

CITY COUNCIL AGENDA

Brainerd, Minnesota

TUESDAY, January 21, 2020

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**

___ D. Pritschet ___ K. Bevans ___ D. Badeaux ___ T. Erickson

___ J. Lambert ___ K. Stunek ___ 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 January 6, 2020

Documents:

20200106_CC draft .pdf

B. **Approval Of Licenses**

Contractor Licenses - 10 Renewals

Documents:

CONTRACTOR LICENSE REPORT - 2020-01-15.pdf

C. **Department Activity Reports**

1. Police Chief
2. Finance Director

Documents:

Police Chief Report.pdf

D. Adopt Resolution Accepting Donations & Contributions For The 4th Quarter 2019

Documents:

RES - Accepting Donations 4th Qtr 2019.pdf

E. Temporary On-Sale Liquor License Application - Submitted By Brainerd Sports Boosters For An Event To Be Held April 18, 2020 At Essentia Health Sports Center, 502 Jackson St., Brainerd - Approval Of

F. Temporary On-Sale Liquor License Application - Submitted By The Senior Center For An Event To Be Held February 15, 2020 At 803 Kingwood St., Brainerd - Approval Of

6. Presentations

A. Crow Wing Energized Presentation

1. (Distributed At The Meeting) Crow Wing Energized Handout

Documents:

Crow Wing Energized.pdf

7. Council Committee Reports

A. Personnel And Finance Committee - 7:15 P.M.

Documents:

2020-01-21_PF.pdf

1. Approval Of Bills
2. Police Officer Conditional Job Offers

Documents:

Police Officer Conditional Job Offers.pdf

3. Third Party Credit Card Processor

Documents:

CC Processor.pdf

4. 2020 Workers' Compensation Renewal - Informational

Documents:

Workers Comp Renewal.pdf

B. Safety And Public Works Committee - 6:45 P.M.

Documents:

20200121_SPW.pdf

1. CSAH 20/Riverside Drive Turnback And Other Opportunities

Documents:

CSAH 20 - Riverside Dr.pdf

2. Request For Cost Estimating Of East River Road Riverfront Improvements

Documents:

Request for Cost Estimating.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 2021) - 2 terms (Expire 2022)

Charter Commission - 2 terms (Expire 2020) - 1 term (Expire 2021) - 1 term (Expire 2022) - 1 term (Expire 2023)

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)

Planning Commission - 1 terms (Expire 2022)

Other

Water Tower Committee - Applicants Needed

9. New Business

A. Easement Acquisition Across Brainerd Public Utilities Property By City Of Baxter

Documents:

BPU Easement.pdf

B. Potentially Dangerous Dog Hearing

Documents:

Potenitally Dangerous Dog.pdf

C. Schedule A Work Session - February 10, 2020 At 6:00 P.M.

Documents:

Schedule a Work Session 3.pdf

10. Planning Commission

- A. First Reading - Proposed Ordinance No. 1502 - Amending Section 515-18: Outdoor Lighting Of The Code Of Ordinances - City Administrator Bergman Recommends To Dispense With The Actual Reading**

Documents:

First Reading - Proposed Ordinance No. 1502.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)

- A. City Administrator Report/Update**

Documents:

CA Report.pdf

13. Council Member Reports

- 14. Closed Joint Session With BPU Commission Pursuant To Minnesota Statute 13D.05, Subd. 3(B) Under Attorney-Client Privilege To Discuss Pending Litigation With Tom's Backhoe**

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

16. Adjourn

Note: Safety and Public Works Committee will meet at 6:45 p.m.
in the Board Room at the Crow Wing County Courthouse.
Personnel and Finance Committee will meet at 7:15 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](http://ci.brainerd.mn.us) (ci.brainerd.mn.us)

MISSION

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

**Brainerd, MN
January 6, 2020**

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: Pritschet, Bevans, Badeaux, Erickson, Lambert, Stunek 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 PRITSCHET AND BEVANS, DULY CARRIED, TO APPROVE THE AGENDA.

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

A. Approval of the Minutes of the Regular Meeting held on December 16, 2019 - Approved

B. Approval of Licenses - Approved

Contractor Licenses – 32 – Renewals

C. Department Activity Reports - Approved

1. Fire Chief
2. Parks Director

D. Adoption of a Resolution Approving Signature Authorization for 2020 Capital Projects for the Brainerd Lakes Regional Airport – Adopted Resolution No. 01:20

E. Designation of Brainerd Dispatch as Official Newspaper for Calendar Year 2020 Pursuant to City Charter; An Authorize Signature on Contract with Dispatch - Approved

F. Designation of Financial Institutions as Depositories for 2020 Pursuant to City Charter - Approved

G. Sourcewell Shared Service Agreement - Approved

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

Council Committee Reports

Personnel and Finance Committee Report

Approval of Bills (2019 Year End & January 6, 2020) and Transfer of Funds - Approved

January 6, 2020 - **DRAFT**

General Fund to Airport Fund per Budget	\$ 155,500
General Fund to Mayor Contingency Fund per Budget	2,500
General Fund to IT Capital Fund per Budget	20,000
Public Safety Fund to Fire Capital Fund per Budget	57,000
Public Safety Fund to Debt Service Fund per Budget	147,396

MOVED AND SECONDED BY ALDERMEN BADEAUX AND STUNEK TO APPROVE THE PAYMENT OF BILLS FOR 2019 YEAR END, JANUARY 6, 2020 AND TRANSFER OF FUNDS AS RECOMMENDED BY PERSONNEL AND FINANCE COMMITTEE.

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

Parks and Recreation Seasonal Pay Rates - Approved

Committee Chair Badeaux explained the range of rates and incremental increases are intended to encourage past seasonal employees to return to the Parks and Recreation Department.

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON, DULY CARRIED, TO APPROVE THE PAY INCREASES FOR SEASONAL EMPLOYEES AS PRESENTED.

Police Officer Resignation - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND STUNEK, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF OFFICER NICHOLAS ANDRINGA, EFFECTIVE JANUARY 5, 2020.

Police Sergeant Retirement - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON, DULY CARRIED, TO ACCEPT WITH REGRET THE RETIREMENT OF SERGEANT TIMOTHY MELIN EFFECTIVE APRIL 26, 2020 AND AUTHORIZE THE POLICE & FIRE CIVIL SERVICE COMMISSION TO ESTABLISH A NEW SERGEANT ELIGIBILITY LIST.

2020 Pay Equity Report Update - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND STUNEK, DULY CARRIED, TO ACCEPT THE PAY EQUITY REPORT AS PRESENTED.

Committee Chair Badeaux stated HR Director Schubert distributed the information to the Council at the meeting tonight, as the website was not operational prior to the packet submission. He indicated the results stated the City of Brainerd will meet compliance requirements, as state law requires a pay equity report be submitted every three years.

League of Minnesota Cities Insurance Trust (LMCIT) Liability Coverage Waiver Form - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON, DULY CARRIED, TO APPROVE AND SUBMIT THE LIABILITY COVERAGE WAIVER FORM WITH

January 6, 2020 - **DRAFT**

“DOES NOT WAIVE” THE MONETARY LIMITS ON MUNICIPAL TORT LIABILITY ESTABLISHED BY MINNESOTA STATUTES, SECTION 466.04 OPTION SELECTED.

Safety and Public Works Committee Report

Highway 210 Sidewalk Snow Shoveling - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO CONTINUE TO ENFORCE SECTION 825, SUBDIVISION 2 OF CITY ORDINANCES REQUIRING ALL PROPERTY OWNERS TO CLEAR THEIR SIDEWALKS WITHIN 48 HOURS OF EACH SNOWFALL INCLUDING ABATEMENT AT THE COST OF THE PROPERTY OWNER.

Committee Chair Bevans stated there are several property owners along the Washington Street corridor that do a great job in keeping their sidewalks shoveled. He indicated it is not an easy task since MnDOT may plow several times from one snow event, but that is a part of owning property along Washington Street. He said the purpose is not to fine residents for failing to comply; it is to ensure that pedestrians have safe and accessible mobility in the City.

Council Member Johnson suggested staff research the cost involved for the City to take over the sidewalk maintenance.

Community Development Director Chanski and City Engineer Sandy explained the City does not have the staffing or the equipment to take on that responsibility, nor could it be done in the timeframe needed.

Mayor Menk offered the option of possibly creating a special services district, similar to downtown for snow removal costs to be assessed to property owners.

Unfinished Business

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

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) (*pending*)

Planning Commission – 3 terms (Expire 2019) (*2 pending*)

Police & Fire Civil Service Commission – 1 term (Expire 2019) (*pending*)

Other

Water Tower Fundraising Committee – Applicants Needed

Appointment of Council Liaisons for 2020 - Approved

Expiring Positions

- Airport Commission – Kevin Stunek

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPOINT KEVIN STUNEK AS COUNCIL LIAISON FOR THE AIRPORT COMMISSION FOR 2020.

Committee Recommendations – Recommended by Mayor Menk - Approved

A. Brainerd HRA – Marlee Larson – Term to Expire 12/31/2024

B. Library Board – John Mattson – Term to Expire 12/31/2025

C. Library Board – Lynda Hummel – Term to Expire 12/31/2025

D. Library Board – Brenda DeWitt – Term to Expire 12/31/2025

E. Library Board – Jennifer Simota – Term to Expire 12/31/2025

F. Park Board – Dale Parks – Term to Expire 12/31/2025

G. Public Utilities Commission – Dolly Matten – Term to Expire 12/31/2024

H. Transportation Advisory Committee – Jeff Czczok – Term to Expire 12/31/2021

I. Transportation Advisory Committee – Nathan Bertram – Term to Expire 12/31/2021

J. Transportation Advisory Committee – Mary Koep – Term to Expire 12/31/2021

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPOINT THE APPLICANTS TO THE RESPECTIVE COMMITTEES AS PRESENTED.

Committee Recommendations – Recommended by Council President Johnson - Approved

A. Airport Commission – Jeff Czczok – Term to Expire 12/31/2022

B. Planning Commission – Donald Gorham – Term to Expire 12/31/2022

C. Planning Commission – Mathew Kallroos – Term to Expire 12/31/2022

D. Police & Fire Civil Service Commission – Patrick Wussow – Term to Expire 12/31/2022

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BEVANS, DULY CARRIED, TO APPOINT THE APPLICANTS TO THE RESPECTIVE COMMITTEES AS PRESENTED.

New Business

CM Brainerd Lot Split - Denied

Community Development Director Chanski explained the details of the property owner's request to conduct a split of an unplatted parcel. He said the parcel is located near Beaver Dam Road and Northtown Street. He stated City Ordinance does not allow a split of an R-A parcel less than 40 acres with a width of 500 feet, as this property is 7.94 acres with a width of 278.4 feet. Due to City Ordinance that prohibits conducting an administrative subdivision that results in the creation of new nonconforming lots, Mr. Chanski denied the request. He indicated the next option was to appeal to the Board of Zoning Appeals, which is the City Council.

Council Member Bevans inquired if there are deferred assessments on the property, which Community Development Director Chanski confirmed there is approximately \$102,000 that the property owner will maintain. Mr. Chanski explained the assessments on proposed tract A do not go into effect until the property is platted and/or developed.

Council Member Bevans stated he is against the lot split and said that property assessments should be paid upon a sale or subdivision split.

City Engineer Sandy explained when the assessments were adopted for Riverside Drive and Beaver Dam Road, the ruling was the assessments remained deferred until a subdivision or hookup to sewer and water took place. He feels this could be interpreted that a lot split is not a subdivision until it is platted and there is no connection to water and sewer at this time. He stated based on those two factors, the water and sewer assessments would remain deferred until the connection is made.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND PRITSCHET TO APPROVE THE PROPOSED LOT SPLIT OF PID 41330755 AS PRESENTED.

Upon roll call, members Pritschet and Lambert voted "aye". Members Badeaux, Bevans, Erickson, Stunek and Johnson voted "nay". The Chair declared the motion failed.

Public Forum

The Chair opened the public forum at 7:56 p.m.

No one came forward.

The Chair closed the public forum at 7:56 p.m.

Staff Reports

City Administrator Bergman thanked the Mayor and Council for selecting her for the position of city administrator and is looking forward to working on the great things taking place in the City of Brainerd.

Council Member Johnson stated there will be another Project Management Team (PMT) Meeting for the Trunk Highway 210 Reconstruction project taking place on January 10th at 1:00 pm at the MnDOT Office in Baxter.

Council Member Reports

Council Member Johnson welcomed City Administrator Bergman to her new position.

Council Member Badeaux announced the Water Tower Committee was able to secure a grant from the MN Historical Society for matching funds from the Council to obtain architectural drawings completed for cost estimates to replace the roof.

Mayor Menk thanked the street department for the great work on snow plowing and removal. He also indicated a young resident wrote him a letter regarding traffic lights that are needed on Highway 210 which he will forward on to the county, but he stated it is great to have young people involved.

Adjourn

The Chair adjourned at 8:05 p.m.

