CITY COUNCIL AGENDA

Brainerd, Minnesota
December 16, 2019
7:30 P.M.
Crow Wing County Historic Courthouse
3rd Floor County Board Room
326 Laurel Street

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

2. **Roll Call**
   ___ K. Stunek ___ D. Pritschet ___ K. Bevans ___ D. Badeaux

   ___ T. Erickson ___ J. Lambert ___ 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 December 2, 2019
      2. Budget & Levy Meeting Held on December 9, 2019

      Documents:

      20191202_CC draft .pdf
      20191209_CC - Budget Public Hearing.pdf

   B. **Approval Of Licenses**
      Contractor Licenses - 86 Renewals

      Contingent Upon Fire Department Approval
      Tobacco License - 1 Renewal: Mid-Town Depot, 321 Washington St.

      Documents:

      CONTRACTOR LICENSE REPORT - 2019-12-11.pdf

   C. **Department Activity Reports**
      1. Police Chief
      2. Finance Director

Documents:

Police Chief Report.pdf

D. **Temporary On-Sale Liquor License Application - Submitted By Brainerd American Legion Post 255 For An Event To Be Held January 18, 2020 At The NP Event Center, 210 Blacksmith Cir., Brainerd - Approval Of**

6. **Presentations**

A. **Brainerd Lakes Area Economic Development Corporation (BLAEDC) Presentation - Tyler Glynn**

B. **Brainerd Public Utilities (BPU) 2020 Operating & Capital Budget**

Documents:

BPU Budget.pdf

7. **Council Committee Reports**

A. **Safety And Public Works Committee - 7:00 P.M.**

Documents:

20191216_SPW.pdf

1. Crow Wing County Cost Share Policy Comment Period

Documents:

CWC Draft Cost Share Policy.pdf

2. Improvement 19-01 - NW 4th Street Reconstruction - Roundabout Treatments And Aesthetics

Documents:

Imp. 19-01 - NW 4th Street.pdf

3. Resolution - Agreeing To Maintain Facility For Transportation Alternatives Funding Related To The 28th Street Trail Connection

Documents:

RES - Agreeing to Maintain Facility.pdf

4. Resolution - Sponsorship For Transportation Alternatives Funding Related To The 28th Street Trail Connection

Documents:

RES - Sponsoring Agency.pdf

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

Documents:

2019-12-16_PF.pdf

1. Approval Of Bills And Transfers Of Funds
   From Fire to Fire Capital Fund $ 98,997
   per FAB Agreement

2. Mississippi Landing Trailhead Proposal For Cost Estimating

   Documents:

   Mississippi Trailhead Proposal.pdf

3. Shared Services Agreement Between The City And Economic Development Authority (EDA)

   Documents:

   Shared Services Agreement.pdf

4. Resolutions - Declaring The Official Intent To Reimburse Expenditures From Proceeds Of Debt

   Documents:

   Res-Reimburement Resolutions.pdf

5. 2020 Nuisance Assessment At 403 6th St SW

   Documents:

   2020 Nuisance Assessment At 403 6th St SW.pdf

8. **Unfinished Business**

A. **Call For Applicants - Informational**

(Applications Available at City Hall or at the City's Website)
(*http://www.ci.brainerd.mn.us/*)
PLEASE NOTE: *THIS INCLUDES ANY EXPIRING TERMS UP FOR REAPPOINTMENT* ***- ALL CURRENT MEMBERS ARE REQUIRED TO REAPPLY***

Mayor Recommended: (terms to expire 12/31 of said year)
Cable TV Advisory Committee - 2 terms (Expire 2019) - 2 terms (Expire 2021)
Charter Commission - 1 term - (Expire 2019) - 2 terms (Expire 2020) - 1 term (Expire 2021) - 1 term (Expire 2022)
Housing & Redevelopment Authority (HRA) - 1 term (Expire 2019)

Library Board - 4 terms (Expire 2019)
Park Board - 1 term (Expire 2019)
Public Utilities Commission (PUC) - 1 term (Expire 2019)
Transportation Advisory Committee (TAC) - 3 terms (Expire 2019)

Mayor Recommended: (term to expire 09/07 of said year)
Economic Development Authority (EDA) - 1 term (Expire 2020)

Council President Recommended: (terms to expire 12/31 of said year)
Airport Commission - 1 term (Expire 2019)
Planning Commission - 3 terms (Expire 2019)
Police & Fire Civil Service Commission - 1 term (Expire 2019)

Other
Water Tower Committee - Applicants Needed

9. **New Business**

A. **Appeal - 601 Madison Street Property Subdivision**

Documents:

Appeal - 601 Madison St Subdivision.pdf

B. **Brainerd Police Department Remodel - Request To Approve Quotes**

Documents:

Brd PD Remodel.pdf

C. **2020 Levy And Budget**
1. Adopt Resolution Setting City and HRA Levies for 2020
2. Motion to Adopt 2020 Budgets

Documents:

Res - 2020 Levy and Budget.pdf

10. **Planning Commission**

A. **Final Reading - Proposed Ordinance No. 1501 - An Ordinance To Rezone Property At 7757 Wise Road From An R-A (Rural Agriculture) District To An R-1A (Single-Family Residential) District - Interim City Administrator Thoreen Recommends To Dispense With The Actual Reading**
a. Hold Final Reading/Dispense with Reading (Voice Vote)
b. Adopt Ordinance (Roll Call)

Documents:

7757 Wise Rd Rezoning.pdf

11. **Public Forum**

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

12. **Staff Reports**

    (Verbal: Any Updates since Packet)

13. **Council Member Reports**

14. **Adjourn**

Note: Safety and Public Works Committee will meet at 7:00 p.m.
in the Board Room at the Crow Wing County Courthouse.
Personnel and Finance Committee will meet at 7:00 p.m.
in the Jinx Ferrari Room at the Crow Wing County Courthouse.

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

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

Brainerd, MN
December 2, 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: Stunek, Pritschet, Bevans, Badeaux, Erickson, Lambert 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 LAMBERT AND PRITSCHET, DULY CARRIED, TO AMEND THE AGENDA BY ADDING RECORDED VOTE TO APPOINT ALDERMAN ERICKSON.

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

A. Approval of the Minutes of the Regular Meeting held on November 18, 2019, the City Administrator Selection Meeting held on November 19, 2019 and the Budget Workshop held on November 25, 2019 - Approved

B. Approval of Licenses - Approved

Contractor Licenses – 2 – New; 1 – Renewal
Garbage Hauler Licenses – 4 Renewals
Tobacco Licenses – 18 Renewals
Taxicab License – 1 Renewal
Second Hand Auto Licenses – 7 Renewals
Second Hand Goods Licenses – 2 Renewals
Pawnbroker License – 1 Renewal

Contingent Upon Fire Department Inspection
Tobacco Licenses – 2 Renewals
Taxicab License – 1 Renewal
Pawnbroker License – 1 Renewal

C. Department Activity Reports - Approved

1. Fire Chief
2. Parks Director

D. Memorandum of Agreement with United Steel Workers International Union Local 9230 Unit 09 to Replace Current High Deductible Health Plan with Sourcewell's Smart Plan #3 Health Plan Option - Approved

E. Minnesota Lawful Gambling Premises Permit Application – Adopt Resolution to Allow Lawful Gambling by the American Legion Post 255 at Cornerstone Liquor, 817 Washington Street, Brainerd – Adopted by Resolution No. 64:19

F. Resolution Designating Polling Locations for 2020 – Adopted by Resolution No. 65:19

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

Presentations

Basic Emergency Management Certification Presentation

The Chair welcomed Mr. Mark Marcy from Homeland Security and Emergency Management (HSEM), who presented Fire Chief Holmes with his Basic Emergency Management Certification for completing over 150 hours of training in emergency management. He read a letter from the director of HSEM congratulating Chief Holmes for his hard work in earning this certification. Chief Holmes said it was an honor to complete the training to have the additional education to serve the community.

Council Committee Reports

Safety and Public Works Committee Report

Event/Street Closure Application – Tour of the Lakes Bike Ride - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE EVENT APPLICATION FOR THE TOUR OF THE LAKES BIKE RIDE ON JUNE 6, 2020 USING THE CITY HALL AND LAUREL STREET PARKING LOTS FOR EVENT PARKING UNDER THE CONDITIONS THE APPLICANT WORK WITH LOCAL BUSINESSES WITH PRIVATE PARKING TO ENSURE SIGNAGE IS PLACED TO INDICATE NO EVENT PARKING AND REQUESTS FOR TRAFFIC CONTROL BE SUBMITTED ONE WEEK PRIOR TO THE EVENT.

Resolution – Advancing State Aid Funds – Adopted by Resolution No. 66:19

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT A RESOLUTION IN WHICH ADVANCES MUNICIPAL STATE AID STREET (MSAS) FUNDS IN THE TOTAL AMOUNT OF $1,294,000.

RESOLUTION NO. 66:19

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

Improvement 19-19 – NW 3rd Street and Jackson Street Construction – Consideration of Proposal for Engineering Services and Construction Administration - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE PROPOSAL FROM BOLTON AND MENK IN THE TOTAL AMOUNT NOT TO EXCEED $36,440 FOR THE DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR IMPROVEMENT 19-19.

Tree Policy Revision – Consideration of Cotton Bearing Tree Grandfather Clause - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND ADOPT THE POLICY WITH THE REVISIONS AS PRESENTED.

Committee Chair Bevans stated the cotton tree would need to be 12" in diameter at the 4 ½ foot height level in order to be exempt from the requirement to remove.

Technology Enhanced Traffic Control Policy - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND ADOPT THE POLICY AS PRESENTED.

Committee Chair Bevans indicated the policy will provide staff the steps to follow before considering a technology enhanced device.

Personnel and Finance Committee Report

Approval of Bills - Approved

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

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

Assistance to Firefighters Grant Application - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON, DULY CARRIED, TO AUTHORIZE THE FIRE DEPARTMENT TO APPLY FOR A FIRE OPERATIONS AND PERSONAL PROTECTION EQUIPMENT (PPE) GRANT THROUGH THE ASSISTANCE TO FIREFIGHTERS PROGRAM. THE TOTAL APPLICATION REQUEST WILL BE APPROXIMATELY $255,000 WITH A 10% LOCAL COST SHARE IF THE GRANT IS AWARDED.

Committee Chair Badeaux stated the fire department applied for this grant in 2018 but was not awarded to our department in that round of applications. He explained if the grant is accepted, the local match of $25,500 would be funded from the fire capital fund.

Children's Museum Discussion – Direction Given

MOVED AND SECONDED BY ALDERMEN BADEAUX AND STUNEK, DULY CARRIED, TO APPROPRIATE UP TO $20,000 TO THE 2020 BUDGET FOR POTENTIAL USE ON THE CHILDREN'S MUSEUM MASTER PLAN.

Committee Chair Badeaux stated there needs to be more discussion regarding the proposed plan and agreement.

Animal Control Services Contract Proposal - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON, DULY CARRIED, TO APPROVE THE AMENDED ANIMAL CONTROL ENFORCEMENT PROPOSAL WITH LAKES AREA WILDLIFE CONTROL INCLUDING MONTHLY REPORTS AS PRESENTED.

Committee Chair Badeaux explained the contract was negotiated with a yearly rate increase for the next three years. He said the monthly rates will be $1,768 for 2020, $2,298 for 2021 and $2,987 for 2022, which includes monthly reporting and a 90-day option to terminate.

City Administrator Employment Agreement - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND STUNEK, DULY CARRIED, TO APPROVE THE CITY ADMINISTRATOR EMPLOYMENT AGREEMENT WITH JENNIFER BERGMAN AS PRESENTED WITH THE CORRECTIONS AND TO AUTHORIZE SIGNATURES OF CITY OFFICIALS.

Committee Chair Bevans stated the benefit document in the packet had erroneous information and HR Director Schubert distributed the corrected agreement to the Council.

Deferment of Assessment - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON, DULY CARRIED, TO APPROVE THE DEFERMENT OF ASSESSMENTS PAYABLE IN 2020 FOR 613 10TH AVE NE (PIDs 41191678 AND 41141679).

Memorial Park Redesign and Parking Lot Discussion – Direction Given

MOVED AND SECONDED BY ALDERMEN BADEAUX AND STUNEK, DULY CARRIED, TO ENTER INTO NEGOTIATIONS TO PURCHASE THE PARKING LOT FROM BRAINERD LAND LLC IN THE AMOUNT OF $223,000 AS SHOWN ON THE COMMERCIAL APPRAISAL.

Committee Chair Badeaux explained the parking lot purchase will be included in the amount of $1.3 million for the Memorial Park redesign. He gave a brief review of discussion that took place at the Park Board meeting regarding potential adjustments to the original design if the purchase is approved. He said if the offer for the parking lot is not accepted, those funds would be used in the park redesign.

MOVED AND SECONDED BY ALDERMEN BADEAUX AND STUNEK, DULY CARRIED, TO LIMIT THE ENTIRE MEMORIAL PARK REDESIGN PROJECT TO NOT EXCEED $1.3 MILLION.

Committee Chair Badeaux indicated the City Council has control of the funding but the Park Board decides what is done at the parks with those funds.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN BADEAUX AND STUNEK, DULY CARRIED, TO PUT $117,000 INTO THE CITY DEBT LEVY FOR 2020 TO BE USED TO STRUCTURE THE DEBT ISSUE.

Finance Director Hillman explained it was discussed at the Council Workshop on November 25th to reduce the debt levy by $117,000. She indicated by approving this motion, the debt levy would remain the same as the 2019 amount.

Unfinished Business

Public Hearing for Discussion on the Implementation and Progress of the Small Cities Development Program (SCDP) Grant CDAP-17-0019-O-FY18

The Chair opened the public hearing at 8:00 p.m.

No one came forward.

The Chair closed the public hearing at 8:01 p.m.

Call for Applicants – Informational:
(Application Information at www.ci.brainerd.mn.us/boards/)

PLEASE NOTE: *THIS INCLUDES ANY EXPIRING TERMS UP FOR REAPPOINTMENT - **ALL CURRENT MEMBERS ARE REQUIRED TO REAPPLY***

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

Cable TV Advisory Committee – 2 terms (Expire 2019) - 2 terms (Expire 2021)
Charter Commission – 1 term (Expire 2019) - 2 terms (Expire 2020) - 1 term (Expire 2021) – 1 term (Expire 2022)
Housing & Redevelopment Authority (HRA) – 1 term (Expire 2019)
Library Board – 4 terms (Expire 2019)
Park Board – 1 term (Expire 2019)
Public Utilities Commission (PUC) – 1 term (Expire 2019)
Transportation Advisory Committee (TAC) – 3 terms (Expire 2019)

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

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

Council President Recommended: (terms to expire on 12/31 of said year)
Airport Commission – 1 term (Expire 2019)
Planning Commission – 3 terms (Expire 2019)
Police & Fire Civil Service Commission – 1 term (Expire 2019)

Other

Water Tower Fundraising Committee – Applicants Needed

***(Added Item)* Public Vote for Alderman Tad Erickson**

Council President Johnson stated a public vote is required when appointing a new member to council. He indicated this was not done at the meeting held on September 9, 2019 to appoint Alderman Erickson. He requested the Council Members voice their votes from that meeting, which are as follows and remained the same for all three votes:

Vote 1	Vote 2	Vote 3
Lambert - Erickson	Lambert - Erickson	Lambert - Erickson
Stunek - Erickson	Stunek - Erickson	Stunek - Erickson
Pritschet - Erickson	Pritschet - Erickson	Pritschet - Erickson
Bevans – O'Day	Bevans – O'Day	Bevans – O'Day
Badeaux – O'Day	Badeaux – O'Day	Badeaux – O'Day
Johnson – O'Day	Johnson – O'Day	Johnson – O'Day

Council President Johnson stated Mayor Menk voted to break the tie between Tad Erickson and Michael O'Day by appointing Tad Erickson.

Planning Commission

First Reading – Proposed Ordinance No. 1501 – An Ordinance to Rezone Property at 7757 Wise Road from an R-A (Rural Agriculture) District to an R-1A (Single-Family Residential) District – Interim City Administrator Thoreen Recommends to Dispense with the Actual Reading - Approved

Community Development Director Chanski stated the purpose of the rezoning is to allow the property owner the ability to split the lot into less than 20 acres to build a home on the lot for a family member.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND LAMBERT, DULY CARRIED, TO DISPENSE WITH THE ACTUAL READING OF PROPOSED ORDINANCE NO. 1501 – AN ORDINANCE TO REZONE 7757 WISE ROAD FROM AN R-A (RURAL AGRICULTURE) DISTRICT TO AN R-1A (SINGLE-FAMILY RESIDENTIAL) DISTRICT.

Conditional Use Permit Application – Submitted by ISD181 for Garfield Elementary School, 704 3rd Ave NE - Approved

Community Development Director Chanski explained the conditional use permit is needed to construct an addition to the school which includes but is not limited to classrooms, kitchen, office space and parking lot. He said the Planning Commission voted unanimously to recommend approval of the permit application with no conditions.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND LAMBERT, DULY CARRIED, TO APPROVE THE CONDITIONAL USE PERMIT FOR GARFIELD ELEMENTARY, 704 3RD AVE NE, BRAINERD BASED ON STAFF FINDINGS OF FACT.

Conditional Use Permit Application – Submitted by ISD181 for Lowell Elementary School, 1120 10th Ave NE - Approved

Community Development Director Chanski stated the conditional use permit is required in order to construct an addition to the school which includes but is not limited to classrooms, kitchen, gymnasium and parking lot. He said the Planning Commission voted unanimously to recommend approval of the permit application with no conditions.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND PRITSCHET, DULY CARRIED, TO APPROVE THE CONDITIONAL USE PERMIT FOR LOWELL ELEMENTARY, 1120 10TH AVE NE, BRAINERD BASED ON STAFF FINDINGS OF FACT.

Conditional Use Permit Application – Submitted by ISD181 for Riverside Elementary School, 205 W. Washington St. - Approved

Community Development Director Chanski said the conditional use permit is needed to build an addition on the school which includes but is not limited to a gymnasium, exterior finishes and an update to the service entry. He said the Planning Commission voted unanimously to recommend approval of the permit application with no conditions.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND PRITSCHET, DULY CARRIED, TO APPROVE THE CONDITIONAL USE PERMIT FOR RIVERSIDE ELEMENTARY, 205 W WASHINGTON STREET, BRAINERD BASED ON STAFF FINDINGS OF FACT.

Public Forum

The Chair opened the public forum at 8:11 p.m.

The Chair welcomed Mr. Mike Angland, who spoke on behalf of Brainerd Restoration about their idea to install outdoor speakers downtown to allow various holiday music, and other music for events downtown. He said he wanted to inform the Council prior to fundraising in the community for this project. He thanked the Council for their cooperation with all the projects of Brainerd Restoration.

The Chair closed the public forum at 8:15 p.m.

Staff Reports

City Engineer Sandy thanked the street department for all the hard work in snow removal this past weekend. He said we received over 16" of snow over those four days.

Council Member Reports

Mayor Menk thanked the street department and Tom's Backhoe for a great job clearing and hauling snow. He said he supports the downtown speaker project and thanked Brainerd Restoration for their work in raising funds for the community.

Mayor Menk stated Brainerd Public Utilities is working with the airport on a future project to install solar panels for energy conservation.

Council Members Pritschet and Johnson also thanked the street department for dealing with the heavy snowfall.

Council Member Johnson congratulated Jennifer Bergman for being chosen for the City Administrator position. He stated the HRA will be having a special meeting on Thursday, December 5, 2019 at 9:00 a.m. to discuss the vacancy created with Ms. Bergman leaving as the executive director.

Council Member Stunek thanked the Brainerd Fire Department, the Brainerd and Baxter Police Department's, Crow Wing County Sheriff's Department, the Legion, the Elks and the VFW for the help in delivering over 360 meals on Thanksgiving Day. He said the Legion also served over 400 meals at their facility.

Recess to Budget and Levy Public Hearing on Monday, December 9, 2019 at 6:00 P.M.

Adjourn

The Chair adjourned at 8:20 p.m.

James M. Thoreen
Interim City Administrator

Brainerd, MN
December 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, Pritschet, Bevans, Badeaux, Erickson, Johnson, and Mayor Menk. Council Member Stunek was noted as absent. The following staff was also noted as present: Interim City Administrator Thoreen, Finance Director Hillman, City Engineer Sandy, Police Chief McQuiston, Fire Chief Holmes, Community Development Director Chanski, IT/GIS Director Strong, and Park Director Sailer.

The Chair opened the meeting with the Pledge of Allegiance.

2020 Budget and Levy Presentation

Finance Director Hillman presented an overview of the Minnesota property tax timeline, an outline of the property tax system, a comparison of the City's Estimated Market Value for pay years 2020 and 2019, the 2020 Levy and Budget, and the estimated impact to both Residential Homestead and Commercial/Industrial Properties.

Public Comment Period

The Chair opened the Public Comment Period at 6:15 P.M.

The following citizen addressed the Council with concerns:

- Max Day 1635 13th Avenue NE; stated that his value has increased significantly over the last couple years, and it seems like the general values have increased in the neighborhood.

Council and staff answered questions and addressed how a change in the market value of the property impacts the amount of proposed taxes payable for 2020 and directed Mr. Day to the County Assessor's office.

The Chair closed the Public Hearing at 6:26 P.M.

Adjourn

The Chair adjourned the meeting at 6:27 P.M.

_____
James M. Thoreen
Interim City Administrator

CITY OF BRAINERD
LICENSED CONTRACTORS

CITY COUNCIL MEETING
December 16th, 2019

(86 Renewals - 2020)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
R J MECHANICAL, INC.	(320) 679-0602	PLUM	1/1/2021	12/31/2019	PC001353
901 INDUSTRIAL PARK RD N		HPPB	1/1/2021		HC000133
PO BOX 373		MECH	1/1/2021	12/2/2020	MB004174
MORA, MN 55051					
20-0086					
MN PETROLEUM SERVICE, INC.	(763) 780-5191	MECH	3/31/2020	12/14/2020	MB005791
682 39TH AVENUE NE					
COLUMBIA HEIGHTS, MN 55421					
20-0085					
NC PLUMBING & HEATING INC DBA NORTH	(218) 692-3000	MECH	3/1/2020	3/1/2021	MB721187
13688 KIMBERLY ROAD		PLUM	3/1/2020	12/31/2021	PC721186
CROSSLAKE, MN 56442					
20-0084					
EXPERT INSULATION OF BRAINERD, INC.	(877) 888-2780	INSU	10/1/2020	12/31/2020	
7775 BRIANS WAY					
BRAINERD, MN 56401					
20-0083					
INDIGO SIGNWORKS INC.	(320) 846-9697	SIGN	11/18/2020	5/21/2020	SB683135
1622 MAIN AVENUE					
FARGO, ND 58103					
20-0082					
IRONFIRE, INC.	(218) 829-4983	STEL	9/23/2020	12/31/2020	
5353 LEGEND LANE					
BRAINERD, MN 56401					
20-0081					
PATRIOT ROOFING PLUS LLC	(218) 838-4169	RSBC	4/17/2020		BC744083
6206 N SLUETTER ROAD		CROO	4/17/2020	12/31/2020	
PEQUOT LAKES, MN 56472					
20-0080					
MAJKA CONSTRUCTION, INC.	(218) 963-1367	RSBC	1/1/2021		BC003300
6367 LENDEE DRIVE		GENC	1/1/2021	12/31/2020	
NISSWA, MN 56468					
20-0079					
KRAUS-ANDERSON CONSTRUCTION CO.	(612) 332-7281	GENC	12/31/2020	12/31/2020	
501 SOUTH 8TH STREET		RSBC	12/31/2020		BC008368
MINNEAPOLIS, MN 55404					
20-0078					
WESTERN PRODUCTS, INC.	(701) 293-5310	CONR	1/1/2020		CR004286
474 45TH STREET S.		GENC	1/1/2020	12/31/2020	
FARGO, ND 58103					
20-0077					
KUEPERS CONSTRUCTION, INC.	(218) 829-0707	GENC	12/1/2020	12/31/2020	
17018 COMMERCIAL PARK ROAD		RSBC	12/1/2020		BC002599
BRAINERD, MN 56401					
20-0076					

CITY OF BRAINERD
LICENSED CONTRACTORS

CITY COUNCIL MEETING
December 16th, 2019

(86 Renewals - 2020)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
ASPEN CREEK PLUMBING & HEATING LLC 20271 STATE HWY 18 BRAINERD, MN 56401 20-0075	(218) 764-2731	MECH PLUM	7/1/2020 7/1/2020	7/1/2021 12/31/2019	MB669490 PC669464
D.R.S.C. CONCRETE, INC. 13464 5TH AVENUE NE RICE, MN 56367 20-0074	(320) 393-4888	MASO	8/19/2020	12/31/2020	
BUTTWEILER'S DO-ALL, INC. 4298 STATE HWY 114 SW ALEXANDRIA, MN 56308 20-0073	(320) 886-5319	CROO	1/1/2021	12/19/2020	
SHO-CON OF PIERZ, INC. 25238 213TH STREET PIERZ, MN 56364 20-0072	(218) 851-3945	MASO GENC	4/6/2020 4/6/2020	12/31/2020 12/31/2020	
J.R. JENSEN CONSTRUCTION COMPANY 814 21ST AVENUE E SUPERIOR, WI 54880 20-0071	(715) 398-6626	GENC	4/1/2020	12/31/2020	
BCI CONSTRUCTION, INC. 7135 5TH AVENUE NE SAUK RAPIDS, MN 56379 20-0070	(320) 393-3185	GENC	5/25/2020	12/31/2020	
APH PLUMBING AND HEATING LLC 39300 W ARROWHEAD DRIVE PINE RIVER, MN 56474 20-0069	(218) 839-3060	PLUM	5/1/2020	12/31/2019	PC724016
SUPERIOR COMPANIES OF MINNESOTA 1244 60TH AVENUE NW ROCHESTER, MN 55901 20-0068	(507) 289-0229	MECH PLUM	5/1/2020 5/1/2020	12/10/2020 12/31/2021	MB004661 PC642520
VINCO, INC. 18995 FOREST BLVD N. PO BOX 907 FOREST LAKE, MN 55025 20-0067	(651) 982-4642	TELE	5/1/2020	12/31/2020	
GRAVELLE PLUMBING & HEATNG, INC. 223 FIRST AVENUE NW AITKIN, MN 56431 20-0066	(218) 927-2624	MECH PLUM TECH	9/1/2020 9/1/2020 9/1/2020	10/15/2020 12/31/2021 7/31/2020	MB003759 PC645381 TS001809
K JOHNSON CONSTRUCTION INC. 6870 HWY 10 NW SAUK RAPIDS, MN 56379 20-0065	(320) 255-9649	MASO	1/1/2020	12/31/2020	

CITY OF BRAINERD
LICENSED CONTRACTORS

CITY COUNCIL MEETING
December 16th, 2019

(86 Renewals - 2020)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
NEUMANN CONSTRUCTION, INC. 3552 44TH STREET SW PINE RIVER, MN 56474 20-0064	(218) 270-0009	RSBC CROO	9/18/2020 9/18/2020	 12/31/2020	BC586859
FIRE WORKS FIREPLACE INSTALLATION 3030 4TH STREET S. WAITE PARK, MN 56387 20-0063	(320) 240-9490	RSBC MECH	8/18/2020 8/18/2020	 10/22/2020	BC191561 MB003629
HORIZON ROOFING INC. 2010 COUNTY ROAD 137 WAITE PARK, MN 56387 20-0062	(320) 252-1608	CROO	6/13/2020	12/31/2020	
GRANITE CITY REFRIG. & SHEET METAL PO BOX 358 SAUK RAPIDS, MN 56379 20-0061	(320) 252-3111	MECH	5/1/2020	9/1/2020	MB003158
GRANITE CITY ROOFING, INC. PO BOX 1482 ST. CLOUD, MN 56302 20-0060	(320) 253-4441	ROOF	5/1/2020	12/31/2020	
KENKO DRYWALL, INC. 14181 242ND AVENUE PIERZ, MN 56364 20-0059	(320) 630-6801	DRYW	8/15/2020	12/31/2020	
BRAINERD LAKES HEATING & AIR LLC 21538 COUNTY ROAD 3 MERRIFIELD, MN 56465 20-0058	(218) 963-3131	MECH	2/16/2020	9/1/2020	MB641768
DAIKIN APPLIED AMERICAS INC. 13600 INDUSTRIAL PARK BOULEVARD MINNEAPOLIS, MN 55441 20-0057	(763) 553-5330	MECH TECH HPPB	4/1/2020 4/1/2020 4/1/2020	10/8/2020 12/31/2021	MB003904 TS002163 HC004213
DECHANTAL EXCAVATING, LLC 12209 STATE HWY 18 PO BOX 315 BRAINERD, MN 56401 20-0056	(218) 828-4636	EXCA SSTS	2/1/2020 2/1/2020	12/31/2020 2/10/2019	 L-2267
APE HEATING AND AIR CONDITIONING 13209 SMART ROAD BRAINERD, MN 56401 20-0055	(218) 839-8619	MECH	1/24/2021	10/1/2020	MB747688
HERZOG ROOFING, INC. PO Box 245 DETROIT LAKES, MN 56502 20-0054	(320) 632-5119	CROO	5/1/2020	12/31/2020	

CITY OF BRAINERD
LICENSED CONTRACTORS

CITY COUNCIL MEETING
December 16th, 2019

(86 Renewals - 2020)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
PHIL'S HEATING & AC, INC. 11157 COUNTY ROAD 144 PO BOX 1027 BRAINERD, MN 56401 20-0053	(218) 828-8127	MECH	6/5/2020	10/31/2020	MB003934
STRUCTURAL BUILDINGS, INC. 12926 1ST STREET BECKER, MN 55308 20-0052	(763) 261-4150	RSBC GENC	9/4/2020 9/4/2020	 12/31/2020	BC709531
METRO HOME INSULATION LLC DBA 495 SOUTH HIGH ST STE 50 COLUMBUS, OH 43215 20-0051	(614) 221-3241	MECH RSBC	10/1/2020 10/1/2020	3/14/2020	MB722551 BC598508
COMMERCIAL PLUMBING AND HEATING 24428 GREENWAY AVE FOREST LAKE, MN 55025 20-0050	(651) 464-2988	PLUM	7/1/2020	12/31/2021	PC643117
HVAC TECH HEATING & AIR 13213 COUNTY ROAD 8 BRAINERD, MN 56401- 20-0049	(218) 838-4708	MECH	8/15/2020	8/25/2020	MB664932
MASTER PLUMBING & HEATING OF BRD 17131 MOGENSEN ROAD BRAINERD, MN 56401 20-0048	(218) 829-2443	MECH PLUM	10/15/2020 10/15/2020	5/10/2020 12/31/2021	MB005013 PC644493
CROSSLAKE SHEETMETAL, INC. P.O. BOX 191 CROSSLAKE, MN 56442 20-0047	(218) 692-2177	MECH	7/15/2020	10/23/2020	MB003832
H&H MASONRY, LLC 23305 STATE HWY 18 DEERWOOD, MN 56444 20-0046	(218) 764-2389	MASO	4/24/2020	12/31/2020	
Q3 CONTRACTING, INC. 3066 SPRUCE STREET LITTLE CANADA, MN 55117 20-0045	(651) 224-2424	EXCA	2/28/2020	12/31/2020	
ACCESS NORTH 1309 EAST 40 STREET HIBBING, MN 55746 20-0044	(218) 262-6675	FRAM	6/1/2020	12/31/2020	
TELCOM CONSTRUCTION, INC. 2218 200TH STREET E PO BOX 189 CLEARWATER, MN 55320 20-0043	(320) 547-1099	UTIL	1/31/2020	12/31/2020	

CITY OF BRAINERD
LICENSED CONTRACTORS

CITY COUNCIL MEETING
December 16th, 2019

(86 Renewals - 2020)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
THELEN HEATING & ROOFING, INC.	(218) 829-1491	MECH	4/1/2020	9/24/2020	MB003283
1717 13TH STREET SE		PLUM	4/1/2020	12/31/2019	PC738578
BRAINERD, MN 56401		RSBC	4/1/2020		BC638379
20-0042					
SCHRUPP EXCAVATING LLC	(218) 587-4038	SSTS	3/31/2020		L747
3003 36TH STREET SW		EXCA	3/31/2020	12/31/2020	
PINE RIVER, MN 56474					
20-0041					
BARATTO BROTHERS CONSTRUCTION INC	(218) 692-1070	RSBC	10/26/2020		BC322437
13872 SHAFER RD		GENC	10/26/2020	12/31/2020	
CROSSLAKE, MN 56442					
20-0040					
BRAINERD GLASS, INC.	(218) 829-5430	GLAS	3/27/2020	12/31/2020	
302 5TH AVENUE NE					
SUITE 4					
BRAINERD, MN 56401					
20-0039					
BERCHER CONSTRUCTION, INC.	(218) 829-1381	GENC	1/1/2020	12/31/2020	
7676 DESIGN ROAD		RSBC	1/1/2020		BC004461
SUITE 100					
BAXTER, MN 56425					
20-0038					
JIBEC HEATING & COOLING (NIGGELER)	(218) 828-0330	MECH	9/1/2020	11/21/2020	MB005584
1775 DANDELION LANE SW					
BRAINERD, MN 56401					
20-0037					
ST. CLOUD ACOUSTICS, INC.	(320) 363-8585	CEIL	6/23/2020	12/31/2020	
30762 PEARL DRIVE					
P.O. BOX 758					
ST JOSEPH, MN 56374					
20-0036					
HONER EXCAVATING INC	(218) 587-3424	EXCA	1/1/2020	12/31/2020	
PO BOX 676		SSTS	1/1/2020	1/1/2020	L2646
PINE RIVER, MN 56474					
20-0035					
DOOR DOCTOR, THE	(218) 828-4562	OVRD	6/12/2020	12/31/2020	
18231 WOODROW ROAD					
BRAINERD, MN 56401					
20-0034					
ROSS LEWIS SIGNS, INC.	(218) 751-1204	SIGN	1/19/2020	2/7/2020	SB678195
2201 BARDWELL DRIVE NW					
BEMIDJI, MN 56601					
20-0033					
METROPOLITAN MECHANICAL CONTRACTORS	(952) 941-7010	PLUM	12/31/2019	12/31/2021	PC642833
7450 FLYING CLOUD DR		MECH	12/31/2019	3/29/2020	MB004842
EDEN PRAIRIE, MN 55344-3720		HPPB	12/31/2019		HC000087
20-0032					

CITY OF BRAINERD
LICENSED CONTRACTORS

CITY COUNCIL MEETING
December 16th, 2019

(86 Renewals - 2020)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
RHEAUMES HOUSE OF LETTERING INC. 25113 21ST AVENUE ST. CLOUD, MN 56301 20-0031	(320) 252-7680	SIGN	10/22/2020	7/1/2020	SB683780
JONES SIGN COMPANY INC 1711 SCHEURING ROAD DEPERE, WI 54115 20-0030	(920) 425-9850	SIGN	8/1/2020	8/16/2020	SB745307
GULL LAKE GLASS, INC. 18441 STATE HWY 371 BRAINERD, MN 56401 20-0029	(218) 829-2881	GLAS	9/22/2020	12/31/2020	
PRATT'S AFFORDABLE EXCAVATING INC. 23069 SWAN LANE MERRIFIELD, MN 56465 20-0028	(218) 765-4244	EXCA SSTS	9/1/2020 9/1/2020	12/31/2020	 L1341
ELITE UNDERGROUND, INC. 9351 OAK BLUFF ROAD BRAINERD, MN 56401 20-0027	(218) 829-1553	UTIL	3/5/2020	12/31/2020	
DOW ACOUSTICS, INC. PO BOX 477 DETROIT LAKES, MN 56502 20-0026	(218) 847-8976	CEIL	8/1/2020	12/31/2020	
R & H DRYWALL, INC. 26023 HWY 27 PO BOX 400 PIERZ, MN 56364 20-0025	(320) 468-6808	DRYW	3/15/2020	12/31/2020	
ALL SEASON HEATING & AC OF BRD, INC 11502 THIESSE ROAD BRAINERD, MN 56401 20-0024	(218) 825-0513	MECH	12/1/2020	10/8/2020	MB004765
ST. CLOUD REFRIGERATION DBA: SCR 604 LINCOLN AVENUE NE ST. CLOUD, MN 56304 20-0023	(320) 251-6861	MECH	12/31/2019	8/15/2020	MB003247
MID-STATE REFRIGERATION, HEATING-AC 604 LINCOLN AVENUE NE ST. CLOUD, MN 56304 20-0022	(320) 251-6861	MECH PLUM	12/31/2019 12/31/2019	8/18/2020 12/31/2021	MB003246 PC005306
QWEST CORPORATION dba: CENTURY LINK 4658 HEATHERWOOD RD ST. CLOUD, MN 56301 20-0021	(651) 312-7087	UNGD	9/1/2020	12/31/2020	

CITY OF BRAINERD
LICENSED CONTRACTORS

CITY COUNCIL MEETING
December 16th, 2019

(86 Renewals - 2020)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
BEDNAR PLUMBING & HEATING, LLC 14208 COUNTY ROAD 22 BRAINERD, MN 56401 20-0020	(218) 829-6534	MECH PLUM	9/25/2020 9/25/2020	2/9/2020 12/31/2021	MB004963 PC645438
MP NEXLEVEL, LLC 500 COUNTY ROAD 37 E MAPLE LAKE, MN 55358 20-0019	(320) 963-2400	UTIL	8/31/2020	12/31/2020	
ALTERS MASONRY CONCRETE, INC. 19784 SEE GULL ROAD BRAINERD, MN 56401 20-0018	(218) 828-1820	MASO	2/27/2020	12/31/2020	
KASELLA CONCRETE, INC. 6191 330TH AVENUE PIERZ, MN 56364 20-0017	(320) 355-2926	MASO	2/12/2020	12/31/2020	
AQUA LOGIC INC 501 INDUSTRIAL BLVD WACONIA, MN 55387 20-0016	(952) 856-7550	POOL	7/1/2020	12/31/2020	
PIKE PLUMBING & HEATING OF BRAINERD 830 BROOK STREET BRAINERD, MN 56401 20-0015	(218) 829-4332	PLUM MECH	1/1/2021 2/19/2020	12/31/2021 9/3/2020	PC645518 MB003380
MASTER MOBILE HOME SERVICE, INC. 1486 CLOUD DRIVE NE BLAINE, MN 55449 20-0014	(763) 755-7555	MECH	2/19/2020	9/3/2020	MB003380
MN HOME IMPROVEMENTS, LLC. 8850 RIDGEWOOD CT PO BOX 248 ST JOSEPH, MN 56374 20-0013	(320) 363-4435	RSBC GENC	3/1/2020 3/1/2020	 12/31/2020	BC699875
JACOBSON EXCAVATING & LANDSCAPING 13252 STATE HWY 18 BRAINERD, MN 56401 20-0012	(218) 851-9078	EXCA SSTS	3/23/2020 3/23/2020	12/31/2020 	 L3324
NORTHSTAR METALWORKS DBA BRIANS WDG 10131 INDUSTRIAL ROAD BRAINERD, MN 56401 20-0011	(218) 829-8173	WELD	1/1/2020	12/31/2020	
SPORTSMANS PLUMBING HEATING AND AC 12705 STATE 64 SW MOTLEY, MN 56466 20-0010	(218) 831-8720	PLUM MECH	10/31/2020 10/31/2020	12/31/2021 11/9/2020	PC749035 MB749035

CITY OF BRAINERD
LICENSED CONTRACTORS

CITY COUNCIL MEETING
December 16th, 2019

(86 Renewals - 2020)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
T-RAY CONSTRUCTION COMPANY INC. 8651 NAPLES STREET NE SUITE 100 BLAINE, MN 55449 20-0009	(763) 757-6859	UNGD	4/1/2020	12/31/2020	
MICHELS CORPORATION 817 WEST MAIN STREET BROWNSVILLE, WI 53006 20-0008	(920) 583-3132	UTIL PLUM MECH	2/1/2020 2/1/2020 2/1/2020	12/31/2020 12/31/2021 10/29/2021	 PC646114 MB674871
RICE LAKE CONSTRUCTION GROUP 22360 COUNTY ROAD 12 PO BOX 517 DEERWOOD, MN 56444 20-0007	(218) 546-1903	GENC	11/1/2020	12/31/2020	
NORTHLAND GLASS AND GLAZING LLC 3311 39TH STREET S FARGO, ND 58104 20-0006	(701) 277-8700	GLAS	2/15/2020	12/31/2020	
RYAN COMPANIES US, INC. 533 SOUTH THIRD STREET SUITE #100 MINNEAPOLIS, MN 55415- 20-0005	(612) 492-4000	GENC	3/31/2020	12/31/2020	
W. L. HALL COMPANY 530 15TH AVENUE S. HOPKINS, MN 55343 20-0004	(952) 974-7612	GENC	4/1/2020	12/31/2020	
TANK & TOWER FOUNDATIONS INC. 3156 50TH STREET NE BUFFALO, MN 55313 20-0003	(763) 682-9275	MASO	3/1/2020	12/31/2020	
ALL ELEMENTS, INC. 301 CHELSEA ROAD MONTICELLO, MN 55362 20-0002	(763) 314-0234	RSBC GENC	9/1/2020 9/1/2020	 12/31/2020	BC323540
SCENIC SIGN CORPORATION 828 SOUTH 5TH STREET PO BOX 881 SAUK RAPIDS, MN 56379- 20-0001	(320) 252-9400	SIGN	11/1/2020	6/19/2021	SB693852

BRAINERD POLICE DEPARTMENT
MEMORANDUM

TO: Brainerd City Council

FROM: Police Chief Corky McQuiston

DATE: 12-12-19

RE: Monthly Report

Radar Calibration Testing

On November 26th, annual radar calibration testing was conducted on all radar units. The police department has 12 of the 14 police vehicles equipped with radar units. The two investigator assigned vehicles do not have radar units.

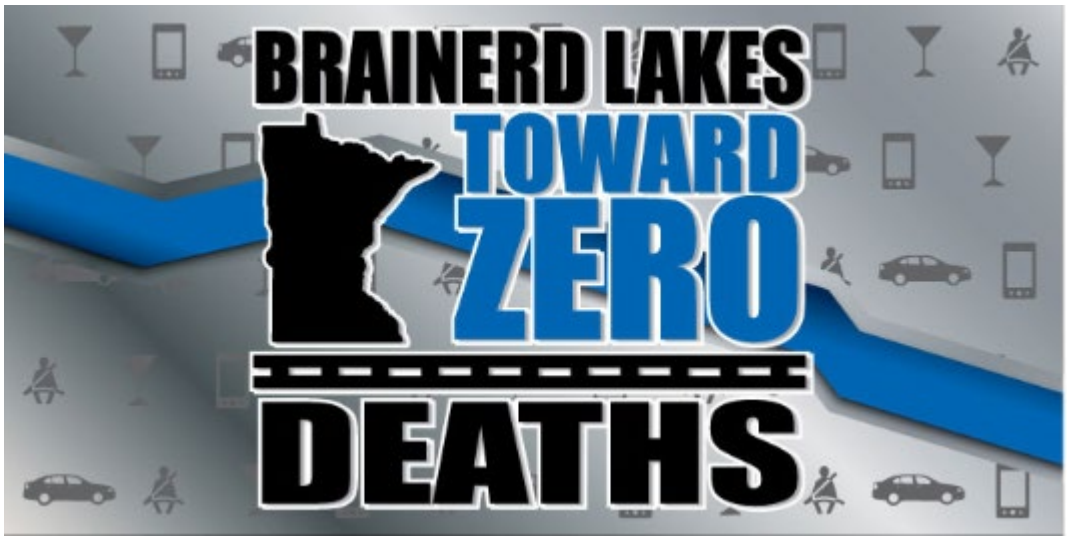
We utilize a company called Direct Radar LLC to complete the annual testing. All units are tested annually, and we maintain those test records to utilize for court purposes when testifying at court trials for speeding citations to demonstrate that the units have calibration testing annually to verify that they are working correctly.

