

CITY COUNCIL AGENDA

Brainerd, Minnesota
September 16, 2019
7:30 P.M.
Brainerd City Hall
Council Chambers

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

2. **Roll Call**

___ 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 September 3, 2019
2. Special Meeting Held on September 9, 2019

Documents:

20190903_CC draft .pdf
20190909 - Special Meeting.pdf

B. **Approval Of Licenses**

Contractor Licenses - 1 - New; 1 - Renewal

Documents:

Contractor Licenses.pdf

C. **Department Activity Reports**

1. Police Chief
2. Finance Director

Documents:

Police Chief Report.pdf

D. Economic Development Authority (EDA) Update To Council

Documents:

2019 EDA Annual Report to Council.pdf

1. (Distributed At Meeting) BLAEDC Funnel Chart - EDA

Documents:

Funnel q2.pdf

- E. Minnesota Lawful Gambling Application For Exempt Permit - Submitted By Brainerd Amateur Hockey Association, PO Box 38, Brainerd For An Event To Be Held On February 17, 2020 At Roundhouse Brewery, 1551 Northern Pacific Rd., Brainerd
- F. Minnesota Lawful Gambling Application To Conduct Excluded Bingo - Submitted By Lakes Area Bowling Association, 1301 11th Ave NE, Brainerd. Bingo Events To Be Held At Jack's House, 300 Highway 25 S, Brainerd November 18-22, 2019 - Approval Of
- G. Minnesota Lawful Gambling Application To Conduct Excluded Bingo - Submitted By The Knights Of Columbus, 411 N 10th Street, Brainerd. Bingo Events To Be Held January 23 And 30; And February 6 And 13, 2020 At St. Francis Church, 404 N 9th Street, Brainerd - Approval Of
- H. Update Employee Policy Manual To Reflect HR And IT/GIS Title Changes

Documents:

Update Employee Policy Manual.pdf

6. Council Committee Reports

A. Personnel And Finance Committee - No Separate Meeting

1. Approval Of Bills
2. River-To-Rail Subsidy Reporting - Informational

Documents:

R2R Subsidy.pdf

3. School Resource Officer Contract With Independent School District No. 181

Documents:

SRO Contract with ISD 181.pdf

4. Authorization To Use DWI Forfeiture Funds For Squad Video Storage System

Documents:

Authorization to use DWI Forfeitures for Squad Video Storage System.pdf

B. Safety And Public Works Committee - 7:15 P.M.

Documents:

20190916_SPW.pdf

1. Improvement 19-13 - SE Interceptor Replacement Project - Consideration Of Quotes

Documents:

Imp. 19-13 - SE Sanitary Interceptor Replacement - Quote Approval.pdf

- a. (Distributed At Meeting) Project Bid

Documents:

Project Bid Abstract.pdf

7. Unfinished Business

A. Interim City Administrator Position

Documents:

Interim City Administrator Position.pdf

B. (Added Item) Committee Recommendations - Recommended By Mayor Menk

- Jerry Sinner - EDA

Documents:

EDA Application.pdf

C. 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 2020) - 1 term (Expire 2021) - 1 term (Expire 2022)

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

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

8. New Business

A. City Administrator Search - Mr. Gary Weiers From DDA To Discuss Timeline And Position Profile

Documents:

City Administrator Search - Discuss Timeline and Position Profile.pdf

1. (Distributed At Meeting) DDA Information

Documents:

Added Item DDA Information.pdf

B. Five-Year Brainerd And Crow Wing County Public Transit Plan Approval

Documents:

5-Year Transit Plan - Consideration of Adoption.pdf

C. Resolution - Declaring The Costs To Be Assessed, Ordering Preparation Of Proposed Assessment, And Ordering A Public Hearing On Proposed Assessment - Downtown Snow Removal, Downtown Special Services District, And Nuisance Abatement

Documents:

Res - Declare Assessments, Prepare Roll, and Set PH - DTSS.pdf

D. Resolution - Declaring The Costs To Be Assessed, Ordering Preparation Of Proposed Assessment, And Ordering A Public Hearing On Proposed Assessment - Improvement 17-06 H Street Reconstruction And Improvement 17-07 10th Avenue NE Reconstruction

Documents:

Res - Declare Assessments, Prepare Roll, and Set PH - Imp 17-06 17-07.pdf

9. **Planning Commission**

A. **Final Reading - Proposed Ordinance No. 1500 - An Ordinance To Amend Section 515-18 Outdoor Lighting**

- a. Hold Public Hearing
- b. Consider Testimony and Alternatives
- c. Hold Final Reading of Ordinance (Voice Vote) - City Administrator Torstenson Recommends to Dispense with Actual Reading
- d. Adopt Ordinance (Roll Call)

Documents:

Final Reading - Proposed Ordinance No. 1500.pdf

10. **Public Forum**

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

11. **Staff Reports**

(Verbal: Any Updates since Packet)

12. **Council Member Reports**

13. **Closed Session Pursuant Minnesota Statute 13D.05 Subd. 3(C)(3) To Develop Or Consider Offers Or Counteroffers For The Purchase Or Sale Of Property At 304 Washington Street West, 422 4th Street NW, 623 4th Street NW, 502 Jackson Street, 424 3rd Street NW, And 622 4th Street NW All In Brainerd, MN 56401**

14. **Adjourn To Klobuchar Staff Public Roundtable Discussions On Transportation, Infrastructure, Broadband And Housing September 17, 2019 At 12:15 P.m. At Crow Wing County Land Services**

Note: Safety and Public Works Committee will meet at 7:15 p.m.
Personnel and Finance Committee will not meet tonight.

ANY INDIVIDUAL NEEDING SPECIAL ACCOMMODATIONS,
PLEASE CALL 828-2307

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MISSION

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

**Brainerd, MN
September 3, 2019**

Pursuant to due call and notice thereof, the regular meeting of the Brainerd City Council was called to order at 7:30 P.M. by Council President Johnson.

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

Council President Johnson opened the meeting with the Pledge of Allegiance to the Flag.

MOVED AND SECONDED BY ALDERMEN HILGART AND BEVANS, DULY CARRIED, TO AMEND THE AGENDA BY REMOVING COMMUNITY MEMBER OF THE MONTH.

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

A. Approval of the Minutes of the Regular Meeting held on August 19, 2019, the Special Meeting held on August 23, 2019 and the Budget Workshop held on August 26, 2019 - Approved

B. Approval of Licenses - Approved

Contractor Licenses – 2 – New

C. Department Activity Reports - Approved

1. Fire Chief
2. Parks Director

D. Adoption of Fair Housing Policy- Approved

E. Extension of Premises – Submitted by the Pit Stop for an Event to be Held on September 7, 2019 at 723 Laurel Street, Brainerd - Approved

F. South Water Tower Design - Approved

G. Temporary On-Sale Liquor License Application – Submitted by The Crossing Arts Alliance, 711 Laurel Street for a Community Fundraising Festival to be Held on September 6, 2019 - Approved

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

Presentations

Mayor Menk presented the Tower Award to departing Council Member Sue Hilgart. Council and staff applauded her service to the City and wished her well on her future endeavors.

The Chair welcomed Mr. Tyler Glynn, economic development officer with Brainerd Lakes Area Economic Development Corporation (BLAEDC), who wished Council Member Hilgart the

best of luck on behalf of BLAEDC. He gave Council an update on some of the projects BLAEDC has been involved in, including the Junior Achievement and YMCA entrepreneurship program. He reviewed the highlights of the first two quarters of the year, as well as the current Destination Downtown event. He stated the Brainerd Lakes Unified Fund has been very successful and total loaned amount is approximately \$900,000 in the two years the program has been in operation. He thanked the Council for the opportunity to present.

The Chair welcomed Mr. Mike Angland, WSN and Kevin Currie, from the Contegrity Group who gave a brief update of the current status of the City Hall reconstruction project. They reviewed the scope of work, tentative schedule and phasing plan for the construction to take place with staff able to work on site. Mr. Currie indicated if Council approves to go out for bid this evening, the tentative milestone dates would be: 1) Bid opening on October 3rd 2) Mobilization on November 11th 3) Interior project completion May 1st 4) Exterior completion August 17th. Council had the opportunity to ask questions and the Chair thanked them for their presentation.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND HILGART, DULY CARRIED, FOR AUTHORIZATION TO GO OUT FOR BID FOR THE CITY HALL RENOVATIONS.

Council Committee Reports

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

Authorization to Transfer and Dispose of Retired Police Vehicles - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, TO AUTHORIZE THE SALE OF RETIRED POLICE VEHICLE UNIT #419 UTILIZING CENTRAL MINNESOTA DEALER AUCTION AND THE TRANSFER OF RETIRED POLICE VEHICLE UNIT #415 TO BRAINERD PARKS AND RECREATION DEPARTMENT.

Park Director Sailer indicated the Parks Department will sell their current vehicle, which is a Tahoe that had previously been used by the Police Department.

Resolution for Toward Zero Deaths (TZD) Traffic Safety Enforcement – Adopted by Resolution No. 47:19

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK TO APPROVE A RESOLUTION AUTHORIZING THE POLICE DEPARTMENT TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE STATE OF MINNESOTA OFFICE OF TRAFFIC SAFETY FOR FISCAL YEAR 2020 TOWARD ZERO DEATHS (TZD) TRAFFIC SAFETY ENFORCEMENT GRANT.

RESOLUTION NO. 47:19

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

Tower Award Funding – Informational No Action

Council has directed Staff to research other award options at a lower cost.

Street and Sewer Department Staffing - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, TO APPROVE THE PROMOTION OF DARIN CAUGHEY TO STREET MAINTENANCE III, EFFECTIVE SEPTEMBER 4, 2019; FURTHER, THAT MR. CAUGHEY BE PLACED AT STEP 1 OF THE STREET MAINTENANCE III WAGE GRID (\$24.65 PER HOUR).

Committee Chair Hilgart stated a new hiring took place in July resulting in several quality applicants from that pool. She indicated the position may not need to be advertised if this pool is utilized, which may expedite the hiring process.

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, TO AUTHORIZE BACKFILLING THE STREET MAINTENANCE I POSITION; FURTHER ALLOW STAFF TO UTILIZE ITS DISCRETION WHEN ADVERTISING FOR THE VACANT POSITION.

Criteria to Consider for Initial Step Placement During Hiring Process - Approved

Committee Chair Hilgart provided the following guidance for Staff as criteria to consider for step placement at initial hiring as follows:

- All job offers are at Step 1.
- The hiring range step can advance to Step 2 - 4 in the following situations:
 - The individual's most recent work experience includes three (3) consecutive years in an exact position.
 - The individual's most recent work experience includes six (6) consecutive years in a similar position.
 - NOTE: The above is the maximum timeframe for consideration i.e. 12 years of similar experience should not advance two steps.
 - Additional education level if applicable for the position.
 - Additional step recommendations may also be considered on a case-by-case basis for:
 - Difficulty attracting/retaining employees in the classification.
 - To match or offer an acceptable wage for the top candidate (we want to hire the best fit when possible); etc.
- Placement above Step 4 requires Council approval.

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO APPROVE THE GUIDANCE FOR INITIAL HIRING WITHIN THE FRAMEWORK OF THE COMPENSATION SYSTEM WITH THE INITIAL OFFER AT STEP 1 AND THAT ADDITIONAL STEPS MAY BE CONSIDERED BASED ON THE ITEMS NOTED ABOVE.

Employee Policy Manual Update - Approved

Human Resources Coordinator Schubert gave a brief review of the items in which feedback is requested from Council. She stated one of the areas to discuss is to clarify catastrophe, which is defined as *“momentous, tragic event ranging from extreme misfortune or utter overthrow or ruin”*. She said some questions were raised as to what would be considered a catastrophe.

Committee Chair Hilgart indicated another concern was Item J on Page 35 regarding the length of the absence from work before requiring an employee to apply for long-term and PERA disability. Committee recommends utilizing a 90-day timeframe.

Human Resource Coordinator Schubert stated the 90-day timeframe follows the Family Medical Leave Act (FMLA). She also added there is a 180-day elimination period for our long-term disability policy.

Committee Chair Hilgart stated the frequency of donation would be twice per year and that the donor is to maintain 80 hours of leave after donation.

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, TO USE THE DICTIONARY DEFINITION OF CATASTROPHE, REQUIRE A 90-DAY ABSENCE FROM WORK PRIOR TO REQUIRING APPLICATION FOR LONG-TERM AND PERA DISABILITY, ALLOW FOR FREQUENCY OF DONATION UP TO TWICE PER YEAR AND DONOR MAINTAIN 80 HOURS OF LEAVE AFTER DONATION.

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, THAT AN EMPLOYEE REQUESTING EDUCATION COURSE REIMBURSEMENT MUST EARN A “B” GRADE OR HIGHER AS INDICATED ON PAGE 39 OF THE MANUAL; EDUCATION, TRAINING AND DEVELOPMENT.

The next item was the Health Care Savings Plan contributions for the City Administrator and Department Heads noted in Exhibit C. Human Resource Coordinator Schubert explained the IRS has a provision that allows for a pre-taxed Health Care Savings Plan, which can be offered to employees as long as it is included in a union contract or the Employee Policy Manual. She stated the department heads are non-union employees, thus the plan must be explained in the Employee Policy Manual. She said the current language is identified on pages 82 and 83 as a strikethrough and highlighted. She stated the department heads have submitted language they would like to see instead, which must be in effect for two (2) years.

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, TO ADOPT THE CHANGES AS PRESENTED IN THE DEPARTMENT HEAD HCSP CONTRIBUTION SECTION IN THE EMPLOYEE POLICY MANUAL.

Committee Chair Hilgart read a passage from the manual, which states *“Employees should become thoroughly familiar with the provisions of this manual within ten (10) business days of their receipt of this manual”*. She stated Staff plans to conduct training and discuss with Department Heads the areas to focus on; however, may return to Council as follow up if training from the attorney is needed.

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK TO APPROVE THE REVISED EMPLOYEE POLICY MANUAL AS PRESENTED.

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

Safety and Public Works Committee Report

Event/Sidewalk Closure Application – Pit Stop 20th Anniversary - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO ACCEPT STAFF’S RECOMMENDATION AND APPROVE THE APPLICATION FOR THE PIT STOP 20TH ANNIVERSARY ON SEPTEMBER 7, 2019, UNDER THE CONDITION THAT THE APPLICANT SUPPLY A BOUNCER FOR THE EVENT OR REMOVE THE OUTDOOR ACTIVITIES AFTER 10 PM WHEN THE NOISE ORDINANCES TAKE EFFECT.

Police Chief McQuiston noted the applicant has been contacted regarding the events that will take place on the sidewalk, and the intentions are for the outside activities to end by 8 pm.

Event/Street Closure Application – Annual Fire Department Open House - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF’S RECOMMENDATION AND APPROVE THE APPLICATION FOR THE FIRE DEPARTMENT OPEN HOUSE ON OCTOBER 10, 2019 UNDER THE CONDITION THAT THE APPLICANT REQUEST TRAFFIC CONTROL ONE WEEK PRIOR TO THE EVENT.

Event/Street Closure Application – Brainerd ECFE and City of Brainerd Touch a Truck Community Event - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO ACCEPT STAFF’S RECOMMENDATION AND APPROVE THE APPLICATION FOR THE BRAINERD ECFE AND CITY OF BRAINERD TOUCH A TRUCK EVENT ON OCTOBER 5, 2019 UNDER THE CONDITION THAT REQUESTS FOR TRAFFIC CONTROL BE SUBMITTED ONE WEEK PRIOR TO THE EVENT.

Gregory Park Utility Pole - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO AUTHORIZE THE REMOVAL OF THE UTILITY POLE, INSTALL A FLUSH MOUNTED ELECTRICAL HAND HOLE AND MOUNT PHOTO LIGHT CELLS ON PARK AND HOLLY STREET LIGHT POLES AT THE COST OF \$1,500 TO BE PROPOSED TO THE PARK BOARD TO BE PAID FROM THE PARK MAINTENANCE FUND.

Improvement 119-13 – SE Interceptor Replacement Project Authorization to Quote - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO AUTHORIZE STAFF TO PURSUE QUOTES FOR THE WORK; TO BE PAID OUT OF THE SAC FUND AT AN ESTIMATED COST OF \$120,000.

Resolution – Declaring Sufficiency of Petition and Setting a Public Hearing – Vacation of Northern Pacific Road and Blacksmith Circle – Northern Pacific Center Property – Adopted by Resolution No. 48:19

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO ADOPT A RESOLUTION WHICH DECLARES THE SUFFICIENCY OF THE ATTACHED PETITION AND SETS THE PUBLIC HEARING FOR MONDAY, OCTOBER 7, 2019 AT 7:30 PM DURING THE REGULARLY SCHEDULED CITY COUNCIL MEETING.

RESOLUTION NO. 48:19

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

Unfinished Business

Final Reading – Proposed Ordinance No. 1499 – An Ordinance Enacting Local Sales and Use Tax - Approved

The Chair opened the public hearing at 8:28 p.m.

No one came forward.

The Chair closed the public hearing at 8:29 p.m.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO DISPENSE WITH THE ACTUAL READING OF ORDINANCE NO. 1499 – AN ORDINANCE ENACTING LOCAL SALES AND USE TAX.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO HOLD THE FINAL READING OF ORDINANCE NO. 1499 – AN ORDINANCE ENACTING LOCAL SALES AND USE TAX.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT ORDINANCE NO. 1499 ENACTING CHAPTER 259 OF MN LAWS LOCAL SALES AND USE TAX.

ORDINANCE NO. 1499

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

Reorganization of Management Team - Approved

Council Member Hilgart explained due to the importance of these two positions’ and the organizational impact they provide to the City, they should be at the Department Head level. She indicated she has not had any communication with anyone opposed to the restructure.

MOVED AND SECONDED BY ALDERMEN HILGART AND LAMBERT TO AUTHORIZE THE RESTRUCTURE OF THE HUMAN RESOURCES AND INFORMATION TECHNOLOGY COORDINATOR POSITIONS TO DEPARTMENT HEAD LEVEL POSITIONS AND WILL NOT AFFECT ELIGIBILITY FOR STEP INCREASES ON JANUARY 1, 2020 AS THE TWO INDIVIDUALS WERE PREVIOUSLY PERFORMING THE SAME DUTIES. ONCE THE REORGANIZATION BECOMES EFFECTIVE, THE HUMAN RESOURCES DIRECTOR AND

INFORMATION TECHNOLOGY DIRECTOR WILL RECEIVE HEALTH CARE BENEFITS AND ALL OTHER BENEFITS ON THE SAME TERMS AS OTHER DEPARTMENT HEADS.

Committee Chair Hilgart indicated this is cost neutral as the points are not going to change under the compensation system. She stated there may be a different schedule of vacation accruals, which may impact the Information Technology position.

Council discussion took place.

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

Committee Resignations – Accepted With Regret

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF THE FOLLOWING COMMITTEE MEMBERS:

- BILL DIAN FROM THE CHARTER COMMISSION, EFFECTIVE JULY 23, 2019.
- ROBERT BRADY FROM THE CABLE TV ADVISORY COMMISSION, EFFECTIVE AUGUST 20, 2019.
- RICK FARGO FROM THE CHARTER COMMISSION, EFFECTIVE AUGUST 31, 2019.

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 2020) - 1 term (Expire 2021) – 1 term (Expire 2022)

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

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

New Business

City Meeting Relocation Options and Streaming Update - Approved

IT/GIS Director Strong stated with the City Hall renovations taking place, the council chambers will temporarily become the staff work area. He indicated relocating the council meetings to the Crow Wing County boardroom would be a good option as the room is already equipped with audio and visual resources except broadcasting live to the cable channels. He said live hosting of video meetings through YouTube could be done.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND LAMBERT, DULY CARRIED, TO PROGRAM THE COUNTY A/V SYSTEM TO LIVE STREAM TO THE INTERNET AND TO PAY TO HAVE THEIR VENDOR SET UP FUNCTIONALITY AT THE COST OF \$1,500, TO BE FUNDED FROM THE IT PROFESSIONAL SERVICES BUDGET.

Council Member Johnson stated that the City of Fargo has a Roku channel they use for their City meetings and asked if IT/GIS Coordinator Strong would research this option.

Drivers License Testing Facility Lease Renewal – Denied

City Administrator Torstenson stated the lease for the Drivers License Testing Facility located in the annex will expire October 31, 2019 and due to the HVAC issues in the roof of the annex, it is recommended to decline the renewal of the lease at this time.

Council Member Johnson suggested communicating with the testing office for possible options in the timeframe of the lease.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO DECLINE THE THREE-YEAR RENEWAL OF THE DRIVERS LICENSE TESTING FACILITY LEASE AS PRESENTED.

Council Member Bevans withdrew his previous motion.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO DECLINE THE RENEWAL OF THE DRIVERS LICENSE TESTING FACILITY LEASE AS PRESENTED AND DIRECT STAFF TO NEGOTIATE OTHER LEASE OPTIONS WITH THE DEPARTMENT OF PUBLIC SAFETY; DRIVER AND VEHICLE SERVICES.

City Engineer Sandy stated the Crow Wing County maintenance staff and Thelen's Heating & Roofing further examined the roof since receiving the facility study. He said they were concerned that the roof material is coming off in several places and there is evidence of water intrusion into the building.

Council discussion took place regarding the condition and severity of the roof concerns.

MOVED AND SECONDED BY ALDERMEN BADEAUX AND BEVANS, DULY CARRIED, TO DIRECT STAFF TO OBTAIN WSN AND/OR CONTEGRITY GROUP TO SHARE INFORMATION AND CONSOLIDATE THEIR OPINION REGARDING THE CONDITION OF THE ROOF.

Truck Highway 210 Corridor Study City Project Management Team (PMT) - Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND HILGART, DULY CARRIED, TO APPOINT COUNCIL MEMBERS BADEAUX, JOHNSON AND LAMBERT TO THE HIGHWAY 210 CITY PROJECT MANAGEMENT TEAM WITH MEMBERS PRITSCHET AND STUNEK AS ALTERNATES.

City Engineer Sandy anticipates the City PMT would consist of the Assistance City Engineer, Community Development Director, Transit and Riverfront Coordinators, City Administrator, Finance Director and three Council Members as needed for the meetings. He stated the first Professional PMT meeting will be held at the MnDOT Office in Baxter on September 11, 2019 at 1:00 p.m. He stated he would provide the Council the agenda and scope of work at the September 9, 2019 Special Council meeting.

2020 Preliminary Levy – Adopted by Resolution 49:19

Finance Director Hillman stated the LGA increase will assist in the increase in salaries for 2020. She said she created a preliminary budget for 2021 showing wage increases and they appear to be increasing by \$213,000, and suggested the Council keep that in mind when discussing the preliminary levy.