Jennifer Bergman
City Administrator

CITY OF BRAINERD
LICENSED CONTRACTORS
CITY COUNCIL MEETING
January 21, 2020
(10 Renewals)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
RANDY'S PLUMBING & HEATING 8216 INDUSTRIAL PARK ROAD BAXTER, MN 56425 20-0128	(218) 829-5736	PLUM	06/01/2020	12/31/2021	PC644775
AIRTECH HEATING AND COOLING OF BRD 18092 STATE HWY 371 BRAINERD, MN 56401 20-0127	(218) 297-0130	MECH	1/10/2021	7/28/2020	MB713591
SCHILLING MECHANICAL LLC 1687 KOERING ROAD FORT RIPLEY, MN 56449 20-0126	(320) 360-2030	MECH	9/2/2020	9/9/2020	MB746676
KRUCHTEN'S HEATING & AC LLC 15140 INGLEWOOD DRIVE BAXTER, MN 56425 20-0125	(218) 828-4991	MECH	11/10/2020	4/8/2020	MB003039
ABE LLC 1140 122ND STREET SW BRAINERD, MN 56401 20-0124	(218) 838-7173	GENC	12/29/2020	12/31/2020	
KRAEMER HEATING & AC LLC 21034 FRUITWOOD ROAD RICHMOND, MN 56368 20-0123	(320) 597-7272	MECH	9/1/2020	9/30/2020	MB746727
NORTHERN LAKES PLUMBING LLC 8249 COUNTY RD 1 SW PEQUOT LAKES, MN 56472 20-0122	(218) 251-4647	PLUM	6/12/2020	12/31/2021	PC671456
DIVERSIFIED INFRASTRUCTURE SERVICES 46 S ROLLING MEADOWS DRIVE FOND DU LAC, WI 54937 20-0121	(920) 924-3690	UTIL	2/1/2020	12/31/2020	
CLIMATE AIR INC 1301 10TH STREET N SAUK RAPIDS, MN 56379 20-0120	(320) 255-0641	MECH	9/15/2020	5/17/2020	MB005003
JOHN'S REFRIGERATION 12821 20TH AVENUE SW PILLAGER, MN 56473 20-0119	(218) 829-1349	MECH	11/1/2020	9/16/2020	MB003729

**BRAINERD POLICE DEPARTMENT
MEMORANDUM**

TO: Brainerd City Council
FROM: Police Chief Corky McQuiston
DATE: 01-15-20
RE: Monthly Report



Shop-With-a-Cop



The annual Shop-With-a-Cop event continues to be one of the most rewarded community policing events that we look forward to every year. This event wouldn't be possible without the support and organization of the event by the Lakes Area Law Enforcement Association and Crow Wing County Social Services and the event sponsors, Walmart, Mills Fleet Farm, Target, and McDonalds

The photograph above was featured by the Brainerd Dispatch in their coverage of the event this year and pictures Sergeant John Davis learning about the significance of the movie Frozen and the merchandise associated with it. As a result of the newspaper article, we received interest from the community for potentially new donors to the event to increase the number of children that can participate for next year.

Police Department Staffing and Assignments

Starting on November 12th, the police department has had three resignations in the past three months, culminating with the resignation of Officer Andringa effective January 5th. The police department also continues to have an officer out on an extend work-comp related injury who has not worked since September. We do not currently have a projected return to work date for this officer. Prior to all of this occurring, we had two other vacancies that new officers were hired for in late September that are still in the field training process.

This shorts our workforce for scheduling purposes by six positions. As a result of this and internal discussions with police supervisory staff, we have made the decision to reassign the officer allocated to the drug task force back to patrol duties while we attempt to hire and train additional staff. This was not an easy decision; however, we feel at this time it is in the best interest of the city's police needs and the health and welfare of our existing staff.

The Crow Wing County Sheriff's Department was approved to add two new positions to the drug task force, and they are in the process of doing this. We will continue to provide the drug task force with drug information we receive and support their operations as we are able to.

We have also been in ongoing conversations with the Sheriff's Department Administration regarding a new operating agreement for the multi-agency drug task force consisting of the Crow Wing County Sheriff's Department and the Baxter and Brainerd Police Departments. We have been attempting to work through two different proposed agreements to determine if a new operating agreement is acceptable to the three agencies. This is currently under review by the Crow Wing County Attorney.

In 2017 and 2019, we received direction from legal staff at the LMC regarding concerns over an appropriate operating agreement. LMC staff cited concerns about separate insurance for the unit and that the unit is operating as Joint Powers entity without a proper Joint Powers Agreement. We will keep the council updated on how this situation progresses.

December Police Activity

Shortly before midnight on Monday, December 2nd, officers attempted to stop a vehicle driven by 21-year-old Blake Gerhardt of Brainerd. Gerhardt was known to officers to have a revoked driver's license and warrants for his arrest. Officers had observed Gerhardt driving in the area of South 8th and Front Street. When officers attempted to stop him, Gerhardt fled in the 2008 Chevrolet Equinox south on 7th Street, through the YMCA parking lot, south through alleys, then onto South 9th Street. Gerhardt continued past Willow and when he got to Lawn Street, he exited the vehicle and began to run away.

Officers followed his tracks in the snow and found him crouching in an entryway at 1420 South 8th Street where he was taken into custody.

Gerhardt was arrested and transported to jail for the warrant, Fleeing a Peace Officer in a Motor Vehicle, Fleeing a Peace Officer on Foot, and Driving After Revocation. Officers also located drug paraphernalia and a digital scale in the vehicle which was not registered to Gerhardt.

Shortly after midnight on Tuesday, December 7th, Officers attempted to stop a 1998 Volkswagen Beetle in the area of the 900 block of SE 13th Street for expired registration. The vehicle immediately made abrupt changes in direction when it observed the squad car. When officers activated emergency lights, the vehicle continued driving into the Stoney Brook Trailer Park, refusing to stop until it reached a destination on Hart Road.

The driver, 24-year-old Jerome McCarthy of Pillager had a Revoked driver's license and a body-only Felony arrest warrant for a 5th Degree Controlled Substance Crime. A search of the vehicle revealed drug paraphernalia that tested positive for amphetamines. McCarthy was transported to jail on charges of Fleeing a Peace Officer in a Motor Vehicle, Driving after Revocation, and 5th Degree Controlled Substance.

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
November	1829	338 Hours	630 GB	344 MB	11.20 Minutes	61
December	1723	238 Hours	610 GB	354 MB	12.10 Minutes	55

Conduct on Premises Activity Report for December

ICR	Date Reported	Title	Address	Summary
19016955	12/09/19	Conduct on Premises	602 James Street	Conduct on Premises
19017965	12/31/19	Conduct on Premises	418 North 7 th Street	Conduct on Premises

Monthly Police Activity

December	2019	2018
Calls	1515	1504
Citations (Inc. Parking)	295	284
Part I and Part II Crimes Reported	212 **	189

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

165 parking tickets were issued in the month of December with the following dispositions:

Revenue Recapture Receipts:

To Date: \$ 47,890.08
In 2019: \$ 7,193.95

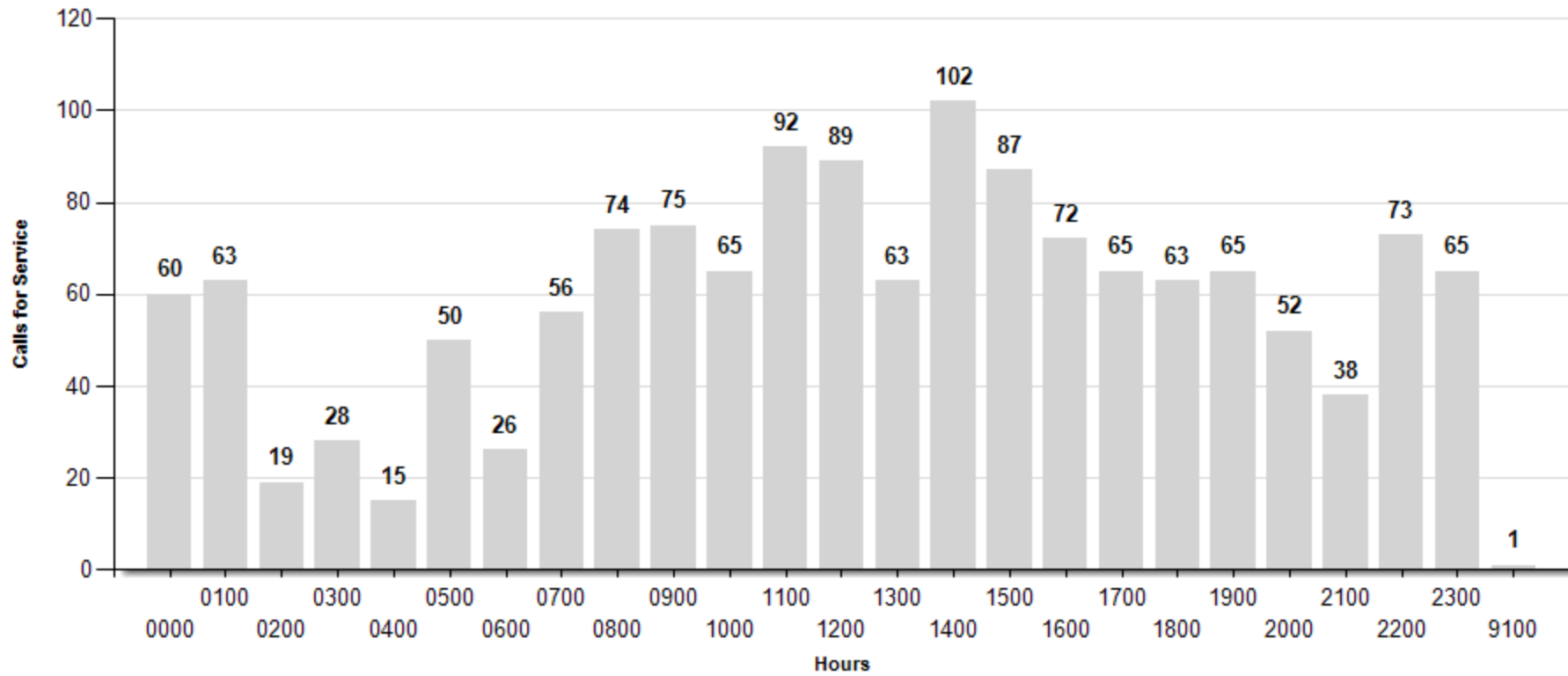
8	Dismissed
1	Business Validations
98	Paid in Full
4	Partial Payments Received
54	No Payment Received



Calls for Service Hourly

12/1/2019 to 12/31/2019

Total Calls: 1515



MEMO

TO: Mayor and Council

FROM: City Administrator Jennifer Bergman

DATE: January 15, 2020

RE: Resolution Accepting Donations & Contributions for 4th Quarter 2019

Attached is a resolution accepting donations and contributions that have been made to the City of Brainerd for the period of October 1 through December 31, 2019. The City is very appreciative to all who have made these contributions. The funds from the donations and contributions will be used as requested by the donor.

A resolution needs to be adopted with a two-thirds vote of the Council. The item appears on the January 21st, 2020 agenda.

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

\pz

**RESOLUTION
NO. XX:20**

**RESOLUTION ACCEPTING DONATIONS AND/OR CONTRIBUTIONS
FROM OCTOBER 1ST, 2019 THROUGH DECEMBER 31, 2019**

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

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

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

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

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

Adopted this ____ day of _____, 2020

GABE JOHNSON
President of the Council

Approved this ____ day of _____, 2020

EDWIN L. MENK
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Brainerd Parks and Recreation **Contributions and Donations October-December 2019**

Received From	Receipt Date	Type of Donation	Amount Received
Walmart	10/08/19	Great Pumpkin Festival-supplies	in-kind
Outback Trail Rides	10/08/19	Great Pumpkin Festival-pumpkins	in-kind
Brainerd Jaycees	11/08/19	Designated for Memorial Park field improvements	150.00
Brainerd Lakes Area Women of Today	11/18/19	Designated toward purchase of a security camera for GGP building	400.00
TOTAL			\$550.00

MEMO

TO: Finance Director Connie Hillman
FROM: Fire Chief Tim Holmes *TH*
DATE: January 2, 2020
SUBJECT: 2019 – 4th Quarter Donations



www.ci.brainerd.mn.us

4th Quarter donations for 2019 received by the Brainerd Fire Department are as follows:

• Atek	\$300	Public Education
• Brainerd Jaycees Duckie Race	\$100	Donation
• Essentia Health Foundation	\$9,500	PulsePoint
• Lakes Dental Care	\$50	Public Education
• Lift Tech Marine	\$300	Public Education
• Lowell PTA	\$200	Public Education
• Mid MN Credit Union	\$1,000	PulsePoint
• Pike Plumbing & Heating	\$50	Public Education

Feel free to contact me with any questions.



Tobacco Presentation January 21st, 2020

Karen Johnson, Program Director
Jennifer Mahling-Stadum, MD
Jessica Williams, Community Health Educator

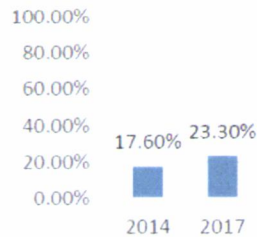
A grassroots community health and wellness
movement led and funded by



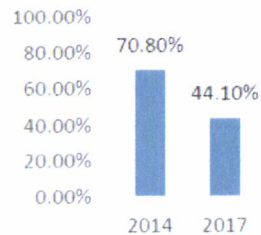
1



Current tobacco use,
Crow Wing County adults



Current cigarette smokers who
stopped smoking for 1 or more
days in the past 12 months:



*Crow Wing County Community Health Survey (2014, 2017)

2



In 2017, youth tobacco use in Minnesota increased for the first time in 17 years.

*according to the MDH

A grassroots community health and wellness movement led and funded by



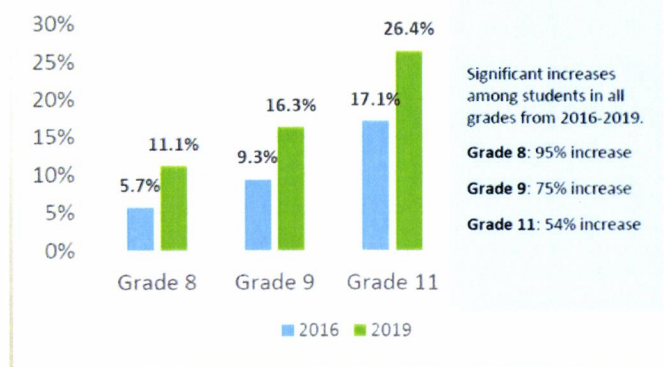
Essentia Health



3



Percent of students who vaped in the past 30 days



*MN Student Survey 2016 & 2019

A grassroots community health and wellness movement led and funded by



Essentia Health



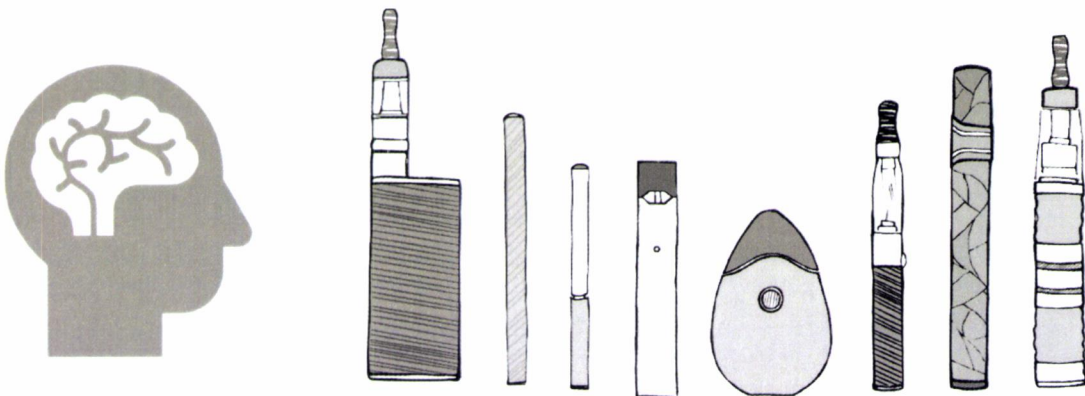
4



2,688 cases 60 deaths

*Reported to the CDC as of January 14th, 2020

5



A grassroots community health and wellness movement led and funded by



6



Why update a local tobacco policy?