In addition to the fixed radar units in the squad cars, we have two hand-held LIDAR units that also get testing annually at this same time. The handheld units (shown on the right) work well on divided roadways like College Drive with the officers working in two person teams.

Our LIDAR units use an infrared laser beam that clocks the time it takes for the laser to reach a moving vehicle bounce off it and return to the unit in relationship to the speed of light. LIDAR isn't as limited by the effects of poor weather conditions like the fixed doppler radar systems in the squad cars.

Unsafe and excessive speed continues to be one of the most common factors in motor vehicle crashes.

TZD Enforcement



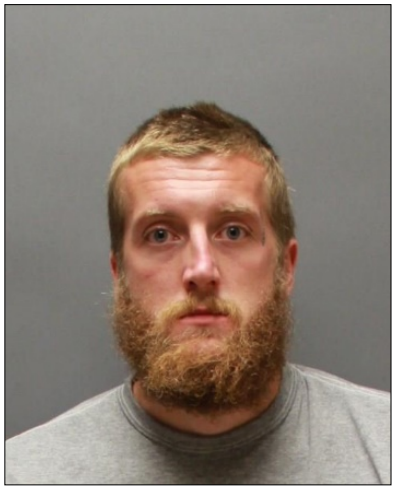
The 2020 Fiscal year for the TZD Enforcement Grant Activity has commenced. Enforcement waves for this time of year are DWI focused. Eight officers from area agencies worked shifts on November 27th & 29th, 108 vehicles were stopped, and 3 people were arrested, however only one arrest was for DWI. The DWI enforcement wave will continue in December with three other state-wide enforcement dates to be conducted before the new year.

Police & Fire Civil Service Meeting

On November 20th, we met with the Police & Fire Civil Service Commission to seek approval for establishing a new Police Officer Eligibility List. The commission approved the following time-line proposal:

- Begin advertising immediately and accept applications until 4:30 pm on Wednesday, December 11th.
- Access and Score Rated Applications
- Establish a scoring threshold to advance candidates to Fitness Testing
- Conduct Physical Agility Testing on Thursday, December 19th
- Conduct Oral Interviews on Thursday, January 9th.
- Request Civil Service Meeting the week of January 13th for list certification
- Request Authorization for Conditional Job Offers at January 21st City Council Meeting

Level 3 Predatory Offender



On October 23rd, the police department received notification from the Minnesota Department of Corrections regarding the release of a Level 3 Predatory Offender that will be moving into the Brainerd City Limits.

The Minnesota Department of Corrections reported that 32-year-old Joshua Matthew McMillen would be released from a state correctional facility on November 5th, and he intends to be living at the 100 block of Gillis Avenue NE, in Brainerd.

Since McMillen is not new to our community and has resided at this location in the past, no community notification meeting regarding him was held. Public Fact Notification Sheets regarding McMillen were available at the Brainerd Police Department and this notification was posted on our Facebook page. He last resided in Brainerd during 2015, and has lived in the area off and on since 2007.

McMillen has a history of sexual contact with children male and female between the ages of nine and 14, and he was known to the victims. McMillen is not currently wanted by the police and has served the sentence imposed on him by the court. He continues to be on Intensive Supervised Released with Department of Corrections Parole Officers.

November Police Activity

Shortly before 6 am, on Tuesday, November 5th, police were dispatched to investigate a report that a vehicle had ran off the roadway and was completely submerged in the Mississippi River. The initial report was that five occupants of the vehicle were in the river, however as police arrived all had already made it to shore.

The vehicle involved, a 2010 silver Ford Escape, was traveling in a northwesterly direction near the Community Garden area in Rotary Park when it failed to make the right turn and ran off the roadway. The vehicle was located almost 30 feet out from shore at a depth between six and seven feet. The vehicle experienced moderate damage to the front end from leaving the roadway.

All five occupants were transported by ambulance to the hospital to be treated for signs of hypothermia, no other injuries were reported.

A request for charges of Criminal Vehicular Operation and Reckless driving were forwarded to the County Attorney for review.

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
October	1914	375 Hours	700 GB	366 MB	11.76 Minutes	62
November	1829	338 Hours	630 GB	344 MB	11.20 Minutes	61

Conduct on Premises Activity Report for November

ICR	Date Reported	Title	Address	Summary
19015041	11/01/19	Conduct on Premises	702 ½ South 9th Street	Unlicensed Rental – Eviction Pending
19015736	11/15/19	Conduct on Premises	823 ½ Laurel Street	Subsequent Incident—Written Management Plan requested & received

Monthly Police Activity

November	2019	2018
Calls	1559	1352
Citations (Inc. Parking)	240	220
Part I and Part II Crimes Reported	196 **	239

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

99 parking tickets were issued in the month of October with the following dispositions:

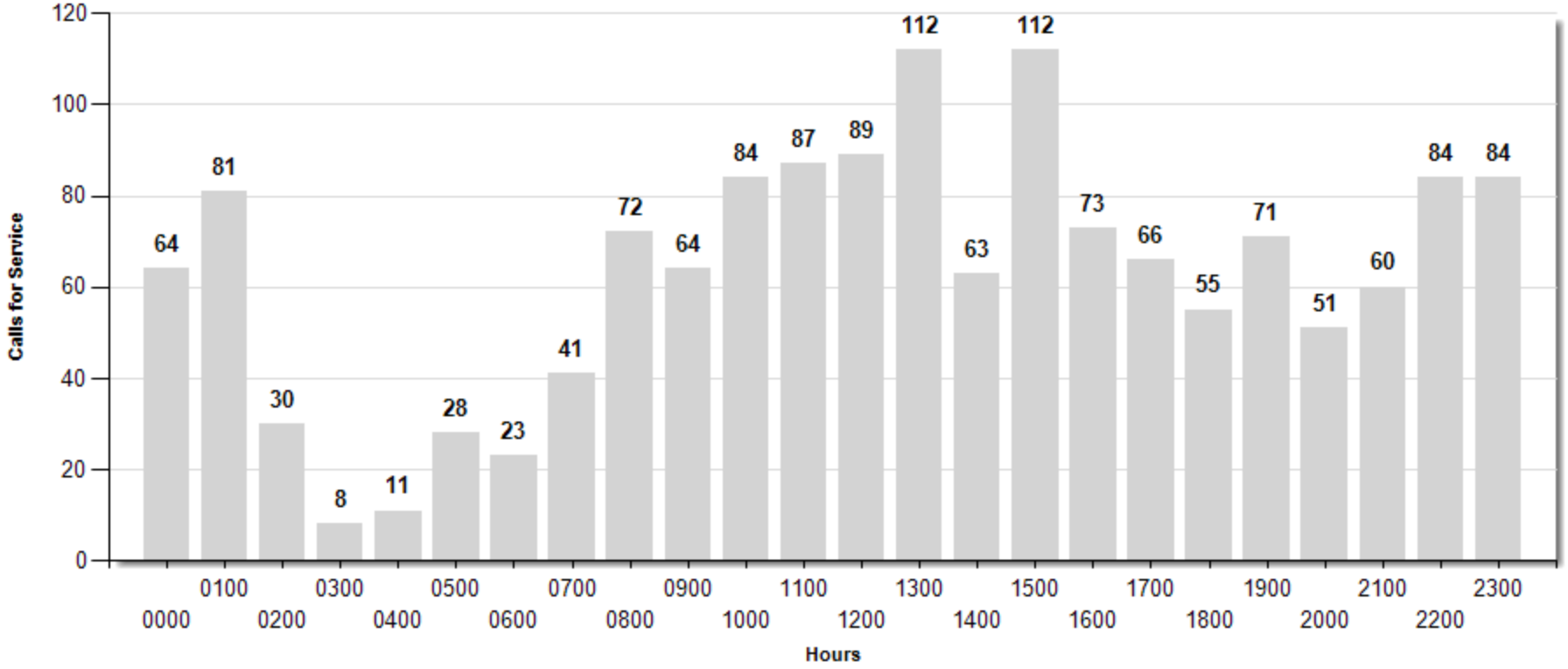
Revenue Recapture Receipts:
To Date: $ 47,540.08
In 2019: $ 6,893.95

3	Dismissed
0	Business Validations
48	Paid in Full
1	Partial Payments Received
47	No Payment Received

Calls for Service Hourly

11/1/2019 to 11/30/2019

Total Calls: **1559**



Brainerd City Council
Agenda Request

Requested Meeting Date: December 16, 2019

Title of Item: BPU 2020 Operating and Capital Budget

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: Todd Wicklund	**Department:** BPU
Presenter (Name & Title): BPU Commissioners and Staff	**Estimated Time Needed:** 20 Minutes

Summary of Issue:

BPU representatives will be at the council meeting to present BPU's 2020 Operating and Capital Budget. A copy of the budget is attached.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve BPU's 2020 Operating and Capital budget as adopted by the Public Utilities Commission at their November 26, 2019 meeting.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

BRAINERD PUBLIC UTILITIES

OPERATING BUDGET FOR THE YEAR ENDED DECEMBER 31, 2020

AND

CAPITAL IMPROVEMENT BUDGET FOR THE YEARS 2020 THROUGH 2024

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BRAINERD PUBLIC UTILITIES
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Capital Improvement Budget

Brainerd Public Utilities
Capital Improvement Budget
For the Years 2020 Through 2024

Department	2020	2021	2022	2023	2024	Total
Electric	$2,287,200	$1,208,000	$945,000	$914,000	$940,000	$6,294,200
Water	941,800	516,000	442,000	411,000	489,000	2,799,800
Wastewater	1,013,000	375,000	294,000	265,000	310,000	2,257,000
Hydro	321,000	211,000	195,000	143,000	119,000	989,000
Administration	250,500	81,500	49,500	70,500	49,500	501,500
Grand Total	$ 4,813,500	$ 2,391,500	$ 1,925,500	$ 1,803,500	$ 1,907,500	$ 12,841,500

Note: The summary of projects above is net of projects funded with debt financing.

Brainerd Public Utilities
Electric Distribution Department
Capital Improvement Budget
For the Years 2020 Through 2024

Project No.	Project Description	2020	2021	2022	2023	2024	Total
Production System Improvements							
01	Load Management/Time of Use	$ 10,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 30,000
02	SCADA/System Communications	10,000	25,000	25,000	25,000	25,000	110,000
03	Electric System Model	10,000	20,000		20,000		50,000
04	Reclosures / VFI	10,000		50,000		50,000	110,000
Distribution System Improvements							
01	34.5 KV Distribution Expansion & Improvements	500,000	500,000	500,000	500,000	500,000	2,500,000
02	St. Joes Sub-Station Upgrade	300,000					300,000
03							-
04	Underground Service Conversions	50,000	50,000	50,000	50,000	50,000	250,000
05	AMI Upgrade	900,000	100,000				1,000,000
06	System Distribution Transformers	200,000	150,000	150,000	150,000	150,000	800,000
Lighting System Expansion and Improvements							
01	Conversion to Energy Efficient Street Lighting	60,000	50,000	50,000	50,000	50,000	260,000
02							-
Special Equipment							
01	34.5 kV Tools (new crimpers)	30,000	15,000	15,000	15,000	15,000	90,000
Service Improvements							
01	Service Drop Improvements/Meter Improvements	5,000	5,000	5,000	5,000	5,000	25,000
Safety Equipment							
01	Safety Equipment	50,000	30,000	30,000	30,000	30,000	170,000
Test Equipment							
01	Misc. Line and Meter	30,000	30,000	20,000	15,000	15,000	110,000
02	Misc Survey Tools		5,000		5,000		10,000
Trucks, Vehicles, and Tools							
01	Aerial Device Cab/Chassis/Remount		230,000		240,000		470,000
02	Dump truck re-mount 60%	13,200					13,200
03	Locator Truck		40,000				40,000
04	Chipper		125,000				125,000
Total Before Debt Financing and Contingencies		2,178,200	1,380,000	900,000	1,110,000	895,000	6,463,200
Projects Funded with Debt Financing		-	230,000	-	240,000	-	470,000
Total Before Contingencies		2,178,200	1,150,000	900,000	870,000	895,000	5,993,200
Contingencies		109,000	58,000	45,000	44,000	45,000	301,000
Grand Total		$ 2,287,200	$ 1,208,000	$ 945,000	$ 914,000	$ 940,000	$ 6,294,200

Brainerd Public Utilities
Water Department
Capital Improvement Budget
For the Years 2020 Through 2024

Project No.	Project Description	2020	2021	2022	2023	2024	Total
Production System Improvements							
01	Flow Meters For Wells	$ 15,000		$ 15,000			$ 30,000
02	Check Valves For Wells	20,000		15,000			35,000
03	Well Rehab	30,000	30,000	30,000	30,000	30,000	150,000
Water Reservoir/Tanks							
01	Reclamation/Backwash Tank	500,000	500,000				1,000,000
02	2 Million Gallon Ground Reservoir	1,500,000	1,500,000				3,000,000
							-
Filatration/Treatment Facility Improvements							
01	Filter Bed Improvements	40,000	40,000	40,000	40,000	40,000	200,000
02	Valves/Actuators/Level Indicators	40,000	20,000	20,000	20,000	20,000	120,000
03	Chemical Clean	6,000	6,000	6,000	6,000	6,000	30,000
04	Central Garage - build out	15,000					15,000
05	New Doors throughout plant	7,000					7,000
Distribution System Improvements							
01	Gates/Valves/Hydrants	50,000	50,000	50,000	50,000	50,000	250,000
02	City Watermain Projects B st/5th Ave	325,000	200,000	200,000	200,000	200,000	1,125,000
03	AMI Upgrade	200,000	100,000				300,000
Water Service Improvements							
01	Water Service Line Improvements	25,000	15,000	15,000	15,000	15,000	85,000
02	Commercial Water Meter Improvements	20,000	10,000	10,000	10,000	10,000	60,000
Special Equipment							
01	Laboratory Equipment/Scales/Containment	5,000	5,000	5,000	5,000	5,000	25,000
Trucks, Vehciles, and Tools							
01	Service Truck #2					75,000	75,000
02	Utility Vehicle	75,000					75,000
03	Dump Truck re-mount 40%	8,800					8,800
Safety Equipment							
01	Barricades/Warning Equipment/Fall Equip.	5,000	5,000	5,000	5,000	5,000	25,000
02	PPE	5,000	5,000	5,000	5,000	5,000	25,000
Other Improvements							
01	Instrumental & Control System	5,000	5,000	5,000	5,000	5,000	25,000
							-
Total Before Debt Financing and Contingencies		2,896,800	2,491,000	421,000	391,000	466,000	6,665,800
Projects Funded with Debt Financing		2,000,000	2,000,000	-	-	-	4,000,000
Total Before Contingencies		896,800	491,000	421,000	391,000	466,000	2,665,800
Contingencies		45,000	25,000	21,000	20,000	23,000	134,000
Grand Total		$ 941,800	$ 516,000	$ 442,000	$ 411,000	$ 489,000	$ 2,799,800

Brainerd Public Utilities
Wastewater Treatment Department
Capital Improvement Budget
For the Years 2020 Through 2024

Project No.	Project Description	2020	2021	2022	2023	2024	Total
Improvements to Building							
01	Energy Improvements Control Building	$ 20,000					$ 20,000
02	Grounds Maintenance	65,000					65,000
Equipment							
01	Sampling Devices/System Flow Meters	10,000	10,000	10,000	10,000	10,000	50,000
Improvements to WWTP							
01	Sludge Recirc. Pumps/Thickening Pump	200,000					200,000
02	One Bank UV Bulbs		22,000		22,000		44,000
03	Thickening Tank Mixer	125,000					125,000
04	SBR Impeller (3)	75,000		50,000			125,000
05	Chemical Bldg. Pumps	25,000					25,000
06	Storage tank	500,000	2,000,000				2,500,000
07	New Lab/Operations room	10,000					10,000
Test Equipment							
01	Lab Equipment - scale, ventilation	20,000	10,000	5,000	5,000	5,000	45,000
02	AMI Upgrade	200,000	100,000				300,000
Safety Equipment							
01	Personal Protective Equipment	5,000	5,000	5,000	5,000	5,000	25,000
02	Hand Tools	5,000	5,000	5,000	5,000	5,000	25,000
Trucks and Vehicles							
01	Truck					65,000	65,000
Other Improvements							
01	Scada System for Lift Stations	5,000	5,000	5,000	5,000	5,000	25,000
02	Lift Station Improvements - pumps	200,000	200,000	200,000	200,000	200,000	1,000,000
Total Before Debt Financing and Contingencies		1,465,000	2,357,000	280,000	252,000	295,000	4,649,000
Projects Funded with Debt Financing		500,000	2,000,000	-	-	-	2,500,000
Total Before Contingencies		965,000	357,000	280,000	252,000	295,000	2,149,000
Contingencies		48,000	18,000	14,000	13,000	15,000	108,000
Grand Total		$ 1,013,000	$ 375,000	$ 294,000	$ 265,000	$ 310,000	$ 2,257,000

Brainerd Public Utilities
Hydro Department
Capital Improvement Budget
For the Years 2020 Through 2024

Project No.	Project Description	2020	2021	2022	2023	2024	Total
Improvements to Building							
01	Paint - Interior	$ 5,000					$ 5,000
02	Paint - Exterior	30,000					30,000
03	Roof Repair	50,000					50,000
Equipment							
01	Fuses/Stocking /Backup Parts/Gauges	13,000	13,000	13,000	13,000	13,000	65,000
02	Sump Pumps/Hydraulic Upgrades	10,000	10,000	5,000			25,000
03	Turbine		1,700,000				1,700,000
04	Generator Maintenance	50,000	50,000	50,000	50,000	50,000	250,000
Improvements to Dam Site							
01	Security Updates - Fence	20,000					20,000
02	Gate Maintenance	20,000		20,000		20,000	60,000
03	Grating over Turbine pit	20,000		20,000		20,000	60,000
Safety Equipment							
01	Personal Protective Equipment	5,000		5,000		5,000	15,000
02	Hand Tools	5,000	5,000	5,000	5,000	5,000	25,000
03	Bouy Maintenance	10,000					10,000
Trucks and Vehicles							
01	Forklift		50,000				50,000
Other Improvements							
01	Scada System		5,000				5,000
02	FERC Re-licensing	68,000	68,000	68,000	68,000		272,000
Total Before Debt Financing and Contingencies		306,000	1,901,000	186,000	136,000	113,000	2,642,000
Projects Funded with Debt Financing		-	1,700,000	-	-	-	1,700,000
Total Before Contingencies		306,000	201,000	186,000	136,000	113,000	942,000
Contingencies		15,000	10,000	9,000	7,000	6,000	47,000
Grand Total		$ 321,000	$ 211,000	$ 195,000	$ 143,000	$ 119,000	$ 989,000

Brainerd Public Utilities
Administration Department
Capital Improvement Budget
For the Years 2020 Through 2024

Project No.	Project Description	2020	2021	2022	2023	2024	Total
Improvements to Service Center							
01	HVAC System	$ 10,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 70,000
02	Parking Lot		5,000		5,000		10,000
03	Exterior Security - Fence/Gate/Parking Lot		25,000				25,000
04	FitQuest Bldg. Demo	65,000					65,000
Other Improvements							
01	Custodial/Grounds Keeping Equipment	36,000			15,000		51,000
Safety Equipment							
01	Radios	7,500	7,500	7,500	7,500	7,500	37,500
Information Technology Improvements							
01	Computer System Improvements	120,000	25,000	25,000	25,000	25,000	220,000
Total Before Contingencies		238,500	77,500	47,500	67,500	47,500	478,500
Contingencies		12,000	4,000	2,000	3,000	2,000	23,000
Grand Total		$ 250,500	$ 81,500	$ 49,500	$ 70,500	$ 49,500	$ 501,500

2020 Operating Budget

Detail of 2020 Operating Budget

Brainerd Public Utilities
Summary of 2020 Operating Budget
Combined All Departments

	Actual			2019		2019 Favorable (Unfavorable)	2020
	2016	2017	2018	Projected Actual	Budget	Variance	Budget
Utility Revenue							
Residential	$ 7,731,833	$ 8,185,467	$ 8,890,864	$ 8,849,602	$ 8,739,600	$ 110,002	8,922,000
Commercial	8,376,054	8,997,827	9,739,808	9,586,690	9,516,000	70,690	9,619,200
Large Commercial	5,133,161	5,359,072	5,784,823	6,142,374	5,700,300	442,074	5,928,000
City of Brainerd	432,827	461,635	521,495	501,346	512,400	(11,054)	502,800
BPU	774,885	838,484	903,407	883,167	861,000	22,167	885,000
Total Utility Revenue	22,448,760	23,842,485	25,840,397	25,963,178	25,329,300	633,878	25,857,000
Other Revenue							
Local Option Sales Tax Proceeds - Brainerd	977,969	1,004,910	1,011,506	1,047,451	987,000	60,451	1,012,800
Local Option Sales Tax Proceeds - Baxter	-	310,655	322,416	329,847	321,600	8,247	327,600
Interest Revenue	120,722	150,736	158,285	535,253	106,800	428,453	136,800
Interest Revenue - Notes Receivable	204,735	195,055	183,686	161,885	169,200	(7,315)	154,800
Federal Grant Revenue - Build America Bond	138,370	122,452	118,803	109,093	110,400	(1,307)	102,000
Other Revenue	449,940	734,366	668,437	510,970	409,200	101,770	428,400
Reimbursement of Operating Expenses - Baxter	435,914	520,764	583,453	661,494	538,800	122,694	606,000
Contributed Capital	310,000	988,568	-	-	-	-	-
Total Other Revenue	2,637,650	4,027,506	3,046,586	3,355,993	2,643,000	712,993	2,768,400
Total Revenue	25,086,410	27,869,991	28,886,983	29,319,171	27,972,300	1,346,871	28,625,400
Expenses							
Purchased Power	12,474,887	12,754,343	11,854,449	12,395,911	12,480,000	84,089	11,268,000
Personal Services	3,117,022	3,302,302	3,613,794	3,779,495	3,814,200	34,705	3,992,400
Purchased Services	1,523,213	1,652,307	1,915,492	1,667,702	1,667,100	(602)	1,721,700
Supplies and Maintenance	458,353	448,384	480,216	533,300	464,400	(68,900)	501,000
Employee Benefits	1,485,847	1,475,160	1,415,532	1,353,520	1,506,900	153,380	1,494,300
Other Charges	606,390	734,689	771,437	751,441	688,800	(62,641)	737,400
Depreciation	3,740,598	4,012,872	4,416,341	4,623,000	4,286,400	(336,600)	4,686,000
Interest Expense - Bonds	1,118,421	1,086,409	1,187,070	1,111,883	1,136,400	24,517	1,033,800
Cash Transfers to City	681,227	672,823	691,284	762,168	744,000	(18,168)	762,000
Total Expenses	25,205,958	26,139,289	26,345,615	26,978,420	26,788,200	(190,220)	26,196,600
Change in Net Position	$ (119,548)	$ 1,730,702	$ 2,541,368	$ 2,340,751	$ 1,184,100	$ 1,156,651	$ 2,428,800

Brainerd Public Utilities
2020 Operating Budget
Electric Department - Combined

	Actual			2019		2019 Variance Positive	2020
	2016	2017	2018	Projected Actual	Budget	(Negative)	Budget
Electric Department							
Revenue							
Utility Revenue							
Residential	$ 5,313,217	$ 5,693,563	$ 6,293,567	$ 6,214,286	$ 6,120,000	$ 94,286	$ 6,216,000
Commercial	6,671,496	7,220,310	7,856,739	7,645,717	7,608,000	37,717	7,646,400
Large Commercial	5,133,161	5,359,072	5,784,823	6,142,374	5,700,300	442,074	5,928,000
City of Brainerd	332,297	361,941	413,594	391,921	402,000	(10,079)	392,400
BPU	709,189	777,474	833,930	815,543	792,000	23,543	816,000
Total Utility Revenue	18,159,360	19,412,360	21,182,653	21,209,842	20,622,300	587,542	20,998,800
Other Revenues							
Late Payment Penalties	108,899	117,428	118,029	128,824	118,800	10,024	120,000
Permits and Fees	32,934	111,268	42,841	41,848	43,200	(1,352)	40,800
Bad Debt Recoveries	11,820	5,760	12,443	11,491	12,000	(509)	12,000
Interest Revenue	71,166	40,957	43,378	93,431	46,800	46,631	49,200
Rental Revenue	52,938	71,155	43,459	48,130	40,800	7,330	40,800
Gain (Loss) on Sale of Capital Assets	30,653	102,025	36,609	24,668	-	24,668	-
Refunds and Reimbursements	1,219	20,938	861	15,308	1,200	14,108	1,200
Bond Premium	15,357	15,357	16,437	15,360	15,900	(540)	15,600
Other Non-Operating Revenue	60,648	88,459	150,590	51,257	42,000	9,257	43,200
Total Other Revenue	385,634	573,347	464,647	430,316	320,700	109,616	322,800
Total Revenue	18,544,994	19,985,707	21,647,300	21,640,158	20,943,000	697,158	21,321,600
Expenses							
Substation							
Purchased Power	12,474,887	12,754,343	11,854,449	12,395,911	12,480,000	84,089	11,268,000
Total Transmission	12,474,887	12,754,343	11,854,449	12,395,911	12,480,000	84,089	11,268,000
Generation and Distribution							
Personal Services							
Regular Wages	1,115,045	1,198,429	1,317,024	1,456,314	1,743,600	287,286	1,756,800
Overtime Wages	74,748	70,828	76,189	136,930	-	(136,930)	-
Double Overtime Wages	4,954	18,412	16,737	19,820	-	(19,820)	-
Vacation Pay	89,083	96,727	90,885	82,043	-	(82,043)	-
Sick Pay	45,247	25,131	45,617	33,078	-	(33,078)	-
Services to the City	43,929	59,510	82,861	42,953	-	(42,953)	-
Less: Wages Capitalized	(141,736)	(219,183)	(191,205)	(266,688)	(181,200)	85,488	(192,000)
	1,231,270	1,249,854	1,438,108	1,504,450	1,562,400	57,950	1,564,800
Purchased Services							
Communications	5,082	5,957	10,980	6,617	7,200	583	7,200
Utilities	5,405	9,131	7,728	8,705	7,800	(905)	9,000
Maintenance and Repair - Equipment	67,258	63,657	60,120	58,741	62,400	3,659	55,800
Maintenance and Repair - Buildings	5,844	3,582	15,752	16,343	5,400	(10,943)	9,600
Maintenance and Repair - Other Improvements	66,847	54,718	95,538	76,927	73,800	(3,127)	76,800
Cleaning and Waste Removal	15,746	10,877	28,135	14,350	12,600	(1,750)	14,400
Testing and Monitoring	5,927	4,000	6,440	4,678	3,600	(1,078)	4,800
Printing and Publishing	1,603	1,291	1,391	830	1,800	970	1,200
Consulting Services	3,375	9,068	5,520	6,120	9,000	2,880	8,400
Other Contractual Services	11,881	12,373	13,637	19,096	13,800	(5,296)	16,200
	188,968	174,654	245,241	212,406	197,400	(15,006)	203,400
Supplies and Maintenance							
Small Tools and Supplies	88,123	59,335	71,067	85,229	67,800	(17,429)	72,000
Motor Fuels	30,948	28,655	39,517	39,943	35,400	(4,543)	40,200
Maintenance and Repair - Equipment	30,009	26,225	34,929	32,423	30,000	(2,423)	33,600
Maintenance and Repair - Buildings	7,562	2,936	2,026	2,089	4,800	2,711	4,200
Maintenance and Repair - Other Improvements	-	170	170	-	600	600	-
Maintenance and Repair - Street Lights	22,541	7,955	15,280	31,952	15,000	(16,952)	18,000
Other Commodities	8,976	12,432	5,956	8,952	12,900	3,948	9,600
Office Supplies	4,381	2,770	636	1,348	3,900	2,552	2,400
	192,540	140,478	169,581	201,936	170,400	(31,536)	180,000

Brainerd Public Utilities
2020 Operating Budget
Electric Department - Combined

	2016	2017	2018	2019 Projected Actual	2019 Budget	2019 Variance Positive (Negative)	2020 Budget
Electric Department (Continued)							
Generation and Distribution (Continued)							
Other Charges							
Dues and Subscriptions	181	644	137	220	600	380	600
Employee Benefits	9,767	12,155	12,890	6,121	11,700	5,579	7,200
Pension	232,343	214,229	80,475	103,765	117,600	13,835	116,400
Health Insurance	227,807	219,429	260,348	263,996	248,400	(15,596)	267,600
Payroll Taxes	86,852	90,007	102,971	101,108	120,000	18,892	120,000
Licenses and Taxes	28,877	40,388	43,505	32,230	38,100	5,870	37,200
Depreciation	1,529,985	1,653,620	1,772,686	1,928,700	1,693,200	(235,500)	1,968,000
Amortization	10,961	12,596	14,214	11,664	12,000	336	12,000
Travel and Conferences	25,880	21,584	37,740	55,561	42,000	(13,561)	49,200
Miscellaneous	411	295	922	292	600	308	600
	2,153,064	2,264,947	2,325,888	2,503,657	2,284,200	(219,457)	2,578,800
Total Generation and Distribution	$ 3,765,842	$ 3,829,933	$ 4,178,818	$ 4,422,449	$ 4,214,400	$ (208,049)	$ 4,527,000
Administration							
Personal Services							
Regular Wages	$ 493,962	$ 535,233	$ 551,625	$ 577,397	$ 696,600	$ 119,203	$ 750,000
Overtime Wages	7,247	6,432	6,919	9,328	-	(9,328)	-
Vacation Pay	52,302	52,837	54,094	56,737	-	(56,737)	-
Sick Pay	15,327	12,291	14,065	17,920	-	(17,920)	-
Board Member Salaries	6,480	6,480	6,480	6,480	600	(5,880)	6,000
	575,318	613,273	633,183	667,861	697,200	29,339	756,000
Purchased Services							
Communications	37,298	34,856	34,273	32,648	33,600	952	32,400
Utilities	38,923	38,257	33,554	33,179	40,800	7,621	37,200
Maintenance and Repair - Equipment	14,550	12,002	12,652	12,862	12,000	(862)	13,200
Maintenance and Repair - Buildings	4,331	8,253	10,795	2,258	7,800	5,542	4,800
Maintenance and Repair - Other Improvements	266	1,130	141	77	1,200	1,123	1,200
Cleaning and Waste Removal	1,752	1,361	1,120	1,660	1,500	(160)	1,800
Testing and Monitoring	-	-	-	1,699	-	(1,699)	1,200
Printing and Publishing	2,238	1,027	4,225	3,788	2,400	(1,388)	3,000
Consulting Services	203,555	183,850	252,958	96,964	161,400	64,436	126,600
Other Contractual Services	20,441	22,550	20,561	18,919	19,200	281	19,200
	323,354	303,286	370,279	204,054	279,900	75,846	240,600
Supplies and Maintenance							
Small Tools and Supplies	476	1,381	2,168	1,322	2,400	1,078	1,800
Motor Fuels	3,057	3,175	3,947	3,704	3,600	(104)	3,600
Maintenance and Repair - Equipment	276	1,260	1,656	422	1,800	1,378	1,200
Maintenance and Repair - Buildings	522	1,086	221	4,445	1,200	(3,245)	2,400
Maintenance and Repair - Other Improvements	37,400	30,947	33,757	31,860	34,800	2,940	33,000
Other Commodities	776	428	81	94	1,200	1,106	600
Office Supplies	17,546	23,491	23,399	37,327	23,100	(14,227)	26,400
	60,053	61,768	65,229	79,175	68,100	(11,075)	69,000
Other Charges							
Insurance and Bonds	100,824	134,192	141,438	148,303	145,800	(2,503)	150,000
Dues and Subscriptions	50,385	63,029	57,763	67,990	57,900	(10,090)	60,000
Employee Benefits	551	7,994	12,639	2,868	6,300	3,432	4,200
Pension	124,029	134,365	160,613	96,931	166,800	69,869	109,800
Health Insurance	132,235	133,091	111,913	119,246	110,700	(8,546)	119,400
Payroll Taxes	41,541	42,825	44,405	45,676	53,400	7,724	57,600
Licenses and Taxes	28,606	30,285	34,650	35,132	31,500	(3,632)	34,800
Depreciation	106,298	109,523	141,768	143,200	141,600	(1,600)	144,000
Travel and Conferences	199	7,525	12,000	13,043	9,600	(3,443)	13,200
Miscellaneous	20	365	421	593	600	7	600
Bank Charges	52,682	58,631	76,017	82,166	69,600	(12,566)	79,200
Interest Expense - Other	5,781	7,058	5,410	10,106	6,900	(3,206)	8,400
Interest Expense - Bonds	444,183	414,422	309,804	283,724	291,300	7,576	265,200
Bond Issuance Costs	5,708	102,462	1,437	-	-	-	-
Cash Transfers to City	681,227	672,823	691,284	762,168	744,000	(18,168)	762,000
Bad Debts	28,326	31,098	53,493	38,400	36,000	(2,400)	38,400
	1,802,595	1,949,688	1,855,055	1,849,547	1,872,000	22,453	1,846,800
Total Administration	2,761,320	2,928,015	2,923,746	2,800,637	2,917,200	116,563	2,912,400
Total Expenses	19,002,049	19,512,291	18,957,013	19,618,997	19,611,600	(7,397)	18,707,400
Change in Net Position	$ (457,055)	$ 473,416	$ 2,690,287	$ 2,021,161	$ 1,331,400	$ 689,761	$ 2,614,200

Brainerd Public Utilities
2020 Operating Budget
Electric Department - Distribution

	Actual 2016	Actual 2017	Actual 2018	2019 Projected Actual	2019 Budget	2019 Variance Positive (Negative)	2020 Budget
Electric Department							
Revenue							
Utility Revenue							
Residential	$ 5,313,217	$ 5,693,563	$ 6,293,567	6,214,286	$ 6,120,000	$ 94,286	$ 6,216,000
Commercial	6,671,496	7,220,310	7,856,739	7,645,717	7,608,000	37,717	7,646,400
Large Commercial	5,133,161	5,359,072	5,784,823	6,142,374	5,700,300	442,074	5,928,000
City of Brainerd	332,297	361,941	413,594	391,921	402,000	(10,079)	392,400
BPU	709,189	777,474	833,930	815,543	792,000	23,543	816,000
Total Utility Revenue	18,159,360	19,412,360	21,182,653	21,209,842	20,622,300	587,542	20,998,800
Other Revenues							
Late Payment Penalties	108,899	117,428	118,029	128,824	118,800	10,024	120,000
Permits and Fees	32,934	111,268	42,841	41,848	43,200	(1,352)	40,800
Bad Debt Recoveries	11,820	5,760	12,443	11,491	12,000	(509)	12,000
Interest Revenue	71,166	40,957	43,378	93,431	46,800	46,631	49,200
Rental Revenue	52,938	71,155	43,459	48,130	40,800	7,330	40,800
Gain (Loss) on Sale of Capital Assets	30,653	102,025	36,609	24,668	-	24,668	-
Refunds and Reimbursements	1,219	20,938	861	15,308	1,200	14,108	1,200
Other Non-Operating Revenue	58,350	84,108	140,882	51,257	42,000	9,257	43,200
Total Other Revenue	367,979	553,639	438,502	414,956	304,800	110,156	307,200
Total Revenue	18,527,339	19,965,999	21,621,155	21,624,798	20,927,100	697,698	21,306,000
Expenses							
Substation							
Purchased Power	13,958,337	14,249,684	13,254,847	13,617,155	13,860,000	242,845	12,528,000
Total Transmission	13,958,337	14,249,684	13,254,847	13,617,155	13,860,000	242,845	12,528,000
Distribution							
Personal Services							
Regular Wages	844,483	913,374	1,008,855	1,116,414	1,330,800	214,386	1,332,000
Overtime Wages	37,383	34,977	39,623	98,374		(98,374)	-
Double Overtime Wages	4,954	7,623	4,089	8,664		(8,664)	-
Vacation Pay	72,159	75,767	64,100	54,054		(54,054)	-
Sick Pay	44,303	24,086	44,576	30,403		(30,403)	-
Services to the City	43,929	59,510	82,861	42,953		(42,953)	-
Less: Wages Capitalized	(141,736)	(219,183)	(191,205)	(266,688)	(181,200)	85,488	(192,000)
	905,475	896,154	1,052,899	1,084,174	1,149,600	65,426	1,140,000
Purchased Services							
Communications	3,496	4,269	9,186	4,804	5,400	596	5,400
Utilities	5,305	8,696	7,287	8,273	7,200	(1,073)	8,400
Maintenance and Repair - Equipment	64,747	62,621	55,999	47,156	57,600	10,444	50,400
Maintenance and Repair - Buildings	5,311	3,090	15,240	15,728	4,800	(10,928)	8,400
Maintenance and Repair - Other Improvements	66,747	49,359	95,538	76,927	73,200	(3,727)	76,800
Cleaning and Waste Removal	15,174	10,329	27,614	13,794	12,000	(1,794)	13,800
Testing and Monitoring	5,927	4,000	6,440	4,678	3,600	(1,078)	4,800
Printing and Publishing	1,603	1,291	1,391	830	1,800	970	1,200
Consulting Services	101	9,068	5,520	6,120	6,000	(120)	6,000
Other Contractual Services	10,945	11,532	12,858	18,445	12,600	(5,845)	15,600
	179,356	164,255	237,073	196,756	184,200	(12,556)	190,800
Supplies and Maintenance							
Small Tools and Supplies	71,831	53,404	65,551	81,193	61,800	(19,393)	66,000
Motor Fuels	27,516	28,514	38,475	37,914	33,600	(4,314)	38,400
Maintenance and Repair - Equipment	16,360	19,946	27,090	25,714	21,000	(4,714)	25,200
Maintenance and Repair - Buildings	2,047	537	1,480	1,834	1,800	(34)	1,800
Maintenance and Repair - Other Improvements	-	170	170	-	600	600	-
Maintenance and Repair - Street Lights	22,541	7,955	15,280	31,952	15,000	(16,952)	18,000
Other Commodities	7,529	11,640	5,489	7,764	11,400	3,636	8,400
Office Supplies	2,201	190	473	920	2,400	1,480	1,200
	150,025	122,356	154,008	187,291	147,600	(39,691)	159,000

Brainerd Public Utilities
2020 Operating Budget
Electric Department - Distribution

	Actual 2016	Actual 2017	Actual 2018	2019 Projected Actual	2019 Budget	2019 Variance Positive (Negative)	2020 Budget
Electric Department (Continued)							
Distribution (Continued)							
Other Charges							
Dues and Subscriptions	153	615	107	182	600	418	600
Employee Benefits	7,751	9,649	10,211	4,754	9,300	4,546	4,800
Pension	88,954	89,615	52,786	75,394	86,400	11,006	85,200
Health Insurance	154,309	143,602	190,746	197,023	177,000	(20,023)	193,200
Payroll Taxes	64,453	65,983	74,803	72,883	88,200	15,317	87,600
Licenses and Taxes	5,950	804	7,117	2,596	4,200	1,604	3,600
Depreciation	1,323,917	1,440,753	1,491,840	1,645,000	1,476,000	(169,000)	1,662,000
Amortization	10,961	12,596	14,214	11,664	12,000	336	12,000
Travel and Conferences	23,045	21,493	37,707	54,641	42,000	(12,641)	48,000
Miscellaneous	411	273	885	289	600	311	600
	1,679,904	1,785,383	1,880,416	2,064,426	1,896,300	(168,126)	2,097,600
Total Distribution	$ 2,914,760	$ 2,968,148	$ 3,324,396	$ 3,532,647	$ 3,377,700	$ (154,947)	$ 3,587,400
Administration							
Personal Services							
Regular Wages	$ 462,936	$ 501,487	$ 517,152	542,068	$ 656,400	$ 114,332	$ 709,200
Overtime Wages	7,236	6,419	6,917	9,328	-	(9,328)	-
Vacation Pay	48,278	49,205	50,442	53,044	-	(53,044)	-
Sick Pay	15,104	12,224	13,939	17,533	-	(17,533)	-
Board Member Salaries	5,400	5,400	5,400	5,400	600	(4,800)	4,800
	538,954	574,735	593,850	627,372	657,000	29,628	714,000
Purchased Services							
Communications	37,298	34,856	34,273	32,648	33,600	952	32,400
Utilities	38,923	38,257	33,554	33,179	40,800	7,621	37,200
Maintenance and Repair - Equipment	14,129	11,900	12,480	12,824	11,700	(1,124)	13,200
Maintenance and Repair - Buildings	4,094	7,147	10,795	2,258	7,200	4,942	4,800
Maintenance and Repair - Other Improvements	266	1,130	141	77	1,200	1,123	1,200
Cleaning and Waste Removal	1,752	1,299	1,070	1,478	1,500	22	1,800
Printing and Publishing	2,238	1,027	4,225	3,614	2,400	(1,214)	3,000
Consulting Services	107,922	150,894	110,433	75,894	106,800	30,906	86,400
Other Contractual Services	19,991	22,496	20,561	18,919	19,200	281	19,200
	226,613	269,006	227,532	180,893	224,400	43,507	199,200
Supplies and Maintenance							
Small Tools and Supplies	476	1,285	2,168	1,322	2,400	1,078	1,800
Motor Fuels	3,057	3,175	3,947	3,704	3,600	(104)	3,600
Maintenance and Repair - Equipment	276	1,260	1,656	422	1,800	1,378	1,200
Maintenance and Repair - Buildings	522	1,086	221	4,445	1,200	(3,245)	2,400
Maintenance and Repair - Other Improvements	32,162	27,475	29,907	28,268	28,800	532	28,800
Other Commodities	776	428	81	94	1,200	1,106	600
Office Supplies	17,546	23,437	23,350	37,327	22,800	(14,527)	26,400
	54,815	58,146	61,330	75,583	61,800	(13,783)	64,800
Other Charges							
Insurance and Bonds	54,601	74,886	78,674	85,496	81,600	(3,896)	85,200
Dues and Subscriptions	50,343	62,741	57,719	67,612	57,600	(10,012)	60,000
Employee Benefits	(57)	6,987	11,915	2,717	6,000	3,283	3,600
Pension	105,922	95,256	142,473	85,662	144,600	58,938	97,200
Health Insurance	125,283	126,031	104,407	110,136	104,400	(5,736)	112,800
Payroll Taxes	38,813	40,057	41,305	42,578	50,400	7,822	54,000
Licenses and Taxes	28,511	30,285	34,614	35,132	31,200	(3,932)	34,800
Depreciation	105,476	108,312	136,786	137,100	135,600	(1,500)	138,000
Travel and Conferences	139	7,495	12,000	13,043	9,600	(3,443)	13,200
Miscellaneous	20	365	421	593	600	7	600
Bank Charges	43,983	48,859	62,945	68,489	58,800	(9,689)	67,200
Interest Expense - Other	5,214	6,271	4,623	9,319	6,000	(3,319)	7,200
Interest Expense - Bonds	257,438	230,677	104,385	92,627	94,200	1,573	85,200
Bond Issuance Costs	5,708	60,235	1,437	-	-	-	-
Cash Transfers to City	681,227	672,823	691,284	762,168	744,000	(18,168)	762,000
Bad Debts	28,326	31,098	53,493	38,400	36,000	(2,400)	38,400
	1,530,947	1,602,378	1,538,481	1,551,072	1,560,600	9,528	1,559,400
Total Administration	2,351,329	2,504,265	2,421,193	2,434,920	2,503,800	68,880	2,537,400
Total Expenses	19,224,426	19,722,097	19,000,436	19,584,722	19,741,500	156,778	18,652,800
Change in Net Position	$ (697,087)	$ 243,902	$ 2,620,719	$ 2,040,076	$ 1,185,600	$ 854,476	$ 2,653,200