City Administrator Torstenson said with the new information regarding the potential concern with the roof in the annex, that could be a significant amount to repair. She stated it may be beneficial to set the preliminary levy higher, because the final levy can always be lowered but not increased.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX TO ADOPT A RESOLUTION SETTING THE 2020 PRELIMINARY LEVY AT 2% (\$6,013,483) FOR THE CITY AND THE REQUESTED MAXIMUM ALLOWED AMOUNT FOR THE HRA.

Members Badeaux and Hilgart voted “aye”. Members Lambert, Stunek, Pritschet Bevans and Johnson voted “nay”. The Chair declared the motion failed.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND LAMBERT TO ADOPT A RESOLUTION SETTING THE 2020 PRELIMINARY LEVY AT 3% (\$6,072,439) FOR THE CITY AND THE REQUESTED MAXIMUM ALLOWED AMOUNT FOR THE HRA.

Members Lambert and Pritschet voted “aye”. Members Stunek, Bevans, Badeaux, Hilgart and Johnson voted “nay”. The Chair declared the motion failed.

MOVED AND SECONDED BY ALDERMEN STUNEK AND BEVANS TO ADOPT A RESOLUTION SETTING THE 2020 PRELIMINARY LEVY AT 4% (\$6,131,395) FOR THE CITY AND THE REQUESTED MAXIMUM ALLOWED AMOUNT FOR THE HRA AT \$235,823.

RESOLUTION NO. 49:19

Upon roll call, members Lambert, Stunek, Pritschet, and Bevans voted “aye”. Members Badeaux, Hilgart and Johnson voted “nay”. The Chair declared the motion carried.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO SET THE DATE AND TIME FOR THE BUDGET PUBLIC HEARING FOR DECEMBER 9, 2019 AT 6:00 PM.

Parks Director Sailer gave a brief update to the 2020 Memorial Park project and requested direction from the Council on funding options. He indicated the Parks Department will lose the use of an adult softball field, two hockey rinks, a pleasure rink and a warming house at the end of the 2021 winter season as a result of the expiration of the lease for Mill Avenue Park. He stated the Park Board has been meeting to determine scope of work and project phasing options.

City Engineer Sandy stated the \$2.5 million is based on the design that was provided in the Request for Proposals (RFP). He indicated the amount is preliminary and not an estimate.

City Administrator Torstenson said the main concern that needs to be resolved is the parking lot in Memorial Park, which involves negotiating the purchase of the lot or a new lot needs to be constructed.

Council discussion took place and voiced support of the Memorial Park project.

Parks Director Sailer will update the Council as details are discussed with the Park Board.

Planning Commission

First Reading – Proposed Ordinance No. 1500 – An Ordinance Amend Section 515-18 Outdoor Lighting Standards - Approved

MOVED AND SECONDED BY ALDERMEN LAMBERT AND HILGART, DULY CARRIED, TO DISPENSE WITH THE ACTUAL READING OF PROPOSED ORDINANCE NO. 1500 – AN ORDINANCE TO AMEND SECTION 515-18: OUTDOOR LIGHTING STANDARDS.

Roundhouse Brewery Conditional Use Permit Amendment - Approved

Community Development Director Chanski explained the Roundhouse Brewery was issued a Conditional Use Permit in 2016 for a patio to be constructed at 1551 Northern Pacific Road. He stated the owner would like to increase the size of the patio from 12' x 50' to 18.6' x 75.7' and would like an amendment to the Conditional Use Permit.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND HILGART, DULY CARRIED, TO APPROVE THE CONDITIONAL USE PERMIT AMENDMENT FOR ROUNDHOUSE BREWERY TO INCREASE ITS PATIO SIZE FROM 12' X 50' TO 18.6' X 75.7' AND FOR THE CITY TO CONSIDER THE NP CENTER PROPERTY AS A WHOLE FOR FUTURE PROPERTY REQUESTS.

Public Forum

The Chair opened the Public Forum at 9:42 p.m.

No one came forward.

The Chair closed the Public Forum at 9:42 p.m.

Staff Reports

City Engineer Sandy stated seal coating will be taking place at various areas of the City on Friday, September 6th and parking restrictions will be enforced during that time.

Community Development Director Chanski made a reminder that public comment period for the Comprehensive Plan is open until September 7th. He stated the Planning Commission is holding a workshop on September 11th to discuss the plan.

Fire Chief Holmes stated the State Hazard Management Team that he is a member of was activated for the hurricanes in Florida on Friday, August 30th and deactivated this morning. He said equipment preparations were made in the event the team was called. He thanked the

City for the flexibility and support to be responsive to the needs in the event of an emergency deployment.

City Administrator Torstenson announced she will be receiving an award for her years of service with the ICMA (International City/County Management Association) and provided the press release letter at the meeting.

Council Member Reports

Council Member Badeaux announced his grandmother passed away earlier this afternoon. He said she was a volunteer in the community and the reason he ran for City Council.

Council Member Hilgart thanked the Council for the enjoyable experience she had being a part of the City Council.

Council Member Bevans stated the frame for the Gregory Park warming house is up, construction continues and will be completed prior to the Great Pumpkin Festival in October.

Council Member Pritschet said the first day of school went very well.

Council Members all wished Sue the best on her future endeavors in Arizona.

Adjourn Into Closed Session Pursuant to MN Statutes 13D.05, Subd. 3(A), To Conduct the City Administrator Performance Review – 9:50 p.m.

The Council reconvened into open session at 10:09 p.m.

MOVED AND SECONDED BY ALDERMEN BADEAUX AND LAMBERT, DULY CARRIED, TO ACCEPT CITY ADMINISTRATOR CASSANDRA TORSTENSON'S RESIGNATION WITH REGRET.

HR Coordinator Schubert informed the Council that she will be contacting Gary Weiers from DDA regarding the 24-month Assurance clause included in their 2017 City Administrator Search Proposal.

Adjourn to Special City Council Meeting – September 9th at 6:00 P.M. – 10:12 p.m.

Cassandra Torstenson
City Administrator

**Brainerd, MN
September 9, 2019**

Pursuant to due call and notice thereof, the Special Meeting of the Brainerd City Council was called to order at 6:00 p.m. by Council President Johnson.

Upon roll call, the following members were noted present: Lambert, Stunek, Pritschet, Bevans, Badeaux, Johnson and Mayor Menk. Also present was City Administrator Torstenson, Finance Director Hillman, Community Development Director Chanski, Police Chief McQuiston, City Engineer Sandy, Fire Chief Holmes and HR Director Schubert.

Council President Johnson opened the meeting with the Pledge of Allegiance to the Flag.

(Added Item) Amendment and Approval of the Agenda - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO AMEND AND APPROVE THE AGENDA BY ADDING THE CITY ADMINISTRATOR PERFORMANCE EVALUATION SUMMARY AND COUNCIL STRUCTURE.

Election of At-Large Council Seat Replacement

Council President Johnson explained the procedure the Council will follow in the voting process to fill the At-Large Council vacant seat. He indicated the City received five (5) applications for the position, and each applicant will have the opportunity to speak to the Council on why they should be appointed.

The Chair welcomed each member to the podium with a time limit of five minutes to make a presentation.

Council President Johnson instructed each council member to vote anonymously on the ballots provided and directed them to vote for one applicant.

Mayor Menk gathered the ballots from the Council Members for City Administrator Torstenson to tally.

Council results were three (3) votes for Tad Erickson and three (3) votes for Michael O'Day, resulting in a tie.

Council President Johnson indicated the applicants receiving zero votes are eliminated from the candidate list, which are Wayne Erickson, Sulamita Furman and Donald Gorham.

Council President Johnson stated another vote will take place anonymously.

Mayor Menk gathered the ballots from the Council Members for City Administrator Torstenson to tally.

Council results were three (3) votes for Tad Erickson and three (3) votes for Michael O'Day, resulting in a second tie.

Council President Johnson stated a third and final vote will take place anonymously.

Mayor Menk gathered the ballots from the Council Members for City Administrator Torstenson to tally.

Council results were three (3) votes for Tad Erickson and three (3) votes for Michael O'Day, resulting in a third tie.

Council President Johnson indicated Mayor Menk will place his vote to break the tie between Tad Erickson and Michael O'Day.

Mayor Menk appointed Tad Erickson to the City Council, effective September 16, 2019.

The Council thanked all of the applicants for their interest in serving the City of Brainerd and reminded them the City is always looking for citizens to serve on various committees.

Trunk Highway 210 Goals and Priorities and City PMT (Project Management Team) Bylaws - Informational

City Engineer Sandy indicated he would like Council input on the goals and priorities from the City's perspective for the Trunk Highway 210 Reconstruction project. He stated the first Professional PMT meeting will take place on September 11, 2019 at 1:00 p.m. at the MnDOT office in Baxter. He said another issue to focus on with the discussion tonight are communication protocols within the City PMT and how the Council would like to see public involvement take place.

Council discussion took place regarding the objectives included in the packet.

City Engineer Sandy stated he would like Council to determine the level of decision making this PMT should have.

It was decided this PMT will provide recommendations and feedback to the full Council to review as a group.

Request to Hire Community Service Officers – Approved

MOVED AND SECONDED BY ALDERMEN LAMBERT AND PRITSCHET, DULY CARRIED, TO ACCEPT THE RESIGNATION OF CSO CARSON MOORE WITH REGRET AND AUTHORIZE THE POLICE DEPARTMENT TO HIRE TWO COMMUNITY SERVICE OFFICERS TO FILL THE EXISTING VACANCIES.

(Added Item) Appointment of Interim City Administrator

Council Member Bevans stated with the resignation of City Administrator Torstenson, there is a need to fill the vacancy in the interim. He stated there were two staff members that expressed interest but would like to seek applicants for the position to be voted on by Council on October 7th.

MOVED AND SECONDED BY ALDERMEN BEVANS AND STUNEK TO OPEN AN INTERIM CITY ADMINISTRATOR POSITION APPLICATION PROCESS TO CLOSE WEDNESDAY, OCTOBER 2ND AT 4:30 PM.

HR Director Schubert stated Gary Weiers from DDA will be meeting with staff on Wednesday, September 11th to discuss the application process and maybe he will have suggestions on how to proceed.

Council discussion took place.

Members Stunek, Bevans, Badeaux and Johnson voted “aye”. Members Lambert and Pritschet voted “nay”. The Chair declared the motion carried.

(Added Item) Approval of City Administrator Performance Review Summary - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPROVE THE PERFORMANCE SUMMARY OF CITY ADMINISTRATOR TORSTENSON.

(Added Item) City Council Restructure - Approved

Council President Johnson called for nominations for Council Vice-President for the remaining term vacated by Council Member Hilgart.

Council Member Badeaux nominated Council Member Bevans.
Council Member Lambert seconded the nomination.

As there were no other nominations, Council President Johnson closed nominations and asked for a motion to appoint Council Member Bevans as Vice-President.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND STUNEK, DULY CARRIED, TO APPOINT COUNCIL MEMBER BEVANS AS COUNCIL VICE-PRESIDENT.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPOINT COUNCIL MEMBER DAVE BADEAUX AS PERSONNEL AND FINANCE COMMITTEE CHAIR AND TAD ERICKSON TO THE PERSONNEL AND FINANCE COMMITTEE.

Adjourn

The Chair adjourned the meeting at 6:56 p.m.

Cassandra Torstenson
City Administrator

CITY OF BRAINERD
LICENSED CONTRACTORS
CITY COUNCIL MEETING
September 16, 2019
(1 – New - 1 Renewal)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
AQUA LOGIC INC 501 INDUSTRIAL BLVD WACONIA, MN 55387- 19-0219 (New)	(952) 856-7550	POOL	7/1/2020	8/20/2020	
ASPEN SIGNS 22163 Country Road 3 MERRIFIELD, MN 56465- 19-0218	(218) 821-6922	SIGN	9/3/2020	8/13/2020	

**BRAINERD POLICE DEPARTMENT
MEMORANDUM**

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



NE Brainerd Pop-Up Campfires



On August 19th, at 4th Avenue NE between C & D Streets, and on August 21st, on 12th Avenue NE between K & L Street, Lieutenant Chad Kleffman and McGruff partnered with the Self-Healing Communities project of Crow Wing County and participated in the Neighborhood Pop-Up Campfires.

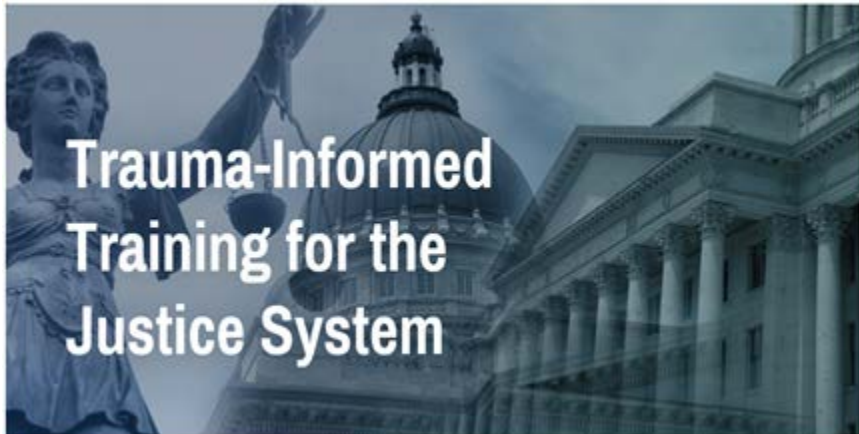
They were a success, and their goal was reached of recruiting nine NE Brainerd Residents to serve on the NE Council. The purpose of establishing the council is to connect with residents of those neighborhoods with the goal of creating better lives free from drug abuse, childhood trauma and **crime**.

Trauma Informed Investigation Training

On August 29th or 30th, several officers attended a one-day training on Trauma-Informed investigation, focusing largely on interviewing techniques for victims of sexual assaults.

The training was free and was hosted by the Crow Wing County Attorney's Office and held in the Land Services Meeting Room at Crow Wing County. This type of training has become an essential component in law enforcement changing the approach and interviewing techniques involving victims of personal trauma.

Insight and better understanding on the brain science involving how memories are captured and stored by the brain for victims of trauma is proving to be very helpful in increasing charging and conviction rates for crimes of sexual assault, strangulation, and domestic assault.



The training was conducted by Justin Boardman of Boardman Training & Consulting. Justin is a retired detective from the West Valley City, Utah Police Department. He has an extensive history as a Special Victim's Unit Investigator and did an excellent job keeping the audience's attention and presenting the information in a way that was practical and easy for both new and veteran officers to associate with.

These new protocols use the Neurobiology of Trauma to gain additional information to be used in investigations.

We are very thankful that Victim Services Coordinator Julie Charpentier of the Crow Wing County Attorney's Office was able to secure a grant to make this training free and bring it to our area for us.



On August 20th-22nd Officer Nicholas Andringa attended the 39th Annual MOCIC Conference and Training Session that was held this year in Duluth. This conference rotates around the nine-state area and we were fortunate that it was held in Duluth this year and Nick was able to attend it for us.

MOCIC is the Mid-States Organized Crime Information Center. They are a very good resource for agencies like ours that don't have the resources; fiscal and staffing, related to investigative services and analytics.

At this year's conference, they Covered Police Shootings, Current Drug Trends, Weaponizing Videos Against Police, Officer Safety Handling Drug Evidence, Unconscious Bias, Using Social Media, and Psychological Survival After a Critical Incident.

Investigator Justin Athman was our MOCIC contact officer, however he resigned and left our agency for a position at the Crow Wing County Sheriff's Department in January. We needed to get another staff member active with MOCIC and familiar with how to access their resources and services. Officer Nick Andringa was identified by supervisors as having an interest in this and he was selected to attend the conference.

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
July	1955	394 Hours	747 GB	382 MB	12.10 Minutes	63
August	2096	398 Hours	766 GB	365 MB	11.53 Minutes	67

Conduct on Premises Activity Report for August

ICR	Date Reported	Title	Address	Summary Contains
19010374	08/07/19	Conduct on Premises	1107 Quince Street	Conduct on premises.
19010525	08/09/19	Conduct on Premises	812 Walnut Street	Conduct on premises.
19011159	08/21/19	Conduct on Premises	1815 Pine Street	Conduct on premises.

Monthly Police Activity

August	2019	2018
Calls	1656	1562
Citations (Inc. Parking)	234	175
Part I and Part II Crimes Reported	218 **	235

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

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

Revenue Recapture Receipts:

To Date: \$ 47,340.08
In 2019: \$ 6,693.95

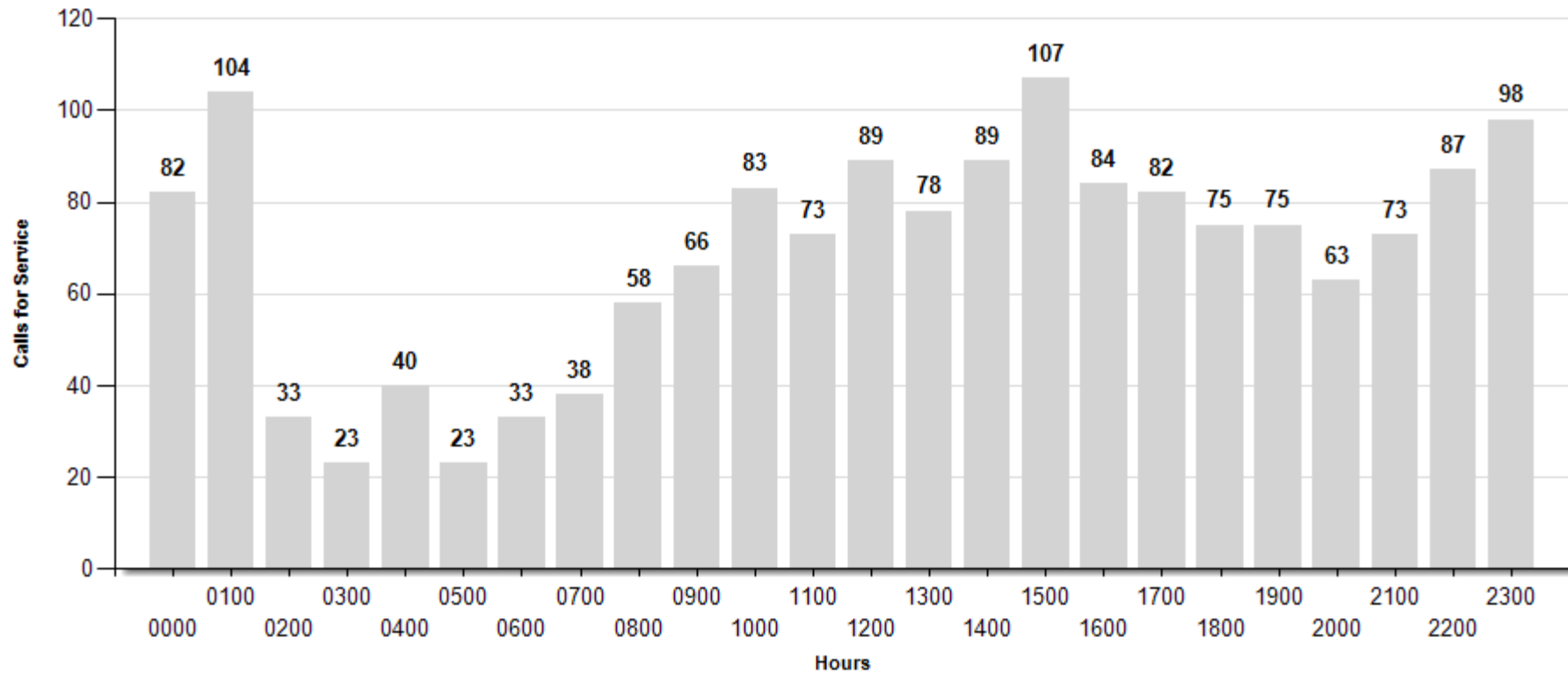
2	Dismissed
0	Business Validations
30	Paid in Full
0	Partial Payments Received
25	No Payment Received



Calls for Service Hourly

8/1/2019 to 8/31/2019

Total Calls: 1698





Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ 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:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
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>	

EDA Annual Report to Council

September 16, 2019

Statutory requirement: Subd. 4. Report to city.

- *Annually, at a time and in a form fixed by the city council, the authority shall make a written report to the council giving a detailed account of its activities and of its receipts and expenditures during the preceding calendar year, together with additional matters and recommendations it deems advisable for the economic development of the city.*

Detailed Account of EDA Activities

- **Members of the EDA**
 - o Jerry Sinner, Ed Menk, Wayne Erickson, Gabe Johnson, Kelly Bevans, Yvette Campbell, Matt Mallie (now resigned), Dale Parks (term expired)
- **Annual Calendar**
 - o EDA met on the following dates and discussed the following topics (minutes attached):
 - December 6
 - HRA and BLAEDC Updates, 2019 Budget Discussion regarding allocations to BLAEDC and contract negotiation, Set reoccurring bi-monthly meeting annual calendar
 - February 14
 - HRA and BLAEDC Updates, Destination Downtown Small Business Competition Recap, Region 5 Children's Museum Discussion, Downtown Programming
 - April 4
 - HRA and BLAEDC Updates, Presentation by City Attorney Langel providing an overview of the EDA responsibilities
 - June 6
 - HRA and BLAEDC Updates, Fund Allocation, Economic Goals, and Strategic Planning Discussion, discussed the value of having a financial advisor and motioned to utilize the services of Baker Tilley.
 - July 11
 - HRA and BLAEDC Updates, Industrial Lots Discussion, Fund Allocation and Budget introduction, Strategic Planning,
 - August 8
 - HRA and BLAEDC Updates, Future Development Opportunities, Accept Final Audit Statement, Budget Discussion and request Levy amount, requested that the EDA develop a contract for services for City Staff time vs. paying a percentage of staff salary.
- **Economic Development Projects:**
 - o River to Rail Economic Incentives Policy adopted by City Council
 - o Updated the reporting structure of how BLAEDC reports work product and successes.

- EDA Subcommittee has been working with Mikaela Huot and Paul Steinman from Baker Tilley (Financial Advisors – Formerly known as Springsted) to understand the value of the Industrial lots and has been evaluating opportunities to sell and market the lots differently.
- BLAEDC and the City have begun marketing the Industrial lots on their webpages and on social media
- Parker Building and Industrial Lots negotiations

Goals of the year? Were they met?

- Understand the roles and responsibilities of an EDA.
 - Yes, Attorney Langel gave a presentation to EDA
 - Held elections to be in compliance
 - Developed and submitted annual report to Council
- Evaluate new ways to market and sell the industrial lots.
 - Working with BLAEDC to market and sell lots
 - Advertising lots for sale on the City and BLAEDC website
 - Established the “value” of the industrial lots with Baker Tilley
 - Martha Ingram presented to the EDA Subcommittee about the legal options the EDA has with regards to lot pricing and sales as well as how to set up TIF areas and districts for Industrial Lot development.
- Revise the reporting methods for how BLAEDC shares information with the EDA and Council.
 - The “Funnel” was developed.
 - More detailed information provided during bi-monthly BLAEDC reports. Quarterly reports to Council at minimum.
- Become more active as an EDA
 - Established reoccurring bi-monthly meeting annual calendar

Goals for the next year?