- New federal law
- Clear expectations for retailers
- Local enforcement

A grassroots community health and wellness movement led and funded by





7



Thank You!

A grassroots community health and wellness movement led and funded by





8

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

**January 21, 2020
Crow Wing County Historic Courthouse
2nd Floor Jinx Ferrari Room
7:15 PM**

1. Payment of Bills
2. Police Officer Conditional Job Offers
3. Third Party Credit Card Processor
4. 2020 Worker's Compensation Renewal - Informational



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

MEMO



TO: Mayor & Council

FROM: Finance Director Hillman
IT/GIS Director Strong

DATE: January 14, 2020

RE: Third Party Credit Card Processor

In August of 2016, the City started to accept credit cards. At that time, the Council authorized staff to use Rev Trak as the City's third-party credit card processor and to pass the fee onto the user. All City entities other than the Parks department use RevTrak, including the Library and the Airport. The Parks department use Activenet and the fee if used online is passed onto the user and if the credit card is taken inhouse, then the City has absorbed the fee because it cannot be broken out.

With RevTrak, the user pays 3.61% on the purchase of the card. The City then remits 3.49% on gross transactions to RevTrak. All payments done via credit card need to be entered manually into InCode. In March, the City will be going "live" with new software, BS&A. With the change, the City has the option to go with a new third-party credit card processor that will integrate with the BS&A Software.

Options with BS&A for Third Party Credit Card Processors

The two vendors suggested by BS&A were Invoice Cloud and Point&Pay. The presentations and quotes from both are attached. Below is a comparison of the vendors with passing the fee onto the user:

City Fees	Invoice Cloud	Point&Pay
Set Up (Integration, deployment & Training)	\$0	\$0
Account Fee	\$100 per month unlimited users	\$0
Card Readers	\$60 per reader, 1 reader is free (Estimated 1x Fee of \$240)	\$50 per reader, 2 readers are free (Estimated 1x Fee of \$150)
Chargeback Fee (rare in gov'ts)	\$15.00	Unknown
ACH Reject Fee	\$5.00	\$0.00
User Fees		
Credit Card Fee	3.50% (\$1.95 minimum)	3.00% (\$2.00 minimum)
E-Check/ACH Payments	\$2.95	\$3.00 up to \$10,000; \$10.00 over \$10,000

With both vendors, the City will not have to collect the fee and remit the fee as we do with RevTrak. Staff researched online and found three other cities in Minnesota utilize BS&A Online. BS&A Online is the software portal that allows for employees to enter time, department heads to review account detail, requests for inspections to name just a few of the uses. Of the three Minnesota cities two of them are utilizing Invoice Cloud.

In speaking with staff from the City of New Brighton, they started using Point&Pay and then switched over to Invoice Cloud. The reasons were ease of use for both the residents and staff, as well as the customer service (updates, and solutions to issues) from Point&Pay. Staff also feels this to be true in comparing the two vendor's websites as well as getting quotes and presentations set up with both vendors.

Invoice Cloud also can accept payments for things like parking tickets, where an invoice isn't created through BS&A so the City could eliminate the need for RevTrak. The payments would still need to be entered manually, but payments on invoices (i.e. building permits) are automatically recorded in the software.

Although Invoice Cloud is more expensive (monthly reoccurring fee etc.) staff feels Invoice Cloud has more to offer to the City. The month fee and card readers were included in the 2020 budget. It is staff's recommendation therefore to go with Invoice Cloud for processing credit card payments other than those received by the Parks department.

User or Convenience Fees

Currently the City passes the fees onto the user, except for when a credit card is taking in-house at the Parks department. Staff is asking for direction if the Council wants to continue having the user fee passed onto the user or if the City want to absorb the cost.

As an example, a \$25.00 transaction, if paid with a credit card would cost the resident \$25.90 with RevTrak, with Invoice Cloud the same \$25.00 transaction ticket will cost the resident \$26.95 since there is a minimum charge. We have had some residents that will change their method of payment when informed about the convenience fee. What some people don't realize that even if the fee isn't directly passed onto them, everyone is paying a higher rate in the service fees. The City does have the option to adjust charges to absorb the user fee like other entities do.

It is less of a risk for the City to pass the user fees onto the residents and keep the convenience of using a card on the cardholder.

Below is a history of credit card (RevTrak activity only):

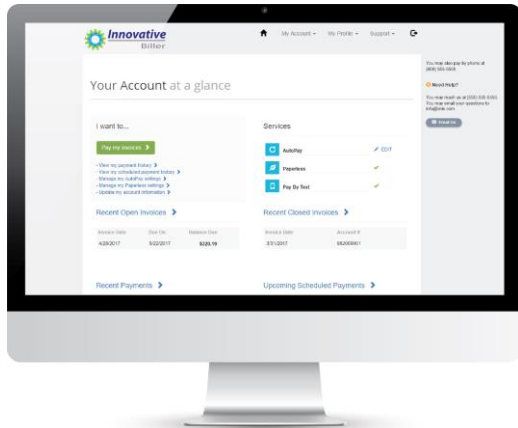
	Number of Transactions	User Fee (Paid by Cardholder)	Dollar Amount of Transactions	% of Web Transactions	% of Counter Transactions
2016					
City	268	\$592.41	\$16,413.63	19%	81%
2017					
City	560	\$1,749.65	\$48,476.41	9%	91%
2018					
City	900	\$2,400.14	\$66,508.21	10%	90%
Library	174	\$46.52	\$1,290.55	0%	100%
2019					
City	1,801	\$2,724.35	\$75,515.09	22%	78%
Library	620	\$167.84	\$4,659.15	0%	100%
Airport	12	\$101.93	\$2,823	83%	17%

Please let us know if you have any questions.

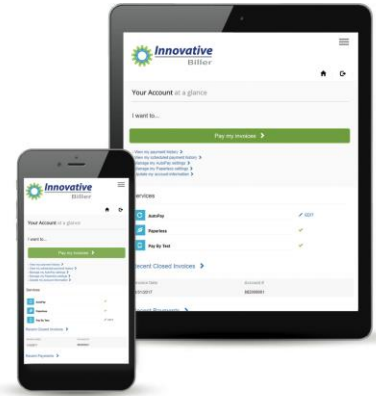
/clh

InvoiceCloud™

Delivering innovation and convenience
to your organization and customers.



Mike Jacobs, Account Executive



BS&A Partnership

“With Invoice Cloud, we have found a responsive partner that shares our commitment to providing the highest quality products and services to our local government customers throughout Michigan and across the country.”

Tom Szur - CEO, BS&A Software



35 BS&A current accounts

Mission Statement

Improve **customer and client experiences** through industry focused **innovation** in vertical market software, **customer communications** and **integrated e-payments**



Our Track Record

Invoice Cloud started in 2009 — thanks to a high **adoption success** and our **SaaS technology**, here is where we are today:

DURING 2018
\$5.4B
PROCESSED IN
26
MILLION
PAYMENTS

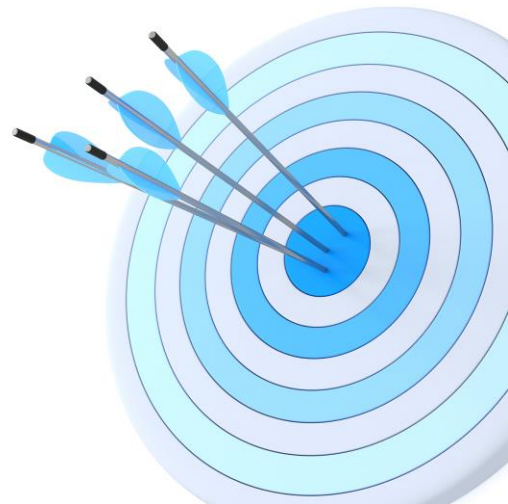
1,200+
CLIENTS

IN
48
STATES


130
EMPLOYEES
AND GROWING

Objectives

- 1) **Provide an omni-channel EBPP platform** that lets customers pay the way they want to pay
- 2) **Continually deliver the latest payment technology** through our Software as a Service (SaaS) platform, so our clients are always technology leaders
- 3) **Increase operational efficiency and decrease costs**



SaaS

Software as a Service and the Single Instance Multi-tenant Platform allows Invoice Cloud to be a leader in delivering features

PAYMENT OPTIONS:



BUSINESS RULES:



NOTIFICATIONS:



Objectives

Increase operational
efficiency and
decrease costs



PCI Level 1 Security

Double Data Encryption — the highest level of security





The User Experience

Cloud Pay

Residents can select services from from BS&A Online and proceed to Invoice Cloud for secure payment processing

Search: **Building Department** ▾ By: **Address** ▾ Enter an address or address range such as 100-200 Main St 🔍 Search

☐ Use Advanced Address Search

SERVICES

Public Records Search

All Record Search

Building Department Search

Business Licensing Search

Miscellaneous Receivables Search

Utility Billing Search

Online Payments

Building Department Payments

Business Licensing Payments

Miscellaneous Receivables Payments

Utility Billing Payments

Building Department

Apply for a Permit

Apply for a Planning, Zoning or Engineering Process

Building Department Search

Rental Property Search

Schedule an Inspection

Employee Self Service

Federal W-4 Form

Business Licensing

License Application & Business Management

View My Activity

Find a Job

Employment Application

MUNICIPALITIES



Building Department Online Payment Service
Tifton City, Tift County

Step 1: Search

Use the search criteria below to begin searching for your record.

Step 2: Select Record

Step 3: Make Payment

Getting Started...

Welcome to the **Building Department** Online Payment Service. This service allows you to search for a sp below.

Search by Building Department Reference Number

Enter the **Permit, Enforcement, Certificate, or PZE Process** number for the record you

Reference Number:

Search by Invoice Number

Enter the **Invoice Number** for the record you are attempting to search on.

Invoice Number:

Search by Name

Last name only is the preferred search method. For a more refined search try including

Name:

Search by Address

Enter the address of the record you are attempting to search on. Examples include: 123

Address:

Payment Options

Payment Information

Review Payment

How would you like to pay?

Credit/Debit Card

How much would you like to pay?

☒ Pay Full Invoice

\$50.00

Payment Summary

Invoice #	Amount
INV-P19-0715 - Q View	\$50.00
SUBTOTAL	\$50.00
GRAND TOTAL	\$50.00

Any applicable service fees and/or discounts will be displayed before processing your payment

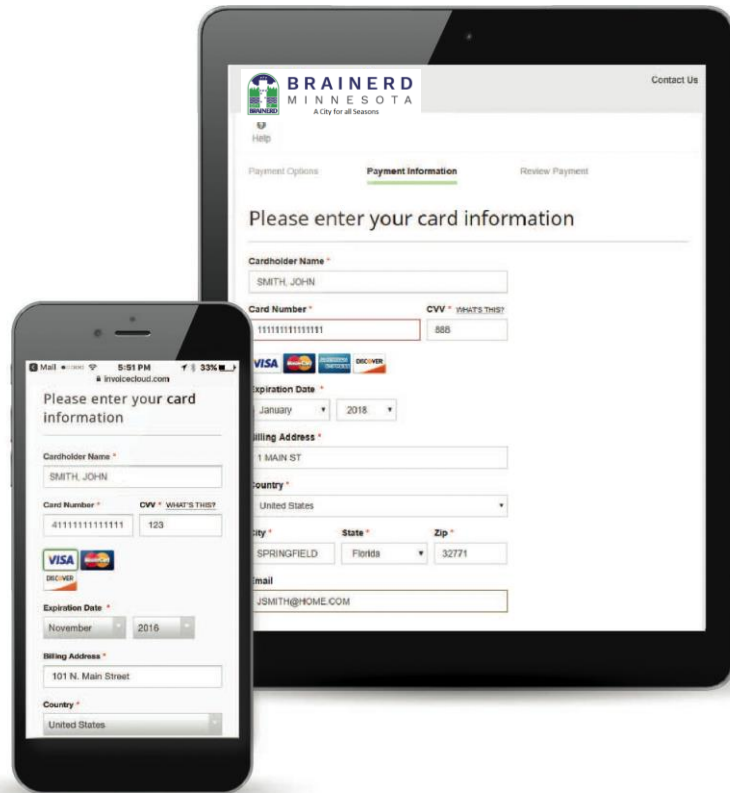
Confidential and Proprietary

InvoiceCloud™

10

Mobile Traffic

48%
MOBILE
TRAFFIC
THROUGH
Invoice Cloud



Cloud POS Connect

Point of Service payments can be made on-site at the counter

SYSTEM - [POST METHOD IS BATCH POSTING]

File Maintenance Posting Inquiry Reports Spec Function(s) Sewer/Landfill System Housekeeping Help

Payment Information

Payment Term #	1	Payer Name	
Batch #	1104		
Seq #	1		
Bill #	INV12345		
Posted Date	11/18/2018		

Total Due	\$101.00	Check Number	
Check Amount	0.00		
Cash Amount	0.00	Credit Card Number	
Credit Card	\$101.00		
Change Amount	-\$0.00		

Clear [F3] Copy Total [F2] Save & Print [F11] Close [Esc]

Copy Dues [F2] Inq. this Bill Inq. Any Bill [F4] All Bills [F5] Add to Batch [F11] Print [F9] Close [Esc]