Brainerd Public Utilities
2020 Operating Budget
Electric Department - Generation

	Actual 2016	Actual 2017	Actual 2018	2019 Projected Actual	2019 Budget	2019 Variance Positive (Negative)	2020 Budget
Electric Department							
Revenue							
Other Revenues							
Bond Premium	$ 15,357	$ 15,357	$ 16,437	$ 15,360	$ 15,900	$ (540)	$ 15,600
Other Non-Operating Revenue	2,298	4,351	9,708	-	-	-	-
Total Other Revenue	17,655	19,708	26,145	15,360	15,900	(540)	15,600
Expenses							
Substation							
Purchased Power	(1,483,450)	(1,495,341)	(1,400,398)	(1,221,244)	(1,380,000)	(158,756)	(1,260,000)
Generation							
Personal Services							
Regular Wages	270,562	285,055	308,169	339,900	412,800	72,900	424,800
Overtime Wages	37,365	35,851	36,566	38,556		(38,556)	-
Double Overtime Wages	-	10,789	12,648	11,156		(11,156)	-
Vacation Pay	16,924	20,960	26,785	27,989		(27,989)	-
Sick Pay	944	1,045	1,041	2,675		(2,675)	-
	325,795	353,700	385,209	420,276	412,800	(7,476)	424,800
Purchased Services							
Communications	1,586	1,688	1,794	1,813	1,800	(13)	1,800
Utilities	100	435	441	432	600	168	600
Maintenance and Repair - Equipment	2,511	1,036	4,121	11,585	4,800	(6,785)	5,400
Maintenance and Repair - Buildings	533	492	512	614	600	(14)	1,200
Maintenance and Repair - Other Improvements	100	5,359	-	-	600	600	-
Cleaning and Waste Removal	572	548	521	556	600	44	600
Testing and Monitoring	-	-	-	1,699	-	(1,699)	1,200
Printing and Publishing	-	-	-	174	-	(174)	-
Consulting Services	3,274	-	-	-	3,000	3,000	2,400
Other Contractual Services	936	841	779	650	1,200	550	600
	9,612	10,399	8,168	17,524	13,200	(4,324)	13,800
Supplies and Maintenance							
Small Tools and Supplies	16,292	5,931	5,516	4,036	6,000	1,964	6,000
Motor Fuels	3,432	141	1,042	2,029	1,800	(229)	1,800
Maintenance and Repair - Equipment	13,649	6,279	7,839	6,709	9,000	2,291	8,400
Maintenance and Repair - Buildings	5,515	2,399	546	256	3,000	2,744	2,400
Other Commodities	1,447	792	467	1,188	1,500	312	1,200
Office Supplies	2,180	2,580	163	427	1,500	1,073	1,200
	42,515	18,122	15,573	14,645	22,800	8,155	21,000
Other Charges							
Dues and Subscriptions	28	29	30	37	-	(37)	-
Employee Benefits	2,016	2,506	2,679	1,367	2,400	1,033	2,400
Pension	143,389	124,614	27,689	28,372	31,200	2,828	31,200
Health Insurance	73,498	75,827	69,602	66,973	71,400	4,427	74,400
Payroll Taxes	22,399	24,024	28,168	28,225	31,800	3,575	32,400
Licenses and Taxes	22,927	39,584	36,388	29,634	33,900	4,266	33,600
Depreciation	206,068	212,867	280,846	283,700	217,200	(66,500)	306,000
Travel and Conferences	2,835	91	33	920	-	(920)	1,200
Miscellaneous	-	22	37	2	-	(2)	-
	473,160	479,564	445,472	439,231	387,900	(51,331)	481,200
Total Generation	$ 851,082	$ 861,785	$ 854,422	$ 891,675	$ 836,700	$ (54,975)	$ 940,800

Brainerd Public Utilities
2020 Operating Budget
Electric Department - Generation

	2016	2017	2018	2019 Projected Actual	2019 Budget	2019 Variance Positive (Negative)	2020 Budget
Electric Department (Continued)							
Administration							
Personal Services							
Regular Wages	$ 31,026	$ 33,746	$ 34,473	35,329	$ 40,200	$ 4,871	$ 40,800
Overtime Wages	11	13	2	-		-	-
Vacation Pay	4,024	3,632	3,652	3,694		(3,694)	-
Sick Pay	223	67	126	386		(386)	-
Board Member Salaries	1,080	1,080	1,080	1,080	-	(1,080)	1,200
	36,364	38,538	39,333	40,489	40,200	(289)	42,000
Purchased Services							
Maintenance and Repair - Equipment	421	102	172	37	300	263	-
Maintenance and Repair - Buildings	237	1,106	-	-	600	600	-
Cleaning and Waste Removal	-	62	50	181	-	(181)	-
Consulting Services	95,633	32,956	142,525	21,070	54,600	33,530	40,200
Other Contractual Services	450	54	-	-	-	-	-
	96,741	34,280	142,747	21,288	55,500	34,212	40,200
Supplies and Maintenance							
Small Tools and Supplies	-	96	-	-	-	-	-
Maintenance and Repair - Other Improvements	5,238	3,472	3,850	3,592	6,000	2,408	4,200
Office Supplies	-	54	49	-	300	300	-
	5,238	3,622	3,899	3,592	6,300	2,708	4,200
Other Charges							
Insurance and Bonds	46,223	59,306	62,764	62,807	64,200	1,393	64,800
Dues and Subscriptions	42	288	44	378	300	(78)	-
Employee Benefits	608	1,007	724	151	300	149	600
Pension	18,107	39,109	18,140	11,269	22,200	10,931	12,600
Health Insurance	6,952	7,060	7,506	9,110	6,300	(2,810)	6,600
Payroll Taxes	2,728	2,768	3,100	3,097	3,000	(97)	3,600
Licenses and Taxes	95	-	36	-	300	300	-
Depreciation	822	1,211	4,982	6,100	6,000	(100)	6,000
Travel and Conferences	60	30	-	-	-	-	-
Bank Charges	8,699	9,772	13,072	13,678	10,800	(2,878)	12,000
Interest Expense - Other	567	787	787	787	900	113	1,200
Interest Expense - Bonds	186,745	183,745	205,419	191,098	197,100	6,002	180,000
Bond Issuance Costs	-	42,227	-	-	-	-	-
	271,648	347,310	316,574	298,475	311,400	12,925	287,400
Total Administration	409,991	423,750	502,553	363,844	413,400	49,556	373,800
Total Expenses	(222,377)	(209,806)	(43,423)	34,276	(129,900)	(164,176)	54,600
Change in Net Position	$ 240,032	$ 229,514	$ 69,568	$ (18,916)	$ 145,800	$ 163,636	$ (39,000)

Brainerd Public Utilities
2020 Operating Budget
Water Department

	Actual			2019		2019 Variance Positive	2020
	2016	2017	2018	Projected Actual	Budget	(Negative)	Budget
Water Department							
Revenue							
Utility Revenue							
Residential	$ 1,108,865	$ 1,156,153	$ 1,217,805	$ 1,258,092	$ 1,251,600	$ 6,492	$ 1,302,000
Commercial	990,549	1,028,646	1,113,974	1,167,595	1,138,800	28,795	1,184,400
City of Brainerd	89,499	89,718	98,198	99,023	99,600	(577)	99,600
BPU	65,253	60,485	68,893	67,033	68,400	(1,367)	68,400
Total Utility Revenue	2,254,166	2,335,002	2,498,870	2,591,743	2,558,400	33,343	2,654,400
Other Revenues							
Late Payment Penalties	19,155	20,092	19,333	20,804	19,500	1,304	20,400
Permits and Fees	7,587	7,450	6,275	5,914	7,200	(1,286)	6,000
Local Option Sales Tax Proceeds - Baxter	-	250,536	260,013	266,013	259,200	6,813	264,000
Bad Debt Recoveries	7,193	7,357	7,195	305	6,600	(6,295)	3,000
Interest Revenue	1,621	1,394	60,656	116,035	18,000	98,035	21,600
Water Availability Charges	-	-	29,750	1,118	-	1,118	-
Bond Premium	25,252	44,748	60,093	65,784	46,200	19,584	65,400
Gain (Loss) on Sale Capital Assets	23,008	8,327	835	1,926	-	1,926	-
Refunds and Reimbursements	(2,255)	8,599	-	(6,947)	-	(6,947)	-
Other Revenue	13,281	23,377	36,774	24,781	13,800	10,981	14,400
Contributed Capital	250,000	988,568	-	-	-	-	-
Total Other Revenue	344,842	1,360,448	480,924	495,734	370,500	125,234	394,800
Total Revenue	2,599,008	3,695,450	2,979,794	3,087,477	2,928,900	158,577	3,049,200
Expenses							
Production							
Personal Services							
Regular Wages	161,486	183,203	187,773	201,380	276,900	75,520	291,600
Overtime Wages	24,568	22,854	24,422	21,406	-	(21,406)	-
Double Overtime Wages	-	-	-	-	-	-	-
Vacation Pay	11,757	13,546	15,894	14,792	-	(14,792)	-
Sick Pay	7,426	2,226	2,055	2,275	-	(2,275)	-
	205,237	221,829	230,144	239,854	276,900	37,046	291,600
Purchased Services							
Communications	3,164	2,838	2,859	2,833	3,000	167	3,000
Utilities	95,582	105,150	110,410	110,874	112,800	1,926	112,800
Maintenance and Repair - Equipment	3,959	1,960	1,920	4,854	2,400	(2,454)	3,600
Maintenance and Repair - Buildings	784	329	-	-	600	600	-
Maintenance and Repair - Other Improvements	7	188	-	-	-	-	-
Cleaning and Waste Removal	1,809	1,645	1,582	265	1,800	1,535	600
Testing and Monitoring	1,008	529	126	545	600	55	600
Printing and Publishing	-	-	-	-	-	-	-
Consulting Services	-	-	-	-	2,400	2,400	1,800
	106,313	112,639	116,897	119,371	123,600	4,229	122,400
Supplies and Maintenance							
Small Tools and Supplies	7,588	5,185	8,022	11,639	5,700	(5,939)	7,200
Maintenance and Repair - Equipment	6,532	7,461	13,803	8,754	9,000	246	9,600
Maintenance and Repair - Buildings	193	1,222	1,288	1,339	1,500	161	1,800
Maintenance and Repair - Other Improvements	-	-	-	-	-	-	-
Other Commodities	32,379	32,178	21,193	18,217	33,600	15,383	21,600
Office Supplies	969	226	-	479	300	(179)	600
	47,661	46,272	44,306	40,428	50,100	9,672	40,800
Other Charges							
Employee Benefits	1,249	1,597	1,601	802	1,500	698	1,200
Pension	31,635	21,628	14,222	16,615	21,000	4,385	21,600
Health Insurance	52,174	52,969	58,342	64,879	62,100	(2,779)	72,000
Payroll Taxes	14,488	15,228	15,704	15,492	21,300	5,808	21,600
Licenses and Taxes	530	145	169	588	300	(288)	600
Depreciation	161,972	224,151	235,094	248,100	232,800	(15,300)	258,000
	262,048	315,718	325,132	346,476	339,000	(7,476)	375,000
Total Production	621,259	696,458	716,479	746,129	789,600	43,471	829,800
Distribution							
Personal Services							
Regular Wages	295,215	314,428	300,148	300,290	306,000	5,710	316,800
Overtime Wages	4,980	5,203	9,975	32,687	-	(32,687)	
Double Overtime Wages	1,571	4,985	4,221	337	-	(337)	
Vacation Pay	27,810	23,374	23,573	29,227	-	(29,227)	
Sick Pay	8,651	10,775	10,486	10,313	-	(10,313)	
Less: Wages Capitalized	(72,666)	(11,126)	(42,413)	(9,937)	(15,000)	(5,063)	(18,000)
	265,561	347,639	305,990	362,917	291,000	(71,917)	298,800
Purchased Services							
Communications	2,304	2,644	4,242	2,798	2,700	(98)	3,000
Utilities	56,383	61,488	67,870	69,383	69,000	(383)	72,000
Maintenance and Repair - Equipment	13,603	28,095	14,554	18,035	19,800	1,765	19,200
Maintenance and Repair - Buildings	2,741	1,560	8,815	6,858	3,000	(3,858)	4,800
Maintenance and Repair - Other Improvements	15,487	26,277	32,305	36,256	23,400	(12,856)	24,000
Cleaning and Waste Removal	1,545	1,405	2,314	1,628	1,800	172	1,800
Testing and Monitoring	40	1,032	1,167	1,052	900	(152)	1,200
Printing and Publishing	263	175	270	146	600	454	600
Consulting Services	34,998	34,800	108,430	91,000	90,900	(100)	40,800
Other Contractual Services	7,652	811	1,001	1,152	2,400	1,248	1,800
	$ 135,016	$ 158,287	$ 240,968	$ 228,309	$ 214,500	$ (13,809)	$ 169,200

Brainerd Public Utilities
2020 Operating Budget
Water Department

	Actual 2016	Actual 2017	Actual 2018	2019 Projected Actual	2019 Budget	2019 Variance Positive (Negative)	2020 Budget
Water Department (Continued)							
Distribution (Continued)							
Supplies and Maintenance							
Small Tools and Supplies	$ 28,311	$ 27,000	$ 42,331	21,930	$ 27,000	$ 5,070	$ 24,000
Motor Fuels	11,055	13,750	14,939	14,982	14,400	(582)	15,600
Maintenance and Repair - Equipment	3,942	11,936	8,094	5,101	8,400	3,299	6,000
Maintenance and Repair - Buildings	1,147	233	457	1,136	900	(236)	1,200
Maintenance and Repair - Other Improvements	-	-	-	-	-	-	-
Other Commodities	2,404	3,696	1,930	3,688	3,900	212	3,600
Office Supplies	990	-	28	985	300	(685)	600
	47,849	56,615	67,779	47,822	54,900	7,078	51,000
Other Charges							
Dues and Subscriptions	-	20	36	79	-	(79)	-
Employee Benefits	2,753	2,830	2,804	1,226	2,400	1,174	1,200
Pension	38,002	33,895	22,758	24,726	23,400	(1,326)	24,000
Health Insurance	48,229	58,728	62,083	70,547	73,200	2,653	78,000
Payroll Taxes	17,657	22,800	22,752	23,281	23,400	119	24,000
Licenses and Taxes	8,319	9,090	9,052	7,067	9,000	1,933	7,200
Depreciation	498,016	553,403	715,794	764,000	685,200	(78,800)	786,000
Travel and Conferences	2,007	7,137	8,653	6,428	5,400	(1,028)	6,000
Miscellaneous	-	333	246	155	600	445	600
	614,983	688,236	844,178	897,510	822,600	(74,910)	927,000
Total Distribution	1,063,409	1,250,777	1,458,915	1,536,558	1,383,000	(153,558)	1,446,000
Administration							
Personal Services							
Regular Wages	184,222	202,418	207,324	214,580	232,800	18,220	249,600
Overtime Wages	3,002	2,634	2,940	3,839	-	(3,839)	
Vacation Pay	18,677	19,239	19,583	20,704	-	(20,704)	
Sick Pay	6,608	(1,475)	5,722	8,110	-	(8,110)	
Board Member Salaries	2,160	2,160	2,160	2,160	2,400	240	2,400
	214,669	224,976	237,729	249,392	235,200	(14,192)	252,000
Purchased Services							
Communications	11,398	10,840	10,473	9,936	11,400	1,464	10,800
Utilities	13,938	13,488	12,342	12,548	13,200	652	13,200
Maintenance and Repair - Equipment	6,401	5,156	5,268	7,613	5,400	(2,213)	6,000
Maintenance and Repair - Buildings	3,214	3,791	8,024	2,258	3,000	742	3,000
Maintenance and Repair - Other Improvements	266	531	141	50	600	550	600
Cleaning and Waste Removal	980	845	772	935	900	(35)	900
Printing and Publishing	1,187	266	1,425	1,142	1,200	58	1,200
Consulting Services	21,195	37,316	27,399	26,317	22,800	(3,517)	27,600
Other Contractual Services	5,119	6,348	5,302	5,430	6,000	570	6,000
	63,698	78,581	71,146	66,230	64,500	(1,730)	69,300
Supplies and Maintenance							
Small Tools and Supplies	402	563	1,682	858	900	42	900
Maintenance and Repair - Equipment	276	898	1,508	374	900	526	900
Maintenance and Repair - Buildings	563	635	390	1,506	900	(606)	1,200
Maintenance and Repair - Other Improvements	11,132	10,345	11,652	10,619	11,100	481	11,400
Other Commodities	492	422	-	94	300	206	-
Office Supplies	5,636	7,928	7,499	12,791	7,800	(4,991)	8,400
	18,501	20,791	22,731	26,242	21,900	(4,342)	22,800
Other Charges							
Insurance and Bonds	45,741	51,029	53,415	53,783	55,200	1,417	54,000
Dues and Subscriptions	5,191	7,724	7,082	8,339	6,600	(1,739)	7,200
Employee Benefits	103	1,842	2,808	871	1,800	929	1,800
Pension	62,258	21,930	50,763	34,130	56,400	22,270	37,200
Health Insurance	49,724	49,996	53,086	59,369	53,700	(5,669)	58,800
Payroll Taxes	15,579	16,402	16,681	16,895	17,400	505	19,200
Licenses and Taxes	2,351	1,035	2,535	4,992	1,800	(3,192)	3,000
Depreciation	41,953	43,216	53,813	54,000	54,000	-	54,000
Travel and Conferences	350	398	244	232	600	368	600
Miscellaneous	66	-	-	-	-	-	-
Bank Charges	18,598	19,544	25,769	29,827	20,400	(9,427)	28,800
Interest - Other	1,062	965	769	535	1,200	665	900
Interest - Bonds	48,712	84,799	284,686	285,398	296,400	11,002	267,000
Bond Issuance Costs	60,555	-	41,162	-	-	-	-
Bad Debts	2,773	3,191	2,348	2,400	3,600	1,200	3,000
	355,016	302,071	595,161	550,771	569,100	18,329	535,500
Total Administration	651,884	626,419	926,767	892,635	890,700	(1,935)	879,600
Total Expenses	2,336,552	2,573,654	3,102,161	3,175,322	3,063,300	(112,022)	3,155,400
Change in Net Position	$ 262,456	$ 1,121,796	$ (122,367)	$ (87,845)	$ (134,400)	$ 46,555	$ (106,200)

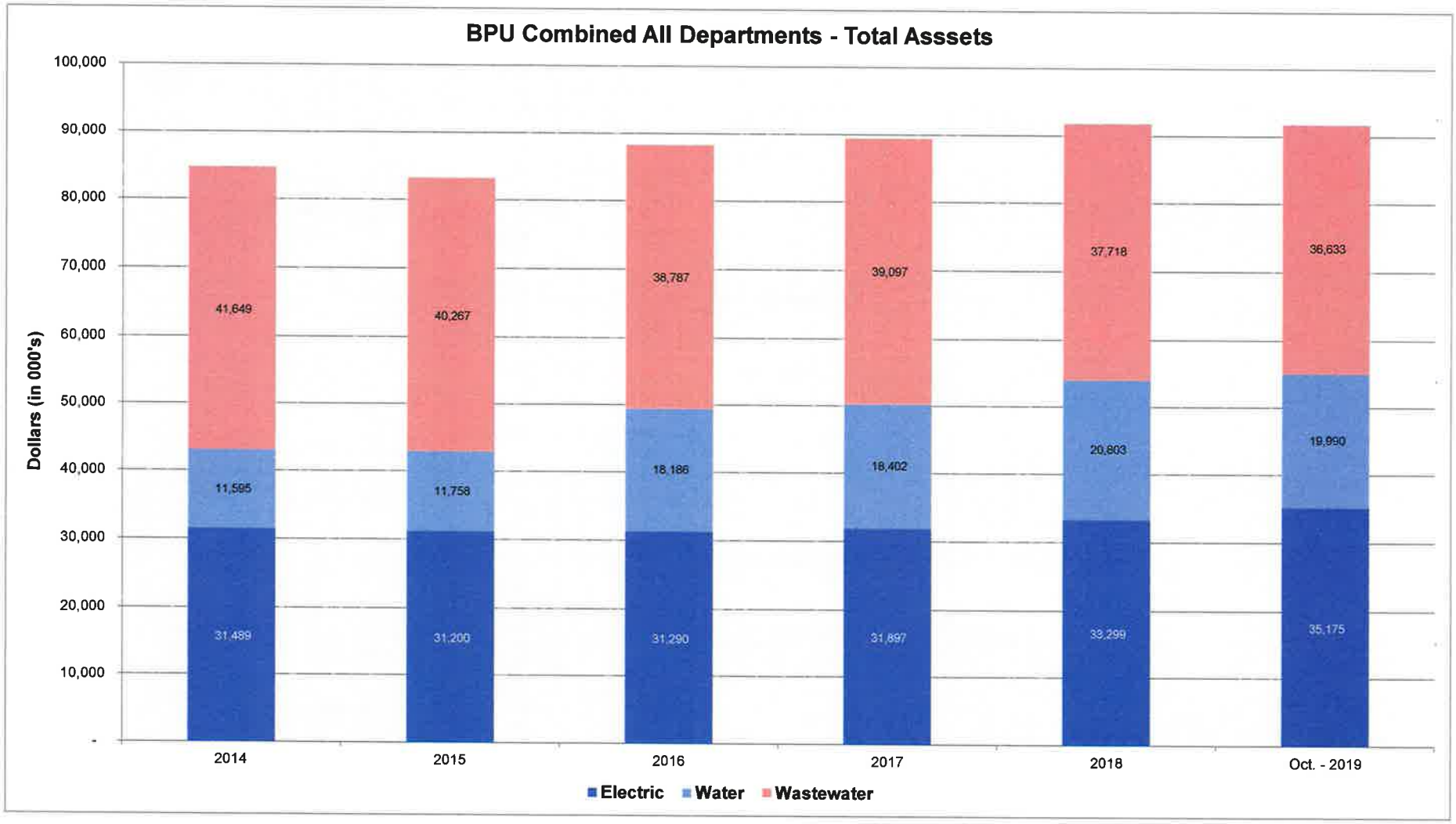
Brainerd Public Utilities
2020 Operating Budget
Wastewater Department

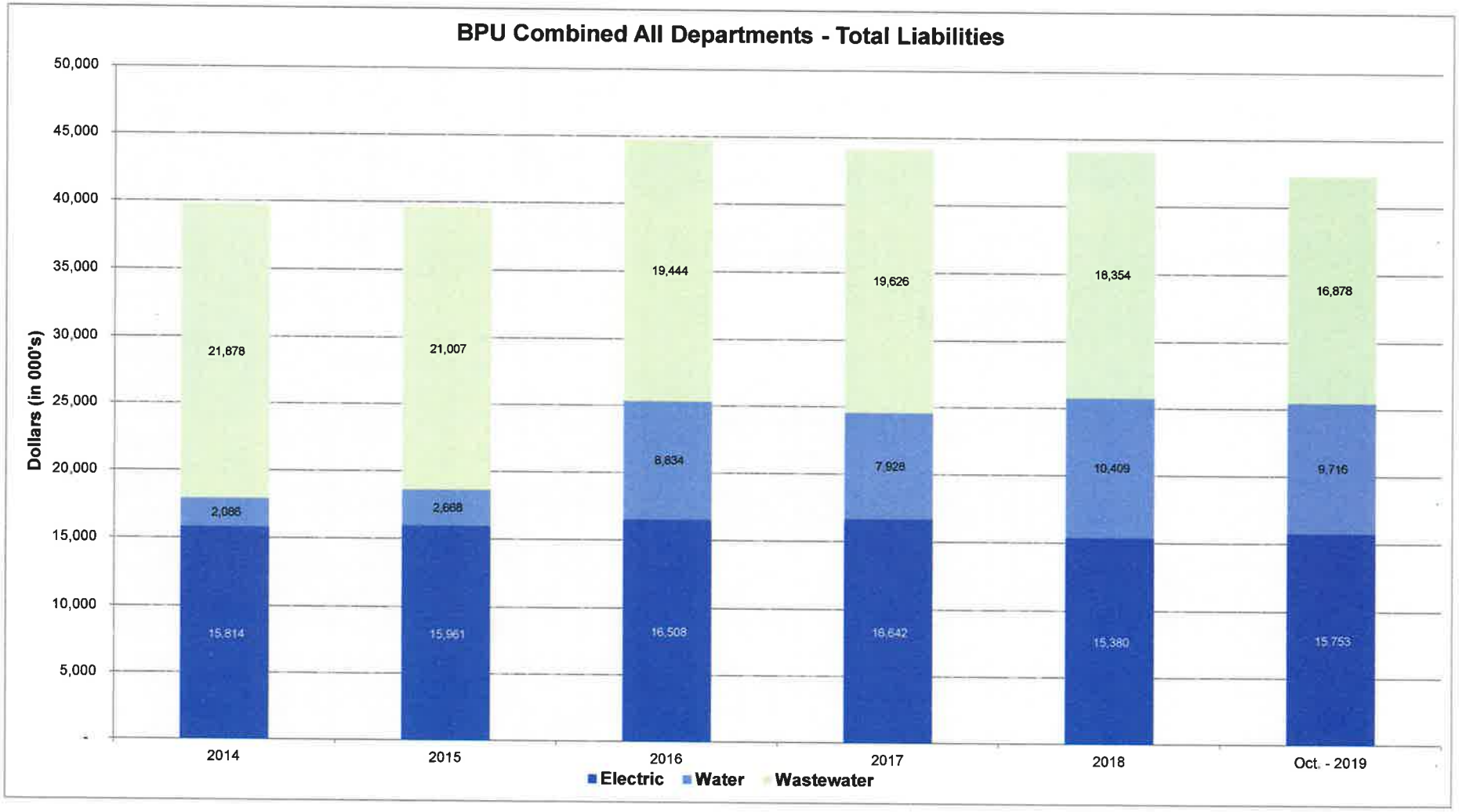
	Actual 2016	Actual 2017	Actual 2018	2019 Projected Actual	2019 Budget	2019 Variance Positive (Negative)	2020 Budget
Wastewater Department							
Revenue							
Utility Revenue							
Residential	$ 1,309,751	$ 1,335,751	$ 1,379,492	1,377,223	$ 1,368,000	$ 9,223	$ 1,404,000
Commercial	714,009	748,871	769,095	773,377	769,200	4,177	788,400
City of Brainerd	11,031	9,976	9,703	10,402	10,800	(398)	10,800
BPU	443	525	584	592	600	(8)	600
Total Utility Revenue	2,035,234	2,095,123	2,158,874	2,161,594	2,148,600	12,994	2,203,800
Other Revenues							
Late Payment Penalties	27,144	29,546	28,376	32,581	28,800	3,781	30,000
Local Option Sales Tax Proceeds - Brainerd	977,969	1,004,910	1,011,506	1,047,451	987,000	60,451	1,012,800
Local Option Sales Tax Proceeds - Baxter	-	60,119	62,403	63,834	62,400	1,434	63,600
Bad Debt Recoveries	-	1,150	337	526	-	526	-
Interest Revenue - Investments	47,935	108,385	54,251	325,787	42,000	283,787	66,000
Sewer Availability Charges	-	-	7,138	-	-	-	-
Gain (Loss) on Sale Capital Assets	-	20,681	15,501	-	-	-	-
Refunds and Reimbursements	46	303	(2,675)	754	-	754	-
Interest Revenue - Notes Receivable	204,735	195,055	183,686	161,885	169,200	(7,315)	154,800
Federal Grant Revenue - Build America Bond	138,370	122,452	118,803	109,093	110,400	(1,307)	102,000
Bond Premium	3,245	7,787	8,540	9,660	8,400	1,260	9,600
Other Revenue	11,816	22,559	29,696	16,878	4,800	12,078	6,000
Reimbursement of Operating Expenses - Baxter	435,914	520,764	583,453	661,494	538,800	122,694	606,000
Contributed Capital	60,000	-	-	-	-	-	-
Total Other Revenue	1,907,174	2,093,711	2,101,015	2,429,942	1,951,800	478,142	2,050,800
Total Revenue	3,942,408	4,188,834	4,259,889	4,591,536	4,100,400	491,136	4,254,600
Expenses							
Treatment							
Personal Services							
Regular Wages	254,062	258,093	336,341	304,536	363,300	58,764	409,200
Overtime Wages	33,920	35,909	50,323	76,926		(76,926)	-
Vacation Pay	20,332	21,980	23,269	18,082		(18,082)	-
Sick Pay	8,916	5,355	10,084	4,985		(4,985)	-
	317,230	321,337	420,017	404,528	363,300	(41,228)	409,200
Purchased Services							
Communications	1,323	2,290	2,852	2,029	2,400	371	2,400
Utilities	484,638	532,016	587,436	565,668	525,600	(40,068)	564,000
Maintenance and Repair - Equipment	24,138	43,000	46,906	43,492	40,500	(2,992)	48,000
Maintenance and Repair - Buildings	4,863	505	2,833	4,555	2,400	(2,155)	3,000
Maintenance and Repair - Other Improvements	1,008	1,908	2,158	-	2,400	2,400	2,400
Cleaning and Waste Removal	5,438	5,292	5,077	3,594	4,800	1,206	3,600
Testing and Monitoring	20,400	21,075	28,772	29,165	24,600	(4,565)	48,000
Printing and Publishing	-	1,804	440	3,710	600	(3,110)	600
Consulting Services	-	-	2,882	-	2,400	2,400	27,600
Other Contractual Services	2,561	3,359	2,413	2,432	1,800	(632)	2,400
	544,369	611,249	681,769	654,646	607,500	(47,146)	702,000
Supplies and Maintenance							
Small Tools and Supplies	5,973	10,241	11,975	10,198	7,200	(2,998)	13,200
Motor Fuels	9,330	10,901	15,160	18,224	13,200	(5,024)	13,200
Maintenance and Repair - Equipment	23,091	26,965	30,880	29,900	24,000	(5,900)	28,800
Maintenance and Repair - Buildings	3,020	3,871	417	9,834	1,200	(8,634)	2,400
Maintenance and Repair - Other Improvements	192	1,030	1,265	1,037	1,200	163	1,200
Other Commodities	20,016	29,966	22,068	21,217	24,600	3,383	25,200
Office Supplies	3,072	1,865	3,386	6,599	3,600	(2,999)	4,800
	64,694	84,839	85,151	97,009	75,000	(22,009)	88,800
Other Charges							
Dues and Subscriptions	158	209	244	43	600	557	600
Employee Benefits	3,034	3,634	4,737	1,538	2,400	862	2,400
Pension	47,901	72,622	29,092	28,224	27,300	(924)	31,200
Health Insurance	57,690	52,003	76,680	74,701	75,600	899	91,200
Payroll Taxes	22,727	23,083	30,165	27,284	27,900	616	31,200
Licenses and Taxes	22,343	16,664	20,581	20,512	18,900	(1,612)	20,400
Depreciation	1,269,594	1,277,569	1,287,930	1,274,000	1,268,400	(5,600)	1,260,000
Travel and Conferences	4,560	2,983	6,831	3,415	4,200	785	4,800
Miscellaneous	4	12	20	130	-	(130)	-
	1,428,011	1,448,779	1,456,280	1,429,848	1,425,300	(4,548)	1,441,800
Total Treatment	2,354,304	2,466,204	2,643,217	2,586,030	2,471,100	(114,930)	2,641,800
Lift Stations							
Personal Services							
Regular Wages	83,607	82,781	103,711	98,792	135,000	36,208	147,600
Overtime Wages	11,873	11,664	14,566	19,226	-	(19,226)	-
Vacation Pay	6,436	6,970	7,833	6,677	-	(6,677)	-
Sick Pay	3,438	1,508	2,367	1,504	-	(1,504)	-
	105,354	102,923	128,477	126,199	135,000	8,801	147,600
Purchased Services							
Communications	2,954	2,792	3,669	2,788	3,600	812	3,000
Utilities	89,907	97,760	109,023	113,350	106,800	(6,550)	114,000
Maintenance and Repair - Equipment	7,043	23,734	5,693	6,967	6,600	(367)	15,600
Maintenance and Repair - Buildings	323	6,225	129	-	600	600	2,400
Maintenance and Repair - Other Improvements	-	-	-	90	-	(90)	-
Cleaning and Waste Removal	7,865	8,189	9,088	8,897	8,100	(797)	9,000
Consulting Services	-	-	2,287	-	-	-	14,400
Other Contractual Services	493	300	270	-	-	-	-
	$ 108,585	$ 139,000	$ 130,159	$ 132,091	$ 125,700	$ (6,391)	$ 158,400

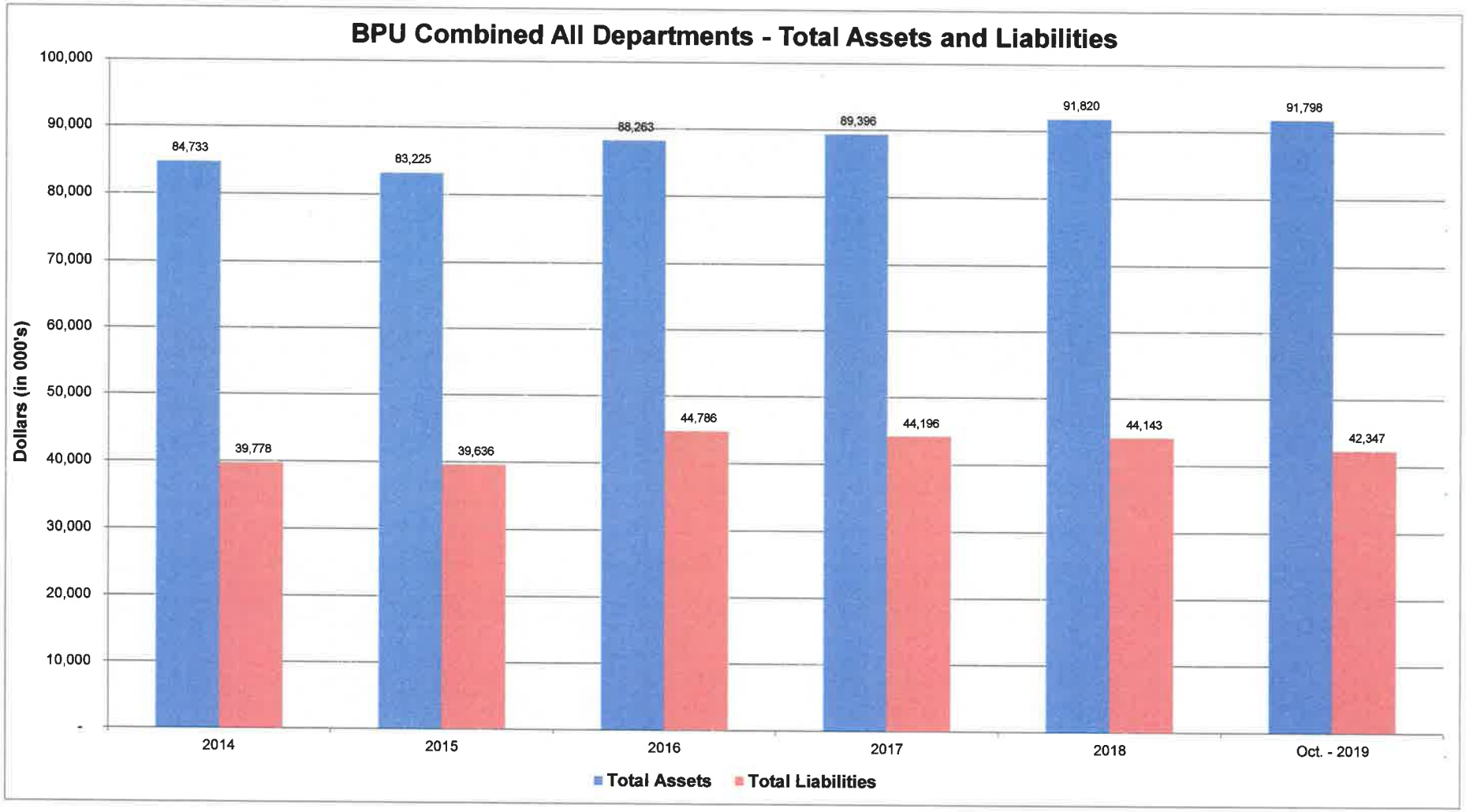
Brainerd Public Utilities
2020 Operating Budget
Wastewater Department

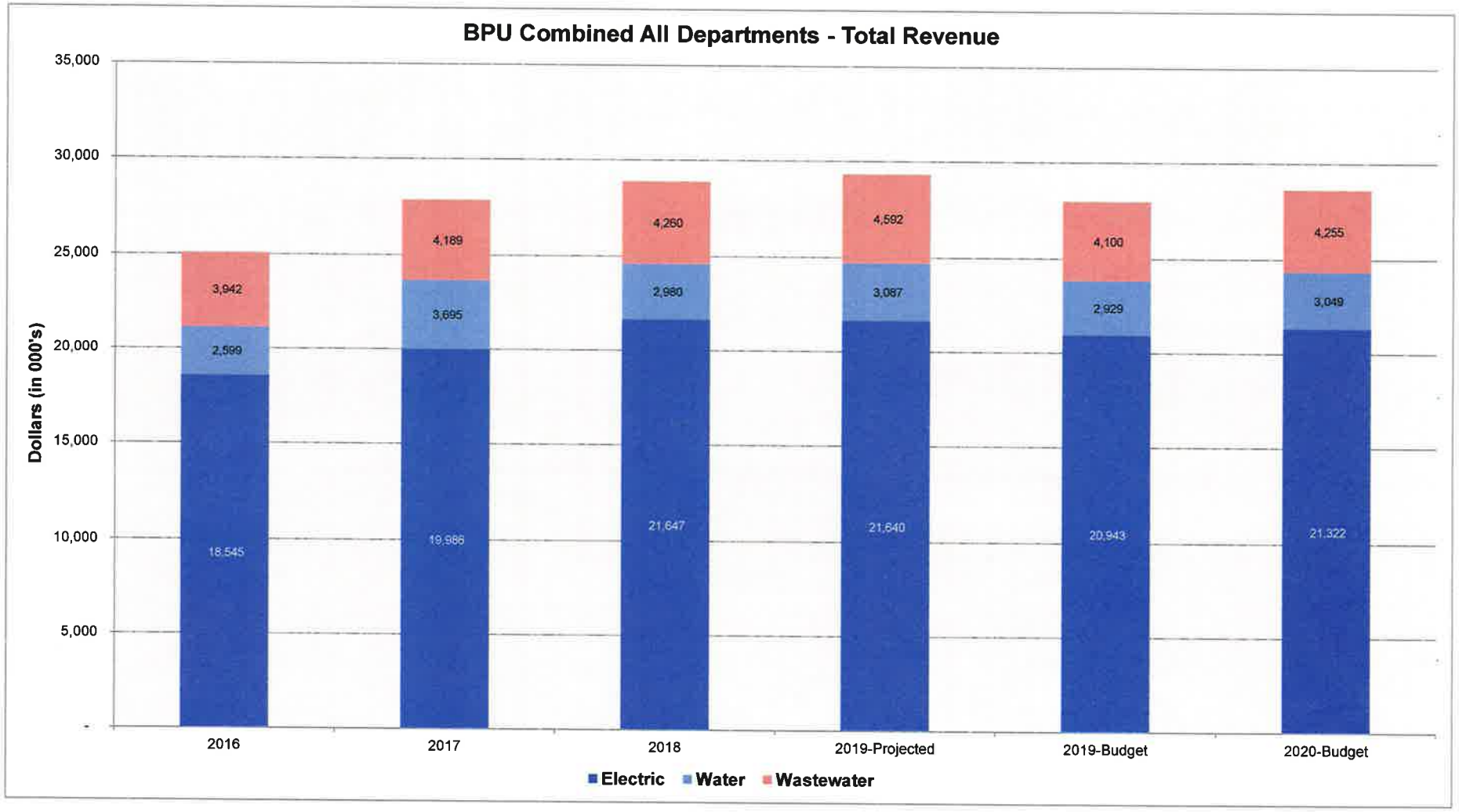
	Actual 2016	Actual 2017	Actual 2018	2019 Projected Actual	2019 Budget	2019 Variance Positive (Negative)	2020 Budget
Wastewater Depart. (Continued)							
Lift Stations (Continued)							
Supplies and Maintenance							
Small Tools and Supplies	$ 2,955	$ 2,380	$ 931	1,100	$ 2,400	$ 1,300	$ 4,200
Motor Fuels	3,454	3,086	3,947	4,097	4,200	103	4,200
Maintenance and Repair - Equipment	4,407	15,532	6,769	18,800	1,800	(17,000)	15,600
Maintenance and Repair - Buildings	917	-	-	-	-	-	9,000
Maintenance and Repair - Other Improvements	2,040	2,370	-	-	1,200	1,200	-
Other Commodities	211	815	-	392	600	208	-
	13,984	24,183	11,647	24,390	10,200	(14,190)	33,000
Other Charges							
Employee Benefits	794	1,098	896	443	900	457	600
Pension	15,707	23,261	8,624	8,738	10,200	1,462	10,800
Health Insurance	24,151	23,353	28,929	30,280	29,700	(580)	34,800
Payroll Taxes	7,421	7,147	8,668	8,272	10,500	2,228	11,400
Licenses and Taxes	94	139	69	90	-	(90)	-
Depreciation	115,364	132,818	177,521	181,500	181,200	(300)	186,000
Miscellaneous	-	-	-	-	-	-	-
	163,531	187,816	224,707	229,322	232,500	3,178	243,600
Total Lift Stations	391,454	453,922	494,990	512,002	503,400	(8,602)	582,600
Administration							
Personal Services							
Regular Wages	172,957	186,502	190,781	192,612	250,800	58,188	270,000
Overtime Wages	2,548	2,201	2,291	2,903	-	(2,903)	-
Vacation Pay	19,180	19,494	19,835	20,261	-	(20,261)	-
Sick Pay	5,538	10,114	5,079	6,358	-	(6,358)	-
Board Member Salaries	2,160	2,160	2,160	2,160	2,400	240	2,400
	202,383	220,471	220,146	224,293	253,200	28,907	272,400
Purchased Services							
Communications	11,104	10,186	10,243	9,683	9,900	217	10,200
Utilities	12,579	12,354	10,535	10,261	11,400	1,139	10,800
Maintenance and Repair - Equipment	1,202	1,197	1,135	1,668	1,200	(468)	1,500
Maintenance and Repair - Buildings	473	2,211	498	-	600	600	600
Maintenance and Repair - Other Improvements	-	668	-	-	-	-	-
Printing and Publishing	746	-	1,623	1,102	900	(202)	900
Consulting Services	21,424	43,104	30,019	22,800	26,400	3,600	27,600
Other Contractual Services	5,382	4,891	4,980	5,082	3,600	(1,482)	4,800
	52,910	74,611	59,033	50,596	54,000	3,404	56,400
Supplies and Maintenance							
Maintenance and Repair - Equipment	-	-	-	-	-	-	-
Maintenance and Repair - Other Improvements	9,300	7,295	9,700	10,716	8,700	(2,016)	10,800
Other Commodities	-	-	-	-	-	-	-
Office Supplies	3,771	6,143	4,092	5,584	5,100	(484)	4,800
	13,071	13,438	13,792	16,300	13,800	(2,500)	15,600
Other Charges							
Insurance and Bonds	45,462	66,091	70,608	73,367	72,900	(467)	75,600
Dues and Subscriptions	8,856	11,205	10,733	11,818	9,600	(2,218)	10,800
Employee Benefits	337	1,880	2,859	828	1,500	672	1,500
Pension	54,327	49,802	48,461	32,412	57,600	25,188	38,400
Health Insurance	48,037	48,251	51,320	57,300	51,600	(5,700)	57,600
Payroll Taxes	14,745	15,086	15,243	14,953	19,200	4,247	20,400
Licenses and Taxes	2,815	1,753	367	56	600	544	900
Depreciation	17,416	18,572	31,735	29,500	30,000	500	30,000
Amortization of Deferred Charges	-	-	-	-	-	-	-
Travel and Conferences	90	298	122	-	300	300	-
Miscellaneous	-	-	-	-	-	-	-
Bank Charges	17,925	19,544	25,198	27,751	20,400	(7,351)	24,000
Interest Expense - Other	1,062	966	769	535	1,200	665	600
Interest Expense Bonds	625,526	587,188	592,580	542,760	548,700	5,940	501,600
Bond Issuance Costs	13,161	-	1,882	-	-	-	-
Bad Debts	3,476	4,062	3,386	3,600	4,200	600	3,600
	853,235	824,698	855,263	794,880	817,800	22,920	765,000
Total Administration	1,121,599	1,133,218	1,148,234	1,086,069	1,138,800	52,731	1,109,400
Total Expenses	3,867,357	4,053,344	4,286,441	4,184,101	4,113,300	(70,801)	4,333,800
Change in Net Position	$ 75,051	$ 135,490	$ (26,552)	$ 407,435	$ (12,900)	$ 420,335	$ (79,200)

