/23/2019 4:04:00 PM	2/13/2019 4:10:00 PM	Joey Froelich	EMP	2	0	2	HVAC	Blower fan on overhead heater in the apparatus bay is not working. Heater outside of the front office door. Heater comes on, but fan doesn't start. Oil on drip pan below fan motor.	Lenox UH east	1053
FM-35210	CLOSED	1/23/2019 4:04:00 PM	2/13/2019 4:10:00 PM	Joey Froelich	EMP	2	0	2	HVAC	Blower fan on overhead heater in the apparatus bay is not working. Heater outside of the front office door. Heater comes on, but fan doesn't start. Oil on drip pan below fan motor.	Lenox UH east	1053
FM-35210	CLOSED	1/23/2019 4:04:00 PM	2/13/2019 4:10:00 PM	Joey Froelich	EMP	2	0	2	HVAC	Blower fan on overhead heater in the apparatus bay is not working. Heater outside of the front office door. Heater comes on, but fan doesn't start. Oil on drip pan below fan motor.	Lenox UH east	1053
FM-35211	CLOSED	1/23/2019 4:16:00 PM	2/4/2019 7:43:00 AM	Dave Giza	EMP	1	0	1	LOCK	Weather stripping on bottom of overhead garage door is coming off and needs to be repaired. Front overhead door #4.	BRD-MFS	1053
FM-35215	CLOSED	1/24/2019 8:41:00 AM	1/25/2019 10:17:00 AM	Aric Caughey	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm
FM-35215	CLOSED	1/24/2019 8:41:00 AM	1/25/2019 10:17:00 AM	Dave Giza	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm
FM-35215	CLOSED	1/24/2019 8:41:00 AM	1/25/2019 10:17:00 AM	Joey Froelich	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm
FM-35215	CLOSED	1/24/2019 8:41:00 AM	1/25/2019 10:17:00 AM	John Melson	EMP	0.5	0	0.5	GROUND	Snow Removal	BRD	johnm
FM-35215	CLOSED	1/24/2019 8:41:00 AM	1/25/2019 10:17:00 AM	John Melson	EMP	0.5	0	0.5	GROUND	Snow Removal	BRD	johnm
FM-35215	CLOSED	1/24/2019 8:41:00 AM	1/25/2019 10:17:00 AM	Mark Heyn	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm
FM-35218	ISSUED	1/24/2019 2:23:00 PM		Dave Giza	EMP	0.5	0	0.5		Per Tim H, get overhead door annual maintenance pricing.	BRD-MFS-FAC	johnm
FM-35219	CLOSED	1/24/2019 2:35:00 PM	3/8/2019 2:00:00 PM	Aric Caughey	EMP	1	0	1	HVAC	Unit heater west short cycling-Generated wo per Tim	Lenox UH west	johnm
FM-35219	CLOSED	1/24/2019 2:35:00 PM	3/8/2019 2:00:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Unit heater west short cycling-Generated wo per Tim	Lenox UH west	johnm
FM-35219	CLOSED	1/24/2019 2:35:00 PM	3/8/2019 2:00:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Unit heater west short cycling-Generated wo per Tim	Lenox UH west	johnm
FM-35219	CLOSED	1/24/2019 2:35:00 PM	3/8/2019 2:00:00 PM	Joey Froelich	EMP	3	0	3	HVAC	Unit heater west short cycling-Generated wo per Tim	Lenox UH west	johnm
FM-35219	CLOSED	1/24/2019 2:35:00 PM	3/8/2019 2:00:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Unit heater west short cycling-Generated wo per Tim	Lenox UH west	johnm
FM-35219	CLOSED	1/24/2019 2:35:00 PM	3/8/2019 2:00:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Unit heater west short cycling-Generated wo per Tim	Lenox UH west	johnm

FM-35225	CLOSED	1/25/2019 10:07:00 AM	1/25/2019 3:46:00 PM	Aric Caughey	EMP	1	0	1	MISC	Brainerd City Hall Site Visit	BRD-CH	johnm
FM-35225	CLOSED	1/25/2019 10:07:00 AM	1/25/2019 3:46:00 PM	Dave Giza	EMP	1	0	1	MISC	Brainerd City Hall Site Visit	BRD-CH	johnm
FM-35225	CLOSED	1/25/2019 10:07:00 AM	1/25/2019 3:46:00 PM	Joey Froelich	EMP	1	0	1	MISC	Brainerd City Hall Site Visit	BRD-CH	johnm
FM-35225	CLOSED	1/25/2019 10:07:00 AM	1/25/2019 3:46:00 PM	John Melson	EMP	1	0	1	MISC	Brainerd City Hall Site Visit	BRD-CH	johnm
FM-35225	CLOSED	1/25/2019 10:07:00 AM	1/25/2019 3:46:00 PM	Mark Heyn	EMP	1	0	1	MISC	Brainerd City Hall Site Visit	BRD-CH	johnm
FM-35262	CLOSED	1/28/2019 9:34:00 AM	1/29/2019 8:27:00 AM	Aric Caughey	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-35262	CLOSED	1/28/2019 9:34:00 AM	1/29/2019 8:27:00 AM	Joey Froelich	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-35262	CLOSED	1/28/2019 9:34:00 AM	1/29/2019 8:27:00 AM	John Melson	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35262	CLOSED	1/28/2019 9:34:00 AM	1/29/2019 8:27:00 AM	Mark Heyn	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-35271	CLOSED	1/29/2019 8:19:00 AM	1/30/2019 8:46:00 AM	Aric Caughey	EMP	0.5	0	0.5	GROUND	snow removal	BRD	johnm
FM-35271	CLOSED	1/29/2019 8:19:00 AM	1/30/2019 8:46:00 AM	Aric Caughey	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35271	CLOSED	1/29/2019 8:19:00 AM	1/30/2019 8:46:00 AM	Austin Kubesh	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35271	CLOSED	1/29/2019 8:19:00 AM	1/30/2019 8:46:00 AM	Austin Kubesh	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35271	CLOSED	1/29/2019 8:19:00 AM	1/30/2019 8:46:00 AM	Chad Heyer	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35271	CLOSED	1/29/2019 8:19:00 AM	1/30/2019 8:46:00 AM	Chad Heyer	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35271	CLOSED	1/29/2019 8:19:00 AM	1/30/2019 8:46:00 AM	Joey Froelich	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35271	CLOSED	1/29/2019 8:19:00 AM	1/30/2019 8:46:00 AM	John Melson	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35271	CLOSED	1/29/2019 8:19:00 AM	1/30/2019 8:46:00 AM	Mark Heyn	EMP	0.5	0	0.5	GROUND	snow removal	BRD	johnm
FM-35271	CLOSED	1/29/2019 8:19:00 AM	1/30/2019 8:46:00 AM	Mark Heyn	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35286	CLOSED	1/30/2019 8:34:00 AM	1/30/2019 8:35:00 AM	Aric Caughey	EMP	1	0	1	MISC	fire dept tour	BRD-MFS	MarkH
FM-35286	CLOSED	1/30/2019 8:34:00 AM	1/30/2019 8:35:00 AM	Austin Kubesh	EMP	1	0	1	MISC	fire dept tour	BRD-MFS	MarkH
FM-35286	CLOSED	1/30/2019 8:34:00 AM	1/30/2019 8:35:00 AM	Chad Heyer	EMP	1	0	1	MISC	fire dept tour	BRD-MFS	MarkH
FM-35286	CLOSED	1/30/2019 8:34:00 AM	1/30/2019 8:35:00 AM	Joey Froelich	EMP	1	0	1	MISC	fire dept tour	BRD-MFS	MarkH
FM-35286	CLOSED	1/30/2019 8:34:00 AM	1/30/2019 8:35:00 AM	John Melson	EMP	1	0	1	MISC	fire dept tour	BRD-MFS	MarkH
FM-35286	CLOSED	1/30/2019 8:34:00 AM	1/30/2019 8:35:00 AM	Mark Heyn	EMP	1	0	1	MISC	fire dept tour	BRD-MFS	MarkH
FM-35298	CLOSED	1/31/2019 12:34:00 PM	1/31/2019 2:03:00 PM	Austin Kubesh	EMP	1	0	1	PLUMB	We have a leak under the sink in our break room. There is a puddle of water on the floor under the sink.	BRD-PD	JULIE.MCCULLOUGH@CI.BRAIN
FM-35330	CLOSED	2/3/2019 1:46:00 PM	2/4/2019 4:43:00 PM	Aric Caughey	EMP	1	0	1	BldgMaint	Snow Removal	BRD	johnm
FM-35330	CLOSED	2/3/2019 1:46:00 PM	2/4/2019 4:43:00 PM	Austin Kubesh	EMP	1	0	1	BldgMaint	Snow Removal	BRD	johnm
FM-35330	CLOSED	2/3/2019 1:46:00 PM	2/4/2019 4:43:00 PM	Chad Heyer	EMP	1	0	1	BldgMaint	Snow Removal	BRD	johnm
FM-35330	CLOSED	2/3/2019 1:46:00 PM	2/4/2019 4:43:00 PM	Dave Giza	EMP	0.5	0	0.5	BldgMaint	Snow Removal	BRD	johnm
FM-35330	CLOSED	2/3/2019 1:46:00 PM	2/4/2019 4:43:00 PM	Joey Froelich	EMP	1	0	1	BldgMaint	Snow Removal	BRD	johnm
FM-35330	CLOSED	2/3/2019 1:46:00 PM	2/4/2019 4:43:00 PM	John Melson	EMP	0.5	0	0.5	BldgMaint	Snow Removal	BRD	johnm
FM-35330	CLOSED	2/3/2019 1:46:00 PM	2/4/2019 4:43:00 PM	Mark Heyn	EMP	1	0	1	BldgMaint	Snow Removal	BRD	johnm
FM-35364	CLOSED	2/5/2019 8:51:00 AM	2/27/2019 10:41:00 AM	Chad Heyer	EMP	1	0	1	GROUND	Remove snow, salt walkways	BRD-CH-FAC	ChadH
FM-35364	CLOSED	2/5/2019 8:51:00 AM	2/27/2019 10:41:00 AM	John Melson	EMP	0.5	0	0.5	GROUND	Remove snow, salt walkways	BRD-CH-FAC	ChadH
FM-35379	CLOSED	2/6/2019 8:38:00 AM	2/12/2019 9:07:00 AM	Chad Heyer	EMP	0.75	0	0.75	GROUND	snow removal	BRD	MarkH
FM-35379	CLOSED	2/6/2019 8:38:00 AM	2/12/2019 9:07:00 AM	Dave Giza	EMP	1	0	1	GROUND	snow removal	BRD	MarkH
FM-35379	CLOSED	2/6/2019 8:38:00 AM	2/12/2019 9:07:00 AM	Mark Heyn	EMP	1	0	1	GROUND	snow removal	BRD	MarkH
FM-35379	CLOSED	2/6/2019 8:38:00 AM	2/12/2019 9:07:00 AM	Mark Heyn	EMP	2	0	2	GROUND	snow removal	BRD	MarkH
FM-35379	CLOSED	2/6/2019 8:38:00 AM	2/12/2019 9:07:00 AM	Mark Heyn	EMP	2	0	2	GROUND	snow removal	BRD	MarkH
FM-35379	CLOSED	2/6/2019 8:38:00 AM	2/12/2019 9:07:00 AM	Mark Heyn	EMP	0.1	0	0.1	GROUND	snow removal	BRD	MarkH
FM-35386	CLOSED	2/7/2019 7:11:00 AM	3/4/2019 2:42:00 PM	Austin Kubesh	EMP	1	0	1	PLUMB	Fix 2nd floor water cooler next to men's bathroom. Has been out of service for a while.	BRD-CH-FAC-2ND	PSANDY
FM-35386	CLOSED	2/7/2019 7:11:00 AM	3/4/2019 2:42:00 PM	Chad Heyer	EMP	2	0	2	PLUMB	Fix 2nd floor water cooler next to men's bathroom. Has been out of service for a while.	BRD-CH-FAC-2ND	PSANDY
FM-35386	CLOSED	2/7/2019 7:11:00 AM	3/4/2019 2:42:00 PM	Chad Heyer	EMP	1	0	1	PLUMB	Fix 2nd floor water cooler next to men's bathroom. Has been out of service for a while.	BRD-CH-FAC-2ND	PSANDY
FM-35386	CLOSED	2/7/2019 7:11:00 AM	3/4/2019 2:42:00 PM	Dave Giza	EMP	1	0	1	PLUMB	Fix 2nd floor water cooler next to men's bathroom. Has been out of service for a while.	BRD-CH-FAC-2ND	PSANDY
FM-35386	CLOSED	2/7/2019 7:11:00 AM	3/4/2019 2:42:00 PM	Dave Giza	EMP	1	0	1	PLUMB	Fix 2nd floor water cooler next to men's bathroom. Has been out of service for a while.	BRD-CH-FAC-2ND	PSANDY
FM-35386	CLOSED	2/7/2019 7:11:00 AM	3/4/2019 2:42:00 PM	Dave Giza	EMP	1	0	1	PLUMB	Fix 2nd floor water cooler next to men's bathroom. Has been out of service for a while.	BRD-CH-FAC-2ND	PSANDY

FM-35387	CLOSED	2/7/2019 7:12:00 AM	2/8/2019 2:35:00 PM	Austin Kubesh	EMP	1	0	1	PLUMB	Middle sink in woman's bathroom is slow to drain.	BRD-CH-FAC-2ND	PSANDY
FM-35387	CLOSED	2/7/2019 7:12:00 AM	2/8/2019 2:35:00 PM	Dave Giza	EMP	1	0	1	PLUMB	Middle sink in woman's bathroom is slow to drain.	BRD-CH-FAC-2ND	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Aric Caughey	EMP	0	0.5	0.5	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Chad Heyer	EMP	0	3	3	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Chad Heyer	EMP	0	1.5	1.5	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Chad Heyer	EMP	3	3	6	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Chad Heyer	EMP	2.5	0	2.5	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Dave Giza	EMP	0	3	3	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Dave Giza	EMP	0	0.5	0.5	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Dave Giza	EMP	0	3	3	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Mark Heyn	EMP	0	3	3	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Mark Heyn	EMP	3	0	3	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Mark Heyn	EMP	0	3	3	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Mark Heyn	EMP	2.5	0	2.5	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Mark Heyn	EMP	1	0	1	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Mark Heyn	EMP	1	0	1	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Mark Heyn	EMP	0	3	3	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Mark Heyn	EMP	1	0	1	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35389	ONHOLD	2/7/2019 7:18:00 AM		John Melson	EMP	0.25	0	0.25	EL	Go through City Hall lighting fixtures and replace bulbs as necessary. Some also flash, which may be a sign of bad ballast, but have been taken care of by removing a bulb. Ensure each ballast has at least 2 working bulbs.	BRD-CH-FAC	PSANDY
FM-35390	CLOSED	2/7/2019 9:39:00 AM	2/8/2019 9:25:00 AM	Aric Caughey	EMP	3	0	3	GROUND	Snow removal	BRD	johnm
FM-35390	CLOSED	2/7/2019 9:39:00 AM	2/8/2019 9:25:00 AM	Austin Kubesh	EMP	4	0	4	GROUND	Snow removal	BRD	johnm
FM-35390	CLOSED	2/7/2019 9:39:00 AM	2/8/2019 9:25:00 AM	Chad Heyer	EMP	4	0	4	GROUND	Snow removal	BRD	johnm