RUNNING TOTAL \$1.00

REFUND BANK FEE CODE

Process Credit Card Sale - Invoice #INV12345

Card Number Swipe your card Exp Date XX / XX

Cardholder Name

Billing Address

City State

Country Zip

Bill Reference

Total \$101.00

Amount \$100.00

Service Fee \$1.00

Process Now

CloudPOSConnect InvoiceCloud





The Biller Experience

Data Pump

Real-time data ensures that **100%** of payments are received

Your office knows **within seconds** after a payment is made

- Payments
- Paperless
- AutoPay enrollments



Data Pump History

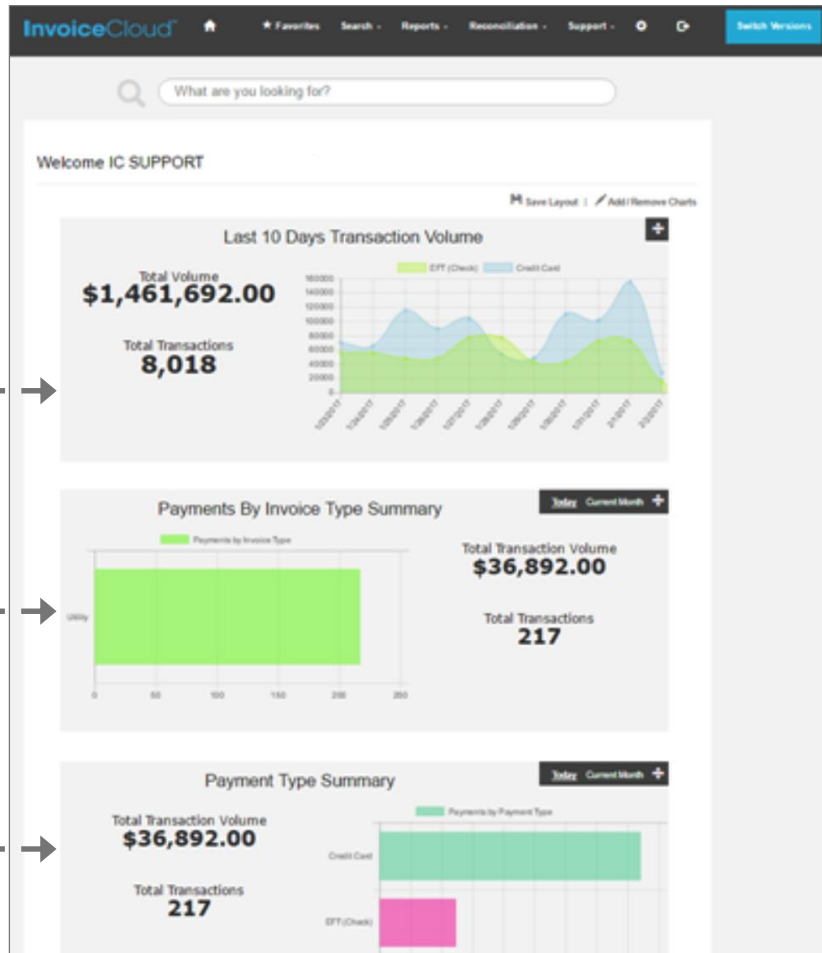
Data Pump Type: Payments
Account Number: Account Number
Response: All
Start Date: 5/1/2017
End Date: 5/10/2017
Submit

Receipt #	Customer	Pmt	Amount	Delivered	Response	Options
162594766	AAR Bank	9:04:21 AM	\$58.73	9:04:26 AM	OK	
162594765	MARK					
162587472	BRITTANY ESSWEIN	011900-005493 EFT (Check)	AM	AM	OK	X
162569199	LINDA WITTE	0081950-006818 EFT (Check)	5/10/2018 7:50:46 AM	\$128.53	5/10/2017 7:51:22 AM	OK X
162485393	ALEX WESTERHOLD	0117736-003049 Credit Card	5/9/2018 10:18:41 PM	\$142.85	5/9/2017 10:19:06 PM	OK X
162479896	ARIEL ZINK	0119638-002972 Credit Card	5/9/2018 9:37:27 PM	\$199.51	5/9/2017 9:38:20 PM	OK X
162458622	SHAWN TUHY	0119390-005410 Credit Card	5/9/2018 8:28:55 PM	\$114.21	5/9/2017 8:29:15 PM	OK X

Biller Portal Dashboard

Dashboards on the **Main Screen** can be selected and **sorted by user preference**

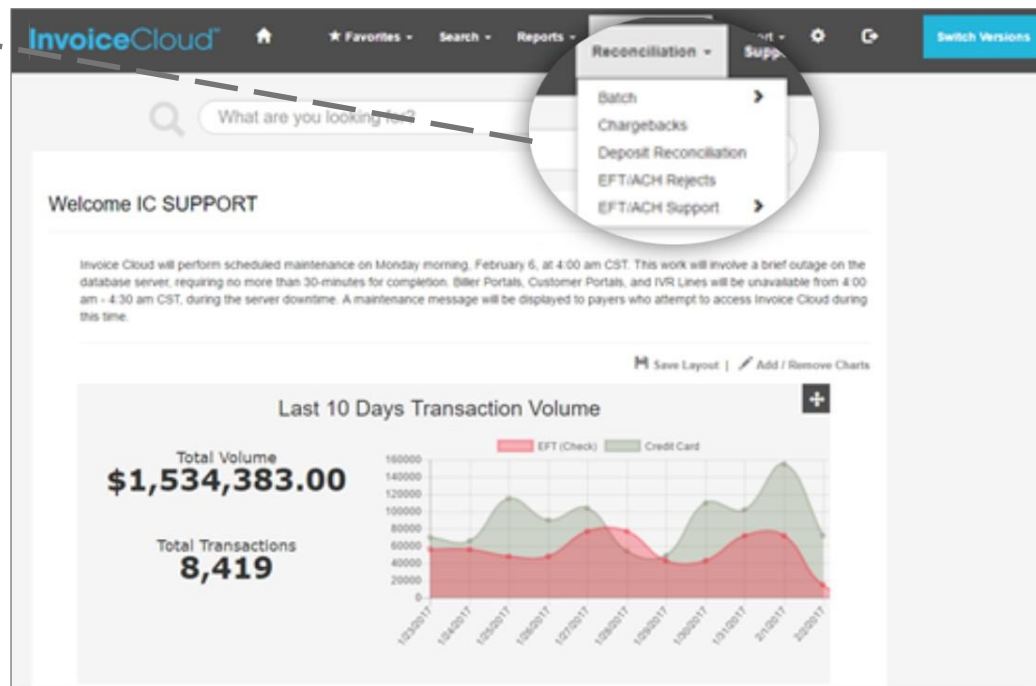
View the days numbers in several different areas at a glance



Biller Portal Reconciliation

Menu Options

- Batch
 - Open Batch Summary
 - Settled Batch Summary
- Chargebacks
- Deposit Reconciliation
- EFT/ACH Rejects
- EFT/ACH Support
 - EFT/ACH Reject Codes



Customized Marketing to Drive Customer Enrollment

Onsite Collateral – posters and take-away cards

Web Content and Design – Visible payment button on home page, FAQs, e-mail blasts and more

Print Material – Layouts supplied for use on envelope teasers, bill inserts, bill messages, newsletters and more





Live Demo



Electronic Payment Proposal For The City of Brainerd

December 6, 2019

Invoice Cloud & BS&A are pleased to provide the City of Brainerd with a comprehensive proposal for **electronic bill payment services**. Invoice Cloud's value proposition covers a wide spectrum. We specialize in being able to accept electronic payments online and over the counter. Invoice Cloud's end user experience is state of the art, and the administrative tools for reporting and reconciliation available for your staff are second to none.

Company Mission and Objectives

Improve customer and client experiences through industry focused innovation in vertical market software, customer communications and integrated e-payments

- Provide a payment platform that lets customers pay how they want, when they want
- Drive customer self-service conversion from check/cash to electronic payments through design of the platform
- Continually deliver the latest payment technology through our Software as a Service (SaaS) platform
- Increase operational efficiency, streamline collections and decrease internal costs



The Invoice Cloud Payment Platform

Invoice Cloud provides an easy to use, secure, web-based payment solution that reduces costs and drives higher online payment adoption.

The City of Brainerd and its residents would receive the following benefits from implementing the Invoice Cloud platform:

Extensive Web and Mobile payment options – all self-service between Invoice Cloud and your payers:

- **CloudPay** – IC CloudPay allows Billers to accept electronic payments for Building Permits, Miscellaneous Receivables and additional services if applicable. The following options are available:
 - ✓ Specific parameters are passed from BS&A Online to IC for checkout and payments/updated balances are passed back to BS&A in near-real time
 - ✓ Accept credit/debit cards and electronic checks/ACH (PCI Level 1 Compliant payment processing)
 - ✓ Customer receives immediate email confirmation of payment.
 - ✓ City can receive an email notification of payment as well for instant fulfillment of applicable services.
 - ✓ Ability to apply convenience fees to the payer
 - ✓ Reporting by service type.
 - ✓ Biller branded payment portal
- Mobile responsive site design – platform is formatted to display properly on non-desktop/laptop devices (smartphones, tablets)
- ‘App-like’ experience without having to download an app
- **Nearly half of Invoice Cloud payments are made through mobile devices & tablets**
- **CloudPOSConnect** – Accept Point of Sale electronic payments for Building Permits, Miscellaneous Receivables and additional services if applicable (integrated with BS&A Cashiering)

Biller Portal with extensive reporting and customer assistance capabilities:

- See all payments made through Invoice Cloud payment channels in real time
- Create customized reports or access multiple “canned” reports for various activities – with export to Excel files
- Void payments, issue credits, process new payments with previously used payment method
- Extensive reconciliation reporting with ACH Reject & Credit Card Chargeback reporting, Deposit Reconciliation reporting all built in
- View and e-mail an exact copy of the bill anytime
- Self-service to edit content, add hyper-links, add variable fields, and send test emails for all email notifications

Financial Summary for The City of Brainerd

Administrative Fees Paid By Biller	
Description	Fee
Integration, Deployment and Training (Free)	
Integration, deployment, and training <i>Note: Includes integration with BS&A</i>	\$0.00
Account Access Paid by Biller	
Monthly Access Fee - includes <u>UNLIMITED</u> administrative users	\$100.00
HelpDesk Support & Marketing (Free)	
Access to IC Help Desk and client services team and marketing support	\$0.00
POS Card Reader Leasing Fee	
*First reader provided free of charge	\$60.00 per reader (one-time purchasing fee)
Other Merchant Services Fees Paid by Biller (re-bill of customer)	
Credit Card Chargeback Fee	\$15.00
ACH Reject Fee	\$5.00

Service Fees Charged to the Payer	
Description	Fee
Electronic Payments – fee per transaction, Invoice Cloud retains service fee and deposits payment amount to City's bank account	
Credit/Debit Card payments: Visa, Mastercard, Discover & American Express	3.50% (\$1.95 minimum)
E-Check/ACH payments	\$2.95



City of Brainerd, MN

December, 2019



About Point & Pay

- Nationwide payment processing solutions since 1999, based in Oldsmar, FL. Our parent company is based in Troy, MI
 - More than 4000 clients in 48 states
 - Provides proven, fully-integrated Secure Systems with PCI Level 1 certification
 - Specializing in payment processing for:
 - Government
 - Courts
 - Clerks
 - Law Enforcement
 - Utilities
 - Education
 - Healthcare
-



North American Bancard

- One of the country's largest merchant services organizations
- Processes more than \$50 billion+ each year on behalf of 355,000+ merchants nationwide
- Through NAB, Point & Pay offers significant benefits to our clients:
 - POS processing and equipment
 - Check verification, imaging and processing
 - Gift card/loyalty services
 - Smartphone, tablet & mobile solutions
 - PCI compliance





Point & Pay Unique Features

- Pick and Choose what your office needs/wants- Web-Phone-Counter-Mobile-Kiosk
- Customized
 - Web pages
 - Messaging on receipts
 - Unique IVR 800 number
- Shopping Cart option
- Real-time access to payments and notification options
- Standard POS, Kiosk, Mobile and more
- Data hosting
- E-billing
- Recurring Billing
- Integration options with many software vendors
- ACH verification
- Exclusions manager
- Consolidated settlement

A check form with fields for 'PAY TO THE ORDER OF', 'FOR', and 'DOLLARS'. It includes a date field, a MICR line at the bottom, and a reference number '91-5491221'.

City of
Trenton

Government | Departments | Community | Information | Event Calendar

PNP will try to use your colors and Custom Banner

City of
Trenton

2800 Third Street, Trenton, MI 48183

Step 1: Select Payments

Step 2: Review and Submit

Step 3: Confirmation and Receipt



Step 1: Select Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.
Note: * indicates a required field.

My Bills

Payment Type	Account Number	Amount	Delete Item
Payment Type: * Business Personal Property Tax ▼ Parcel Number With No Dashes or Spaces: * Amount: *			✕

Add Item

Customer Information

First Name: * Last Name: *

Address Line 1: * Address Line 2: *

City: * State: * Zip Code: *

Phone Number: * Email Address: *

Payment Information

Payment Method: *

Credit Card ▼

ax Payments

Open Monday-Friday
8:00AM - 5:00PM

You can connect to data at this point or have PNP host data.

PNP will allow you to Customize the Fields for Payment Identification.

Online: Payment Receipt

←
→

<http://www.guuul.com>

Thank you for your payment!

This service has been provided by _____ and **Point & Pay**. We value your business. Please keep this receipt for future reference.

You have made a payment to _____. Thanks for your online payment. For questions regarding your bill or payment please contact support at 1-888-123-4567

Name: Jane Doe

Address: 123 Test Drive, Tampa FL, 33987

Contact: 1234567890

Comments:

You can customize the message on the receipt

Payment ID: 6006382

Date: 10/05/11 11:06 PM

Subtotal: \$150.00

Fee: \$2.50

Total: \$152.50

Method: Credit or Debit Card(*****1111)

Item Purchased	Transaction Description	Account	Amount
☐	☐	999999999999	\$150.00

Signature: _____ **Date:** ____/____/____

By signing this receipt you agree to the terms and conditions of this service.

