

CITY COUNCIL AGENDA

Brainerd, Minnesota

February 10, 2020

6:00 P.M.

Brainerd Police Department

Training Room

23 Laurel Street

1. **Call To Order - 6:00 PM**

2. **Roll Call**

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

___ J. Lambert ___ K. Stunek ___ G. Johnson ___ Mayor Menk

3. **Discussion On The Region 5 Children's Museum**

Documents:

Discussion on the Region 5 Childrens Museum.pdf

4. **Discussion On The Economic Development Authority**

Documents:

Discussion on the EDA.pdf

5. **Adjourn**

Note: Safety and Public Works Committee
in the Board Room at the Crow Wing County Courthouse.
Personnel and Finance Committee
in the Jinx Ferrari Room at the Crow Wing County Courthouse.

ANY INDIVIDUAL NEEDING SPECIAL ACCOMMODATIONS,
PLEASE CALL 828-2307

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MISSION

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

MEMO



TO: Mayor and City Council

FROM: City Administrator, Jennifer Bergman

DATE: February 10, 2020

RE: Discussion on the Region 5 Children's Museum

Background

In May of 2019, the Region 5 Children's Museum (R5CM) released a Request for Proposals (RFP) to select a site for the potential children's museum (see attached). At the direction of the City Council, the City of Brainerd responded to the RFP offering Lum Park as a potential location (see attached).

The response identified the current parks and recreation buildings for reuse or removal and agreed to convey a portion of the property to the R5CM through a perpetual lease of \$1.00 per year for the life of the museum. The City's proposal included maintaining the public access to the current beach site, disc golf course, restroom facility and campground all of which would continue to be maintained by the City. The City also agreed to the negotiation of the maintenance of the grounds where the museum would sit including lawncare and snowplowing.

In the proposal, the City agreed to be an active partner with the R5CM and committed to support development efforts through providing a location for the museum, signing onto a bonding request, consider a program that will provide free or reduced fares to and from the museum, establish a partnership between the R5CM and Brainerd Parks and Recreation, shared maintenance such as landscaping and snowplowing, and working hand in hand with the R5CM throughout the development process.

The R5CM received eight proposals and selected the Lum Park location.

Master Planning

The R5CM presented their "proof of concept" to the City Council at the November 4th meeting. At that time, the Council expressed interest in partnering with the R5CM. The R5CM then met with the Park Board at their December meeting to discuss the master planning for the children's museum.

At the December 2nd, the City Council considered the proposal for professional services from Widseth Smith Nolting (WSN) for the Lum Park Masterplan (see attached). The City Council authorized the use of up to \$20,000 in the 2020 budget for the potential use on the masterplan.

Staff met with Museum Project Director Peter Olson and Architects Mike Angland and Ashley Martel to begin discussions on the master plan and next steps. The recommendation was to create a steering committee who could work with WSN and the R5CM to put together a masterplan for the Children's Museum. The recommendation was to assemble a committee of 5-9 people.

Discussion and Next Steps

Staff would like to get some direction on next steps for the master plan. We would like to discuss the following:

- 1) How should we structure the steering committee? How many members? What representation?
- 2) Discuss the timelines for the masterplan. What steps will be taken? What will be accomplished? What happens after its completed?
- 3) Where would the City Council like to see the Children's Museum located at Lum Park?
- 4) Does the City Council have any other parameters they would like to discuss prior to getting started?

Peter Olson, Mike Angland and Ashley Martel will also be attending the meeting to participate in the discussion.

March 11, 2019

Region 5 Children's Museum Site Selection Request for Proposal

To Whom it May Concern:

The Board of Directors of Region 5 Children's Museum (the "Children's Museum") is pleased to make available the following request for proposal, containing the process and search criteria for site selection of the permanent location for the new museum. As the Board of the Children's Museum, an independent nonprofit corporation and 501(c)(3) organization, we are dedicated to a transparent and fair site selection process. We understand that selecting the optimal site is a critical step in establishing a thriving children's museum befitting the unlimited potential of our region's children.

To create an inspiring vision and to spur action to achieve it, Sourcewell has contributed seed funding aimed at initiating a community-wide development effort. By working together across the region, we can create a state-of-the-art children's museum, that is truly of the region, by the region, and for the region. The vision of the children's museum has the power to transform, but it will take collaboration and collective investment.