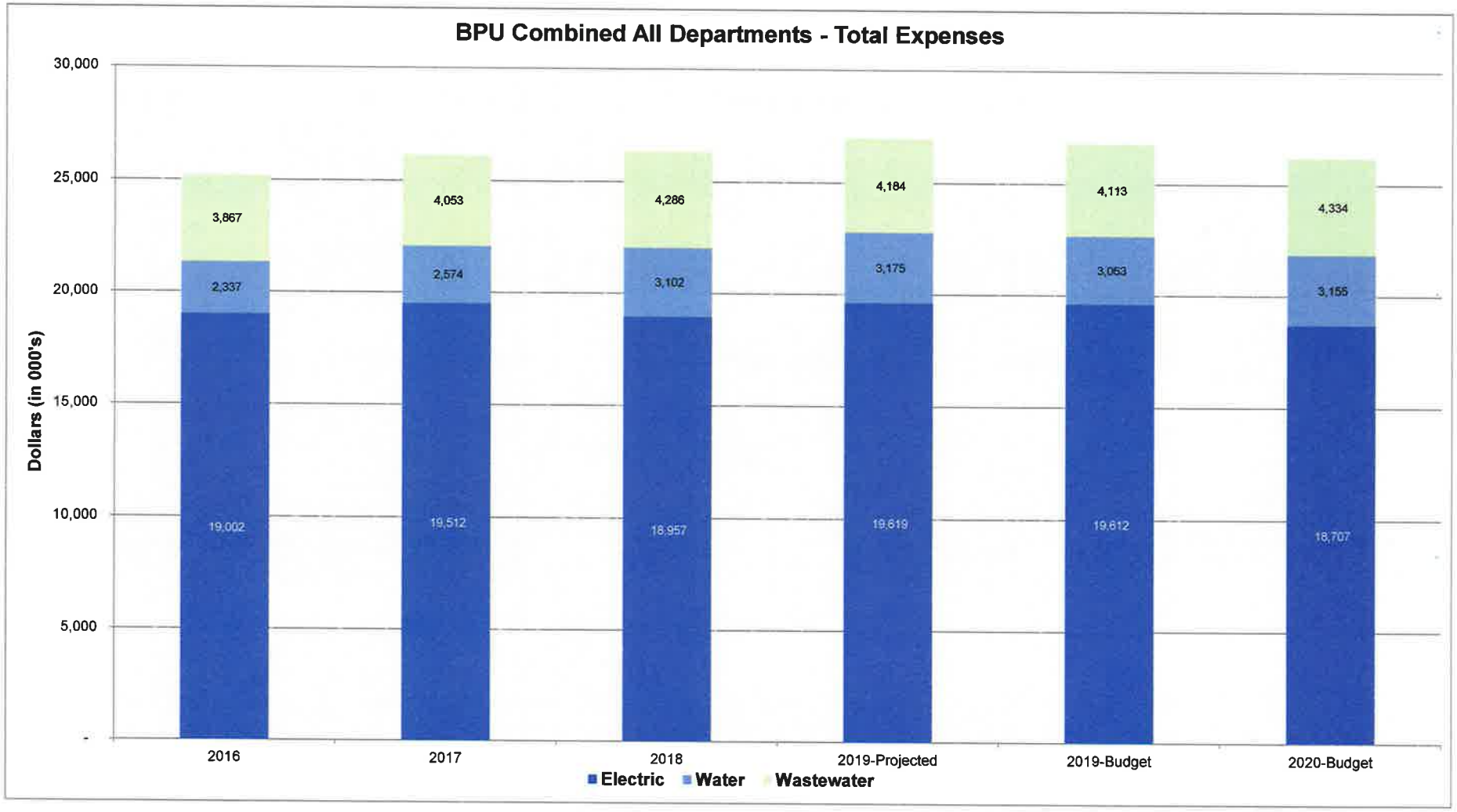
Graphical Information and Operating Statistics of 2020 Operating Budget

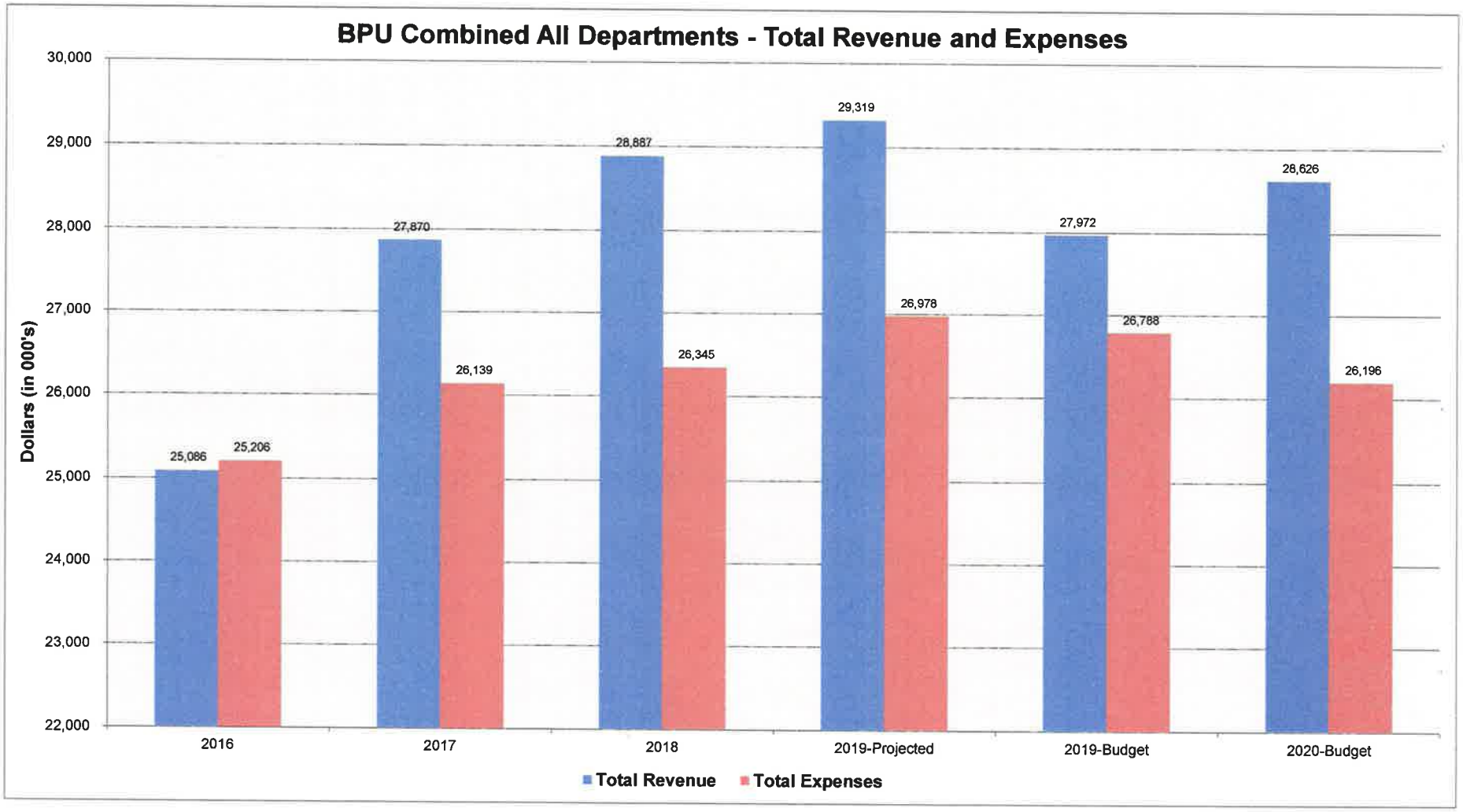

BPU Combined All Departments - Total Asssets
Dollars (in 000's)
100,000
90,000
80,000
70,000
60,000
50,000
40,000
30,000
20,000
10,000
-
41,649
40,267
38,787
39,097
37,718
36,633
11,595
11,758
18,186
18,402
20,803
19,990
31,489
31,200
31,290
31,897
33,299
35,175
2014
2015
2016
2017
2018
Oct. - 2019
Electric
Water
Wastewater


BPU Combined All Departments - Total Liabilities
Dollars (in 000's)
50,000
45,000
40,000
35,000
30,000
25,000
20,000
15,000
10,000
5,000
-
21,878
21,007
19,444
19,626
18,354
16,878
2,086
2,688
8,834
7,928
10,409
9,716
15,814
15,961
16,508
16,642
15,380
15,753
2014
2015
2016
2017
2018
Oct. - 2019
Electric
Water
Wastewater


BPU Combined All Departments - Total Assets and Liabilities
Dollars (in 000's)
100,000
90,000
80,000
70,000
60,000
50,000
40,000
30,000
20,000
10,000
-
84,733
39,778
83,225
39,636
88,263
44,786
89,396
44,196
91,820
44,143
91,798
42,347
2014
2015
2016
2017
2018
Oct. - 2019
Total Assets
Total Liabilities


BPU Combined All Departments - Total Revenue
Dollars (in 000's)
35,000
30,000
25,000
20,000
15,000
10,000
5,000
-
2016
2017
2018
2019-Projected
2019-Budget
2020-Budget
18,545
2,599
3,942
19,986
3,695
4,189
21,647
2,980
4,260
21,640
3,087
4,592
20,943
2,929
4,100
21,322
3,049
4,255
Electric
Water
Wastewater


BPU Combined All Departments - Total Expenses
Dollars (in 000's)
30,000
25,000
20,000
15,000
10,000
5,000
-
3,867
2,337
19,002
4,053
2,574
19,512
4,286
3,102
18,957
4,184
3,175
19,619
4,113
3,053
19,612
4,334
3,155
18,707
2016
2017
2018
2019-Projected
2019-Budget
2020-Budget
Electric
Water
Wastewater


BPU Combined All Departments - Total Revenue and Expenses
Dollars (in 000's)
30,000
29,000
28,000
27,000
26,000
25,000
24,000
23,000
22,000
25,086
25,206
27,870
26,139
28,887
26,345
29,319
26,978
27,972
26,788
28,626
26,196
2016
2017
2018
2019-Projected
2019-Budget
2020-Budget
Total Revenue
Total Expenses

Brainerd Public Utilities
Operating Statistics For All Departments
For the Years Ended December 31, 2019, 2018, 2017, 2016, and 2015

	Projected 2019	2018	2017	2016	2015
Electric Department					
kWh Sales (In Thousands)					
kWh Purchased from Power Provider	166,210	170,684	165,645	166,984	167,979
Hydro Generation - Net	17,492	19,081	19,401	19,644	17,563
Line Loss/Billing Time Differences	(2,902)	(6,521)	(6,535)	(6,294)	(5,286)
kWh Billed to Customers	180,800	183,244	178,511	180,334	180,256
kW Demand Sales (In Thousands)					
kW Purchased from Power Provider	362	359	344	346	349
Hydro Generation	25	28	29	29	30
Line Loss/Billing Time Differences	(21)	(37)	(21)	(19)	(22)
kW Billed to Customers	366	350	352	356	357
System Peak (In Megawatts)	37.9	36.5	37.1	38.6	36.1
Utility Revenue (In Thousands)	$ 21,210	$ 21,183	$ 19,412	$ 18,159	$ 18,119
Average Revenue Per kWh	$ 0.117	$ 0.116	$ 0.109	$ 0.101	$ 0.101
Number of Customers	8,140	8,096	8,039	7,986	7,946
Water Department					
Gallon Sold (In Thousands)					
Pumped to Distribution System	492,900	465,743	482,159	492,846	506,271
System Loss/Billing Time Differences	(92,765)	(72,502)	(93,863)	(92,620)	(94,446)
Gallons Billed to Customers	400,135	393,241	388,296	400,226	411,825
System Monthly Peak Sales (In Thousands)	44,712	43,816	45,013	45,447	47,884
Utility Revenue (In Thousands)	$ 2,592	$ 2,499	$ 2,335	$ 2,254	$ 2,177
Average Revenue Per 1,000 Gallons Sold	$ 6.478	$ 6.355	$ 6.013	$ 5.632	$ 5.286
Number of Customers	4,805	4,766	4,720	4,675	4,650
Wastewater Treatment Department					
Gallon Processed and Sold (In Thousands)					
Processed at Treatment Plant	788,800	751,581	844,303	764,803	700,235
City of Baxter	(236,300)	(231,632)	(240,704)	(211,195)	(201,086)
System Loss/Billing Time Differences	(206,900)	(184,104)	(268,569)	(219,290)	(159,022)
Gallons Billed to BPU Customers	345,600	335,845	335,030	334,318	340,127
System Monthly Peak Processed (In Thousands)	81,067	71,575	83,022	83,331	70,525
Reimbursement of Expenses - Baxter (In Thousands)	$ 661	583	521	436	407
BPU Customer Utility Revenue (In Thousands)	$ 2,162	$ 2,159	$ 2,095	$ 2,035	$ 1,950
Average Revenue Per 1,000 Gallons Sold	$ 6.256	$ 6.429	$ 6.253	$ 6.087	$ 5.733
Number of Customers	4,715	4,710	4,675	4,625	4,600

CITY OF BRAINERD
SAFETY AND PUBLIC WORKS COMMITTEE
AGENDA

December 16, 2019
Crow Wing County Historic Courthouse
3rd Floor Board Room
7 :00 PM

1. Crow Wing County Cost Share Policy Comment Period

2. Improvement 19-01 – NW 4th Street Reconstruction – Roundabout Treatments and Aesthetics

3. Resolution – Agreeing to Maintain Facility for Transportation Alternatives Funding related to the 28th Street Trail Connection

4. Resolution – Sponsorship for Transportation Alternatives Funding related to the 28th Street Trail Connection

Brainerd City Council
Agenda Request

Requested Meeting Date: December 16, 2019

Title of Item: Crow Wing County Draft Cost Share Policy Public Comment Period

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer Sandy	**Department:** Engineering
Presenter (Name & Title): City Engineer Sandy	**Estimated Time Needed:** 10 Minutes

Summary of Issue:

Crow Wing County recently released it's draft cost share policy for public comments for 45 days after November 5, 2019. A copy of the existing cost share policy and proposed new cost share policy are attached to this request for the Committee and Council's review. These policies relate to City or County initiated construction projects on County Roads within the jurisdiction of the City of Brainerd and the portions of costs that are attributable to each entity in these situations.

Alternatives, Options, Effects on Others/Comments:

The policy raises some concerns from staff, as there seems to be an effort to shift a large portions of costs on the County system to the local entities. I have attached a comparison document that was prepared by the City of Baxter along with a comment provided by the City of Baxter in which outlines the extreme cost differential between the current County cost share policy and the new proposed policy. Staff would like to generate some discussion on whether the Council would like to submit a formal comment to Crow Wing County related to this policy, much like the City of Baxter. While staff hasn't gone into the intricate detail that the City of Baxter has, they anticipate that both projects that have been installed and future projects will follow similarly to those in Baxter, in which much of the costs will be shifted from the County to the City.

Recommended Action/Motion:

Discussion of the proposed policy modifications and the Council's desire/no action on submitting a formal comments regarding the new cost share policy.

Financial Impact:

Is there a cost associated with this request: ☑ Yes ☐ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain: Potential to affect future County/City projects within Brainerd or other development projects.

CROW WING COUNTY HIGHWAY DEPARTMENT COST SHARING
AGREEMENT FOR TRANSPORTATION PROJECTS
COUNTY BOARD APPROVED 11/12/2013

ITEMS	COUNTY SHARE	LOCAL AGENCY SHARE
Trail	0%	100%
Concrete Curb & Gutter	50%	50% A.
Sidewalk	0%	100% B.
Concrete Curb & Gutter for Median Construction	100%	0%
Concrete Median	100%	0% C.
Construction or Adjustment of Local Utilities	0%	100%
Grading, Base and Bituminous	100%	0% A.
Drainage Features (pipes, structures, ponds, etc.)	D.	D.
Driveway Upgrades	0% E.	100%
Traffic Signals / Intersections	the cost of its legs of the intersection F.	the cost of its legs of the intersection F.
Engineering Services	G.	G.
Right-of-Way	100%	H.
Street Lights, Dynamic Signs, Specialty Traffic Control	up to 50% I.	50% minimum I.
Streetscaping	0%	100%
Interchanges and Major Structures	J.	J.
Specialty Funding	K.	K.

A. If a local agency requests improvements to approach streets or roads as part of the county project, the improvements shall be paid for by the local agency. For roundabout intersections, the curb and gutter for the interior diameter (ID) shall be 100% county with the remainder being 50/50.

B. Costs solely related to providing Americans with Disability Act (ADA) improvements shall be performed on a 50/50 basis. Crosswalk striping on county roads shall be 100% county cost. In the event a local agency requests specialty crosswalks including concrete/colored concrete, stamped concrete, etc. the local agency shall pay 100% of the installation and maintenance costs.

C. The County pays for 100% of a standard median design (plain concrete). If a local agency requests decorative median such as red brick, stamped concrete or landscaping, the local agency shall pay the additional costs above the cost of a standard median.

D. Drainage cost shares will be computed by the proportion of contributing flow outside of the county right of way to the total contributing flow. Hydraulic culverts and bridges shall be paid for by the agency of jurisdiction.

E. The County will replace all driveways in-kind. Upgrades to surfacing (i.e., gravel to bituminous, bituminous to concrete, etc.) shall be at 100% expense to the local agency.

F. In the event that a local agency requests a traffic signal that does not meet warrants, and is determined to be acceptable by the county to be installed, the local agency shall pay 100% of the cost of the signal construction. If a local agency requests an intersection design (roundabout, left turn lane, etc.) that is not justified by an Intersection Control Evaluation (ICE) report or other, the expense shall be 100% local agency.

G. Engineering cost share amounts shall be based upon the following: For county led projects that have a local agency cost share in which the county performs the design, the local agency shall pay an amount of 8% of their construction costs. For joint projects involving a county road and local agency road (overlay, pavement markings, seal coat, etc.) in which the local agency performs design and construction engineering (CE) the local agency shall pay an amount of 3% of their construction costs for contract administration (CA). If the county performs the CE, the local agency shall pay an amount of 8% of their construction costs for CE and CA. The county will refrain from providing design engineering (DE) on local agency roadways except in extreme circumstances. If this occurs, the local agency shall pay an amount of 18% of their construction costs for DE, CE and CA.

H. In the event that a local agency requests the purchase of right of way in excess of that required by county construction, the local agency shall participate in the cost of those properties. For example, a local agency may request a sidewalk or trail be constructed alongside a county roadway which would require additional right of way, the local agency shall pay for that portion of the right of way. Acquisition of right of way for new alignments shall be the responsibility of the local agency in which the alignment is located. This provision may be waived by agreement if the roadway replaces an existing alignment and the local agency takes jurisdiction of the existing alignment. For existing roadways needing minor new alignments (curve corrections, etc.) the county shall pay 100%.

I. For street lights or specialty traffic control devices approved by the County Engineer, the cost of materials and installation shall be shared 50/50. Specialty funding received by the county or the local agency may be used to reduce each agency's costs. The long term power costs shall be the repsonsibility of the local agency. For items not considered a high priority for the county, the local agency may proceed assuming 100% of the costs if the County Engineer approves of the installation.

J. Cost share for interchanges and major structures will be determined on a case by case basis.

K. Specialty funding received (federal, bonding, grants, etc.) by either the county or local agency shall be utilized to reduce the costs of all parties, on a pro-rated basis, to the extent possible. This does not apply to the county's normal state aid funding account.

CROW WING COUNTY HIGHWAY DEPARTMENT MAINTENANCE
AGREEMENT FOR TRANSPORTATION PROJECTS
COUNTY BOARD APPROVED 11/12/2013

ITEMS	RESPONSIBLE PARTY
Trail	Local Agency
Concrete Curb & Gutter	County
Sidewalk	Local Agency
Concrete Median	County A.
Local Utilities	Local Agency
Road Surface	By Jurisdiction
Drainage Features (pipes, structures, ponds, etc.)	Local Agency B.
Traffic Signals - Major Maintenance	County C.
Traffic Signals - Minor Maintenance	Local Agency D.
Street Lights, Dynamic Signs, Specialty Traffic Control	E.
Streetscaping	Local Agency
Interchanges and Major Structures	F.

A. Landscaped medians and requested specialty items shall be maintained by the local agency.

B. The local agency shall be responsible for routine maintenance of storm sewer systems, including pipes, catch basins and manholes, and detention basins including their outlet structures. The county shall be responsible for the rehabilitation of catch basins and manholes and other drainage structures. Hydraulic culverts and bridges shall be maintained by the agency of jurisdiction.

C. Major maintenance includes replacement of knockdowns, electrical work to the signal cabinets, signal system and lighting, and emergency pre-emption system, as well as signal painting. The local agency shall pay for major and minor maintenance for traffic signals that they requested and were constructed prior to meeting signal warrants.

D. Minor maintenance includes paying for power and relamping the signal and lighting system and cleaning the signal cabinets.

E. Power costs shall be the responsibility of the local agency. Knockdowns and replacements not reimbursable through insurance or other means will be shared as per the cost sharing agreement.

F. Maintenance for interchanges and major structures will be determined on a case by case basis.

Highway Department
Cost Participation Policy

Crow Wing County

Brainerd, Minnesota

Draft

11/5/2019

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I. INTRODUCTION

A. Guiding Principle

Where a mutual benefit and a specific need exists, Crow Wing County supports collaboration with local units of government to construct, operate and maintain public transportation infrastructure. This policy has been developed in accordance with state statutes and in coordination with other applicable Crow Wing County policies and ordinances. The principle supporting the need for this policy is that transportation funding is limited. Sharing the costs associated with public infrastructure expands the ability of each government organization to deliver high quality transportation services for its residents.

B. Background

The Crow Wing County Board of Commissioners first adopted a formal construction and maintenance cost participation policy in July 8, 2008. An updated version was then adopted November 12, 2013. The policy language contained in this document was adopted December 31, 2019. During its development public comments were solicited and received as well as input from local agencies subject to this policy. An official public hearing was also held prior to its final adoption by the Crow Wing County Board of Commissioners.

C. Purpose

The purpose of this policy is to identify how Crow Wing County (County) intends to share the pre-construction, construction and ongoing operation and maintenance costs with local agencies (Local Agency) when working jointly to provide transportation infrastructure.

This document will be used as the basis for the development of individualized cost share and operation and maintenance agreements between the County and Local Agency. Please see Appendix B for an example agreement.

This document also serves as the basis for comments forwarded from the Crow Wing County Engineer to regulatory officials from the County and Local Agency responsible for making land use decisions. These may include recommendations to stipulate cost share obligations for developers (Third Party Developers) proposing land uses having the potential to affect the safety or operation of roadways under the County's jurisdiction.

Local agencies and property developers are encouraged to use this policy to evaluate and anticipate the long and short term costs associated with all project proposals.

D. Intent

The intent of this policy is to create a clear, consistent and equitable approach for sharing the costs of providing transportation infrastructure. This includes the costs of pre-construction and construction activities as well as costs associated with ongoing operation and maintenance of the facilities.

It is the intent of this policy to maximize the County's cost share responsibility for required projects and project elements that provide only indirect benefits to the Local Agency. It is also intended to minimize the County's cost share responsibility when the Local Agency requests

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project enhancements exceeding design requirements and provides only indirect benefits to the County. This includes direct costs of construction materials as well as any additional right of way and engineering services needed to incorporate requested project enhancements.

It is the intent of this policy to also minimize the County's cost share responsibility for roadway improvements required by unplanned projects or Third Party Developer projects initiated or approved by the Local Agency. These projects often require reactionary improvements to ensure the County roadway maintains proper levels of safety and operation. These projects may also impact the County's thoughtful planning effort and conflict with established funding and safety priorities.

This policy intends to establish the expectation of the County and Local Agency to use its land use regulatory authority to uphold the provisions of this policy. This often includes the respective planning and zoning department or others with land use approval authority. Upholding this policy can be accomplished by stipulating cost sharing from Third Party Developers seeking approval for proposals having the potential to affect the safety and operation of roadways under the County's jurisdiction.

The County Highway Department shall not enter into agreements directly with Third Party Developers. The intent of the County is to be involved closely with the appropriate regulatory agency (County or Local Agency) to ensure cost share obligations are included in land use approval documents. These include, but are not limited to, conditional use permits, building permits and developer's agreements. The County intends to hold the Local Agency responsible for the cost of improvements necessitated by an approved land use. The Local Agency may choose to pay for these projects with public funds, or may stipulate that Third Party Developers contribute to the cost as part of the land use approval process.

This policy also intends to define the County and Local Agency expectations related to the long term operation and maintenance costs of joint transportation infrastructure projects. The Local Agency will be expected to operate and maintain systems associated with project enhancement requests.

It is the intent of the County to share the proceeds of special grants or appropriations with the Local Agency. If specialty funding is awarded to a joint project, the percentage stipulated by the award shall be applied to the County and Local Agency cost obligations defined by this policy. Local agencies in receipt of specialty funds for specific projects, requiring cost participation by the County, are encouraged to share proceeds in the same manner.

The County and Local Agency may jointly apply for special grants or appropriations to fund common interest transportation projects. If special funding is awarded as a result of a joint application, it is the intent of the County to hold the Local Agency responsible for project cost sharing defined by this document. Although no formal cost share agreement will be in place at the time of the special funds application, a Local Agency resolution supporting the joint application will be interpreted by the County as acceptance of the intent of this policy.

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II. APPLICATION OF THE POLICY

A. Application

This policy shall apply to all roads under the jurisdiction of Crow Wing County. This includes County Roads (CR), County State Aid Highways (CSAH), First Assessment District (FAD) roads and Second Assessment District (SAD) roadways.

The use of this policy shall begin immediately upon adoption by the Crow Wing County Board of Commissioners. Policy language contained in this document shall not be applied retroactively and shall not alter any active, inactive, formal or informal agreements developed using previous versions of this policy or by other means.

The provisions contained in this document shall be used by County staff to develop project specific agreements between the County and Local Agency. This includes agreements defining cost participation for construction, operation, and maintenance of common interest transportation facilities. It shall also be distributed to Local Agencies for use to evaluate and consider the impacts of future collaborations with the County. Local Agencies with land use authority should be aware of the expectations to incorporate the intent of this policy into decisions having the potential to affect roads under the jurisdiction of the County.

B. Project Initiation

1. Crow Wing County Initiated Projects

   Crow Wing County uses mid-range planning cycles to initiate roadway improvements necessary to properly operate and maintain its transportation system. These projects are adopted into the official Five-Year Highway Improvement Plan (HIP) and promised to the public after extensive research, planning and budgeting.

   Transportation funds are limited and projects initiated by Crow Wing County are primarily designed to achieve the needs of the roadway user. The County will maximize its level of funding required to achieve established roadway design and drainage standards. The Local Agency's cost participation will be minimized for required project elements that provide only indirect benefits to the Local Agency.

   The Local Agency is encouraged to consider the cost/benefit of enhancements to roadway projects initiated by the County. These project elements are considered in excess of what is required to achieve roadway design standards and the Local Agency will be expected to the fund the entire cost to develop, construct and maintain all requested upgrades.

2. Local Agency Initiated Projects

   Local Agency projects involving County roadways may be initiated or necessitated by the desire to improve or expand a local roadway or to develop public property. Locally initiated projects may also involve the desire to accelerate a County roadway improvement which may or may not be included in the County's current Five-Year Highway Improvement Plan. Because these projects may impact the County's thoughtful planning effort, and conflict with established priorities, a minimized level of cost participation should be expected to accommodate these types of requests. The County and Local Agency may also negotiate a

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delayed reimbursement provision into the formal cost share agreement. This may afford the County or Local Agency the flexibility to meet desired timelines without creating significant project delays or budgetary hardships.

3. Development-Driven Projects

Development-driven projects are primarily roadway improvements initiated or necessitated by the actions of Third Party Developers. Often these projects involve a solution to address an increase in traffic or a changing traffic pattern. This may be due to the location or specific use of property adjacent to a roadway under the jurisdiction of the County. These types of projects can also be required when the proposed development is some distance away from the corridor and its primary ingress and egress road intersects a roadway under the jurisdiction of the County.

These projects, ranging from right turn lanes to complex intersection reconfigurations, often are reactionary improvements required to ensure County roadways maintain proper levels of safety and operation. Because these projects may impact the thoughtful planning effort of the County and conflict with established priorities, a minimized level of cost participation should be expected to accommodate these types of modifications.

C. Project Lead Agency

1. County Led Project Engineering

For most projects included in the Five-Year Highway Improvement Plan (HIP) the County will be the lead agency responsible for all engineering services. This includes projects developed by County staff as well as those developed by contracted engineering consultants. These services involve activities such as design engineering, construction engineering and construction contract administration.

Design engineering includes, but not limited to, preliminary and detailed design, traffic analysis, surveying, environmental documentation and right of way acquisition. When the County acts as the lead agency for design engineering, the Local Agency shall be responsible for an amount not to exceed eight percent (8%) of the total cost of Local Agency construction.

Construction engineering includes, but not limited to, material testing, construction surveying, quality control and general construction project oversight. When the County acts as the lead agency for construction engineering, the Local Agency shall be responsible for an amount not to exceed seven percent (7%) of the total cost of Local Agency construction.

Construction contract administration includes, but not limited to, bid letting, contract award, labor compliance, public relations and fiscal agent responsibilities. When the County acts as the lead agency for construction contract administration, the Local Agency shall be responsible for an amount not to exceed three percent (3%) of the total cost of Local Agency construction.

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When the County takes the lead role for all aspects of project engineering and construction, the Local Agency shall be responsible for an amount not to exceed eighteen percent (18%) of the total cost of Local Agency construction.

2. Local Agency Led Engineering

Occasionally the Local Agency will take the lead role for providing engineering services on joint projects. This includes those developed by the Local Agency staff as well as those developed by contracted engineering consultants. These services involve activities such as design engineering, construction engineering and construction contract administration.

Design engineering includes, but not limited to, preliminary and detailed design, traffic analysis, surveying, environmental documentation and right of way acquisition. When the Local Agency takes the lead role for design engineering, the County shall be responsible for an amount not to exceed eight percent (8%) of the total cost of County construction.

Construction engineering includes, but not limited to, material testing, construction surveying, quality control and general construction project oversight. When the Local Agency takes the lead role for construction engineering, the County shall be responsible for an amount not to exceed seven percent (7%) of the total cost of County construction.

Construction contract administration includes, but not limited to, bid letting, contract award, labor compliance, public relations and fiscal agent responsibilities. When the Local Agency takes the lead role for construction contract administration, the County shall be responsible for an amount not to exceed three percent (3%) of the total cost of County construction.

When the Local Agency takes the lead role for all aspects of project engineering and construction, the County shall be responsible for an amount not to exceed eighteen percent (18%) of the total cost of County construction.

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III. PROCEDURES

A. Cost Share Agreement

This document shall be used as the basis for the development of individualized cost share and operation and maintenance agreements between the County and Local Agency. A detailed tabulation of projected construction and engineering costs will be prepared and included in Attachment A of each agreement. The details of maintenance obligations will be contained within the body of the agreement. Please see Appendix B for an example cost share agreement.

The responsibility to determine the cost share percentages and actively communicating with the Local Agency shall be the County's assigned project manager. Each cost share agreement will be presented to the Local Agency's elected officials for review and comment. Because Local Agencies often must budget large expenditures over the course of several years, the County shall prepare and share projected costs with the Local Agency as early as possible. Care must be taken to recognize that the cost share estimates developed prior to bid letting are preliminary and subject to change. Although the cost share percentages may remain unchanged for individual line items, only after the project's bid has been awarded, and final construction has been completed,

will the true project cost be known. The County shall consult with the Local Agency prior to awarding the project if the total cost share amount exceeds ten percent (10%) of the expected amount. The cost sharing defined by this policy shall also apply to any cost overruns that occur during project construction.

B. Development-Driven Cost Share

The County Highway Department shall not enter into agreements with Third Party Developers to facilitate the construction of required improvements on a County roadway. For less technical projects, such as turn lanes, the County intends to hold the Local Agency responsible to ensure the improvements necessitated by approved development occur according to County specifications. After the project is properly completed to the County's satisfaction, the Local Agency shall invoice the County for its obligation defined by this policy. Where the County is responsible for regulating land use, it is expected that stipulations be placed on Third Party Developers to construct the required improvements to the County's specifications. After completing the roadway improvement project to the County's satisfaction, the Developer shall invoice the County for its obligation defined by this policy.

For more involved projects, such as left turn lanes and complex intersection reconfigurations, the County shall take the lead role in the development of an appropriate project. The County shall hold the Local Agency responsible for the cost of all engineering and construction services defined by this policy. A cost share agreement will be developed between the County and Local Agency only. The Local Agency may choose to pay for the required improvements with public funds or may stipulate that the Developer fund the project contingent on approval of the land use request.

IV. COST SHARE COMPONENTS

The following section defines the short and long term cost of pre-construction, construction, operation and maintenance of transportation related projects. It includes an explanation of costs associated with complete transportation systems as well as individual system components. Please see Appendix A for a summary.

In general, unless specifically identified, the County shall be responsible for every aspect of the engineering and construction for transportation systems required to achieve safety and operation standards established at the sole discretion of the County.

The Local Agency shall share initial construction costs for projects involving transportation improvements to private or public infrastructure under its jurisdiction. The Local Agency shall be responsible for the cost of project enhancements in excess of what is required to achieve safety and operation standards established at the sole discretion of the County.

Unless specifically identified, the County shall be responsible for the cost of replicating transportation systems disturbed by County initiated projects. The Local Agency shall be responsible for enhancements of transportation systems disturbed by Local Agency initiated projects.

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Unless specifically identified, the County shall assume the long term responsibilities for the ongoing maintenance and future rehabilitation of transportation system enhancements approved by the County.

The Local Agency shall be responsible for the ongoing operational cost of transportation systems that incorporate private or public infrastructure under Local Agency jurisdiction.

A. Right of Way

1. Description
    a. Property required for proper design and construction.
    b. Includes all property and property acquisition costs to obtain fee title, permanent easement, temporary easement and right of entry needed to install components required to achieve roadway safety, design and drainage standards established by the County.
2. Construction
    a. The County shall be responsible for the cost of all right of way required for County initiated projects.
    b. The Local Agency shall be responsible for the cost of all additional right of way required to accommodate project enhancement requests.
    c. The Local Agency shall be responsible for the cost of right of way needed for projects initiated by the Local Agency or those necessitated by Third Party Developers.
3. Other Notes
    a. The County shall not take a lead role in the process or cost to condemn property needed solely for Local Agency requested project enhancements or those necessitated by Third Party Developers.

B. Clearing and Grubbing

1. Description
    a. Vegetation removal and disposal activities.
    b. Includes all vegetation clearing and grubbing needed to install components required to achieve safety, design and drainage standards established by the County.
2. Cost Share
    a. The County shall be responsible for the cost of all clearing and grubbing required for County initiated projects.
    b. The Local Agency shall be responsible for the cost of all clearing and grubbing required to accommodate project enhancement requests.

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c. The Local Agency shall be responsible for seventy-five percent (75%) of the cost of clearing and grubbing needed for projects initiated by the Local Agency or those necessitated by Third Party Developers.

d. The County shall be responsible for twenty-five percent (25%) of the cost of clearing and grubbing required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

C. Grading

1. Description

   a. Earth moving, shaping and hauling.

   b. Includes all grading and other earth moving activities needed to install components required to achieve roadway safety, design and drainage standards established by the County.

2. Cost Share

   a. The County shall be responsible for the cost of all grading required for County initiated projects.

   b. The Local Agency shall be responsible for the cost of all grading required to accommodate project enhancement requests.

   c. The Local Agency shall be responsible for seventy-five percent (75%) of the cost of grading needed for projects initiated by the Local Agency or those necessitated by Third Party Developers.

   d. The County shall be responsible for twenty-five percent (25%) of the cost of grading required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

D. Aggregate Base

1. Description

   a. Gravel and other base materials.

   b. Includes all aggregate base materials needed to install components required to achieve roadway safety, design and drainage standards established by the County.

2. Cost Share

   a. The County shall be responsible for the cost of all aggregate base required for County initiated projects.

   b. The Local Agency shall be responsible for the cost of all aggregate base required to accommodate project enhancement requests.

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c. The Local Agency shall be responsible for seventy-five percent (75%) of the cost of aggregate base required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

d. The County shall be responsible for twenty-five percent (25%) of the cost of aggregate base required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

E. Surfacing

1. Description

   a. Bituminous or concrete roadway surfacing.

   b. Includes all bituminous or concrete roadway surfacing needed to install components required to achieve roadway safety, design and drainage standards established by the County.

2. Cost Share

   a. The County shall be responsible for the cost of all surfacing required for County initiated projects.

   b. The Local Agency shall be responsible for the cost of all surfacing required to accommodate project enhancement requests.

   c. The Local Agency shall be responsible for seventy-five percent (75%) of the cost of surfacing required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

   d. The County shall be responsible for twenty-five percent (25%) of the cost of surfacing required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

3. Maintenance

   a. The County shall be responsible for the cost to resurface and maintain existing roadways and auxiliary lanes under the jurisdiction of the County. This includes past project enhancements accepted by the County.

F. Auxiliary Lanes

1. Description

   a. Right turn lanes, left turn lanes, bypass lanes and acceleration lanes etc.

   b. Includes all right of way, clearing and grubbing, aggregate base, surfacing, utility relocation or other components required to achieve roadway safety, design and drainage standards established by the County.

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2. Cost Share

   a. The County shall be responsible for the cost of all auxiliary lanes required for County initiated projects.

   b. The Local Agency shall be responsible for the cost of all auxiliary lanes required to accommodate project enhancement requests.

   c. The Local Agency shall be responsible for seventy-five percent (75%) of the cost of auxiliary lanes required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

   d. The County shall be responsible for twenty-five percent (25%) of the cost of auxiliary lanes required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

   e. The Local Agency shall not be responsible for the cost of auxiliary lanes necessitated by Third Party Developers if the Local Agency does not have land use regulatory authority.

   f. When the Local Agency does not regulate land use, the County shall use its regulatory authority to stipulate a seventy-five percent (75%) cost share by Third Party Developers for projects requiring auxiliary lanes.

3. Maintenance

   a. The County shall be responsible for the cost to resurface and maintain existing auxiliary lanes located on roads under the jurisdiction of the County. This includes past project enhancements accepted by the County.

G. Parking Lanes

1. Description

   a. Extra shoulder width or pavement depth to accommodate on-street parking.

   b. All additional right of way, clearing and grubbing, aggregate base, surfacing, utility relocation or other components required to achieve roadway safety, design and drainage standards established by the County.

2. Cost Share

   a. The County shall be responsible for the cost of all parking lanes required for County initiated projects.

   b. The Local Agency shall be responsible for the cost of all parking lanes required to accommodate project enhancement requests.

3. Maintenance

   a. The County shall be responsible for the cost to resurface and maintain existing parking lanes located on roadways under the jurisdiction of the County. This includes past project enhancements accepted by the County.

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H. Bike Lanes

1. Description

   a. Extra roadway or shoulder width specifically designed for use by bicyclists.

   b. Includes all additional right of way, clearing and grubbing, aggregate base, surfacing, utility relocation or other components required to achieve roadway safety, design and drainage standards established by the County.

2. Cost Share

   a. The County shall be responsible for the cost of all bike lanes required for County initiated projects.

   b. The Local Agency shall be responsible for the cost of all bike lanes required to accommodate project enhancement requests.

   c. The Local Agency shall be responsible for seventy-five percent (75%) of the cost of bike lanes required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

   d. The County shall be responsible for twenty-five percent (25%) of the cost of bike lanes required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

3. Maintenance

   a. The County shall be responsible for the cost to resurface and maintain existing bike lanes located on roadways under the jurisdiction of the County. This includes past project enhancements accepted by the County.

I. Curb and Gutter

1. Description

   a. Concrete surface storm water conveyance systems.

   b. Includes all concrete curb and gutter, valley gutters, swales and associated surface storm water conveyance systems required to achieve roadway safety, design and drainage standards established by the County.

2. Cost Share

   a. The County shall be responsible for the cost of all curb and gutter required for County initiated projects.

   b. The Local Agency shall be responsible for the cost of curb and gutter required to accommodate project enhancement requests.

   c. The Local Agency shall be responsible for seventy-five percent (75%) of the cost of curb and gutter required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

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d. The County shall be responsible for twenty-five percent (25%) of the cost of curb and gutter required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

e. The Local Agency shall not be responsible for the cost of curb and gutter necessitated by Third Party Developers if the Local Agency does not have land use regulatory authority.

f. When the Local Agency does not regulate land use, the County shall use its regulatory authority to stipulate a seventy-five percent (75%) cost share by Third Party Developers for projects requiring curb and gutter.

3. Maintenance

a. The County shall be responsible for the cost to maintain existing curb and gutter located on roadways under the jurisdiction of the County. This includes past project enhancements accepted by the County.

b. The Local Agency shall be responsible for the cost to maintain curb and gutter associated with draining roadways and adjacent property under the jurisdiction of the Local Agency.

c. The Local Agency shall be responsible for painting and maintaining authorized curb and gutter "No Parking" markings.

J. Storm Water System

1. Description

a. Ponds and other underground components to collect, convey and treat storm water runoff.

b. Includes all storm water system components including pipes, culverts, catch basins, manholes, outfalls and ponds required to achieve roadway safety, design and drainage standards established by the County.

2. Cost Share

a. The County shall be responsible for the cost of all storm water systems required for County initiated projects.

b. The Local Agency shall be responsible for the cost of all storm water systems required to accommodate project enhancement requests.

c. The Local Agency shall be responsible for seventy-five percent (75%) of the cost of all storm water systems required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

d. The County shall be responsible for twenty-five percent (25%) of the cost of all storm water systems required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

e. The Local Agency shall not be responsible for the cost of storm water systems necessitated by Third Party Developers if the Local Agency does not have land use regulatory authority.

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f. When the Local Agency does not regulate land use, the County shall use its regulatory authority to stipulate a seventy-five percent (75%) cost share by Third Party Developers for projects requiring a storm water system.

3. Maintenance

a. The County shall be responsible for the cost to maintain storm water systems providing drainage for right of ways under the jurisdiction of the County.

b. The Local Agency shall be responsible for the cost to maintain storm water systems associated with draining roadways and adjacent property under the jurisdiction of the Local Agency.

K. System Special Storm Water Treatment System

1. Description

a. Specialized storm water system components.

b. Includes all storm water system components plus special treatment techniques including, but not limited to, filters, separators and sediment traps required to achieve treatment outcomes established by the County and Local Agency.

2. Cost Share

a. The County and Local Agency shall equally share the installation cost of special storm water treatment systems.

3. Maintenance

a. The County and Local Agency shall equally share the maintenance cost of the special storm water treatment systems.

L. Trails and Sidewalks

1. Description

a. Concrete or bituminous bicycle, pedestrian or multimodal pathways.

b. Includes all right of way and construction components such as clearing and grubbing, aggregate base and surfacing required to achieve Americans with Disabilities ACT (ADA) and other design standards established by the County.

c. Applies to all trail and sidewalk systems located within the County right of way.

2. Cost Share

a. The Local Agency shall be responsible for the entire cost to install trails and sidewalks located within the County right of way.

b. The Local Agency shall be responsible for the entire cost to remove and replace existing trails and sidewalks disturbed by Local Agency initiated projects or those necessitated by Third Party Developers.