You will see one line item on your credit or debit card statement indicating the amount you paid and will be identified as *Halifax Health Pmt*. If you have any questions about the charges please call 1-888-891-6064.

[Print Receipt](#) [Close Window](#)

In person through Point & Pay

Staff views this screen to begin an over-the-counter transaction

Payment Entry Form

Note: * indicates a required field.

My Bills

Description

Payment Type: *

 Save  Delete

 Add Item

Cardholder Information

First Name: *

Last Name: *

Address Line 1:

Address Line 2:

City:

State:

Zip Code: *

Phone Number:

Email Address:

Payment Information

Payment Method: *

Swipe?:

Credit or Debit Card



Swipe:

[Click here to swipe card](#)

Clear Fields

Continue





In Person Counter Receipt

Clerk can print a receipt for payer's signature, however Point & Pay does not require a signature.

Thank you for your payment!

This service has been provided by City of Dearborn, MI and Point & Pay. We value your business. Please keep this receipt for future reference.

You have made a payment to City of Dearborn, MI , your payment was processed at Treasury office . The City of Dearborn Thanks You for your payment.

Name: ERIN SMITH
Address: 4227 SCHAEFER, DEARBORN MI, US, 48126
Contact: 2036194918
Comments:

Payment ID: 34692
Date: 09/15/10 10:33 PM
Subtotal: \$1451.87
Fee: \$43.56
Total: \$1495.43
Method: Charge(*****1111)

Item Purchased	Transaction Description	Account	Amount
Property Tax - Summer	CtyDearbornPropTxPmt	821018414027	\$1,451.87

Signature: _____ **Date:** ____/____/____

By signing this receipt you agree to the terms and conditions of this service.

You will see two line items on your credit or debit card statement. One line will indicate the amount you paid to the City of Dearborn and will read *CtyDearbornPropTxPmt* . If you have any questions about either of these charges please call 1-888-891-6064.

[Print Receipt](#) [Close Window](#)

Real Time Reporting

* Access to web-based real-time reports 24/7

* View data onscreen or export to excel

* Customizable by:

- Date Range
- Payment type
- Channel
- Office
- Clerk

* Work-log reports track clerk usage

Home
Reports
Orders
Editors
Admin
Logout

Payment Report

Payment Report

Start Date: Mar 7 2012
Start Time: 12:00 AM
End Date: Mar 7 2012
End Time: 11:59 PM
Partner: ACC Boat Club, Inc (TX)

Office: No Filter
User: No Filter
Product: No Filter
Channel: No Filter
Group By: Channel
Payment Type: No Filter
Payment Method: No Filter

Update Report
Download to Excel
Print Report

Channel: API

Pay Id	Method	Type	Status	Date	Account	Product	Name	Fee	Pmt Amt
6010388	Credit or Debit Card - Visa	Purchase	Approved - Comp	03/07/2012 12:32 AM	1234567890	Property Taxes	Peter Kioko	\$25.00	\$1,000.00
6010390	Credit or Debit Card - Visa	Purchase	Approved - Comp	03/07/2012 12:33 AM	1234567890	Property Taxes	Peter Kioko	\$25.00	\$1,000.00
6010392	Credit or Debit Card - Visa	Purchase	Approved - PCB	03/07/2012 08:43 AM	650047	ERP	tim lagley	\$72.80	\$2,912.00
6010393	Credit or Debit Card - Visa	Purchase	Approved - PCB	03/07/2012 09:05 AM	648910	ERP	tim developer	\$72.80	\$2,912.00

Channel Summary	Processor Settlement				PNP Settlement				Debit				Total				
	Receipt	Payment	Customer Paid Fee	Partner Paid Fee	Receipt	Payment	Customer Paid Fee	Partner Paid Fee	Fee Settled by Processor	Fee Settled by PNP	Fee Total	Count	Receipt	Payment	Customer Paid Fee	Partner Paid Fee	
Credit Card Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,874.00	\$7,824.00	\$50.00	\$145.60	\$7,678.40	\$0.00	\$0.00	4	\$7,874.00	\$7,824.00	\$50.00	\$145.60
eCheck Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,874.00	\$7,824.00	\$50.00	\$145.60	\$7,678.40	\$0.00	\$0.00	4	\$7,874.00	\$7,824.00	\$50.00	\$145.60

Report Totals

Summary	Count	Receipt	Payment	Total Customer Paid Fee
Credit Card Payments	19	\$783.23	\$743.48	\$39.75
eCheck Payments	1	\$3.00	\$1.00	\$2.00
Refunds	0	\$0.00	\$0.00	\$0.00
Total	20	\$786.23	\$744.48	\$41.75

Deposit Summary

Expected Deposit on 02/09/2012

Agency Account #	Originator	Payment Method	Deposit Amount
000004515	PNP	AT	\$2.00
PNP Total:			\$2.00
Total:			\$2.00

Over the Phone: IVR Payments



Unique 800 telephone number for constituents to make payments

Fully-featured IVR system accepting all credit and debit cards

Option to connect to hosted data

Presentation of convenience fee prior to payment

Unique confirmation number generated for all payments

Option to speak to live operator

Transaction Flow

- Money Deposits 48 hours from end of day.

example: Monday ends at midnight, 48 hours takes place, when you check your bank account on Thursday deposit has been made.

- Money can be deposited as one lump sum, or multiple deposits to same or different bank accounts, based on product type.
 - Access to deposit in route information is available 24/7.
-



Implementation

Week 1: Complete Product Worksheets and Client Application to set up each payment type; order Merchant IDs

Week 2: Receive welcome kit

Week 2-4: Receive card readers

Week 3-4: Receive test links and test credit cards

Week 3-5: Schedule and complete online training

Week 5-7: Go live

Timeline may vary by system customization

Personalized Support



- Dedicated Account Manager and Project Manager
- Individual training for agency personnel
- Direct support for customers 24 hours a day, 7 days a week
- Personal assistance to resolve customer charge-backs

You have unique needs... Point & Pay has intuitive payment solutions.

Pricing Models and Fees

No set up fees
No Maintenance fees
No Support Fees
Online Training included

Card Readers

2 card readers for free per department.
Each additional card reader is \$50.00 each.

We have two pricing models to choose from depending on what you would like to do.

- Convenience fee passes the fees to the customer.
- Absorbed model where you pay the fees for the customers.





Contact Information

Ryan Moore

Inside Sales Executive

727-543-1231 Cell

888-891-6064 ext 7949 Direct Line

ryanmoore@pointandpay.com Email

Pricing Models and Fees

No set up fees
No Maintenance fees
No Support Fees
Online Training included

Card Readers

2 card readers for free per department.
Each additional card reader is \$50.00 each.

We have two pricing models to choose from depending on what you would like to do.

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- Absorbed model where you pay the fees for the customers.



Connie Hillman

From: Lori Turkowski
Sent: Wednesday, January 15, 2020 8:16 AM
To: Connie Hillman
Subject: FW: {external} Point and Pay

From: [REDACTED]@pointandpay.com>
Sent: Wednesday, January 15, 2020 8:08 AM
To: Lori Turkowski <lturkowski@ci.brainerd.mn.us>
Subject: Re: {external} Point and Pay

Morning,

We do have the e-check option for residents to utilize if they want to do that over credit card. We don't charge for the chargebacks when they happen. The fee's are 3% with a 2.00 minimum for credit cards. E-checks is a \$3.00 flat fee up to \$10,000 ; \$10.00 flat fee for anything over \$10,000.

On Wed, Jan 15, 2020 at 8:59 AM Lori Turkowski <lturkowski@ci.brainerd.mn.us> wrote:

Ryan:

I had a couple additional questions. Does Point and Pay have an eCheck/ACH option? Is there a chargeback fee and if so, what is that fee? How much is the convenience fee?

Thank you,

Lori

From: [REDACTED]@pointandpay.com>
Sent: Tuesday, December 31, 2019 10:27 AM
To: Lori Turkowski <lturkowski@ci.brainerd.mn.us>
Subject: Re: {external} Point and Pay

Perfect, I look forward to talking to you in a week or so. I hope you had a great Christmas and have a Happy New Year's



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

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

January 21, 2019
County Board Room – Crow Wing County Historic Courthouse
6 :45 PM

1. CSAH 20/Riverside Drive Turnback and Other Opportunities
2. Request for Cost Estimating of East River Road Riverfront Improvements



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



December 18, 2019

City of Brainerd
Attn: Paul Sandy – City Engineer
501 Laurel Street
Brainerd, MN 56401

RECEIVED

DEC 23 2019

CITY OF BRAINERD
ADMINISTRATION

RE: CSAH 20 (Riverside Drive)

Dear Mr. Sandy,

As we have discussed verbally, the proposed 2020 reconstruction project of CSAH 20 from Jackson Street to TH 210, and the associated intersection improvements create an opportunity to review roadway jurisdictions in the immediate area. The project was originally brought forward due to existing traffic levels, crash statistics and the potential for increased adjacent development within the City. It has also brought to light that there are improvements each of our agencies would like to see occur; however we each have different priority levels for these improvements. Some of these include the inter-connectivity of bike/trail accommodations within the City, access management, 3rd Street improvements, etc.

CSAH 20 is an important corridor serving a heavy residential area to the north, as well as through traffic. The 2020 project will ensure it can continue to operate as intended into the future. It is also an important route to the City as it looks to serve its residents and commercial properties, existing and future. One way to address all needs is to transfer jurisdiction of the roadway from the County to City. The most logical revocation is from TH 210 to CSAH 5 (Beaver Dam Road). This allows for the continuation of a CSAH roadway system (CSAH 20-CSAH 5-CSAH 49) that makes sense from a jurisdictional as well as maintenance perspective. It also allows for the City to have full control and decision making on the proposed segment to be revoked.

Through an existing cost share agreement, we have identified funding responsibility for each of our agencies for the 2020 project. After subtracting the LRIP grant that was awarded for the project, the anticipated local construction costs for the City are \$52,475, and \$110,525 for the County. In addition, the pavement from Jackson Street to Beaver Dam Road is 16 years old. While it has been performing well and is not in our 5-year improvement plan, there is a future cost should the City accept ownership. We have performed an estimate for a mill and overlay project, which calculated at \$121,322.

Robert Hall
Assistant County Engineer
Highway Department
16589 County Road 142
Brainerd, MN 56401

Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

Office: (218) 824-1110
Email: rob.hall@crowwing.us
Fax: (218) 824-1111
www.crowwing.us



For the revocation of CSAH 20 from TH 210 to Beaver Dam, the County proposes the following:

Fund County construction portion of 2020 project:	\$110,525
Fund County engineering portion of 2020 project:	\$166,195
Fund City construction portion of 2020 project:	\$52,475
Fund future resurfacing project:	<u>\$121,322</u>
Lump sum payment to City:	\$450,517

For clarification, of the \$450,517 shown, the County is funding \$276,720 (2020 project) regardless if a revocation occurs or not.

One item the County would need assurance of is that the City would place this segment of roadway on the MSAS system. If it does not continue to be a state aid route, the County would need to reimburse to the state a portion of past state aid funding utilized. This would impact the amount of funding that could be made available to the City.

This lump sum payment and official transfer could occur in the spring of 2020. This ensures there is no change in maintenance responsibilities during the winter season, and allows the City to have full control of the 2020 project.

One outstanding issue to visit is existing property classification. There is one property adjacent to CSAH 20 that is outside of City limits. This is the furthest north parcel adjacent to this segment of roadway, on the southeast side of CSAH 20. The City should review if it can/will take jurisdiction of a roadway with an adjacent parcel not in City limits.

Once you have had a chance to review the above information, feel free to contact me with questions or to discuss further.

Sincerely,

Robert Hall

C.c. Commissioner Franzen, County Administrator, County Engineer

Our Vision: Being Minnesota's favorite place.

Our Mission: Serve well. Deliver value. Drive results.

Our Values: Be responsible. Treat people right. Build a better future.



MEMO

TO: Safety and Public Works Committee

FROM: City Engineer Paul Sandy

DATE: January 10, 2020

SUBJECT: CSAH 20 Turnback (Washington Street to Beaver Dam Road – Improvement 19-01 NW 4th Street Reconstruction and Other Opportunities

I apologize in advance for the length of this memo, but this opportunity has collectively led to a longer and broader discussion on staffing levels, maintenance funding, and other things street related in the City.

City staff have received a letter from Crow Wing County Assistant County Engineer Rob Hall in regarding some preliminary conversations about a possible County Road turnback on CSAH 20, which is better known as Riverside Drive or NW 4th Street. You will recall that the City and County have a joint project on this portion of street in 2020 consisting of the roundabout at Jackson Street, the median through James Street, and some signal modifications to allow the corridor to operate better. Staff feels that this gives us the opportunity to talk in depth about this proposal and bring to light a few other things that are similar in nature and may ultimately benefit the City long-term.

Jurisdictional transfers, or more commonly known as turnbacks, are negotiated between the two governmental agencies. These negotiations typically consist of status of the roadway at the date of turnback, future project funds to assist in the reconstruction or rehabilitation of the project, maintenance costs, or other factors that might be taken into consideration by one entity taking the maintenance and long term jurisdictional responsibility for a roadway. It is no secret that cities and counties typically have much different priorities when it comes to the look, feel, and comfort of a corridor, and this presents a situation where this is the case.

CSAH 20 was last reconstructed in 2004. At that time, the City installed sewer and water within Riverside Drive and Beaver Dam Road. The roadway was configured into a four-lane section, as can be seen today. Riverside Drive and Beaver Dam Road are a main route for cyclists to traverse to the Paul Bunyan Trail. This segment of Riverside Drive is not suitable for pedestrian or bicycle traffic and can be seen through the recommendations from the Walkable/Bikeable City Committee in their trail recommendation. This roadway is wide and could accommodate on-street pedestrian and bicycle facilities. These accommodations would also help to slow

traffic, as the 4-lane section promotes high speeds, a reduction of lanes and widths would assist in slowing speeds.

Crow Wing County Offer

Through the existing cost share agreement for the NW 4th Street Improvements in 2020, the funding responsibilities for each agency are outlined. The estimated local construction costs for the project are \$52,475 for the City and \$110,525 for the County. The current age of the pavement of Riverside Drive is approaching 20 years. Although the pavement is performing extremely well, and staff would not recommend doing this at this time, the County has estimated a mill/overlay project on this segment to restore the pavement for another +/- 20 years at \$121,322.