FM-35390	CLOSED	2/7/2019 9:39:00 AM	2/8/2019 9:25:00 AM	Dave Giza	EMP	3	0	3	GROUND	Snow removal	BRD	johnm
FM-35390	CLOSED	2/7/2019 9:39:00 AM	2/8/2019 9:25:00 AM	John Melson	EMP	0.5	0	0.5	GROUND	Snow removal	BRD	johnm
FM-35403	CLOSED	2/8/2019 9:01:00 AM	2/11/2019 8:30:00 AM	Austin Kubesh	EMP	0.5	0	0.5	GROUND	snow removal	BRD	johnm
FM-35403	CLOSED	2/8/2019 9:01:00 AM	2/11/2019 8:30:00 AM	Chad Heyer	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-35403	CLOSED	2/8/2019 9:01:00 AM	2/11/2019 8:30:00 AM	Dave Giza	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-35403	CLOSED	2/8/2019 9:01:00 AM	2/11/2019 8:30:00 AM	John Melson	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35403	CLOSED	2/8/2019 9:01:00 AM	2/11/2019 8:30:00 AM	Mark Heyn	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35438	CLOSED	2/11/2019 3:04:00 PM	2/12/2019 9:10:00 AM	Aric Caughey	EMP	1	0	1	GROUND	Snow removal	BRD	johnm
FM-35438	CLOSED	2/11/2019 3:04:00 PM	2/12/2019 9:10:00 AM	Austin Kubesh	EMP	2	0	2	GROUND	Snow removal	BRD	johnm
FM-35438	CLOSED	2/11/2019 3:04:00 PM	2/12/2019 9:10:00 AM	Chad Heyer	EMP	2	0	2	GROUND	Snow removal	BRD	johnm
FM-35438	CLOSED	2/11/2019 3:04:00 PM	2/12/2019 9:10:00 AM	Dave Giza	EMP	1.5	0	1.5	GROUND	Snow removal	BRD	johnm
FM-35438	CLOSED	2/11/2019 3:04:00 PM	2/12/2019 9:10:00 AM	Dave Giza	EMP	1	0	1	GROUND	Snow removal	BRD	johnm
FM-35438	CLOSED	2/11/2019 3:04:00 PM	2/12/2019 9:10:00 AM	Joey Froelich	EMP	1	0	1	GROUND	Snow removal	BRD	johnm
FM-35438	CLOSED	2/11/2019 3:04:00 PM	2/12/2019 9:10:00 AM	John Melson	EMP	0.5	0	0.5	GROUND	Snow removal	BRD	johnm
FM-35438	CLOSED	2/11/2019 3:04:00 PM	2/12/2019 9:10:00 AM	Mark Heyn	EMP	1	0	1	GROUND	Snow removal	BRD	johnm
FM-35445	CLOSED	2/12/2019 7:59:00 AM	2/13/2019 8:31:00 AM	Aric Caughey	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm
FM-35445	CLOSED	2/12/2019 7:59:00 AM	2/13/2019 8:31:00 AM	Austin Kubesh	EMP	1.25	0	1.25	GROUND	Snow Removal	BRD	johnm
FM-35445	CLOSED	2/12/2019 7:59:00 AM	2/13/2019 8:31:00 AM	Chad Heyer	EMP	2	0	2	GROUND	Snow Removal	BRD	johnm
FM-35445	CLOSED	2/12/2019 7:59:00 AM	2/13/2019 8:31:00 AM	Joey Froelich	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm
FM-35445	CLOSED	2/12/2019 7:59:00 AM	2/13/2019 8:31:00 AM	John Melson	EMP	0.75	0	0.75	GROUND	Snow Removal	BRD	johnm
FM-35445	CLOSED	2/12/2019 7:59:00 AM	2/13/2019 8:31:00 AM	Mark Heyn	EMP	3	0	3	GROUND	Snow Removal	BRD	johnm
FM-35449	CLOSED	2/12/2019 9:14:00 AM	2/12/2019 1:17:00 PM	Austin Kubesh	EMP	0.5	0	0.5	GROUND	Remove Snow and Ice from around cross walk push buttons on the Northwest corner of Laurel and 6 street. see me if ??'s	BRD-CH	johnm
FM-35449	CLOSED	2/12/2019 9:14:00 AM	2/12/2019 1:17:00 PM	Chad Heyer	EMP	0.5	0	0.5	GROUND	Remove Snow and Ice from around cross walk push buttons on the Northwest corner of Laurel and 6 street. see me if ??'s	BRD-CH	johnm
FM-35458	CLOSED	2/13/2019 8:30:00 AM	2/14/2019 8:19:00 AM	Austin Kubesh	EMP	1.5	0	1.5	GROUND	Snow Removal	BRD	johnm
FM-35458	CLOSED	2/13/2019 8:30:00 AM	2/14/2019 8:19:00 AM	Chad Heyer	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm
FM-35458	CLOSED	2/13/2019 8:30:00 AM	2/14/2019 8:19:00 AM	Dave Giza	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm
FM-35458	CLOSED	2/13/2019 8:30:00 AM	2/14/2019 8:19:00 AM	Joey Froelich	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm
FM-35458	CLOSED	2/13/2019 8:30:00 AM	2/14/2019 8:19:00 AM	Joey Froelich	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm
FM-35458	CLOSED	2/13/2019 8:30:00 AM	2/14/2019 8:19:00 AM	Mark Heyn	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm
FM-35460	CLOSED	2/13/2019 9:23:00 AM	2/26/2019 4:40:00 PM	Joey Froelich	EMP	1.5	0	1.5	HVAC	Install software for metasys and spend sometime learning the system	BRD-CH	JoeyF
FM-35460	CLOSED	2/13/2019 9:23:00 AM	2/26/2019 4:40:00 PM	Joey Froelich	EMP	2	0	2	HVAC	Install software for metasys and spend sometime learning the system	BRD-CH	JoeyF
FM-35460	CLOSED	2/13/2019 9:23:00 AM	2/26/2019 4:40:00 PM	Joey Froelich	EMP	2	0	2	HVAC	Install software for metasys and spend sometime learning the system	BRD-CH	JoeyF
FM-35471	CLOSED	2/14/2019 7:28:00 AM	2/15/2019 4:11:00 PM	Austin Kubesh	EMP	1	0	1	GROUND	Ice-Refreeze	BRD	johnm
FM-35471	CLOSED	2/14/2019 7:28:00 AM	2/15/2019 4:11:00 PM	Chad Heyer	EMP	1	0	1	GROUND	Ice-Refreeze	BRD	johnm
FM-35471	CLOSED	2/14/2019 7:28:00 AM	2/15/2019 4:11:00 PM	Dave Giza	EMP	1	0	1	GROUND	Ice-Refreeze	BRD	johnm
FM-35471	CLOSED	2/14/2019 7:28:00 AM	2/15/2019 4:11:00 PM	John Melson	EMP	1	0	1	GROUND	Ice-Refreeze	BRD	johnm
FM-35481	CLOSED	2/14/2019 4:46:00 PM	2/14/2019 4:47:00 PM	Mark Heyn	EMP	0.75	0	0.75	GROUND	snow removal	BRD	MarkH
FM-35487	CLOSED	2/15/2019 9:27:00 AM	2/22/2019 1:03:00 PM	Austin Kubesh	EMP	0.5	0	0.5	FURNITURE	Administration area has a cabinet door the needs hinge looked at or replaced	BRD-CH-FAC-3RD	PSANDY
FM-35487	CLOSED	2/15/2019 9:27:00 AM	2/22/2019 1:03:00 PM	Dave Giza	EMP	0.5	0	0.5	FURNITURE	Administration area has a cabinet door the needs hinge looked at or replaced	BRD-CH-FAC-3RD	PSANDY
FM-35488	CLOSED	2/15/2019 9:28:00 AM	2/20/2019 10:39:00 AM	Chad Heyer	EMP	1	0	1	BldgMaint	Council chambers has a wooden ceiling panel that is falling down and needs to get put back into place and secured.	BRD-CH-FAC-3RD	PSANDY

FM-35488	CLOSED	2/15/2019 9:28:00 AM	2/20/2019 10:39:00 AM	Mark Heyn	EMP	1	0	1	BldgMaint	Council chambers has a wooden ceiling panel that is falling down and needs to get put back into place and secured.	BRD-CH-FAC-3RD	PSANDY
FM-35489	CLOSED	2/15/2019 9:28:00 AM	2/20/2019 10:40:00 AM	Chad Heyer	EMP	1	0	1	BldgMaint	Engineering department service window has wooden ceiling panel that needs to be put back into place and secured.	BRD-CH-FAC-2ND	PSANDY
FM-35489	CLOSED	2/15/2019 9:28:00 AM	2/20/2019 10:40:00 AM	Mark Heyn	EMP	1	0	1	BldgMaint	Engineering department service window has wooden ceiling panel that needs to be put back into place and secured.	BRD-CH-FAC-2ND	PSANDY
FM-35490	CLOSED	2/15/2019 9:29:00 AM	2/22/2019 1:04:00 PM	Austin Kubesh	EMP	0.5	0	0.5	FURNITURE	Break Room has cabinet door hinge that needs to be looked at or replaced.	BRD-CH-FAC-1ST	PSANDY
FM-35490	CLOSED	2/15/2019 9:29:00 AM	2/22/2019 1:04:00 PM	Dave Giza	EMP	1	0	1	FURNITURE	Break Room has cabinet door hinge that needs to be looked at or replaced.	BRD-CH-FAC-1ST	PSANDY
FM-35495	CLOSED	2/15/2019 1:30:00 PM	2/15/2019 4:15:00 PM	Austin Kubesh	EMP	1	0	1	GROUND	Sidewalks Brainerd	BRD	AustinK
FM-35495	CLOSED	2/15/2019 1:30:00 PM	2/15/2019 4:15:00 PM	Chad Heyer	EMP	1.5	0	1.5	GROUND	Sidewalks Brainerd	BRD	AustinK
FM-35495	CLOSED	2/15/2019 1:30:00 PM	2/15/2019 4:15:00 PM	Dave Giza	EMP	0.75	0	0.75	GROUND	Sidewalks Brainerd	BRD	AustinK
FM-35515	CLOSED	2/19/2019 7:41:00 AM	2/22/2019 2:47:00 PM	Austin Kubesh	EMP	1	0	1	PLUMB	Leak coming from the ceiling in my office - actively running water. thanks	BRD-PD-FAC	MIKEBESTUL
FM-35515	CLOSED	2/19/2019 7:41:00 AM	2/22/2019 2:47:00 PM	John Melson	EMP	1	0	1	PLUMB	Leak coming from the ceiling in my office - actively running water. thanks	BRD-PD-FAC	MIKEBESTUL
FM-35515	CLOSED	2/19/2019 7:41:00 AM	2/22/2019 2:47:00 PM	John Melson	EMP	1.5	0	1.5	PLUMB	Leak coming from the ceiling in my office - actively running water. thanks	BRD-PD-FAC	MIKEBESTUL
FM-35533	CLOSED	2/20/2019 9:58:00 AM	2/22/2019 11:44:00 AM	Austin Kubesh	EMP	2	0	2	GROUND	Snow Remova	BRD	johnm
FM-35533	CLOSED	2/20/2019 9:58:00 AM	2/22/2019 11:44:00 AM	Austin Kubesh	EMP	1.5	0	1.5	GROUND	Snow Remova	BRD	johnm
FM-35533	CLOSED	2/20/2019 9:58:00 AM	2/22/2019 11:44:00 AM	Chad Heyer	EMP	2	0	2	GROUND	Snow Remova	BRD	johnm
FM-35533	CLOSED	2/20/2019 9:58:00 AM	2/22/2019 11:44:00 AM	Dave Giza	EMP	2	0	2	GROUND	Snow Remova	BRD	johnm
FM-35533	CLOSED	2/20/2019 9:58:00 AM	2/22/2019 11:44:00 AM	Dave Giza	EMP	1.5	0	1.5	GROUND	Snow Remova	BRD	johnm
FM-35533	CLOSED	2/20/2019 9:58:00 AM	2/22/2019 11:44:00 AM	Joey Froelich	EMP	1	0	1	GROUND	Snow Remova	BRD	johnm
FM-35533	CLOSED	2/20/2019 9:58:00 AM	2/22/2019 11:44:00 AM	John Melson	EMP	1	0	1	GROUND	Snow Remova	BRD	johnm
FM-35533	CLOSED	2/20/2019 9:58:00 AM	2/22/2019 11:44:00 AM	John Melson	EMP	0.75	0	0.75	GROUND	Snow Remova	BRD	johnm
FM-35533	CLOSED	2/20/2019 9:58:00 AM	2/22/2019 11:44:00 AM	Mark Heyn	EMP	1.5	0	1.5	GROUND	Snow Remova	BRD	johnm
FM-35547	CLOSED	2/21/2019 4:29:00 PM	2/21/2019 4:29:00 PM	Chad Heyer	EMP	1	0	1	GROUND	Police Department (B)	BRD-PD	ChadH
FM-35556	CLOSED	2/22/2019 11:31:00 AM	2/26/2019 1:36:00 PM	Austin Kubesh	EMP	1.5	0	1.5	MISC	Replaced stained ceiling tile Deputy Chief Mikes office, Corky said they don't have any so we will have to purchase, leave any extras on the garage mezz.	BRD-PD-FAC-1st	johnm
FM-35588	CLOSED	2/25/2019 11:45:00 AM	2/26/2019 1:32:00 PM	Austin Kubesh	EMP	1	0	1	GROUND	Snow removal	BRD	johnm
FM-35588	CLOSED	2/25/2019 11:45:00 AM	2/26/2019 1:32:00 PM	Chad Heyer	EMP	0.75	0	0.75	GROUND	Snow removal	BRD	johnm
FM-35588	CLOSED	2/25/2019 11:45:00 AM	2/26/2019 1:32:00 PM	Dave Giza	EMP	1	0	1	GROUND	Snow removal	BRD	johnm
FM-35588	CLOSED	2/25/2019 11:45:00 AM	2/26/2019 1:32:00 PM	John Melson	EMP	0.75	0	0.75	GROUND	Snow removal	BRD	johnm
FM-35588	CLOSED	2/25/2019 11:45:00 AM	2/26/2019 1:32:00 PM	Mark Heyn	EMP	0.75	0	0.75	GROUND	Snow removal	BRD	johnm
FM-35594	CLOSED	2/25/2019 3:31:00 PM	2/26/2019 4:42:00 PM	Joey Froelich	EMP	5	0	5	HVAC	Tune Boiler and check operating safeties with Harris	BOILER	johnm
FM-35595	CLOSED	2/25/2019 3:32:00 PM	2/27/2019 8:18:00 AM	Joey Froelich	EMP	0.25	0	0.25	HVAC	Tune boiler and check safety's with Harris	BOILER	johnm
FM-35596	CLOSED	2/25/2019 3:37:00 PM	3/27/2019 7:39:00 AM	Joey Froelich	EMP	0.5	0	0.5	HVAC	Rebuild pump # 5 and motor bearings, Authorized by Paul S in email	PUMP- 5	johnm
FM-35596	CLOSED	2/25/2019 3:37:00 PM	3/27/2019 7:39:00 AM	Joey Froelich	EMP	7	0	7	HVAC	Rebuild pump # 5 and motor bearings, Authorized by Paul S in email	PUMP- 5	johnm
FM-35604	CLOSED	2/26/2019 8:41:00 AM	3/19/2019 7:59:00 AM	Aric Caughey	EMP	2	0	2	EL	Service generator fault, see email from Corky.	GENERATOR(BPD)	johnm

FM-35604	CLOSED	2/26/2019 8:41:00 AM	3/19/2019 7:59:00 AM	Aric Caughey	EMP	1	0	1	EL	Service generator fault, see email from Corky.	GENERATOR(BPD)	johnm
FM-35612	CLOSED	2/27/2019 8:33:00 AM	2/27/2019 2:59:00 PM	Austin Kubesh	EMP	1.5	0	1.5	GROUND	remove snow brainerd	BRD	AustinK
FM-35612	CLOSED	2/27/2019 8:33:00 AM	2/27/2019 2:59:00 PM	Dave Giza	EMP	1.25	0	1.25	GROUND	remove snow brainerd	BRD	AustinK
FM-35612	CLOSED	2/27/2019 8:33:00 AM	2/27/2019 2:59:00 PM	Joey Froelich	EMP	1	0	1	GROUND	remove snow brainerd	BRD	AustinK
FM-35612	CLOSED	2/27/2019 8:33:00 AM	2/27/2019 2:59:00 PM	John Melson	EMP	1	0	1	GROUND	remove snow brainerd	BRD	AustinK
FM-35612	CLOSED	2/27/2019 8:33:00 AM	2/27/2019 2:59:00 PM	Mark Heyn	EMP	1	0	1	GROUND	remove snow brainerd	BRD	AustinK
FM-35621	CLOSED	2/27/2019 10:44:00 AM	2/27/2019 11:44:00 AM	John Melson	EMP	0.5	0	0.5	GROUND	Snow removal	BRD	johnm
FM-35655	CLOSED	2/28/2019 8:07:00 AM	2/28/2019 3:22:00 PM	Austin Kubesh	EMP	0.5	0	0.5	GROUND	remove snow from back of pd	BRD-PD	AustinK
FM-35685	CLOSED	3/4/2019 8:39:00 AM	3/4/2019 8:40:00 AM	Austin Kubesh	EMP	0.5	0	0.5	GROUND	Snow removal / salt	BRD	DaveG
FM-35685	CLOSED	3/4/2019 8:39:00 AM	3/4/2019 8:40:00 AM	Dave Giza	EMP	0.5	0	0.5	GROUND	Snow removal / salt	BRD	DaveG
FM-35709	CLOSED	3/5/2019 8:07:00 AM	3/12/2019 7:42:00 AM	Aric Caughey	EMP	1	0	1	HVAC	RTU stopped. Will not restart. Phoned in service request @ 4:11 pm/03-04-19.	BRD-PD	CORKYMCQ
										Work order submitted after service completed		
FM-35709	CLOSED	3/5/2019 8:07:00 AM	3/12/2019 7:42:00 AM	Aric Caughey	EMP	1	0	1	HVAC	RTU stopped. Will not restart. Phoned in service request @ 4:11 pm/03-04-19.	BRD-PD	CORKYMCQ
										Work order submitted after service completed		
FM-35709	CLOSED	3/5/2019 8:07:00 AM	3/12/2019 7:42:00 AM	Joey Froelich	EMP	1	0	1	HVAC	RTU stopped. Will not restart. Phoned in service request @ 4:11 pm/03-04-19.	BRD-PD	CORKYMCQ
										Work order submitted after service completed		
FM-35709	CLOSED	3/5/2019 8:07:00 AM	3/12/2019 7:42:00 AM	Joey Froelich	EMP	1	0	1	HVAC	RTU stopped. Will not restart. Phoned in service request @ 4:11 pm/03-04-19.	BRD-PD	CORKYMCQ
										Work order submitted after service completed		
FM-35745	CLOSED	3/8/2019 12:51:00 PM	3/15/2019 10:21:00 AM	Austin Kubesh	EMP	1	0	1	PLUMB	We have an leaking toilet when flushed in the mens locker room. Thanks	BRD-PD-FAC	MIKEBESTUL
FM-35745	CLOSED	3/8/2019 12:51:00 PM	3/15/2019 10:21:00 AM	Austin Kubesh	EMP	1	0	1	PLUMB	We have an leaking toilet when flushed in the mens locker room. Thanks	BRD-PD-FAC	MIKEBESTUL
FM-35746	CLOSED	3/8/2019 2:02:00 PM	3/13/2019 4:03:00 PM	Joey Froelich	EMP	3	0	3	HVAC	replace bad low water cutout, high and low gas pressure safeties approval per Paul Sandy in a an email	BOILER	JoeyF
FM-35746	CLOSED	3/8/2019 2:02:00 PM	3/13/2019 4:03:00 PM	Joey Froelich	EMP	6	0	6	HVAC	replace bad low water cutout, high and low gas pressure safeties approval per Paul Sandy in a an email	BOILER	JoeyF
FM-35746	CLOSED	3/8/2019 2:02:00 PM	3/13/2019 4:03:00 PM	Joey Froelich	EMP	3	0	3	HVAC	replace bad low water cutout, high and low gas pressure safeties approval per Paul Sandy in a an email	BOILER	JoeyF
FM-35792	CLOSED	3/13/2019 3:36:00 PM	3/29/2019 3:38:00 PM	Joey Froelich	EMP	4	0	4	HVAC	Mini-Split Unit in the engineering office has an error code that we can't figure out how to resolve. Unit will not heat or cool. Has not been bad for temps as of yet, but will get worse if sun comes out.	BRD-CH-FAC-2ND	PSANDY
FM-35792	CLOSED	3/13/2019 3:36:00 PM	3/29/2019 3:38:00 PM	Joey Froelich	EMP	1.5	0	1.5	HVAC	Mini-Split Unit in the engineering office has an error code that we can't figure out how to resolve. Unit will not heat or cool. Has not been bad for temps as of yet, but will get worse if sun comes out.	BRD-CH-FAC-2ND	PSANDY