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c. The County shall be responsible for the entire cost to remove and replace existing trails and sidewalks disturbed by County initiated projects.

d. The Local Agency shall be responsible for the cost of enhancements to existing trails and sidewalks disturbed by County initiated projects.

3. Maintenance

a. The Local Agency shall be responsible for the day to day operation and maintenance of trails and sidewalks located within the County right of way. This includes, but not limited to, repairs, preservation, sweeping and snow removal.

M. Standard Pedestrian Crossings

1. Description

a. Standard treatments of sidewalk and trail transitions for at-grade pedestrian crossings.

b. Includes all components associated with construction of a standard crossing including, but not limited to, ramps, truncated domes and pavement markings required to achieve Americans with Disabilities ACT (ADA) and other design standards established by the County.

c. Applies to all new installations and updates to existing crossings of County roadways, Local Agency roadways and private entrances.

2. Cost Share

a. The County shall be responsible for all standard pedestrian crossings traversing a County roadway or State Highway.

b. The Local Agency shall be responsible for all new, or updates to existing, pedestrian crossings traversing Local Agency roadways, private entrances or other pedestrian obstacles.

c. The County shall be responsible for replacing ADA compliant pedestrian crossings disturbed by County initiated projects.

d. The Local Agency shall be responsible for replacing existing pedestrian crossings disturbed by Local Agency projects or those necessitated by Third Party Developers.

3. Maintenance

a. The Local Agency shall be responsible for the day to day operation and maintenance of standard pedestrian crossings located within the County right of way. This includes, but not limited to, repairs, preservation, sweeping and snow removal.

N. Special Pedestrian Crossings

1. Description

a. Special systems to enhance at-grade pedestrian crossings.

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b. Includes all components associated with construction of special pedestrian crossings including, but not limited to, sidewalk bump-outs, push buttons, enhanced crosswalk treatments, electronic flashers and beacons required to achieve Americans with Disabilities ACT (ADA) and other design standards established by the County.

c. Applies to all new installations and updates to existing crossings of County roadways, Local Agency roadways and private entrances.

2. Cost Share

a. The County and Local Agency shall equally share the responsibility for the installation of special pedestrian crossings traversing a County roadway or State Highway.

b. The Local Agency shall be responsible for special pedestrian crossings traversing Local Agency roadways, private entrances or other pedestrian obstacles.

c. The County shall be responsible for replacing special crossings disturbed by County initiated projects.

d. The Local Agency shall be responsible for replacing special crossings disturbed by Local Agency projects or those necessitated by Third Party Developers.

3. Operation

a. The County shall be responsible for programming computer systems associated with special electronic pedestrian crossing systems located within the County right of way.

b. The Local Agency shall be responsible for the cost of electrical power associated with special pedestrian crossings.

4. Maintenance

a. The County shall be responsible for the maintenance of special pedestrian crossing components located within the County right of way.

b. The County and Local Agency shall equally share the cost associated with replacing or restoring special pedestrian crossing system components sustaining major damage or failure.

O. Pedestrian Bridges and Tunnels

1. Description

a. Grade-separated bicycle, pedestrian or multimodal roadway crossings.

b. Includes all components associated with construction of trails and sidewalks plus structures, lighting, drainage and other systems required to achieve Americans with Disabilities ACT (ADA) and other design standards established by the County.

c. Applies to all new or enhanced pedestrian bridge or tunnel systems located within the County right of way.

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2. Cost Share

   a. The Local Agency shall be responsible for the entire cost of pedestrian bridges or tunnels located within the County right of way.

   b. The Local Agency shall be responsible for the entire cost to remove and replace existing trails and sidewalks disturbed by Local Agency initiated projects or those necessitated by Third Party Developers.

   c. The Local Agency shall be responsible for the cost of enhancements to existing trails and sidewalks disturbed by County initiated projects.

3. Operation

   a. The Local Agency shall be responsible for the cost of electrical power associated with pedestrian bridges and tunnels located within the County right of way.

   b. The County shall be responsible for the cost of all periodic structural inspections for pedestrian bridges and tunnels located within the County right of way.

4. Maintenance

   a. The Local Agency shall be responsible for the day to day maintenance of pedestrian bridges and tunnels located within the County right of way. This includes, but not limited to, minor repairs, preservation, sweeping and snow removal.

   b. The County shall be responsible to maintain the structural components associated with pedestrian bridges and tunnels located within the County right of way.

P. Intersection Control Systems

1. Description

   a. Systems to control the flow of traffic at moderate to high volume intersections.

   b. Includes all components that make up a permanent and justified intersection control system including, but not limited to, signals, signage, vehicle channelization, storm water systems, pedestrian facilities and lighting required to achieve roadway safety, design and drainage standards established by the County.

   c. Applies to all new installations, modifications and replacement of traffic signals, roundabouts, restricted movement intersections and other future intersection control technologies.

2. Cost Share

   a. The County and Local Agency shall divide the total cost of intersection control systems based on the jurisdiction of the legs contributing to the intersection.

   b. The Local Agency shall be responsible for the cost of intersection legs that are private roadways or access points.

   c. The County shall be responsible for the intersection control system if the Local Agency has no public or private legs contributing to the intersection.

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d. The Local Agency shall be responsible for the entire cost of constructing an intersection control system that does not meet established justification criteria.

e. The Local Agency shall be responsible for seventy-five percent (75%) of the cost of intersection control systems required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

f. The County shall be responsible for twenty-five percent (25%) of the cost of intersection control systems required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

g. The Local Agency shall not be responsible for the cost of intersection control systems necessitated by Third Party Developers if the Local Agency does not have land use regulatory authority.

h. When the Local Agency does not regulate land use, the County shall use its regulatory authority to stipulate a seventy-five percent (75%) cost share by Third Party Developers for projects requiring intersection control systems.

3. Operation

a. The County shall be responsible for programming all electronic intersection control systems.

b. The Local Agency shall be responsible for the entire cost of intersection control system electrical power if at least one Local Agency or private leg contributes to the intersection.

c. The County shall be responsible for the entire cost of intersection control system electrical power if the Local Agency has no public or private legs contributing to the intersection.

4. Maintenance

a. Includes all maintenance activities for intersection control systems such as painting, re-lamping, battery replacement and maintaining the center of roundabouts.

b. The Local Agency shall be responsible for the cost of intersection control system maintenance if at least one Local Agency or private leg contributes to the intersection.

c. The County shall be responsible for the cost of intersection control maintenance if the Local Agency has no public or private legs contributing to the intersection.

d. The County and Local Agency shall equally share the cost associated with replacing or restoring intersection control system components sustaining major damage or failure.

Q. Street Light Systems

1. Description

a. Overhead roadway lighting.

b. Includes all overhead street lighting project components including, but not limited to, poles, mast arms, lamps and electrical power required to achieve roadway safety, design and drainage standards established by the County.

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c. Applies to all urban or rural overhead street lighting operating separately from intersection control systems.

2. Cost Share

a. The County and Local Agency shall divide the total cost of overhead street lighting systems based on the jurisdiction of the legs contributing to the intersection.

b. The Local Agency shall be responsible for the cost of intersection legs that are private roadways or access points.

c. The County shall be responsible for the overhead street lighting system if the Local Agency has no public or private legs contributing to the intersection.

d. The Local Agency shall be responsible for the entire cost of constructing street lighting systems unsupported by the County.

e. The Local Agency shall be responsible for the entire cost of constructing street lighting systems in urban areas proposed primarily for aesthetic purposes.

f. The Local Agency shall be responsible for the cost difference between installing standard and aesthetically enhanced street lighting systems.

3. Operation

a. The County shall be responsible for the cost of street lighting electrical power if the Local Agency has no public or private legs contributing to the intersection.

b. The Local Agency shall be responsible for the entire cost of overhead street lighting electrical power if at least one Local Agency or private leg contributes to the intersection.

4. Maintenance

a. The County shall be responsible for the cost of street lighting maintenance if the Local Agency has no public or private legs contributing to the intersection. This includes, but not limited to, minor repairs, painting and re-lamping.

b. The Local Agency shall be responsible for the entire cost of street lighting maintenance if at least one Local Agency or private leg contributes to the intersection. This includes, but not limited to, minor repairs, painting and re-lamping.

c. The County and Local Agency shall equally share the cost associated with replacing or restoring intersection control system components sustaining major damage or failure.

d. The Local Agency shall be responsible for the entire cost of maintaining street lighting systems proposed primarily for aesthetic purposes.

R. Standard Roadway Signs

1. Description

a. Standard regulatory, advisory and other authorized signs located within the County right of way.

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b. Applies to the materials and installation of standard roadway signs required to achieve roadway safety, design and other standards established by the County.

2. Cost Share

a. The County shall be responsible for the cost to install or replace standard roadway signs disturbed by County initiated projects.

b. The Local Agency shall be responsible for the cost of standard roadway signed required to accommodate project enhancement requests.

3. Maintenance

a. The County shall be responsible for the maintenance of all standard roadway signs required to meet safety and operation standards established by the County.

b. The County shall be responsible for replacing or restoring standard roadway signs that are damaged.

S. Special Roadway Signs

1. Description

a. Authorized specialty regulatory, advisory and other enhanced signing located within the County right of way.

b. Includes all electronic speed limit signs, blinking signs and intersection conflict warning signs required to achieve roadway safety, design and other standards established by the County.

c. Applies to the installation, programing, operation and maintenance of special roadway signs.

2. Cost Share

a. The County shall be responsible for coordinating the installation and computer programming of all specialty signs located within the County right of way.

b. The County shall be responsible for the installation and programming cost of special roadway signs initiated by the County.

c. The Local Agency shall be responsible for the installation cost of special roadway sign enhancements initiated by the Local Agency and approved by the County.

3. Operation

a. The County shall be responsible for the electrical power cost of special roadway signs initiated by the County.

b. The Local Agency shall be responsible for the electrical power cost of special roadway sign enhancements initiated by the Local Agency and approved by the County.

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4. Maintenance

   a. The County shall be responsible for the cost to replace, maintain and program specialty roadway signs initiated by the County.

   b. The Local Agency shall be responsible for the cost to replace, maintain and program specialty roadway signs initiated by the Local Agency and approved by the County

5. Other Notes

   a. The County shall not enter into agreements regarding the installation of special roadway signs with private individuals or organizations.

T. Mailbox Supports

1. Description

   a. Standard snow plow resistant mailbox supports utilized by the County.

   b. Includes all activities required to install mailbox supports disturbed by County initiated roadway projects.

2. Cost Share

   a. The County shall be responsible for the cost to install or replace mailbox supports disturbed by County initiated projects.

   b. The Local Agency shall be responsible for the cost of additional mailbox supports required to accommodate project enhancement requests.

U. County Bridges

1. Description

   a. Bridges owned and operated by the County.

   b. Includes bridge system components and right of way required to achieve roadway safety, design and bridge standards established by the County.

2. Cost Share

   a. The County shall be responsible for the cost of all bridges located on the County roadway system.

   b. The Local Agency shall be responsible for the entire cost of aesthetic, decorative or other enhancements to bridges on the County roadway system.

3. Operation

   a. The County shall be responsible for the cost of all periodic structural inspections for bridges on the County roadway system.

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4. Maintenance

   a. The County shall be responsible for the maintenance of all bridges located on the County roadway system.

V. Local Agency Bridges

1. Description

   a. Bridges owned and operated by the Local Agency.

   b. Includes all bridge system components and right of way required to achieve roadway and bridge design standards established by the County.

2. Cost Share

   a. The Local Agency shall be responsible for the cost to construct all bridges located on the Local Agency roadway system.

3. Operation

   a. The County shall be responsible for the cost of all periodic structural inspections for bridges located on the Local Agency roadway system.

4. Maintenance

   a. The Local Agency shall be responsible for the maintenance of all bridges located on the Local Agency roadway system.

W. Retaining Walls

1. Description

   a. Structural wall systems designed to hold back earth and commonly used in place of a slope.

   b. Includes all required components of a retaining wall system and right of way required to achieve roadway safety, design and drainage standards established by the County.

2. Cost Share

   a. The County shall be responsible for the cost of retaining walls required to meet roadway design and drainage standards established by the County.

   b. The Local Agency shall be responsible for the cost of retaining walls required to accommodate project enhancement requests.

   c. The Local Agency shall be responsible for the cost of retaining walls requested in place of other design methods where County has determined other methods will achieve roadway design and drainage standards.

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d. The Local Agency shall be responsible for the cost of aesthetic, decorative or other enhancements to retaining walls.

3. Operation

a. The County shall be responsible for periodic inspections of retaining walls located within the County right of way.

4. Maintenance

a. The County shall be responsible for the maintenance of all retaining walls located on the County roadway system.

X. Noise Walls

1. Description

a. Timber or concrete walls erected specifically to reduce the effects of roadway noise.

b. Includes all noise wall system components and right of way required to achieve roadway acoustic standards established by the County.

2. Cost Share

a. The County shall be responsible for the cost of all required noise walls located within the County right of way.

b. The Local Agency shall be responsible for aesthetic, decorative or other enhancements to noise walls located within the County right of way.

3. Operation

a. The County shall be responsible for periodic inspections of noise walls located within the County right of way.

4. Maintenance

a. The County shall be responsible for the maintenance of all required noise walls located within the County right of way.

Y. Utility Relocation and Adjustment

1. Description

a. Moving or reconfiguring existing utility systems disturbed by construction.

b. Includes all elements of design and construction required to restore underground or overhead utility systems disturbed by construction.

c. Applies to all public and private utility systems including, but not limited to, water, sanitary sewer, storm sewer, electricity, telecommunications and gas located on new County or Local Agency right of way.

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d. Applies to utilities located outside of the current County right of way. Private or public utilities located within the existing County right of way must be relocated or adjusted at the owner's expense; avoiding any costs to the County or Local Agency.

2. Cost Share

a. The County shall be responsible for costs incurred to relocate or adjust existing utilities required to achieve roadway safety, design and drainage standards established by the County.

b. The Local Agency shall be responsible for costs incurred to relocate and adjust utilities solely to accommodate project enhancements requested by the Local Agency.

c. The Local Agency shall be responsible for the cost to relocate or adjust existing utilities owned or operated by the Local Agency.

d. The Local Agency shall be responsible for costs incurred to relocate and adjust utilities solely to accommodate projects necessitated by Third Party Developers and approved by the Local Agency utilizing its land use regulatory authority.

e. The Local Agency shall not be responsible for costs incurred to relocate and adjust utilities if the Local Agency does not have land use regulatory authority.

f. When the Local Agency does not regulate land use, the County shall use its regulatory authority to stipulate that Third Party Developers be responsible for all costs incurred to relocate and adjust utilities disturbed by proposed projects.

Z. Roadway Restoration After Local Agency Utility Work

1. Description

a. Restoring County roadways disturbed by Local Agency utility work.

b. Includes all elements of design and construction including, but not limited to surfacing, aggregate base, curb and gutter, turf establishment or other components required to restore the County right of way to its original condition.

c. Applies to Local Agency utility systems including, but not limited to water, sanitary sewer, storm sewer and telecommunications located within the existing County right of way.

2. Cost Share

a. The Local Agency shall be responsible for the costs associated with restoring County roadways and right of way to design and drainage standards established by the County.

b. The County shall evaluate when the next road rehabilitation project will be required and consider contributing the pro-rated cost of the future treatment to the Local Agency.

c. The County shall be responsible for the cost of roadway enhancements completed during the restoration project conducted by the Local Agency.

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AA. Landscaping and Aesthetic Enhancements

1. Description

   a. Visual enhancements to projects or project components that do not serve a specific transportation or safety need.

   b. Includes all visual enhancements including, but not limited to, median plantings, roundabout landscaping, colored or stamped concrete, special pavement markings, decorative bridge railing and ornamental lighting.

2. Cost Share

   a. The Local Agency shall be responsible for the cost to install landscaping or other aesthetic enhancements located within the County right of way.

   b. The County shall be responsible for vegetation plantings required to provide standard erosion control.

   c. The Local Agency shall be responsible for the cost difference between standard and aesthetically enhanced project components.

3. Maintenance

   a. The Local Agency shall be responsible for the cost to maintain all landscaping and aesthetic enhancements located within the County right of way.

BB. Pro-Rated Items

1. Description

   a. General or intangible activities that are required part of most construction projects and are not easily quantifiable or split between the County and Local Agency.

   b. Applies to general construction items including, but not limited to, contractor mobilization, traffic control and erosion control supervisor.

2. Cost Share

   a. The County and Local Agency shall divide the responsibility of pro-rated items based on the portion each contributes to the total cost of construction.

   b. The Local Agency shall be responsible for the cost of pro-rated construction activities that are required solely to accommodate project enhancements requested by the Local Agency.

CC. County Led Design Engineering

1. Description

   a. Design engineering services completed or contracted by the County when developing joint construction projects.

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b. Includes all engineering and other technical activities leading up to project bid letting including, but not limited to, preliminary and detailed design, traffic analysis, surveying, environmental documentation and right of way acquisition.

c. Applies to County initiated projects, Local Agency initiated projects and those necessitated by Third Party Developers.

2. Cost Share

a. The Local Agency shall be responsible for an amount not to exceed eight percent (8%) of the Local Agency's final construction costs when the County takes the lead role for design engineering services.

3. Other Notes

a. The County shall not conduct design engineering services for the Local Agency unless specifically involved in a joint construction project or bid letting.

b. The Local Agency's responsibility shall not exceed at eighteen percent (18%) of the Local Agency's final construction costs when the County takes the lead role for all aspects of a joint construction project.

DD. Local Agency Led Design Engineering

1. Description

a. Design engineering services completed or contracted by the Local Agency when developing joint construction projects.

b. Includes all engineering and other technical activities leading up to project bid letting including, but not limited to, preliminary and detailed design, traffic analysis, surveying, environmental documentation and right of way acquisition.

c. Applies to County initiated projects, Local Agency initiated projects and those necessitated by Third Party Developers.

2. Cost Share

a. The County shall be responsible for an amount not to exceed eight percent (8%) of the County's final construction costs when the Local Agency takes the lead role for design engineering services.

3. Other Notes

a. The County shall be responsible for an amount not to exceed eighteen percent (18%) of the County’s final construction costs when the Local Agency takes the lead role for all aspects of a joint construction project.

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EE. County Led Construction Engineering

1. Description

   a. Construction engineering services completed or contracted by the County when building joint construction projects.

   b. Includes all engineering and other technical activities required to ensure proper project delivery including, but not limited to, material testing, construction surveying, quality control and general construction project oversight.

   c. Applies to County initiated projects, Local Agency initiated projects and those necessitated by Third Party Developers.

2. Cost Share

   a. The Local Agency shall be responsible for an amount not to exceed seven percent (7%) of the Local Agency's final construction costs when the County takes the lead role for construction engineering services.

3. Other Notes

   a. The County shall not conduct construction engineering services for the Local Agency unless specifically involved in a joint construction project or bid letting.

   b. The Local Agency shall be responsible for an amount not to exceed eighteen percent (18%) of the Local Agency's final construction costs when the County takes the lead role for all aspects of a joint construction project.

FF. Local Agency Led Construction Engineering

1. Description

   a. Construction engineering services completed or contracted by the Local Agency when building joint construction projects.

   b. Includes all engineering and other technical activities required to ensure proper project delivery including, but not limited to, material testing, construction surveying, quality control and general construction project oversight.

   c. Applies to County initiated projects, Local Agency initiated projects and those necessitated by Third Party Developers.

2. Cost Share

   a. The County shall be responsible for an amount not to exceed seven percent (7%) of the County's final construction costs when the Local Agency takes the lead role for construction engineering services.

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3. Other Notes

   a. The County shall be responsible for an amount not to exceed eighteen percent (18%) of the County's final construction costs when the Local Agency takes the lead role for all aspects of a joint construction project.

GG. County Led Construction Contract Administration

1. Description

   a. Administrative and financial services completed or contracted by the County when delivering joint construction projects.

   b. Includes all activities required to ensure proper execution of the construction contract including, but not limited to, bid letting, contract award, labor compliance, public relations and fiscal agent responsibilities.

   c. Applies to County initiated projects, Local Agency initiated projects and those necessitated by Third Party Developers.

2. Cost Share

   a. The Local Agency shall be responsible for an amount not to exceed three percent (3%) of the Local Agency's final construction costs when the County takes the lead role for construction contract administration services.

3. Other Notes

   a. The County shall not conduct construction contract administration services for the Local Agency unless specifically involved in a joint construction project or bid letting.

   b. The Local Agency shall be responsible for an amount not to exceed eighteen percent (18%) of the Local Agency's final construction costs when the County takes the lead role for all aspects of a joint construction project.

HH. Local Agency Led Construction Contract Administration

1. Description

   a. Administrative and financial services completed or contracted by the Local Agency when delivering joint construction projects.

   b. Includes all activities required to ensure proper execution of the construction contract including, but not limited to, bid letting, contract award, labor compliance, public relations and fiscal agent responsibilities.

   c. Applies to County initiated projects, Local Agency initiated projects and those necessitated by Third Party Developers.

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2. Cost Share

   a. The County shall be responsible for an amount not to exceed three percent (3%) of the County's final construction costs when the Local Agency takes the lead role for construction contract administration services.

3. Other Notes

   a. The County shall be responsible for an amount not to exceed eighteen percent (18%) of the County's final construction costs when the Local Agency takes the lead role for all aspects of a joint construction project.

II. Engineering Studies

1. Description

   a. Engineering and other technical analysis required to evaluate roadway projects and development proposals.

   b. Includes all analysis activities required to evaluate project proposals including, but not limited to, traffic impact studies, cost/benefit analysis, trip generation models and other feasibility studies.

   c. Applies to all engineering and technical analysis required to evaluate County initiated projects, Local Agency initiated projects and those necessitated by Third Party Developers.

2. Cost Share

   a. The County shall be responsible for the cost of engineering studies required to evaluate County initiated projects.

   b. The Local Agency shall be responsible for the additional cost of engineering analysis required to evaluate specific project enhancement requests.

   c. The Local Agency shall be responsible for the cost of engineering studies required for projects initiated by the Local Agency or those necessitated by Third Party Developers.

   d. The Local Agency shall not be responsible for the cost of engineering studies necessitated by Third Party Developers if the Local Agency does not have land use regulatory authority.

   e. When the County Engineer requires an engineering study to evaluate the impact of Third Party Developers may have on the roadway system, the County shall use its regulatory authority to stipulate that the developer be responsible for the cost of the engineering study to determine the appropriate solution.

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JJ. Other Items

1. Description

   a. Includes any item or activity not specifically addressed by this document.

2. Cost Share

   a. The County and Local Agency shall determine the cost share of other items by negotiation.

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APPENDIX A: COST SHARE COMPONENT SUMMARY

Cost Share Item	Page Reference	Crow Wing County Initiated Projects and Project Scope		Approved Local Agency Enhancements to Crow Wing County Initiated Projects		Approved Local Agency Initiated or Development Driven Projects	
		County Share	Local Agency Share	County Share	Local Agency Share	County Share	Local Agency / Developer's Share
Right of Way	9	100%	0%	0%	100%	0%	100%
Clearing and Grubbing	9	100%	0%	0%	100%	25%	75%
Grading	10	100%	0%	0%	100%	25%	75%
Aggregate Base	10	100%	0%	0%	100%	25%	75%
Surfacing	11	100%	0%	0%	100%	25%	75%
Auxiliary Lanes	11	100%	0%	0%	100%	25%	75%
Parking Lanes	12	0%	100%	0%	100%	0%	100%
Bike Lanes	13	0%	100%	0%	100%	0%	100%
Curb and Gutter	13	100%	0%	0%	100%	25%	75%
Storm Water System	14	100%	0%	0%	100%	25%	75%
System Special Storm Water Treatment System	15	50%	50%	50%	50%	25%	75%
Trails and Sidewalks	15	0%	100%	0%	100%	0%	100%
Standard Pedestrian Crossings	16	100% County/State Crossing	100% Local Agency Crossing	0%	100%	0%	100%
Special Pedestrian Crossings	16	50%	50%	0%	100%	0%	100%
Pedestrian Bridges and Tunnels	17	0%	100%	0%	100%	0%	100%

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Cost Share Item	Page Reference	Crow Wing County Initiated Projects and Project Scope		Approved Local Agency Enhancements to Crow Wing County Initiated Projects		Approved Local Agency Initiated or Development Driven Projects	
		County Share	Local Agency Share	County Share	Local Agency Share	County Share	Local Agency / Developer's Share
Intersection Control Systems	18	% Based on Contributing Leg	% Based on Contributing Leg	0%	100%	25%	75%
Street Light Systems	19	% Based on Contributing Leg	% Based on Contributing Leg	0%	100%	25%	75%
Standard Roadway Signs	20	100%	0%	0%	100%	0%	100%
Special Roadway Signs	21	100%	0%	0%	100%	0%	100%
Mailbox Supports	22	100%	0%	0%	100%	0%	100%
County Bridges	22	100%	0%	0%	100%	0%	100%
Local Agency Bridges	23	0%	100%	0%	100%	0%	100%
Retaining Walls	23	100%	0%	0%	100%	0%	100%
Noise Walls	24	100%	0%	0%	100%	0%	100%
Utility Relocation and Adjustment	24	100%	0%	0%	100%	0%	100%
Roadway Restoration After Local Agency Utility Work	25	NA	NA	0%	100%	0%	100%
Landscaping and Aesthetic Enhancements	26	0%	100%	0%	100%	0%	100%
Pro-Rated Items	26	% of Total Construction Cost	% of Total Construction Cost	% of Total Construction Cost	% of Total Construction Cost	% of Total Construction Cost	% of Total Construction Cost

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Cost Share Item	Page Reference	Crow Wing County Initiated Projects and Project Scope		Approved Local Agency Enhancements to Crow Wing County Initiated Projects		Approved Local Agency Initiated or Development Driven Projects	
		County Share	Local Agency Share	County Share	Local Agency Share	County Share	Local Agency / Developer's Share
County Led Design Engineering	26	NA	8% of Local Agency Construction Cost	0%	8% of Local Agency Construction Cost	NA	8% of Local Agency / Developer Construction Cost
Local Agency Led Design Engineering	27	8% of County Construction Cost	NA	0%	NA	0%	NA
County Led Construction Engineering	28	NA	7% of Local Agency Construction Cost	0%	7% of Local Agency Construction Cost	NA	7% of Local Agency / Developer Construction
Local Agency Led Construction Engineering	28	7% of County Construction Cost	NA	0%	NA	0%	NA
County Led Construction Contract Administration	29	NA	3% of Local Agency Construction Cost	0%	3% of Local Agency Construction Cost	NA	3% of Local Agency / Developer Construction
Local Agency Led Construction Contract Administration	29	3% of County Construction Cost	NA	0%	NA	0%	NA
Engineering Studies	30	100%	0%	0%	100%	0%	100%
Other Items	31	By Negotiation	By Negotiation	By Negotiation	By Negotiation	By Negotiation	By Negotiation

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APPENDIX B: EXAMPLE COST SHARE AGREEMENT

**CONSTRUCTION COST SHARE AGREEMENT
WITH THE (Local Agency) (Project Number))
FOR THE RECONSTRUCTION OF
ROADWAYS UNDER THE JURISDICTION OF
CROW WING COUNTY AND (Local Agency)**

This Agreement is made and entered into this day of **(Date),** 2020, by and between the County of Crow Wing, State of Minnesota, a political subdivision of the State of Minnesota, 326 Laurel Street, Brainerd, Minnesota, 56401, hereinafter referred to as "County", and the City of **XXXX** c/o **(Address)** hereinafter referred to as the "City". The agreement is based upon the most current version of the Crow Wing County Construction and Maintenance Cost Share Policy adopted by the County Board.

WITNESSETH

WHEREAS, the parties mutually agree that reconstruction of the County State Aid Highway (CSAH) **XX**, including construction of storm sewer, curb and gutter, and traffic signals should be done as soon as possible; and,

WHEREAS, the City requests the County to construct a pedestrian trail; and,

WHEREAS, the City granted Municipal Consent for the Project on (Date); and,

WHEREAS, the parties agree that it is in their best interest that certain costs of said Project be shared; and,

WHEREAS, the Crow Wing County Highway Department has prepared plans and specifications for the project entitled **(Project Number)**, which plans and specifications are on file in the office of the County Engineer;

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

I. PURPOSE

The parties have joined together for the purpose of constructing project **(Project Number)**. This agreement identifies funding responsibilities and also future responsibilities upon project completion. Attachment A, B, and C are considered a part of this agreement.

II. Duties

A. Design and Construction

For this project, the County shall provide all design-engineering services unless otherwise stated in this agreement. The County shall provide all construction-engineering services, with the City being responsible for its share of design engineering/project development as identified in Attachment A or B and Attachment C. Attachments A, B, and C are estimates and final costs will be determined upon project completion. The County shall do the calling for all bids and the acceptance of all bid proposals and shall enter into a construction contract as the “owner” for purposes of the project.

B. Property Acquisition

The County shall be responsible for acquiring property needed for the proposed project. This includes identifying needs, acquiring property, creating documents and finalizing the process. The estimated costs are included in Attachment A or B.

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C. Inspection and Approval

The County shall provide construction inspection and staking for the Project and approval for acceptance of the work as it is completed. The City or their designated representative shall also be available to inspect any items the City is cost sharing in and notify the County of any concerns that arise during or after completion of the Project. Approval of the completed construction by the County shall be final, binding and conclusive upon the City as to the satisfactory completion of the construction.

III. COSTS

A. Project Costs

The project costs identified in this agreement are based upon current estimates. Attachments A and B identify the agreed upon cost share quantities and estimated costs. Actual final costs for each agency will be determined by actual final quantities.

B. SUMMARY OF ESTIMATED COSTS - The estimated construction and engineering costs of the project are shown in Attachment A and are summarized as follows:

Estimated County Construction Costs	$ 2,238,498.50
Estimated County Right of Way Costs	$ 73,200.00
Total Estimated County Costs	$ 2,311,698.50
Estimated City Construction Costs	$ 127,905.00
Estimated City Engineering Costs	$ 23,022.90
Estimated City Right of Way Costs	$ 33,600.00
Total Estimated City Costs	$ 184,527.90

C. OPTIONAL COSTS – The City has expressed interest in extending a trail approximately 600 feet along the north side of CSAH **XX**. These costs become part of this agreement or extinguished from this agreement, via City Council Action. The estimated construction and engineering costs are shown in Attachment B and are summarized as follows:

Estimated City Construction Costs	$ 36,560.00
Estimated City Engineering Costs	$ 6,580.80
Total Estimated City Costs	$ 43,140.80

D. RIGHT-OF-WAY ACQUISITION COSTS – The County shall fund the Right-of-Way acquisition required to construct the roadway portion of **(Project Number)**. The City shall be responsible to fund Right-of-Way acquisitions required to construct trails and/or sidewalks associated with **(Project Number)**. These costs are identified in Attachments A and B.

IV. TERM

This Agreement shall continue until terminated as provided hereinafter.

V. DISBURSEMENT OF FUNDS

All funds disbursed by the County or City pursuant to this Agreement shall be disbursed pursuant to law. Upon project completion, a final cost accounting will be performed totaling costs related to the Project. An invoice will be prepared by the County and submitted to the City. The City shall have the

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option to reimburse the County 100% of the funds due within 30 days of receipt of invoice, or to reimburse the County 50% of the funds due within 30 days of receipt of invoice and the remaining 50% the following year from the date of the invoice.

VI. CONTRACTS AND PURCHASES

All contracts let and purchases made pursuant to this Agreement shall be made by the County in conformity with State law.

VII. ACCOUNTABILITY

An accounting shall be made of all receipts and disbursements upon request by either party.

VIII. TERMINATION

This Agreement shall terminate upon completion of all obligations of the parties under this Agreement. This Agreement may be terminated prior to completion by either party only for breach of this Agreement or by mutual consent of the parties.

IX. MAINTENANCE

The City shall be solely responsible for all future maintenance of the City utility and trail systems. The County will be responsible for all routine maintenance and rehabilitation related to the completed storm sewer system including manholes, catch basins, catch basin leads, trunk lines, and detention basins (including ponds and their outlet structures) associated with **(Project Number)**. Maintenance of facilities being constructed off the County Right of Way and on existing City streets to complete the project (storm sewer, pavement, etc.) will be the responsibility of the City.

X. NOTICE

For purposes of deliver of any notices hereunder, the notice shall be effective if delivered to the Office of the Crow Wing County Highway Department, 16589 CR 142, Brainerd, MN 56401, on behalf of the County, and **(Local Agency Address)**, on behalf of the City.

XI. INDEMNIFICATION

To the extent allowed by law, the County and the City mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

XII. ENTIRE AGREEMENT

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties to the subject matter hereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

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IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

COUNTY OF CROW WING

By: _____
Name
Title

Dated: _____

(Local Agency)

By: _____
Name
Title

Dated: _____

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Cost Share Attachment A

Project: CSAH XX
Project Location: CROW WING COUNTY, MN
Project No: XXX-XXX-XXX
Date: 1/1/2020

Item Number	Description	Unit	Unit	PROJECT TOTAL		COUNTY COST		LOCAL AGENCY COST	
				Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost
2021.501	MOBILIZATION	LUMP SUM	$100,000.00	1	$100,000.00	0.95	$95,000.00	0.05	$5,000.00
2101.505	CLEARING	ACRE	$4,000.00	0.7	$2,800.00	0.7	$2,800.00		$0.00
2101.505	GRUBBING	ACRE	$4,000.00	0.7	$2,800.00	0.7	$2,800.00		$0.00
2101.524	CLEARING	TREE	$200.00	11	$2,200.00	11	$2,200.00		$0.00
2101.524	GRUBBING	TREE	$200.00	12	$2,400.00	12	$2,400.00		$0.00
2102.503	PAVEMENT MARKING REMOVAL	LIN FT	$1.00	11044	$11,044.00	11044	$11,044.00		$0.00
2104.502	REMOVE CONCRETE APRON	EACH	$300.00	5	$1,500.00	5	$1,500.00		$0.00
2104.502	REMOVE METAL APRON	EACH	$150.00	14	$2,100.00	14	$2,100.00		$0.00
2104.502	REMOVE SIGN TYPE C	EACH	$35.00	22	$770.00	22	$770.00		$0.00
2104.502	REMOVE SIGN TYPE D	EACH	$80.00	1	$80.00	1	$80.00		$0.00
2104.502	SALVAGE SIGN	EACH	$35.00	11	$385.00	11	$385.00		$0.00
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	$5.00	15	$75.00	15	$75.00		$0.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	$3.00	1748	$5,244.00	1748	$5,244.00		$0.00
2104.503	REMOVE PIPE CULVERTS	LIN FT	$15.00	532	$7,980.00	532	$7,980.00		$0.00
2104.503	REMOVE SEWER PIPE (STORM)	LIN FT	$20.00	31	$620.00	31	$620.00		$0.00
2104.503	REMOVE CURB & GUTTER	LIN FT	$6.00	471	$2,826.00	471	$2,826.00		$0.00
2104.503	REMOVE WOOD FENCE	LIN FT	$10.00	254	$2,540.00	254	$2,540.00		$0.00
2104.504	REMOVE CONCRETE WALK	SQ YD	$5.00	206	$1,030.00	206	$1,030.00		$0.00
2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	$10.00	39	$390.00	39	$390.00		$0.00
2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	$6.00	1318	$7,908.00	1318	$7,908.00		$0.00
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	$5.00	17462	$87,310.00	17462	$87,310.00		$0.00
2105.604	POLYETHYLENE SHEET	SQ YD	$6.00	192	$1,152.00	192	$1,152.00		$0.00
2106.507	EXCAVATION - COMMON	CU YD	$7.00	7703 (P)	$53,921.00	7703	$53,921.00		$0.00
2106.507	EXCAVATION - SUBGRADE	CU YD	$12.00	7006 (P)	$84,072.00	7006	$84,072.00		$0.00
2106.507	EXCAVATION - CHANNEL AND POND	CU YD	$10.00	225 (P)	$2,250.00	225	$2,250.00		$0.00
2106.507	SELECT GRANULAR EMBANKMENT (CV)	CU YD	$15.00	7526 (P)	$112,890.00	7526	$112,890.00		$0.00
2106.507	COMMON EMBANKMENT (CV)	CU YD	$5.00	3711 (P)	$18,555.00	2832	$14,160.00	879	$4,395.00
2118.609	AGGREGATE SURFACING SPECIAL	TON	$15.00	36	$540.00	36	$540.00		$0.00
2123.610	SKID LOADER	HOUR	$100.00	16	$1,600.00	16	$1,600.00		$0.00
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	$140.00	200	$28,000.00	200	$28,000.00		$0.00
2130.523	WATER	M GALLON	$55.00	200	$11,000.00	200	$11,000.00		$0.00
2131.506	CALCIUM CHLORIDE SOLUTION	GALLON	$2.00	1000	$2,000.00	1000	$2,000.00		$0.00
2211.507	AGGREGATE BASE (CV) CLASS 6	CU YD	$17.00	4220 (P)	$71,740.00	4067	$69,139.00	153	$2,601.00
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	$3.00	2019	$6,057.00	2019	$6,057.00		$0.00
2360.509	TYPE SP 9.5 WEARING COURSE MIX (2;B)	TON	$70.00	62	$4,340.00	62	$4,340.00		$0.00
2360.509	TYPE SP 9.5 WEARING COURSE MIX (3;F)	TON	$70.00	2552	$178,640.00	2552	$178,640.00		$0.00
2360.509	TYPE SP 12.5 WEARING COURSE MIX (3;F)	TON	$65.00	4693	$305,045.00	4693	$305,045.00		$0.00
2501.502	15" CS PIPE APRON	EACH	$200.00	6	$1,200.00	6	$1,200.00		$0.00
2501.502	12" RC PIPE APRON	EACH	$600.00	1	$600.00	1	$600.00	0	$0.00
2501.502	15" RC PIPE APRON	EACH	$600.00	10	$6,000.00	8	$4,800.00	2	$1,200.00
2501.502	24" RC PIPE APRON	EACH	$800.00	2	$1,600.00	2	$1,600.00	0	$0.00
2501.503	15" CAS PIPE CULVERT	LIN FT	$35.00	116	$4,060.00	116	$4,060.00		$0.00
2503.503	6" PVC PIPE SEWER	LIN FT	$25.00	18	$450.00	14	$350.00	4	$100.00
2503.503	12" RC PIPE SEWER DES 3006	LIN FT	$40.00	611	$24,440.00	521	$20,840.00	90	$3,600.00
2503.503	15" RC PIPE SEWER DES 3006	LIN FT	$42.00	1125	$47,250.00	989	$41,538.00	136	$5,712.00
2503.503	18" RC PIPE SEWER DES 3006	LIN FT	$45.00	673	$30,285.00	581	$26,145.00	92	$4,140.00
2503.503	21" RC PIPE SEWER DES 3006	LIN FT	$50.00	1111	$55,550.00	922	$46,100.00	189	$9,450.00
2503.503	24" RC PIPE SEWER DES 3006	LIN FT	$55.00	58	$3,190.00	50	$2,750.00	8	$440.00
2503.602	CONNECT TO EXISTING STORM SEWER	EACH	$1,000.00	1	$1,000.00	1	$1,000.00		$0.00
2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	$1,000.00	1	$1,000.00	1	$1,000.00	0	$0.00
2506.502	CONST DRAINAGE STRUCTURE DESIGN SPEC 1	EACH	$1,200.00	15	$18,000.00	13	$15,600.00	2	$2,400.00
2506.502	CASTING ASSEMBLY	EACH	$750.00	46	$34,500.00	40	$30,000.00	6	$4,500.00
2506.503	CONST DRAINAGE STRUCTURE DESIGN SD-48	LIN FT	$500.00	3	$1,500.00	3	$1,500.00	0	$0.00
2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	LIN FT	$400.00	154	$61,600.00	134	$53,600.00	20	$8,000.00
2506.503	CONST DRAINAGE STRUCTURE DES 54-4020	LIN FT	$450.00	13	$5,850.00	10	$4,500.00	3	$1,350.00
2506.503	CONST DRAINAGE STRUCTURE DES 60-4020	LIN FT	$500.00	22	$11,000.00	19	$9,500.00	3	$1,500.00
2511.504	GEOTEXTILE FILTER TYPE 3	SQ YD	$4.00	96	$384.00	81	$324.00	15	$60.00
2511.504	GEOTEXTILE FILTER TYPE 4	SQ YD	$5.00	66	$330.00	56	$280.00	10	$50.00
2511.507	RANDOM RIPRAP CLASS II	CU YD	$50.00	96	$4,800.00	81	$4,050.00	15	$750.00
2511.507	RANDOM RIPRAP CLASS III	CU YD	$75.00	18	$1,350.00	15	$1,125.00	3	$225.00

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Cost Share Attachment A (Continued)

2521.518	4" CONCRETE WALK	SQ FT	$6.00	2409	$14,454.00	0	$0.00	2409	$14,454.00
2521.518	6" CONCRETE WALK	SQ FT	$9.00	3155	$28,395.00	1578	$14,202.00	1577	$14,193.00
2521.518	2" BITUMINOUS WALK	SQ FT	$5.00	7206	$36,030.00	0	$0.00	7206	$36,030.00
2531.503	CONCRETE CURB & GUTTER DESIGN B418	LIN FT	$25.00	5482	$137,050.00	5482	$137,050.00	0	$0.00
2531.503	CONCRETE CURB & GUTTER DESIGN B424	LIN FT	$20.00	330	$6,600.00	330	$6,600.00	0	$0.00
2531.503	CONCRETE CURB & GUTTER DESIGN D418	LIN FT	$25.00	188	$4,700.00	188	$4,700.00	0	$0.00
2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SQ YD	$60.00	113	$6,780.00	113	$6,780.00		$0.00
2531.618	TRUNCATED DOMES	SQ FT	$45.00	276	$12,420.00	138	$6,210.00	138	$6,210.00
2540.602	TEMPORARY MAIL BOX SUPPORT	EACH	$150.00	9	$1,350.00	9	$1,350.00		$0.00
2540.602	MAIL BOX SUPPORT	EACH	$150.00	9	$1,350.00	9	$1,350.00		$0.00
2554.502	GUIDE POST TYPE B	EACH	$45.00	8	$360.00	7	$315.00	1	$45.00
2563.601	TRAFFIC CONTROL	LUMP SUM	$30,000.00	1	$30,000.00	0.95	$28,500.00	0.05	$1,500.00
2564.502	OBJECT MARKER TYPE X4-2	EACH	$100.00	4	$400.00	4	$400.00		$0.00
2564.518	SIGN PANELS TYPE C	SQ FT	$45.00	307	$13,815.00	307	$13,815.00		$0.00
2564.602	INSTALL SIGN	EACH	$60.00	11	$660.00	11	$660.00		$0.00
2565.501	EMERGENCY VEHICLE PREEMPTION SYSTEM	LUMP SUM	$75,000.00	1	$75,000.00	1	$75,000.00		$0.00
2565.516	TRAFFIC CONTROL SIGNAL SYSTEM	SYSTEM	$300,000.00	1	$300,000.00	1	$300,000.00		$0.00
2565.616	TEMPORARY SIGNAL SYSTEM	SYSTEM	$100,000.00	1	$100,000.00	1	$100,000.00		$0.00
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	$5,000.00	1	$5,000.00	1	$5,000.00		$0.00
2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	$11,000.00	1	$11,000.00	1	$11,000.00		$0.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	$150.00	43	$6,450.00	43	$6,450.00		$0.00
2573.502	CULVERT END CONTROLS	EACH	$160.00	12	$1,920.00	12	$1,920.00		$0.00
2573.503	SILT FENCE; TYPE MS	LIN FT	$2.00	5706	$11,412.00	5706	$11,412.00		$0.00
2573.503	SEDIMENT CONTROL LOG TYPE ROCK	LIN FT	$7.00	51	$357.00	51	$357.00		$0.00
2573.510	SEDIMENT REMOVAL BACKHOE	HOUR	$200.00	10	$2,000.00	10	$2,000.00		$0.00
2573.510	SEDIMENT REMOVAL VAC TRUCK	HOUR	$350.00	10	$3,500.00	10	$3,500.00		$0.00
2574.505	SOIL BED PREPARATION	ACRE	$150.00	7	$1,050.00	7	$1,050.00		$0.00
2574.507	COMMON TOPSOIL BORROW	CU YD	$5.00	1454	$7,270.00	1454	$7,270.00		$0.00
2574.508	FERTILIZER TYPE 1	POUND	$1.00	653	$653.00	653	$653.00		$0.00
2574.508	FERTILIZER TYPE 3	POUND	$1.00	994	$994.00	994	$994.00		$0.00
2574.508	FERTILIZER TYPE 4	POUND	$1.00	48	$48.00	48	$48.00		$0.00
2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	SQ YD	$2.00	3336	$6,672.00	3336	$6,672.00		$0.00
2575.505	SEEDING	ACRE	$180.00	7	$1,260.00	7	$1,260.00		$0.00
2575.508	SEED MIXTURE 21-111	POUND	$1.00	327	$327.00	327	$327.00		$0.00
2575.508	SEED MIXTURE 25-131	POUND	$5.00	626	$3,130.00	626	$3,130.00		$0.00
2575.508	SEED MIXTURE 36-711	POUND	$40.00	14	$560.00	14	$560.00		$0.00
2575.508	HYDRAULIC MULCH MATRIX	POUND	$1.00	7809	$7,809.00	7809	$7,809.00		$0.00
2575.508	HYDRAULIC STABILIZED FIBER MATRIX	POUND	$1.00	8090	$8,090.00	8090	$8,090.00		$0.00
2575.523	RAPID STABILIZATION METHOD 3	M GALLON	$235.00	0	$0.00	0	$0.00		$0.00
2580.503	INTERIM PAVEMENT MARKING	LIN FT	$0.50	36013	$18,006.50	36013	$18,006.50		$0.00
2581.603	REMOVABLE PREFORMED PLASTIC MASK (BLACK)	LIN FT	$3.00	2247	$6,741.00	2247	$6,741.00		$0.00
2582.503	4" SOLID LINE PAINT	LIN FT	$0.25	16082	$4,020.50	16082	$4,020.50		$0.00
2582.503	4" BROKEN LINE PAINT	LIN FT	$0.25	420	$105.00	420	$105.00		$0.00
2582.503	4" DBLE SOLID LINE PAINT	LIN FT	$0.25	10742	$2,685.50	10742	$2,685.50		$0.00
2582.503	4" SOLID LINE MULTI COMP	LIN FT	$1.00	7235	$7,235.00	7235	$7,235.00		$0.00
2582.503	8" SOLID LINE MULTI COMP	LIN FT	$1.00	433	$433.00	433	$433.00		$0.00
2582.503	24" SOLID LINE MULTI COMP	LIN FT	$9.00	317	$2,853.00	317	$2,853.00		$0.00
2582.503	4" BROKEN LINE MULTI COMP	LIN FT	$1.00	494	$494.00	494	$494.00		$0.00
2582.503	4" DOTTED LINE MULTI COMP	LIN FT	$1.00	498	$498.00	498	$498.00		$0.00
2582.503	4" DBLE SOLID LINE MULTI COMP	LIN FT	$1.00	3151	$3,151.00	3151	$3,151.00		$0.00
2582.518	PAVT MSSG PREF THERMO GR IN	SQ FT	$27.00	516	$13,932.00	516	$13,932.00		$0.00
2582.518	CROSSWALK PREF THERMO GR IN	SQ FT	$15.00	1176	$17,640.00	1176	$17,640.00		$0.00
		CONSTRUCTION COST			$2,366,403.50		$2,238,498.50		$127,905.00
		+ 18% ENGINEERING			$425,952.63		$402,929.73		$23,022.90
		+ RIGHT OF WAY			$106,800.00		$73,200.00		$33,600.00
		PROJECT TOTAL			**$2,483,435.90**		**$2,714,628.23**		**$184,527.90**

	CITY COSTS	OPTIONAL CITY COSTS
STORM SEWER	$44,586.96	$0.00
TRAIL	$56,549.68	$36,560.00
CONCRETE WALK	$26,768.36	$0.00
CURB & GUTTER	$0.00	$0.00
18% ENGINEERING	$23,022.90	$6,580.80
RIGHT OF WAY	$33,600.00	$0.00
TOTAL CITY	**$184,527.90**	**$43,140.80**

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GLOSSARY

County: Crow Wing County, acting through the elected Board of County Commissioners.