The total Crow Wing County offer for the revocation and turnback of this segment of Riverside Drive is (and can be seen in the attached letter):

Fund County portion of 2020 project:	\$110,525 (per cost agreement)
Fund County engineering portion of 2020 project:	\$166,195 (per cost agreement)
Fund City construction portion of 2020 project:	\$52,475 (per cost agreement)
Fund future resurfacing project:	\$121,517 (estimated costs)

It is important to note that the County is already responsible for \$276,720 of the project whether the transfer occurs or not. The net gain for the City in this offer is \$173,992.

State Aid Funding

One stipulation that would occur with this transfer is the placement of this segment of NW 4th Street on the State Aid System. This would be **in addition** to the City's current State Aid mileage and the designation would not be pulled on any other routes. Turnback's are treated differently in the fact that the City receives additional mileage over their 20% of their improved mileage (the City has 2.48 miles additional mileage for Oak Street which was a Trunk Highway turnback).

Based on a preliminary calculation of needs for the route, staff anticipates that the City would receive an additional \$20,000/year in state aid funding if it were to authorize this jurisdictional change. Assuming the City continues riding out the existing pavement surface until the end of it's life and uses the mill and overlay money (\$121,517) to perform a pavement rehab to last another 20 years, this would mean the City would gain another \$400,000 (20 years x \$20,000/yr) in funds for the potential use in the future on other state aid routes, or modifying our current allocation as you will see below. This money would be used for future projects on Riverside Drive as well (reconstructions/resurfacing).

State Aid Maintenance Allocation and Maintenance Employees

Staff did a quick evaluation of the 5-year capital improvement plan, and it indicates that the City has four state aid street projects planned over the next four years totaling approximately \$1,463,000 (this does not include 2020 planned construction projects). We have been very aggressive on resurfacing and reconstructing our state aid system since I have been here, and we now find that the City is in a situation where our state aid system is in good condition. The City's last allocation of State Aid was about \$815,000. With the lack of State Aid work and the opportunity to let our account rebound over the next 4-years, staff would like to pursue the option of increasing the State Aid Maintenance Allocation for 2021. The City can either choose to allocate \$1,500/improved state aid mile or 25% of its total allocation per year as two lump sum payments throughout the year. The City currently chooses to do \$1,500/improved state aid

mile, which equates to around \$28,000/year that is deposited into the construction fund. If the City were to switch this allocation to 20%, and using last year's allocation of \$815,000, staff estimates that would make that total \$204,000 to be used for maintenance projects. In staff's opinion, this is a great time to increase our maintenance projects or Construction Fund dollars due to the small amount of State Aid projects in the next 4-years and the increased need to maintain our pavements that have been constructed over the past 20-years. This change, if authorized, would take place in 2021. This addition would help to supplement the construction fund, which realistically only covers wages and some of the maintenance projects (seal coat, crack seal, large patches, striping) costs yearly.

Maintenance Staffing

Currently, at the street department, we have 7-full time staff which include 1-foreman, 3-maintenance III employees, 1-maintenance II employee, and 2-maintenance I employees. This number is down from 10 full-time employees' pre-recession. The biggest loss during this time was the loss of the full-time mechanic at the street department. At the current time, street staff typically do all their own repairs on their equipment along with the standard preventative maintenance (greasing, etc.) before they use or while they are using the equipment. In the fall of 2018, I tasked staff in the Street Department to record all their hours when working or maintaining equipment (larger repairs that take over an hour of time to complete). This is outside of the everyday preventative maintenance performed on the equipment such as greasing, changing oil, etc. With the total amount of hours recorded since that time, there were 650 hours of total large repairs over a 16-month time frame. Estimating preventative maintenance for the equipment was done by estimating approximately 10 hours per week over the 7 employees in the shop over that same 16-month period, it equates to approximately 700 hours of total staff time over that same 16 months. The total estimated hours worked on equipment by City staff equating to 1,350 hours over 16 months, or approximately 0.49 FTE.

This leads to other priorities taking a back seat to equipment maintenance, and maintenance I and maintenance II employees working out of class in the mechanic position which they are repairing or performing preventative maintenance on equipment.

If the council were to pursue this offer with Crow Wing County to turnback Riverside Drive to City jurisdiction, staff would like the Council to consider the re-hiring of the full-time mechanic position within the department. When snow falls and plowing is needed, the Street Department currently has more equipment than people during a snowfall. This additional high-priority maintenance responsibility will add to the overall time it takes to snowplow. We typically have 4-trucks, 2 blades, and 1 loader hit the streets during an event, while one plow truck sits until one of the operators frees up to operate the truck. The addition of this position would allow the entire fleet to begin operating right-away, which would provide better service times to get the town plowed out. With plowing duties taking place for 6 or more months out of the year, the workload for the mechanic's position would be right at 1 FTE. This person would also be available for other repairs in the City for the Parks, Police, City Hall, and Fire if necessary. A full yearly loaded salary for a maintenance III employee starting at step 1 is \$52,312 (gross annual wage \$25.15/hr) or \$79,155 (loaded annual wage \$38.06/hr).

Recap

When Crow Wing County formally offered the turnback of Riverside Drive, staff worked to compile this relatively similar data and issues so that this package could come forward in a more holistic perspective. The options to the committee and council are as follows:

1. Deny or approve the turn back of Riverside Drive (or counteroffer the County's proposal for revocation). This could include any number of items such as paying the City's Engineering portion of the 2020 project, paying a portion of right-of-way costs, paying a portion or all the full-time mechanics position over a period, etc.
2. Leave the State Aid Maintenance Allocation at \$1,500/Improved Mile or increase this to 25% total allocation. These additional dollars could be spent to cover the additional position, could be spent on pavement maintenance projects such as seal coating, crack sealing, large patches, etc.
3. Maintain current staffing levels at the street department or re-hire the full-time mechanic position. Additional funding could come from increased maintenance allocation, the turnback of Riverside Drive proceeds, inclusion into the budget in 2021, or any other method the Council deems fit.

The City and County have discussed on when, if approved, this turn back would occur. It was agreed that not until after the 2020 snow removal season. If it did occur before construction of the project in 2020, the City would become the sole entity responsible for the project.

It is the hope this memo generates some in depth discussion about this total proposal so that staff can proceed accordingly with negotiations with the County.

GL Account Management - (View)

File Edit Options Functions Help



Account 401 33422

Fiscal Year 2019 Current

Account Name STATE GRANTS

General Balance Budget Budget Adjustments History Detail

No Filter Selections Made

Filter

Drag a column header here to group by that column

Date	Tran	Reference	Description	Amount	Vendor	Invoi
02/05/2019	C32112	RCPT 0005...	2019 MUNI PARTIAL PYMNT	13,777.50CR		
07/02/2019	C32944	RCPT 0005...	108-119-006 IMP 17:06 STATE	569,525.06CR		
07/09/2019	C32997	RCPT 0005...	2019 MUNI FINAL PYMNT	13,777.50CR		
07/23/2019	C33109	RCPT 0005...	IMP 18:08 STATE AID	477,217.10CR		
07/23/2019	C33109	RCPT 0005...	IMP 18:09 STATE AID	143,165.37CR		
08/23/2019	C33273	RCPT 0005...	IMP 16-09 - 108-136-004 DOT ST	1,325,021.71CR		

6 records

2,542,484.24CR

☐ Edit This Record

Clear

View

chillman

Paul Sandy

From: CEAM <CEAM@DOT.STATE.MN.US> on behalf of Lanoux, William (DOT) <william.lanoux@STATE.MN.US>
Sent: Monday, October 28, 2019 2:50 PM
To: CEAM@DOT.STATE.MN.US
Subject: {external} **Annual Maintenance Requests for the 2020 Apportionment**
Attachments: REQUESTS FOR 2019 ALLOTMENT.pdf; MAINTENANCE REQUEST 2019 for 2020.docx

City Engineers:

If you'd like to change the amount of your annual apportionment that goes towards your maintenance allotment, this is the time of year to send us a request. **Requests are due by December 15th, 2019**

A city only needs to submit a request if they wish to revise the request on file (see attached pdf, or the January 2019 Apportionment Book, pages 67-70, to see your request on file)

Maintenance Requests should be emailed to me at william.lanoux@state.mn.us.

The following wording is an example of what may be used in the request to cover future Maintenance Allotments: (emails are acceptable)

"The city of _____ hereby notifies the Commissioner of Transportation that all future maintenance allotments are to be calculated at _____ percent of the total or an amount of _____ plus bond interest (if any) until the City notifies the Department otherwise."

According to state aid rules (described in State Aid Operational Rule 8820.14 subp. 3.) a city can request a Maintenance Allotment based on one of the following four options:

- 1) \$1500 per Improved Mile.
- 2) 25% of the city's Total Allocation.
- 3) 35% of the city's Total Allocation.
- 4) A lump sum dollar amount, which is greater than \$1500 per Improved Mile, but not more than 35%.

Bond interest (if any) will be added onto your requested option.

As in the past, if a city has never submitted a request, its Maintenance Allotment is computed at the minimum of \$1500/Improved Mile plus bond interest.

A Maintenance Expenditure Report will be required from the city if:

- 1) Your maintenance request (not including bond interest) is greater than 25% of your Total Allocation
 - 2) Your lump sum request (not including bond interest) is greater than 25% of your Total Allocation.
- (Bottom line: 25% is the maximum maintenance request you can have without having to fill out a Maintenance Expenditure Report.)

Full instructions are on the attached word document. This document is also available on the MSAS web page at:

<http://www.dot.state.mn.us/stateaid/msas.html>

Thanks,

Bill Lanoux

MSAS Needs Manager

William.Lanoux@state.mn.us

651.366.3817

Capital Improvement Plan Report 2020-2024 - Construction Costs

Improvement Year	Project #	Project Name	Construction Fund	Special Assessment	Municipal State Aid	Sanitary Sewer Fund	Storm Water Utility	Water Fund (BPU)	Other	Total Project Cost	Project Length
2020											
		2020 Street Patching	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	0
		2020 Street Striping	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	0
		Old Stonebridge Court Paving	\$20,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$20,000	0.04
		2020 Crack Filling	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	0
		L St Resurfacing	\$31,000	\$4,000	\$0	\$2,000	\$0	\$0	\$0	\$33,000	0.05
		10th Ave NE Resurfacing	\$44,000	\$11,000	\$0	\$4,000	\$8,000	\$0	\$0	\$56,000	0.07
		NE 10th Avenue Resurfacing	\$44,000	\$11,000	\$0	\$4,000	\$8,000	\$0	\$0	\$56,000	0
		Jackson Street Improvement Project	\$80,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$80,000	0.07
		11th Avenue NE Resurfacing	\$93,000	\$24,000	\$0	\$0	\$4,000	\$0	\$0	\$97,000	0.15
		Old Stonebridge Trail Paving	\$140,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$140,000	0.27
		O Street Resurfacing	\$118,000	\$15,000	\$0	\$8,000	\$16,000	\$0	\$0	\$142,000	0.19
		P Street Resurfacing	\$124,000	\$16,000	\$0	\$6,000	\$12,000	\$0	\$0	\$142,000	0.2
		2020 Seal Coat	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	0
		NW 3rd Street Improvement Project	\$160,000	\$80,000	\$0	\$0	\$0	\$0	\$0	\$160,000	0.14
		J St Resurfacing	\$155,000	\$20,000	\$0	\$14,000	\$12,000	\$0	\$0	\$181,000	0.19
		B Street, C Street, and D Street Recon	\$175,000	\$27,000	\$0	\$2,000	\$6,000	\$0	\$0	\$183,000	0.17
		2020 Sanitary Sewer Replacement Pr	\$0	\$0	\$0	\$338,000	\$0	\$0	\$0	\$338,000	0
		NW 4th Street Reconstruction	\$414,000	\$0	\$0	\$0	\$0	\$0	\$0	\$414,000	0.25
		5th Ave NE Reconstruction	\$0	\$46,000	\$448,000	\$14,000	\$12,000	\$0	\$0	\$474,000	0.29
13-21		B Street Reconstruction	\$0	\$50,000	\$479,000	\$12,000	\$4,000	\$0	\$0	\$495,000	0.31
		Cuyuna Trail Extension, 13th/Washin	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100,000	\$1,100,000	0
Yearly Total			\$1,793,000	\$424,000	\$927,000	\$404,000	\$82,000	\$0	\$1,100,000	\$4,306,000	2.39
2021											
14-13		S 6th St Sidewalk Extension	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
		2021 Street Patching	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	0
		2021 Street Striping	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	0
		2021 Crack Filling	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	0
		Quince Street Resurfacing	\$44,000	\$11,000	\$0	\$0	\$0	\$0	\$0	\$44,000	0.07