FM-35794	CLOSED	3/13/2019 6:43:00 PM	3/14/2019 3:47:00 PM	Austin Kubesh	EMP	0	3	3	BldgMaint	Water intrusion due to winter rain storm, called in after hours by Connie	BRD-CH-FAC-1ST	johnm
FM-35794	CLOSED	3/13/2019 6:43:00 PM	3/14/2019 3:47:00 PM	Joey Froelich	EMP	0	3	3	BldgMaint	Water intrusion due to winter rain storm, called in after hours by Connie	BRD-CH-FAC-1ST	johnm
FM-35794	CLOSED	3/13/2019 6:43:00 PM	3/14/2019 3:47:00 PM	John Melson	EMP	0	1	1	BldgMaint	Water intrusion due to winter rain storm, called in after hours by Connie	BRD-CH-FAC-1ST	johnm
FM-35794	CLOSED	3/13/2019 6:43:00 PM	3/14/2019 3:47:00 PM	Robb Pike	EMP	0	3	3	BldgMaint	Water intrusion due to winter rain storm, called in after hours by Connie	BRD-CH-FAC-1ST	johnm
FM-35815	CLOSED	3/15/2019 11:01:00 AM	3/15/2019 4:24:00 PM	Chad Heyer	EMP	2	0	2	BldgMaint	There is a puddle of water in our lobby. It appears to be coming from the maintenance closet in the SW Corner of the lobby from the roof drain system. Insulation around the roof internally roof drainage pipe in closet is wet	BRD-PD	CORKYMCQ
FM-35815	CLOSED	3/15/2019 11:01:00 AM	3/15/2019 4:24:00 PM	John Melson	EMP	1	0	1	BldgMaint	There is a puddle of water in our lobby. It appears to be coming from the maintenance closet in the SW Corner of the lobby from the roof drain system. Insulation around the roof internally roof drainage pipe in closet is wet	BRD-PD	CORKYMCQ
FM-35815	CLOSED	3/15/2019 11:01:00 AM	3/15/2019 4:24:00 PM	Mark Heyn	EMP	2	0	2	BldgMaint	There is a puddle of water in our lobby. It appears to be coming from the maintenance closet in the SW Corner of the lobby from the roof drain system. Insulation around the roof internally roof drainage pipe in closet is wet	BRD-PD	CORKYMCQ
FM-35864	CLOSED	3/20/2019 1:12:00 PM	4/2/2019 4:28:00 PM	Aric Caughey	EMP	0.5	0	0.5	HVAC	Cooling unit in 2nd floor office not cooling	BRD-CH	JFLADUNG
FM-35864	CLOSED	3/20/2019 1:12:00 PM	4/2/2019 4:28:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Cooling unit in 2nd floor office not cooling	BRD-CH	JFLADUNG
FM-35864	CLOSED	3/20/2019 1:12:00 PM	4/2/2019 4:28:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Cooling unit in 2nd floor office not cooling	BRD-CH	JFLADUNG
FM-35864	CLOSED	3/20/2019 1:12:00 PM	4/2/2019 4:28:00 PM	Joey Froelich	EMP	0.5	0	0.5	HVAC	Cooling unit in 2nd floor office not cooling	BRD-CH	JFLADUNG
FM-35921	CLOSED	3/26/2019 8:28:00 AM	4/30/2019 4:04:00 PM	Joey Froelich	EMP	4	0	4	HVAC	Replace motor bearings and coupler in circulation pump 6.	BRD-CH-FAC-1ST	PSANDY
FM-35947	CLOSED	3/28/2019 7:45:00 AM	3/28/2019 11:29:00 AM	Chad Heyer	EMP	0.5	0	0.5	JANITORIAL	Collect all trash from receptacles on assigned exterior city locations.	BRD	ChadH
FM-36012	CLOSED	4/2/2019 3:15:00 PM	4/16/2019 7:33:00 AM	Austin Kubesh	EMP	1.5	0	1.5	GROUND	Install (mount) 2 cigarette receptacles at B City Hall. One on south side main entrance and one on west side entrance. See Paul Sandy for specific locations, leave one set of keys with Paul.	BRD-CH-FAC	johnm
FM-36012	CLOSED	4/2/2019 3:15:00 PM	4/16/2019 7:33:00 AM	Dave Giza	EMP	1.5	0	1.5	GROUND	Install (mount) 2 cigarette receptacles at B City Hall. One on south side main entrance and one on west side entrance. See Paul Sandy for specific locations, leave one set of keys with Paul.	BRD-CH-FAC	johnm
FM-36024	CLOSED	4/3/2019 5:18:00 PM	4/4/2019 10:14:00 AM	Austin Kubesh	EMP	1	0	1	GROUND	Snow and ice removal	BRD	DaveG
FM-36024	CLOSED	4/3/2019 5:18:00 PM	4/4/2019 10:14:00 AM	Chad Heyer	EMP	1	0	1	GROUND	Snow and ice removal	BRD	DaveG
FM-36024	CLOSED	4/3/2019 5:18:00 PM	4/4/2019 10:14:00 AM	Dave Giza	EMP	0	0.5	0.5	GROUND	Snow and ice removal	BRD	DaveG
FM-36024	CLOSED	4/3/2019 5:18:00 PM	4/4/2019 10:14:00 AM	John Melson	EMP	1	0	1	GROUND	Snow and ice removal	BRD	DaveG
FM-36024	CLOSED	4/3/2019 5:18:00 PM	4/4/2019 10:14:00 AM	Mark Heyn	EMP	0.5	0	0.5	GROUND	Snow and ice removal	BRD	DaveG

FM-36036	CLOSED	4/4/2019 1:56:00 PM	5/7/2019 7:45:00 AM	Austin Kubesh	EMP	0.5	0	0.5	BldgMaint	Please clean debris off of roof drains	BRD-CH-FAC-	johnm
FM-36036	CLOSED	4/4/2019 1:56:00 PM	5/7/2019 7:45:00 AM	Austin Kubesh	EMP	1	0	1	BldgMaint	Please clean debris off of roof drains	BRD-CH-FAC-	johnm
FM-36036	CLOSED	4/4/2019 1:56:00 PM	5/7/2019 7:45:00 AM	Dave Giza	EMP	0.5	0	0.5	BldgMaint	Please clean debris off of roof drains	BRD-CH-FAC-	johnm
FM-36036	CLOSED	4/4/2019 1:56:00 PM	5/7/2019 7:45:00 AM	Dave Giza	EMP	1	0	1	BldgMaint	Please clean debris off of roof drains	BRD-CH-FAC-	johnm
FM-36067	ISSUED	4/8/2019		Joey Froelich	EMP	6	0	6	HVAC	HeatPumps Semi Annual	HEATPUMP - 1	
FM-36067	ISSUED	4/8/2019		Joey Froelich	EMP	8	0	8	HVAC	HeatPumps Semi Annual	HEATPUMP - 1	
FM-36067	ISSUED	4/8/2019		Joey Froelich	EMP	1	0	1	HVAC	HeatPumps Semi Annual	HEATPUMP - 1	
FM-36067	ISSUED	4/8/2019		Joey Froelich	EMP	3	0	3	HVAC	HeatPumps Semi Annual	HEATPUMP - 1	
FM-36071	CLOSED	4/8/2019 10:14:00 AM	4/8/2019 11:29:00 AM	Chad Heyer	EMP	0.5	0	0.5	GROUND	Remove dead robin-east side north of elevator lobby	BRD-CH	johnm
FM-36073	CLOSED	4/8/2019 11:33:00 AM	4/8/2019 11:33:00 AM	Chad Heyer	EMP	1	0	1	GROUND	Remove berries from east, south and west side walks. Also remove another dead robin on the west side walk.	BRD-CH-FAC	ChadH
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	Aric Caughey	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	Aric Caughey	EMP	2.5	0	2.5	GROUND	snow removal	BRD	johnm
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	Austin Kubesh	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	Austin Kubesh	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	Chad Heyer	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	Chad Heyer	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	Dave Giza	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	Dave Giza	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	John Melson	EMP	1.5	0	1.5	GROUND	snow removal	BRD	johnm
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	John Melson	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	Mark Heyn	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	Mark Heyn	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-36141	CLOSED	4/16/2019 9:25:00 AM	4/18/2019 11:41:00 AM	Chad Heyer	EMP	2	0	2	GROUND	Grounds debris cleanup	BRD	johnm
FM-36189	CLOSED	4/22/2019 8:21:00 AM	5/9/2019 4:49:00 PM	Dave Giza	EMP	1	0	1	PLUMB	RPZ for apparatus fill was tripped on Friday due to a firefighter closing a valve too fast on the apparatus floor. Water was shut off that supplies the apparatus overhead filling. Domestic water is still on.	BRD-MFS-FAC	1053
FM-36201	CLOSED	4/23/2019 9:38:00 AM	5/21/2019 7:14:00 AM	Austin Kubesh	EMP	7	0	7	GROUND	BCH Irrigation - Bring on line	BRD-CH	johnm
FM-36201	CLOSED	4/23/2019 9:38:00 AM	5/21/2019 7:14:00 AM	Dave Giza	EMP	6	0	6	GROUND	BCH Irrigation - Bring on line	BRD-CH	johnm
FM-36201	CLOSED	4/23/2019 9:38:00 AM	5/21/2019 7:14:00 AM	John Melson	EMP	1	0	1	GROUND	BCH Irrigation - Bring on line	BRD-CH	johnm
FM-36202	CLOSED	4/23/2019 9:38:00 AM	5/10/2019 8:02:00 AM	Austin Kubesh	EMP	3	0	3	GROUND	BPD Irrigation - Bring online email or call Mike b before starting he can provide some insight	BRD-PD	johnm
FM-36202	CLOSED	4/23/2019 9:38:00 AM	5/10/2019 8:02:00 AM	Dave Giza	EMP	3	0	3	GROUND	BPD Irrigation - Bring online email or call Mike b before starting he can provide some insight	BRD-PD	johnm
FM-36203	CLOSED	4/23/2019 9:39:00 AM	5/10/2019 8:02:00 AM	Austin Kubesh	EMP	1.25	0	1.25	GROUND	BFD -Irrigation- Bring online	BRD-MFS	johnm
FM-36203	CLOSED	4/23/2019 9:39:00 AM	5/10/2019 8:02:00 AM	Dave Giza	EMP	1.25	0	1.25	GROUND	BFD -Irrigation- Bring online	BRD-MFS	johnm
FM-36210	CLOSED	4/24/2019 8:44:00 AM	6/18/2019 7:52:00 AM	Joey Froelich	EMP	3	0	3	HVAC	Prepare the cooling tower for running this summer. Includes cleaning out water basin, turning on spray pump, looking at fan, and adding treatment or getting treatment running.	BRD-CH-FAC	PSANDY
FM-36210	CLOSED	4/24/2019 8:44:00 AM	6/18/2019 7:52:00 AM	Joey Froelich	EMP	5	0	5	HVAC	Prepare the cooling tower for running this summer. Includes cleaning out water basin, turning on spray pump, looking at fan, and adding treatment or getting treatment running.	BRD-CH-FAC	PSANDY

FM-36210	CLOSED	4/24/2019 8:44:00 AM	6/18/2019 7:52:00 AM	Joey Froelich	EMP	7	0	7	HVAC	Prepare the cooling tower for running this summer. Includes cleaning out water basin, turning on spray pump, looking at fan, and adding treatment or getting treatment running.	BRD-CH-FAC	PSANDY
FM-36210	CLOSED	4/24/2019 8:44:00 AM	6/18/2019 7:52:00 AM	Joey Froelich	EMP	2	0	2	HVAC	Prepare the cooling tower for running this summer. Includes cleaning out water basin, turning on spray pump, looking at fan, and adding treatment or getting treatment running.	BRD-CH-FAC	PSANDY
FM-36210	CLOSED	4/24/2019 8:44:00 AM	6/18/2019 7:52:00 AM	Joey Froelich	EMP	4	0	4	HVAC	Prepare the cooling tower for running this summer. Includes cleaning out water basin, turning on spray pump, looking at fan, and adding treatment or getting treatment running.	BRD-CH-FAC	PSANDY
FM-36210	CLOSED	4/24/2019 8:44:00 AM	6/18/2019 7:52:00 AM	Joey Froelich	EMP	3	0	3	HVAC	Prepare the cooling tower for running this summer. Includes cleaning out water basin, turning on spray pump, looking at fan, and adding treatment or getting treatment running.	BRD-CH-FAC	PSANDY
FM-36210	CLOSED	4/24/2019 8:44:00 AM	6/18/2019 7:52:00 AM	John Melson	EMP	1	0	1	HVAC	Prepare the cooling tower for running this summer. Includes cleaning out water basin, turning on spray pump, looking at fan, and adding treatment or getting treatment running.	BRD-CH-FAC	PSANDY
FM-36214	CLOSED	4/24/2019 2:12:00 PM	4/30/2019 7:49:00 AM	Austin Kubesh	EMP	0.01	0	0.01	GROUND	Sprinkler activation. Let me know when you get this scheduled and I can provide some insight on the system. thanks Mike	BRD-PD	MIKEBESTUL
FM-36248	CLOSED	4/29/2019 9:38:00 AM	4/29/2019 9:38:00 AM	Chad Heyer	EMP	0.5	0	0.5	JANITORIAL	Empty garbage can next to visitor entrance of Brainerd Police Dept.	BRD-PD	ChadH
FM-36274	CLOSED	4/30/2019 2:59:00 PM	5/1/2019 10:42:00 AM	Mark Heyn	EMP	1	0	1	PLUMB	1st floor men's bathroom urinal appears to overflow when flushed.	BRD-CH	JFLADUNG
FM-36319	CLOSED	5/6/2019 2:21:00 PM	5/23/2019 8:45:00 AM	Austin Kubesh	EMP	2	0	2	PLUMB	Sprinkler system back flow preventer (2) leaking - Dave and Austin working on previous sprinkler activation.	BRD-PD-FAC	MIKEBESTUL
FM-36319	CLOSED	5/6/2019 2:21:00 PM	5/23/2019 8:45:00 AM	Dave Giza	EMP	0.2	0	0.2	PLUMB	Sprinkler system back flow preventer (2) leaking - Dave and Austin working on previous sprinkler activation.	BRD-PD-FAC	MIKEBESTUL
FM-36320	CLOSED	5/6/2019 2:22:00 PM	5/28/2019 3:56:00 PM	Dave Giza	EMP	0.2	0	0.2	PLUMB	Leak in storage room (SW) off of lobby near the water heater but is not the water heater.	BRD-PD	MIKEBESTUL
FM-36431	CLOSED	5/16/2019 11:45:00 AM	6/4/2019 10:03:00 AM	Chad Heyer	EMP	2.5	0	2.5	HVAC	Fabricate and install galvanized panel on east side of cooling tower.	BRD-CH-FAC	johnm
FM-36431	CLOSED	5/16/2019 11:45:00 AM	6/4/2019 10:03:00 AM	Joey Froelich	EMP	4	0	4	HVAC	Fabricate and install galvanized panel on east side of cooling tower.	BRD-CH-FAC	johnm
FM-36431	CLOSED	5/16/2019 11:45:00 AM	6/4/2019 10:03:00 AM	John Melson	EMP	4	0	4	HVAC	Fabricate and install galvanized panel on east side of cooling tower.	BRD-CH-FAC	johnm
FM-36431	CLOSED	5/16/2019 11:45:00 AM	6/4/2019 10:03:00 AM	John Melson	EMP	3	0	3	HVAC	Fabricate and install galvanized panel on east side of cooling tower.	BRD-CH-FAC	johnm
FM-36431	CLOSED	5/16/2019 11:45:00 AM	6/4/2019 10:03:00 AM	John Melson	EMP	4	0	4	HVAC	Fabricate and install galvanized panel on east side of cooling tower.	BRD-CH-FAC	johnm
FM-36434	CLOSED	5/16/2019 2:49:00 PM	5/17/2019 8:00:00 AM	Chad Heyer	EMP	1	0	1	HVAC	Repair tower feed leaking piping fond during tower start up see w.o# 36210	BRD-CH	johnm