- What does EDA recommend in terms of assisting with future economic development?
 - Market the Industrial Lots
 - Complete strategic planning for the EDA identifying what the Vision, Mission and Values are to help provide direction
 - Consider areas for future shovel ready properties
 - Identify marketing strategy for all of Brainerd

How did EDA spend its money?

- **Annual Financial Report** - Attached

Should the EDA modify its enabling resolution?

- Not at this time.

BRAINERD ECONOMIC DEVELOPMENT AUTHORITY

Thursday, December 6, 2018

Official Minutes

Pursuant to the call and notice thereof, President Menk called the meeting of the Brainerd Economic Development Authority to order at 7:32 a.m.

Present were Commissioners Ed Menk, Jerry Sinner, Matt Mallie, Wayne Erickson and Gabe Johnson. Commissioner Kelly Bevans, and Dale Parks were noted as absent. Also present were City Administrator Cassandra Torstenson, Finance Director Connie Hillman, BLAEDC Executive Director Sheila Haverkamp, BLAEDC Workforce Director Mike Bjerkness, and HRA Rehab Coordinator, John Schommer.

Approval/Amendment of Agenda - Approved

MOVED AND SECONDED BY COMMISSIONERS SINNER AND JOHNSON, DULY CARRIED, TO AMEND THE AGENDA BY MOVING ITEM #8: 2019 BUDGET DISCUSSION TO #6 AFTER THE FINANCIAL REPORT.

Approval of Minutes - Approved

MOVED AND SECONDED BY COMMISSIONERS JOHNSON AND SINNER, DULY CARRIED, TO APPROVE THE MINUTES FROM THE AUGUST 16, 2018 EDA MEETING AS PRESENTED.

Approval of Financial Report - Approved

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND JOHNSON, DULY CARRIED, TO APPROVE THE FINANCIAL REPORT AS PRESENTED.

2019 BUDGET DISCUSSION

City Administrator Torstenson indicated the memo provided talks about the budget and levy that needs to be adopted and certified by December 28, 2018. The current 2019 EDA Budget and history from 2017-2018 is included. The EDA has requested the full levy which is included in the budget for 2019. Currently, none of the wages or benefits of the Community Development Director is included and discussion is needed if that is a desire to include.

Commissioner Sinner stated the appropriate percentages for the other positions need to be discussed as well. The percentages currently in place do not specify where these amounts come from.

Commissioner Johnson agreed with Commissioner Sinner – some of the Community Development Director's wages should be in the EDA fund. The expectation from the council is that he will be working on economic development.

Commissioner Sinner asked Finance Director Hillman if she knows where the 20% currently comes from.

Finance Director Hillman stated that she does not know specifics but indicated that percentage has been allocated for quite some time.

Commission discussion took place.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND JOHNSON, DULY CARRIED, TO ALLOCATE 30% OF THE BUDGET TOWARDS STAFF SALARIES AND WAGES AND DIRECT STAFF TO CONFIRM ECONOMIC DEVELOPMENT TAKES PLACE WITH THE FUNDS.

Mayor Menk indicated a decision needs to be made regarding funding requests from BLAEDC and the Initiative Foundation.

Commissioner Johnson stated both organizations can be fully funded with money remaining.

Mayor Menk announced an error to EDA operational procedures that have taken place for the past several years. Past contracts for BLAEDC have been approved through the City Council, but it was found that the EDA is an autonomous group, meaning money cannot be borrowed but the group does control the money they have. These memberships can be approved by the EDA without council approval.

MOVED AND SECONDED BY COMMISSIONER SINNER AND MALLIE TO FUND BOTH BLAEDC AND THE INITIATIVE FOUNDATION AS REQUESTED.

Commissioner Johnson does not feel that BLAEDC is funded equitably amongst the region and that Brainerd contributes significantly more than any other community. He stated it is the responsibility of BLAEDC to create a funding structure that is equal for all the entities they represent instead of requesting a dollar amount from the City of Brainerd.

Commissioner Sinner stated based on the report provided by BLAEDC, it appears that 40% of BLAEDC's success stories occur in Brainerd and asked Commissioner Johnson why he feels that is not equitable.

Commissioner Johnson stated some of the projects listed occurred several years ago, and it is not measurable by claiming the responsibility for the businesses being established here – it is only measurable by the tax base.

Commission discussion took place.

MOVED AND SECONDED BY COMMISSIONERS SINNER AND MALLIE TO BUDGET \$78,500 TOWARDS THE MEMBERSHIP FOR BLAEDC.

Commissioners Sinner and Mallie voted "aye". Commissioners Johnson and Erickson voted "nay". Commissioner Menk broke the tie by voting "aye". The motion carries.

Commissioner Sinner recommended not naming a specific individual in the contract – it should be left up to the staff at BLAEDC to determine the best person for the job. The amount of time devoted should also be up to BLAEDC as long as our expectations are met.

Commission discussion took place.

Ms. Sheila Haverkamp, Executive Director of BLAEDC stated she just viewed the amended contract and will have to consult with the board of directors for approval. She also stated a discussion needs to take place regarding the equality of all entities.

MOVED AND SECONDED BY COMMISSIONERS SINNER AND ERICKSON, DULY CARRIED, TO AMEND THE CONTRACT REMOVING 1C AND CHANGING 1F FROM QUARTERLY TO SEMI-MONTHLY.

MOVED AND SECONDED BY COMMISSIONERS SINNER AND ERICKSON TO ADOPT THE 2019 BUDGET AS PRESENTED.

Commissioners Sinner, Mallie, and Erickson voted “aye”. Commissioner Johnson voted “nay”. The motion carries.

Update from HRA

Revolving Loan Fund

Mr. John Schommer, HRA Rehab Coordinator gave an update on the current programs. There were two applicants for the revolving loan fund, but one of them has not proceeded with the paperwork. The other applicant has been submitting applications for the fund.

Small City Development Program (SCDP)

Mr. John Schommer distributed a list of the owners and businesses for the current downtown SCDP grants. He stated it was nearly completion but ended up with more program income to spend. There have been a couple more projects added in order to spend the additional income to comply with the grant requirements. One is a new storefront for Bob & Fran’s Factory Direct Furniture and a potential new storefront for Iron Hills Gun & Pawn. The custom wheelchair lift at the Last Turn property has been completed. The fourteen apartments at the downtown mall are complete with new electrical and heating units as well as progressing on the commercial renovations.

Mr. Schommer stated another grant application was submitted for northeast Brainerd, with the target area being the west side of Gillis Avenue, the east side of Mill Avenue, the south side of Washington Street and the north side of H Street. This grant will include one unit of commercial in downtown, nine mixed use units, ten owner occupied rehabs and fourteen units of rental rehab.

He explained there are currently thirteen homes that have been sold in the Brainerd Oaks development with six being in various stages of construction. Five homes have been sold in the Serene Pines development with two others in various stages of construction.

Update from BLAEDC

Ms. Sheila Haverkamp explained she is researching the data from Crow Wing County as to how funding amounts were determined to the different entities, and it appears it is based on population, businesses, employees, workforce and households. There has been effort made to recreate BLAEDC over the past few years with adjusting economic development, workforce programs and talent marketing for an example.

Commissioner discussion took place on how to enhance, train and prepare our workforce to be ready to work.

Mr. Mike Bjerkness, BLAEDC Workforce Director stated the main issue is housing for these qualified people to relocate in Brainerd. He indicated many of the jobs are for an entry level positions and the need for applicants is great, but there is limited affordable housing available. He shows an entire presentation on how to attract outside individuals to Brainerd called the Knight Foundation, Soul of the Community which can be found and viewed online. They studied 26 communities across the nation about why people live where they live. The two main questions people ask prior to relocating is how the workforce is in that area and how are the schools. Our school referendum is a huge recruitment tool to bring people to Brainerd.

Ms. Sheila Haverkamp stated there have been two loans from the Unified Fund in 2018 with one more in the process. She announced a senior living center is looking into several sites in the area to build; two of which are in Brainerd and three in Baxter as well as a large boat manufacturer.

Other Business

None

Commissioners' Comments/Questions

None

The Authority adjourned at 8:39 a.m.

Dale Parks, Secretary

BRAINERD ECONOMIC DEVELOPMENT AUTHORITY

Thursday, February 14, 2019

Official Minutes

Pursuant to the call and notice thereof, President Menk called the meeting of the Brainerd Economic Development Authority to order at 7:30 a.m.

Present were Commissioners Ed Menk, Kelly Bevans, Wayne Erickson and Gabe Johnson. Commissioners Matt Mallie, Jerry Sinner and Dale Parks were noted as absent. Also present were City Administrator Torstenson, Community Development Director Chanski, Finance Director Hillman, BLAEDC Economic Development Officer Tyler Glynn, and HRA Rehab Coordinator John Schommer.

The Authority reviewed the standing of the current officers and proceeded to elect its leadership.

Commissioner Bevans nominated Ed Menk as Chair of the Authority for a 2-year period. On motion of Bevans, seconded by Johnson and unanimously carried, the Authority elected Ed Menk as Chair for 2019 and 2020.

Commissioner Bevans nominated Jerry Sinner as Vice-Chair of the Authority for a 2-year period. On motion of Bevans, seconded by Erickson and unanimously carried, the Authority elected Jerry Sinner as Vice-Chair for 2019 and 2020.

Commissioner Bevans nominated Matt Mallie as Secretary-Treasurer of the Authority for a 2-year period. On motion of Bevans, seconded by Erickson and unanimously carried, the Authority elected Matt Mallie as Secretary-Treasurer for 2019 and 2020.

Approval/Amendment of Agenda

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND ERICKSON, DULY CARRIED, TO APPROVE THE AGENDA.

Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND JOHNSON, DULY CARRIED, TO APPROVE THE MINUTES FROM THE DECEMBER 6, 2018 EDA MEETING AS PRESENTED.

Approval of Financial Report

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND JOHNSON, DULY CARRIED, TO ACCEPT THE FINANCIAL REPORT AS OF JANUARY 31, 2019.

Update from HRA

Revolving Loan Fund

Mr. John Schommer, HRA rehab coordinator updated the authority on the revolving loan fund. He stated a new application was received from the owner of 821 and 823 Washington Street, which was formerly the Rosewood Emporium. There is still discussion taking place with the owner of the Traveling Art Pub, as they have shown interest in the revolving loan program.

Small Cities Development Program (SCDP)

Mr. Schommer stated they have exceeded the goals of the program, which originated with eight commercial units and 17 rental units. Upon completion of the program, they were able to rehab forty-four rental units in addition to the 8 commercial units. He said with additional program income that was received and had to be used on this grant, two more commercial; Iron Hills Gun & Pawn and Bob and Fran's have submitted applications and one rental in which was applied for by Pueringer Investments.

Finance Director Hillman indicated this is the reason the arrangement of the CSBG funds on the financial report looks different compared to the last report. There were transfers needed from fund 209; the Willows Project and the SE Brainerd grant into fund 298 to use the local income on that grant.

Mr. Schommer stated there are twenty homes completed in the Brainerd Oaks development. The eight homes in Serene Pines have been completed and sold. There has been no new activity to report on the Dal-Mar Estates homes.

Housing Updates

Community Development Director Chanski gave an update to the housing and building permits. The Department of Building Safety processed 1,058 in 2018, which include the construction of 41 new residential units. In 2017, the City had 33 new residential units constructed. As a comparison, from 2011 to 2016, the City only had 44 units in that timespan. This is a very encouraging sign for development in the area. He stated that in 2018, there were 31 permits issued for commercial remodeling projects. Commissioner Bevans asked for Community Development Director Chanski to email the information to him.

Update from BLAEDC

Mr. Tyler Glynn, BLAEDC economic development officer distributed the 2018 Annual Report and gave a brief update to the Commission. He stated some highlights of the report were six new loans funded last year with two more in the application stages. This equals \$5.14 million in project investments and \$532,000 total BUF financing, 31 jobs created, and 36 jobs retained. A new loan was funded last week for Paradigm Performance, which are now the owners of the property which was being leased for the past nine years.

Mr. Glynn indicated he is working with City Administrator Torstenson on a process of how BLAEDC would report to the EDA and to the City on the current activity of BLAEDC. He explained the BLAEDC "Funnel" which is used as a great visual aid to show how funds come through BLAEDC and filter down to all the necessary departments. He presented a map of the

Opportunity Zones in Brainerd in which investors can defer, reduce or eliminate capital gains taxes by investing funds in these opportunity zones.

City Administrator Torstenson stated with the two Opportunity Zones in Brainerd, hopefully we can attract investments to the area. She said that she, along with Community Development Director Chanski, have received inquiries from developers interested in the area for multiple different types of development and are currently looking for land.

Mr. Glynn stated the BLAEDC annual meeting is taking place on Feb 25th, 2019 at Arrowwood Lodge in Baxter with Mr. Don Ness, former Duluth Mayor, as the guest speaker.

New Business

Destination Downtown Small Business Competition

City Administrator Torstenson stated the Chamber of Commerce is working on another Destination Downtown Small Business Competition. There has been great success on the past two seasons, in which the Purple Fern was the first season winner and a bakery will be opening shortly as the second season winner. The event brings interest and excitement to the downtown area. There are potentially some new sponsors interested, a variety of different ideas discussed and possibly expanding the prize package.

Region 5 Children's Museum

City Administrator announced Region Five is working on the idea of a Children's Museum within Region Five area and there has been a board of directors assembled.

Downtown Programming

City Administrator Torstenson stated the Farmers Market will be taking place again for another season starting in June from 3-6 pm on Tuesdays. Many of the downtown businesses encouraged the events again this year, as it brought in more people to the downtown businesses. The owner of Cat-Tales Book Store stated the Farmers Market alone brought in almost another day's worth of revenue and she took the opportunity to put some of her merchandise out on the sidewalk to direct attention to the store.

There will be discussions with the Chamber and the HRA to partner with them for some additional events. The City will be offering the three parking lots for use with a refundable deposit for events. The City will be hiring a marketing intern for the summer to aid in the downtown programming and work with the businesses.

Community Development Director Chanski indicated the 2019 Tour of Lakes bicycle event will be taking place June 1, 2019. The ride will be starting off in the Sage parking lot downtown with about 800 - 1,000 riders expected to participate. The event has the potential to become an annual event for our downtown.

Informational

City Administrator Torstenson explained she has drafted topics for the next three EDA meetings as follows:

- April meeting – Attorney Joseph Langel – Responsibilities of the EDA
- June meeting – Fund Allocation, Economic Goals and Mission Statement
- August meeting – Future Development Opportunities

Other Business

City Administrator Update

City Administrator Torstenson attended and spoke at the City Engineer Annual meeting two weeks ago to a group that consisted of about 600 engineers, consultants and developers. She spoke about the great things that are happening in Brainerd, which was very well received by the group.

She stated she is interested in reviewing our online platform, as potential developers tend to look online before even visiting the city. We would like to improve marketing and online sites between BLAEDC and the City to encourage new development. They also look at a city's ordinances and regulations to see if they want to pursue property in that area. The Planning Commission is working on an ordinance review with Community Development Director Chanski to simplify and update some of our zoning ordinances.

The City will be participating with Crow Wing County on the Census 2020 project with the county taking the lead role.

Commissioners' Comments/Questions

None

The Authority adjourned at 8:15 a.m.

Secretary

BRAINERD ECONOMIC DEVELOPMENT AUTHORITY

Thursday, April 4, 2019

Official Minutes

Pursuant to the call and notice thereof, President Menk called the meeting of the Brainerd Economic Development Authority to order at 7:30 a.m.

Present were Commissioners Ed Menk, Kelly Bevans, Matt Mallie, Jerry Sinner, Wayne Erickson and Gabe Johnson. Commissioners Dale Parks was noted as absent. Also present were City Administrator Torstenson, Community Development Director Chanski, Finance Director Hillman, Tyler Glenn, BLAEDC economic development officer, Jennifer Bergman, BLAEDC executive director and John Schommer, HRA rehab coordinator.

Approval/Amendment of Agenda

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND BEVANS, DULY CARRIED, TO APPROVE THE AGENDA.

Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND BEVANS, DULY CARRIED, TO APPROVE THE MINUTES FROM THE FEBRUARY 14, 2019 EDA MEETING AS PRESENTED.

Approval of Financial Report

MOVED AND SECONDED BY COMMISSIONERS SINNER AND MALLIE, DULY CARRIED, TO APPROVE THE FINANCIAL REPORT AS PRESENTED.

Update from HRA

Revolving Loan Fund

Mr. John Schommer, HRA rehab coordinator stated he was recently contacted by the Traveling Art Pub as they are still interested in moving forward with the revolving loan program. He indicated the party that was previously interested in property at 821 and 823 Washington Street will not be taking advantage of the loan program. However, there is other interest in the property that may proceed.

Small Cities Development Program (SCDP)

Mr. Schommer indicated he continues to work with Chris VandePutte, owner of Iron Hills Gun & Pawn Shop on exterior building rehab and with Pueringer Investments to work on the storefront of Bob & Fran's. He stated the remaining work downtown has been completed and finalized.

Housing Updates

Mr. Schommer stated he received plans for two new homes in Brainerd Oaks this morning with three homes under construction currently in various stages. He said the lots that have been purchased by the developers in Serene Pines have homes on them. There has been no current activity in the Dal-Mar Estates development.

Mr. Schommer indicated he met with Sarah Hayden-Shaw regarding Rumbly Hall downtown and discussed both the rehab on the apartments and the commercial rehab.

Mr. Schommer said he has received three applications from northeast Brainerd homeowners for the northeast rehab projects. However, two of the applications were not within the income guidelines and were not eligible and the third is currently being processed.

Commissioner Menk asked how many homes have been constructed in each Brainerd Oaks and Serene Pines to date.

Mr. Schommer indicated twenty homes have been built in Brainerd Oaks with three in beginning stages and eight completed in Serene Pines. He said there were a total of 28 lots purchased and two of those lots were combined with other lots. He explained this resulted in a net amount of 26 lots, with one lot currently available. He anticipates the developers will be making contact shortly regarding the available lot. Dal-Mar has shown no recent activity with seven lots available.

Commissioner Menk asked the status of the apartments owned by Pueringer Investments and the anticipated date of completion.

Mr. Schommer said he spoke with Mr. Pueringer last month and they should be ready to lease out very soon.

Update from BLAEDC

Mr. Tyler Glynn, BLAEDC economic development officer stated they have funded eleven loans as of the end of March, which equals out to \$686,000 that has been loaned out. He said all the loans have been paid on as agreed to with none of them being past due. He indicated he has received two more applications to start working on this week.

Mr. Glynn indicated they are in the process of making business retention and expansion visits throughout the River to Rail corridor and have received interesting feedback from some of the businesses in this area. He said he will share a snapshot of the feedback at the next meeting in June.

Mr. Glynn explained at the beginning of the year, BLAEDC decided to organize informational sessions that will describe the history of BLAEDC and what they are doing to date and moving forward. He stated these sessions will be with the leaders of the City and throughout Crow Wing County to gather feedback. He said if the EDA would like to plan a session exclusively for the group, they would be willing to do so at a future meeting.

Mr. Glynn stated they are involved with the Destination Downtown team and are looking to take on a prominent role in the funding of contest winners. He indicated the BLAEDC funnel chart has been completed which shows how and what to report back to the City. He will bring it to Administrator Torstenson to review.

Mr. Glynn indicated the governor, along with the Department of Employment and Economic Development (DEED) will be touring our area the week of April 17th.

Mr. Glynn stated the rules for the Opportunity Zones are now available online to review and they are allowing comment periods. He stated Ms. Bergman will be joining him in attending a session in Minneapolis on April 17th to hopefully receive the final rules so they can start the process. He said an Opportunity Zones section has been uploaded to the newly updated BLAEDC website and showed a brief view of the site.

New Business

Responsibilities of the EDA – City Attorney Langel

City Attorney Langel presented a PowerPoint of the history and duties of the EDA as follows:

EDA Organization

- Statutory creature – Chapter 469
- Independent governmental entity
 - Can sue and be sued
- Statute authorizes, but City creates
- Enabling Resolution
 - Passed by the City Council
 - Controls the EDA by listing its powers
 - Can be modified by the Council at any time
 - City passed initial EDA enabling resolution on July 20, 1987
 - HRA already in place since 1966
 - City Council was the original EDA
 - Enabling resolution amended August 2, 1988 – 7 members, 3 from the Council
 - 1990 – Council members reduced to 2
- Enabling Resolution
 - Every year, within 60 days of anniversary, EDA “shall” submit a report to the Council regarding whether resolution should be modified
 - Due by September 18th each year
- City has the right to transfer control of projects to the EDA
- Council may place any HRA employee under the control of the EDA
- Many adopt bylaws
- Shall adopt an official seal

- Shall elect:
 - President and Vice President
- Treasurer, Assistant Treasurer and Secretary
- All but President and Vice President can be same person
- Secretary and Assistant Treasurer – outside personnel

EDA Powers and Duties

- File (w/sec) financial statements annually and approve them
- Can hire employees
- Can contract for services
- May purchase supplies
- May delegate power to agents or employees
- Create economic development districts
- Contract for economic development
- Enabling resolution: all development must conform to comp plan and official controls, and plans must be approved by the Council
- Operate public parking facility
- Acquire property
 - May use option contracts
 - May condemn property
- Enter into JPAs with other entities
- Exercise powers of HRA
- May engage in public relations
- May develop and improve land to make it suitable for development
- May issue general obligation bonds
 - Enabling resolution requires City approval, as does the statute
- May issue revenue bonds
- May operate a revolving loan fund

EDA Budget and Levy

- EDA must send its budget to the Council annually
- Estimate of money needed during next fiscal year
- Enabling resolution: must follow City's budget process
- The City may levy a tax for the benefit of the EDA
- Part of the City levy; not a separate levy like an HRA levy
- Capped at .01813% of estimated market value unless Council raises it
- Usually primary source of funding for EDAs
- EDA "shall" provide the Council with an annual report regarding its activities, receipts, expenditures, and recommendations
- EDA's financial statements "must" be audited like the City's statements

Commission discussion took place and questions were answered by City Attorney Langel.

Commissioner Sinner and Johnson requested a copy of the PowerPoint from City Attorney Langel and copies of the enabling resolutions and any updates to the EDA that took place.