Improvement Year	Project #	Project Name	Construction Fund	Special Assessment	Municipal State Aid	Sanitary Sewer Fund	Storm Water Utility	Water Fund (BPU)	Other	Total Project Cost	Project Length
2022		Wright Street Realignment	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000	0
		Rosewood Street Reconstruction	\$62,000	\$10,000	\$0	\$2,000	\$0	\$0	\$0	\$64,000	0.06
		Oakridge Road Resurfacing	\$81,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$81,000	0.13
		16th Street SE Resurfacing	\$87,000	\$11,000	\$0	\$6,000	\$4,000	\$0	\$0	\$97,000	0.14
		Walnut Street Resurfacing	\$106,000	\$27,000	\$0	\$8,000	\$4,000	\$0	\$0	\$118,000	0.17
		St. Louis Avenue Resurfacing	\$118,000	\$15,000	\$0	\$6,000	\$14,000	\$0	\$0	\$138,000	0.19
		2021 Seal Coat	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	0
		15th Street SE Resurfacing	\$155,000	\$20,000	\$0	\$10,000	\$12,000	\$0	\$0	\$177,000	0.25
		Pine Street Resurfacing	\$155,000	\$40,000	\$0	\$8,000	\$16,000	\$0	\$0	\$179,000	0.25
		Chicago Avenue Resurfacing and Reco	\$196,000	\$30,000	\$0	\$8,000	\$16,000	\$0	\$0	\$220,000	0.19
		Portland Avenue Resurfacing and Rec	\$206,000	\$32,000	\$0	\$12,000	\$10,000	\$0	\$0	\$228,000	0.2
		Madison Street Reconstruction	\$330,000	\$102,000	\$0	\$10,000	\$18,000	\$0	\$0	\$358,000	0.32
		S 10th Street Reconstruction	\$0	\$121,000	\$366,000	\$16,000	\$30,000	\$0	\$0	\$412,000	0.38
		Wright Street Resurfacing	\$0	\$91,000	\$548,000	\$30,000	\$52,000	\$0	\$0	\$630,000	0.57
		Yearly Total	\$1,735,000	\$520,000	\$964,000	\$116,000	\$176,000	\$0	\$0	\$2,991,000	2.92
2022											
2023		2022 Street Patching	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	0
		2022 Street Striping	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	0
		2022 Crack Filling	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	0
		2022 Seal Coat	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	0
	12-04	North 6th Street Reconstruction	\$138,000	\$21,000	\$0	\$2,000	\$50,000	\$0	\$0	\$190,000	0.13
		N 7th Street Reconstruction	\$234,000	\$35,000	\$0	\$4,000	\$25,000	\$0	\$0	\$263,000	0.22
		North 3rd Street Reconstruction	\$308,000	\$46,000	\$0	\$4,000	\$25,000	\$0	\$0	\$337,000	0.29
		2022 Sanitary Sewer Replacement Pr	\$0	\$0	\$0	\$352,000	\$0	\$0	\$0	\$352,000	0
	14-04	Beech Street Resurfacing	\$0	\$80,000	\$481,000	\$18,000	\$30,000	\$0	\$0	\$529,000	0.5
		Juniper Street Reconstruction	\$615,000	\$92,000	\$0	\$20,000	\$125,000	\$0	\$0	\$760,000	0.58
		Yearly Total	\$1,490,000	\$274,000	\$481,000	\$400,000	\$255,000	\$0	\$0	\$2,626,000	1.72
2023											
2023		2023 Street Patching	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	0
		2023 Street Striping	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	0
		2023 Crack Sealing	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	0

Improvement Year	Project #	Project Name	Construction Fund	Special Assessment	Municipal State Aid	Sanitary Sewer Fund	Storm Water Utility	Water Fund (BPU)	Other	Total Project Cost	Project Length
		Paul Circle Resurfacing	\$31,000	\$8,000	\$0	\$2,000	\$4,000	\$0	\$0	\$37,000	0.05
		Madison Street Resurfacing	\$38,000	\$5,000	\$0	\$2,000	\$0	\$0	\$0	\$40,000	0.06
		S 7th Street Resurfacing	\$62,000	\$16,000	\$0	\$2,000	\$0	\$0	\$0	\$64,000	0.1
		Willow Street Resurfacing	\$0	\$6,000	\$68,000	\$2,000	\$0	\$0	\$0	\$70,000	0.07
		Paul Street Resurfacing	\$62,000	\$8,000	\$0	\$6,000	\$4,000	\$0	\$0	\$72,000	0.1
		S 8th St Resurfacing	\$68,000	\$17,000	\$0	\$4,000	\$0	\$0	\$0	\$72,000	0.11
		Todd Street Resurfacing	\$118,000	\$30,000	\$0	\$0	\$4,000	\$0	\$0	\$122,000	0.19
		2023 Seal Coat	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	0
		S 7th Street Resurfacing	\$136,000	\$35,000	\$0	\$6,000	\$10,000	\$0	\$0	\$152,000	0.22
		Rosewood, Sycamore, Tamarack Pave	\$186,000	\$29,000	\$0	\$60,000	\$0	\$0	\$0	\$246,000	0.18
		2023 Sanitary Sewer Replacement Pr	\$0	\$0	\$0	\$340,000	\$0	\$0	\$0	\$340,000	0
		S 7th Street Reconstruction	\$289,000	\$89,000	\$0	\$235,000	\$52,000	\$0	\$0	\$576,000	0.28
Yearly Total			\$1,190,000	\$243,000	\$68,000	\$659,000	\$74,000	\$0	\$0	\$1,991,000	1.36
2024											
		2024 Street Patching	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	0
		2024 Street Striping	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	0
		2024 Crack Sealing	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	0
		Norway Court Resurfacing	\$38,000	\$10,000	\$0	\$2,000	\$6,000	\$0	\$0	\$46,000	0.06
		Hillcrest Drive Resurfacing	\$50,000	\$13,000	\$0	\$4,000	\$6,000	\$0	\$0	\$60,000	0.08
		Belle Rae Circle Resurfacing	\$75,000	\$19,000	\$0	\$4,000	\$2,000	\$0	\$0	\$81,000	0.12
		Carol Lane Resurfacing	\$75,000	\$19,000	\$0	\$4,000	\$4,000	\$0	\$0	\$83,000	0.12
		Woodcrest Road Resurfacing	\$93,000	\$24,000	\$0	\$8,000	\$4,000	\$0	\$0	\$105,000	0.15
		Pineview Drive Resurfacing	\$106,000	\$27,000	\$0	\$6,000	\$6,000	\$0	\$0	\$118,000	0.17
		Hawkins Drive Resurfacing	\$130,000	\$33,000	\$0	\$6,000	\$4,000	\$0	\$0	\$140,000	0.21
		2024 Seal Coat	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	0
		Linden Lane Resurfacing	\$161,000	\$42,000	\$0	\$10,000	\$4,000	\$0	\$0	\$175,000	0.26
		Crestview Lane Resurfacing	\$161,000	\$42,000	\$0	\$10,000	\$12,000	\$0	\$0	\$183,000	0.26
		Spruce Drive Resurfacing	\$235,000	\$60,000	\$0	\$14,000	\$22,000	\$0	\$0	\$271,000	0.38
		2024 Sanitary Sewer Replacement Pr	\$0	\$0	\$0	\$302,000	\$0	\$0	\$0	\$302,000	0
		Graydon Avenue Mill and Overlay	\$567,000	\$179,000	\$0	\$30,000	\$36,000	\$0	\$0	\$633,000	1.13
Yearly Total			\$1,891,000	\$468,000	\$0	\$400,000	\$106,000	\$0	\$0	\$2,397,000	2.94

Improvement Year	Project #	Project Name	Construction Fund	Special Assessment	Municipal State Aid	Sanitary Sewer Fund	Storm Water Utility	Water Fund (BPU)	Other	Total Project Cost	Project Length
		Grand Total	\$8,099,000	\$1,929,000	\$2,440,000	\$1,979,000	\$693,000	\$0	\$1,100,000	\$14,311,000	11.33



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

AGREEMENT

This Agreement made and entered into this 7th day of January, 2020, by the City of Baxter, a municipal corporation under the laws of Minnesota, (hereinafter referred to as "Baxter") and City of Brainerd, a municipal corporation under the laws of Minnesota, (hereinafter referred to as "Brainerd").

WITNESSETH,

WHEREAS, Baxter needs to acquire easement to complete the 2020 South Interceptor Project and future Cypress Drive Street Improvements as depicted in the Easement Exhibit depicted hereto;

WHEREAS, Brainerd has reviewed the easement and agreed to convey said easement in exchange for \$13,000 and other consideration as set forth below.

NOW, THEREFORE, IT IS HEREBY AGREED:

1. Baxter and Brainerd approve the terms of the acquisition and the payment of \$13,000 to acquire said easements.
2. Brainerd shall execute and deliver to Baxter the Easement Deed attached hereto.
3. Baxter, as part of the South Interceptor project and at their expense, shall plant trees around the lift station at the facility entrance.
4. In addition thereto, the parties agree to meet on site upon the completion of the installation of the South Interceptor line to determine if any landscaping needs to be planted to repair and maintain the buffer to existing Brainerd improvements. The buffer shall be based on full foliage, summer conditions.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands the day and year first written.

CITY OF BAXTER:

By: [Signature]
Todd Holman
Vice Mayor

ATTEST: [Signature]
Kelly Steele
Assistant City Administrator/Clerk

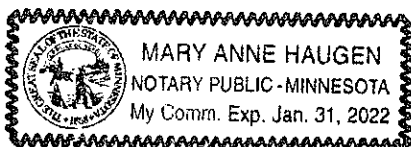
RATIFIED AND APPROVED BY THE CITY COUNCIL OF BAXTER, MINNESOTA, THIS
7 DAY OF January, 2020

By: [Signature]
Todd Holman
Vice Mayor

ATTEST: [Signature]
Kelly Steele
Assistant City Administrator/Clerk

STATE OF MINNESOTA)
)ss.
COUNTY OF CROW WING)

The foregoing instrument was acknowledged before me this 7 day of
January, 2020, by Todd Holman and Kelly Steele the Mayor and Assistant City
Administrator/City Clerk of the City of Baxter, a municipal corporation under the laws of
Minnesota, on behalf of the corporation.



[Signature]
Notary Public

CITY OF BRAINERD:

RATIFIED AND APPROVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA,
THIS _____ DAY OF _____, 2020

ATTEST: _____
Jennifer Bergman
City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF CROW WING)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by Jennifer Bergman the City Administrator of the City of Brainerd, a municipal corporation under the laws of Minnesota, on behalf of the corporation.

Notary Public

(Top 3 inches reserved for recording data)

EASEMENT DEED

Entity to Entity

eCRV number: **Exempt**

DEED TAX DUE: **\$Exempt**

DATE: _____ 2020

FOR VALUABLE CONSIDERATION, **City of Brainerd, a municipal corporation ("Grantor")**, hereby conveys and quitclaims to **City of Baxter, a municipal corporation** under the laws of **Minnesota ("Grantee")**, real property in **Crow Wing** County, Minnesota, legally described as follows:

See Exhibit A attached hereto.

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto.

Grantor

CITY OF BRAINERD

By

By

State of Minnesota, County of **Crow Wing**

This instrument was acknowledged before me on _____, 2020 by _____ and _____ the _____ and _____ of the City of Brainerd, a municipal corporation, on behalf of the City, Grantor.

(Stamp)

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:

Brad Person
Box 472
Brainerd, MN 56401
218-828-1248

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS
INSTRUMENT SHOULD BE SENT TO:

No change

Exhibit A

PROPOSED UTILITY EASEMENT DESCRIPTION

A 20.00 foot wide perpetual easement for utility purposes over, under and across the North Half of the Northeast Quarter of Section 17, Township 133 North, Range 28 West, Crow Wing County, Minnesota, that lies southeasterly of, parallel with and adjoining the following described line:

Commencing at the southwest corner of said North Half of the Northeast Quarter; thence on an assumed bearing of North 00 degrees 02 minutes 56 seconds East along the west line of said North Half of the Northeast Quarter, 137.91 feet to the southeasterly right of way of County State Aid Highway 48 and the POINT OF BEGINNING of the line to be described; thence North 57 degrees 41 minutes 22 seconds East along said southeasterly right of way, 246.78 feet; thence North 60 degrees 47 minutes 39 seconds East 220.41 feet; thence easterly along a tangential curve, concave to the south, radius 410.00 feet, central angle 22 degrees 32 minutes 26 seconds 161.30 feet; thence North 83 degrees 20 minutes 05 seconds East along tangent, 3.34 feet; thence northeasterly along a tangential curve, concave to the northwest, radius 390.00 feet, central angle 51 degrees 25 minutes 49 seconds 350.08 feet; thence North 31 degrees 54 minutes 16 seconds East along tangent, 1.73 feet; thence northeasterly along a tangential curve, concave to the southeast, radius 410.00 feet, central angle 22 degrees 49 minutes 08 seconds 163.29 feet; thence North 54 degrees 43 minutes 24 seconds East along tangent, 226.73 feet to said southeasterly right of way line of County State Aid Highway 48 and said line there terminating.

The sidelines of said easement are to be lengthened or shortened to terminate at the west line of said North Half of the Northeast Quarter and the southwesterly line of said Document Number 322749, on file and of record in the Office of the County Recorder, Crow Wing County, Minnesota.

PROPOSED HIGHWAY AND UTILITY EASEMENT DESCRIPTION

A perpetual easement for highway and utility purposes over, under and across the North Half of the Northeast Quarter of Section 17, Township 133 North, Range 28 West, Crow Wing County, Minnesota, that lies southeasterly of County State Aid Highway 48 southeasterly right of way and northwesterly of the following described line:

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EASEMENT EXHIBIT

BAXTER, MINNESOTA



LEGEND

- FOUND MONUMENT
- PROPOSED UTILITY EASEMENT
AREA=±26,392 SQ FT
- PROPOSED HIGHWAY
AND UTILITY EASEMENT
AREA=±37,837 SQ FT

C.S.A.H. 48 HIGHLAND SCENIC DRIVE

SOUTHEASTERLY R/W C.S.A.H. 48
PER DOCUMENT NO. 251552

SOUTHWESTERLY LINE
DOCUMENT NO. 322749

60.00 FT WIDE
UTILITY EASEMENT PER
DOCUMENT NO. 322749

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report 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.

Zachary Zetah
Zachary Zetah
License Number 52694
08/27/2019
Date

SECTION 17
CITY OF BRAINERD
PARCEL ID 010171100A00009

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SURVEYOR NOTES

- Orientation of the bearing system used for this survey is based on the west line of the North Half of the Northeast Quarter of Section 17, T133N, R28W, which is assumed to bear N 00°02'56"E.