Local Agency: Cities, townships and unorganized townships acting through its board of elected officials.

Third party Developers: Entities other than the County or Local Agency proposing a land use project with the potential to affect the safety and operation of roadways under the jurisdiction of the County.

Project Enhancement: Project elements requested by the Local Agency that are in excess of what is required to meet project design standards established by Crow Wing County.

Local Agency With Land Use Regulatory Authority: Local agencies with formal planning and zoning authority to approve or deny land use requests including, but not limited to, plats, conditional use permits and building permits.

Local Agency Without Land Use Regulatory Authority: Local agencies that rely on the County's formal planning and zoning authority to approve or deny land use requests including, but not limited to, plats, conditional use permits and building permits.

Crow Wing County Initiated Project: Improvements primarily initiated and supported by Crow Wing County. These projects are adopted into the official Five-Year Highway Improvement Plan and promised to the public after extensive research, planning and budgeting.

Local Agency Initiated Project: Improvements initiated or necessitated by the actions of a Local Agency. These projects often require reactionary improvements to ensure the county highway system maintains proper levels of safety and operation. These projects may impact the County's thoughtful planning effort and conflict with established funding and safety priorities.

Development-Driven Project: Improvements initiated or necessitated by the actions of a Third Party Developer. These projects often require reactionary improvements to ensure the county highway system maintains proper levels of safety and operation. These projects may impact the County's thoughtful planning effort and conflict with established funding and safety priorities.

Delayed Cost Share Reimbursement: A negotiated timeline for the final payment of cost share obligations established by this policy. The County or Local Agency may negotiate this type of payment deferral in the formal cost share agreement. Delayed payment requests may be associated with budgetary pressure created by projects with a short lead time, unplanned development or other factors.

Americans With Disabilities Act (ADA): Federal regulations requiring special design standards for pedestrian facilities to ensure safe use by those with disabilities.

Bike Lane: A portion of the roadway or shoulder designed for exclusive or preferential use by bicyclists.

Grade Separated Crossing: Any transportation related structure that vertically separates (up or down) modes of travel including, but not limited to, pedestrian bridges or tunnels and vehicle over passes or under passes.

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Legs of an Intersection: Physical public or private roadways or access points that contributes traffic to an intersection.

Parking Lane: A portion of the roadway adjacent to the through-lane that is exclusively designated for on-street parking.

Requirements Established By the County: All standards, procedures, laws and other regulations required by Local, County, State and Federal agencies, where the County is charged with ensuring they are properly followed.

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BAXTER

"A Growing Community"

December 4, 2019

Crow Wing County Highway Department
Attn: Tim Bray
16589 Co Rd 142
Brainerd, MN 56401

RE: Highway Department Cost Participation Policy

Mr. Bray,

Thank you for the opportunity to review and comment on the proposed Crow Wing County Highway Department Cost Participation Policy. After reviewing the proposed policy, it is very evident that the County is seeking to significantly shift the financial responsibility on the construction and maintenance of the County Highway system onto the local units of government, including the City of Baxter. While soft costs (engineering, project management/administration, etc…) would remain relatively unchanged, the significant shift is in the maintenance of existing highway infrastructure (bituminous surfacing, grading, drainage, bridge upkeep, etc…). Attached is a spreadsheet illustrating the financial shift of each item identified in the proposed policy.

To demonstrate the financial implications of the proposed policy, the City completed an evaluation of a past (2017 Milling and Bituminous Surfacing Project - CSAH 48 (State Aid Project 018-648-013)) and future (Cypress Drive/CSAH 48 Improvement Project) project to establish a cost comparison for each project based on our interpretation of the current and proposed policies. The results of our evaluation show that with the adoption of the proposed policy would increase the City's participation of these two projects by 135% ($32,144) and 243% ($382,913), respectfully, while the County participation decreases 335% and 337%. A copy of the evaluation forms for the two projects are attached.

Our nation's transportation system was established to assure that the federal, state, county, and local transportation needs are attained/maintained. The County's responsibility within this system is to connect and/or give access to economic hubs and points of interest within the County. The proposed policy unfairly shifts the County's financial responsibility of the system onto local units of government. The Baxter City Council opposes the proposed policy and strongly encourages the County Board to continue with its current policy and properly maintain the County Highway system through the taxation means allowed under State Statute and proper planning.

Thank you for your time and consideration. If you would like to speak more about the City position, please do not hesitate to give our staff a call.

Sincerely,

Darrel Olson
Mayor

Bradley Chapulis
City Administrator

CC:
Commissioner Franzen
Commissioner Koering
Commissioner Barrows
Commissioner Brekken
Commissioner Houge
County Administrator Houle

13190 Memorywood Drive • PO Box 2626 • Baxter, MN 56425
(218) 454-5100 • Fax (218) 454-5103 • www.baxtermn.gov • cityhall@baxtermn.gov

Appears to have Negative Impact to Local Agency
Appears to have Postive Impact to Local Agency

Item	Old Policy		New Policy					
			County Initiated Project		Approved Enhancement to County Project		Approved Local Agency or DevelopmentProject	
	County Share	Local Agency Share	County Share	Local Agency Share	County Share	Local Agency Share	County Share	Local Agency Share
Trails and Sidewalks	0%	100%	0%	100%	0%	100%	0%	100%
Concrete Curb and Gutter	50%	50%	100%	0%	0%	100%	25%	75%
Concrete Curb and Gutter for Median Construction	100%	0%	100%	0%	0%	100%	25%	75%
Concrete Median	100%	0%			Not Addressed		Not Addressed	
Construction of Adjustment or Local Utilities	0%	100%	100%	0%	0%	100%	0%	100%
Grading	100%	0%	100%	0%	0%	100%	25%	75%
Base	100%	0%	100%	0%	0%	100%	25%	75%
Bituminous Surfacing	100%	0%	100%	0%	0%	100%	25%	75%
Drainage Features (pipes, structures, ponds, etc.)	contributing area	contributing area	100%	0%	0%	100%	25%	75%
Driveway Upgrades	0%	100%			Not Addressed		Not Addressed	
Traffic Signals / Intersections	per leg	per leg	per leg	per leg	0%	100%	25%	75%
Engineering Services - County Led - Design	County does design, local agency pays 8% of Local Construction Cost.		NA	8% of Local construction	0%	8% of Local construction	0%	8% of Developer construction
Engineering Services - Local Agency Led - Design	Confusing but appears to be similar		8% of County construction	NA	0%	NA	0%	NA
Engineering Services - County Led - Construction	Confusing but appears to be similar		NA	7% of Local construction	0%	7% of Local construction	0%	7% of Developer construction
Engineering Services - Local Agency Led - Construction	Confusing but appears to be similar		7% of County construction	NA	0%	NA	0%	NA
Engineering Services - County Led - Construction Administration	Confusing but appears to be similar		NA	3% of Local construction	0%	3% of Local construction	0%	3% of Developer construction
Engineering Services - Local Agency Led - Construction Administration	Confusing but appears to be similar		3% of County construction	NA	0%	NA	0%	NA
Engineering Services - Studies	Not Addressed		100%	0%	0%	100%	25%	75%
Right-of-Way	100%	0%	100%	0%	0%	100%	0%	100%
Street Lights, Dynamic Signals, Specialty Traffic Control	up to 50%	50% min	per leg	per leg	0%	100%	25%	75%
Streetscaping	0%	100%	0%	100%	0%	100%	0%	100%
Interchanges and Major Structures	case by case	case by case					Not Addressed	
Specialty Funding	pro rata	pro rata					Not Addressed	
Clearing and Grubbing	Negotiated		100%	0%	0%	100%	25%	75%
Auxillary Lanes	Negotiated		100%	0%	0%	100%	25%	75%
Parking Lanes	Negotiated		0%	100%	0%	100%	0%	100%
Bike Lanes	Negotiated		0%	100%	0%	100%	0%	100%
Standard Pedestrian Crossing	Negotiated		100% owner	100% owner	0%	100%	0%	100%
Special Pedestrian Crossing	Negotiated		50%	50%	0%	100%	0%	100%
Pedestrain Bridges and Tunnels	Negotiated		0%	100%	0%	100%	0%	100%
Standard Roadway Signs	Negotiated		100%	0%	0%	100%	0%	100%
Special Roadway Signs	Negotiated		100%	0%	0%	100%	0%	100%
Mailbox Supports	Negotiated		100%	0%	0%	100%	0%	100%
County Bridges	Negotiated		100%	0%	0%	100%	0%	100%
Local Agency Bridges	Negotiated		0%	100%	0%	100%	0%	100%
Retaining Walls	Negotiated		100%	0%	0%	100%	0%	100%
Noise Walls	Negotiated		100%	0%	0%	100%	0%	100%
Restoration After Local Agency Utility Work	Negotiated		NA	NA	0%	100%	0%	100%
Other Items	Not Addressed		Negotiated	Negotiated	Negotiated	Negotiated	Negotiated	Negotiated

PROJECT COST SPLIT COMPARISON - CONSTRUCTION COSTS ONLY
CSAH 48 IMPROVEMENTS
BAXTER, MN
Monday, November 25, 2019

ITEM NO.	SPEC. NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	AS CONSTRUCTED - OLD POLICY										NEW POLICY					
					TH 210 TO FOLEY ROAD								TOTAL		TRAIL 100% CITY	STORM SEWER 75% CITY 25% COUNTY		BASE, SURFACE, C&G, SIGNAL 75% CITY 25% COUNTY		REMAINING ITEMS 100% CITY
					CROW WING COUNTY		CITY OF BAXTER													
							ROADWAY		TRAIL		STORM SEWER									
					ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST	CITY COST	COUNTY COST	CITY COST	COUNTY COST	CITY COST	CITY COST
1	2021.501	MOBILIZATION	LUMP SUM	$2,600.00	0.31	$800.00	0.46	$1,200.00	0.15	$400.00	0.08	$200.00	1	$2,600.00	$520.00	$52.00	$260.00	$208.00	$702.00	$858.00
5	2104.501	REMOVE CURB AND GUTTER	LIN FT	$4.75	59	$280.25	101	$479.75					160	$760.00				$119.94	$359.81	$280.25
7	2104.503	REMOVE CONCRETE SIDEWALK	SQ FT	$0.95					614	$583.30			614	$583.30	$583.30					
8	2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	$2.50			39	$97.50					39	$97.50					$97.50	
11	2104.509	REMOVE SIGN TYPE C	EACH	$21.00			1	$21.00					1	$21.00					$21.00	
12	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	$2.50			187	$467.50					187	$467.50					$467.50	
13	2104.523	SALVAGE CONCRETE APRON	EACH	$500.00							1	$500.00	1	$500.00			$500.00			
14	2104.523	SALVAGE SIGN TYPE C	EACH	$21.00			3	$63.00	1	$21.00			4	$84.00	$21.00				$63.00	
15	2105.501	COMMON EXCAVATION (P)	CU YD	$4.25			343	$1,457.75					343	$1,457.75					$1,457.75	
16	2105.522	SELECT GRANULAR BORROW (CV)	CU YD	$15.00					646	$9,690.00			646	$9,690.00	$9,690.00					
23	2123.501	COMMON LABORERS	HOUR	$45.00			4	$180.00	3	$135.00	3	$135.00	10	$450.00	$135.00		$135.00			$180.00
24	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	$125.00			4	$500.00	3	$375.00	3	$375.00	10	$1,250.00	$375.00		$375.00			$500.00
27	2215.501	FULL DEPTH RECLAMATION	SQ YD	$4.75	1247.5	$5,925.63	1247.5	$5,925.63					2495	$11,851.25				$1,481.41	$4,444.22	$5,925.63
30	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	$1.65			130	$214.50					130	$214.50					$214.50	
32	2360.501	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	$36.00	360	$12,960.00	311	$11,196.00					671	$24,156.00				$2,799.00	$8,397.00	$12,960.00
34	2501.569	12" RC SAFETY APRON	EACH	$875.00	0.5	$437.50					0.5	$437.50	1	$875.00		$218.75	$656.25			
35	2501.573	INSTALL PIPE APRON	EACH	$400.00							1	$400.00	1	$400.00			$400.00			
36	2501.602	SAFETY GRATE FOR 12" RC APRON	EACH	$375.00	0.5	$187.50					0.5	$187.50	1	$375.00		$93.75	$281.25			
37	2503.541	12" RC PIPE SEWER DES 3006 CL V	LIN FT	$72.00	17	$1,224.00					25	$1,800.00	42	$3,024.00		$756.00	$2,268.00			
39	2506.501	CONST DRAINAGE STRUCTURE DESIGN SD-48	LIN FT	$975.00	1	$975.00					1.1	$1,072.50	2.1	$2,047.50		$511.88	$1,535.63			
40	2506.501	CONST DRAINAGE STRUCTURE DES 48-4020	LIN FT	$400.00							7.8	$3,120.00	7.8	$3,120.00			$3,120.00			
41	2506.516	CASTING ASSEMBLY	EACH	$675.00	1	$675.00					1	$675.00	2	$1,350.00		$337.50	$1,012.50			
43	2506.602	CONNECT INTO EXISTING STORM SEWER	EACH	$500.00							1	$500.00	1	$500.00			$500.00			
46	2515.502	ARTICULATED BLOCK MAT CLOSED CELL TYPE A	SQ YD	$100.00	2.25	$225.00					2.25	$225.00	4.5	$450.00		$112.50	$337.50			
47	2521.501	6" CONCRETE WALK	SQ FT	$6.50					646	$4,199.00			646	$4,199.00	$4,199.00					
48	2521.511	2" BITUMINOUS WALK	SQ FT	$0.80					4580	$3,664.00			4580	$3,664.00	$3,664.00					
49	2531.501	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	$31.00	105	$3,255.00	105	$3,255.00					210	$6,510.00				$813.75	$2,441.25	$3,255.00
50	2531.501	CONCRETE CURB & GUTTER DESIGN B624	LIN FT	$32.00	246	$7,872.00	312	$9,984.00					558	$17,856.00				$2,496.00	$7,488.00	$7,872.00
52	2531.505	CONCRETE MEDIAN	LIN FT	$27.00	85	$2,295.00	85	$2,295.00					170	$4,590.00				$573.75	$1,721.25	$2,295.00
53	2531.618	TRUNCATED DOMES	SQ FT	$48.00					67.2	$3,225.60			67.2	$3,225.60	$3,225.60					
55	2563.601	TRAFFIC CONTROL	LUMP SUM	$676.00	0.31	$208.00	0.46	$312.00	0.15	$104.00	0.08	$52.00	1	$676.00	$135.20	$13.52	$67.60	$54.08	$182.52	$223.08
56	2564.531	SIGN PANELS TYPE C	SQ FT	$47.50	12.77	$606.58	4.73	$224.68	8.04	$381.90			25.54	$1,213.15	$381.90			$606.58	$224.68	
57	2564.537	INSTALL SIGN TYPE C	EACH	$105.00			3	$315.00					3	$315.00					$315.00	
58	2564.552	OBJECT MARKER TYPE X4-2	EACH	$70.00	1	$70.00	1	$70.00					2	$140.00				$35.00	$105.00	
60	2565.602	RIGID PVC LOOP DETECTOR 6'X6'	EACH	$930.00			5	$4,650.00					5	$4,650.00					$4,650.00	
62	2565.616	REVISE SIGNAL SYSTEM B	SYSTEM	$6,000.00	0.5	$3,000.00	0.25	$1,500.00	0.25	$1,500.00			1	$6,000.00	$1,500.00			$375.00	$1,125.00	$3,000.00
63	2573.502	SILT FENCE, TYPE MS	LIN FT	$1.85			94.5	$174.83	94.5	$174.83			189	$349.65	$174.83					$174.83
65	2573.530	STORM DRAIN INLET PROTECTION	EACH	$125.00							3	$375.00	3	$375.00			$375.00			
66	2573.535	STABILIZED CONSTRUCTION EXIT	LUMP SUM	$500.00			0.4	$200.00	0.3	$150.00	0.3	$150.00	1	$500.00	$150.00		$150.00			$200.00
67	2573.550	EROSION CONTROL SUPERVISOR	LUMP SUM	$65.00	0.31	$20.00	0.46	$30.00	0.15	$10.00	0.08	$5.00	1	$65.00	$10.00	$1.25	$3.75	$20.00	$30.00	
69	2574.508	FERTILIZER TYPE 3	POUND	$0.65			84	$54.60	84	$54.60	42	$27.30	210	$136.50	$54.60		$27.30			$54.60
70	2574.525	COMMON TOPSOIL BORROW	CU YD	$21.00			59	$1,239.00	59	$1,239.00	30	$630.00	148	$3,108.00	$1,239.00		$630.00			$1,239.00
71	2574.578	SOIL BED PREPARATION	ACRE	$52.50			0.23	$12.08	0.23	$12.08	0.12	$6.30	0.58	$30.45	$12.08		$6.30			$12.08
72	2575.501	SEEDING	ACRE	$315.00			0.27	$85.05	0.27	$85.05	0.14	$44.10	0.68	$214.20	$85.05		$44.10			$85.05
74	2575.502	SEED MIXTURE 22-111	POUND	$2.50			12	$30.00	12	$30.00	6	$15.00	30	$75.00	$30.00		$15.00			$30.00
76	2575.502	SEED MIXTURE 25-131	POUND	$2.50			102	$255.00	102	$255.00	51	$127.50	255	$637.50	$255.00		$127.50			$255.00
79	2575.523	EROSION CONTROL BLANKETS CATEGORY 3N	SQ YD	$1.30					50	$65.00	50	$65.00	100	$130.00	$65.00		$65.00			
80	2575.560	HYDRAULIC REINFORCED FIBER MATRIX	POUND	$1.60			1088	$1,740.80	1088	$1,740.80	544	$870.40	2720	$4,352.00	$1,740.80		$870.40			$1,740.80
83	2582.501	PAVT MSSG PAINT	SQ FT	$2.40	215	$516.00	42	$100.80					257	$616.80				$516.00	$100.80	
84	2582.502	4" SOLID LINE PAINT	LIN FT	$0.07	734	$51.38							734	$51.38				$51.38		
86	2582.502	12" SOLID LINE PAINT	LIN FT	$1.60			20	$32.00					20	$32.00					$32.00	
87	2582.502	24" SOLID LINE PAINT	LIN FT	$3.15	88	$277.20							88	$277.20				$277.20		
90	2582.502	4" DBLE SOLID LINE PAINT	LIN FT	$0.14	295	$41.30							295	$41.30				$41.30		
95	2582.604	MEDIAN NOSE PAINTING-PAINT	SQ FT	$5.00	35	$175.00							35	$175.00				$175.00		
98	2545.602	RELOCATE HANDHOLE	EACH	$7,486.60	0.5	$3,743.30	0.5	$3,743.30					1	$7,486.60				$935.83	$2,807.48	$3,743.30
ESTIMATED CONSTRUCTION COST:						$45,820.63	56.52%	$52,105.75	30.47%	$28,095.15	13.01%	$11,995.10		$138,016.63	$28,246.35	$2,097.15	$13,763.08	$11,579.20	$37,447.25	$44,883.61

SOFT COST AND ENGINEERING SPLITS - ASSUMED SIMILAR TO CURRENT POLICY

CROW WING COUNTY - TOTAL:	**33.20%**	**$45,820.63**
CITY OF BAXTER - TOTAL:	**66.80%**	**$92,196.00**

AS NEGOTIATED

9.91%	**$13,676.35**
90.09%	**$124,340.28**

NEW POLICY

	NET CHANGE	% CHANGE
CROW WING COUNTY:	**($32,144.28)**	**-335%**
CITY OF BAXTER:	**$32,144.28**	**135%**

PROJECT COST SPLIT COMPARISON - CONSTRUCTION COSTS ONLY
CYPRESS DRIVE IMPROVEMENTS COST ESTIMATE
BAXTER, MN
Thursday, November 21, 2019

ITEM NO.	SPEC. NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	ROUNDABOUT / CSAH 48				TOTAL PROJECT		OLD POLICY - SPLIT BY NUMBER OF INTERSECTION LEGS				NEW POLICY - SPLIT BY ITEMS			
					STORM SEWER		ROADWAY				CROW WING COUNTY		CITY OF BAXTER		CROW WING COUNTY		CITY OF BAXTER	
					ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST	ESTIMATED QUANTITY	TOTAL COST
1	2021.501	MOBILIZATION	LUMP SUM	$34,000.00	0.117647	$4,000.00	0.882353	$30,000.00	1	$34,000.00	0.67	$22,780.00	0.33	$11,220.00	0.2	$6,800.00	0.8	$27,200.00
2	2101.505	CLEARING	ACRE	$3,500.00			0.4	$1,400.00	0.4	$1,400.00	0.67	$938.00	0.33	$462.00	0.25	$350.00	0.75	$1,050.00
3	2101.505	GRUBBING	ACRE	$3,500.00			0.4	$1,400.00	0.4	$1,400.00	0.67	$938.00	0.33	$462.00	0.25	$350.00	0.75	$1,050.00
4	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	$2.50			100	$250.00	100	$250.00	0.67	$167.50	0.33	$82.50	0	$0.00	1	$250.00
5	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	$2.50			5180	$12,950.00	5180	$12,950.00	0.67	$8,676.50	0.33	$4,273.50	0	$0.00	1	$12,950.00
6	2104.523	SALVAGE SIGN	EACH	$50.00			2	$100.00	2	$100.00	0.67	$67.00	0.33	$33.00	0	$0.00	1	$100.00
7	2105.507	COMMON EXCAVATION - ROADWAY & TRAIL	CU YD	$4.00			5450	$21,800.00	5450	$21,800.00	0.67	$14,606.00	0.33	$7,194.00	0.25	$5,450.00	0.75	$16,350.00
8	2105.507	COMMON EXCAVATION - BASIN	CU YD	$4.00	1000	$4,000.00			1000	$4,000.00	0.67	$2,680.00	0.33	$1,320.00	0.25	$1,000.00	0.75	$3,000.00
9	2105.507	GRANULAR BORROW (CV)	CU YD	$15.00			5565	$83,475.00	5565	$83,475.00	0.67	$55,928.25	0.33	$27,546.75	0.25	$20,868.75	0.75	$62,606.25
10	2123.510	COMMON LABORERS	HOUR	$80.00	2	$160.00	16	$1,280.00	18	$1,440.00	0.67	$964.80	0.33	$475.20	0	$0.00	1	$1,440.00
11	2123.610	SKID LOADER	HOUR	$110.00	1	$110.00	8	$880.00	9	$990.00	0.67	$663.30	0.33	$326.70	0	$0.00	1	$990.00
12	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	$140.00	2	$280.00	16	$2,240.00	18	$2,520.00	0.67	$1,688.40	0.33	$831.60	0	$0.00	1	$2,520.00
13	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	$30.00			1420	$42,600.00	1420	$42,600.00	0.67	$28,542.00	0.33	$14,058.00	0.25	$10,650.00	0.75	$31,950.00
14	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3;C)	TON	$65.00			1420	$92,300.00	1420	$92,300.00	0.67	$61,841.00	0.33	$30,459.00	0.25	$23,075.00	0.75	$69,225.00
15	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3;B)	TON	$60.00			1300	$78,000.00	1300	$78,000.00	0.67	$52,260.00	0.33	$25,740.00	0.25	$19,500.00	0.75	$58,500.00
16	2501.502	36" RC SAFETY APRON AND GRATE DESIGN 3128	EACH	$1,500.00	1	$1,500.00			1	$1,500.00	0.67	$1,005.00	0.33	$495.00	0.25	$375.00	0.75	$1,125.00
17	2503.503	12" RC PIPE SEWER DES 3006 CL V	LIN FT	$44.00	430	$18,920.00			430	$18,920.00	0.67	$12,676.40	0.33	$6,243.60	0.25	$4,730.00	0.75	$14,190.00
18	2503.503	15" RC PIPE SEWER DES 3006 CL V	LIN FT	$46.00	80	$3,680.00			80	$3,680.00	0.67	$2,465.60	0.33	$1,214.40	0.25	$920.00	0.75	$2,760.00
19	2503.503	18" RC PIPE SEWER DES 3006 CL III	LIN FT	$50.00	130	$6,500.00			130	$6,500.00	0.67	$4,355.00	0.33	$2,145.00	0.25	$1,625.00	0.75	$4,875.00
20	2503.503	24" RC PIPE SEWER DES 3006 CL III	LIN FT	$68.00	80	$5,440.00			80	$5,440.00	0.67	$3,644.80	0.33	$1,795.20	0.25	$1,360.00	0.75	$4,080.00
21	2503.503	36" RC PIPE SEWER DES 3006 CL III	LIN FT	$85.00	100	$8,500.00			100	$8,500.00	0.67	$5,695.00	0.33	$2,805.00	0.25	$2,125.00	0.75	$6,375.00
22	2506.501	CONST DRAINAGE STRUCTURE DESIGN C OR G	LIN FT	$250.00	30	$7,500.00			30	$7,500.00	0.67	$5,025.00	0.33	$2,475.00	0.25	$1,875.00	0.75	$5,625.00
23	2506.501	CONST DRAINAGE STRUCTURE DES 48-4020	LIN FT	$350.00	70	$24,500.00			70	$24,500.00	0.67	$16,415.00	0.33	$8,085.00	0.25	$6,125.00	0.75	$18,375.00
24	2506.516	CASTING ASSEMBLY	EACH	$775.00	16	$12,400.00			16	$12,400.00	0.67	$8,308.00	0.33	$4,092.00	0.25	$3,100.00	0.75	$9,300.00
25	2506.602	SEAL DRAINAGE STRUCTURE	EACH	$200.00	16	$3,200.00			16	$3,200.00	0.67	$2,144.00	0.33	$1,056.00	0.25	$800.00	0.75	$2,400.00
26	2531.501	CONCRETE CURB AND GUTTER DESIGN B624	LIN FT	$19.00			3085	$58,615.00	3085	$58,615.00	0.67	$39,272.05	0.33	$19,342.95	0.25	$14,653.75	0.75	$43,961.25
27	2531.504	CONCRETE MEDIAN	SQ YD	$75.00			1660	$124,500.00	1660	$124,500.00	0.67	$83,415.00	0.33	$41,085.00	0.25	$31,125.00	0.75	$93,375.00
28	2531.602	CONCRETE MEDIAN NOSE SPECIAL	EACH	$600.00			3	$1,800.00	3	$1,800.00	0.67	$1,206.00	0.33	$594.00	0.25	$450.00	0.75	$1,350.00
29	2545.511	LIGHTING UNIT	EACH	$3,000.00			2	$6,000.00	2	$6,000.00	0.67	$4,020.00	0.33	$1,980.00	0.25	$1,500.00	0.75	$4,500.00
30	2545.515	LIGHT UNIT FOUNDATION	EACH	$850.00			2	$1,700.00	2	$1,700.00	0.67	$1,139.00	0.33	$561.00	0.25	$425.00	0.75	$1,275.00
31	2545.523	NON-METALLIC CONDUIT	LIN FT	$6.00			350	$2,100.00	350	$2,100.00	0.67	$1,407.00	0.33	$693.00	0.25	$525.00	0.75	$1,575.00
32	2545.531	UNDERGROUND WIRE	LIN FT	$1.00			1800	$1,800.00	1800	$1,800.00	0.67	$1,206.00	0.33	$594.00	0.25	$450.00	0.75	$1,350.00
33	2545.541	SERVICE CABINET	EACH	$5,500.00			0.15	$825.00	0.15	$825.00	0.67	$552.75	0.33	$272.25	0.25	$206.25	0.75	$618.75
34	2545.544	SERVICE EQUIPMENT	EACH	$1,000.00			0.15	$150.00	0.15	$150.00	0.67	$100.50	0.33	$49.50	0.25	$37.50	0.75	$112.50
35	2545.545	EQUIPMENT PAD	EACH	$2,000.00			0.15	$300.00	0.15	$300.00	0.67	$201.00	0.33	$99.00	0.25	$75.00	0.75	$225.00
36	2563.601	TRAFFIC CONTROL	LUMP SUM	$5,100.00	0.117647	$600.00	0.882353	$4,500.00	1	$5,100.00	0.67	$3,417.00	0.33	$1,683.00	0.25	$1,275.00	0.75	$3,825.00
37	2564.502	DELINEATOR TYPE X4-13	EACH	$76.00			4	$304.00	4	$304.00	0.67	$203.68	0.33	$100.32	0	$0.00	1	$304.00
38	2564.518	SIGN PANELS TYPE C	SQ FT	$32.00			81	$2,592.00	81	$2,592.00	0.67	$1,736.64	0.33	$855.36	0	$0.00	1	$2,592.00
39	2564.518	SIGN PANELS TYPE D	SQ FT	$36.00			15	$540.00	15	$540.00	0.67	$361.80	0.33	$178.20	0	$0.00	1	$540.00
40	2564.602	INSTALL SIGN	EACH	$80.00			2	$160.00	2	$160.00	0.67	$107.20	0.33	$52.80	0	$0.00	1	$160.00
41	2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	$1,500.00	0.5	$750.00	0.5	$750.00	1	$1,500.00	0.67	$1,005.00	0.33	$495.00	0	$0.00	1	$1,500.00
42	2573.503	SILT FENCE; TYPE MS	LIN FT	$2.00			2300	$4,600.00	2300	$4,600.00	0.67	$3,082.00	0.33	$1,518.00	0	$0.00	1	$4,600.00
43	2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	LIN FT	$5.00			2300	$11,500.00	2300	$11,500.00	0.67	$7,705.00	0.33	$3,795.00	0	$0.00	1	$11,500.00
44	2574.504	EROSION CONTROL BLANKETS CATEGORY 3N	SQ YD	$2.50			1400	$3,500.00	1400	$3,500.00	0.67	$2,345.00	0.33	$1,155.00	0	$0.00	1	$3,500.00
45	2574.508	FERTILIZER TYPE 1	POUND	$2.25			340	$765.00	340	$765.00	0.67	$512.55	0.33	$252.45	0	$0.00	1	$765.00
46	2574.507	TOPSOIL BORROW (LV)	CU YD	$16.00			650	$10,400.00	650	$10,400.00	0.67	$6,968.00	0.33	$3,432.00	0	$0.00	1	$10,400.00
47	2575.501	SEEDING	ACRE	$600.00			1.2	$720.00	1.2	$720.00	0.67	$482.40	0.33	$237.60	0	$0.00	1	$720.00
48	2575.502	SEED MIXTURE 25-131	POUND	$4.50			45	$202.50	45	$202.50	0.67	$135.68	0.33	$66.83	0	$0.00	1	$202.50
49	2575.502	SEED MIXTURE 33-361	POUND	$9.00			450	$4,050.00	450	$4,050.00	0.67	$2,713.50	0.33	$1,336.50	0	$0.00	1	$4,050.00
50	2575.511	MULCH MATERIAL TYPE 3	TON	$600.00			2.5	$1,500.00	2.5	$1,500.00	0.67	$1,005.00	0.33	$495.00	0	$0.00	1	$1,500.00
51	2575.519	DISK ANCHORING	ACRE	$250.00			1.2	$300.00	1.2	$300.00	0.67	$201.00	0.33	$99.00	0	$0.00	1	$300.00
52	2575.562	HYDRAULIC MATRIX TYPE MULCH	POUND	$2.00			3300	$6,600.00	3300	$6,600.00	0.67	$4,422.00	0.33	$2,178.00	0	$0.00	1	$6,600.00
53	-	ROUNDABOUT LANDSCAPING	LUMP SUM	$70,000.00			1	$70,000.00	1	$70,000.00	0.67	$46,900.00	0.33	$23,100.00	0	$0.00	1	$70,000.00
54	2582.503	4" SOLID LINE PAINT	LIN FT	$0.35			1320	$462.00	1320	$462.00	0.67	$309.54	0.33	$152.46	0	$0.00	1	$462.00
55	2582.503	4" BROKEN LINE PAINT	LIN FT	$0.35			360	$126.00	360	$126.00	0.67	$84.42	0.33	$41.58	0	$0.00	1	$126.00
56	2582.518	PAVEMENT MESSAGE PAINT	SQ FT	$13.00			340	$4,420.00	340	$4,420.00	0.67	$2,961.40	0.33	$1,458.60	0	$0.00	1	$4,420.00
57	2582.518	CROSSWALK PREFORM THERMOPLASTIC GROUND IN	SQ FT	$21.00			310	$6,510.00	310	$6,510.00	0.67	$4,361.70	0.33	$2,148.30	0	$0.00	1	$6,510.00
58	-	ROUNDABOUT IRRIGATION SYSTEM	LUMP SUM	$10,000.00			1	$10,000.00	1	$10,000.00	0.67	$6,700.00	0.33	$3,300.00	0	$0.00	1	$10,000.00
ESTIMATED CONSTRUCTION COST:					12.55%	$102,040.00	87.45%	$710,966.50	100.00%	$813,006.50		$544,714.36		$268,292.15		$161,801.25		$651,205.25

SOFT COST AND ENGINEERING SPLITS - ASSUMED SIMILAR TO CURRENT POLICY

	OLD POLICY		NEW POLICY	
CROW WING COUNTY - TOTAL:	**67.00%**	**$544,714.36**	**19.90%**	**$161,801.25**
CITY OF BAXTER - TOTAL:	**33.00%**	**$268,292.15**	**80.10%**	**$651,205.25**

OLD POLICY NEW POLICY

	NET CHANGE	% CHANGE
CROW WING COUNTY:	**($382,913.11)**	**-337%**
CITY OF BAXTER:	**$382,913.11**	**243%**

Brainerd City Council
Agenda Request

Requested Meeting Date: December 16, 2019

Title of Item: Imp. 19-01 - NW 4th Street Roundabout Treatments and Aesthetics

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer Sandy	**Department:** Engineering
Presenter (Name & Title): City Engineer Sandy	**Estimated Time Needed:** 5 Minutes

Summary of Issue:

Attached to this request is a draft roundabout layout submitted by Bolton and Menk related to the NW 4th Street project, as requested by the Council.

Alternatives, Options, Effects on Others/Comments:

As discussed, Bolton and Menk's landscape architects put together this landscape plan to be in line with the roundabout landscaping on College Drive. They have also provided us with a preliminary estimate of costs for the landscaping within the roundabout. This will be in addition to the construction of the roundabout and a 100% City Cost. The total cost of the landscaping is estimated to be $77,000. Staff is looking for direction and recommendation from the committee and council related to the layout and costs of the proposed landscaping.

Recommended Action/Motion:

Discussions and recommendations of the layout and costs.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

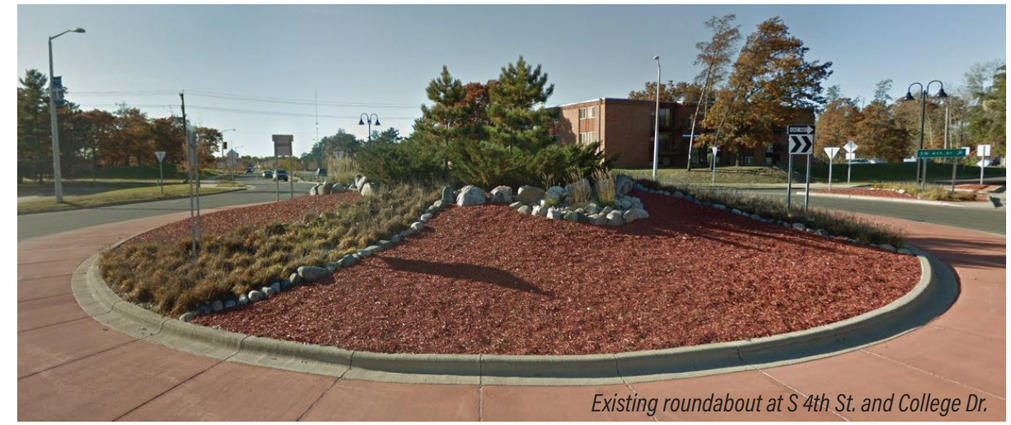
Is this budgeted? ☐ Yes ☐ No

Please Explain:

Roundabout Concept

NW 4th Street/CSAH 20 Improvements

Inspiration

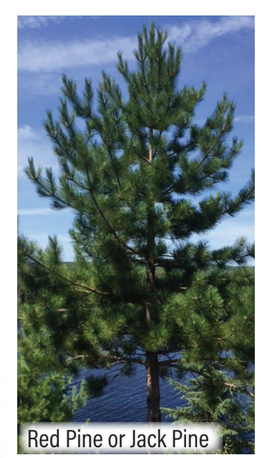


Existing roundabout at S 4th St. and College Dr.

Materials

The central island will be planted with evergreen trees, ornamental grasses, and low-maintenance perennials. Boulders will be incorporated as focal points.

Karl Foerster



Red Pine or Jack Pine

Boulders

Daylilies

Viburnum

Prairie Dropseed

Material Selection Goals:

- Mid to high level aesthetic
- Correspond to existing nearby roundabout treatments
- Hardy to climate and conditions
- Low-maintenance

Considerations

- Desire for monument
- Splitter Island treatment, planting or concrete - specifically island

ROUNDABOUT CONCEPT COST ESTIMATE

CITY OF BRAINERD
NW 4TH STREET/CSAH 20 IMPROVEMENTS DATE: 12/6/2019 **Cost Estimate**

NO.	ITEM	NOTES	UNIT	UNIT PRICE	QTY	COST
1	STONE MONUMENT		EA	$350.00	10	$ 3,500.00
2	CONIFEROUS TREE		TREE	$650.00	3	$ 1,950.00
3	DECIDUOUS SHRUB, NO 5 CONT		SHRB	$130.00	12	$ 1,560.00
4	ORNAMENTAL GRASS, NO 1 CONT	800 SF	PLT	$25.00	220	$ 5,500.00
5	PERENNIAL, NO 1 CONT	1,300 SF	PLT	$25.00	450	$ 11,250.00
6	LOAM TOPSOIL BORROW	18" DEPTH, 3,700 SF	CY	$40.00	35	$ 1,400.00
7	SHREDDED HARDWOOD MULCH	3" DEPTH, 3,700 SF	CY	$75.00	206	$ 15,450.00
8	COLORED CONCRETE	DOES NOT INCLUDE COST OF CONC.	SF	$4.00	6540	$ 26,160.00
				15% Contingency		$ 10,015.50
	ESTIMATED CITY COST					**$ 76,785.50**

Brainerd City Council
Agenda Request

Requested Meeting Date: December 16, 2019

Title of Item: RES - Agreeing to Maintain Facility - 28th Street Trail Connection

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer Sandy	**Department:** Engineering
Presenter (Name & Title): City Engineer Sandy	**Estimated Time Needed:** 5 Minutes

Summary of Issue:

Attached to this request is a draft resolution agreeing to maintain the newly constructed facility if the City of Brainerd were awarded funds for the Transportation Alternatives grant application for the 28th Street Trail Connection (Improvement 19-18) between 28th Street SE and 5th Avenue NE.

Alternatives, Options, Effects on Others/Comments:

This is a resolution in which MnDOT requires before submittal of the Transportation Alternatives grant application. The resolution basically speaks for itself, so staff won't go into much explanation on that. The total estimated project cost with engineering and construction included is anticipated to be approximately $337,000, of which approximately $148,000 is anticipated to be City of Brainerd cost (engineering + 20% of estimated construction costs) and $189,000 is anticipated to be funded through federal funds if the City is awarded funding.