To move forward with the site selection process, we are supplying interested property owners, whether private or public, with a clear process for submitting locations for consideration. We ask that each submission not only describe the property and its attributes, but also identify creative opportunities for further contributions and incentives. If you are interested in submitting a location that you own or have jurisdiction over, please review the enclosed packet and respond with a proposal narrative no later than May 3, 2019.

Request for Proposal Index

1. Board of Directors
2. Opportunity
3. Response
4. Vision, Mission, and Organizational Goals
5. Audience & How People Visit
6. Search Area
7. Site Selection Goal & Objectives
8. Site Selection Process
9. Proposal Narrative
 - Basic Information
 - Priority Criteria
 - Submission Requirements
10. Master Plan Access

On behalf of the founding Board of Directors, thank you for your interest in the Children's Museum, and we look forward to reviewing your proposal.

Sincerely,



Paul Drange, Board Chair Region 5 Children's Museum

1. Board of Directors, Region 5 Children's Museum

Paul Drange, Board Chair
Director of Regional Programs, Sourcewell

Cheryl Hills, Treasurer
Executive Director, Region Five Development Commission

Matt Kilian, Director
President, Brainerd Lakes Chamber of Commerce

Peter Olson, President, Ex Officio Director
Museum Project Director, Region 5 Children's Museum

Quinn Swanson, Secretary
Executive Director, Happy Dancing Turtle

Shannon Wheeler, Director
Early Childhood Coordinator, Pequot Lakes Public Schools

2. Opportunity

The region, community, or city where a museum, or any organization, is located is more than an address or destination. It is the place, the people, the past, stories, and possibilities. It is the backdrop and a starting point for understanding, planning, serving, and benefitting an area, its residents, businesses, and communities.

Located approximately three hours from the Twin Cities, Region 5 is one of 13 economic development regions in Minnesota. It is a rural and small-town area with deep pine forests in the north, rich farmland in the south, chains of lakes in the middle, and the Mississippi River running through it. The region's population of approximately 162,000 annually expands by approximately 300,000 with tourists and seasonal residents.

Region 5, like any other area, is characterized by both promise and challenge. Together these attributes inspire and shape the opportunity the children's museum intends to pursue in serving children, families, and community well.

Over the last decade, regional population has grown and is expected to continue. Population is expected to grow about 8% and to be increasingly ethnically diverse. The region enjoys a diversifying economy. The Brainerd Lakes Area is viewed as being on the cusp of positive and transformative change with multiple development initiatives. Families are considered vital to the growth and development of the region, apparent in housing, employment, educational, and recreational strategies.

Along with indicators of population and economic growth, the region can expect some challenges. While population is growing, it is uneven across the region, it is aging, and is older than the state average. Child poverty rates in the region are somewhat-to-significantly higher than statewide. The lakes, woodlands, and waterways of the region, critical assets to the local economy and quality of life, are also resources that are threatened. Visitors and permanent residents have access to a wide range of outdoor and recreational opportunities, yet there are relatively few out-of-school learning resources, especially during the area's long winters.

Covering a large geographic area, Region 5 holds diverse and varied landscapes, areas of wealth and poverty, urban and rural lifestyles, and a range of historical legacies. While these elements don't reveal a clear regional identity, there is evidence of certain social habits and values shared by many in the region, including: a love of the outdoors, being involved in civic life, cherished family traditions, and shared stories around events and locations. An understanding of these factors has guided Region 5 Children's Museum in envisioning a dynamic community asset for the region's children and families.

3. Response

Region 5 Children's Museum believes it can contribute to the vitality of the region by shining a bright light on children, their potential, and their role in strengthening community life.

The Museum's strategic master plan positions the museum to take an active role around valuing children, childhood, and play. It describes a place-based, informal learning setting that engages children with a particular focus on youth who are twelve years old and younger, their parents, caregivers, and teachers in making connections between ideas and actions, and across systems. A clear focus on children and families exploring and learning together, its understanding of the value of play, and its attention to 21st century skills come together in dynamic environments, experiences, and programs that are richly layered, locally relevant, and open to the wider world. These hands-on, informal learning environments complement and support school priorities and are a resource for field trip visits and professional development for teachers across the region.

As a year-round family destination, the museum will be a highly valued resource for local families and for schools in the winter as well as for visiting families in the summer. Long term, the museum will be an asset as the region strives to attract young families to the area. With time, the museum can expect to be an anchor in the lives of children and families, deepen regional pride, and strengthen connections across the region.