Ms. Jennifer Bergman, executive director of the Brainerd HRA commented that the HRA operates as a nearby entity to the City for housing and redevelopment activities. She said the HRA employees 22 staff members, own 325 units of housing, administer 320 vouchers, have two tax increment financing districts and have often considered themselves a partner with the City of Brainerd. She indicated the HRA is available to assist the City and EDA as needed and would happy to do whatever is deemed fit.

Informational

Commissioner Menk indicated the following are suggested topics for the meetings taking place in June and August will be as follows:

- June – Fund Allocation, Economic Goals and Mission Statement
- August – Future Development Opportunities

City Administrator Torstenson stated these are suggestions and she would welcome any input as to what the group would like to discuss at future meetings.

Commissioners' Comments/Questions and Other Business

City Administrator Torstenson stated Region Five has sent out a request for proposals for possible locations for the Children's Museum. The City will be working on putting forth a proposal for the museum to be located within the City of Brainerd by the May 1st, 2019 deadline.

Commissioner Menk stated that after the BLAEDC presentation, there has been discussion regarding development of the lots in the industrial areas to be more available and working for the City. He said when the values on the properties in Brainerd Oaks were lowered, there was a sudden increase of interest and now there are approximately 33 new homes. He indicated the infrastructure is aging in the shovel ready sites. He requested the commission be willing to allow him to assemble a small group, including City Administrator Torstenson to review the lots and possibly allow incentives with contingencies to an interested party.

Commissioner Sinner asked if anything is being done regarding maintenance at those properties. City Administrator Torstenson indicated there is minimal maintenance done at the sites, but they may be in need of further attention regarding trash and spring cleanup. Commissioner Menk will reach out to City staff regarding a plan to do cleanup at those sites.

City Administrator Torstenson stated though discussions with BLAEDC and others throughout the region, cost seems to be a large limitation in why businesses are not building new facilities.

Adjournment

The Authority adjourned at 8:26 a.m.

Matt Mallie, Secretary/Treasurer

BRAINERD ECONOMIC DEVELOPMENT AUTHORITY

Thursday, June 6, 2019

Official Minutes

Pursuant to the call and notice thereof, President Menk called the meeting of the Brainerd Economic Development Authority to order at 7:30 a.m.

Present were Commissioners Ed Menk, Kelly Bevans, Jerry Sinner, Matt Mallie and Gabe Johnson. Commissioners Dale Parks and Wayne Erickson was noted as absent. Also present were City Administrator Torstenson, Community Development Director Chanski, Finance Director Hillman, Tyler Glenn, BLAEDC economic development officer and Jennifer Bergman, HRA executive director.

Approval/Amendment of Agenda

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND JOHNSON, DULY CARRIED, TO APPROVE THE AGENDA.

Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND MALLIE, DULY CARRIED, TO APPROVE THE MINUTES FROM THE APRIL 4, 2019 EDA MEETING AS PRESENTED.

Approval of Financial Report

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND MALLIE, DULY CARRIED, TO APPROVE THE FINANCIAL REPORT AS PRESENTED.

Update from HRA

Ms. Jennifer Bergman, HRA executive director distributed a handout of the Rehab Programs Report.

Revolving Loan Fund

Ms. Bergman stated there is one interested property owner at this time.

Small Cities Development Program (SCDP)

Ms. Bergman explained there are 10 commercial and 44 residential units for the downtown Brainerd SCDP. The northeast Brainerd projects consist of one commercial, nine mixed use units, one owner occupied and one application in process.

Housing Updates

Ms. Bergman gave an update to the Brainerd Oaks, Serene Pines and Dalmar Estates developments.

Update from BLAEDC

Mr. Tyler Glynn, BLAEDC economic development officer stated there is one project in progress with a few more applications being submitted. There is a potential of thirteen loans by the end of the summer. He stated Sheila Haverkamp will be in New York at a marketing convention and will update the EDA at the August meeting.

New Business

Industrial Lots Update

City Administrator Torstenson explained if the City holds the lots and are the owner of the lots, they do not pay taxes since the City is tax exempt. If the EDA holds the lots and is the owner of the lots, after seven years the EDA must begin paying taxes. She indicated the City is currently the holder of the lots and can transfer lots back to the EDA at any time. It was a recommendation that you transfer back only the lots as they are desired to be purchased or transferred to a new private owner. The EDA has more protections on what they can and cannot do with the lots – clawback provision. If the EDA sells a lot and the developer did not follow through with their end of the deal, the EDA has a clawback provision to recoup the costs of the land or regain the land. The City does not have the same protections.

Commissioner Menk stated a TIF needs to be for an industrial type operation, but a different type of funding would allow other commercial uses.

Finance Director Hillman stated a TIF would want to be a TIF District to recoup some of the costs if it is sold at a reduced value. The TIF would allow the City to recapture some of the City and EDA costs that were invested in the infrastructure. The TIF should only be set up for each lot or business as it sells and is deemed financially warranted as the TIF is only valid for 9 years if it is bare land.

City Administrator Torstenson indicated a TIF should not cover more than one lot at a time and should only be on a project to project basis.

Financial Advisor

City Administrator Torstenson stated she and Finance Director Hillman and a subcommittee of the EDA recently met with Martha Ingram from Kennedy & Graven Chartered and they talked briefly about hiring a financial advisor to assist in selling the lots. She said the first step is to determine the market value to know if there is a business subsidy or not. She explained the market value in this case is not the same as the real estate value - it is the actual amount of dollars that are put into it for development. Ms. Ingram recommended a financial advisor to work with us to determine what that market value is of those lots which would also help determine what the subsidy would be and what you could recoup in TIF.

City Administrator Torstenson will be working with Mr. Tyler Glynn, BLAEDC on a marketing package for these lots.

Mr. Glynn stated the industrial lots are listed on the BLAEDC website and the City website, as they currently do not have a realtor listing the properties. He said they have been showing these on social media. He indicated the need to mark these lots with signs for sale or create ads, billboards or enlist a real estate agent. He said discussion needs to take place regarding the options available. He stated these are shovel ready sites at \$62,999 per lot; do price adjustments need to be discussed?

City Administrator Torstenson stated flexibility will be important in the ability to market and sell these lots. Also, she encourages everyone to share the social media posts from BLAEDC to expand the area these posts are seen. She said we could bring in a group of realtors and try to work with them to market these lots, and possibly bring in a builder to consult with.

Commissioner Menk stated we need to discuss how to pay a realtor, whether it be a finder's fee or percentage basis and tie in with the industry that is motivating people to buy here.

Commissioner Gabe Johnson stated it is difficult to find the workforce to run these manufacturing companies. Commissioner Sinner indicated there are many factors to consider and workforce is just one factor. Ms. Bergman added workforce housing is a main concern and a study will be taking place next week with the businesses in Crow Wing County to identify the need. She stated she will report back with the results at the end of the year.

City Administrator Torstenson said she consulted with both Baker Tilly (formerly Springsted) and Ehlers regarding providing financial advisor services to the EDA. She indicated that Baker Tilly is currently the City's municipal financial advisor and is more affordable than Ehlers in every respect. She said that Baker Tilly has Mr. Paul Steinman, who excels at bonds and recently added Ms. Mikaela Huot to the team who is an expert in economic development.

Commissioner Sinner asked about the costs of using Baker Tilly. City Administrator stated there will be no costs until you work with a developer, in which the fee collected would pay the financial advisor.

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND SINNER, DULY CARRIED, TO UTILIZE THE SERVICES OF BAKER TILLEY.

Strategic Planning

City Administrator Torstenson indicated direction is needed to identify the vision of the EDA and what type of businesses to recruit. We also need direction regarding the EDA mission statement and the goals of the board.

Ms. Bergman stated the HRA recruited Bruce Miles initially to create a roadmap for staff by having goals and visions. She said from a staff perspective, it was incredibly helpful.

Further discussion took place.

Commissioner Menk indicated the strategic plan relates to the comprehensive plan and it should be put on hold until the August meeting.

Fund Allocation

Commissioner Menk stated direction is needed as to how to spend the EDA funds and it is part of the budget process which starts in a few weeks.

Commissioner Johnson states we need to operate as a proper EDA and need a staff agreement to be approved by the City Council.

City Administrator Torstenson suggested to add a July meeting to accept the agreement and prepare a budget to present to the City Council along with an annual report due by September 18th. She indicated we may need an additional meeting, in which July 11th at 7:30 a.m. was agreed upon.

Old Business

Commissioner Johnson nominated Kelly Bevens as Treasurer of the Authority for a 2-year period. On motion of Johnson, seconded by Sinner and unanimously carried, the Authority elected Kelly Bevens as Treasurer for 2019 and 2020.

Commissioner Johnson nominated Connie Hillman as Assistant Treasurer/Secretary of the Authority for a 2-year period. On motion of Johnson, seconded by Bevens and unanimously carried, the Authority elected Connie Hillman as Assistant Treasurer/Secretary for 2019 and 2020.

MOVED AND SECONDED BY COMMISSIONERS JOHNSON AND BEVANS, DULY CARRIED, TO APPROVE THE CITY SEAL AS PROVIDED TO BE USED BY THE EDA.

Informational

Commissioner Mallie thanked the members of the EDA for the opportunity to work with them on the EDA.

Commissioner Menk indicated the following are suggested topics for the meetings taking place in August and October will be as follows:

- August – Future Development Opportunities
- October – Budget discussion, Other

Commissioners' Comments/Questions and Other Business

None

Adjournment

The Authority adjourned at 8:22 a.m.

Secretary/Treasurer

BRAINERD ECONOMIC DEVELOPMENT AUTHORITY

Thursday, July 11, 2019

Official Minutes

Pursuant to the call and notice thereof, President Menk called the meeting of the Brainerd Economic Development Authority to order at 7:34 a.m.

Present were Commissioners Ed Menk, Kelly Bevans, Jerry Sinner, and Gabe Johnson. Commissioner Wayne Erickson was noted as absent. Also present were City Administrator Torstenson, Community Development Director Chanski, Finance Director Hillman, Tyler Glynn, BLAEDC economic development officer, John Schommer, HRA rehab coordinator, and Mikaela Huot, financial advisor with Baker Tilley.

Approval/Amendment of Agenda

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND JOHNSON, DULY CARRIED, TO APPROVE THE AGENDA.

Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS JOHNSON AND BEVANS, DULY CARRIED, TO APPROVE THE MINUTES FROM THE JUNE 6, 2019 EDA MEETING AS PRESENTED.

Approval of Financial Report

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND SINNER, DULY CARRIED, TO APPROVE THE FINANCIAL REPORT AS PRESENTED.

Finance Director Hillman stated the City received 70% of the tax settlement in June but it was not receipted in at the time of this statement due to the changeover of computer software at Crow Wing County.

Update from HRA – John Schommer

Revolving Loan Fund

Mr. Schommer indicated the Traveling Art Pub showed interest in the fund but has not yet turned in an application.

Small Cities Development Program (SCDP)

Mr. Schommer stated there are currently two homes bidding with the owners working on the applications. He said he has been working with Sarah Hayden-Shaw regarding the old Iron Rail building with the commercial portion out for bid. He indicated they are waiting for some paperwork from the tenants regarding the rental units.

Mr. Schommer said there are two MHFA (Minnesota Housing Finance Agency) projects taking place in the City.

EDA July 11, 2019

Housing Updates

He explained a developer has purchased seven more lots in Brainerd Oaks, but there has been no current activity in Serene Pines or Dal-Mar Estates.

Update from BLAEDC - Tyler Glynn

Unified Fund

Mr. Glynn explained they have processed one more new loan for a project in Brainerd with another being closed out within the next couple of weeks. He stated BLAEDC, along with the assistance of CTC and Clow Stamping, has recently created a small entrepreneurial fund with Junior Achievement (JA) at the high school. He said this helped fund the Sports for Life program at the YMCA in which youth takes in donations of gently used sports equipment to sell, along with new water bottles. He indicated that BLAEDC is also assisting with the funding for the Destination Downtown competition.

Mr. Glynn stated he provided the preliminary marketing update to the intern regarding the industrial lots that he will be working on with the City shortly.

New Business

Industrial Lot Update

City Administrator Torstenson indicated based on the work of the subcommittee, the value of the industrial lots needs to be determined.

Ms. Mikaela Huot, financial advisor with Baker Tilley stated she put together an Industrial Park sample analysis showing tax abatement analysis and tax increment financing (TIF) for available lots, which was distributed. She explained these are assumptions based on current information and future assumptions we believe growth would be. She indicated these assumptions may be discussed and adjusted. She stated the available lots are broken down by:

- Acres
- Calculated cost based on acreage
- The maximum square footage buildable area
- Square foot value (\$60)
- Tax Capacity
- Tax Rate
- Annual Increment
- Cumulative Increment (assuming an economic development district, which a maximum term of 8 years after receipt of first increment = 9 years)

She explained the following example from the spreadsheet:

Using Lot 1 Block 1 – this lot consists of 1.69 acres. She explained using a base line of \$5 million, which is the total amount the City invested on the 50 acres, the recoverable cost of this lot would net \$169,937. Using an expectable buildable area (30%) would net a 22,085 square foot building. The value per square foot (\$60) = \$1,325,095. The Tax Capacity to that value would estimate \$26,502 x combined tax rate for all the taxing entities, would net an annual increment of \$38,174 with a cumulative increment (assuming an economic development district over a 9-year period) of \$343,570.

Commissioners asked questions and discussion took place.

Commissioner Menk questioned the ability to integrate a commercial business into an industrial zoning district and what steps need to be taken in order to allow this if there is interest by a potential company.

Community Development Director Chanski stated some areas are zoned I-1 (Light Industrial) district which allows for some commercial; the I-2 (Heavy Industrial) district does not. He indicated it would need to be rezoned and suggested that not occur until an interested party comes forth.

Commissioner Menk suggested a “hybrid” type zone that could be a mix of industrial and commercial to expand to potential population when marketing the lots. However, tax abatement properties cannot overlap with tax increment finance property.

Community Development Director Chanski has been directed to bring the idea to the Planning Commission, as the Commission is currently working on simplifying the zoning ordinances.

The Commission thanked Ms. Huot for the presentation.

City Administrator Torstenson indicated she has been working with BLAEDC regarding the marketing of the industrial lots. She stated she researched the City of Hutchinson on the process they used in marketing their industrial lots. Their city has created two different documents; a “one-pager” that has the highlights of information in one document and a document they call their economic development resource profile.

Mr. Glynn stated this information is already on the BLAEDC website and it would be easy for the city intern to access the information and produce a one-page document for these industrial sites to be used on the city website.

Fund Allocation / Budget

Finance Director Hillman presented a spreadsheet showing a preliminary EDA budget and examples of how the EDA could create their budget for 2020. She stated there could be an agreement drawn up; similar to what the HRA has, or we could continue to allocate.

Commissioner Johnson stated an agreement between the EDA and the City is needed to lay out the percentage of income and staff time. He said this shows transparency and the expectations for both entities.

Commissioners have directed staff to draft an agreement to bring back to the EDA at the August meeting.

MOVED AND SECONDED BY COMMISSIONER SINNER AND JOHNSON, DULY CARRIED, TO STAY WITHIN THE MAXIMUM STATE STATUTE DOLLAR AMOUNT FOR THE BUDGET.

Old Business

Strategic Planning

City Administrator Torstenson indicated she obtained a proposal from Big River Consulting for strategic planning services. She said the proposal came back at \$4,710 to have the firm discuss with how we want to progress with economic development and would include items 1, 2 and 3 from the packet.

Commissioners Bevans suggested not to proceed at this time, as we need to work on selling the industrial lots.

Commissioner Sinner stated an internal plan is needed in order to strategically sell but agreed that investing in a financial planner should wait until a later date.

City Administrator Torstenson asked if the commission would like to include this in the 2020 budget.

Commissioner Sinner indicated a place holder of \$5,000 in the budget would be appropriate as this could be a concept of going forward with a plan.

City Administrator Torstenson indicated it would be very beneficial for members to attend any economic conferences or seminars that are available. She stated she has learned a lot from these sessions.

Call for Applicants

Commissioner Menk stated he may have a couple of potential applicants that have shown interest and he will follow up with them on the applications.

Commissioners' Comments/Questions and Other Business

None

Informational

- August – Future Development Opportunities, Accept Final Audit Statement, Budget Discussion & Annual Report to Council (due by September 18)
- October – Budget discussion, Other

Adjournment

The Authority adjourned at 8:47 a.m.

Secretary/Treasurer

BRAINERD ECONOMIC DEVELOPMENT AUTHORITY

Thursday, August 8, 2019

Official Minutes

Pursuant to the call and notice thereof, President Menk called the meeting of the Brainerd Economic Development Authority to order at 7:30 a.m.

Present were Commissioners Ed Menk, Kelly Bevans, Jerry Sinner, Wayne Erickson and Gabe Johnson. Commissioner Campbell was noted as absent. Also present were City Administrator Torstenson, Community Development Director Chanski, Finance Director Hillman, Bruce Buxton, representing BLAEDC and John Schommer, HRA rehab director.

Approval/Amendment of Agenda

MOVED AND SECONDED BY COMMISSIONERS JOHNSON AND BEVANS, DULY CARRIED, TO APPROVE THE AGENDA.

Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND SINNER, DULY CARRIED, TO APPROVE THE MINUTES FROM THE JULY 11, 2019 EDA MEETING AS PRESENTED.

Approval of Financial Report

MOVED AND SECONDED BY COMMISSIONERS SINNER AND ERICKSON, DULY CARRIED, TO APPROVE THE FINANCIAL REPORT AS PRESENTED.

Update from HRA – John Schommer

Revolving Loan Fund

Mr. Schommer stated they have received two inquiries regarding the program this week and he sent out the program detail paperwork to the interested parties.

Housing Updates

Mr. Schommer said he is meeting with the Brainerd Oaks and Serene Pines developer later today. He stated there are three homes in construction with four staked out at Brainerd Oaks. He explained there has been no new activity for Serene Pines.

Small Cities Development Program (SCDP)

Mr. Schommer indicated a project is taking place at the Iron Hills Gun & Pawn that is a part of the previous downtown grant. He said the tentative completion time will be the end of August. He stated Dave Pueringer is working on arrangements to start the store front at Bob & Fran's Furniture, with a completion time the end of August as well.

Mr. Schommer stated a construction contract has been completed for the old Iron Rail building owned by Sarah Hayden Shaw for larger windows and facade work for the Knotty Pine Bakery. He indicated Ms. Hayden Shaw has submitted the application for the nine apartments above and is currently obtaining bids.

Update from BLAEDC – Bruce Buxton

Mr. Buxton stated Mr. Tyler Glynn could not attend this morning and he distributed a flow chart to the group.

New Business

Fund Allocation / Budget

City Administrator Torstenson stated a worksheet is included in the packet to view the line items and blank areas for the EDA to fill in as desired. She indicated the packet also includes allocation requests from the Initiative Foundation and BLAEDC to consider for 2020.

Discussion took place regarding the levy.

MOVED AND SECONDED BY COMMISSIONERS SINNER AND ERICKSON, DULY CARRIED, FOR THE LEVY TO BE SET AT THE MAXIMUM AMOUNT ALLOWED BY STATE STATUTE.

Commissioner Bevans suggested the City Administrator and the Finance Director salary allocations be listed as one sum.

Commissioner Johnson stated there needs to be a contract between the EDA and the City for using city staff for EDA duties.

Mayor Menk suggested a draft contract to be drawn up and presented to the EDA at the meeting in October.

Commissioner Sinner stated the contract should be a single line item showing the dollar amount.

MOVED AND SECONDED COMMISSIONERS SINNER AND BEVANS, DULY CARRIED, FOR \$30,000 TO BE THE SET LEVY AMOUNT.

Discussion took place.

The previous motion was rescinded.

MOVED AND SECONDED BY COMMISSIONERS SINNER AND BEVANS, DULY CARRIED, TO MODIFY THE AMOUNT LEVIED TO \$32,500.

Accept Final Audit Statement

MOVED AND SECONDED BY COMMISSIONER JOHNSON AND BEVANS TO NEGOTIATE A ONE YEAR COMMITMENT TO BLAEDC WITH AN AMOUNT OF \$50,000 TO BE ALLOCATED FOR BLAEDC SERVICES.

Commissioners Johnson and Bevans votes “aye”. Commissioners Erickson, Sinner and Menk voted “nay”. The Chair declared the motion failed.

Commission discussion took place.

Mayor Menk will contact BLAEDC for them to present to the EDA in October to explain the benefits of their services.

Annual Report to Council

City Administrator Torstenson requested direction from the EDA as to what information is desired in the annual financial report, as there was no past reports located.

Old Business

Call for Applicants – one seat available

Commissioners’ Comments/Questions and Other Business

Mayor Menk stated progress is taking place downtown with the bakery and a new art business on 6th Street.

Informational

- October Meeting – Future Development Opportunities, Industrial Lots, Budget Discussion, Other
- December Meeting – 2020 Goals and Priorities

Adjournment

The Authority adjourned at 8:19 a.m.