FM-36434	CLOSED	5/16/2019 2:49:00 PM	5/17/2019 8:00:00 AM	Joey Froelich	EMP	1	0	1	HVAC	Repair tower feed leaking piping fond during tower start up see w.o# 36210	BRD-CH	johnm
FM-36434	CLOSED	5/16/2019 2:49:00 PM	5/17/2019 8:00:00 AM	Joey Froelich	EMP	1	0	1	HVAC	Repair tower feed leaking piping fond during tower start up see w.o# 36210	BRD-CH	johnm
FM-36473	CLOSED	5/21/2019 8:54:00 AM	5/21/2019 8:55:00 AM	Robb Pike	EMP	7	0	7	GROUND	Remove brush from east side of cooling tower and apply mulch	BRD-CH-FAC	johnm
FM-36476	ONHOLD	5/21/2019 11:55:00 AM		Austin Kubesh	EMP	5	0	5	GROUND	Mulching, bush removal, topsoil, weed removal, etc in beds around City Hall (See me on this one, THX JM)	BRD-CH-FAC	PSANDY
FM-36476	ONHOLD	5/21/2019 11:55:00 AM		Austin Kubesh	EMP	5	0	5	GROUND	Mulching, bush removal, topsoil, weed removal, etc in beds around City Hall (See me on this one, THX JM)	BRD-CH-FAC	PSANDY
FM-36476	ONHOLD	5/21/2019 11:55:00 AM		Dave Giza	EMP	3	0	3	GROUND	Mulching, bush removal, topsoil, weed removal, etc in beds around City Hall (See me on this one, THX JM)	BRD-CH-FAC	PSANDY
FM-36476	ONHOLD	5/21/2019 11:55:00 AM		John Melson	EMP	5	0	5	GROUND	Mulching, bush removal, topsoil, weed removal, etc in beds around City Hall (See me on this one, THX JM)	BRD-CH-FAC	PSANDY
FM-36476	ONHOLD	5/21/2019 11:55:00 AM		Mark Heyn	EMP	3	0	3	GROUND	Mulching, bush removal, topsoil, weed removal, etc in beds around City Hall (See me on this one, THX JM)	BRD-CH-FAC	PSANDY
FM-36476	ONHOLD	5/21/2019 11:55:00 AM		Will Schultz	EMP	5	0	5	GROUND	Mulching, bush removal, topsoil, weed removal, etc in beds around City Hall (See me on this one, THX JM)	BRD-CH-FAC	PSANDY
FM-36479	CLOSED	5/22/2019 7:13:00 AM	5/24/2019 12:59:00 PM	Austin Kubesh	EMP	2	0	2	Project	Hand railing in back stairwell in City Hall fell off between the first and second floor.	BRD-CH-FAC-1ST	PSANDY
FM-36480	CLOSED	5/22/2019 7:13:00 AM	6/11/2019 9:43:00 AM	Dave Giza	EMP	2	0	2	LOCK	Door from back stairwell to hallway needs some work with the closing mechanism.	BRD-CH-FAC-2ND	PSANDY
FM-36480	CLOSED	5/22/2019 7:13:00 AM	6/11/2019 9:43:00 AM	Mark Heyn	EMP	1	0	1	LOCK	Door from back stairwell to hallway needs some work with the closing mechanism.	BRD-CH-FAC-2ND	PSANDY
FM-36480	CLOSED	5/22/2019 7:13:00 AM	6/11/2019 9:43:00 AM	Mark Heyn	EMP	0.1	0	0.1	LOCK	Door from back stairwell to hallway needs some work with the closing mechanism.	BRD-CH-FAC-2ND	PSANDY
FM-36489	CLOSED	5/22/2019 1:24:00 PM	5/30/2019 9:07:00 AM	Dave Giza	EMP	0.5	0	0.5	BldgMaint	Roof is leaking into the day-room from rain water on the roof. The leak is along the beam where the roof connects to the building. Starting to damage the ceiling tiles. I have contact Herzog Roofing because the roof was replaced in 2009 and has a 15 year warranty. They will be getting a work order in and should have someone here tomorrow. The were out about 2 years ago for the same problem and said they fixed it at that time.	BRD-MFS-FAC	1053
FM-36549	CLOSED	5/30/2019 2:25:00 PM	6/10/2019 7:41:00 AM	Will Schultz	EMP	2	0	2	GROUND	Brainerd Grounds	BRD	johnm
FM-36636	CLOSED	6/4/2019 7:27:00 AM	6/4/2019 3:14:00 PM	Dave Giza	EMP	0.5	0	0.5	PLUMB	Repair PD RPZ	BRD-PD	johnm
FM-36637	CLOSED	6/4/2019 7:29:00 AM	6/4/2019 3:12:00 PM	Dave Giza	EMP	0.5	0	0.5	PLUMB	Brainer City Hall RPZ	BRD-CH-FAC	johnm
FM-36638	CLOSED	6/4/2019 7:31:00 AM	7/8/2019 11:47:00 AM	Dave Giza	EMP	1	0	1	PLUMB	Brainer FD RPZ- Main station and NE station	BRD-MFS	johnm

FM-36658	CLOSED	6/6/2019 11:37:00 AM	6/10/2019 7:44:00 AM	Will Schultz	EMP	2	0	2	GROUND	Brainerd grounds	BRD	johnm
FM-36674	ISSUED	6/9/2019 10:33:00 AM		Austin Kubesh	EMP	0.5	0	0.5	GROUND	Brainerd cigarette receptacles	BRD-CH	johnm
FM-36686	CLOSED	6/10/2019 2:21:00 PM	6/11/2019 11:36:00 AM	Dave Giza	EMP	2.5	0	2.5	GROUND	Laurel Street - front of PD sprinkler zone not working, I am not sure if it is a programing issue or valve not working issue. Thanks	BRD-PD	MIKEBESTUL
FM-36733	CLOSED	6/14/2019 4:10:00 PM	6/14/2019 4:11:00 PM	Mark Heyn	EMP	0.5	0	0.5	HVAC	went to city hall to check on chem feed for chiller.	BRD-CH	MarkH
FM-36756	CLOSED	6/17/2019 12:01:00 PM	6/17/2019 4:02:00 PM	Chad Heyer	EMP	1.5	0	1.5	LOCK	Key to human resources office is stuck. Cannot shut or lock the door currently.	BRD-CH-FAC-2ND	PSANDY
FM-36765	CLOSED	6/18/2019 7:54:00 AM	6/18/2019 10:33:00 AM	Chad Heyer	EMP	1.5	0	1.5	LOCK	Back service door to stairwell is having issues unlocking. I think there is a hardware malfunction in the door itself, and we have had issues in the past with that door.	BRD-CH-FAC-1ST	PSANDY
FM-36774	CLOSED	6/19/2019 7:41:00 AM	6/19/2019 10:45:00 AM	Chad Heyer	EMP	0.25	0	0.25	LOCK	Back door that was repaired yesterday is not opening again. Won't unlock or open.	BRD-CH-FAC-1ST	PSANDY
FM-36782	CLOSED	6/19/2019 11:50:00 AM	6/24/2019 10:12:00 AM	Chad Heyer	EMP	2.5	0	2.5	PLUMB	Urinal in men's locker room is plugged and won't drain	BRD-PD	CORKYMCQ
FM-36782	CLOSED	6/19/2019 11:50:00 AM	6/24/2019 10:12:00 AM	Mark Heyn	EMP	3	0	3	PLUMB	Urinal in men's locker room is plugged and won't drain	BRD-PD	CORKYMCQ
FM-36782	CLOSED	6/19/2019 11:50:00 AM	6/24/2019 10:12:00 AM	Mark Heyn	EMP	1.5	0	1.5	PLUMB	Urinal in men's locker room is plugged and won't drain	BRD-PD	CORKYMCQ
FM-36785	CLOSED	6/19/2019 3:50:00 PM	6/19/2019 3:50:00 PM	Aric Caughey	EMP	3	0	3	HVAC	look into getting a path from the PD to the FD	BRD	JoeyF
FM-36785	CLOSED	6/19/2019 3:50:00 PM	6/19/2019 3:50:00 PM	Joey Froelich	EMP	3	0	3	HVAC	look into getting a path from the PD to the FD	BRD	JoeyF
FM-36803	CLOSED	6/21/2019 3:38:00 PM	6/21/2019 3:38:00 PM	Austin Kubesh	EMP	4.5	0	4.5	GROUND	mow COB	BRD	AustinK
FM-36850	CLOSED	6/26/2019 10:46:00 AM	7/1/2019 6:16:00 AM	Robb Pike	EMP	1	0	1	GROUND	Brainerd Grounds	BRD	johnm
FM-36850	CLOSED	6/26/2019 10:46:00 AM	7/1/2019 6:16:00 AM	Robb Pike	EMP	4	0	4	GROUND	Brainerd Grounds	BRD	johnm
FM-36850	CLOSED	6/26/2019 10:46:00 AM	7/1/2019 6:16:00 AM	Will Schultz	EMP	4	0	4	GROUND	Brainerd Grounds	BRD	johnm
FM-36850	CLOSED	6/26/2019 10:46:00 AM	7/1/2019 6:16:00 AM	Will Schultz	EMP	1	0	1	GROUND	Brainerd Grounds	BRD	johnm
FM-36854	CLOSED	6/26/2019 3:02:00 PM	6/27/2019 1:45:00 PM	Robb Pike	EMP	1.5	0	1.5	GROUND	Mulch both flower beds at main entry with the red chip mulch	BRD-CH-FAC	johnm
FM-36854	CLOSED	6/26/2019 3:02:00 PM	6/27/2019 1:45:00 PM	Will Schultz	EMP	1.5	0	1.5	GROUND	Mulch both flower beds at main entry with the red chip mulch	BRD-CH-FAC	johnm
FM-36856	CLOSED	6/26/2019 3:27:00 PM	6/27/2019 1:49:00 PM	Robb Pike	EMP	0.5	0	0.5	GROUND	Turf touch up with seed/dirt	BRD-MFS	johnm
FM-36856	CLOSED	6/26/2019 3:27:00 PM	6/27/2019 1:49:00 PM	Will Schultz	EMP	0.5	0	0.5	GROUND	Turf touch up with seed/dirt	BRD-MFS	johnm
FM-36867	ISSUED	6/27/2019 3:56:00 PM		Joey Froelich	EMP	3	0	3	HVAC	HVAC system just went down.	BRD-PD-FAC	MIKEBESTUL
FM-36867	ISSUED	6/27/2019 3:56:00 PM		Joey Froelich	EMP	0	2	2	HVAC	HVAC system just went down.	BRD-PD-FAC	MIKEBESTUL
FM-36867	ISSUED	6/27/2019 3:56:00 PM		John Melson	EMP	2	0	2	HVAC	HVAC system just went down.	BRD-PD-FAC	MIKEBESTUL
FM-36867	ISSUED	6/27/2019 3:56:00 PM		John Melson	EMP	0.5	0	0.5	HVAC	HVAC system just went down.	BRD-PD-FAC	MIKEBESTUL
FM-36900	ISSUED	7/1/2019 9:47:00 AM		Aric Caughey	EMP	2	0	2	HVAC	Since the work that was done last week our records office is extremely cold, even though the thermostat is set at 80.	BRD-PD	JULIE.MCCULLOUGH@CI.BRAIN
FM-36900	ISSUED	7/1/2019 9:47:00 AM		Joey Froelich	EMP	3	0	3	HVAC	Since the work that was done last week our records office is extremely cold, even though the thermostat is set at 80.	BRD-PD	JULIE.MCCULLOUGH@CI.BRAIN
FM-36927	CLOSED	7/3/2019 6:50:00 AM	7/3/2019 2:26:00 PM	Joey Froelich	EMP	1	0	1	HVAC	HVAC system quit at 0500 hours - turned off and then on again after few minutes wait, appears to have started again but with the holiday coming up maybe we should have someone take a look at it today sometime. thanks	BRD-PD	MIKEBESTUL
FM-36929	CLOSED	7/3/2019 7:49:00 AM	7/5/2019 11:22:00 AM	Chad Heyer	EMP	1	0	1	LOCK	Back door lock is inoperable again. I think we are going to have to move to new hardware for it.	BRD-CH-FAC-1ST	PSANDY

FM-36929	CLOSED	7/3/2019 7:49:00 AM	7/5/2019 11:22:00 AM	Dave Giza	EMP	1	0	1	LOCK	Back door lock is inoperable again. I think we are going to have to move to new hardware for it.	BRD-CH-FAC-1ST	PSANDY
Grand Total (309 Records):						474.36	36					