Recommended Action/Motion:

Staff recommends adoption of the attached resolution in which agrees to maintain the newly constructed facility of the City of Brained is awarded Transportation Alternatives funding for the 28th Street Trail Connection.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

Cost Estimate
15-Oct-19
Cuyuna Lakes State Trail Connection
For TA Funding Application

			Trail - 5th - 28th Highway 25		Totals	
			Length	3400	Length	3400
Item	**Unit**	**Unit Price**	**Quantity**	**Amount**	**Quantity**	**Amount**
Mobilization	LS	$20,000.00	1.00	$20,000.00	1	$20,000.00
Remove Concrete Driveway	SY	$4.00	0	$0.00	0	$0.00
Remove Sidewalk	SF	$3.50	250	$875.00	250	$875.00
Remove Curb	LF	$3.00	200	$600.00	200	$600.00
Remove Bituminous	SY	$4.00	100	$400.00	100	$400.00
Topsoil Borrow	CY	$30.00	400	$12,000.00	400	$12,000.00
Common Borrow	CY	$25.00	1500	$37,500.00	1,500	$37,500.00
Truncated Dome	SF	$35.00	30	$1,050.00	30	$1,050.00
Bituminous Trail (2.5" Bit, 4" CL-V)	SY	$15.00	3800	$57,000.00	3,800	$57,000.00
Curb & Gutter	LF	$20.00	200	$4,000.00	200	$4,000.00
Sidewalk	SF	$5.00	100	$500.00	100	$500.00
Erosion Control	LS	$25,000.00	1.00	$25,000.00	1	$25,000.00
Turf Establishment	LS	$15,000.00	1	$15,000.00	1	$15,000.00
Construct Split Rail Fence	LF	$15.00	1000	$15,000.00	1,000	$15,000.00
Remove fence	LF	$5.00	30	$150.00	30	$150.00
Construction Total				$189,075.00		$189,075.00
Construction Contingency (25%)				$47,268.75		$47,268.75
Engineering				$100,000.00		$100,000.00
Total Project Cost				$336,343.75		**$336,343.75**
Cost/Ft				$98.92		$98.92
Assumes 10 ft trail						

Assumptions

Assumes the City would construct the trail all the way up to the bridge, and MnDOT would construct the on-deck pedestrian facility as part of their 2022 bridge replacement. Assumes that fill up to the bridge would be constructed during the bridge project and as part of the project.
10 Foot Paved Trail w/ pedestrian ramps

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

RESOLUTION AGREEING TO MAINTAIN FACILITY FOR TRANSPORTATION ALTERNATIVES FUNDING RELATED TO TRAIL CONSTRUCTION ON TRUNK HIGHWAY 25 BETWEEN 5TH AVENUE NE AND 28TH STREET SE

WHEREAS, the Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right-of-way or property ownership required without prior approval from the Federal Highway Administration, and;

WHEREAS, Transportation Alternatives projects receive federal funding, and;

WHEREAS, the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer, and;

WHEREAS, the City of Brainerd is the sponsoring agency for the Transportation Alternatives project identified as trail construction on Trunk Highway 25 between 28th Street SE and 5th Avenue NE.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA, that the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned Transportation Alternatives project.

Adopted this _____ day of _____, 2019

_____
GABE JOHNSON
President of the Council

Approved this _____ day of _____, 2019

_____
EDWIN L. MENK
Mayor

ATTEST:_____
JAMES M. THOREEN
City Administrator

Brainerd City Council
Agenda Request

Requested Meeting Date: December 16, 2019

Title of Item: RES - Sponsoring Agency - 28th Street Trail Connection

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer Sandy	**Department:** Engineering
Presenter (Name & Title): City Engineer Sandy	**Estimated Time Needed:** 5 Minutes

Summary of Issue:

Attached to this request is a draft resolution agreeing to designate the City of Brainerd as the sponsoring agency if the City of Brainerd were awarded funds for the Transportation Alternatives grant application for the 28th Street Trail Connection (Improvement 19-18) between 28th Street SE and 5th Avenue NE.

Alternatives, Options, Effects on Others/Comments:

This is a resolution in which MnDOT requires before submittal of the Transportation Alternatives grant application. The resolution basically speaks for itself, so staff won't go into much explanation on that. The total estimated project cost with engineering and construction included is anticipated to be approximately $337,000, of which approximately $148,000 is anticipated to be City of Brainerd cost (engineering + 20% of estimated construction costs) and $189,000 is anticipated to be funded through federal funds if the City is awarded funding. This means that the City of Brainerd is the fiscal agent to receive and disperse the federal funds if awarded for the project.

Recommended Action/Motion:

Staff recommends adoption of the attached resolution in which agrees to maintain the newly constructed facility of the City of Brained is awarded Transportation Alternatives funding for the 28th Street Trail Connection.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

Cost Estimate
15-Oct-19
Cuyuna Lakes State Trail Connection
For TA Funding Application

			Trail - 5th - 28th Highway 25		Totals	
			Length	3400	Length	3400
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Cost/Ft				$98.92		$98.92
Assumes 10 ft trail						

Assumptions

Assumes the City would construct the trail all the way up to the bridge, and MnDOT would construct the on-deck pedestrian facility as part of their 2022 bridge replacement. Assumes that fill up to the bridge would be constructed during the bridge project and as part of the project.
10 Foot Paved Trail w/ pedestrian ramps

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

RESOLUTION OF SPONSORSHIP FOR TRANSPORTATION ALTERNATIVES FUNDING RELATED TO TRAIL CONSTRUCTION ON TRUNK HIGHWAY 25 BETWEEN 5TH AVENUE NE AND 28TH STREET SE

WHEREAS, at its meeting held on October 21, 2019, the Brainerd City council authorized submitting a letter of intent for Transportation Alternatives funding for trail construction on Trunk Highway 25 between 5th Avenue NE and 29th Street SE.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA, that the City of Brainerd agrees to act as the sponsoring agency for a Transportation Alternatives project identified as trail construction on Trunk Highway 25 between 5th Avenue NE and 28th Street SE and has reviewed and approved the project as proposed. Sponsorship includes willingness to secure and guarantee the local share costs associated with this project and responsibility for seeing this project through its completion, with compliance to all applicable laws, rules, and regulations.

BE IT FURTHER RESOLVED, that the City Engineer is hereby authorized to act as agent on behalf of this sponsoring agency.

Adopted this _____ day of _____, 2019

_____
GABE JOHNSON
President of the Council

Approved this _____ day of _____, 2019

_____
EDWIN L. MENK
Mayor

ATTEST:_____
JAMES M. THOREEN
City Administrator

CITY OF BRAINERD
PERSONNEL AND FINANCE COMMITTEE
AGENDA

December 16, 2019
Crow Wing County Historic Courthouse
2nd Floor Jinx Ferrari Room
7:00 PM

1. Payment of Bills and Transfer of Funds

   Fire to Fire Capital Fund per FAB Agreement $ 98,997

2. Mississippi Landing Trailhead Proposal for Cost Estimating

3. Shared Services Agreement between the City and Economic Development Authority (EDA)

4. Resolutions – Declaring the Official Intent to Reimburse Expenditures from Proceeds of Debt

5. 2020 Nuisance Assessment at 403 6th St. SW

Brainerd City Council
Agenda Request

Requested Meeting Date: December 16, 2019

Title of Item: Mississippi Landing Trailhead Proposal for Cost Estimating

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: Community Development Director	**Department:** Community Development
Presenter (Name & Title): Don Gorham, Riverfront Committee Chair	**Estimated Time Needed:** 5 minutes

Summary of Issue:

The Mississippi Riverfront Committee is drawing ever closer to finalizing its proposed plan for the Mississippi LandingTrailhead. Throughout 2019, the Committee has been working with the National Parks Service in developing this proposed plan, of which they presented an early concept to the Council on August 5th. At this time, the Committee has been conducting public input and is putting the finishing touches on their proposal before presenting it to the Parks Board in January and then to the City Council in February. The final element that the Committee is looking to complete is getting a cost estimate for the project. Please find a Proposal for Cost Estimating by SEH attached.

Alternatives, Options, Effects on Others/Comments:

At the request of the Mississippi Riverfront Committee, SEH has put together a Proposal for Cost Estimating for the Mississippi Landing Trailhead project. The proposed cost is not to exceed $4,550. The Committee has committed to contributing $2,500 of their own funds for this project; asking the City to cover the remaining $2,050.

This cost estimate really is one of the most essential components of this project as funding will be hard to acquire without a cost estimate, and a cost estimate is what the Council has been asking for throughout the project's development.

Recommended Action/Motion:

Motion to approve $2,050 to supplement the Mississippi Riverfront Committee's $2,500 contribution toward SEH's Mississippi Landing Trailhead Proposal for Cost Estimating

Financial Impact:

Is there a cost associated with this request: ☑ Yes ☐ No

What is the total cost, with tax and shipping $ 2,050

Is this budgeted? ☐ Yes ☑ No

Please Explain: This would be a 2020 expense and is currently not included in the proposed 2020 Budget.

Building a Better World
for All of Us®

December 10, 2019

RE: City of Brainerd, Minnesota
Mississippi Landing Trailhead
Proposal for Cost Estimating
SEH No. P-BRDMN 000000 10.00

Mr. David Chanski
Community Development Director
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Dear Mr. Chanski:

Thank you for the opportunity to provide professional services to the City of Brainerd for further planning of the Riverfront initiative. We have enjoyed working with the City, HRA, and Riverfront Committee since 2016 on the Mississippi Riverfront Implementation Plan, including the recently authorized Riverfront Trail Feasibility Study, and look forward to taking the next steps with you on the Mississippi Landing Trailhead project.

The City has requested a proposal and scope of work to prepare an opinion of probable construction costs for the Mississippi Landing Trailhead Draft Concept Plan dated September 27, 2019 prepared for the Riverfront Committee by grant-funded technical support from the National Park Service (NPS), herein after referred to as the Project.

PROJECT UNDERSTANDING

The Brainerd City Council established the goal to develop a Riverfront Trailhead and Trail system to showcase the beauty and history of the Mississippi River and its connection with downtown. The City has been planning, analyzing, and taken some implementation steps since the Mississippi Partnership Plan was presented in 2015 including moving ahead with a feasibility study for the Riverfront Trail (in progress) and creating an updated Riverfront Trailhead draft concept plan with assistance from NPS. This trailhead estimating task is a next step toward realizing the vision in the trailhead plan.

SCOPE OF WORK

Our services will consist of preparing a preliminary opinion of probable cost for the Project. The scope includes the following:

- Develop a draft detailed preliminary opinion of probable construction cost with design character and material assumptions identified.
- Review draft costs and assumptions, and qualify material choices with City Staff – one (1) meeting in Brainerd (attended via Skype or GoToMeeting by non-Brainerd office staff).
- Finalize preliminary opinion of probable construction cost based on City Staff comments and summarize the results in a brief memorandum.
    - Assumes one (1) iteration of comments.
- Deliverable – Memorandum and Opinion of Probable Cost – electronic PDF.

INFORMATION REQUIRED FROM CLIENT

- Copies of studies, reports, plans, plats, easements, electronic CAD files, or other available data.
- Results of opinion of probable cost prepared by City Staff as part of a possible future City Public Works Project for NPS concept plan improvements identified within the East River Road right of way.
- Results of current storm water retrofit study including cost estimates being conducted by others for proposed storm water study elements within the Riverfront Plaza area.

EXCLUSIONS

- Surveying – topographic, boundary.
- Detailed research of existing right of way limits.
- Geotechnical exploring, evaluation, testing, engineering.
- Environmental site assessments (ESA).
- Design and construction services.
- Meetings not listed above.

SCHEDULE

Our team is ready to begin work upon authorization of the contract. We anticipate completing the work in February 2020 assuming notice to proceed is given in December. Note, the schedule could change beyond the control of SEH.

COMPENSATION

SEH proposes to complete all the services listed in this scope of work on an hourly basis. Compensation will be based on the hourly cost of personnel plus reimbursable expenses, including reproductions, mileage and equipment for a not to exceed fee of **$4,550.00**.

Additional Services requested by Client not included in the scope above will be provided on an hourly basis including direct expenses. If requested, an estimate of the fee can be provided ahead of completing the work.

Your budgetary limitations for construction of the project should be provided to us in writing at an early date. We will endeavor to work within those limitations. Where appropriate, if the estimated cost exceeds the budget, we will either request an adjustment in the budget or suggest a revision in the extent or quality of the project to assist in bringing construction cost back within the budget. We do not guarantee that our opinions of probable construction cost will not differ materially from negotiated prices or bids. If you wish greater assurance as to probable construction cost or if you wish formal estimates, an independent cost estimator should be employed.

PROJECT TEAM

The project team proposed for this project by SEH will be led by Scott Hedlund and includes the following:

- **Scott Hedlund, PE, PMP - Senior Project Manager** (612.865.3509, shedlund@sehinc.com) with 23 years of experience in civil engineering will serve as project manager and the main point of contact for the City during the project. Scott has served project manager and project engineer roles with extensive experience in transportation and civil engineering including trail and park projects in central Minnesota. Scott has designed, inspected and managed all aspects of several public street, trail, utility and traffic signal projects from conception through construction. Scott does regular project work for the cities of Baxter and Brainerd.

- **Karyn Luger, LA (MN), PE (MN) – Landscape Architect** with 16 years of experience specializing in the design and development of landscape architecture projects including the landscape architecture for educational, athletic and medical facilities, religious institutions, multi-family residential and office building developments. Karyn will lead estimating of the landscape architecture elements of the project.

- **Casey Zins – Staff Civil Engineer** with experience in a wide range of civil engineering projects including parks, trails, parking lots, roadways, utility systems, storm water management, and site plans. Casey's responsibilities include preparation of bidding and construction documents, feasibility reports, cost estimating, assessment calculations, construction administration and observations. Casey will assist the project manager with estimating civil engineering elements (site grading, drainage, etc) of the project.
- **Ken Taillon – Lead Lighting Designer** with 28 years of wide-ranging lighting design experience in downtown areas and streetscapes, roadways, landscape and architectural lighting, sports facilities and lighting maintenance. He supports client needs by developing and providing services in areas of project management, design, planning and policy development, and construction administration for projects involving any type of lighting. Ken has been involved in many projects with developers, business associations, energy providers, and other city, county and state agencies. Ken will lead estimating site electrical and lighting elements of the project.
- **Jeff Johnson, PE – Senior Structural Engineer** with 30+ years of experience focused on the design, renovation, and construction of a variety of bridge and hydraulic structures. Jeff's experience includes designs of more than 800 state, county, and local bridges. These bridge designs have used steel beams, pre-stressed girders, continuous structural concrete slabs and timber structures. Jeff's experience in the design of special structures includes dams, retaining walls, box culverts, underground vaults, floodwalls and gates. He also provides field inspection services that include construction observation of bridge and dam projects and inspection and ratings of existing bridges and dams. Jeff will lead estimating of structural elements of the project.
- **Jeff Ledin, PE – Senior Professional Engineer** with 24 years of experience in civil engineering, south Brainerd native, Ledin will serve on this project team as a senior engineer providing insights and designs to ensure that critical success factors of the project are delivered to the community. Jeff actively attends Riverfront Committee meetings. Jeff has extensive experience in leading and partnering with team members on large complex multi-discipline projects. Projects involving water and water resources, structural elements, complex environmental permitting, agency coordination, geotechnical elements, coordinating with railroads and road authorities are all part of Jeff's experience base.

Thank you again for the opportunity to propose on this project.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Scott D. Hedlund

Scott D. Hedlund, PE (MN, LA), PMP
Senior Project Manager

sh/mrb
Attachment – Detailed Work Plan
c: Paul Sandy, City of Brainerd
Karyn Luger, SEH
Jeff Ledin, SEH

MISSISSIPPI LANDING TRAILHEAD

Professional Services - Cost Estimating

Work Plan Summary and Fee Estimate

City of Brainerd, Minnesota

December 2019

WORK TASKS	Sr. Prof. Eng/ Sr. Project Manager	Sr. Engineer / Landsc. Arch / Specialist	Professional Engineer/ Landscape Architect	Staff Engineer	Admin. Tech / Assoc. Tech	SEH TOTAL HOURS
1.0 Cost Estimating	3	5	18	8	1	**35**
Total Project Hours	**3**	**5**	**18**	**8**	**1**	**35**

Total Labor Cost	$4,510.00
Reimbursables	$40.00
Total SEH Fee	**$4,550.00**

Total Project Cost	**$4,550.00**

MISSISSIPPI LANDING TRAILHEAD
Professional Services - Cost Estimating
Work Plan

Client: CITY OF BRAINERD, MINNESOTA **December 2019**

Work Tasks	Work Task Descriptions	Sr Prof Eng/ Sr Project Manager	Sr. Engineer / Landsc. Arch / Specialist	Prof. Engineer / Landscape Architect	Staff Engineer	Admin. Tech./ Assoc. Tech	TOTAL
1.0	**College Drive to Washington Street Trail Segment**						
1.1	Meetings (up to 1 each in Brainerd; attendance via Skype or GoToMeeting for Twin Cities staff)	0.5	1	1			2.5
1.2	Landscape Architecture Estimating		2	16			18
1.3	Civil Estimating	1			8		9
1.4	Electrical & Structural Estimating		1				1
1.5	Brief Summary Memo	1	1	1			3
1.6	PM/Admin	0.5				1	1.5
1.7							0
1.8							0
1.9							0
	Task 1.0 Subtotal Hours:	***3***	***5***	***18***	***8***	***1***	***35***
	Deliverables - Brief memorandum and detailed preliminary opinion of probable cost with materials list and assumptions						
	TOTAL PROJECT HOURS	***3***	***5***	***18***	***8***	***1***	***35***

MISSISSIPPI LANDING TRAILHEAD
PROFESSIONAL SERVICES - COST ESTIMATING
ESTIMATED REIMBURSABLE DIRECT COSTS
City of Brainerd, Minnesota

SEH, INC.

TRAVEL EXPENSES	NUMBER OF TRIPS	MILES/ TRIP	TOTAL MILES	
Local Trips				
SEH Brainerd Based Staff	0	10	0	
SEH RPR Staff	0	30	0	
SEH St Cloud Based Staff	0	130	0	
SEH Twin Cities Based Staff	0	300	0	
Subtotals:			0	
ESTIMATED MILEAGE COSTS:	$0.580	per mile	$0	
	Number	Cost	Total Cost	
Hotel		$0.000	$0	
Meals	0	$10.000	$0	
Total			$0	
ESTIMATED TRAVEL COSTS:				**$0**
Miscellaneous				**$40**
EQUIPMENT EXPENSES	Number of Hrs/Days	Cost/Hr/Day	Total Cost	
RPR Vehicle	0	$17	$0	**$0**
Survey Equipment	0	$30	$0	**$0**
Survey Truck	0	$4.5	$0	**$0**
TOTAL ESTIMATED REIMBURSABLE EXPENSES:				**$40**

Brainerd City Council
Agenda Request

Requested Meeting Date: December 16, 2019

Title of Item: Shared Services Agreement between the City and EDA

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: Connie Hillman	**Department:** Finance
Presenter (Name & Title): Finance Director Hillman	**Estimated Time Needed:** 5 Minutes

Summary of Issue:

During the budget process, we have discussed the recommendation by the EDA Commission, to have an agreement between the City and the EDA for City Staff to perform various duties on behalf of the EDA. Historically, 20% of the City Administrator's and 5% of the Administrative Specialist time has been budgeted and coded to the EDA fund. For 2019, the budgeted amount was $37,305.

Alternatives, Options, Effects on Others/Comments:

The shared services agreement was presented to the EDA at the December 5, 2019 meeting and was unanimously approved.

The fee for compensation was discussed at several EDA meetings and was difficult to determine. The question was raised how does the City Staff determine if they are representing the EDA or the City and/or when does it change. The fee that was set by the EDA is $32,500 per year.

The 2020 budgets were prepared with this amount as revenue to the City and as an expense for professional service in the EDA budget.

Recommended Action/Motion:

Discussion and/or approval of the shares services agreement between the City and the EDA, and to authorize signatures of the document.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

SHARED SERVICES AGREEMENT

This agreement is entered into this ____ day of _____, 2019; between the City of Brainerd, a municipal corporation, and the Brainerd Economic Development Authority (EDA), a public body, corporate and politic.

WHEREAS, the EDA needs administrative and support staff services to fulfill its statutory duties; and

WHEREAS, City has the professional and administrative capacity to support the EDA; and

WHEREAS, the City historically provided these services to the EDA; and

WHEREAS, the parties desire to enter into an agreement memorializing the existing arrangement between them.

NOW, THEREFORE, IT IS HEREBY AGREED THAT:

I. Scope of Service

On behalf of the EDA, the City will provide the following services, consistent with State law and the directives of the EDA:

a. Oversee the overall financial management of the EDA by working closely with the EDA Board of Commissioners
b. Prepare an annual budget for approval by the EDA Board
c. Operate per the approved budget, oversee accounts payable, and prepare checks on behalf of the EDA Board
d. Communicate potential problems to the EDA Board and offer viable solutions
e. Schedule EDA Board meetings, prepare Agendas and materials (including program/project reports, fiscal reports, resolutions and minutes), attend Board meetings
f. Maintain all records of the EDA per laws and regulations
g. The City will use its own computer hardware and software programs for maintaining the EDA' s financial records
h. Work in cooperation with the Brainerd Lakes Economic Development Corporation and Brainerd Housing and Redevelopment Authority to advance economic development and redevelopment within the Brainerd community
i. Guide developers, business owners, property owners, and the like through the development and redevelopment process
j. Other projects as directed by the EDA Board

II. Compensation

In consideration for the services rendered by the City, the EDA shall compensate the City $32,500 annually, to be paid bi-annually by July 1 and December 1.

III. Term

The term of this agreement shall be for a period of one year commencing on the 1st day of January 2020 and terminating on the 31st day of December 2020. This agreement shall automatically renew for successive one-year terms thereafter unless one of the parties hereto provides at least 60 days' notice of its intent to terminate this agreement at the end of the then current term. However, either party may terminate this agreement for any reason upon 60 day advance written notice. In the event either party terminates this

agreement before its expiration any fees owed to the Brainerd HRA will be prorated through the last day of the 60-day termination period.

IV. Indemnification

To the fullest extent permitted by law, the City agrees to defend, indemnify and hold harmless the EDA, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the City's negligence or the City's failure to perform its obligations under this Agreement.

V. Compliance with Laws

The City shall abide by all Federal, State or local laws, statutes, ordinances, rules and regulations now in effect, or hereafter adopted, pertaining to this Agreement or the subject matter of this Agreement. This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in the County of Crow Wing, State of Minnesota.

VI. Independent Contractor Status

The City is an independent Contractor and nothing herein contained shall be construed to create the relationship of an employer and employee between EDA and City employees. The City shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services. The City also acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due the City and that it is the City's sole obligation to comply with applicable provisions of all Federal and State tax laws.

VII. Authorized Representative

Notification required to be provided pursuant to this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this Agreement or in a modification of this Agreement.

City of Brainerd	*Brainerd EDA*
Interim City Administrator	Chair
James Thoreen	Edwin L. Menk
501 Laurel Street	501 Laurel Street
Brainerd, MN 56401	Brainerd, MN 56401

VIII. Severability

The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable such rendering shall not affect the validity and enforceability of the remainder of this Agreement unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to either party.

IX. Modifications

The EDA and the City hereby acknowledge that they have read this Agreement and affirmatively states and represents that they understand its contents. Further, that the above constitutes the entire agreement by and between the EDA and the City and is binding upon themselves, their heirs, assigns and successors in interest and any alterations, variations, modifications or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by

the authorized representatives of the EDA and the City.

Approved this the ___ day of _____ 2019.

Brainerd Economic Development Authority

By:_____
EDWIN L. MENK
CHAIR

City of Brainerd

By:_____
JAMES M. THOREEN
INTERIM CITY ADMINISTRATOR

Brainerd City Council
Agenda Request

Requested Meeting Date: December 16, 2019

Title of Item: Resolutions - Declaring Intent to Reimburse Exp with Debt Proceeds

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: Connie Hillman	**Department:** Finance
Presenter (Name & Title): Finance Director Hillman	**Estimated Time Needed:** 5 Minutes

Summary of Issue:

As part of the 2020 budget process, the City intends to issue debt for equipment, street improvements, and the Memorial Park project. The plan would be to enter the bond market one time next year and preferably after bids have been received for the 2020 street improvement projects. As a result, certain costs will be incurred prior to the issuance of the debt. Therefore, the Council would need to pass the attached resolutions declaring its official intent to reimburse certain expenditures with bond proceeds.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

3 separate motions passing each of the 3 resolutions attached:
* Motion declaring the official intent of the City of Brainerd to reimburse certain expenditures from the proceeds of bonds to be issued by the City related to capital equipment.
* Motion declaring the official intent of the City of Brainerd to reimburse certain expenditures from the proceeds of bonds to be issued by the City related to assessable improvements.
* Motion declaring the official intent of the City of Brainerd to reimburse certain expenditures from the proceeds of bonds to be issued by the City related to the parks project.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

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

DECLARING THE OFFICIAL INTENT OF THE CITY OF BRAINERD TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY RELATED TO CAPITAL EQUIPMENT

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the "Reimbursement Regulations") providing that proceeds of tax-exempt obligations used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City of Brainerd, Minnesota (the "City") expects to incur certain expenditures that may be financed temporarily from sources other than tax-exempt obligations, and reimbursed from the proceeds of a tax-exempt obligation; and

WHEREAS, the City has determined to make this declaration of official intent (the "Declaration") to reimburse certain costs from proceeds of tax-exempt obligations in accordance with the Reimbursement Regulations.

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

1. The City proposes to acquire items of capital equipment, including but not limited to a ladder truck, an end loader, and a street sweeper (the "Equipment").

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Equipment from the proceeds of tax-exempt obligations in an estimated maximum principal amount of $1,800,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the tax-exempt obligations, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of tax-exempt obligations, except for the following expenditures: (a) costs of issuance of tax-exempt obligations; (b) costs in an amount not in excess of $100,000 or five percent (5%) of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of twenty percent (20%) of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, tax-exempt obligation issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Equipment and the principal amount of the tax-exempt obligations described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of tax-exempt obligations to be issued by the City are, or are

reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Equipment expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Adopted this ___ day of _____, 2019.

_____
GABE JOHNSON
President of the Council

Approved this ___ day of _____, 2019.

_____
EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
Interim City Administrator

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

DECLARING THE OFFICIAL INTENT OF THE CITY OF BRAINERD TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY RELATED TO ASSESSABLE IMPROVEMENTS

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the "Reimbursement Regulations") providing that proceeds of tax-exempt obligations used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City of Brainerd, Minnesota (the "City") expects to incur certain expenditures that may be financed temporarily from sources other than tax-exempt obligations, and reimbursed from the proceeds of a tax-exempt obligation; and

WHEREAS, the City has determined to make this declaration of official intent (the "Declaration") to reimburse certain costs from proceeds of tax-exempt obligations in accordance with the Reimbursement Regulations.

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

1. The City proposes to undertake the construction of certain assessable improvements within the City and approved for 2020 (the "Project").

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of tax-exempt obligations in an estimated maximum principal amount of $1,300,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the tax-exempt obligations, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of tax-exempt obligations, except for the following expenditures: (a) costs of issuance of tax-exempt obligations; (b) costs in an amount not in excess of $100,000 or five percent (5%) of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of twenty percent (20%) of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, tax-exempt obligation issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the tax-exempt obligations described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of tax-exempt obligations to be issued by the City are, or are reasonably

expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Adopted this ___ day of _____, 2019.

_____
GABE JOHNSON
President of the Council

Approved this ___ day of _____, 2019.

_____
EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
Interim City Administrator

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

DECLARING THE OFFICIAL INTENT OF THE CITY OF BRAINERD TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY RELATED TO THE PARKS PROJECT

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the "Reimbursement Regulations") providing that proceeds of tax-exempt obligations used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City of Brainerd, Minnesota (the "City") expects to incur certain expenditures that may be financed temporarily from sources other than tax-exempt obligations, and reimbursed from the proceeds of a tax-exempt obligation; and

WHEREAS, the City has determined to make this declaration of official intent (the "Declaration") to reimburse certain costs from proceeds of tax-exempt obligations in accordance with the Reimbursement Regulations.

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

1. The City proposes to undertake the construction of improvements to City parks (the "Project").

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of tax-exempt obligations in an estimated maximum principal amount of $1,300,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the tax-exempt obligations, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of tax-exempt obligations, except for the following expenditures: (a) costs of issuance of tax-exempt obligations; (b) costs in an amount not in excess of $100,000 or five percent (5%) of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of twenty percent (20%) of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, tax-exempt obligation issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the tax-exempt obligations described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of tax-exempt obligations to be issued by the City are, or are

reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Adopted this ___ day of _____, 2019.

_____
GABE JOHNSON
President of the Council

Approved this ___ day of _____, 2019.

_____
EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
Interim City Administrator

Brainerd City Council
Agenda Request

Requested Meeting Date: December 16, 2019

Title of Item: 2020 Nuisance Assessment At 403 6th St SW

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: Community Development Director	**Department:** Community Development
Presenter (Name & Title): David Chanski, CDD	**Estimated Time Needed:** 5 minutes

Summary of Issue:

Mr. Rich Wilkinson, 403 6th St. SW, has submitted an appeal to a nuisance assessment he received for an unlicensed vehicle. The assessment is for $125. The City Council certified this assessment to the tax role by resolution at the October 21 council meeting.

Please see the attached letter from Mr. Wilkinson. A copy of the violation notice and citation have also been attached.

Alternatives, Options, Effects on Others/Comments:

Mr. Wilkinson states in his letter that he had discussion with someone (a Mark or a Mike) and had the understanding that the citation would be voided if he just covered the unlicensed vehicle with a tarp. It has been the practice of the Community Development Department that administrative citations are not waived administratively unless the issue is not reoccurring, is dealt with in a timely manner, and such a request is directly made. In this case, the vehicle was covered with a tarp, resulting in an inability to provide further citations as the license plate area was then covered, but it did not remove the violation in the eyes of staff. The vehicle is no longer located on the property. Finally, since this citation has been certified to the tax roles, it is not longer within administrative authority to address it.

Recommended Action/Motion:

1) Motion to waive nuisance of $125.

or

2) Do nothing.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

To whom it may concern

This summer, the City of Brainerd, mailed me a citation for a vehicle parked in my driveway that did not have current tabs. The vehicle in question, has since been sold a few weeks after this event, some time back in late June. I contacted someone at ths city hall, believe a Mike or Mark is whom i spoke with, about this citation asking what i could do to avoid the citations, as the vehicle was not currently running and was in between working on it. I was told that if i covered it, the citation would be voided (taken care of) and would not receive further citations about that vehicle. So that evening i went and covered the car to avoid the further citations and have the current one removed. A week or two later i sold the vehicle. I'm writing this to the board to correct what i was explain was, a communication error by Dave Chanski, whom i recently spoke with, and was advised to write this letter to the board to explain the situation and resolve the citation.

Thanks for your time

Rich Wilkinson

403 S.W. 6TH ST

BRAINERD MN, 56401

05/22/2019

RICHARD P WILKINSON
403 6TH ST SW
BRAINERD, MN 56401-

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

Brainerd residents have consistently expressed that clean, well-maintained residential neighborhoods and commercial districts are a high priority. Maintaining these areas has proven to increase property values, provide a higher standard of living, and promotes community pride. A code violation was observed on the property described below. Understanding that you might not be aware of what the City codes require, I am sending you this courtesy notice to give you an opportunity to correct this matter.

Property Address: 403 6TH ST SW
Real Estate Code: 091980570070009

Violation: Disposition of Motor Vehicles
Ordinance: 2011
Description: 2011.03 Storing, parking or leaving dismantled or other such motor vehicles declared nuisance exceptions. The presence of an abandoned, wrecked, dismantled, inoperative, unlicensed, junked, or partially dismantled motor vehicle or a motor vehicle lacking vital component parts or parts of a motor vehicle on private or public property is a public nuisance.

Corrective action is required; 14 days are allowed from the date of this letter.

To review City Codes on the web, go to www.ci.brainerd.mn.us Administration/Documents/City Codes.

Action should be taken on or before 06/05/2019

Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in a $100 citation(s), up to a maximum of and not to exceed $2,000 for each administrative offense.

If you are unable to make the corrections by the date above or believe this violation is in error, please call this office to discuss or make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. **Feel free to contact Housing Inspector Jason Stockinger at 218/454-3416 if you have questions.**

Respectfully,

By Order of:

THE CITY OF BRAINERD

SUBARU
WRX
05/22/2019 09:29

This citation charges you with one or more violations of the Property Maintenance Code, Ordinance No. 1338.

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218/828-2309

UV2019-00087

Date of Violation: 06/06/2019

Parcel ID: 091980570070009

Violator(s): RICHARD P WILKINSON
403 6TH ST SW
BRAINERD, MN 56401-

Location/Address of Violation: **403 6TH ST SW**

VIOLATION

Section	Subdivision, Chapter or Article	Complaint	Fine
2011	Disposition of Motor Vehicles	*Unlicensed/Inoperable Vehicle*	$100.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk. The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

Citation Amount Due: $100.00 **Payment Due By: 07/12/2019**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 6/13/2019

For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.

Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director

Date: 6/6/19

Representative's Signature:

(served via first class mail)

SUBARU
WRX
06/06/2019 07:56

Brainerd City Council
Agenda Request

Requested Meeting Date: December 16, 2019

Title of Item: Appeal - 601 Madison Street Property Subdivision

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: Community Development Director	**Department:** Community Development
Presenter (Name & Title): David Chanski, CDD	**Estimated Time Needed:** 5 minutes

Summary of Issue:

Mr. James Kramer of Kramer Lease Deleo PC has submitted an administrative subdivision request to split the lot at 601 Madison St. Please see the attached Certificate of Survey.

While Staff is in favor of this proposed lot split, the application was denied per administrative review as Proposed Tract A does not meet both the lot width and total lot size requirements for a B-4 (General Commercial District). As allowed by City Ordinance, Mr. Kramer has submitted an appeal of this decision to the Board of Zoning Appeals, which is the City Council. Please see Mr. Kramer's appeal letter attached.

Alternatives, Options, Effects on Others/Comments:

Within a B-4 District, lots must have a minimum area of 20,000 square feet and a minimum lot width of 100 feet. The proposed Tract A within the submitted certificate of survey has a lot width of only 91.50 feet and a total lot size of only 12,455 square feet. Therefore, the proposed Tract A would be considered a nonconforming lot.

While there may be many existing legal nonconforming lots within the City of Brainerd, City ordinance prohibits conducting an administrative subdivision that results in the creation of a new nonconforming lot.

If this appeal is denied, Mr. Kramer will have the opportunity to seek a variance through the Planning Commission.

Recommended Action/Motion:

1) Approve the proposed lot split as presented.

or

2) Deny this appeal.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

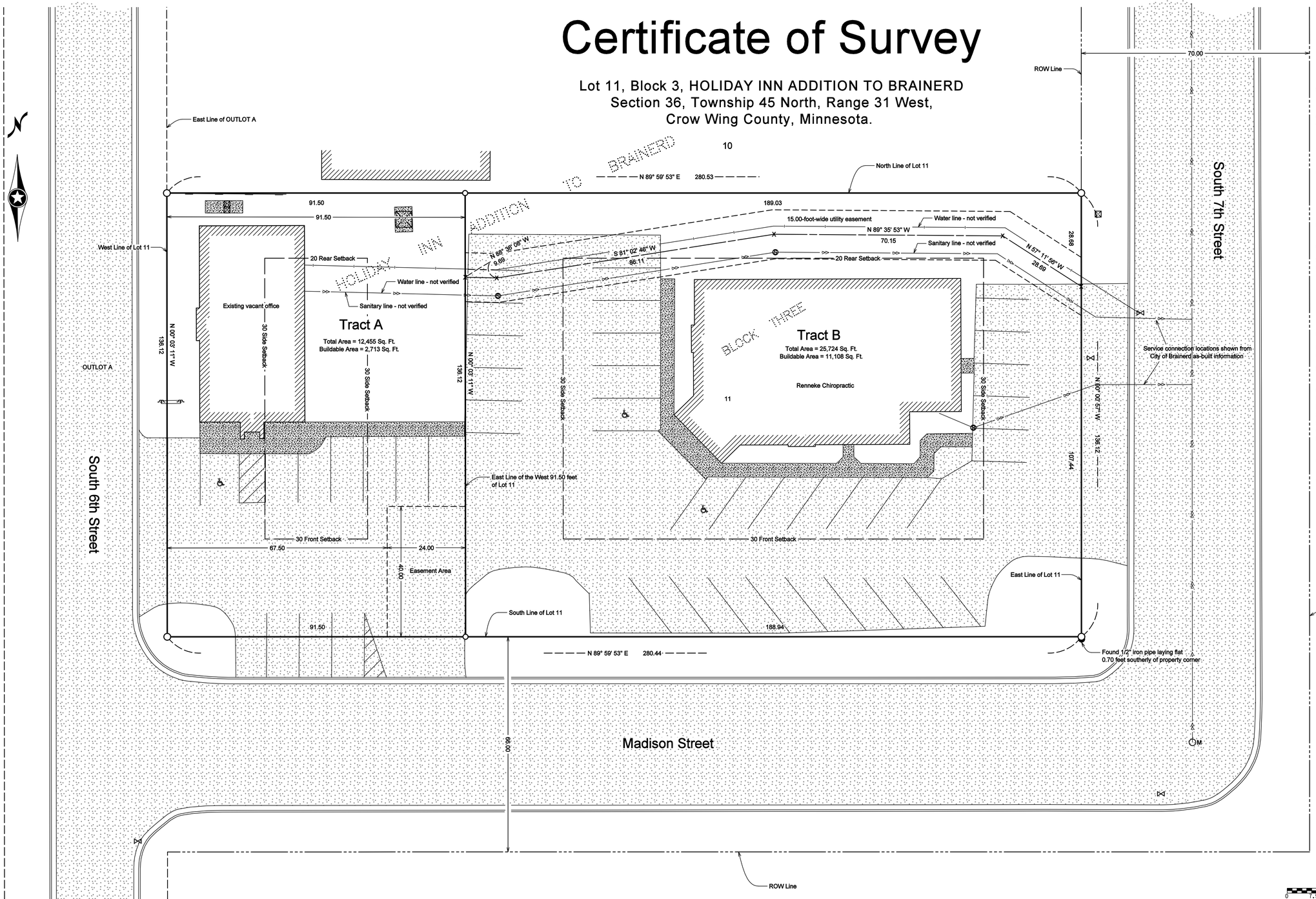
What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

Certificate of Survey

Lot 11, Block 3, HOLIDAY INN ADDITION TO BRAINERD
Section 36, Township 45 North, Range 31 West,
Crow Wing County, Minnesota.



Surveyors Notes

The property address for the subject property is:

601 Madison Street
Brainerd, MN 56401

The Parcel Number for the subject property is *41360871*.

The current zoning classification for the subject property is General Commercial.

This survey was completed without the benefit of a title commitment or title opinion, there may be easements or other limiting factors that affect the subject property that are not shown on this survey.

Proposed Legal Description – Tract A:

The West 91.50 feet of Lot 11, Block 3, HOLIDAY INN ADDITION TO BRAINERD, Crow Wing County, Minnesota.

Subject to an easement for ingress and egress purposes, over and across, the East 24.00 feet of the West 91.50 feet of the South 40.00 feet of said Lot 11.

Proposed Legal Description – Tract B:

Lot 11, Block 3, HOLIDAY INN ADDITION TO BRAINERD, Crow Wing County, Minnesota, lying easterly of the West 91.50 feet thereof.

Subject to a 15.00-foot-wide easement for utility purposes, over, under, and across that part of said Lot 11. The centerline of said easement is described as follows:

Commencing at the northeast corner of said Lot 11; thence South 00 degrees 00 minutes 57 seconds East, bearings are being based on the Crow Wing County coordinate system, along the east line of said Lot 11, a distance of 28.68 feet to the point of beginning of the centerline to be described; thence North 57 degrees 11 minutes 56 seconds West, a distance of 28.69 feet; thence North 89 degrees 35 minutes 53 seconds West, a distance of 70.15 feet; thence South 81 degrees 02 minutes 46 seconds West, a distance of 86.11 feet; thence North 88 degrees 36 minutes 08 seconds West, a distance of 9.69 feet to the intersection with the east line of the West 91.50 feet of said Lot 11, said centerline there terminating.

The sideline of said easement are to be shortened or prolonged to terminate on the east line of said Lot 11 and the east line of the West 91.50 feet of said Lot 11.

Together with an easement for ingress and egress purposes, over and across, the East 24.00 feet of the West 91.50 feet of the South 40.00 feet of said Lot 11.

LEGEND

MANHOLE	M
SEWER CLEANOUT	
VALVE (Water, Gas, ect.)	
UTILITY PEDESTAL	
STREET SIGN POST	
Denotes computed position	X
Denotes iron monument found	●
Denotes 1/2" iron pipe set and marked by License No. 23668	○

Orientation of this bearing system is the Crow Wing County coordinate system.

SCALE IN FEET
0 7.5 15 30 45 60 75

No.	Date	REVISIONS

Client Name: Dean Renneke

Survey By: MS
Drawn By: JC
Checked By: JK

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
SIGNATURE: DATE: 12-06-2019
JAMES KRAMER, MN LICENSE NUMBER 23668

PROJECT NO. RENND1901

KLD
1120 Industrial Park Road SW
Brainerd, MN 56401
218-829-0333
KRAMER LEAS DELEO
SURVEYING • ENGINEERING • PLANNING
BRAINERD ST. CLOUD

December 6, 2019

Kramer Leas Deleo PC

C/O James Kramer

1120 Industrial Park Road

Brainerd, MN 56401

Dear Mr. Kramer:

I am writing in response to your administrative subdivision application to split the lot located at 601 Madison St. (PID 41360871).

At this time, I must deny this lot split request. This property is in a B-4 (General Commercial) District. Within a B-4 District, lots must have a minimum area of 20,000 square feet and a minimum lot width of 100 feet. The proposed Tract A within the submitted certificate of survey has a lot width of only 91.50 feet and a total lot size of only 12,455 square feet. Therefore, the proposed Tract A would be considered a nonconforming lot.

While there may be many existing legal nonconforming lots within the City of Brainerd, City ordinance prohibits me from conducting an administrative subdivision that results in the creation of a new nonconforming lot. For this reason, I must deny your request.

Should you disagree with this decision, you may make an appeal in writing to the Board of Zoning Appeals, which is the Brainerd City Council.

Sincerely,

David C. Chanski, MPA
Community Development Director

KRAMER LEAS DELEO
SURVEYING • ENGINEERING • PLANNING

Brainerd/Baxter
1120 Industrial Park Road
Brainerd, MN 56401
Phone (218) 829-5333
Toll Free 1-866 816-5333
Fax (218) 829-5377
www.kldland.com

St. Cloud
13 11th Ave. North
St. Cloud, MN 56303
Phone (320) 259-1266
Toll Free 1-877-259-1266
Fax (320) 259-8811

December 9, 2019

City of Brainerd
David C. Chanski – Community Development Director
501 Laurel Street
Brainerd, MN 56401

RE: Administrative subdivision – 601 Madison Street (PID 41360871)

Mr. Chanski,

I received your letter dated December 6, 2019, denying approval of the submitted subdivision at 601 Madison Street. I would like to formally request an appeal of this decision to the Board of Zoning Appeals.

I would appreciate if this appeal could be scheduled as soon as allowable, if you have any questions, please contact me.

Sincerely,

James Kramer - President

Brainerd City Council
Agenda Request

Requested Meeting Date: December 16, 2019

Title of Item: Brainerd Police Department Remodel - Request to Approve Quotes

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer Sandy	**Department:** Police/Engineering
Presenter (Name & Title): City Engineer/Police Chief	**Estimated Time Needed:** 5 Minutes

Summary of Issue:

Quotes for the Brainerd Police Department Remodel were received and tabulated; a summary of which can be seen attached to this request.

Alternatives, Options, Effects on Others/Comments:

The total estimated cost with soft costs such as general conditions, on-site supervision, construction management, architecture/engineering, and 15% contingency was $306,360. Total quoted cost with the contingency and soft costs still included, along with quotes for the projects not within the contracted scope of WSN and Contegrity Group (cabling upgrade and access control) is $306,809. This is $449 over what was estimated. These numbers still have the 15% contingency included.