Connie Hillman, Secretary/Treasurer

295-EDA FUND
FINANCIAL SUMMARY

	2018 BALANCE	ANNUAL BUDGET	BUDGET BALANCE	% OF BUDGET	2017 BALANCE
<u>REVENUE SUMMARY</u>					
TAXES AND PENALTIES	122,209.07	122,223.00	13.93	99.99	118,912.85
OTHER REVENUE	<u>246.99</u>	<u>100.00</u>	(<u>146.99</u>)	<u>246.99</u>	<u>188.38</u>
TOTAL REVENUE	122,456.06	122,323.00	(133.06)	100.11	119,101.23
	=====	=====	=====	=====	=====
TOTAL REVENUE & OTHER FINANCING SOURCES	122,456.06	122,323.00	(133.06)	100.11	119,101.23
	=====	=====	=====	=====	=====
<u>EXPENDITURES</u>					
ECONOMIC DEVELOPMENT AUTH	<u>115,436.60</u>	<u>116,322.00</u>	<u>885.40</u>	<u>99.24</u>	<u>110,068.28</u>
TOTAL EXPENDITURES	115,436.60	116,322.00	885.40	99.24	110,068.28
	=====	=====	=====	=====	=====
<u>OTHER FINANCING USES</u>					
EXPENDITURES & OTHER FINANCING (USES)	115,436.60	116,322.00	885.40	99.24	110,068.28
REVENUE & OTHER SOURCES IN EXCESS (DEFICIT) OF EXPENDITURES & OTHER (USES)	7,019.46	6,001.00	(1,018.46)	116.97	9,032.95
	=====	=====	=====	=====	=====

295-EDA FUND
REVENUES

	2018 BALANCE	ANNUAL BUDGET	BUDGET BALANCE	% OF BUDGET	2017 BALANCE
<u>TAXES AND PENALTIES</u>					
295-31010 CURRENT AD VALOREM	120,503.91	122,223.00	1,719.09	98.59	117,665.15
295-31020 DELINQUENT AD VALOREM	<u>1,705.16</u>	<u>0.00</u>	(<u>1,705.16</u>)	<u>0.00</u>	<u>1,247.70</u>
TOTAL TAXES AND PENALTIES	122,209.07	122,223.00	13.93	99.99	118,912.85
 <u>PROGRAM INCOME</u>	 	 	 	 	
 <u>STATE GRANTS & AIDS</u>	 	 	 	 	
 <u>PRINCIPAL & INTEREST</u>	 	 	 	 	
 <u>OTHER REVENUE</u>					
295-36210 INTEREST INCOME	<u>246.99</u>	<u>100.00</u>	(<u>146.99</u>)	<u>246.99</u>	<u>188.38</u>
TOTAL OTHER REVENUE	246.99	100.00	(146.99)	246.99	188.38
 TOTAL REVENUE	 122,456.06	 122,323.00	 (133.06)	 100.11	 119,101.23
	=====	=====	=====	=====	=====
 <u>OTHER FINANCING SOURCES</u>	 	 	 	 	
 TOTAL REVENUE & OTHER FINANCING SOURCES	 122,456.06	 122,323.00	 (133.06)	 100.11	 119,101.23
	=====	=====	=====	=====	=====

REVENUE & EXPENSE REPORT

AS OF:MONTH 30TH, 2018

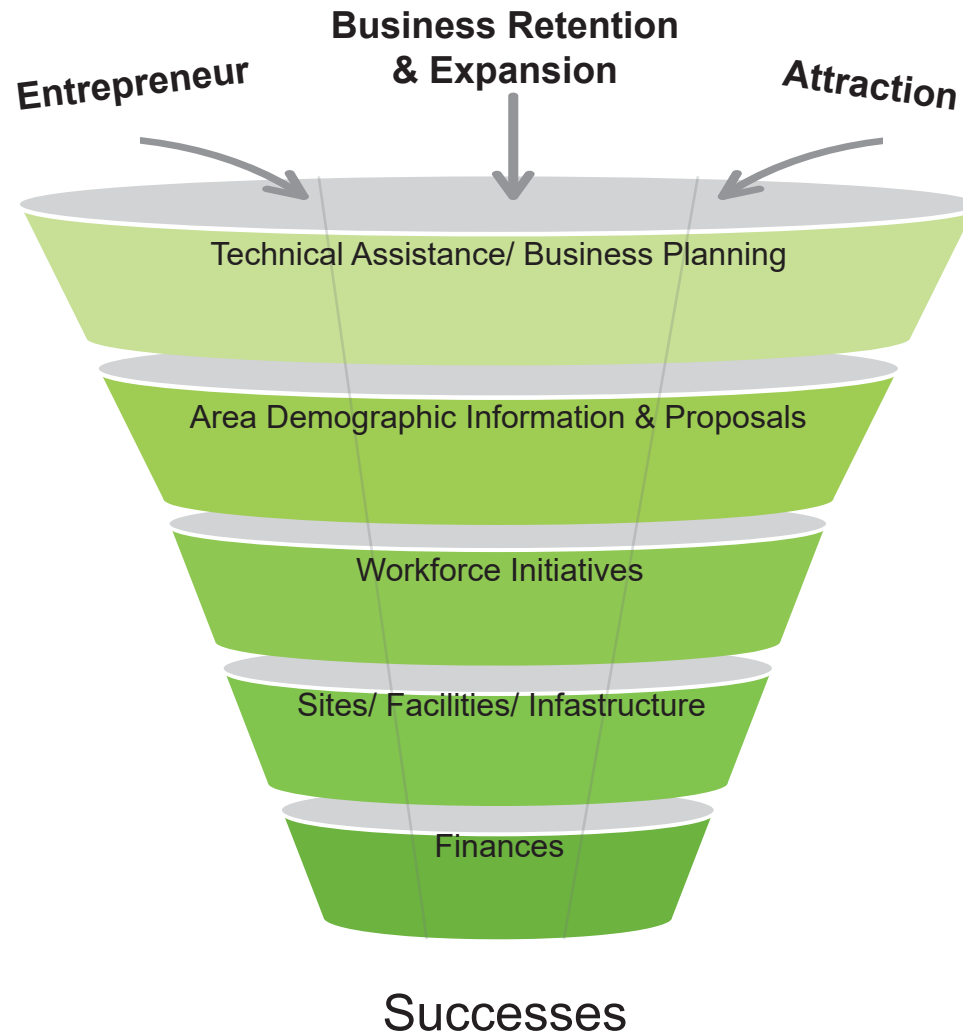
295-EDA FUND

ECONOMIC DEVELOPMENT AUTH

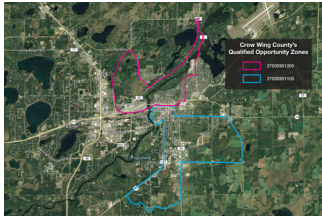
DEPARTMENTAL EXPENDITURES

	2018 BALANCE	ANNUAL BUDGET	BUDGET BALANCE	% OF BUDGET	2017 BALANCE
<u>PERSONAL SERVICES</u>					
295-46510-1101 SALARY	24,342.70	24,527.00	184.30	99.25	23,724.24
295-46510-1121 PERA	1,809.70	1,840.00	30.30	98.35	134.52
295-46510-1122 FICA	1,312.51	1,521.00	208.49	86.29	1,473.68
295-46510-1123 MEDICARE	306.99	356.00	49.01	86.23	344.46
295-46510-1131 HEALTH INSURANCE	4,523.04	4,551.00	27.96	99.39	1,328.78
295-46510-1133 LIFE INSURANCE	3.84	26.00	22.16	14.77	19.77
295-46510-1134 LTD INSURANCE	6.33	24.00	17.67	26.38	41.62
TOTAL PERSONAL SERVICES	32,305.11	32,845.00	539.89	98.36	27,067.07
<u>SUPPLIES</u>					
<u>SERVICES</u>					
295-46510-3300 PROFESSIONAL SERVICES	77,500.00	77,500.00	0.00	100.00	77,500.00
295-46510-3350 PRINTING/LEGAL PUBLICATION	38.10	0.00 (	38.10)	0.00	34.21
295-46510-3361 INS - GENERAL LIABILITY	83.39	127.00	43.61	65.66	117.00
295-46510-3430 MISCELLANEOUS	160.00	500.00	340.00	32.00	0.00
295-46510-3435 BOOKS/PAMPHLETS/DUES	5,350.00	5,350.00	0.00	100.00	5,350.00
TOTAL SERVICES	83,131.49	83,477.00	345.51	99.59	83,001.21
<u>CAPITAL OUTLAY</u>					
<u>DEBT PAYMENTS</u>					
TOTAL ECONOMIC DEVELOPMENT AUTH	115,436.60	116,322.00	885.40	99.24	110,068.28
=====					
TOTAL EXPENDITURES	115,436.60	116,322.00	885.40	99.24	110,068.28
=====					
<u>OTHER FINANCING USES</u>					
TOTAL EXPENDITURES & OTHER FINANCING (USES)	115,436.60	116,322.00	885.40	99.24	110,068.28
=====					
REVENUE & OTHER SOURCES IN EXCESS (DEFICIT) OF EXPENDITURES & OTHER (USES)	7,019.46	6,001.00 (	1,018.46)	116.97	9,032.95
=====					

*** END OF REPORT ***



OZ MKTG



BRE's

Brainerd Highlights





Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ 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:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
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:

Title of Item:

☐ 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:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
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>	

CITY OF BRAINERD

BUSINESS SUBSIDY POLICY

(Including TIF and JOBZ)

Adopted: June 21, 2004
Amended: February 17, 2009

I. INTRODUCTION AND DEFINITIONS

This Business Subsidy Policy (the "Policy") is adopted for purposes of Minnesota Statutes, Sections 116J.993 through 116J.995 and as may be amended, (the "Business Subsidy Act") and Minnesota Statutes, Sections 469.310 through 469.320 and as may be amended (the "Job Opportunities Building Zone Act" or "JOBZ Act," and with the Business Subsidy Act, the "Acts"). Terms used in this Policy are intended to have the same meanings as if used in the Acts, and any amendments or modifications to the Acts shall amend or modify the definitions and terms of this Policy without any further action of the City. This Policy shall apply only with respect to subsidies granted under the Acts if and to the extent required thereby.

Every potential business subsidy project within the City of Brainerd (the "City") will be evaluated according to this Policy and the criteria set forth herein. Meeting all or a majority of the criteria, however, does not mean that a business subsidy will be awarded or denied by the City. The City maintains its ability to approve or reject a business subsidy at its discretion, based on the merits of the project and the overall benefit to the community, using the criteria as a means of measuring overall benefit.

A. Business Subsidy Generally. A Business Subsidy, as further defined herein and in the Business Subsidy Act shall include, but not be limited to one of the following types of subsidies provided by the City:

1. Loan,
2. Grant,
3. Tax abatement,
4. TIF,
5. Other tax reduction or deferral,
6. Guarantee of payment,
7. Contribution of property or infrastructure,
8. Preferential use of governmental facilities,
9. Land contribution, or
10. Other specified subsidy.

A Business Subsidy does not include assistance of less than \$150,000, business loans or loan guarantees of less than \$150,000, assistance generally available to all businesses, housing assistance, or any other type of assistance specifically excluded in the Business Subsidy Act.

B. Job Opportunities Building Zone (JOBZ) Business Subsidy. Under the JOBZ Act, a Business Subsidy includes the subsidy provided through the following set of tax benefits to certain qualified businesses:

1. Exemption from individual income taxes,
2. Exemption from corporate franchise taxes,
3. Exemption from state sales and use tax and any local sales and use taxes on qualifying purchases,
4. Exemption from state sales tax on motor vehicles and any local sales tax on motor vehicles,

5. Exemption from property tax,
6. Exemption from wind energy production tax, and
7. Jobs credit.

C. **Further Definitions.** The following defined terms apply equally to business subsidies generally and to JOBZ business subsidies. Any terms not defined herein shall have the meanings set forth in the Acts. If the Acts are amended to affect any of these defined terms, then the definition or definitions set forth in the Acts shall replace the definition or definitions set forth within this Section and be incorporated herein without amendment to this Policy or any type of action of the City.

“Benefit Date” the later of either the date on which the Business Subsidy Agreement is executed or the date on which any amount of Business Subsidy is first provided to the Business Subsidy Recipient.

“Business Subsidy” means a state or local government agency grant, contribution of personal property, real property, infrastructure, the principal amount of a loan at rates below those commercially available to the recipient, any reduction or deferral of any tax or any fee, any guarantee of any payment under any loan, lease, or other obligation, or any preferential use of government facilities given to a business, and as defined by the Business Subsidy Act.

“Business Subsidy Agreement” means the agreement between the Recipient as defined herein and the City entered into pursuant to the Business Subsidy Act.

“Business Subsidy Recipient” means any business entity, including a Qualified Business receiving a JOBZ Business Subsidy as defined herein, that receives a business subsidy as defined by the Business Subsidy Act and that has signed a Business Subsidy Agreement with the City.

“Business Subsidy Report” means the annual reports submitted by the City each year for each business receiving a Business Subsidy in the City in order to comply with the Business Subsidy Act.

“DEED” means the Minnesota Department of Employment and Economic Development or a successor entity.

The following are JOBZ Definitions:

“JOBZ Business Subsidy” means tax exemptions or tax credits available to a Qualified Business located in a Zone, as defined by the Business Subsidy Act, and as modified by amendments to these Acts.

“Qualified business” (a) A person carrying on a trade or business at a place of business located within a job opportunity building zone is a qualified business for the purposes of sections 469.310 to 469.320 according to the criteria in paragraphs (b) to (f).

(b) A person is a qualified business only on those parcels of land for which the person has entered into a business subsidy agreement, as required under section 469.313, with the appropriate local government unit in which the parcels are located.

(c) Prior to execution of the business subsidy agreement, the local government unit must consider the following factors:

- (1) how wages compare to the regional industry average;
- (2) the number of jobs that will be provided relative to overall employment in the community;
- (3) the economic outlook for the industry the business will engage in;
- (4) sales that will be generated from outside the state of Minnesota;

(5) how the business will build on existing regional strengths or diversify the regional economy;

(6) how the business will increase capital investment in the zone; and

(7) any other criteria the commissioner deems necessary.

(d) A person that relocates a trade or business from outside a job opportunity building zone into a zone is not a qualified business unless the business meets all of the requirements of paragraphs (b) and (c) and:

(1) increases full-time employment in the first full year of operation within the job opportunity building zone by a minimum of five jobs or 20 percent, whichever is greater, measured relative to the operations that were relocated and maintains the required level of employment for each year the zone designation applies; and

(2) enters a binding written agreement with the commissioner that:

(i) pledges the business will meet the requirements of clause (1);

(ii) provides for repayment of all tax benefits enumerated under section 469.315 to the business under the procedures in section 469.319, if the requirements of clause (1) are not met for the taxable year or for taxes payable during the year in which the requirements were not met; and

(iii) contains any other terms the commissioner determines appropriate.

(e) The commissioner may waive the requirements under paragraph (d), clause (1), if the commissioner determines that the qualified business will substantially achieve the factors under this subdivision.

(f) A business is not a qualified business if, at its location or locations in the zone, the business is primarily engaged in making retail sales to purchasers who are physically present at the business's zone location.

(g) A qualifying business must pay each employee compensation, including benefits not mandated by law, that on an annualized basis is equal to at least 110 percent of the federal poverty level for a family of four.

(h) A public utility, as defined in section 336B.01, is not a qualified business.

"Relocates." (a) "Relocates" means that the trade or business:

(1) ceases one or more operations or functions at another location in Minnesota and begins performing substantially the same operations or functions at a location in a job opportunity building zone; or

(2) reduces employment at another location in Minnesota during a period starting one year before and ending one year after it begins operations in a job opportunity building zone and its employees in the job opportunity building zone are engaged in the same line of business as the employees at the location where it reduced employment.

(b) "Relocate" does not include an expansion by a business that establishes a new facility that does not replace or supplant an existing operation or employment, in whole or in part.

(c) "Trade or business" includes any business entity that is substantially similar in operation or ownership to the business entity seeking to be a qualified business under this section.

“Subzone” means the parcel or parcels of land within the Region V Zone in the City which the Commissioner of DEED has now, or at any time in the future, shall designate to receive certain tax credits and exemptions specified under the JOBZ Act.

“Zone” means a Job Opportunity Building Zone or an Agricultural Processing Facility Zone designated by the Commissioner of DEED under the JOBZ Act.

II. BUSINESS SUBSIDY REQUIREMENTS

The requirements for a Business Subsidy herein described apply to any Business Subsidy, including any JOBZ Business Subsidy. If the Acts are amended to modify any of these requirements, then the requirement or requirements set forth in the Acts shall replace the requirement or requirements set forth in this Section and be incorporated herein without amendment to this Policy or any type of action of the City.

A. **Business Subsidy Implementation.** A Business Subsidy Recipient, including a Qualified Businesses receiving a JOBZ Business Subsidy, must:

1. Comply with the City’s comprehensive plan and any other plans or guides created by the City to guide development,
2. Enter into a Business Subsidy Agreement with the City that complies with the Business Subsidy Act and the requirements set forth herein,
3. Agree to comply with annual reporting as required by the Business Subsidy Act and the JOBZ Act,
4. Meet a public purpose as described in Section II B. below and either achieve job and wage goals as described in Section II. C below or meet the goals described in Section II D. below,
5. Meet all of the additional policies set forth in Section II. D below, including holding a public hearing if required and complying with payback provisions.

B. **Public Purpose.** Every Business Subsidy, including a Qualified Business receiving a JOBZ Business Subsidy, must meet a public purpose as follows, which may include but must not be limited to increasing the tax base:

1. Increase the tax base,
2. Create high quality jobs,
3. Retain high quality jobs,
4. Prevent or eliminate blight,
5. Revitalize the neighborhood and community,
6. Foster economic and commercial diversity,
7. Stabilize the community,
8. Provide basic goods and services,
9. Remediate pollution,
10. Promote the retention or reuse of historically significant property,
11. Fully utilize existing or planned infrastructure improvements, and
12. Assist in the development of public improvements or facilities.

C. **Job and Wage Goals.** Except as provided in Section II D. herein, every Business Subsidy Recipient, including a Qualified Business receiving a JOBZ Business Subsidy, must meet at least the job and wage goals described herein within two (2) years of the Benefit Date, unless an extension is granted pursuant to the Acts or an amendment to the Acts extends this time. Every Business Subsidy Recipient must meet at least the General Job Goal and General Wage Goal set forth in 1 and 2 below and every Qualified Business receiving a JOBZ Business Subsidy must meet at least the JOBZ Job Goal and JOBZ Wage Goal set forth in 3 and 4 below. In addition, every Business Subsidy Recipient must create the number of full-time equivalent (FTE) jobs specified in the Business Subsidy Agreement and must meet the wage goals for those jobs specified in the Business Subsidy Agreement. In cases where the public purpose of the Business Subsidy is the retention of existing jobs, the Business Subsidy Recipient must demonstrate that job loss is specific and demonstrable. The setting of specific wage and job goals in the Business Subsidy Agreement will be sensitive to local economic conditions, external economic forces over which neither the grantor nor the Business Subsidy Recipient has control, the individual financial resources of the recipient, and the competitive environment in which the Business Subsidy Recipient's business exists.

1. *General Job Goal.* For all Business Subsidies, the Business Subsidy Recipient must create and retain at least 1 FTE job.
2. *General Wage Goal.* For all Business Subsidies, the Business Subsidy Recipient must create 1 FTE job that pays at least 125% of the Federal minimum wage.
3. *JOBZ Job Goal.* For all JOBZ Business Subsidies, the Business Subsidy Recipient must create and retain at least 3 FTE jobs.
4. *JOBZ Wage Goal.* For all JOBZ Business Subsidies, the Business Subsidy Recipient must create and retain at least 5 FTE jobs or a minimum of 20% relative to operations being relocated that pay at least 175 % of the Federal minimum wage.

The City may deviate from job and wage goals by documenting the reason in writing for the deviation and attaching a copy of this reason to the next annual Business Subsidy Report submitted to DEED.

D. **Alternative to Job and Wage Goals.** The City may determine, after a public hearing, that job creation or job retention is not a goal of either a general Business Subsidy or a JOBZ Business Subsidy. In such cases, the Business Subsidy Recipient must meet at least one of the following minimum requirements:

1. The Business Subsidy accomplishes the removal, rehabilitation or redevelopment of, or prevention of, development or spread of, a blighted area as defined by Minnesota Statutes, Section 469.002, Subdivision 11, or constitutes a cost of correcting conditions that permits designation of a redevelopment district or renewal and renovation district under Minnesota Statutes, Section 469.174 to 469.179; or
2. The Business Subsidy improves public infrastructure or public facilities, including without limitation streets, sewers, storm sewers, streets, parks, recreational facilities, and other City facilities; or
3. The Business Subsidy removes physical impediments to development of land, including without limitation poor soils, bedrock conditions, steep slopes, or similar geotechnical problems.

The above requirements must be expressed as specific, measurable and tangible goals in each Business Subsidy Agreement. The job and wage goals that would otherwise be required may be set at zero. In addition, in the case of a JOBZ Business Subsidy, the requirements of a Relocation Agreement must be met.

E. **Additional Policies.** All businesses receiving a general Business Subsidy or a JOBZ Business Subsidy shall also comply with the following:

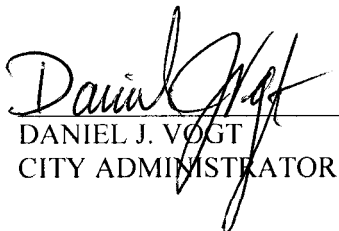
1. *Public Hearing.* When the value of a Business Subsidy exceeds \$100,000, a properly noticed public hearing shall be held pursuant to the Business Subsidy Act, at which the amount of subsidy provided,

the public purpose(s), and the specific, measurable, and tangible goals to be achieved shall be made known.

2. *Length of Operation.* All Business Subsidy Recipients must agree to continue operation within the City for at least 5 years after the benefit date as described in the Business Subsidy Act. After a public hearing, the City may authorize the Business Subsidy Recipient to move outside the City within the first five years of operation.
3. *JOBZ Length of Operation.* JOBZ Business Subsidy Recipients must further agree to continue to operations in the Subzone for the duration of the JOBZ term determined for the Subzone pursuant to the JOBZ Act.
4. *JOBZ Relocation Requirement.* A JOBZ Business Subsidy Recipient does not qualify as a Relocating Business unless the business is qualified to enter and enters into a Relocation Agreement according to the JOBZ Act.
5. *Pay Back Provisions and Extensions.* Any general or JOBZ Business Subsidy Recipient must pay back assistance received if the job and wage goals or other specified goals are not met within two (2) years of the Benefit Date or such time as permitted by the Acts as they may be amended. For all general and JOBZ Business Subsidies, assistance provided by the City must be paid back, with interest as determined in the Business Subsidy Act, to the City, or at the City's request, to the account created under the Business Subsidy Act. Any repayment may be prorated by the City to reflect partial fulfillment of goals. The City may, after a public hearing, extend the period for meeting job and wage goals for up to one year and may pursuant to the procedure in the Acts, extend the period for meeting other goals for any period specified by the City. For JOBZ Business Subsidies, state tax exemptions must be paid back to the State of Minnesota and property tax exemptions paid back to the Subzone County, all pursuant to the JOBZ Act. The Commissioner of DEED may waive, without a hearing, the necessity of such state and county repayment if in consultation with City officials the Commissioner determines that requiring repayment is not in the best interest of the state or City and the business ceased operating as a result of circumstances described in the JOBZ Act.
6. *Modification.* The City reserves the right to modify this Policy from time to time in accordance with the Acts.
7. *Adjustments in taxes payable.* In the event that State and/or Federal laws are changed, modified or adjusted in a way that results in a decrease in taxes payable by a business, corporation, or property owner who has received Tax Increment Financing (TIF) assistance from the City, the resulting decrease in tax increment for TIF districts within the City shall be borne by the TIF recipient and shall not be an obligation or encumbrance of the City of Brainerd.

Adopted by the Brainerd City Council on June 21, 2004.

Amended by the Brainerd City Council on February 17, 2009.


DANIEL J. VOGT
CITY ADMINISTRATOR



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ 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:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
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>	

**Contract for School Resource Officer
Between the
City of Brainerd
and
Independent School District No. 181, Brainerd, Minnesota**

THIS CONTRACT, made and entered into this _____ day of _____, 2019, by and between the City of Brainerd, hereinafter referred to as the ("City"), and Independent School District No. 181, Brainerd, Minnesota, hereafter referred to as the ("District"), is entered into under Minnesota law.