Closed Work Order List							
Printed: 7/5/2019 8:48 AM							
Work Order #	Requester Name	Location?	Asset ID	Reason	Parent Location	Target Date	Target Hours
(Site Not Specified)							
FM-35189	John Melson		BRD	snow removal	Crow Wing County	1/22/2019	1
FM-35215	John Melson		BRD	Snow Removal	Crow Wing County	1/24/2019	1
FM-35262	John Melson		BRD	snow removal	Crow Wing County	1/28/2019	1
FM-35271	John Melson		BRD	snow removal	Crow Wing County	1/29/2019	1
FM-35330	John Melson		BRD	Snow Removal	Crow Wing County	2/4/2019	1
FM-35379	Mark Heyn		BRD	snow removal	Crow Wing County	2/6/2019	1
FM-35390	John Melson		BRD	Snow removal	Crow Wing County	2/7/2019	1
FM-35403	John Melson		BRD	snow removal	Crow Wing County	2/8/2019	1
FM-35438	John Melson		BRD	Snow removal	Crow Wing County	2/11/2019	1
FM-35445	John Melson		BRD	Snow Removal	Crow Wing County	2/12/2019	1
FM-35458	John Melson		BRD	Snow Removal	Crow Wing County	2/13/2019	1
FM-35471	John Melson		BRD	Ice-Refreeze	Crow Wing County	2/14/2019	1
FM-35481	Mark Heyn		BRD	snow removal	Crow Wing County	2/14/2019	1
FM-35495	Austin Kubesh		BRD	Sidewalks Brainerd	Crow Wing County	2/15/2019	1
FM-35533	John Melson		BRD	Snow Removal	Crow Wing County	2/20/2019	1
FM-35621	John Melson		BRD	Snow removal	Crow Wing County	2/24/2019	1
FM-35588	John Melson		BRD	Snow removal	Crow Wing County	2/25/2019	1
FM-35612	Austin Kubesh		BRD	remove snow brainerd	Crow Wing County	2/27/2019	1
FM-35685	Dave Giza		BRD	Snow removal / salt	Crow Wing County	3/4/2019	1
FM-35947	Chad Heyer		BRD	Collect all trash from receptacles on assigned exterior city locations.	Crow Wing County	3/28/2019	1
FM-36024	Dave Giza		BRD	Snow and ice removal	Crow Wing County	4/3/2019	1
FM-36095	John Melson		BRD	snow removal	Crow Wing County	4/11/2019	1
FM-36141	John Melson		BRD	Grounds debris cleanup	Crow Wing County	4/19/2019	1
FM-36549	John Melson		BRD	Brainerd Grounds	Crow Wing County	5/30/2019	1
FM-36658	John Melson		BRD	Brainerd grounds	Crow Wing County	6/6/2019	1
FM-36785	Joey Froelich		BRD	look into getting a path from the PD to the FD	Crow Wing County	6/19/2019	1
FM-36803	Austin Kubesh		BRD	mow COB	Crow Wing County	6/21/2019	1
FM-36850	John Melson		BRD	Brainerd Grounds	Crow Wing County	6/28/2019	1
(Site Not Specified) - 28 Total:							28
City Hall (B)							
FM-35225	John Melson		BRD-CH	Brainerd City Hall Site Visit	City of Brainerd (B)	1/24/2019	1
FM-35283	John Melson		BRD-CH-FAC	Building Inspections	City Hall (B)	2/4/2019	1
FM-35364	Chad Heyer		BRD-CH-FAC	Remove snow, salt walkways	City Hall (B)	2/5/2019	1
FM-35387	Sandy, Paul		BRD-CH-FAC-2ND	Middle sink in woman's bathroom is slow to drain.	City Hall (B)	2/8/2019	1
FM-35419	John Melson		PUMP- 1	test	1st Floor (B)	2/10/2019	1
FM-35449	John Melson		BRD-CH	Remove Snow and Ice from around cross walk push buttons on the Northwest corner of Laurel and 6 street, see me if ??'s	City of Brainerd (B)	2/12/2019	1
FM-35396	Sandy, Paul		BRD-CH-FAC-2ND	Fix 2nd floor water cooler next to men's bathroom. Has been out of service for a while.	City Hall (B)	2/12/2019	1
FM-35487	Sandy, Paul		BRD-CH-FAC-3RD	Administration area has a cabinet door the needs hinge looked at or replaced	City Hall (B)	2/20/2019	1
FM-35488	Sandy, Paul		BRD-CH-FAC-3RD	Council chambers has a wooden ceiling panel that is falling down and needs to get put back into place and secured.	City Hall (B)	2/20/2019	1
FM-35489	Sandy, Paul		BRD-CH-FAC-2ND	Engineering department service window has wooden ceiling panel that needs to be put back into place and secured.	City Hall (B)	2/20/2019	1
FM-35490	Sandy, Paul		BRD-CH-FAC-1ST	Break Room has cabinet door hinge that needs to be looked at or replaced.	City Hall (B)	2/20/2019	1
FM-35460	Joey Froelich		BRD-CH	Install software for metaspys and spend sometime learning the system	City of Brainerd (B)	2/22/2019	1
FM-35594	John Melson		BOILER	Tune Boiler and check operating safeties with Harris	1st Floor (B)	2/25/2019	1
FM-35595	John Melson		BOILER	Tune boiler and check safety's with Harris	1st Floor (B)	2/25/2019	1
FM-35794	John Melson		BRD-CH-FAC-1ST	Water intrusion due to winter rain storm, called in after hours by Connie	City Hall (B)	3/13/2019	1
FM-35792	Sandy, Paul		BRD-CH-FAC-2ND	Mini-Split Unit in the engineering office has an error code that we can't figure out how to resolve. Unit will not heat or cool. Has not been bad for temps as of yet, but will get worse if sun comes out.	City Hall (B)	3/15/2019	1
FM-35596	John Melson		PUMP- 5	Rebuild pump # 5 and motor bearings, Authorized by Paul S in email	1st Floor (B)	3/15/2019	1
FM-35864	Fladung, James		BRD-CH	Cooling unit in 2nd floor office not cooling	City of Brainerd (B)	3/21/2019	1
FM-35746	Joey Froelich		BOILER	replace bad low water cutout, high and low gas pressure safeties approval per Paul Sandy in a an email	1st Floor (B)	3/22/2019	1
FM-35388	Sandy, Paul		BRD-CH-FAC	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	City Hall (B)	3/29/2019	1
FM-36071	John Melson		BRD-CH	Remove dead robin-east side north of elevator lobby	City of Brainerd (B)	4/8/2019	1

FM-36073	Chad Heyer		BRD-CH-FAC	Remove berries from east, south and west side walks. Also remove another dead robin on the west side walk.	City Hall (B)	4/8/2019	1
FM-36012	John Melson		BRD-CH-FAC	Install (mount) 2 cigarette receptacles at B City Hall. One on south side main entrance and one on west side entrance. See Paul Sandy for specific locations, leave one set of keys with Paul.	City Hall (B)	4/19/2019	1
FM-35921	Sandy, Paul		BRD-CH-FAC-1ST	Replace motor bearings and coupler in circulation pump 6.	City Hall (B)	4/26/2019	1
FM-36434	John Melson		BRD-CH	Repair tower feed leaking piping fond during tower start up see w. off 36210	City of Brainerd (B)	4/26/2019	1
FM-36210	Sandy, Paul		BRD-CH-FAC	Prepare the cooling tower for running this summer. Includes cleaning out water basin, turning on spray pump, looking at fan, and adding treatment or getting treatment running.	City Hall (B)	4/29/2019	1
FM-36274	Fladung, James		BRD-CH	1st floor men's bathroom urinal appears to overflow when flushed.	City of Brainerd (B)	5/1/2019	1
FM-36036	John Melson		BRD-CH-FAC-	Please clean debris off of roof drains	City Hall (B)	5/3/2019	1
FM-36201	John Melson		BRD-CH	BCH Irrigation - Bring on line	City of Brainerd (B)	5/3/2019	1
FM-36431	John Melson		BRD-CH-FAC	Fabricate and install galvanized panel on east side of cooling tower.	City Hall (B)	5/16/2019	1
FM-36637	John Melson		BRD-CH-FAC	Brainer City Hall RPZ	City Hall (B)	5/17/2019	1
FM-36473	John Melson		BRD-CH-FAC	Remove brush from east side of cooling tower and apply mulch	City Hall (B)	5/20/2019	1
FM-36479	Sandy, Paul		BRD-CH-FAC-1ST	Hand railing in back stairwell in City Hall fell off between the first and second floor.	City Hall (B)	5/22/2019	1
FM-36480	Sandy, Paul		BRD-CH-FAC-2ND	Door from back stairwell to hallway needs some work with the closing mechanism.	City Hall (B)	5/29/2019	1
FM-36733	Mark Heyn		BRD-CH	went to city hall to check on chem feed for chiller.	City of Brainerd (B)	6/14/2019	1
FM-36756	Sandy, Paul		BRD-CH-FAC-2ND	Key to human resources office is stuck. Cannot shut or lock the door currently.	City Hall (B)	6/17/2019	1
FM-36765	Sandy, Paul		BRD-CH-FAC-1ST	Back service door to stairwell is having issues unlocking. I think there is a hardware malfunction in the door itself, and we have had issues in the past with that door.	City Hall (B)	6/18/2019	1
FM-36774	Sandy, Paul		BRD-CH-FAC-1ST	Back door that was repaired yesterday is not opening again. Won't unlock or open.	City Hall (B)	6/19/2019	1
FM-36854	John Melson		BRD-CH-FAC	Mulch both flower beds at main entry with the red chip mulch	City Hall (B)	6/27/2019	1
FM-36829	Sandy, Paul		BRD-CH-FAC-1ST	Back door lock is inoperable again. I think we are going to have to move to new hardware for it.	City Hall (B)	7/3/2019	1
City Hall (B) - 40 Total:							40
Main Fire Station (B)							
FM-35219	John Melson		Lenox UH west	Unit heater west short cycling-Generated wo per Tim	Main Fire Station (B)	1/25/2019	1
FM-35210	Holmes, Tim		Lenox UH east	Blower fan on overhead heater in the apparatus bay is not working. Heater outside of the front office door. Heater comes on, but fan doesn't start. Oil on drip pan below fan motor.	Main Fire Station (B)	1/25/2019	1
FM-35211	Holmes, Tim		BRD-MFS	Weather striping on bottom of overhead garage door is coming off and needs to be repaired. Front overhead door #4.	City of Brainerd (B)	1/28/2019	1
FM-35286	Mark Heyn		BRD-MFS	fire dept tour	City of Brainerd (B)	1/30/2019	1
FM-36189	Holmes, Tim		BRD-MFS-FAC	RPZ for apparatus fill was tripped on Friday due to a firefighter closing a valve too fast on the apparatus floor. Water was shut off that supplies the apparatus overhead filling. Domestic water is still on.	Main Fire Station (B)	4/22/2019	1
FM-36638	John Melson		BRD-MFS	Brainer FD RPZ- Main station and NE station	City of Brainerd (B)	4/23/2019	1
FM-36203	John Melson		BRD-MFS	BFD -Irrigation- Bring online	City of Brainerd (B)	5/3/2019	1
FM-36489	Holmes, Tim		BRD-MFS-FAC	Roof is leaking into the day-room from rain water on the roof. The leak is along the beam where the roof connects to the building. Starting to damage the ceiling tiles. I have contact Herzog Roofing because the roof was replaced in 2009 and has a 15 year warranty. They will be getting a work order in and should have someone here tomorrow. The were out about 2 years ago for the same problem and said they fixed it at that time.	Main Fire Station (B)	5/23/2019	1

FM-36856	John Melson	✓	BRD-MFS	Turf touch up with seed/dirt	City of Brainerd (B)	6/28/2019	1
Main Fire Station (B) - 9 Total:							9
Police Department (B)							
FM-35203	John Melson	✓	BRD-PD	BPD tour	City of Brainerd (B)	1/22/2019	1
FM-35298	McCullough, Julie	✓	BRD-PD	We have a leak under the sink in our break room. There is a puddle of water on the floor under the sink.	City of Brainerd (B)	1/31/2019	1
FM-35515	Bestul, Mike	✓	BRD-PD-FAC	Leak coming from the ceiling in my office - actively running water. thanks	Police Department (B)	2/19/2019	1
FM-35547	Chad Heyer	✓	BRD-PD	Police Department (B)	City of Brainerd (B)	2/21/2019	1
FM-35556	John Melson	✓	BRD-PD-FAC-1st	Replaced stained ceiling tile Deputy Chief Mikes office, Corky said they don't have any so we will have to purchase, leave any extras on the garage mezz.	Police Department (B)	2/28/2019	1
FM-35655	Austin Kubesh	✓	BRD-PD	remove snow from back of pd	City of Brainerd (B)	2/28/2019	1
FM-35709	McQuiston, Corky	✓	BRD-PD	RTU stopped. Will not restart. Phoned in service request @ 4:11 pm/03-04-19.	City of Brainerd (B)	3/5/2019	1
				Work order submitted after service completed			
FM-35604	John Melson	✓	GENERATOR(BPD)	Service generator fault, see email from Corky.	1st Floor (B)	3/8/2019	1
FM-35745	Bestul, Mike	✓	BRD-PD-FAC	We have an leaking toilet when flushed in the mens locker room. Thanks	Police Department (B)	3/12/2019	1
FM-35815	McQuiston, Corky	✓	BRD-PD	There is a puddle of water in our lobby. It appears to be coming from the maintenance closet in the SW Corner of the lobby from the roof drain system. Insulation around the roof internally roof drainage pipe in closet is wet	City of Brainerd (B)	3/15/2019	1
FM-36248	Chad Heyer	✓	BRD-PD	Empty garbage can next to visitor entrance of Brainerd Police Dept.	City of Brainerd (B)	4/29/2019	1
FM-36214	Bestul, Mike	✓	BRD-PD	Sprinkler activation. Let me know when you get this scheduled and I can provide some insight on the system. thanks Mike	City of Brainerd (B)	5/2/2019	1
FM-36202	John Melson	✓	BRD-PD	BPD Irrigation - Bring online email or call Mike b before starting he can provide some insight	City of Brainerd (B)	5/3/2019	1
FM-36319	Bestul, Mike	✓	BRD-PD-FAC	Sprinkler system back flow preventer (2) leaking - Dave and Austin working on previous sprinkler activation.	Police Department (B)	5/8/2019	1
FM-36320	Bestul, Mike	✓	BRD-PD	Leak in storage room (SW) off of lobby - near the water heater but is not the water heater.	City of Brainerd (B)	5/9/2019	1
FM-36636	John Melson	✓	BRD-PD	Repair PD RPZ	City of Brainerd (B)	5/24/2019	1
FM-36686	Bestul, Mike	✓	BRD-PD	Laurel Street - front of PD sprinkler zone not working, I am not sure if it is a programing issue or valve not working issue. Thanks	City of Brainerd (B)	6/12/2019	1
FM-36782	McQuiston, Corky	✓	BRD-PD	Urinal in men's locker room is plugged and won't drain	City of Brainerd (B)	6/19/2019	1
FM-36828	Bestul, Mike	✓	BRD-PD	Mens locker room urinal plugged again. Thanks Mike	City of Brainerd (B)	6/25/2019	1
FM-36927	Bestul, Mike	✓	BRD-PD	HVAC system quit at 0500 hours - turned off and then on again after few minutes wait, appears to have started again but with the holiday coming up maybe we should have someone take a look at it today sometime. thanks	City of Brainerd (B)	7/3/2019	1
Police Department (B) - 20 Total:							20

Open Work Order List					
Printed: 7/9/2019 8:46 AM					
Target Date	Work Order #	Status	Reason	Asset ID	Parent Location
(Site Not Specified)					
6/28/2019	FM-36881	ISSUED	Tower testing	BRD	Crow Wing County
(Site Not Specified) - 1 Total:					
City Hall (B)					
4/30/2019	FM-36065	ISSUED	RTU Quarterly PM	RTU-BCH	Roof (B)
5/7/2019	FM-36137	ONHOLD	Light fixture above OH door on east side needs repair, globe is about to fall off.	BRD-CH-FAC-Bsmt	City Hall (B)
5/10/2019	FM-36067	ISSUED	HeatPumps Semi Annual	HEATPUMP - 1	1st Floor (B)
5/22/2019	FM-35389	ONHOLD	Go through City Hall lighting fixtures and replace bulbs as necessary. Some also flash, which may be a sign of bad ballast, but have been taken care of by removing a bulb. Ensure each ballast has at least 2 working bulbs.	BRD-CH-FAC	City Hall (B)
5/30/2019	FM-36368	ONHOLD	Light bulb outside of west door on building is burnt out.	BRD-CH-FAC-1ST	City Hall (B)
6/11/2019	FM-36674	ISSUED	Brainerd cigarette receptacles	BRD-CH	City of Brainerd (B)
7/9/2019	FM-36964	ISSUED	The rooftop unit serving the council chambers may need to get looked at. At the last council meeting, it seemed to have issues keeping up and was blowing very cold air.	BRD-CH-FAC-	City Hall (B)
City Hall (B) - 7 Total:					
Main Fire Station (B)					
5/15/2019	FM-35218	ISSUED	Per Tim H, get overhead door annual maintenance pricing.	BRD-MFS-FAC	Main Fire Station (B)
Main Fire Station (B) - 1 Total:					
Police Department (B)					
5/10/2019	FM-36133	ONHOLD	Install new outlet at PD per Pauls email.	BRD-PD-FAC-1st	Police Department (B)
5/23/2019	FM-36419	ONHOLD	There are two bulbs burned out of the low setting lights in the Police Chief Office on both of the south lights. We also have several burned out bulbs in our men's locker room	BRD-PD	City of Brainerd (B)
5/24/2019	FM-36295	ONHOLD	I have done an inventory of our entire department, including the garage and have a list of light bulb replacement locations. Total about 58 inside of the building and 47 in the garage. Thanks	BRD-PD	City of Brainerd (B)
5/24/2019	FM-36483	ONHOLD	There is a light flickering in our front lobby area.	BRD-PD	City of Brainerd (B)
6/27/2019	FM-36867	ISSUED	HVAC system just went down.	BRD-PD-FAC	Police Department (B)
6/28/2019	FM-36066	ISSUED	RTU Quarterly PM	BRD-PD	City of Brainerd (B)
7/1/2019	FM-36797	ONHOLD	GFI at sink in Men's Locker Room has broken piece of plastic and needs to be replaced	BRD-PD	City of Brainerd (B)
7/1/2019	FM-36900	ISSUED	Since the work that was done last week our records office is extremely cold, even though the thermostat is set at 80.	BRD-PD	City of Brainerd (B)
7/2/2019	FM-36853	ISSUED	Replace SF bearings in motor, then contact Corky about the status of the SFan(s) status	RTU-BPD	Roof (B)
Police Department (B) - 9 Total:					



Brainerd City Council Agenda Request

Requested Meeting Date: July 15, 2019

Title of Item: Request to Hire Police Officers

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: CHIEF MCQUISTON	Department: POLICE
Presenter (Name & Title): CHIEF MCQUISTON	Estimated Time Needed: 5 MINUTES
Summary of Issue: The police department is requesting authorization to make conditional job offers to the next available candidates for the two open Patrol Officer vacancies. We anticipate tentative starting dates for the next two officers on or about September 19th. We are requesting authorization for the Civil Service Commission to meet and certify the next three eligible candidates on our current eligibility list. This will give us time to complete the pre-employment screening process prior to the September start date(s).	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Authorize the Police & Fire Civil Service Commission to certify the next three candidates on the current Police Officer Eligibility List, and authorize making conditional job offers to two of the candidates with a tentative starting date of on or about September 19th, pending successful completion of the pre-employment screening process.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☒ Yes ☐ No <u>Please Explain:</u> The police department was approved for 26 positions for 2019, we are currently at 24.	



RECEIVED

JUL 02 2019

CITY OF BRAINERD
ADMINISTRATION

City of Brainerd Commission/Committee/Board Application Form

Any questions contact City Hall at 218-828-2307

Commission/Committee/Board Applying for TRANSIT (TAL) Date: 7-2-19

This application is public data pursuant to M.S. 13.43

PLEASE NOTE: Completion and submission of this form grants the City authority to conduct a background check including a complete criminal history and driver's license check.