Places To Go is the overarching theme for six indoor and outdoor exhibit areas. It invites children and adults to explore places in the museum, in the region, and in the world; and to see the next challenge and get to it.

- At the Lake focuses on what is fascinating about the area lakes: fishing, catching the big one, sitting on the dock, and exploring water's ways.
- From the Garden is the museum's food hub; food-growing activities connect with eating, cooking, and occasional community gatherings around food and nutrition.
- Into the Woods straddles inside and out and invites exploration of several woodland-themed areas nestled together, from forest to pastures and farm fields.
- On the Road provides the set-up for imaginative travels, where children find familiar place names and landmarks while discovering clues about faraway places.
- Open for Possibilities is a changing space for changing exhibits or community projects.
- In the Great Outdoors is the place for big messy activities that can't happen indoors; for a year-round greenhouse, seasonal gardening, and living ecosystems.

Region 5 Children's Museum is on track to join a small but growing number of children's museums in smaller cities, serving rural areas, and spread across large geographic areas.

4. Vision, Mission, and Organizational Goals

Vision: Region 5 Children's Museum and its partners envision a more vibrant and connected region because all children enjoy the supportive relationships, expanding opportunities, and wellbeing they need to thrive.

Mission: The mission of Region 5 Children's Museum is to bring together the region's children and families in shared experiences that are grounded locally and open to the wider world. Dynamic, material-rich environments, exhibits, events, & programs engage children in the joy of play and the wonder of learning.

Organizational Goals: There are six areas in which the Museum intends to channel its efforts and measure its mission success. The Children's Museum will be:

- A consistently rich array of play and learning experiences and environments that strengthen connections to the region and create openings to the world beyond;
- An indispensable asset in the region for families of all backgrounds to meet and engage around common interests and priorities for their children;
- A recognized regional convener that advances the larger regional agenda around children and the challenges and opportunities they face;
- An organization that connects and helps grow regional assets; people, nature, schools, business, agriculture, and the arts;
- A disciplined organization engaged in learning for itself, children and families, and the region;
- A sustainable organization that leverages regional assets, enjoys diverse support, and monitors selected measures.

5. Audience and How People Visit

The sustainability of the Children's Museum depends on easy access for various audiences traveling from a large geographic region. While the museum will be enjoyed by a broad cross-section of the general public, our core audience will consist of children twelve years old and younger, their parents, siblings, grandparents, caregivers, and educators living in and visiting the five-county region. Special attention and effort will be leveraged to reach children experiencing participation barriers.

When considering location and access, it is important to remember that every child visiting the Children's Museum will be accompanied by an adult, and the configuration of each visit may vary widely. We know from market research industry studies that most visits to a children's museum are decided by the female head of household, that is true whether the child's mother is attending or not. On the majority of visits, children are accompanied by either or both parents and arrive by car, or are brought by either or either or both grandparent, which seems especially true on school breaks during holidays and over the summer. Multi-generational family groups, including aunts, uncles, and cousins may visit in one or more vehicles. During the school year, it is the intention that all schools in the five-county region will be visiting the museum via field trips. While the children and chaperones will arrive on school buses, sometimes parents and even grandparents join the field trip by driving separately, increasing the need for weekday parking spots. Children may arrive with their childcare provider, and sometimes play-dates at the Children's Museum will be arranged by parent friend-groups. Weather permitting, it is not uncommon for families to bike to the children's museum, or for nearby neighbors to enjoy walking to the museum. In urban centers, public transportation is often an option with fare discounts offered. Home schoolers will visit, supplementing their at-home curriculum and will often use the museum as a venue to meet-up with other home school families. To reach children experiencing participation barriers, shuttle services may be chartered, along with accompanying volunteers and social service providers. To be successful, the Children's Museum will need to be accessible in multi-modal ways to welcome a wide-range of visitation diversity.

6. Search Area

For the Children's Museum to truly serve all of Region Five and those who visit, setting a search area for locating the museum site has been given much thought. In concentrating the search area, a range of factors have been considered:

- Central location to all communities in the five-county region
- Areas of concentrated population including:
 - General population
 - Seasonal population
 - Children birth to twelve
 - Early childhood and early elementary classrooms
- Hubs for economic activity including retail and tourism
- Accessibility to major highway corridors
- Regionally identifiable, with scenic value

When analyzing all these factors, placing the Children's' Museum in proximity to the 210 corridor through the Cities of Brainerd and Baxter and along the 371 corridor from Baxter to Pequot Lakes would likely provide the greatest access from across the five-county region.