WHEREAS, the District has the management, jurisdiction, and control of Brainerd Public Schools, at all sites ("School"), situated within the City; and

WHEREAS, the District has the implied power to provide for the protection of life and property at the School; and

WHEREAS, the City has the power to provide for the protection of life and property within the City; and

WHEREAS, it has been determined that it is in the public interest to have additional protection furnished to the School above that which is presently being furnished by the City under its general obligation to provide protection;

NOW, THEREFORE, the District and the City do hereby agree and contract as follows:

1) PURPOSE

This Contract is to address the need for the presence of one law enforcement School Resource Officer (" SRO") to be assigned by the Chief of Police to work in and around the School. The SRO will provide instruction and law enforcement school liaison services to the District as set forth in this Contract.

2) SERVICES PROVIDED

The services of at least one full-time duly certified police officer of the Police Department of the City shall be furnished by the City to the School eight (8) hours of each day beginning the first day of the regular school year through the last day of the regular school year, excepting the days when students are not in attendance for up to 173 days per school year.

It shall be the primary function of each SRO, while on duty at the School, to take reasonable steps and employ lawful and accepted police measures for the protection of life and property of the School.

3) OFFICER EMPLOYED BY THE CITY

Each such SRO shall, while on duty at the School, remain at all times under the direct control and supervision of the Chief of Police of the City and shall in no sense be considered an employee of the District. The Chief of Police shall, in supervising each such SRO, confer with the administration of the School as to the manner in which such SRO shall, in any given circumstance, perform the functions assigned. The Police Chief will confer with District Administration on the selection of each such SRO assigned to the School.

The City shall furnish each such SRO with all necessary police equipment, including a cell phone and an automobile when needed in the judgment of the Chief of Police, to enable the proper performance of the duties assigned under this Contract. At least one SRO shall, while on duty at the School, be stationed full-time on the campus of the School, and shall devote the entire time performing the duties assigned.

The City shall provide workers' compensation coverage for each such SRO.

4) INDEMNIFICATION AND INSURANCE

The City agrees to indemnify and hold harmless the District for actions and representations made by its assigned SRO which occur in the performance of the terms of this Contract or their employment duties, and the results thereof, to the extent authorized by law.

During the term of this Contract, the City shall, at its own expense, maintain an insurance policy that shall be endorsed to add the District as additional insureds with respect to liability for bodily injury, property damage, or personal injury caused in whole or in part by the acts or omissions of the City. Evidence of procurement of the insurance policy shall be provided to the District on a yearly basis.

5) STUDENT DATA PRIVACY

The City and District agree to abide by the Minnesota Government Data Practices Act ("MGDPA"), as well as any other applicable federal, state, and local laws and ordinances. The District will share information and records with the SRO in accordance with applicable law, and both parties agree that all data collected, created, received, maintained, or disseminated pursuant to this Contract will be done in accordance with the MGDPA.

6) DURATION AND COST

The amount to be paid to the City in full payment for all services furnished by the City pursuant to this Contract shall be as follows:

2019-20	\$75,000
2020-21	\$76,500

Payment of the annual amounts will be evenly divided and paid in December and June of each year.

The annual cost shall be prorated to a daily cost based on 173 school days in the academic year. This daily rate shall be used as a base rate for additional contracted time which may be agreed to by the parties hereto.

The initial term of this Contract shall be the 2019-20 and 2020-21 school years and shall automatically renew each school year thereafter, unless terminated pursuant to the procedure herein provided. This Contract may be terminated at any time by mutual consent of the parties hereto, and it shall be terminated not less than thirty (30) days following the presentation of written notice by either party to the other contracting party.

IN WITNESS WHEREOF, this Contract has been executed by the duly authorized officers of the respective parties this ____ day of _____, 2019.

CITY OF BRAINERD

By _____
Mayor

By _____
City Administrator

INDEPENDENT SCHOOL DISTRICT
NO. 181, BRAINERD, MINNESOTA

By _____
Chairperson

By _____
Clerk



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ 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:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
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>	



4RE/VISTA Price Quote

CUSTOMER: Brainerd Police Department

ISSUED: 7/19/2019 10:48 AM

EXPIRATION: 8/19/2019 5:00 AM

,
,,
,,,

**TOTAL PROJECT ESTIMATED AT:
\$9,000.00**

ATTENTION: Shawn Strong

SALES CONTACT: Douglas Armstrong

PHONE: 218-829-2805

DIRECT: (469) 342-8968

E-MAIL: sstrong@ci.brainerd.mn.us

E-MAIL: DArmstrong@WatchGuardVideo.com

EvidenceLibrary.com

Evidence Library 4 Web Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
ELC-SAH-AUP-SHD	Evidencelibrary.com, Software and Hosting, Actual Usage Shared, Annually per device	16.00	\$395.00	\$0.00	\$6,320.00
ELC-LRS-AUP-QTR	EvidenceLibrary.com Actual Usage Estimated Monthly Charges. Please note this is an estimate only based on your ultimate storage needs, and is invoiced monthly in arrears.	6,000.00	\$0.03	\$0.00	\$180.00
					\$6,500.00

4RE and VISTA Proposal

WatchGuard Video Technical Services

Part Number	Detail	Qty	Direct	Discount	Total Price
SVC-4RE-ONS-400	4RE System Setup, Configuration, Testing and Training (WG-TS)	1.00	\$2,500.00	\$0.00	\$2,500.00

Shipping and Handling

Part Number	Detail	Qty	Direct	Discount	Total Price
Freight	Shipping/Handling and Processing Charges	1.00	\$0.00	\$0.00	\$0.00
					\$2,500.00

Total Estimated Tax, may vary from State to State \$0.00

Configuration Discounts	\$0.00
Additional Quote Discount	\$0.00
Total Amount	\$9,000.00

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

September 16, 2019
City Council Chambers
7:15 PM

1. Improvement 19-13 – SE Sanitary Interceptor Replacement Project –
Consideration of Quotes



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ 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:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
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>	

NOTICE OF QUOTE
QUOTES DUE FRIDAY, SEPTEMBER 13, 2019 AT TIME 10:00 AM
BRAINERD, MINNESOTA

CITY IMPROVEMENT NO. 19-13
SE BRAINERD SANITARY INTERCEPTOR REPAIR PROJECT

Notice is hereby given that quotes will be received on Friday, September 13, 2019 at 10:00 AM for the construction of the following described local improvement in accordance with the Plans and Specifications for the same which on file in the office of the City Engineer of said City.

City Improvement No. 19-13
SE Brainerd Sanitary Sewer Interceptor Repair Project

All quotes shall be sealed and accompanied by a cash deposit, cashier's check, bid bond or certified check of at least five (5) percent of the amount of bid made payable to the City of Brainerd, which amount will be forfeited to the City of Brainerd as liquidated damages if the bidder, upon letting the contract to him, shall fail to enter into the contract let so.

Copies of the Plans and Specifications may be viewed at the Office of the City Engineer, City Hall, Brainerd, Minnesota.

Approximate quantities are as follows:

Item Name	Quantity Unit
MOBILIZATION	1 LUMP SUM
CLEARING	0.64 ACRES
GRUBBING	0.64 ACRES
REMOVE MANHOLE	1 EACH
REMOVE SEWER PIPE (SANITARY)	458 LIN FEET
COMMON EXCAVATION (P)	426 CUBIC YARDS
DEWATERING	1 LUMP SUM
GRANULAR BEDDING (LV)	84 CUBIC YARDS
CONNECT TO EXISTING SANITARY SEWER	3 EACH
10" PVC SEWER PIPE	14 LINEAR FEET
18" PVC SEWER PIPE	444 LINEAR FEET
CONSTRUCT GRAINAGE STRUCTURE DESIGN 4007	1 EACH
TURF ESTABLISHMENT	1 LUMP SUM
SANITARY SEWER BYPASS	1 LUMP SUM

All quotes will be referred to the City Engineer for tabulation and then referred to the City Council for action at a Council meeting to be held on 16th day of September 2019.

The City of Brainerd reserves the right to reject any and all quotes and to waive minor irregularities and informalities therein and further reserves the right to award the contract in the best interest of the City.

All proposals must be sealed and addressed to the City Administrator, Brainerd, Minnesota. Quotes will be delivered to the City Engineer prior to the quote opening time.

The envelope shall be plainly marked "Quote for City Improvement 19-13, September Day, 2019, Brainerd, Minnesota."

No bidder may withdraw their bid within 30 days after the actual date of the opening thereof.

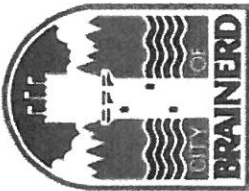
By Order of the City Council

September 3, 2019



Cassandra Torstenson

City Administrator



9/16/2019

**City of Brainerd
Project Bid Abstract**

Project Name: SE Sanitary Sewer Interceptor Repair Contract No.: 2019-09
 Client: City Of Brainerd Engineering Project No.: 19-13
 Bid Opening: 09/13/2019 10:00 AM Owner: City of Brainerd

Project: 19-13 - SE Sanitary Sewer Interceptor Repair		Engineers Estimate		Tom's Backhoe Service Inc.		DeChantal Excavating LLC	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price
1	-	LS	1	\$15,000.00	\$15,000.00	\$22,000.00	\$22,000.00
2	SANITARY SEWER BYPASS	LS	1	\$6,000.00	\$6,000.00	\$10,000.00	\$10,000.00
3	MOBILIZATION	ACRE	0.64	\$1,500.00	\$960.00	\$2,000.00	\$1,280.00
4	CLEARING	ACRE	0.64	\$1,500.00	\$960.00	\$2,000.00	\$1,280.00
5	GRUBBING	EACH	1	\$1,000.00	\$1,000.00	\$400.00	\$400.00
6	REMOVE MANHOLE	LF	458	\$10.00	\$4,580.00	\$6.00	\$2,748.00
7	REMOVE SEWER PIPE (SANITARY)	CY	426	\$25.00	\$10,650.00	\$8.00	\$3,408.00
8	COMMON EXCAVATION	LS	1	\$10,000.00	\$10,000.00	\$20,000.00	\$20,000.00
9	DEWATERING	CY	84	\$35.00	\$2,940.00	\$50.00	\$4,200.00
10	GRANULAR BEDDING (LV)	LF	14	\$75.00	\$1,050.00	\$90.00	\$1,260.00
11	10" PVC PIPE SEWER	EACH	3	\$4,000.00	\$12,000.00	\$600.00	\$1,800.00
12	CONNECT TO EXISTING SANITARY SEWER	LF	444	\$100.00	\$44,400.00	\$100.00	\$44,400.00
13	18" PVC PIPE SEWER	EACH	1	\$5,000.00	\$5,000.00	\$2,800.00	\$2,800.00
14	CONSTRUCT DRAINAGE STRUCTURE DES 4007	LS	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
	TURF ESTABLISHMENT						
Totals for Project 19-13					\$119,540.00		\$120,576.00
% of Estimate for Project 19-13							0.87%
							23.32%

I hereby certify that this is an exact reproduction of bids received.

Certified By: Paul S. Smith License No. 53035
 Date: 9/16/19



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ 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:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
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>	



City of Brainerd
Commission/Committee/Board Application Form

Any questions contact City Hall at 218-828-2307

Commission/Committee/Board Applying for EDA Date: 9/15/19

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 SINNER First GERARD (Jerry) M.I. W

PLEASE NOTE: Please see the individual committee requirements to serve on a City Committee or Board.

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

Interest in helping Brainerd become better business community & grow.

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

Financial background (CFO) of local business, ability to understand business drivers & negotiate win-win scenarios.

*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:

CFO of Stern Companies with subsidiary in Brainerd. I do not have any ownership or loans w/ company.

Please list any additional comments:

Gerard Sinner 9/15/19
(Signature) (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:

Title of Item:

☐ 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:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
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>	

September 12, 2019

Honorable Mayor and Council Members
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Dear Mayor and Council Members,

With the departure of City Administrator Cassandra Torstenson, the process to hire a new City Administrator is ready to move forward. Hiring process related materials have been updated and are ready for review and approval by the Council. Attached to this memo is the draft position profile that is based on the previous version but updated to reflect the current situation.

A draft search process timeline is submitted for your review and comment. The most important dates are the selection of finalists and the interview dates. The attached timeline presumes a full-scale search very similar to what was done when Ms. Torstenson was hired. This is not meant to dictate the process to the Council. Should the Council wish to pursue other options, that is certainly possible. Please know that I will be very flexible regarding the service guarantee from the earlier search process because my motive is this the same as yours in that the goal is finding the best fit for the City of Brainerd.

If the Council proceeds with the full-fledged search process, the interviews can be done in one day or two days depending on which components the Council wishes to include in the process. Some of the options for this part of the process include the following:

- City Tour
- Lunch with leadership staff and Council
- Individual interviews with each Council member
- Community meet and greet event
- Leadership staff interview
- Full Council-formal interview
- Other options

The number of components desired will determine whether the process will take place over one or two days. There is no right or wrong approach to this as each City has different preferences.

I am aware that the Council is also contemplating what to do on an interim basis. This choice is entirely up to the Council and I will work with the interim person as much as needed for the permanent position hiring process.

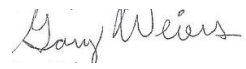
I cannot be there in person on September 16th so I will join you via skype to discuss the search process and receive direction.

In summary, the items for discussion at the September 16th meeting include the following:

1. Position Profile: Review and approve
2. Timeline: Determine date(s) of final interviews
3. Job Description: Informational only
4. Any questions from the Council

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Gary Weiers".

Gary Weiers
Management Consultant

Attachments

- Draft Profile
- Draft Timeline
- Job Description

Position Announcement

City Administrator: City of Brainerd, Minnesota

2020 Starting Salary Range: \$110,988 to \$127,649

General Duties:

Serves as the chief administrative officer for the City and administers the day to day business of the City. Implements policies and procedures and directs and coordinates the work of all City departments excluding the Public Utilities Department.

The position profile is available at: <https://www.ddahumanresources.com/active-searches>.

Minimum Qualifications:

A bachelor's degree in Public or Business Administration, or related field, and five years of management and supervisory experience in a governmental agency. Desired qualifications include a master's degree in Public or Business Administration, or related field, and demonstrated experience with strategic planning.

Apply:

Go to <https://daviddrown.hiringplatform.com/32305-brainerd-city-administrator/85164-application-form/en>, and complete the process by October 15, 2019. Finalists will be selected on November 4, 2019, and final interviews are scheduled for November 18 and 19, 2019.

Please direct questions to Gary Weiers at gary@daviddrown.com or 612-920-3320 x109.



BRAINERD MINNESOTA

POSITION: CITY ADMINISTRATOR

LOCATION: CITY OF BRAINERD, MINNESOTA

POPULATION: 13,732

2020 STARTING SALARY RANGE: \$110,988 TO \$127,649



“Provide high quality, cost effective public services and leadership in creating a sustainable city.”

The Community

Nestled in the heart of the Lakes Country is the City of Brainerd, Minnesota. The City is located just north of the geographical center of the state and is the county seat of Crow Wing County. Brainerd is the principal City of the Brainerd Micropolitan Area. Brainerd is also one of the largest cities in central Minnesota and is home to 13,732 residents who enjoy all this City has to offer. In fact, 57.8% of the Brainerd population is under the age of 39 indicating a growing and vibrant community.



Brainerd was founded in 1870 when the Northern Pacific Railroad's survey determined that its Mississippi River crossing should be located there. Originally named "The Crossing," it was organized as a City three years later, and the community was given the maiden name of Ann Eliza (Brainerd) Smith, wife of the Northern Pacific's first president, John Gregory Smith. As the City grew, it attained prominence as the railroad and wood products center in north central Minnesota. Extensive railroad shops, yards, and sawmills dominated the City's industrial makeup for many years.

Today, Brainerd is known for being a vacation destination. Surrounded by lakes and wildlife, Brainerd has much to offer its residents and visitors including exceptional recreational amenities, a solid education system, top-notch healthcare, and an unbeatable quality of life.

Economic Development



The City of Brainerd partners with a number of entities that seek to help the community thrive. The Brainerd Lakes Area Economic Development Corporation (BLAEDC) is a community-driven, non-profit organization created to preserve and enhance the area's economic base by expanding business, building community, and growing jobs. The Brainerd Lakes Chamber of Commerce works to help businesses connect with people, organizations, and other businesses, advocates on behalf of business interests regarding government concerns at

the local, state, and national levels, and promotes business growth through marketing and educational programs. The City of Brainerd Economic Development Authority also works to promote economic efforts throughout the City.

The City of Brainerd is a growing and active commercial base with significant retail along the Washington Street and nearby State Highway 371 corridors. The City also owns three industrial parks encompassing 57 acres of land, much of which is shovel ready. The Burlington Northern/Santa Fe Railroad (BNSF) still operates a yard near Brainerd's downtown which recently underwent a nearly \$2 million improvement project that resulted in improvements to the face of the City while retaining its historic appeal.

The workforce in Brainerd tends to be educated, loyal, skilled, and diverse. Some of the major employers include Essentia Health, Brainerd School District, Crow Wing County, BNSF Railroad, and Ascensus.

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

Education

Public education in Brainerd is provided by Brainerd Public Schools ISD 181 which enrolls over 6,334 students and just completed a Comprehensive Long Range Facilities Plan. Members of the community recently showed their support for the District by passing a \$205 million school referendum which will improve the elementary schools, Early Childhood facilities, the secondary schools and alternative education facilities, and will add a Performing Arts Center and competition size swimming pool.



Brainerd Public Schools has six elementary schools, a free public Montessori charter school, (K-6) one middle school, one high school, and three alternative programming sites. Four of the elementary schools and the high school are located in Brainerd. In 2014, all six of the District's elementary schools were awarded the National Blue Ribbon Award. Brainerd High School (BHS) is a comprehensive, public, four-year high school. The BHS South Campus houses students in 9th grade, while students in grades 10-12 are housed at the North Campus.

There are also private school options in the City of Brainerd including the Oak Street Christian School, a Seventh-day Adventist School, as well as the St. Francis of the Lakes Catholic School.

Opportunities for higher education can also be found right in the City. Central Lakes College is one of the 31 Minnesota State Colleges and Universities. It is a comprehensive community and technical college serving approximately 6,000 students per year. The Brainerd Campus dates back to 1938. A branch of the College of St. Scholastica is also located on the Central Lakes College Campus. St. Scholastica offers a variety of accelerated undergraduate and graduate degree programs.



Healthcare

Comprehensive healthcare for the whole family can be found right in the City of Brainerd. Essentia Health Brainerd Clinic, one of Essentia Health's many Catholic facilities, provides a wide range of medical specialties, as well as in-house ancillary patient-care services.

Essentia Health- St. Joseph's Medical Center is a 162-bed nonprofit community hospital with more than 1,000 employees and over 100 physicians representing 21 specialties making St. Joseph's the largest hospital in north-central Minnesota.



“Provide high quality, cost effective public services and leadership in creating a sustainable city.”

Recreational Opportunities

Considered part of Minnesota's playground, the City of Brainerd is overflowing with opportunities for recreational fun.

With over 450 lakes in the Brainerd Lakes Area, folks can enjoy fishing, water sports, or just relaxing on one of the many beaches. Gull Lake is one of the largest and most popular lakes in the area. Brainerd is home to the Minnesota School of Diving where residents and visitors can spend the day scuba diving in historic mine pits that are now filled with water and full of a wide variety of fish. Brainerd is also the host of the Brainerd Jaycees \$150,000 Ice Fishing Extravaganza, the largest ice fishing contest in the world. This winter event generates over \$1 million in revenue for area businesses and over \$150,000 for area charities annually.



Outdoor enthusiasts have access to hundreds of miles of ATV trails, scenic bike routes, including the famous Paul



Bunyan State Trail, as well as many miles of horseback, hiking, and cross county skiing trails. The area also offers some of the most acclaimed and challenging Minnesota golf courses and has been rated a top fifty world golf destination. The City offers a clean, well-maintained park system for its residents and visitors where folks can enjoy camping, ball diamonds, playground equipment, hockey rinks, basketball, pickle ball, tennis courts, pavilions, and much more.

Racing fans can enjoy watching the races at the North Central Speedway or the Brainerd International Raceway, the largest speedway in the northern Midwest. This track hosts exciting races throughout the summer including the NHRA Lucas Oil Nationals.



Animal enthusiasts can visit the new Safari North Wildlife Park and view wildlife exhibits, feed animals, ride camels, or pet the animals in the barnyard petting zoo. For birdwatchers, the Northland Arboretum offers over 20 miles of trails, scenic gardens, picnic areas, and over 136 bird species frequenting the Arboretum. Hunters are also offered ample opportunity to hunt for small game, ruffed grouse, and whitetail deer.



There is no shortage of arts and culture opportunities throughout the City. Brainerd is home to The Crossing Arts Alliance, located in Downtown Brainerd, The Brainerd Minnesota Cultural Arts Series, located at Central Lakes College, and The Stage North Theatre Company, with performances at the historic Franklin Arts Center. The City is also home to the Lakes Area Music Festival which serves as a worldwide hub for connecting classical music performers and audiences. The arts community will also be enhanced

following the construction of the new Performing Arts Center.

Brainerd offers an excellent variety of dining options whether you are looking for lakeside dining and entertainment, fast food, or fine dining. Craft beer enthusiasts can find locally crafted beer in a unique and historic environment.

Brainerd also offers exciting events throughout the year including the 4th of July Celebration, Arbor Day Celebration, Bike Safety Clinic, Disc Golf Tournament, Easter Egg Hunt, Great Pumpkin Festival, Kids Fishing Clinic, and the annual Skating Party at Gregory Park.

“Provide high quality, cost effective public services and leadership in creating a sustainable city.”

The Organization

The Brainerd City Council is the governing body of the City. The City boasts a progressive and stable Council that manages and controls all finances and properties of the City and its departments. Under the authority of the City's home rule Charter, they have the power and authority to make, enact, ordain, establish, publish, enforce, order, modify, amend, and repeal all ordinances, resolutions, rules, by-laws, and regulations for the governance of the City. The Administration office includes the City Administrator's office and the office of the Mayor. The Mayor is the chief executive officer for the City of Brainerd. The daily affairs of the City of Brainerd are administered through the City Administrator as the chief administrative officer of the City.



The City is fortunate to have a strong management team and good staff. The departments of the City of Brainerd work together to provide basic municipal services such as administration, finance, park maintenance and recreation programs, street maintenance, fire service, police protection, planning and development oversight, building inspections, engineering and street design, and transit services. The City owns the Brainerd Public Library and jointly owns the Brainerd Lakes Regional Airport with Crow Wing County. The airport features commercial air service, general aviation, hangar space, and available land for private hangar construction and aviation-related business development. The Brainerd Public Utilities is under the direction of the Public Utility Commission. The Commission is governed by the City Council.