* Name: Last STENBERG First DOUGLAS M.I. D.

PLEASE NOTE: To serve on a City Committee or Board, you must either live in or own property within the City Limits of Brainerd.

Why do you want to be on the Commission/Committee/Board you are applying for?

To Continue to be involved in Public Transit

What skills, strengths, or abilities do you believe you will add to the organization?

BEEN INVOLVED IN PUBLIC TRANSIT FOR 22 YEARS. 18 YEARS AS
the TRANSIT Operation Coordinator For Brown County. Drove for
Brainerd & Crow Wing Public Transit for 4 1/2 years.

* Please refer to the "Meeting Dates and Time" for your desired Committee; are you able to commit to this schedule? yes

* After Reviewing the City's "Conflict of Interest Policy" Please Explain if you are aware of any situation that might be perceived by others as a "Conflict of Interest" if you are appointed:
NONE

Please list any additional comments:

Can bring insight from both management and operators point of view.
Been involved in Transportation my whole life.
20 years Army Veteran in the Transportation Corp.

Doug Stenberg
(Signature)

7-2-19
(Date)

* Required Information

Submit completed application forms via one of the following options:

email: sbestul@ci.brainerd.mn.us

fax: 218-828-2316

Mail: City of Brainerd, 501 Laurel Street, Brainerd MN 56401



Brainerd City Council Agenda Request

Requested Meeting Date: July 15, 2019

Title of Item: Facilities Discussion - Phasing, Cash Flow of Plan

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Staff	Department: All
Presenter (Name & Title): Staff & Consultants	Estimated Time Needed: 15 Minutes
Summary of Issue: Please see the attached memo for further explanation of the attachments.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Finalize the scope of the project and authorization to proceed with design for the City Hall project.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No Part of capital plan <u>Please Explain:</u>	

MEMO



TO: Mayor & Council
FROM: Staff
DATE: July 11, 2019
RE: Facilities Discussion – Phasing, Cash Flow of Plan

At the June 16, 2019 council meeting, the Council gave direction to staff to proceed with Option 3 and the ala-carte options that included the following facilities projects:

City Hall	Replace existing cooling tower and heat pumps – HVAC Replacement Option #2 Upgrade HVAC controls Repair exterior south stairs Replace fluorescent light fixtures with LED fixtures Replace existing ballasted roof, parapet walls and roof drains Tuckpoint brick, stone and mortar Install new guardrail and interior finishes for stair enclosure Upgrade security system Replace windows
Police Dept	Interior Remodel HVAC controls upgrade
Fire Dept	Location study HVAC controls upgrade
Street & Sewer	Interior remodel and exterior addition

Attached to this agenda request you will find:

- **Cash Flow for capital projects and equipment:**

- o The equipment plan has not been updated. Most of the numbers are from 2019 budget. Staff is working on revising the estimates and schedule of replacement.
- o We put \$25,000 in the 2019 budget for the fire department study. The rest of the above projects are budgeted to be expended in 2020 and 2021.
- o The remaining items in the facility study that have not been addressed in the projects above are allocated evenly each year. For example, from the plan the remaining high priority items (to be addressed in 0-5 years) are estimated to cost approximately \$1.6 million. This amount is allocated evenly over

2022-2024. The remaining medium priority projects (5-10 years) are allocated evenly over 2025-2029; and low priority projects (11 years and beyond) have been allocated evenly over years 2030-2034.

- o Currently, only minor renovations to the HVAC controls and a study have been proposed for the fire station. Also, the plan does not address the existing Parks Office – repairs/demolition/or conversion.
- o As staff and the consultant looked at the remaining facility items to be completed, there are items scheduled to be done in 5-15 years that Council may want to consider completing now rather than later, such as:
 - Interior finishes – i.e. carpeting and painting, upgrade wiring to cat 6 in City Hall, and expansion of employee breakroom. If employees are temporarily displaced during the take down of ceilings for lighting and HVAC, and all furniture is already removed, 2020 might be the most cost-effective year to replace the carpet and paint the walls. Additionally, while the ceilings are removed for the HVAC renovations, it is the most appropriate time to run the new Cat 6 wiring. Finally, with the renovations and consolidation of Parks employees into City Hall, one break room is being converted into an office. A minor expansion of the existing break room will accommodate the 3 new employees to City Hall and the 5 existing employees that use the breakroom that will be removed for an office. While this conversion could be done at a later date, the design of the HVAC system would be different with one wall vs. without, and, it would be more cost effective to complete this renovation while the ceilings are already removed for the HVAC and lighting upgrades. These mentioned projects are minor in comparison to the overall large scope of the project, but Council may want to consider adding to current project scope for City Hall. Another option is to add these items after bids have been received to see if they can be funded in 2020.

- **Construction Project Phasing:**

- o Pictorials of the phasing of the City Hall, the Police Department, and Parks/Street and Sewer Department – moving the parks administration to City Hall and the Maintenance employees to the street garage projects.

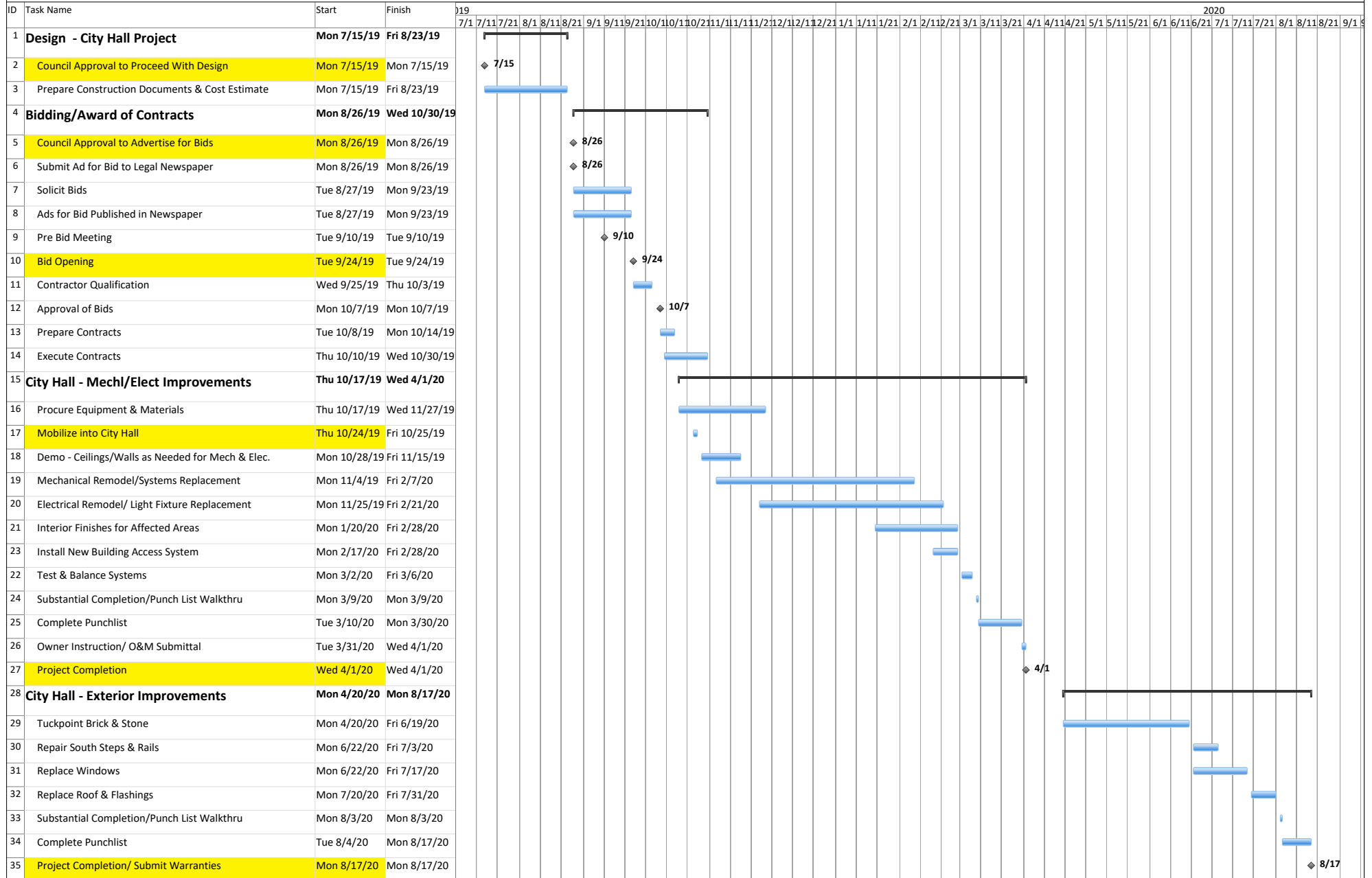
The action requested for the July 15, 2019 council meeting is to review the scope of the projects and provide authorization to proceed with design for the City Hall project.

City of Brainerd
 Capital Equipment Plan: **Summary - Working Funds Only - Excludes Fire Equipment**
 2019-2049 - 30 Years

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Tax Levy: Current	\$ 1,155,927	\$ 1,155,927	\$ 1,155,927	\$ 1,155,927	\$ 1,155,927	\$ 1,155,927	\$ 1,155,927	\$ 1,155,927	\$ 1,155,927	\$ 1,155,927	\$ 1,155,927	\$ 1,155,927	\$ 1,155,927	\$ 1,155,927	\$ 1,155,927	\$ 1,155,927
Tax Levy: Add/Sub	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Bonds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other/Grants	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Under budget	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sale of Assets	31,600	55,900	36,100	46,350	32,100	22,350	18,100	49,600	50,100	37,100	32,100	35,100	59,100	30,100	82,100	45,100
Interest Earnings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revenues	\$ 1,222,527	\$ 1,231,827	\$ 1,212,027	\$ 1,222,277	\$ 1,208,027	\$ 1,198,277	\$ 1,194,027	\$ 1,225,527	\$ 1,226,027	\$ 1,213,027	\$ 1,208,027	\$ 1,211,027	\$ 1,235,027	\$ 1,206,027	\$ 1,258,027	\$ 1,221,027
Vehicles	\$ 63,000	\$ 81,000	\$ 88,500	\$ 77,500	\$ 87,500	\$ 91,000	\$ 79,500	\$ 86,000	\$ 93,500	\$ 85,500	\$ 88,000	\$ 96,000	\$ 83,500	\$ 90,500	\$ 102,500	\$ 85,500
Equipment	599,200	288,000	292,400	511,000	331,500	159,000	311,400	366,500	389,000	374,000	262,900	363,000	255,000	171,500	384,400	406,200
Furniture & Fixtures	5,500	25,000	5,000	5,000	15,000	5,000	5,000	5,000	5,000	5,000	5,000	25,000	5,000	5,000	10,000	5,000
Buildings	345,000	2,198,862	356,712	548,045	548,045	548,045	363,267	363,267	363,267	363,267	363,267	233,027	233,027	233,027	233,027	233,027
Improvements	50,000	20,000	348,333	-	-	25,000	-	1,111	-	-	205,000	-	6,667	-	-	25,000
Expenditures	\$ 1,062,700	\$ 2,612,862	\$ 1,090,945	\$ 1,141,545	\$ 982,045	\$ 828,045	\$ 759,167	\$ 821,878	\$ 850,767	\$ 827,767	\$ 924,167	\$ 717,027	\$ 583,193	\$ 500,027	\$ 729,927	\$ 754,727
Beginning Cash Balance	\$ 1,320,997	\$ 1,480,824	\$ 99,789	\$ 220,871	\$ 301,602	\$ 527,584	\$ 897,816	\$ 1,332,676	\$ 1,736,325	\$ 2,111,585	\$ 2,496,845	\$ 2,780,706	\$ 3,274,706	\$ 3,926,540	\$ 4,632,540	\$ 5,160,641
Annual Surplus (deficit)	159,827	(1,381,035)	121,082	80,732	225,982	370,232	434,860	403,649	375,260	385,260	283,860	494,000	651,834	706,000	528,100	466,300
Cash Balance	\$ 1,480,824	\$ 99,789	\$ 220,871	\$ 301,602	\$ 527,584	\$ 897,816	\$ 1,332,676	\$ 1,736,325	\$ 2,111,585	\$ 2,496,845	\$ 2,780,706	\$ 3,274,706	\$ 3,926,540	\$ 4,632,540	\$ 5,160,641	\$ 5,626,941