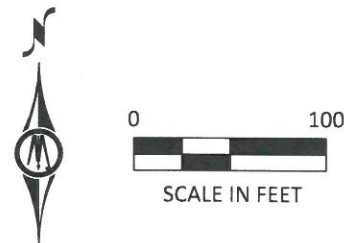
EASEMENT EXHIBIT BAXTER, MINNESOTA



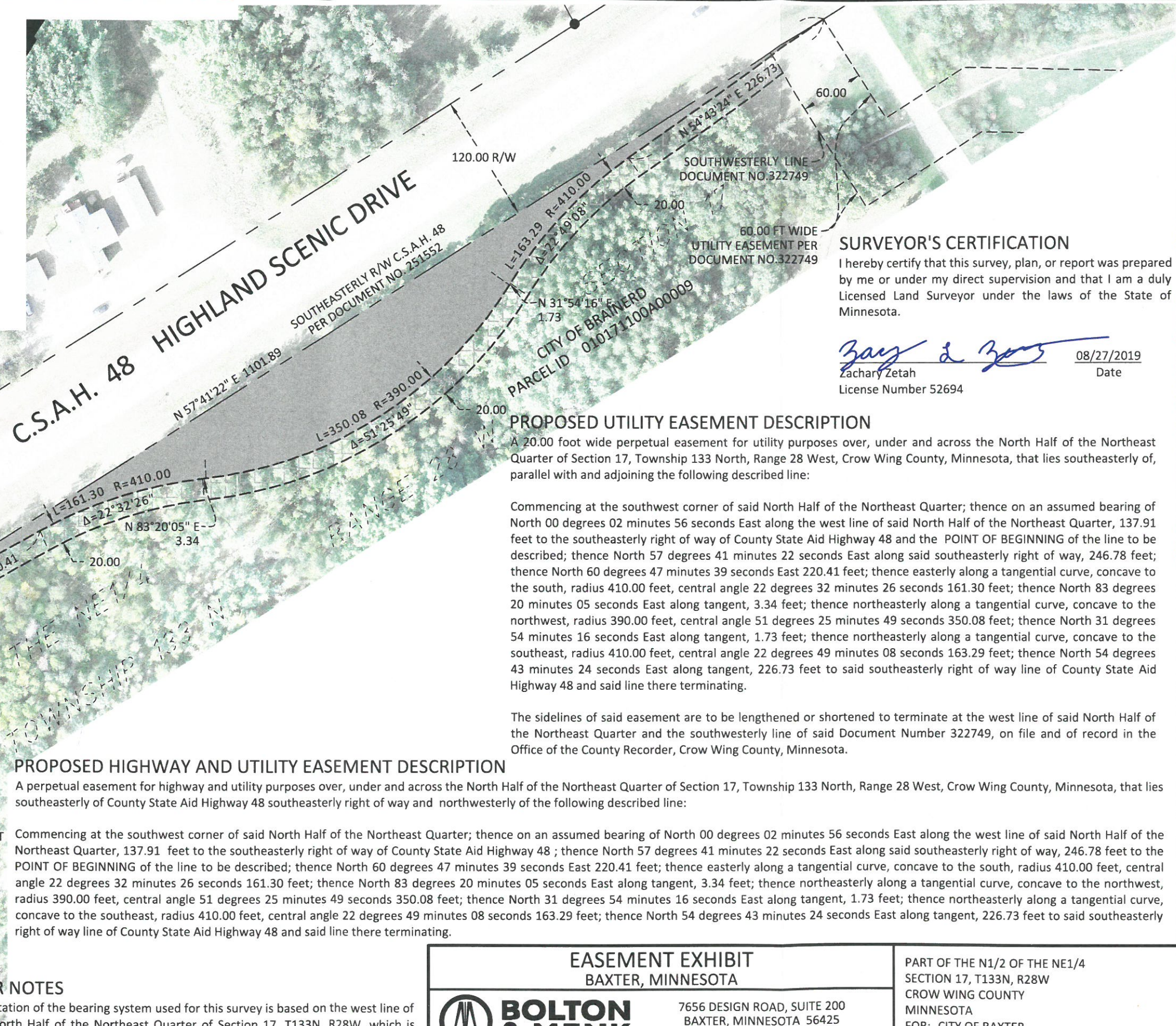
7656 DESIGN ROAD, SUITE 200
BAXTER, MINNESOTA 56425
(218) 825-0684

PART OF THE N1/2 OF THE NE1/4
SECTION 17, T133N, R28W
CROW WING COUNTY
MINNESOTA
FOR: CITY OF BAXTER
CITY OF BRAINERD

EASEMENT EXHIBIT
BAXTER, MINNESOTA



- LEGEND
- FOUND MONUMENT
 - ▨ PROPOSED UTILITY EASEMENT
AREA=±26,392 SQ FT
 - ▨ PROPOSED HIGHWAY
AND UTILITY EASEMENT
AREA=±37,837 SQ FT



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Zachary Zetah 08/27/2019
Zachary Zetah Date
License Number 52694

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1. Orientation of the bearing system used for this survey is based on the west line of the North Half of the Northeast Quarter of Section 17, T133N, R28W, which is assumed to bear N 00°02'56"E.

EASEMENT EXHIBIT BAXTER, MINNESOTA		PART OF THE N1/2 OF THE NE1/4 SECTION 17, T133N, R28W CROW WING COUNTY MINNESOTA FOR: CITY OF BAXTER CITY OF BRAINERD
	BOLTON & MENK 7656 DESIGN ROAD, SUITE 200 BAXTER, MINNESOTA 56425 (218) 825-0684	



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

RECEIVED**BRAINERD POLICE DEPARTMENT
POTENTIALLY DANGEROUS DOG REQUEST FOR HEARING****JAN 13 2020**

(To Be Completed by Dog Owner)

**CITY OF BRAINERD
ADMINISTRATION**Date of Request: TUES. JAN 7th 2020**OWNER:**Full Name: STEPHAN MARTIN NORDAN
(First, Middle, Last)Date of Birth: 10-23-67Address: 915 LAUREL ST. 1Home Phone #: 0City/State/Zip: BRAINERD MN 56401Alternate/Cell Phone #: 218-513-7880**ANIMAL:**Name of Animal: DIXONDate Seized (if applicable): 0Breed: GOLDEN LAB/COCKER Color(s): YELLOWMarkings: 0**Return completed form to the Brainerd Police Department.**

Pursuant to Brainerd City Ordinance 900.25:

- A request for a hearing must be made within 10 days of receipt of notice of that the animal appears to be dangerous.
- If the owner of the animal requests a hearing as to the dangerous nature of the animal, the City Administrator shall place the matter before the City Council at its next regular meeting. The owner may present evidence in opposition to the designation of the animal as dangerous. The Animal Control Officer shall present evidence to the City Council that supports the determination that the animal is dangerous.
- Following the hearing, the Council shall make a determination of the facts and issue an order as to whether or not said animal is properly characterized as dangerous.
- If a request for hearing is made, the owner must still comply with the requirements of Minnesota State Statute 347.515 to have a microchip implanted within 14 days of receipt of the Notice of Potentially Dangerous Dog.

I hereby request a hearing as to the dangerous nature of the animal.Stephan Martin Nordan
Signature of Dog Owner/Representative1-7-20
DateCOPIES ALSO GIVEN TO -**FOR OFFICE USE ONLY:**Received by: Connie HellmanDate Received: 1/13/2020 ICR #: 19017823Date Notice was Served: 1/13/2020Date to City Administrator: 1/13/2020Date of Next Regular Council Meeting: 1/21/2020

Subd. 2. Confinement. Any animal reasonably suspected of being diseased and presenting a threat to the health and safety of the public, may be apprehended and confined in the pound by any person or Enforcement Officer. The Officer shall have a qualified veterinarian examine the animal. If the animal is found to be diseased in such a manner so as to be a danger to the health and safety of the City, the Officer shall cause such animal to be painlessly killed and shall properly dispose of the remains. The owner or keeper of the animal killed under this Section shall be liable for all costs of maintaining and disposing of the animal, plus the costs of any veterinarian examinations.

Subd. 3. Release. If the animal, upon examination, is not found to be diseased within the meaning of this Section, the animal shall be released to the owner or keeper free of charge.

900.25 Regulation of Dangerous Dogs. Subdivision 1. Definition of Dangerous Dog. The definition of a dangerous dog shall be taken from Minnesota Statutes Sections 347.50-347.56, as those statutes may be amended from time to time, which are hereby adopted and incorporated by reference into the Brainerd City Code. The Enforcement Officer, or designee, shall have the authority to order the euthanasia of a dangerous dog meeting the criteria established in State Statute, subject to the procedure set forth herein.

Subd. 2. Proper Enclosure. Proper enclosure means securely confined indoors or in a securely locked outdoor pen or structure suitable to prevent the dog from escaping and to provide protection for the animal from the elements. A proper enclosure does not include a porch, patio, or any part of a house, garage, or other structure that would allow the animal to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only barriers which prevent the animal from exiting. The enclosure shall not allow the egress of the animal in any manner without human assistance. A pen or kennel shall meet all of the following minimum specifications:

- A) Have a minimum overall floor size of thirty-two (32) square feet.
- B) Sidewalls shall have a minimum height of five (5) feet and be constructed of 11-gauge or heavier wire. Openings in the wire shall not exceed two (2) inches, support posts shall be one-and-one-quarter-inch or larger steel pipe buried in the ground eighteen (18) inches or more. When a concrete floor is not provided, the sidewalls shall be buried a minimum of eighteen (18) inches in the ground.
- C) A cover over the entire pen or kennel shall be provided. The cover shall be constructed of the same gauge wire or heavier as the sidewalls and shall also have no openings in the wire greater than two (2) inches.
- D) An entrance/exit gate shall be provided and be constructed of the same material as the sidewalls and shall also have no openings in the wire greater than two (2) inches. The gate shall be equipped with a device capable of being locked and shall be locked at all times when the animal is in the pen or kennel.

- E) The pen or kennel must be located in the animal owner's backyard and be at least five (5) feet from any property line.

Subd. 3. Unprovoked. Unprovoked shall mean the condition in which the animal is not purposely excited, stimulated, agitated, or disturbed.

Subd. 4. Procedure/Hearing. The procedure to seize an animal that appears to be dangerous shall be as follows

- A) Notify the owner, by registered mail that the animal appears to be dangerous. The notice shall specify the dates, times, places and parties or animals bitten. Said notice shall also apprise the owner of the animal that he or she may request a hearing before the City Council by notifying the City Administrator within ten (10) days after the receipt of the notice.
- B) If the owner does not request a hearing within ten (10) days of said notice, the Enforcement Officer shall immediately take possession of the animal and euthanize same.
- C) If the owner of the animal requests a hearing as to the dangerous nature of the animal, the City Administrator shall place the matter before the City Council at its next regular meeting. The owner may present evidence in opposition to the designation of the animal as dangerous. The Animal Control Officer shall present evidence to the City Council that supports the determination that the animal is dangerous. Following the hearing, the Council shall make a determination of the facts and issue an order as to whether or not said animal is properly characterized as dangerous. If the Council determines that the animal is dangerous, it will then order the owner to deliver said animal to the Animal Control Officer for the purpose of euthanizing said animal, unless the owner provides an alternative proposal, acceptable to the City Council which may include the permanent removal of the animal from the Brainerd City limits.

(Amended Ord. 1043 – 1998, Ord. 1325 – 2008)

900.27 Dangerous Animal Requirements. Subdivision 1. Requirements. If the City Council does not order the destruction of an animal that has been declared dangerous, the City Council may, as an alternative, order any or all of the following:

- A) That the owner provide and maintain a proper enclosure for the dangerous animal as specified in Section 900.25, Subd. 2;
- B) Post the front and the rear of the premises with clearly visible warning signs, including a warning symbol to inform children, that there is a dangerous animal on the property as specified in Minnesota Statutes Sections 347.50-347.56;



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

**ORDINANCE
NO. 1502**

**AN ORDINANCE AMENDING BRAINERD ZONING ORDINANCE
SECTIONS 515-18 OUTDOOR LIGHTING**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That Section 515-18-2 – Exemptions shall be amended by adding the following:

E. Outdoor athletic facilities, except that lighting for such facilities, shall be shut off within ninety (90) minutes of final activity.

SECTION TWO: That Section 515-18-5 – Performance Standards shall be amended by adding the following:

A. Residential District Standards

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

a. If the bulb/light source is fully recessed and/or shielded from view by an observer at five (5) feet above grade at the nearest property line, an increase in light source height to a maximum of twenty (20) feet may be allowed.

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

B. Business/Industrial District Standards

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

4. In B-1 and B-2 districts, the maximum height of the fixture, pole and base above the ground grade permitted for light sources is thirteen (13) feet. A light source mounted on a structure shall not exceed the height of the structure.

a. If the bulb/light source is fully recessed and/or shielded from view by an observer at five (5) feet above grade at the nearest property line, an increase in light source height to a maximum of twenty (20) feet may be allowed.

5. In B-3, B-4, B-5 and B-6 districts, the maximum height of the fixture, pole and base above the ground grade permitted for light sources is fifteen (15) feet. A light source mounted on a structure shall not exceed the height of the structure.

a. If the bulb/light source is fully recessed and/or shielded from view by an observer at five (5) feet above grade at the nearest property line, an increase in light source height to a maximum of twenty-five (25) feet may be allowed.

6. In I-1 and I-2 districts, the maximum height of the fixture, pole and base above the ground grade permitted for light sources is twenty-five (25) feet. A light source mounted on a structure shall not exceed the height of the structure.

a. If the bulb/light source is fully recessed and/or shielded from view by an observer at five (5) feet above grade at the nearest property line, an increase in light source height to a maximum of thirty (30) feet may be allowed.

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

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

Adopted this ____ day of ____, 2020

GABE JOHNSON
President of the Council

Approved this ____ day of ____, 2020

EDWIN L. MENK
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Published: One Time – ____, 2020

MEMO



TO: Mayor and City Council

FROM: City Administrator, Jennifer Bergman

DATE: January 21, 2020

RE: City Administrator Report/Update

Meetings with Mayor, City Council and Department Heads

The week of January 6th, I had the opportunity to meet one-on-one with meeting with the Mayor and all City Council members. It was great to have the opportunity to discuss your priorities and passions for the City of Brainerd. The week of January 13th I met with all of the City Department Heads to get an update on projects and priorities for each department. My plan is to meet with community partners and stakeholders the week of January 20th and 27th.

Advantage Seamless Gutters

Community Development Director David Chanski, Tyler Glenn (BLAEDC) and I met with Corey Jay from Advantage Seamless Gutters who is considering relocating their business. We discussed the availability of our industrial lots in Phase IV and Wright Street. Mr. Jay is going to do some research and schedule a follow-up meeting.

Sale of Memorial Park Parking Lot

Attorney Joseph Langel is drafting the purchase agreement between the City of Brainerd and Brainerd Land LLC for the purchase of the Memorial Park parking lot. We anticipate the purchase agreement to be on the February 3rd City Council agenda for your consideration.