Organizational Chart



“Provide high quality, cost effective public services and leadership in creating a sustainable city.”

Budget Information (Includes General, Public Safety, Parks & Recreation, and Streets)

	2017 Actual	2018 Actual	2019 Budget
REVENUES			
Property Taxes	2,078,595	2,298,862	2,674,021
Other Taxes	289,138	305,175	265,500
Intergovernmental	4,639,521	4,828,894	4,862,007
Charges for Services	884,550	883,523	906,459
Licenses & Permits	391,487	538,283	492,015
Fines & Forfeits	175,813	211,354	148,000
Special Assessments	46,971	63,351	39,400
Interest	10,759	12,304	10,000
Other Revenue	886,766	1,006,952	916,683
TOTAL REVENUES	9,403,600	10,148,698	10,314,085
EXPENDITURES			
General Government	2,134,642	2,258,922	2,660,836
Police	3,293,376	3,509,695	3,786,840
Fire	1,001,259	1,007,837	1,050,505
Misdemeanor Prosecutor	190,689	190,731	192,940
Animal Control	58,191	46,878	71,860
Parks—all programs	1,037,069	1,105,500	1,126,444
Street	908,303	1,126,600	1,009,696
TOTAL EXPENDITURES	8,623,529	9,246,162	9,899,121
OTHER SOURCES (USES)			
Transfer In (Out)	(752,616)	(415,246)	(399,964)
Other Sources (Uses)	-	-	-
TOTAL OTHER SOURCES (USES)	(752,616)	(415,246)	(399,964)
EXPENDITURES AND OTHER SOURCES (USES)	27,456	487,290	15,000
Fund Balance—Jan 1st	3,518,940	3,546,395	4,033,685
Fund Balance—Dec 31st	3,546,395	4,033,685	4,048,685
<i>Unassigned—Dec 31st</i>	<i>3,475,845</i>	<i>3,861,936</i>	
EXPENDITURES			
Personnel Services	6,060,777	6,334,650	6,792,633
Supplies	361,990	439,636	447,800
Services	1,756,231	2,023,033	2,201,657
Other	444,531	448,843	457,031
TOTAL EXPENDITURES	8,623,529	9,246,162	9,899,121

“Provide high quality, cost effective public services and leadership in creating a sustainable city.”

Administrator Core Duties

- ♦ Serves as chief administrative officer of the City; administers policies and directives of the Council.
- ♦ Coordinates activities of the City Council and keeps Council members informed; prepares agendas and supporting materials for Council meetings and makes presentations and recommendations; attends Council meetings.
- ♦ Advises the Council of financial conditions and current and future City needs; prepares a variety of studies, reports, and related information for decision-making purposes.
- ♦ Prepares, presents, and administers the annual budget and capital improvement plan; directs short and long term strategic and financial planning processes.
- ♦ Manages and supervises City departments and operations to achieve goals and objectives within available resources established by the Council.
- ♦ Oversees and coordinates the establishment and implementation of economic development policies and programs; participates in determining and recommending priorities for community development programs including tax increment financing, revolving loan fund, etc.
- ♦ Administers all personnel policies and actions; recommends and/or participates in hiring employees; directs the evaluation of employee performance.
- ♦ Represents the Council in negotiations with the City's recognized bargaining units and oversees contract administration.
- ♦ Interprets and enforces local, state, or federal laws, ordinances, policies, and rules related to local government; prepares ordinances, resolutions, and policies for Council approval.
- ♦ Supervises purchasing for the City including the collection of estimates, quotations, and sealed bids; approves purchases and recommends the award of contracts.
- ♦ Represents the City at meetings and official functions as appropriate.
- ♦ Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.
- ♦ Performs other duties as assigned or apparent.



Desired Attributes

- ♦ Be highly motivated and enthusiastic.
- ♦ Be a proven manager who has well developed organizational management skills and abilities.
- ♦ Understand governing board processes, and be able to successfully achieve organizational outcomes within that framework.
- ♦ Be a skilled negotiator.
- ♦ Have the ability to enhance organizational relationships that bring people together around common goals.
- ♦ Be skilled in team development.
- ♦ Understand and appreciate the value and importance of downtown vitality in a medium sized community.
- ♦ Understand public finance and budgeting.
- ♦ Demonstrate listening skills by understanding and appreciating other opinions and perspectives.
- ♦ Be a uniter.
- ♦ Have the ability to strategically and appropriately delegate.
- ♦ Be open to input from leadership staff.
- ♦ Be open and honest in all interactions with customers, staff, and Councilors.
- ♦ Have impeccable character.
- ♦ Have a customer service orientation.
- ♦ Be self-confident.
- ♦ Be patient.
- ♦ Have a thick skin.
- ♦ Understand, appreciate, and value the unique characteristics and qualities of the Brainerd community.



Goals & Priorities

- ♦ Continue with implementation and maintenance of the pay for performance compensation system.
- ♦ Help oversee planned facility improvement projects at City Hall and other City properties.
- ♦ Assist the Council and other boards with prioritization of park improvement and development projects throughout the City.
- ♦ With the Council, build upon established organizational priorities.
- ♦ Help the staff and Council roll out goals established in the soon to be completed comprehensive plan.
- ♦ Assist with planning efforts pertaining to riverfront development.
- ♦ Devote time and energy to the development of relationships with the Council, staff, and community groups and organizations.



“Provide high quality, cost effective public services and leadership in creating a sustainable city.”

Position Announcement

City Administrator: City of Brainerd, Minnesota

2020 Starting Salary Range: \$110,988 to \$127,649

Nestled in the heart of the Lakes Country is the City of Brainerd, Minnesota. Brainerd is one of the largest cities in central Minnesota and is home to 13,732 residents who enjoy all this City has to offer.

Qualifications for the position include a bachelor's degree in Public or Business Administration, or related field, and five years of management and supervisory experience in a governmental agency. Desired qualifications include a master's degree in Public or Business Administration, or related field, and demonstrated experience with strategic planning.

The position profile is available at: <https://www.ddahumanresources.com/active-searches>.

To apply, go to <https://daviddrown.hiringplatform.com/32305-brainerd-city-administrator/85164-application-form/en>, and complete the process by October 15, 2019. Finalists will be selected on November 4, 2019, and final interviews are scheduled for November 18 and 19, 2019.

Please direct questions to Gary Weiers at gary@daviddrown.com or 612-920-3320 x109.



DDA

Human Resources, Inc.
a David Drown Associates Company

DDA Human Resources, Inc.

Faribault Office

1327 Merrywood Court

Faribault, MN 55021

Phone: 612-920-3320 x109

Fax: 612-605-2375

gary@daviddrown.com

www.ddahumanresources.com

“Provide high quality, cost effective public services and leadership in creating a sustainable city.”



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ 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:	Department:
Presenter (Name & Title):	Estimated Time Needed:
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Alternatives, Options, Effects on Others/Comments:	
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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>	

Five-Year Transit System Plan for Brainerd Crow Wing Transit

City Council Meeting

August 19, 2019

Five-Year Transit System Plans

Creating a Vision for Each Transit System in Minnesota

What is needed to develop the five-year plans?

- Establish a longer-term vision to guide annual budgets and decision making
- Identify system-specific priorities
- Work with local government officials, local planning agencies, transit system board members and other organizations (stakeholders) to plan for the future
- Develop a clear blueprint for improving and expanding transit services
- Meet 90% of the need for transit service by 2025 (statutory goal)



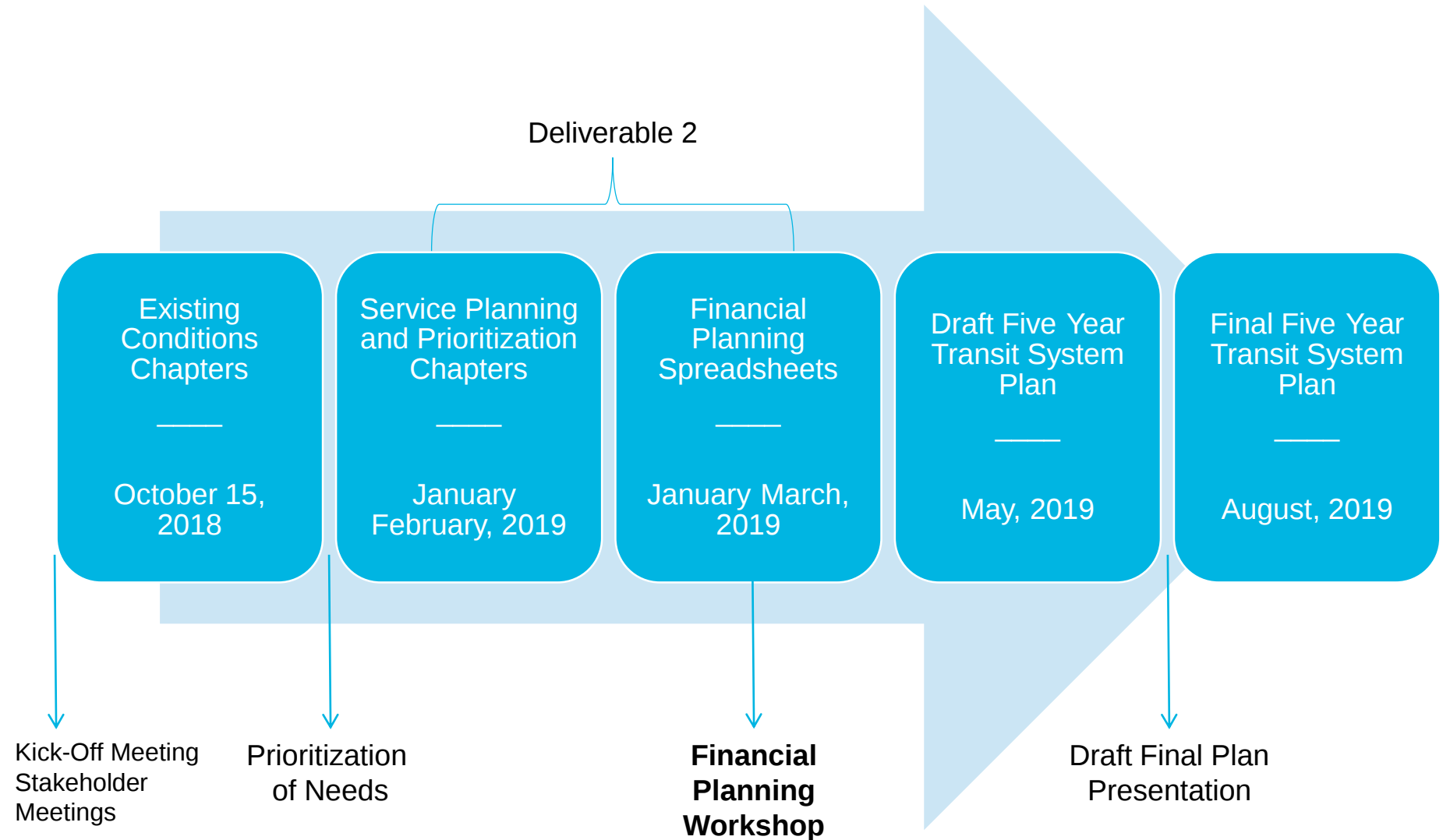
Five-Year Transit System Plans

Creating a Vision for Each Transit System in Minnesota

What are the benefits of the five-year plans?

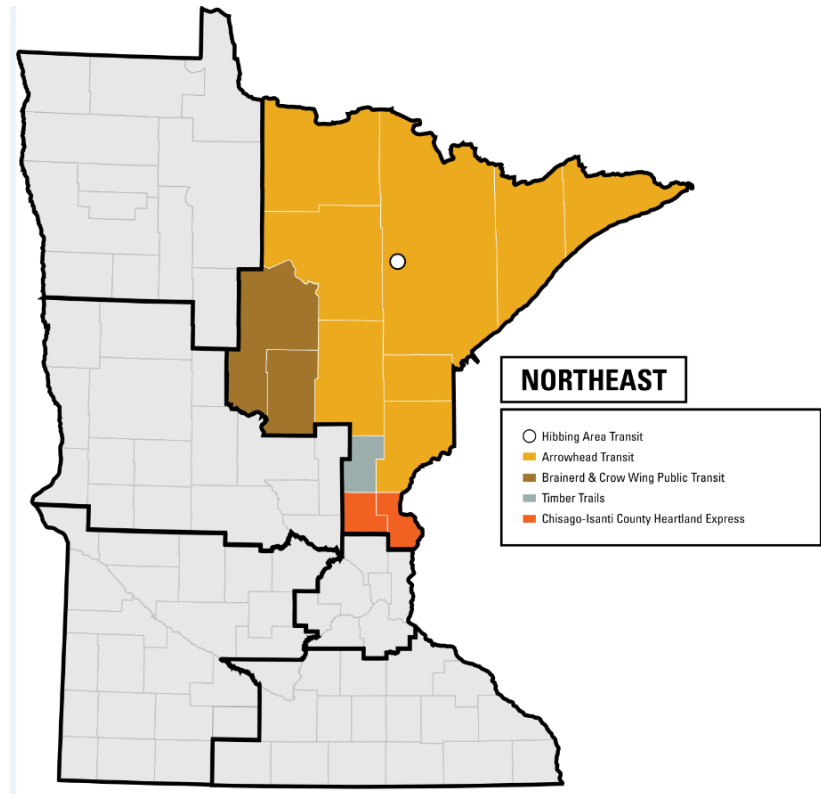
- Five-year plans will help systems better deliver service and work toward overall goals such as:
 - Improving coordination of services to meet transportation needs;
 - Increasing ridership/usage across the network;
 - Ensuring fiscal responsibility as a transit funding agency;
 - Anticipating and planning for future funding levels to achieve service expansion;
 - Articulating and communicating a vision for the transit system and the benefits it provides to the community.

Study Schedule



Northeast Region

- Arrowhead Transit (Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, Pine, St. Louis)
- Brainerd Crow Wing Transit
- Hibbing Area Transit
- Heartland Express (Chisago – Isanti)
- Timber Trails (Kanabec)

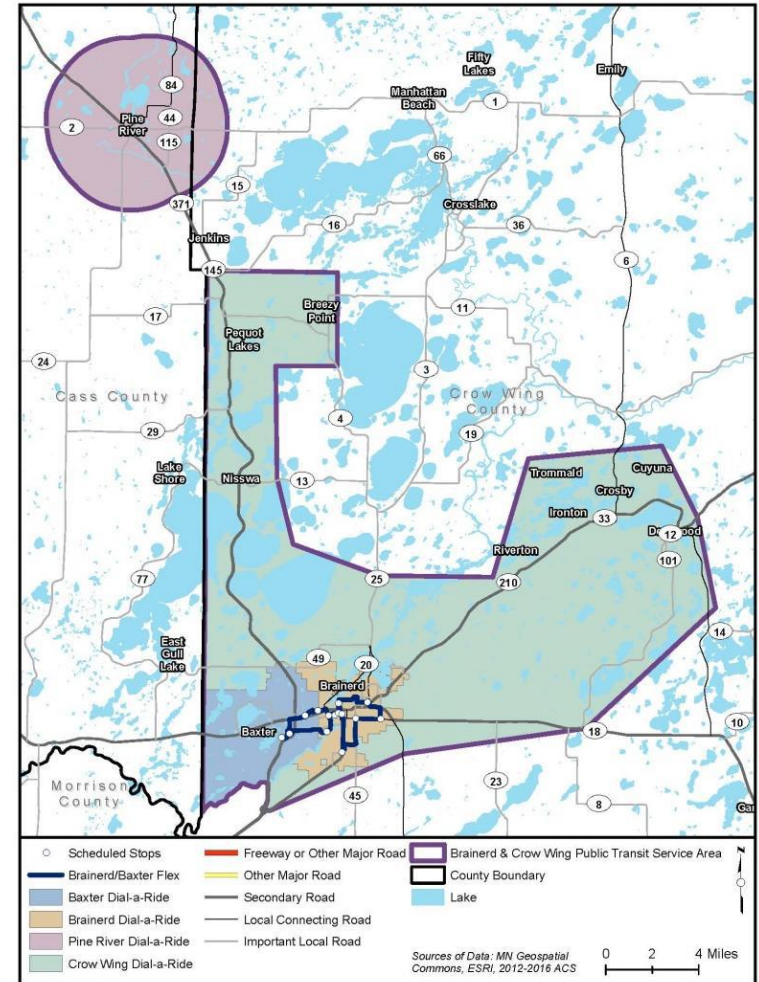


Brainerd Crow Wing Transit

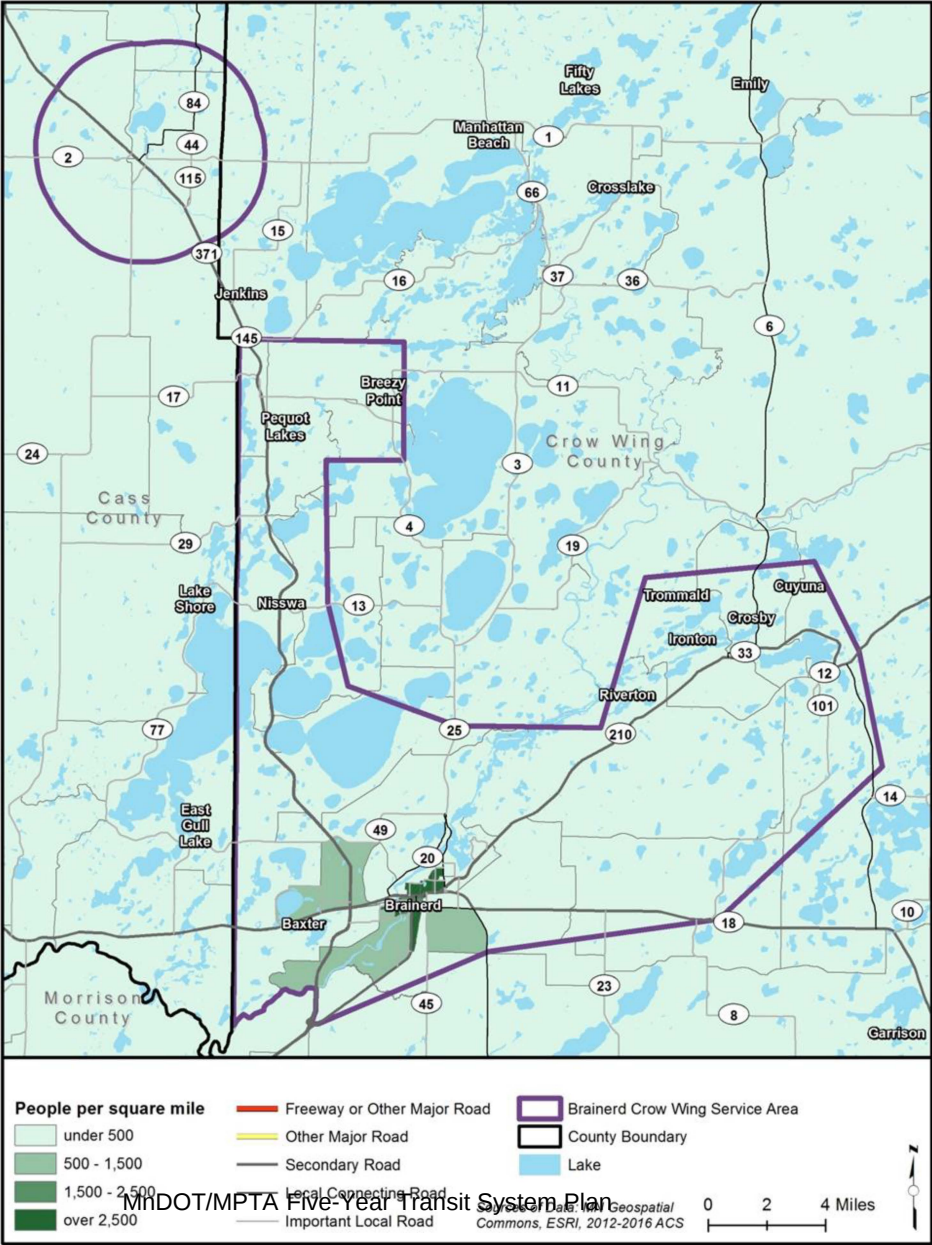


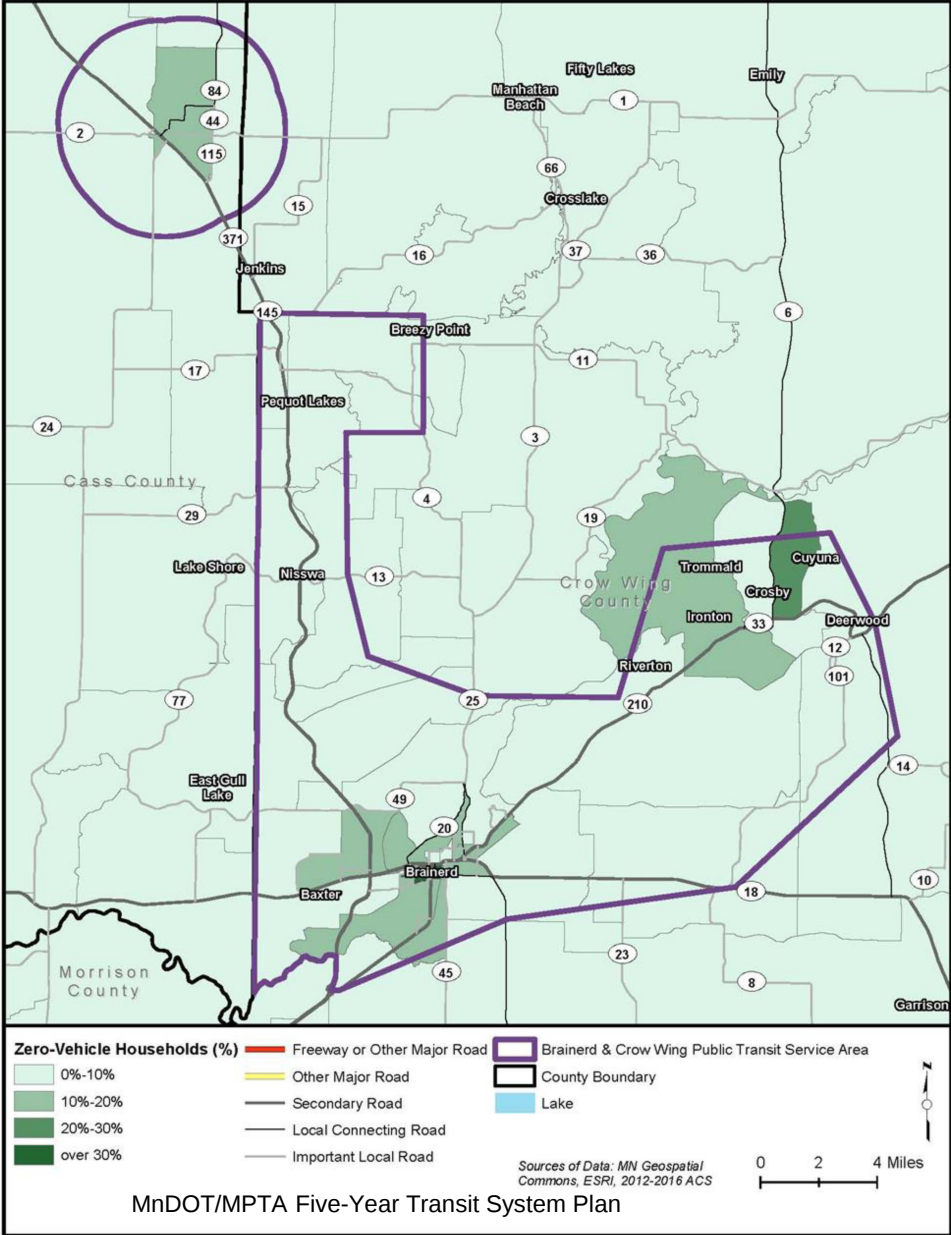
Brainerd Crow Wing Transit

- 250 square mile service area includes Brainerd, Baxter, Nisswa, Pequot Lakes, Breezy Point, Deerwood, Crosby, Riverton and Nokay Lake in Crow Wing County and Pine River in Cass County
- Demand response to service area
- Deviated route (Express Route) in the Brainerd Baxter area
- Demand Response operates generally between 6:00am and 6:00pm on weekdays with limited spans of service to Pine River and parts of Crow Wing County.
- Express Route operates from 9:00am to 3:00pm weekdays
- Brainerd City Council is the decision making body
 - Three separate memorandums of understanding into Baxter, Pine River and Crow Wind County