7. Site Selection Goal and Objectives

The goal of the site selection process is to secure the optimal permanent site for an accessible, thriving, and fundable Children's Museum destination. Through the site selection process, objectives include:

- Identify incentives and development opportunities to help fund construction and operations
- Increase awareness and generate excitement for the new Children's Museum
- Communicate a site selection process that is transparent and fair to all

8. Site Selection Process

The Board of Directors is committed to carrying out the following anticipated steps in the site selection process. Please note that as circumstances require, the Board of Directors in its discretion may consider alternative steps to achieve the site selection goal and objectives. The anticipated steps in the site selection process include:

- A. Board members available to meet with individual property owners, both private and public, gathering insight for establishing the site selection process
- B. Search criteria and the selection process determined by Board of Directors
- C. Request for Proposal packet made available to all interested property owners
- D. Site Proposals submitted by May 3, 2019
- E. Board of Directors reviews all proposals to narrow options to top-rated sites per established criteria
- F. Board members and client representative interviews and site tours with owners of the top-rated sites
- G. Board of Directors selects one or more preferred site/s
- H. Additional input sought as deemed necessary or valuable
- I. Terms negotiated and settled, letter of intent signed
- J. Launch fund-development strategies

9. Proposal Narrative

For any property to be considered for the physical location of the Region 5 Children's Museum, please submit a narrative proposal document, thoroughly answering the following questions and providing any further information you believe will be helpful to the Board of Directors' consideration of the site.

Basic Information:

1. Applicant's name, statement confirming that the applicant is the site's owner of record, contact information, and address of the site.
2. State whether this site will require new construction or renovation of an existing building. If a renovation, describe the existing building/s with as much detail as possible and what renovations will be necessary to become museum-ready. Include interior and exterior photos, as applicable.
3. What is the size of the property in acres or square feet and what is building size, if existing, in square feet and stories? Is there opportunity for expansion?
4. Are there any purchase costs for the Children's Museum to acquire the site? List examples of purchase costs.
5. Is this property available to lease or to own? Describe any covenants to be expected and if there are any on-going CAM or association requirements and fees.
6. What are the zoning requirements for this property and is a children's museum a permissible use under the current zoning requirements? Describe the zoning of the immediately surrounding area.
7. Describe access to utilities. If utilities are not present, describe what it would take to acquire utilities. Is there Broadband access?
8. Describe how long the current owner has owned the property, and describe the current use of the property and all historical uses to the extent known by the present owner.
9. Are there any known or suspected adverse environmental conditions or hazards associated with the property? If yes, please describe. You may be asked to provide copies of any existing environmental reports.
10. Does the owner of the property own the adjacent or surrounding land, or other land in close proximity to the site? If so, please describe.
11. Are there any known easements on the property? If so, please describe.

Priority Criteria:

Please describe in detail how well the site contributes to the following priorities:

12. Is it a recognized location, known to the people of Region 5, that's easy to access for families and field trips? Provide a description of proximity and access to either Highways 371 or 210. Includes maps and identify the property location.

13. Is there available parking and easy bus drop off? State how many parking spots are available and explain if any of the parking spots are shared with other businesses or individuals.
14. Is there space for outdoor learning environments that include natural elements? Describe if natural elements exist, such as trees, water view, water access, hills or berms, adequate soil for garden plots, etc.
15. Describe how the location would support and amplify the vision described in the Master Plan. See Section 10 of this RFP, below, for instructions on how to access the Master Plan.
16. Does the location contain historic, cultural, or environmental relevance? If so, please describe.
17. Are there family-focused businesses and resources existing in the area or in development? Are there nearby family-friendly food options? Please describe what currently exists, what is known to be in development, and if this is an area where momentum is building with synergy to locate the Children's Museum here.
18. Will the site be donated to the Children's Museum? Please list and describe if there are other contributions or incentives related to this site that would be financially beneficial to the Children's Museum.

Submission Requirements:

Please email a PDF of your proposal to polsonregion5cm@gmail.com no later than May 3, 2019. Attach any maps, images, or other support documentation. Submit questions to Peter Olson, Museum Project Director, by email at polsonregion5cm@gmail.com or by calling 507-995-2242.

The Region 5 Children's Museum reserves the sole right to not select a submitted site in its discretion. While the factors and guidelines in this Request for Proposal are intended to guide the selection process, they are not determinative. The Children's Museum retains the right and discretion to consider any other factors it considers relevant.