City Hall Projects



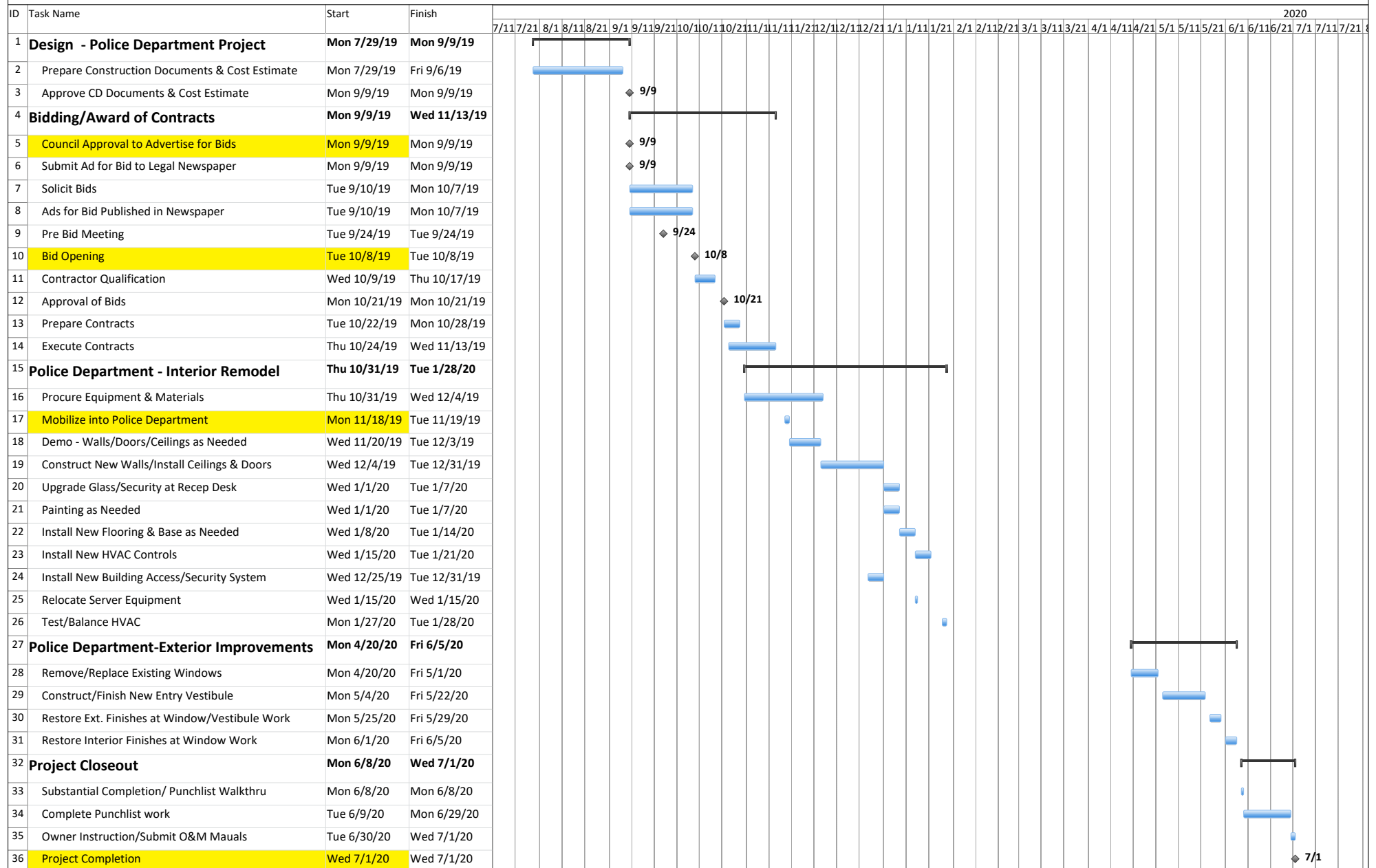


BRainerd
MINNESOTA

Police Department Project



contegritygrouP
Construction Management



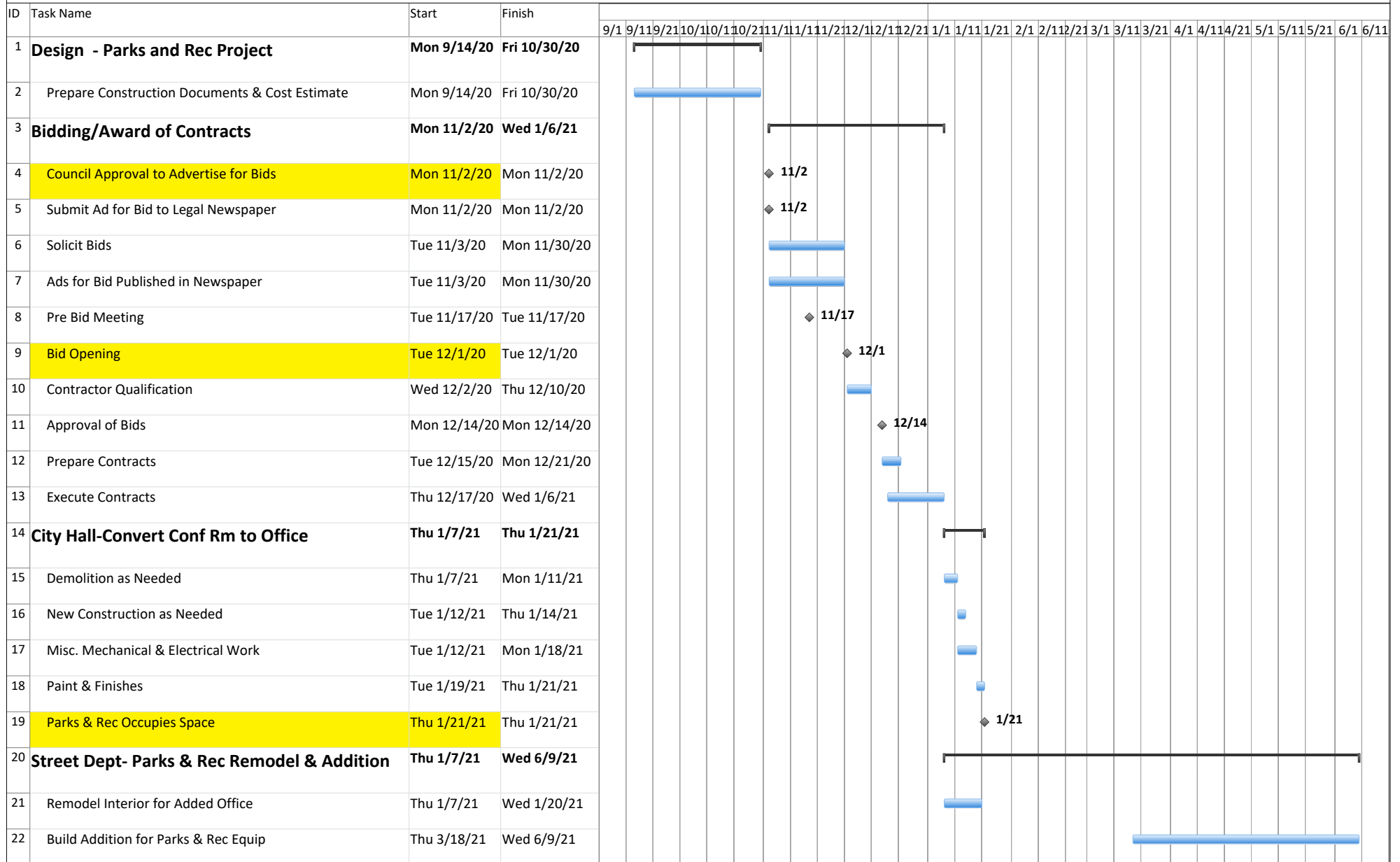
Data Date: 7-9-19

PROJECT SCHEDULE - July 2019



BRAINERD
MINNESOTA

Parks & Rec Project



Data Date: 7-9-19

PROJECT SCHEDULE - July 2019



Brainerd City Council Agenda Request

Requested Meeting Date: July 15, 2019

Title of Item: Proclamation - Historic Water Tower 100th Anniversary

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Community Development Director	Department: Community Development
Presenter (Name & Title): David Chanski, CDD	Estimated Time Needed: 2 minutes
Summary of Issue: A proclamation recognizing the 100th anniversary of the start of construction on the Historic Water Tower was requested by Council Member Badeaux. Mayor Menk signed the proclamation on Thursday, July 11th, and a press released was distributed at that time.	
Alternatives, Options, Effects on Others/Comments: The official start of construction on the Historic Water Tower was July 12, 1919 and it was completed and put into operation some 18 months later in 1921. Retired in 1960, the Water Tower was placed on the National Registry of Historic Places in 1974.	
Recommended Action/Motion: No approval action required by Council.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☒ No <u>Please Explain:</u>	

City of Brainerd

Proclamation

WHEREAS, The City of Brainerd is dedicated to celebrating the life and history of our area; and

WHEREAS, the Brainerd Water Tower has been, and remains to be, an icon of the City of Brainerd and is celebrated on the National Registry of Historic Places; and

WHEREAS, the Brainerd Water Tower was the first continuously poured concrete water tower in the World, dreamed up by designer and engineer L.P. Wolff; and

WHEREAS, July 12th, 2019 is the 100th anniversary of the start of the 18-month construction of the historic tower; and

WHEREAS, the water tower has stood for close to 100 years, serving as a symbol of the Brainerd community; and

WHEREAS, the water tower has been subject to years of harsh Minnesota conditions, and its physical structure grown weary; and

WHEREAS, members of the community have undertaken a serious effort to save this iconic piece of Brainerd's history; and

WHEREAS, the water tower is an important landmark to our city and our history and should be restored so it may serve as a community icon for years to come.

THEREFORE, I, Edwin L. Menk, Mayor do hereby proclaim that July 12th, 2019 is the 100th anniversary of the start of the construction of the historic Brainerd Water Tower.



**NATIONAL REGISTER OF HISTORIC PLACES
INVENTORY - NOMINATION FORM**

(Type all entries - complete applicable sections)

STATE:	Minnesota
COUNTY:	Crow Wing
FOR NPS USE ONLY	
ENTRY DATE	JUL 17 1974

1. NAME

COMMON:	Brainerd Water Tower
AND/OR HISTORIC:	

2. LOCATION

STREET AND NUMBER: Washington at Sixth Street			
CITY OR TOWN: Brainerd		CONGRESSIONAL DISTRICT: 7th	
STATE Minnesota	CODE 22	COUNTY: Crow Wing	CODE 035

3. CLASSIFICATION

CATEGORY (Check One)	OWNERSHIP	STATUS	ACCESSIBLE TO THE PUBLIC
☐ District ☐ Building ☐ Site ☒ Structure ☐ Object	☒ Public ☐ Private ☐ Both	Public Acquisition: ☐ In Process ☐ Being Considered	☐ Occupied ☒ Unoccupied ☐ Preservation work in progress
Yes: ☐ Restricted ☒ Unrestricted ☐ No			
PRESENT USE (Check One or More as Appropriate)			
☐ Agricultural ☐ Commercial ☐ Educational ☐ Entertainment	☐ Government ☐ Industrial ☐ Military ☐ Museum	☐ Park ☐ Private Residence ☐ Religious ☐ Scientific	☐ Transportation ☒ Other (Specify) <u>Vacant</u>
☐ Comments			

4. OWNER OF PROPERTY

OWNER'S NAME: City of Brainerd		
STREET AND NUMBER:		
CITY OR TOWN: Brainerd	STATE: Minnesota	CODE 22

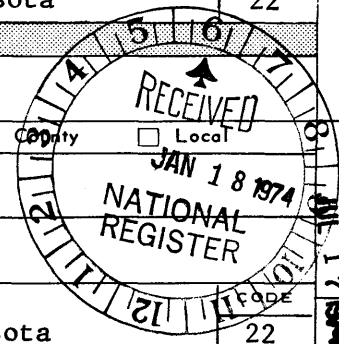
5. LOCATION OF LEGAL DESCRIPTION

COURTHOUSE, REGISTRY OF DEEDS, ETC: Registry of Deeds		
STREET AND NUMBER: Crow Wing County Courthouse		
CITY OR TOWN: Brainerd	STATE: Minnesota	CODE 22

6. REPRESENTATION IN EXISTING SURVEYS

TITLE OF SURVEY: Historic Sites Survey		
DATE OF SURVEY: 1972	☐ Federal ☒ State ☐ County ☐ Local	
DEPOSITORY FOR SURVEY RECORDS: Minnesota Historical Society		
STREET AND NUMBER: Building 25, Fort Snelling		
CITY OR TOWN: St. Paul	STATE: Minnesota	

SEE INSTRUCTIONS



STATE: Minnesota	COUNTY: Crow Wing	ENTRY NUMBER	DATE JUL 17 1974
		FOR NPS USE ONLY	

7. DESCRIPTION

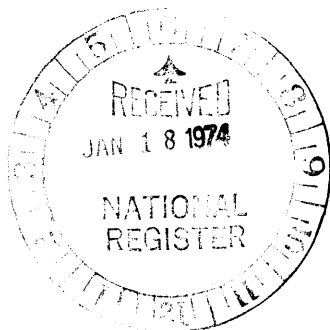
CONDITION	(Check One)					
	☐ Excellent	☐ Good	☒ Fair	☐ Deteriorated	☐ Ruins	☐ Unexposed
	(Check One)			(Check One)		
	☒ Altered	☐ Unaltered	☐ Moved	☒ Original Site		

DESCRIBE THE PRESENT AND ORIGINAL (if known) PHYSICAL APPEARANCE

The Brainerd Water Tower is 141 feet high from footing to top of roof, has a 40 foot diameter bowl, and a 28 foot diameter riser. The entire structure is of reinforced poured-in-place concrete. Early reports suggest the structure was poured monolithically although close study of photographs taken at various times during construction show cold or construction joints.

The tower was designed to hold three hundred thousand gallons of water for municipal use. Construction of the tower was accomplished in conjunction with a new water pumping station and wells along with many improvements to the city water system.

In 1928, the tank developed major leaks through construction and cold joints and an 8 ply membrane liner was installed in the interior of the tank. This was protected by a 4" course of hard brick from the floor of the tank to within 6" of the roof line. In the late 1940's the roof had deteriorated to the point that serious leaking was being experienced. This was repaired by patching the roof and placing a 6" zonolite filler in the gutter line at the upper rim of the tank. A 4 ply membrane roof was placed over the concrete roof and is in place presently.



SEE INSTRUCTIONS

3. SIGNIFICANCE

PERIOD (Check One or More as Appropriate)

- | | | | |
|--|---------------------------------------|---------------------------------------|--|
| ☐ Pre-Columbian | ☐ 16th Century | ☐ 18th Century | ☒ 20th Century |
| ☐ 15th Century | ☐ 17th Century | ☐ 19th Century | |

SPECIFIC DATE(S) (If Applicable and Known)

1918-1921

AREAS OF SIGNIFICANCE (Check One or More as Appropriate)

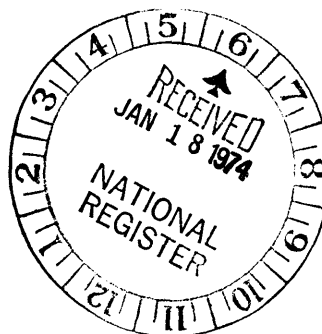
- | | | | |
|---|---|--|--|
| ☐ Aboriginal | ☐ Education | ☐ Political | ☐ Urban Planning |
| ☐ Prehistoric | ☒ Engineering | ☐ Religion/Philosophy | ☐ Other (Specify) _____ |
| ☐ Historic | ☐ Industry | ☐ Science | _____ |
| ☐ Agriculture | ☐ Invention | ☐ Sculpture | _____ |
| ☐ Architecture | ☐ Landscape | ☐ Social/Humanitarian | _____ |
| ☐ Art | ☐ Architecture | ☐ Theater | _____ |
| ☐ Commerce | ☐ Literature | ☐ Transportation | _____ |
| ☐ Communications | ☐ Military | | |
| ☐ Conservation | ☐ Music | | |

STATEMENT OF SIGNIFICANCE

Brainerd's concrete water tower, believed the first of its kind in the United States for municipal water storage use, was built according to a design by St. Paul Engineer L.P. Wolff in 1918-1921. It is illustrative of an innovative use of concrete for the purposes of municipal water storage and fire protection. At the time of its completion, Brainerd was said to have one of the most modern and efficient municipal water systems in the state.

The tower was constructed for the Water and Light Commission and was used continuously until 1958 when new and larger facilities were constructed. In 1968 the tower and property were turned over to the Brainerd City Council.

This unique and imposing structure has long been one of the most widely known landmarks in northern Minnesota. A drawing of the tower is used as letterhead for city stationery for Brainerd and intentions are that it be preserved as a focal point for future historical interpretation of the Brainerd area.



SEE INSTRUCTIONS

9. MAJOR BIBLIOGRAPHICAL REFERENCES

Brainerd City Records

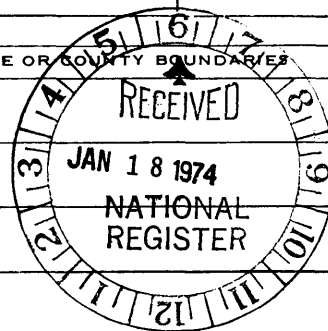
10. GEOGRAPHICAL DATA

LATITUDE AND LONGITUDE COORDINATES DEFINING A RECTANGLE LOCATING THE PROPERTY				O R	LATITUDE AND LONGITUDE COORDINATES DEFINING THE CENTER POINT OF A PROPERTY OF LESS THAN TEN ACRES				
CORNER	LATITUDE		LONGITUDE		LATITUDE		LONGITUDE		
	Degrees	Minutes	Seconds	Degrees	Minutes	Seconds	Degrees	Minutes	Seconds
NW	°	'	"	°	'	"	46°	21'	30"
NE	°	'	"	°	'	"	94°	11'	59"
SE	°	'	"	°	'	"			
SW	°	'	"	°	'	"			

APPROXIMATE ACREAGE OF NOMINATED PROPERTY: 1 acre

LIST ALL STATES AND COUNTIES FOR PROPERTIES OVERLAPPING STATE OR COUNTY BOUNDARIES

STATE:	CODE	COUNTY	CODE
STATE:	CODE	COUNTY:	CODE
STATE:	CODE	COUNTY:	CODE
STATE:	CODE	COUNTY:	CODE



11. FORM PREPARED BY

NAME AND TITLE: Charles W. Nelson, Supervisor, Survey and Planning		
ORGANIZATION Minnesota Historical Society	DATE 1/14/74	
STREET AND NUMBER: Building 25, Fort Snelling		
CITY OR TOWN: St. Paul	STATE Minnesota	CODE 22

12. STATE LIAISON OFFICER CERTIFICATION

NATIONAL REGISTER VERIFICATION

As the designated State Liaison Officer for the National Historic Preservation Act of 1966 (Public Law 89-665), I hereby nominate this property for inclusion in the National Register and certify that it has been evaluated according to the criteria and procedures set forth by the National Park Service. The recommended level of significance of this nomination is:

National ☐ State ☐ Local ☒

Name Russell W. Fridley
Russell W. Fridley

Title Director

Date January 16, 1974

I hereby certify that this property is included in the National Register.

[Signature]
Director, Office of Archeology and Historic Preservation

Date 2/17/74

ATTEST:
[Signature]
Keeper of The National Register

Date 7-16-74

NO
UTM
CD

SEE INSTRUCTIONS



Brainerd City Council Agenda Request

Requested Meeting Date: July 15, 2019

Title of Item: Final Reading - Proposed Ordinance No. 1497 - Rezone 215 N. 3rd St.

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) <i>*provide copy of published hearing notice</i> ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☒ Ordinance 2 nd Reading
Submitted by: Community Development Director	Department: Community Development
Presenter (Name & Title): David Chanski, CDD	Estimated Time Needed: 2 minutes
Summary of Issue: Julie Dillon, 215 N. 3rd St., Brainerd, MN 56401, has submitted a request on behalf of Agate Homes, LLC to rezone the property at 215 N. 3rd St from a B-1 (Residential Office) District to R-2 (Medium Density Residential) District. The purpose of the rezoning request is to better serve the property as the main residence and business office of the applicant as well as a second-floor residential rental unit. Additionally, the applicant wishes to build a garage on the property greater in size that which is allowed in a B-1 District.	
Alternatives, Options, Effects on Others/Comments: The Planning Commission conducted a public hearing and considered this request at their regular meeting on June 19. The Planning Commission voted 5-1 to approve this rezoning request with Commissioner Burslie as the single nay vote with the concern that the rezoning of the property would potentially allow for a garage that would not fit the character of the neighborhood. The City Council conducted the first reading of this proposed ordinance on July 1st.	
Recommended Action/Motion: 1) Motion to dispense with the actual reading of proposed Ordinance No. 1497. 2) Motion to adopt proposed Ordinance No. 1497, an ordinance amending ordinance No. 812 pertaining to the zoning in the City of Brainerd.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

**ORDINANCE
NO. 1497**

**AN ORDINANCE AMENDING ORDINANCE NO. 812
PERTAINING TO THE ZONING IN THE CITY OF BRAINERD**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That existing Section 515-04-02 of the Brainerd City Code is hereby amended by changing the zoning designation of the property below from a B-1 (Residential Office) District to an R-2 (Medium Density Residential) District for the following:

PIN 41241386

E. 100 FT OF LOTS 1 THRU 3 INCLUSIVE BLOCK 52, & ALL OF LOTS 4 & 5 BLOCK 52 TOWN OF BRAINERD & FIRST ADDITION TO BRAINERD

SECTION TWO: This Ordinance shall take effect and be in force one week from and after its publication.