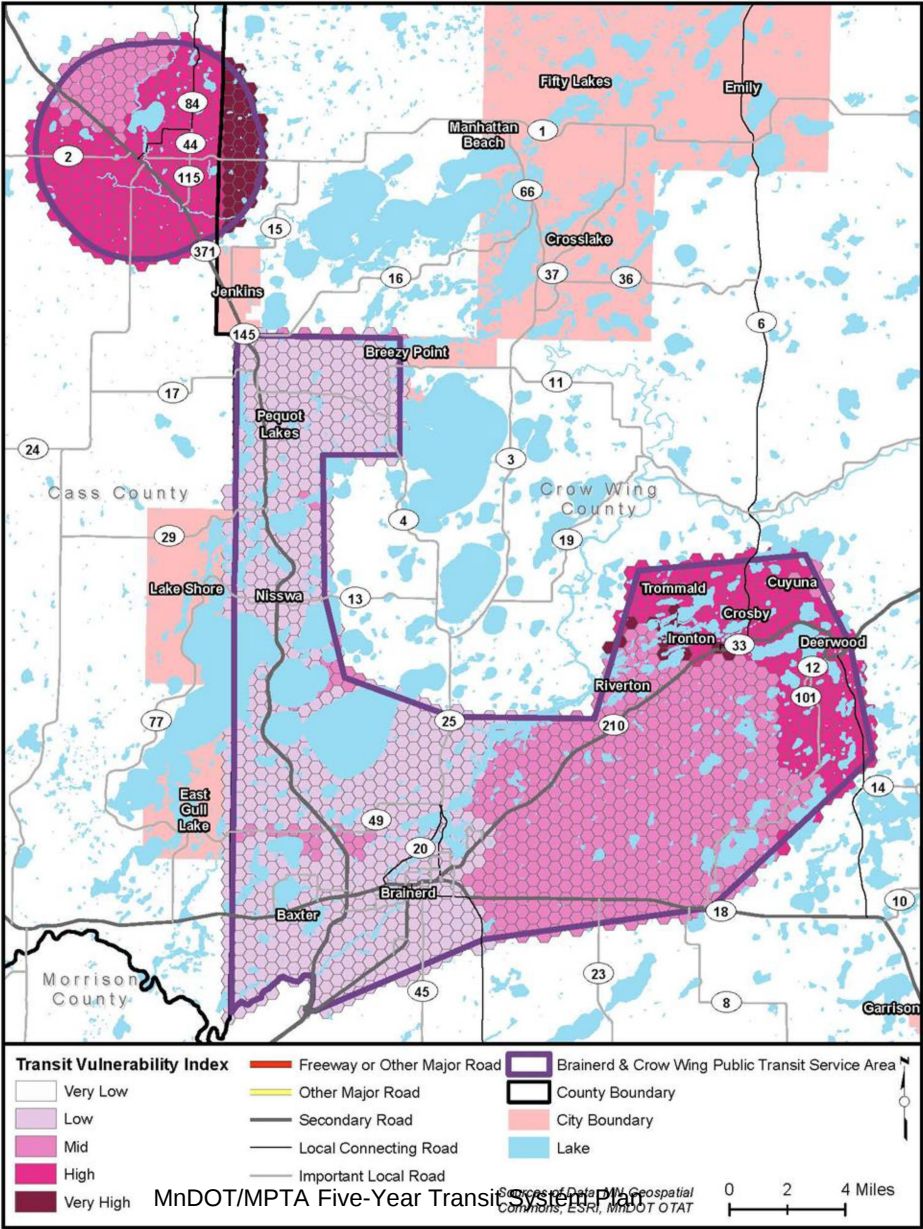


Demographics – Population Density

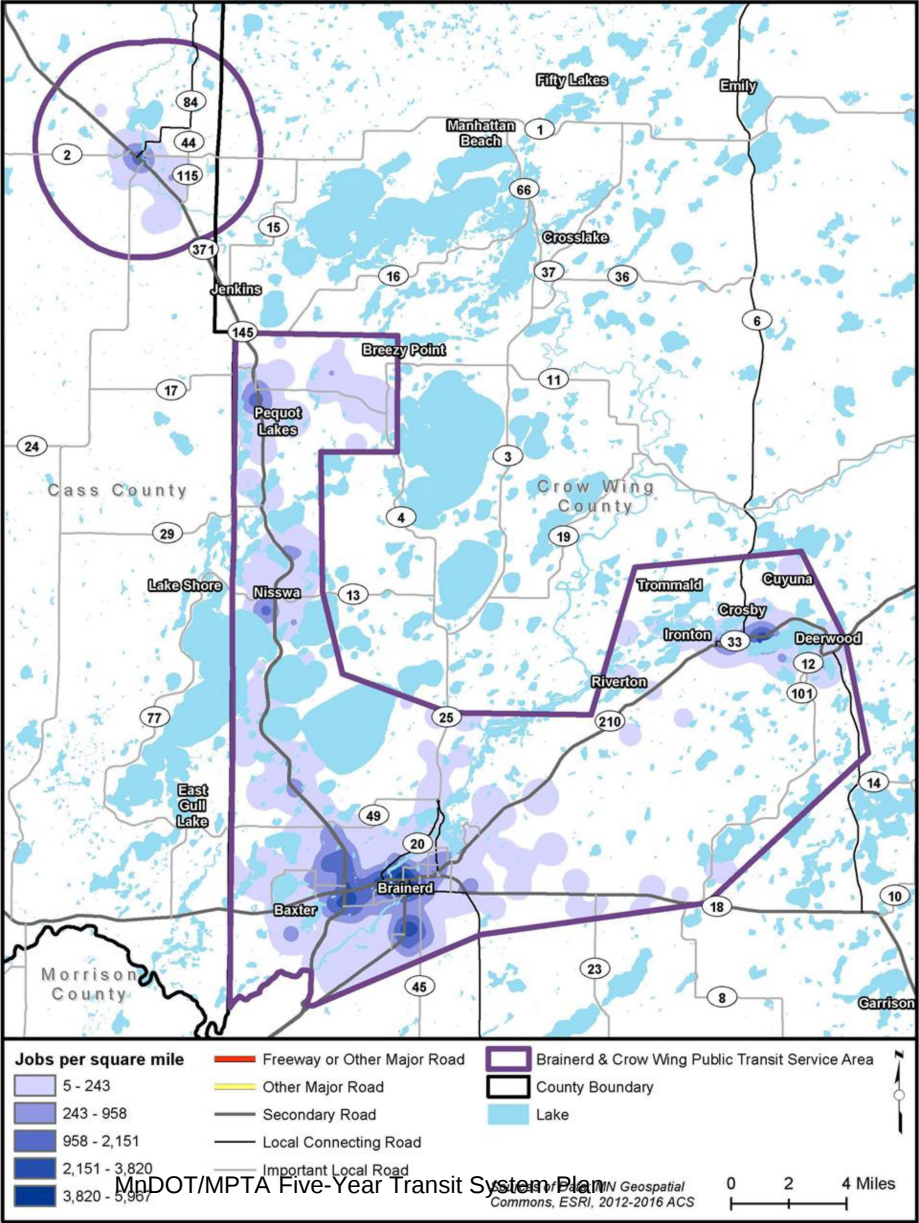




Demographics – Transit Vulnerability Index



Demographics – Job Density



Operating Statistics

Route/Service	2018 Annual Hours of Service	2018 Annual Miles of Service
Brainerd/Baxter Express	1,507	23,326
Downtown Brainerd	1,909	25,083
South Brainerd	2,498	33,345
Southeast Brainerd	1,823	24,455
Northeast Brainerd	259	3,495
Baxter	2,398	38,195
Pine River	1,160	12,345
Breezy Point	875	13,022
Pequot Lakes	1,867	40,699
Crosby	1,921	38,212

Ridership

Year	Annual Ridership	Riders/Month	Riders/Hour
2015	84,064	7,005	5.1
2016	80,658	6,722	5.2
2017	77,824	6,485	4.9
2018	72,954	6,079	4.5

Route/Service	2018 Riders	2018 Riders/Hour	2018 Riders/Mile
Brainerd/Baxter Express	6,415	4.26	0.23
Downtown Brainerd	9,249	4.85	0.37
South Brainerd	13,488	5.40	0.40
Southeast Brainerd	10,397	5.70	0.43
Northeast Brainerd	1,666	6.43	0.42
Baxter	10,899	4.54	0.29
Pine River	3,001	2.59	0.24
Breezy Point	2,780	3.18	0.21
Pequot Lakes	6,175	3.31	0.15
Crosby	8,894	4.63	0.23

Needs Prioritization Workshop Results

1. Staffing

- Full time operations and dispatcher support

2. Service

- Redesign Express Route to improve on-time performance and ridership
- Expand Dial-A-Ride service hours
- Introduce regional service starting with Pillager

3. Capital

- Bus stop signs at all Express route stops
- Add three bus shelters
- Antennae upgrade for two-way radio service
- Upgrade communications system
- Purchase additional vehicle for expanded service

4. Technology

- Introduce mobile phone app for real time information and future fare payment

6. Marketing

- Rebranding system including logo, brand and name
- Develop new marketing materials including maps and schedules
- Marketing at local events
- Develop social media presence

Five Year Plan – Unconstrained Needs

Need	Priority Level	Year	Description	Rationale	Estimated Cost (2019)
1. One 0.5 FTE^a for a Transit Operations Assistant	High	2020-2025	Staff to assist in all aspects of agency operations, planning, and marketing	Agency is understaffed currently, some functions cannot be prioritized without additional support	\$41,000 ^b
2. One 0.5 FTE for a second dispatcher during peak hours	High	2020-2025	Dispatcher to more quickly schedule rides	Riders currently have difficulty reaching the single dispatcher	\$31,000 ^c
3. Redesign the Express Route	High	2020	Redesign Express Route to meet rider needs	Identify stops based on ridership and demand	\$0 ^d
4. Signage at all Express Route stops	High	2021	Installation of signs at all locations along Express Route ^e	Prevent confusion for new or non-regular riders	\$1,600 ^f
5. Rebranding	High	2021	Create new name, logo, and brand for the agency	Modernize agency brand	\$4,000 ^g
6. Print marketing materials	High	2021	Develop and print updated route maps and other printed materials	Update materials to reflect Express Route changes, familiarize public with new agency brand	\$200 ^h
7. Marketing at local events	High	2021	Attend community events such as County Fair	Enhance community awareness of the service	\$3,500 ⁱ

Five Year Plan – Unconstrained Needs

Need	Priority Level	Year	Description	Rationale	Estimated Cost (2019)
8. Social media presence and activities	High	2020-2025	Create social media accounts and keep updated - also possible social media ads	Update riders on changes, enhance community awareness of the service	\$0 for account; advertising
9. Three shelters for Express Route stops	Medium	2022, 2023, 2024	Installation of shelters at three locations ^j	Enhance rider comfort, enhance ridership	\$43,000 (\$14,300 per shelter ^k)
10. New mobile application	Medium	2023	New mobile application to streamline dispatch	Improve customer experience, reduce labor costs, real-time communication with riders regarding vehicle arrival time	Unknown ^l
11. Expand Dial-A-Ride service hours	Medium	2021	Provide additional weekday Dial-A-Ride service – additional vehicle running from 4:30 to 6:00 p.m.	Address high levels of demand for rides in the weekday evening peak	\$93,000 ⁿ
12. Additional vehicle	Medium	2021	Additional vehicle for expanded service	Required to expand service hours	\$82,400 ^o
14. Cashless payment option	Long-term	2023	Acquire and implement non-cash payment option	Reduce dwell times, simplify rider experience	Unknown ^p
15. Provide regional service	Long-term	After 2025	Expand service to Pillager on weekdays	Enhance accessibility to jobs and other opportunities for residents	\$45,000 ^q
16. Study need for antennae upgrade	Long-term	2024	Identify need for infrastructure upgrades that would be required for expanding service area	Upgrade needed to enable service outside of Crow Wing County	Unknown ^r
17. Vehicle to provide regional service	Long-term	After 2025	Vehicle required to expand service to Pillager	Enhance accessibility to jobs and other opportunities for residents	\$82,400

Redesign of Express Service



Legend

Bus Stops

- Existing Stop to be Retained
- Proposed New Stop
- Stop to be Transitioned to DAR Service

Bus Routes

- Initial Proposed Alignment (14.4 miles)
- - - Northeast Brainerd Option 1 (15.5 miles)
- - - Northeast Brainerd Option 2 (15.4 miles)
- ... Existing Alignment (17.2 miles)

Brainerd-Baxter Express Route Proposals

0 0.25 0.5 1 Miles



AECOM Imagine it.
Delivered.



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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R E S O L U T I O N
NO _____

**RESOLUTION DECLARING COSTS TO BE ASSESSED
ORDERING PREPARATION OF PROPOSED ASSESSMENT,
AND ORDERING A PUBLIC HEARING ON PROPOSED ASSESSMENT**

WHEREAS, the costs have been determined for Downtown Special Services District and Nuisance Abatement involving the following described areas in the City of Brainerd:

DOWNTOWN SPECIAL SERVICES DISTRICT

Snow Removal, Irrigation Maintenance, Landscaping, Garbage Collection

Laurel Street from South 6th Street to South 8th Street
Front Street from South 6th Street to South 8th Street
South 7th Street from Maple Street to Front Street

NUISANCE ABATEMENT

Nuisance Abatement and Administrative Citations
Misc properties around the City

WHEREAS, the estimated total costs for said improvements are Downtown Special Services District - \$110,807.43 and Nuisance Abatement - \$47,690 respectively, and

WHEREAS, the City Council has ordered preparation of the proposed assessment, and

WHEREAS, the City Council hereby sets the Public Hearing for Monday, October 21, 2019 at 7:30 p.m.,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA:

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be Downtown Special Services District \$59,208.11 and Nuisance Abatement - \$0.00 respectively, and the portion of the cost to be assessed against benefited property owners is declared to be Downtown Special Services District \$51,599.32 and Nuisance Abatement - \$47,690 respectively.

2. Assessments shall be payable in annual installments extending over a period of one year, to be paid on or before the first Monday in January, 2020, and shall bear interest at the rate of three and twenty-two hundredths percent (3.22%) per annum from the date of the adoption of the assessment resolution.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment.

The owner of any property so assessed may at any time thereafter pay to the Crow Wing County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which such payment is made.

4. Pursuant to Ordinance No. 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988 and any amendments thereto, the City Council may defer a special assessment for needy persons.

5. Pursuant to proper notice duly given as required by law, the hearing will be held on the 21st day of October, 2019, in the City Hall building at Brainerd, Minnesota, at 7:30 p.m. concerning such proposed assessments and at such time and place all persons owning property affected by such improvements were given an opportunity to be heard with reference to such assessments.

Adopted this ____ day of _____, 2019

GABE JOHNSON
President of the Council

Approved this ____ day of _____, 2019

EDWIN L. MENK
Mayor

ATTEST: _____
CASSANDRA TORSTENSON
City Administrator

NOTICE OF HEARING ON PROPOSED ASSESSMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota will meet in the Council Chambers of the Brainerd City Hall at 7:30 p.m. on October 21, 2019, to pass upon the proposed assessment for the following improvements:

IMPROVEMENT 17-06

Street Reconstruction

NE H Street from Mill Avenue to 13th Avenue NE

Sidewalk Construction

NE H Street from 1st Avenue NE to 3rd Avenue NE

IMPROVEMENT 17-07

Street Reconstruction

10th Avenue NE from Washington Street (TH 210) to NE J Street

The proposed assessment role is on file for public inspection at the City Administrator's Office and the City Engineer's Office.

The total cost for Improvement 17-06 is estimated \$662,379 of which \$173,529 is proposed to be assessed and total cost for Improvement 17-07 is estimated \$390,723 of which \$170,014 is proposed to be assessed.

Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of any assessment unless a signed, written objection is filed with the City Administrator prior to the hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

The amount to be specifically assessed against your particular lot, piece or parcel of land is shown on the attached enclosure. You may at any time prior to certification of the assessment to the County Auditor pay the entire assessment on such property with interest accrued to the date of payment to the City Administrator. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter pay to the County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which the payment is made. If you decide not to pre-pay the assessment before the date given above, the rate of interest that will apply is three and twenty-two hundredths percent (3.22%) per year. The right to partially prepay the assessment pursuant to Section 315 of the Brainerd City Code is available. Further, pursuant to Ordinance 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988, and any amendments thereto, the City Council may defer a special assessment for needy persons. If you feel that you might qualify for such deferments, please discuss this with the City Administrator at your earliest convenience.

The assessments will be spread over a period of ten (10) years.

If an assessment is contested or there is an adjourned hearing, the following procedure will be followed:

1. The City will present its case first by calling witnesses who may testify by narrative or by examination and by the introduction of exhibits. After each witness has testified,



Brainerd City Council Agenda Request

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Title of Item:

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RESOLUTION
NO. _____

**RESOLUTION DECLARING COSTS TO BE ASSESSED,
ORDERING PREPARATION OF PROPOSED ASSESSMENT,
AND ORDERING A PUBLIC HEARING ON PROPOSED ASSESSMENT**

WHEREAS, the costs have been determined for Improvement 17-06 and 17-07 involving improvement of the following described street in the City of Brainerd:

IMPROVEMENT 17-06

Street Reconstruction

NE H Street from Mill Avenue to 13th Avenue NE

Sidewalk Construction

NE H Street from 1st Avenue NE to 3rd Avenue NE

IMPROVEMENT 17-07

Street Reconstruction

10th Avenue NE from Washington Street (TH 210) to NE J Street

WHEREAS, the estimated total construction costs for said improvements are Improvement 17-06 is \$662,379 and 17-07 is \$390,723.

WHEREAS, the City Council has ordered preparation of the proposed assessment, and

WHEREAS, the City Council hereby sets the Public Hearing for Monday, October 21, 2019 at 7:30 p.m.,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA:

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be Improvement 17-06 \$488,850 and Improvement 17-07 \$220,709 and the portion of the cost to be assessed against benefited property owners is declared to be Improvement 17-06 \$173,529 and Improvement 17-07 \$170,014.

2. Assessments shall be payable in annual installments extending over a period of ten years, the first of the installments to be paid on or before the first Monday in January, 2020, and shall bear interest at the rate of three and twenty two hundredths percent (3.22%) per annum from the date of the adoption of the assessment resolution.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. The owner of any property so assessed may at any time thereafter pay to the Crow Wing County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which such payment is made.

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**ORDINANCE
NO. 1500**

**AN ORDINANCE AMENDING BRAINERD ZONING ORDINANCE
SECTION 515-18: OUTDOOR LIGHTING**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That Section 515-18-5: Performance Standards shall be amended as follows:

A. Residential District Standards. All exterior lighting shall be directed away from adjoining residential property or from any public right-of-way. All lighting shall be installed in accordance with the following provisions:

1. The light source shall be controlled so as not to light adjacent property in excess of the maximum light levels defined by this Ordinance.

2. The maximum height of the fixture, pole and base above the ground grade permitted for light sources is thirteen (13) feet. A light source mounted on a building shall not exceed the height of the building.

a. If the bulb/light source is fully shielded from view by an observer standing on ground level at the nearest property line, an increase in light source height to a maximum of twenty (20) feet may be allowed by Conditional Use Permit.

3. The luminaire shall contain a full cut off fixture which directs and cuts off light at an angle of ninety (90) degrees or less.

B. Business/Industrial District Standards. All exterior lighting shall be directed away from adjoining residential property or from any public right-of-way. All lighting shall be installed in accordance with the following provisions:

1. The luminaire shall contain a full cut off fixture which directs and cuts off light at an angle of ninety (90) degrees or less.

2. The light source shall be controlled so as not to light adjacent property in excess of the maximum light levels defined by this Ordinance.

3. Architectural/historical lights that include fixtures that are not shielded, or lighting of entire facades or architectural features of a building are permitted. In no case shall the light affect adjacent property in excess of the maximum light levels defined in this Ordinance.

~~4. The maximum height of the fixture, pole and base above the ground grade permitted for light sources is thirty (30) feet. A light source mounted on a building shall not exceed the height of the building. In no case shall the height of the light source mounted on a pole or on a building exceed the height limits of the zoning district in which the use is located, unless allowed by Conditional Use Permit.~~

4. The maximum height of the fixture, pole and base above the ground grade permitted for light sources is thirteen (13) feet. A light source mounted on a building shall not exceed the height of the building.

a. If the bulb/light source is fully shielded from view by an observer standing on ground level at the nearest property line, an increase in light source height to a maximum of twenty (20) feet may be allowed by Conditional Use Permit.

SECTION TWO: All other provisions of Section 515-18 shall remain in full force and effect.

SECTION THREE: This ordinance shall take effect and be in full force on week from and after its publication.

Adopted this _____ day of September, 2019

GABE JOHNSON
President of the Council

Approved this _____ day of September, 2019

EDWIN L. MENK
Mayor

ATTEST:

CASSANDRA TORSTENSON
City Administrator

Summary Published: One Time, _____, 2019