Recommended Action/Motion:

Staff recommends approval of the following quotes:
General Construction - Barratto Brothers - $70,984
Aluminum Windows, Doors, and Glazing - Gull Lake Glass - $15,644
Acoustical Ceilings - Central Suspensions - $4,300
Flooring - Dorholt Tile and Home Center - $12,647
Painting - Gunion Painting - $7,400
Fire Suppression - Summit Companies - $1,470
Mech/HVAC/Plumbing/Balancing - Thelen Heating and Roofing - $10,680
Electrical/Communications - Holden Electric Co - $20,156
Network Cabling - Midwest Security - $12,162
Upgrade Key Access System - Midwest Security - $20,322

Financial Impact:

Is there a cost associated with this request: ☑ Yes ☐ No

What is the total cost, with tax and shipping $ 306,809

Is this budgeted? ☑ Yes ☐ No

Please Explain: These costs budgeted to be expended in 2020 as capital.

City of Brainerd - Police Dept. Remodel

As-Bid Cost Summary

Date: 12-10-19

DESCRIPTIONS	CONTRACTORS	BID CAT #	QUOTE TOTALS	ESTIMATE TOTALS
Bid Catergory Description				
General Construction	*Barratto Brothers*	1	$70,984	
Aluminum Widows, Doors & Glazing	*Gull Lake Glass*	2	$15,644	
Acoustical Ceilings	*Central Suspensions*	3	$4,300	
Flooring	*Dorholt Tile & Home Center*	4	$12,647	
Painting	*Gunion Painting*	5	$7,400	
Fire Suppression	*Summit Companies*	6	$1,470	
Mech/HVAC/Plumbing/Balancing	*Thelen Heating & Roofing*	7	$10,680	
Electrical/Communications	*Holden Electric Co.*	8	$20,156	
ALLOWANCES				
New HVAC Controls - (Scope of Work TBD, Based on City Hall System, Upcoming Solicitation for Quotes)			$15,000	
Subtotal for Police Department			**$158,281**	**$207,000**
Construction Contingency - 15%			$23,742	
Direct Construction Costs Sub-total			**$182,023**	
General Conditions			$27,303	
On-Site Supervision - 2 mos			$30,000	
Construction Management Fee - LS			$11,966	
Architect / Engineering Fee			$23,032	
Management/Design/Overhead Subtotal			**$92,302**	
AS-BID TOTAL FOR POLICE DEPARTMENT PROJECT			**$274,325**	**$306,360**
QUOTES FOR SCOPE NOT IN PROJECT BUDGET				
Upgrade all data cabling due to relocation of Server room - *Midwest Security*			$12,162	
Upgrade key card access system (reuse existing hardware) - *Midwest Security*			$20,322	
TOTAL WITH CITY-SOLICITED QUOTES			**$306,809**	

Brainerd City Council
Agenda Request

Requested Meeting Date: December 16, 2019

Title of Item: 2020 Levy and Budget

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: Connie Hillman	**Department:** Finance
Presenter (Name & Title): Finance Director Hillman	**Estimated Time Needed:** 10 Minutes

Summary of Issue:

The final levy for the City and HRA needs to be certified to the County by December 28, 2019. The budget needs to be adopted by the end of the year.

The attached memo explains the resolution and the budgets for 2020 are attached as well.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Two separate actions are needed:
1. Adopt a resolution setting the City and HRA levies for 2020.
2. Adopt a motion setting the 2020 budgets.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

M E M O

TO: Mayor and Council

FROM: Finance Director Connie Hillman

DATE: December 12, 2019

RE: 2020 Levy and Budget

2020 Levy:

The 2020 preliminary levy was set at $6,131,395, a 4% increase over the 2019 levy. The final levy can be lower but cannot be higher. Attached is a draft resolution for the Council to adopt. The amount of the City's levy is blank, and the amount listed for the HRA is the maximum allowed by statute that was adopted with the preliminary levy.

Below is a chart to help Council determine the amount to put in the resolution for the City's levy:

	Levy Amount	New Dollars	Estimated Tax Rate
2019	**$ 5,895,572**		**80.385%**
0% Increase	5,895,572	-	76.767%
0.5%	5,925,050	29,478	77.151%
1%	5,954,528	58,956	77.536%
1.27%	5,970,446	74,874	77.743%
1.5%	5,984,006	88,434	77.920%
2%	6,013,483	117,911	78.305%
2.5%	6,042,961	147,389	78.689%
3%	6,072,439	176,867	79.074%
3.5%	6,101,917	206,345	79.458%
4%	6,131,395	235,823	79.854%

We don't know what future years will hold. A budget is an estimate of costs, revenues, and resources over a specified period, reflecting a reading of future financial conditions and goals (from businessdictionary.com). As challenging as a one-year budget is to prepare, it is helpful to look at additional years in hopes of being able to maintain an even levy increase. Staff is making strides towards multi-year budgeting, i.e. the 30-year capital plan. The goal is to be able to provide Council with the more information to make the most informed decisions.

The latest recap is also attached for your information. If the council levies more than 1.27%, discussion will need to be had if the Council would like to assign the additional funds in the General Fund or put into Capital Fund to build up reserves for 2020. This could impact the budgets as they are currently presented. The budgets currently reflect a 4% increase to the levy. If the approved levy is less than a 4%, the Working Funds Budget will need to be updated from what is presented.

2020 Budget:

Following the draft resolution, you will find proposed budgets for the Working Funds as well as additional funds that the City has historically officially adopted a budget. The budgets are:

- Working Funds (General, Public Safety, Parks and Streets)
- Capital Equipment and Facilities Fund
- Transit Fund
- Library Fund
- Recycling Fund
- Parking Lot Fund
- Permanent Improvement Fund
- Mayor's Contingency Fund
- Hydrant Rental & Electric Current Fund
- EDA Fund – the budget represents the EDA Boards action at their 12/5/19 meeting
- Sanitary Sewer Fund
- Storm Sewer Fund

If you have any questions before the meeting, please contact us.

2020 Levy Overview
As of 12/11/19

	Actual 2018	Revised Budget 2019	Current Proposed Budget 2020	Difference in Budgets	% Difference
TOTAL OPERATING EXPENDITURES					
Personnel Services	6,334,650	6,805,000	7,082,012	277,012	4.07%
Supplies	439,636	447,800	473,000	25,200	5.63%
Services	2,217,494	2,397,526	2,541,202	143,676	5.99%
Transfers Out	474,303	409,964	504,343	94,379	23.02%
Total Expenditures	9,466,083	10,060,290	10,600,557	540,267	5.37%
TOTAL CAPITAL	847,134	1,155,927	*1,155,927*	*-*	*0.00%*
TOTAL DEBT LEVY	1,600,886	1,264,850	*1,264,451*	*(399)*	*-0.03%*
OTHER LEVIES					
Perm Improvement	339,174	350,706	368,564	17,858	5.09%
Hydrant	169,587	175,353	184,282	8,929	5.09%
Sr Center/Arb/Community Action	254,382	263,031	276,423	13,392	5.09%
Library	147,416	150,364	154,123	3,759	2.50%
EDA	122,223	124,351	127,817	3,466	2.79%
Total Other Levies	1,032,782	1,063,805	1,111,209	47,404	4.46%
TOTAL ESTIMATED EXPENDITURES	**12,946,885**	**13,544,872**	**14,132,144**	**587,272**	**4.34%**
TOTAL REVENUE - NON PROPERTY TAX					
Other Taxes	(274,346)	(265,500)	(279,000)	13,500	5.08%
Licenses & Permits	(538,283)	(492,015)	(552,390)	60,375	12.27%
Grants & Aids	(4,672,506)	(4,665,171)	(4,900,340)	***235,169***	5.04%
Revenue from Other Gov'ts	(156,387)	(196,836)	(203,970)	7,134	3.62%
Charges for Services	(883,523)	(906,459)	(1,034,912)	128,453	14.17%
Fines & Forfeitures	(211,354)	(148,000)	(138,000)	(10,000)	-6.76%
Other Revenues	(1,082,607)	(966,083)	(1,018,082)	51,999	5.38%
Transfers In	(22,929)	(10,000)	(20,000)	10,000	100.00%
Total Revenues	**(7,841,935)**	**(7,650,064)**	**(8,146,694)**	**496,630**	**6.49%**
(USE)/ADDITION TO FUND BALANCE		**764**	**(15,000)**	**15,764**	
ASSIGNED FOR 2021 OPERATIONS		**-**	***160,945***	***160,945***	
Estimated Levy	**5,104,950**	**5,895,572**	**6,131,395**	**235,823**	**4.00%**
Actual Levy / ***Preliminary***	5,561,860	5,895,572	***6,131,395***		
% Increase		6.00%	***4.00%***		

R E S O L U T I O N
NO. ___:19

WHEREAS, the Brainerd City Council is required to set a Final Levy by December 28, 2019; and

WHEREAS, the Brainerd City Council held its first Budget Workshop on August 26, 2019 and a subsequent workshop on November 25, 2019 and a public hearing on December 9, 2019; and

WHEREAS, the Brainerd City Council, during the Special Meeting, discussed the overall budget process, the overall expenditures and the debt service of the City;

NOW, THEREFORE BE IT RESOLVED by the City of Brainerd, County of Crow Wing, State of Minnesota that the following sums are the levy for the taxes payable in the year 2019:

$_____ plus $130,426 for the HRA.

Adopted this ___ day of _____, 2019

_____
GABE JOHNSON
President of the Council

Approved this ____ day of _____, 2019

_____
EDWIN L. MENK
Mayor

ATTEST:_____
JAMES M. THOREEN
Interim City Administrator

WORKING FUNDS
(General, Public Safety, Parks, & Streets)

	2018 Actual	2019 Budget	2020 Budget
Revenues			
Property Taxes	2,298,863	2,674,021	2,876,230
Other Taxes	305,174	265,500	279,000
Intergovernmental	4,828,893	4,862,007	5,104,310
Charges for Services	883,523	906,459	1,034,912
Licenses & Permits	538,283	492,015	552,390
Fines & Forfeits	211,354	148,000	138,000
Special Assessments	63,351	39,400	50,000
Interest	10,833	10,000	10,000
Other Revenue	1,008,423	916,683	958,082
Total Revenues	**10,148,697**	**10,314,085**	**11,002,924**
Expenditures			
General Government	2,258,922	2,550,563	2,655,184
Police	3,509,695	3,865,417	4,140,052
Fire	1,007,836	1,061,482	1,047,827
Misdemeanor Prosecutor	190,731	194,809	196,208
Animal Control	46,878	71,860	76,460
Parks - all programs	1,105,500	1,148,153	1,175,776
Streets	1,126,600	1,021,073	1,081,129
Total Expenditures	**9,246,162**	**9,913,357**	**10,372,636**
Other Sources (Uses)			
Transfer In (Out)	(415,246)	(399,964)	(484,343)
Other Sources (Uses)	-	-	-
Assigned for 2021 Operations	-	-	(160,945)
Total Other Sources (Uses)	**(415,246)**	**(399,964)**	**(645,288)**
Excess of Revenue Over (Under) Expenditures and Other Sources (Uses)	**487,289**	**764**	**(15,000)**
Fund Balance - Jan 1st	3,546,395	3,933,625	3,934,389
Fund Balance - Dec 31st	3,933,625	3,934,389	3,919,389

	2018 Actual	2019 Budget	2020 Budget
Expenditures			
Personnel Services	6,334,650	6,805,000	7,082,012
Supplies	439,636	447,800	473,000
Services	2,023,033	2,203,526	2,344,202
Other	448,843	457,031	473,422
Total Expenditures	**9,246,162**	**9,913,357**	**10,372,636**

CAPITAL EQUIPMENT & FACILITIES
(Excludes Fire Equipment)

	2018 Actual	2019 Budget	2020 Budget
Revenues			
Property Taxes	835,638	1,155,927	1,155,927
Other Taxes	5,230	-	-
Other Revenue	44,943	-	-
Total Revenues	**885,811**	**1,155,927**	**1,155,927**
Expenditures			
Capital	1,282,637	1,037,700	4,169,463
Total Expenditures	**1,282,637**	**1,037,700**	**4,169,463**
Other Sources (Uses)			
Bond Proceeds	690,028	-	1,760,000
Bond Issuance Costs	-	-	-
Transfer In (Out)	78,400	35,000	20,000
Other Sources (Uses)	86,316	31,600	49,000
Total Other Sources (Uses)	**854,743**	**66,600**	**1,829,000**
Excess of Revenue Over (Under) Expenditures and Other Sources (Uses)	**457,917**	**184,827**	**(1,184,536)**
Fund Balance - Jan 1st	1,268,793	1,726,710	1,911,537
Fund Balance - Dec 31st	1,726,710	1,911,537	727,001

CAPITAL EQUIPMENT & FACILITIES EXPENDITURE DETAIL
(Excludes Fire Equipment)

City Hall-General	
Office Furniture	5,000
Sign - Corner of 6th and Laurel	30,000
Facility	1,758,668
Finance	
Scanner	3,600
Engineering	
IT	
Server Replacement	15,000
Security Cameras - City Hall	20,000
Security Cameras - PD	20,000
Police	
Leased Squads Build Up	69,000
Office Staff Reconfiguration	40,000
Facilities	306,054
Community Development	
Zoning Code Update	50,000
Scanner	3,000
Fire Facility/Civil Defense	
Facilities - HVAC Controls	34,141
Parks	
Trailer	4,500
Snow Blower	2,000
Push Mower	1,000
Lum Park Swing Set	5,000
Scope of Memorial Park	20,000
Lum Park Master Plan	20,000
Memorial Park Redesign **	1,300,000
Streets	
Diaphragm Pump	2,500
End Loader **	220,000
Broom Sweeper **	240,000
GRAND TOTAL	**4,169,463**
** Bonding for Purchase	

TRANSIT FUND

	2018 Actual	2019 Budget	2020 Budget
Revenues			
Property Taxes	-	-	-
Grants & Aids	990,796	1,026,120	1,101,473
Intergovernmental	22,021	15,000	17,000
Charges for Services	150,167	171,080	179,377
Other Revenue	2,699	12,138	3,000
Total Revenues	**1,165,683**	**1,224,338**	**1,300,850**
Expenditures			
Personnel Services	90,101	101,930	194,863
Supplies	100,946	126,997	113,989
Services	852,098	910,411	906,998
Capital	82,005	85,000	85,000
Total Expenditures	**1,125,150**	**1,224,338**	**1,300,850**
Other Sources (Uses)			
Transfer In (Out)	-	-	-
Other Sources (Uses)	2,104	-	-
Total Other Sources (Uses)	**2,104**	**-**	**-**
Excess of Revenue Over (Under) Expenditures and Other Sources (Uses)	**42,637**	**-**	**-**
Fund Balance - Jan 1st	120,668	163,305	163,305
Fund Balance - Dec 31st	163,305	163,305	163,305

LIBRARY FUND

	2018 Actual	2019 Budget	2020 Budget
Revenues			
Property Taxes	145,373	150,364	154,123
Other Taxes	2,062	3,000	1,503
Interest	2,373	-	-
Contributions & Donations	24,219	-	-
Other Revenue	4,593	136	-
Total Revenues	**178,620**	**153,500**	**155,626**
Expenditures			
Supplies	6,030	7,596	6,596
Services	165,334	139,904	143,030
Capital	-	6,000	6,000
Total Expenditures	**171,364**	**153,500**	**155,626**
Other Sources (Uses)			
Transfer In (Out)	-	-	-
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	**-**	**-**	**-**
Excess of Revenue Over (Under) Expenditures and Other Sources (Uses)	**7,256**	**-**	**-**
Fund Balance - Jan 1st	223,583	230,839	230,839
Fund Balance - Dec 31st	230,839	230,839	230,839

RECYCLING FUND

	2018 Actual	2019 Budget	2020 Budget
Revenues			
Property Taxes	-	-	-
Intergovernmental	44,150	16,000	-
Used Oil Revenue	542	600	600
Other Revenue	149	-	-
Total Revenues	**44,841**	**16,600**	**600**
Expenditures			
Services	46,383	16,000	-
Used Oil Expenditures	901	1,000	1,000
Other	688	700	700
Total Expenditures	**47,972**	**17,700**	**1,700**
Other Sources (Uses)			
Transfer In (Out)	-	-	-
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	**-**	**-**	**-**
Excess of Revenue Over (Under) Expenditures and Other Sources (Uses)	**(3,131)**	**(1,100)**	**(1,100)**
Fund Balance - Jan 1st	3,236	105	(995)
Fund Balance - Dec 31st	105	(995)	(2,095)

PARKING LOT FUND

	2018 Actual	2019 Budget	2020 Budget
Revenues			
Property Taxes	-	-	-
Charges for Services	25,602	25,000	44,000
Other Revenue	117	-	-
Total Revenues	**25,719**	**25,000**	**44,000**
Expenditures			
Personnel Services	-	4,055	4,055
Supplies	1	100	100
Services	14,558	16,889	17,292
Capital Planning	-	-	-
Total Expenditures	**14,559**	**21,044**	**21,447**
Other Sources (Uses)			
Transfer In (Out)	(24,634)	(10,000)	(22,000)
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	**(24,634)**	**(10,000)**	**(22,000)**
Excess of Revenue Over (Under) Expenditures and Other Sources (Uses)	**(13,474)**	**(6,044)**	**553**
Fund Balance - Jan 1st	13,953	479	(5,565)
Fund Balance - Dec 31st	479	(5,565)	(5,012)

PERMANENT IMPROVEMENT FUND

	2018 Actual	2019 Budget	2020 Budget
Revenues			
Property Taxes	333,632	350,706	368,564
Other Taxes	4,759	-	-
Total Revenues	**338,390**	**350,706**	**368,564**
Expenditures			
Personnel Services	-	-	-
Supplies	-	-	-
Services	-	-	-
Capital	-	-	-
Total Expenditures	**-**	**-**	**-**
Other Sources (Uses)			
Transfer In (Out)	(339,296)	(350,706)	(368,564)
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	**(339,296)**	**(350,706)**	**(368,564)**
Excess of Revenue Over (Under) Expenditures and Other Sources (Uses)	**(906)**	**-**	**-**
Fund Balance - Jan 1st	6,056	5,150	5,150
Fund Balance - Dec 31st	5,150	5,150	5,150

MAYOR'S CONTINGENCY FUND

	2018 Actual	2019 Budget	2020 Budget
Revenues			
Property Taxes	-	-	-
Other Taxes	-	-	-
Total Revenues	**-**	**-**	**-**
Expenditures			
Personnel Services	-	-	-
Supplies	244	2,500	2,500
Services	-	-	-
Capital	-	-	-
Total Expenditures	**244**	**2,500**	**2,500**
Other Sources (Uses)			
Transfer In (Out)	2,500	2,500	2,500
Other Sources (Uses)	(2,256)	-	-
Total Other Sources (Uses)	**244**	**2,500**	**2,500**
Excess of Revenue Over (Under) Expenditures and Other Sources (Uses)	**-**	**-**	**-**
Fund Balance - Jan 1st	-	-	-
Fund Balance - Dec 31st	-	-	-

HYDRANT RENTAL & ELECTRIC CURRENT FUND

	2018 Actual	2019 Budget	2020 Budget
Revenues			
Property Taxes	167,937	175,353	184,282
Other Taxes	2,379	-	-
Brainerd Public Utilities Sale Allocation	691,284	733,030	762,300
Total Revenues	**861,601**	**908,383**	**946,582**
Expenditures			
Personnel Services	-	-	-
Supplies	-	-	-
Services	-	-	-
Capital	-	-	-
Total Expenditures	**-**	**-**	**-**
Other Sources (Uses)			
Transfer In (Out)	(862,054)	(908,383)	(946,582)
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	**(862,054)**	**(908,383)**	**(946,582)**
Excess of Revenue Over (Under) Expenditures and Other Sources (Uses)	**(453)**	**-**	**-**
Fund Balance - Jan 1st	3,028	2,575	2,575
Fund Balance - Dec 31st	2,575	2,575	2,575

EDA FUND

	2018 Actual	2019 Budget	2020 Budget
Revenues			
Property Taxes	120,504	124,351	127,817
Other Taxes	1,705	-	-
Interest	247	100	250
Other Revenues	-	-	-
Total Revenues	**122,456**	**124,451**	**128,067**
Expenditures			
Personnel Services	32,305	37,305	-
Supplies	-	-	-
Services	83,130	84,475	126,950
Total Expenditures	**115,435**	**121,780**	**126,950**
Other Sources (Uses)			
Transfer In (Out)	-	-	-
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	**-**	**-**	**-**
Excess of Revenue Over (Under) Expenditures and Other Sources (Uses)	**7,021**	**2,671**	**1,117**
Fund Balance - Jan 1st	26,966	33,987	36,658
Fund Balance - Dec 31st	33,987	36,658	37,775

SANITARY SEWER
ENTERPRISE FUND

	2018 Actual	2019 Budget	2020 Budget
Operating Revenues			
Charges for Services	655,505	600,000	700,000
Total Revenues	**655,505**	**600,000**	**700,000**
Operating Expenditures			
Salaries and Benefits	100,607	195,074	164,241
Professional Services	24,109	-	5,500
Repairs and Maintenance	37,089	25,500	46,000
Insurance	4,224	5,614	5,276
Lease Payments	-	5,242	-
Depreciation	401,248	400,000	405,000
Materials and Supplies	8,787	9,800	6,800
Miscellaneous	1,607	2,000	2,000
Total Operating Expenses	**577,671**	**643,230**	**634,817**
Operating Income (Loss)	**77,834**	**(43,230)**	**65,183**
Nonoperating Revenues (Expenses)			
Intergovernmental	198,338	259,000	226,000
Gain (Loss) on Disposal of Asset	50,800	1,500	1,000
Interest Income	-	-	-
Interest Expense and Fiscal Charges	(121,900)	(150,994)	(134,545)
Contributed Capital	(36,888)	-	-
Total Nonoperating Revenue (Exp.)	**90,350**	**109,506**	**92,455**
Change in Net Position Before Transfers	**168,183**	**66,276**	**157,638**
Transfers In (Out)	50,471	-	-
Change in Net Position	**218,654**	**66,276**	**157,638**
Net Position- Beginning of Year, Restated	7,251,885	7,470,539	7,536,815
Net Position - End of Year	7,470,539	7,536,815	7,694,453

STORM SEWER
ENTERPRISE FUND

	2018 Actual	2019 Budget	2020 Budget
Operating Revenues			
Charges for Services	377,067	375,000	425,000
Total Revenues	**377,067**	**375,000**	**425,000**
Operating Expenditures			
Salaries and Benefits	28,808	54,892	65,462
Professional Services	1,498	-	91,000
Repairs and Maintenance	20,669	78,500	64,700
Insurance	2,112	2,807	2,638
Depreciation	249,013	250,000	250,000
Materials and Supplies	-	-	-
Miscellaneous	1,903	1,500	1,500
Total Operating Expenses	**304,003**	**387,699**	**475,300**
Operating Income (Loss)	**73,064**	**(12,699)**	**(50,300)**
Nonoperating Revenues (Expenses)			
Intergovernmental	-	188,000	16,000
Interest Income	601	-	-
Interest Expense and Fiscal Charges	(7,584)	(9,788)	(7,400)
Total Nonoperating Revenue (Exp.)	**(6,983)**	**178,212**	**8,600**
Change in Net Position Before Transfers	**66,081**	**165,513**	**(41,700)**
Transfers In (Out)	-	-	-
Change in Net Position	**66,081**	**165,513**	**(41,700)**
Net Position- Beginning of Year, Restated	5,759,996	5,826,077	5,991,590
Net Position - End of Year	5,826,077	5,991,590	5,949,890

Brainerd City Council
Agenda Request

Requested Meeting Date: December 16, 2019

Title of Item: Final Reading - Proposed Ordinance No. 1501 - Rezoning 7757 Wise Rd.

☐ 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 1st Reading **provide copy of published hearing notice*
Submitted by: Community Development Director	**Department:** Community Development
Presenter (Name & Title): David Chanski, CDD	**Estimated Time Needed:** 2 minutes

Summary of Issue:

Zachary and Erin Weberg, 7757 Wise Road, Brainerd, MN 56401 have submitted a request to rezone the property at 7757 Wise Road from an R-A (Rural Agriculture) District to an R-1A (Single-Family Residential) District.

The purpose of this rezoning is to reduce the lot size so as to conduct a lot split of less than 20 acres.

Alternatives, Options, Effects on Others/Comments:

The Planning Commission voted unanimously during their November 20 meeting to recommend approval of this rezoning request to the City Council, citing staff's findings of fact.

The first reading of Proposed Ordinance No. 1501 was held on December 2nd, and this is the final reading. Staff recommends dispensing with the actual reading of this ordinance.

Recommended Action/Motion:

1) Motion to dispense with the actual reading of Proposed Ordinance No. 1501, an ordinance amending Ordinance No. 812 pertaining to the zoning in the City of Brainerd.

2) Motion to approve Proposed Ordinance No. 1501, an ordinance amending Ordinance No. 812 pertaining to the zoning in the City of Brainerd.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

City of Brainerd
Community Development Department

TO: Planning Commission

FROM: David Chanski, Community Development Director

DATE: November 14, 2019

RE: 7757 Wise Road Rezoning

Zachary and Erin Weberg, 7757 Wise Road, Brainerd, MN 56401 have submitted a request to rezone the property at 7757 Wise Road from an R-A (Rural Agriculture) District to an R-1A (Single-Family Residential) District.

The purpose of this rezoning is to reduce the lot size so as to conduct a lot split of less than 20 acres.

Findings of Fact

1. The properties immediately adjacent to 7757 Wise Road are zoned R-A (Rural Agricultural) District and R-R (Rural Residential) District.
    a. The closest non-rural residentially zoned properties are zoned R-1A (Single Family Residential) District.
2. Per Section 515-51-7 of the Code of Ordinances, the minimum lot size within an R-A District is 20 acres.
    a. 7757 Wise Road is currently a 40-acre property.
        i. However, much of the property is unbuildable wetland.
3. Per Section 515-55-7 of the Code of Ordinances, the minimum lot size within an R-1A District is 10,000 square feet.
4. Upon approve of this rezoning request, the applicant intends to submit a lot split request to split a 200'x 600' piece of land off the northeast corner of the property on which he intends to build a home for his mother-in-law.
5. Pending approval of the zoning request and future lot split, the applicant has submitted a request to Crow Wing County for a separate access off Wise Road for the new lot.

No parties have come forward to express concern about this rezoning request at the time of this writing.

Staff Opinion

Staff recommends approval of this rezoning request.

O R D I N A N C E
NO. 1501

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

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That existing Section 515-04-02 of the Brainerd City Code is hereby amended by changing the zoning designation of the property below from an R-A (Rural Agriculture) District to an R-1A (Single-Family Residential) District for the following:

PIN 41320508

W 888 FT of NE ¼ of NW ¼ & also including: NE ¼ of NW 1/4 , Subject to a HWY Easement of Record. Except the W 822 Ft. Thereof. Subject to a HWY Easement of Record

Section 32, Township 134, Range 028

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

Adopted this ____ day of _____, 2019

_____
GABE JOHNSON
President of the Council

Approved this _____ day of _____, 2019

_____
EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
Interim City Administrator

Published: One Time, _____, 2019

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

RECEIVED
OCT 23 2019
CITY OF BRAINERD
ADMINISTRATION

Receipt # 2019-00063
Check # 7126
Date Paid: 10/23/19

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

	RESIDENTIAL	COMMERCIAL
CONDITIONAL USE PERMIT	☐ ($250.00)	☐ ($400.00 + $500.00 escrow deposit)
REZONING	☒ ($300.00)	☐ ($500.00)
VARIANCE	☐ ($250.00)	☐ ($400.00 + $500.00 escrow deposit)

PROPERTY ADDRESS: 7757 Wise Road Brainerd

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

Property Owner Name: Zachary + Erin Weberg

Street Address: 7757 Wise Road **City:** Brainerd **State:** MN **Zip Code** 56401

Phone Number: 320-420-2458 **Fax:** _____ **E-mail:** ezweberg@gmail.com

Applicant Name: (If different than Property Owner) _____

Street Address: _____ **City:** _____ **State:** ____ **Zip Code:** _____

Phone Number: _____ **Fax:** _____ **E-mail:** _____

Description of Request: Rezoning to a R1A for the ability to put up a house on the property for my mother in law.

Zach Weberg Erin Weberg — 10/21/19
Property Owner Signature — **Date**

Zachary David Weberg Erin A Weberg
(Please print name)

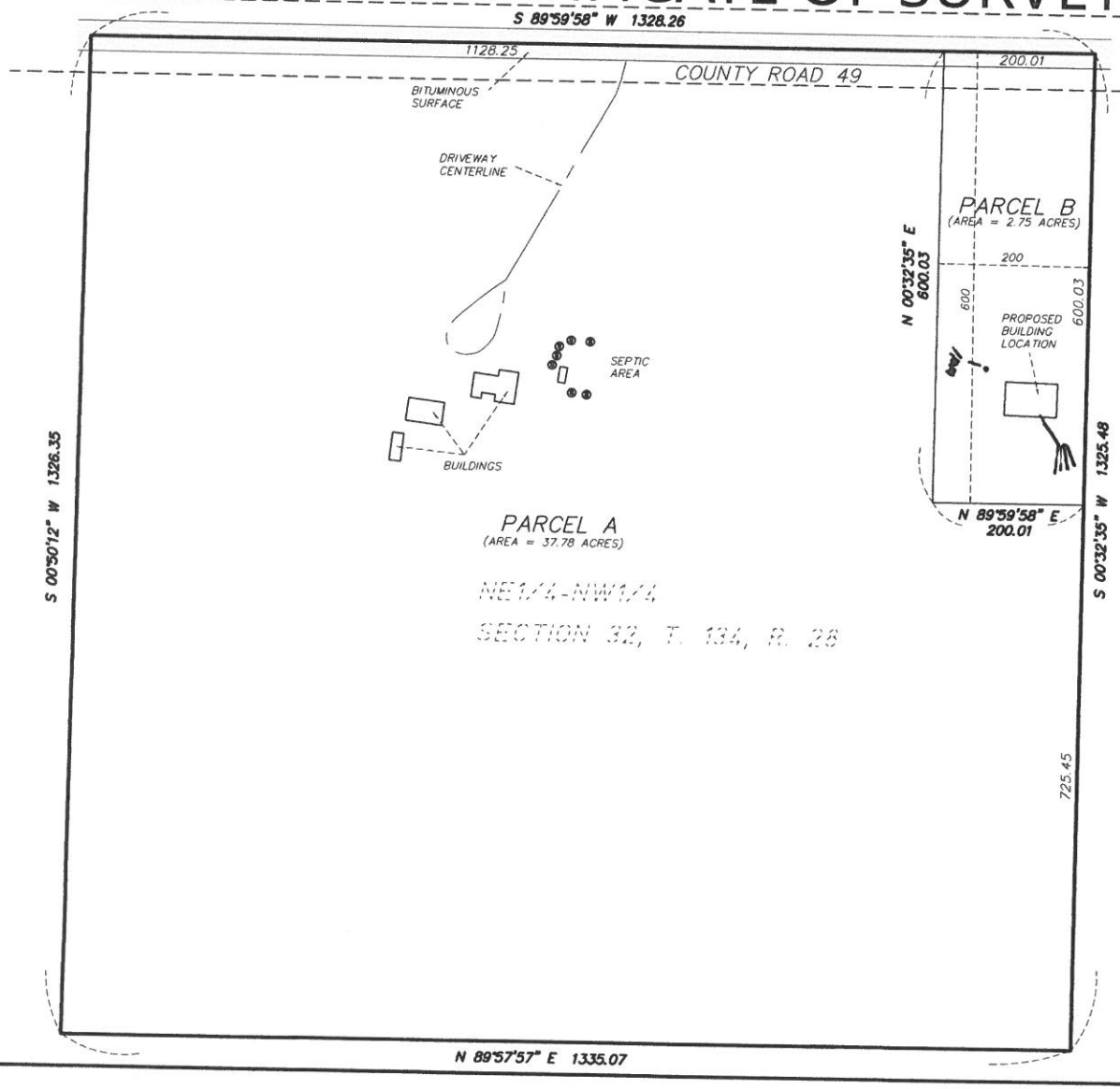
Zach Weberg — 10/21/19
Applicant Signature — **Date**

Zachary David Weberg
(Please print name)

(OVER)

© 2019 Lakes Area Surveying, LLC.

CERTIFICATE OF SURVEY



LEGAL DESCRIPTION PER DOCUMENT NUMBER 863123:

The Northeast Quarter of the Northwest Quarter of Section 32, Township 134 North, Range 28 West, Crow Wing County, Minnesota.

PROPOSED LEGAL DESCRIPTION FOR PARCEL A:

The Northeast Quarter of the Northwest Quarter of Section 32, Township 134 North, Range 28 West, Crow Wing County, Minnesota. EXCEPT the East 200.00 feet of the North 600.00 feet thereof.

Subject to easements, reservations and restrictions of record.

PROPOSED LEGAL DESCRIPTION FOR PARCEL B:

The East 200.00 feet of the North 600.00 feet of the Northeast Quarter of the Northwest Quarter of Section 32, Township 134 North, Range 28 West, Crow Wing County, Minnesota.

Subject to easements, reservations and restrictions of record.

GENERAL NOTES

1. *No search for easements or restrictions, recorded or unrecorded, was made by the Surveyor.*
2. *Bearings shown are based upon the Crow Wing County Coordinate System.*
3. *The underground utilities shown have been located from field survey information. The surveyor makes no guarantees that the utilities shown comprise all such utilities in the area, either in service or abandoned.*
4. *No wetlands were delineated as a part of this survey.*

I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Paul Herkenhoff 10-22-19

Paul Herkenhoff, R.L.S. *Date*
License No. 45875

Scale: 1"= 150 feet
Bearings based on assumed datum.

REQUESTED BY:

ZACHARY WEBERG

Lakes Area SURVEYING LLC.
24314 Smiley Road, Suite C
Nisswa, MN 56468
Office (218) 961-0090
LAS

Drawn by:	Date:	Job No:
PDH	10/22/19	19-197

CTF01.dwg

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Zachary and Erin Weberg, 7757 Wise Road, Brainerd, MN 56401 have submitted a request to rezone the property at 7757 Wise Road from an R-A (Rural Agriculture) District to an R-1A (Single-Family Residential) District. The purpose of this rezoning is to reduce the required lot size to allow for a lot split of less than 20 acres.

The legal description of the property is as follows:

W 822 FT of NE ¼ of NW ¼ & also including; NE ¼ of NW ¼, Subject to a HWY Easement of Record. Except the W 822 Ft Thereof. Subject to a HWY Easement of Record
P.I.N. 41320508
Section 32, Township 134, Range 028

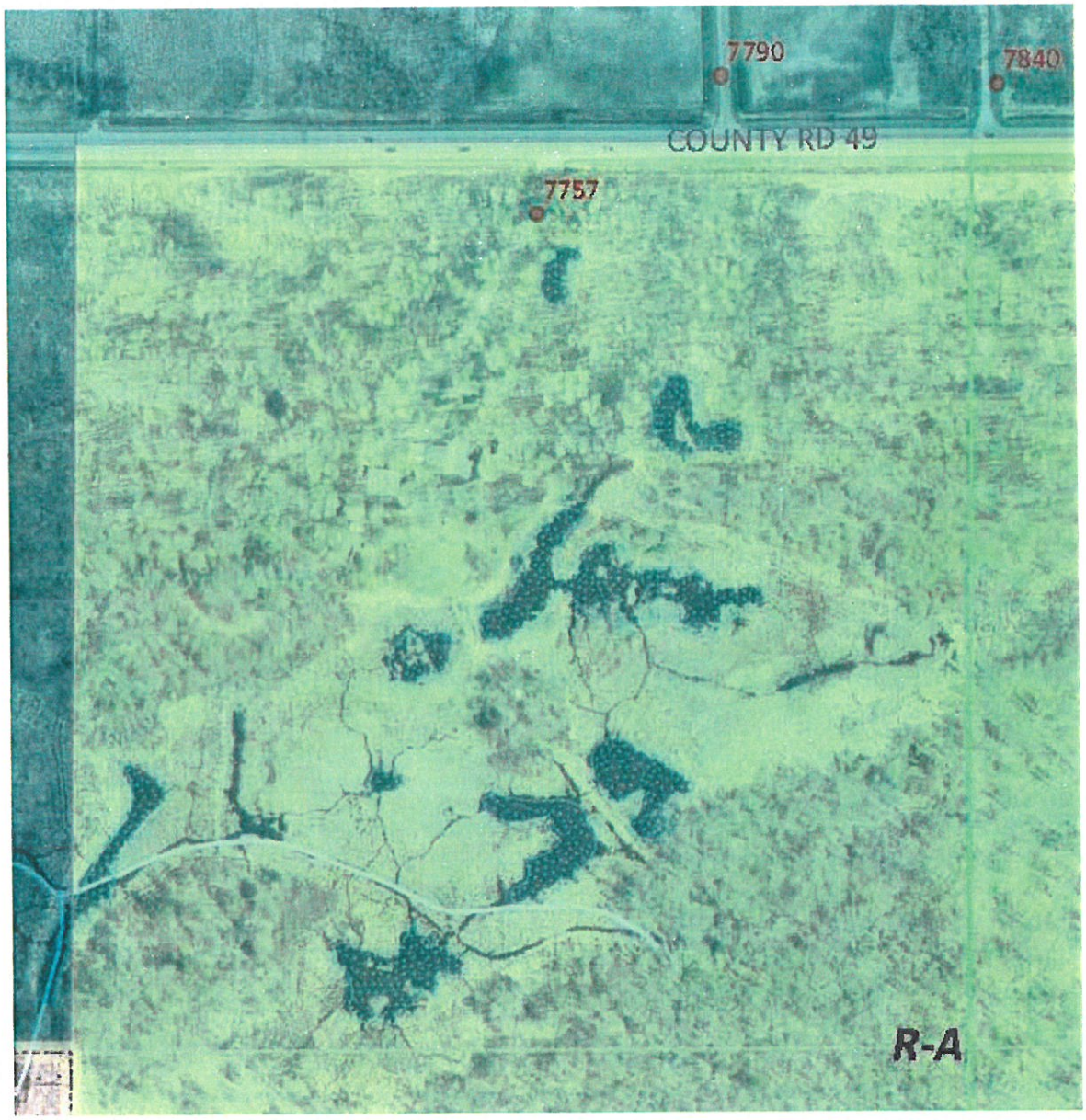
A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, November 20, 2019 in the Crow Wing County Board Room at the Historic Court House, 326 Laurel Street, to consider the request.

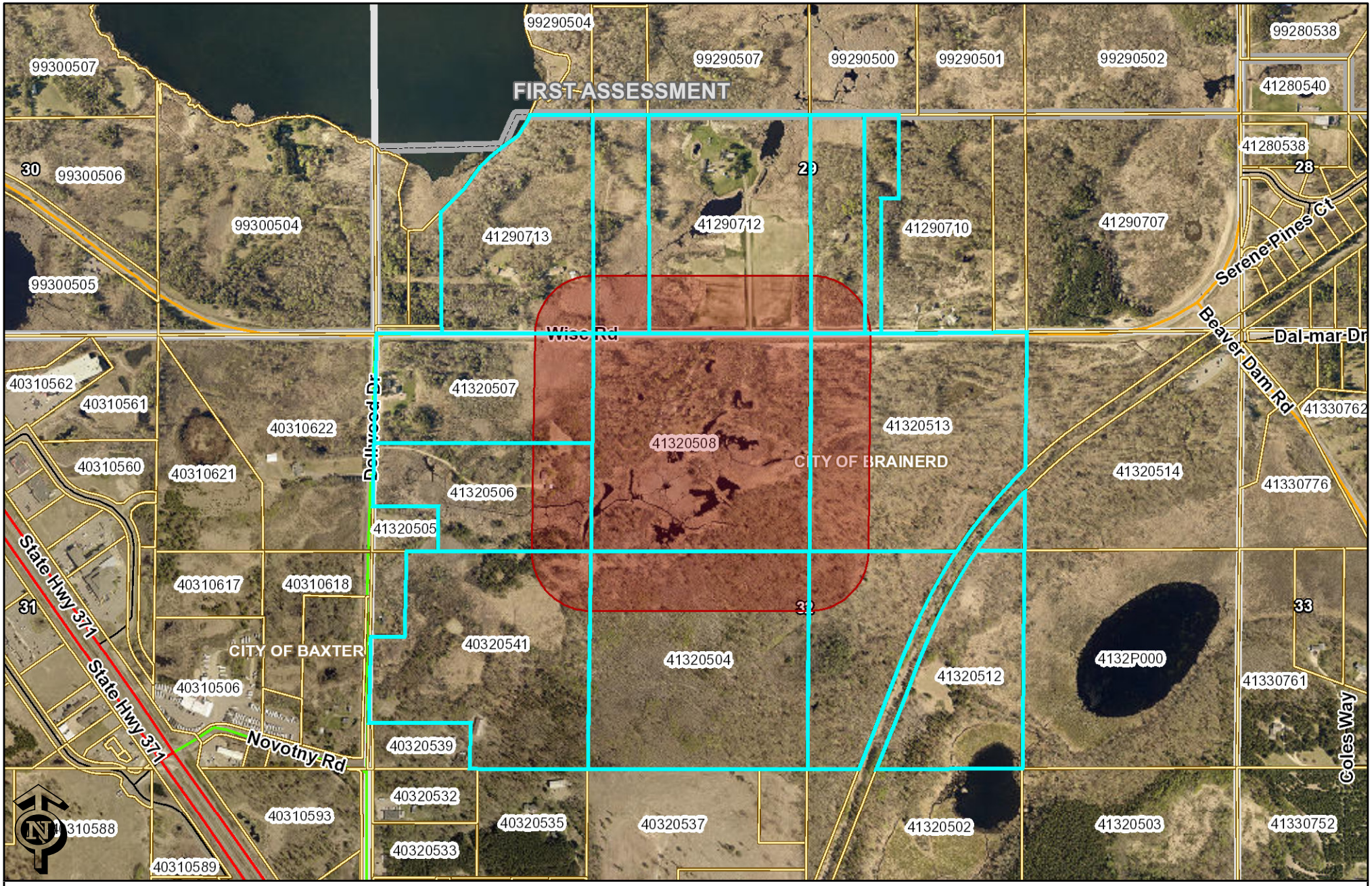
Any individual needing special accommodations or would like more information about this request please call (218) 828-2309.

Dated this 8th day of November, 2019.

David C. Chanski, MPA
Community Development Director

See reverse side for map.


7790
7840
COUNTY RD 49
7757
R-A



7757 Wise Rd

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

Date: 11/7/2019 Time: 2:07:32 PM

CROW WING COUNTY MINNESOTA

Parcel Number	Legacy Parcel Number	Muncipality	Owner Name	Owner Address	Owner Add	Owner Add
41290713	080293304BB0889	CITY OF BRAII	FORAN, DOUGLAS A & SARA L	7612 WISE RD	BRAINERD MN	56401
41290712	080293400A00009	CITY OF BRAII	BAUMGARTNER, ROBERT J & LINDA M	7790 WISE RD	BRAINERD, MN	56401
41290711	080293400B00009	CITY OF BRAII	BENSON, MARY L REV TRUST AGR	324 7TH ST N	BRAINERD, MN	56401
41290709	080294300B00009	CITY OF BRAII	TRASK, PETER A	7840 WISE RD	BRAINERD, MN	56401
41290708	080294300C00009	CITY OF BRAII	BJORKLUND, RICHARD A JR & SUSAN L	P O BOX 314	BRAINERD, MN	56401
41320508	080322100B00009	CITY OF BRAII	WEBERG, ZACHARY D & ERIN A	7757 WISE RD	BRAINERD, MN	56401
41320507	080322200AA0009	CITY OF BRAII	WALLIN, TODD JAMES	15932 DELLWOOD DR	BRAINERD, MN	56401
41320506	080322200AB0009	CITY OF BRAII	MERTES, RANDY RENE	15876 DELLWOOD DR	BRAINERD, MN	56401
41320504	80322400000009	CITY OF BRAII	REIKOFSKI, CRAIG	15532 DELLWOOD DR	BRAINERD, MN	56401