Adopted this _____ day of July, 2019

GABE JOHNSON
President of the Council

Approved this _____ day of July, 2019

EDWIN L. MENK
Mayor

ATTEST: _____
CASSANDRA TORSTENSON
City Administrator

Published: One Time, July _____, 2019

City of Brainerd

Community Development Department

TO: Planning Commission

FROM: David Chanski, Community Development Director

DATE: June 13, 2019

RE: 215 N. 3rd St. Rezoning

Julie Dillon, 215 N 3rd St., Brainerd, MN 56401, has submitted a request on behalf of Agate Homes, LLC to rezone the property at 215 N. 3rd St. from a B-1 (Residential Office) District to an R-2 (Medium Density Residential) District.

The purpose of the rezoning request is to better serve the property as the main residence and business office of the applicant as well as a second-floor residential rental unit. Additionally, the applicant wishes to build a garage on the property greater in size than what is allowed in a B-1 District.

Findings of Fact

1. [Per Section 515-60-1](#) of the Code of Ordinances, the purpose and intent of a B-1 District is to allow single family uses and office space uses. Additionally, *"This district serves as a transitional district between residential neighborhoods and commercial uses in areas where redevelopment is anticipated. The district includes uses that will not disrupt nearby, low-density land uses through high traffic generation, noise, or other nuisances."*
 - a. It is staff's opinion that, while single family dwellings and office spaces are permitted uses within a B-1 District, a property containing an owner-occupied unit with a home business and a rental unit does not fit well.
2. [Per Section 515-56-1](#) of the Code of Ordinances, the purpose and intent of an R-2 District is to *"provide for low to medium density housing through the mixture of one- and two-unit dwellings and medium density multiple family dwellings as well as directly related complementary uses."*
 - a. In R-2 Districts, multiple family dwellings containing four units or less are permitted uses and home businesses are accessory uses. As such, it is staff's opinion that the use of this structure as an owner-occupied dwelling with a home business and additional residential rental space is much more suitable in an R-2 District.
3. As noted throughout various Planning Commission discussions including that of the Thrifty White Conditional Use Permit process and through the walking tours of Kingwood Street recently conducted by Commissioner Marohn, it is the opinion of the Kingwood area neighborhood that residential uses should be the primary uses within the area and commercial uses should only be permitted if they are low impact and conform in shape and manner to the neighborhood.
 - a. The property seems to be initially designed as a single-family home.
 - b. The home business use is as a financial advisor.

- c. The rezoning of the property would reduce the likelihood of more intense commercial uses being conducted on the property in the future.
- 4. If the property is rezoned as an R-2 District, the property will be considered legal nonconforming to the lot coverage requirement for residential uses within an R-2 District.
 - a. Section 515-56-10 state that impervious surface lot coverage for residential uses in an R-2 District shall not exceed 60 percent of the total lot area.
 - b. The impervious surface lot coverage of this property is approximately 61%.

As of this writing, no parties have come forward to express their objections to this rezoning request.

Staff Opinion

Staff recommends approval of this rezoning request.

**City Planning Department**

City Hall – 501 Laurel Street
 Brainerd, MN 56401
 218-828-2309/Fax 218-828-2316
 www.ci.brainerd.mn.us

RECEIVED

JUN 04 2019

Receipt # 2019-00028
 Check # 478
 Date Paid: 6/4/19

CITY OF BRAINERD

CONDITIONAL USE/REZONING/VARIANCE APPLICATION**RESIDENTIAL****COMMERCIAL**

CONDITIONAL USE PERMIT

☐
☒
☐

(\$250.00)

REZONING

B2-R2

(\$300.00)

VARIANCE

(\$250.00)

☐
☐
☐

(\$400.00 + \$500.00 escrow deposit)

(\$500.00)

(\$400.00 + \$500.00 escrow deposit)

PROPERTY ADDRESS: 215 N 3rd St

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
 (attach description if lengthy)

Property Owner Name: Agate Homes LLCStreet Address: 215 N. 3rd St City: _____ State: _____ Zip Code _____Phone Number: 218 297-2030 Fax: _____ E-mail: julie0356@gmail.comApplicant Name: (If different than Property Owner) Julie DillonStreet Address: 215 N. 3rd St City: Brainerd State: MN Zip Code: 56401Phone Number: 218 820-9881 Fax: _____ E-mail: julie0356@gmail.comDescription of Request: B2 to R2

Julie Dillon
 Property Owner Signature

5/28/19
 Date

Agate Homes LLC
 (Please print name)

Julie Dillon
 Applicant Signature

Date

Julie Dillon
 (Please print name)

(OVER)

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Julie Dillon, 215 N 3rd St., Brainerd, MN 56401 has submitted a request on behalf of Agate Homes, LLC for the property at 215 N 3rd St., to rezone said property from B-1 (Residential Office) District to an R-2 (Medium Density Residential) District. The purpose of this rezoning is to better serve the property as the main residence and business office of the applicant as well as a second-floor residential rental unit. Additionally, the applicant wishes to build a garage on the property.

The legal description of the property is as follows:

E 100 FT of Lots 1 thru 3 inclusive Block 52, & all of Lots 4 & 5 Block 52, TOWN OF BRAINERD & FIRST ADDITION TO BRAINERD

P.I.N. 41241386

Section 24, Township 45, Range 31

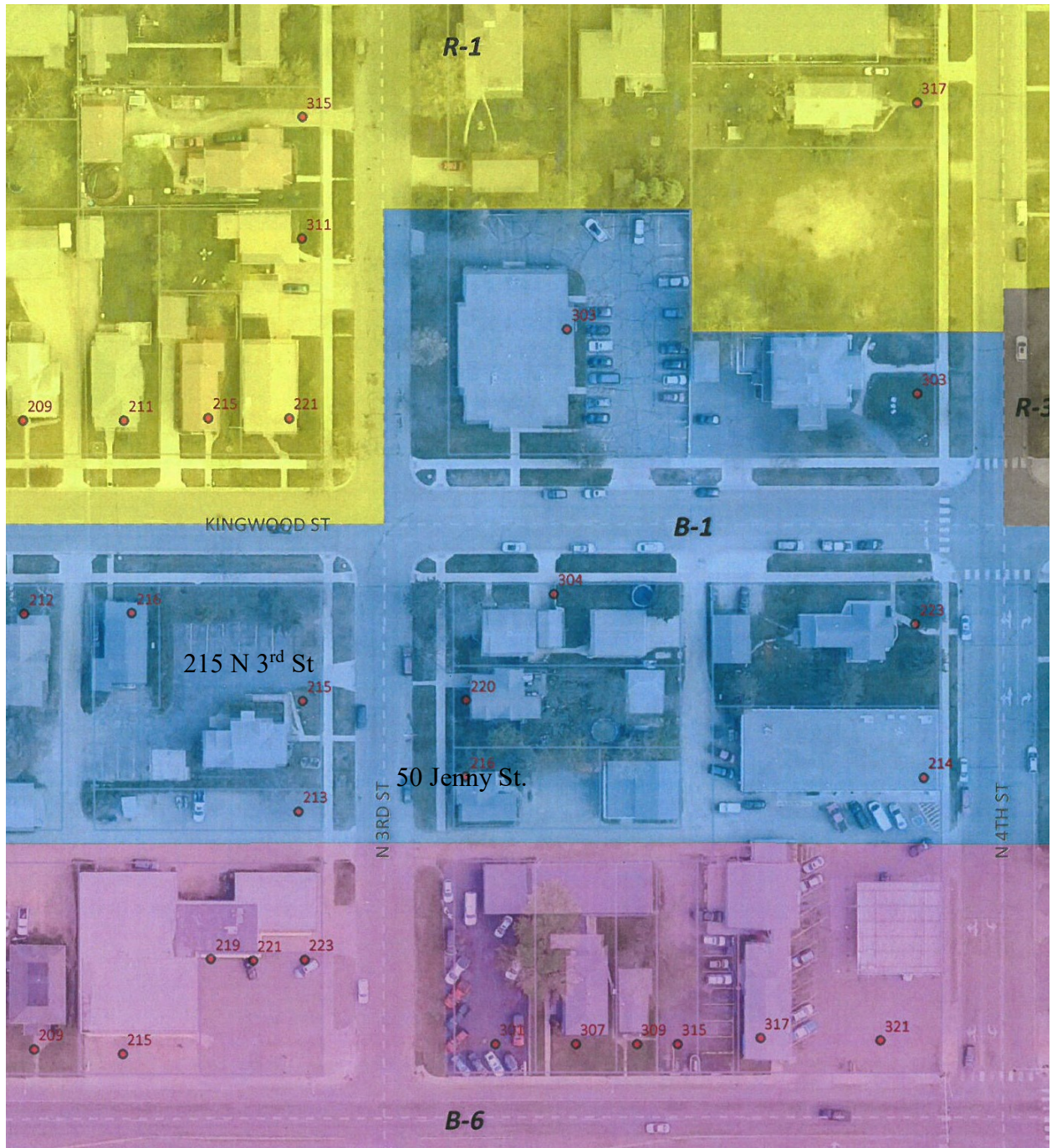
A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, June 19, 2019 in the Brainerd City Hall Council Chambers, 501 Laurel Street to consider the request.

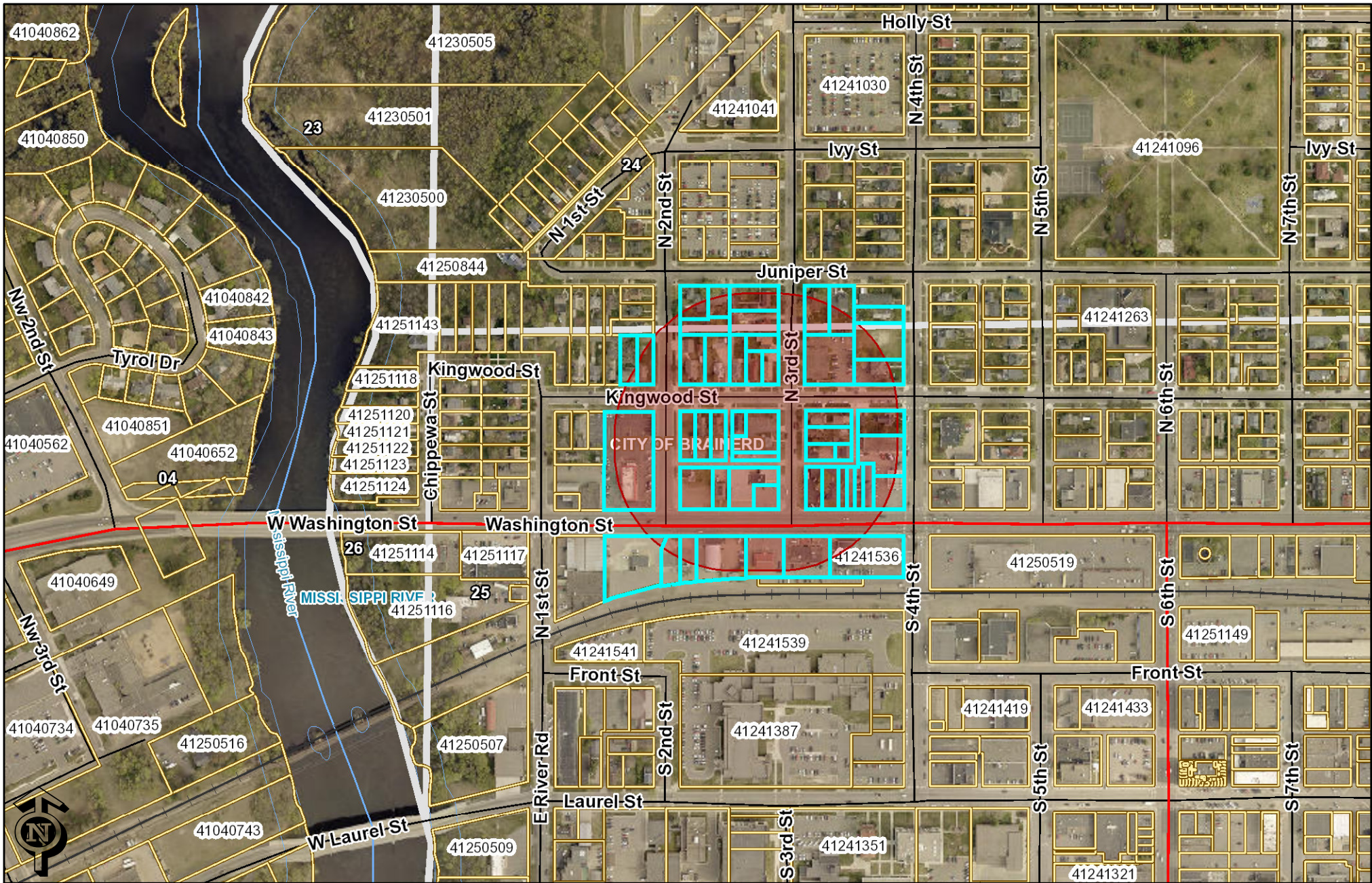
Any individual needing special accommodations or would like more information about this request please call (218) 828-2309.

Dated this 7th day of May 2019.

David C. Chanski, MPA
Community Development Director

See reverse side for map.





These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

215 N 3rd St

Date: 6/7/2019 Time: 12:48:57 PM



Tax Name	Tax Address	Tax Address
209 WASHINGTON LLC	124 N SIXTH ST	BRAINERD MN 56401
AGATE HOMES LLC	PO BOX 421	BRAINERD MN 56401
BECK, SUSAN	312 JUNIPER ST	BRAINERD, MN 56401
BJORK, RICHARD B & KATHRYN A	303 4TH ST N	BRAINERD, MN 56401
BRENNY PROPERTIES OF BRAINERD LLC	317 WASHINGTON ST	BRAINERD, MN 56401
BYE CABLES INC	PO BOX 565	BRAINERD MN 56401
CARPER, NATHAN & STACY	11971 310TH AVE	PIERZ, MN 56364
CITY OF BRAINERD	CITY ADMINISTRATOR-CITY HALL	501 LAURE BRAINERD, MN 56401
COLLETT, KAYLYN E & GEBHARD, STEVEN A	212 KINGWOOD ST	BRAINERD MN 56401
CULLINANE, JOHN D & TAMYRA	315 3RD ST N	EAST GULL LAKE, MN 56401
DEGEN, MICHAEL S & JULIE L	10935 GULL RIVER RD	BRAINERD, MN 56401
DIGITAL INK PROPERTIES LLC	208 WASHINGTON ST	BRAINERD, MN 56401
FOLEY, CHRISTOPHER R & JESSAMYN A	201 KINGWOOD ST	PO BOX 82 PILLAGER, MN 56425
GREENHECK AUTO GLASS LLC	C/O GARY & LINDA GREENHECK	BAXTER MN 56425
GROENWOLD, JOHN	13713 OLIVEWOOD DR	156 PINEVI BRAINERD MN 56473
HALVERSON, MARC & JACQUELYN REV	TRUST DTD 5/2/17	PILLAGER, MN 56401
HOGLIN, LISA L	2646 ZEBROSKI ACRES LN SW	BRAINERD, MN 56401
IMGRUND, JOSEPH L	212 JUNIPER	BRAINERD, MN 56401
JAMRIE LLC	523 HOLLY ST	BRAINERD, MN 56401
KRAMER, KENNETH & ROSEMARY	10865 COUNTY RD 44	BRAINERD, MN 56401
KUEHN, CARTER T & MARTHA	302 JUNIPER ST	BRAINERD MN 56401
MARSOLEK, LAURA W & GEORGE C	221 KINGWOOD ST	BRAINERD, MN 56401
MORRIS, RICKY J & CARRIE J	C/O JOHN CULLINANE	NA BRAINERD MN 56401
MORRIS, RON INCORPORATED	220 WASHINGTON ST	BRAINERD, MN 56401
NORTHLAND RESTAURANT GROUP LLC	3112 GOLF RD	EAU CLAIRE, WI 54701
NYDEGGER, JERRY & KATHY	123 KINGWOOD ST	BRAINERD, MN 56401
PAMPERED PETS LLC	PO BOX 1075	BRAINERD MN 56401
PBR RENTALS LLC	974 GULL MEADOWS LN	EAST GULL LAKE MN 56401
ROBERTS, SHON B & LISA L	304 KINGWOOD ST	BRAINERD MN 56401
ROHLOFF, TREVOR	211 KINGWOOD ST	BRAINERD MN 56401
SKOGLUND, JUSTIN A	2804 MISSISSIPPI SHORES RD	FORT RIPLEY MN 5644
ST JOSEPH'S MEDICAL CENTER	523 N 3RD STR	BRAINERD MN 56401
STANGE, CODY &	FREIDAY, JENNIFER L	324 NORTH BRAINERD, MN 56401

SULLIVAN, ROBERT J
VOPATEK, JUDI M
WILLIAMS, MARA

7818 EXCELSIOR RD
215 KINGWOOD ST
119 KINGWOOD ST

BAXTER, MN 56425
BRAINERD MN 56401
BRAINERD MN 56401