The Children's Museum may request additional documents and information from applicants during the site selection and development process to assist with its decision-making. Although an applicant is not obligated by this document to provide further documents or information, failure to provide such information to the Children's Museum may result in the applicant's property not being selected as the final site of the Children's Museum.

10. Master Plan Access

To access the full Master Plan:

<https://mft.sourcwell-mn.gov:4443> (using google chrome)
User: r5museum
Password: 2018Childrensmuseum
Select "Secure Folders" for illustrations and the narrative

City of Brainerd

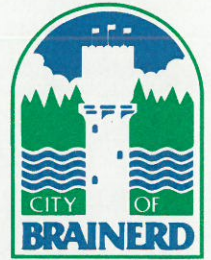
Region 5 Children's Museum Site Location

Request for Proposal Response



May 2, 2019

Region 5 Children's Museum Site Selection RPF Response



www.ci.brainerd.mn.us

Dear Mr. Drange,

The City of Brainerd is honored to respond to your request for a site proposal for the Region 5 Children's Museum. We believe that the Brainerd community is the ideal location that will allow the Museum to achieve its vision of providing all children the supportive relationships, expanding opportunities, and wellbeing they need to thrive through a vibrant and connected region. The Brainerd City Council fully supports the Museum's mission to "bring together the region's children and families in shared experiences that are grounded locally and open to the wider world" and desires to be active partners with the Museum's Board of Directors in realizing this mission.

As the social, economic, recreational, and educational hub for not just the Brainerd Lakes Area but for all of Region 5, we aim to demonstrate how locating a museum within the City of Brainerd is the best option for realizing the organizational goals set by the Board of Directors as well as serving all the children and their families throughout Region 5. The geographically significant location of Brainerd will also expose the Museum to visitors from outside of the region. Finally, the diverse combination of public services, amenities, and natural resources within the community are elements that will not be found anywhere else in the region.

The City of Brainerd is proposing Lum Park as the ideal location to house the Region 5 Children's Museum. The property is owned by the City of Brainerd and would be fully, or in part, offered to the Museum through a perpetual lease for the duration of its life. Lum Park also provides unique access to numerous natural resources, neighborhoods and nearby schools, a variety of family friendly amenities, and Minnesota State Highway 210, Minnesota State Highway 371, and Business 371.

The City of Brainerd thanks you for the opportunity to propose these locations for the Region 5 Children's Museum, and we look forward to working closely with the Board of Directors in making this dream a reality.

Sincerely,

David C. Chanski
Community Development Director

Basic Information

1. Applicant

The Brainerd City Council and the Brainerd Parks and Recreation Board have approved this proposal and confirms that the City of Brainerd is the owner of each property hereby proposed.

Contact Information

David Chanski, Community Development Director

Phone: 218-828-2307

Email: dchanski@ci.brainerd.mn.us

Cassandra Torstenson, City Administrator

Phone: 218-828-2307

Email: ctorstenson@ci.brainerd.mn.us

Site Address

Lum Park – 1619 N.E. Washington St., Brainerd, MN 56401

2. Current Property Condition

While the City of Brainerd Parks and Recreation Department is currently housed at Lum Park, the City will be vacating the existing office and maintenance building and storage facility. These facilities would be available to the Children’s Museum for repurposing or removal for new construction. The Parks Department facilities are two single-story, metal buildings. The main building, which contains the Parks offices and maintenance facility, is heated and airconditioned. The second building is used for cold storage of Parks equipment. The parking area around the facility is mostly unimproved gravel. There is also a public restroom facility, campground, boat dock, disc golf course, two pavilions, and a public beach with approximately 1,600 linear feet of shoreline located in the park.



3. Property Size

Lum Park has a total area of approximately 40 acres. The City is open to providing the Children’s Museum land to develop as well as the current Parks and Recreation buildings for reuse or removal. The area on which the Parks Department offices currently sits is approximately 2 acres. The surrounding area to the east and west of the buildings does provide plenty of space for expansion in the immediate or distant future.

4 & 5 Acquisition Costs and Conditions of Acquisition

Lum Park is solely owned by the City of Brainerd. There are no purchase costs for this proposed location as the City of Brainerd is willing to convey a portion of the property to the Region 5 Children’s Museum through a perpetual lease of \$1.00 per year for the life of the Museum. The City cannot identify any CAM or association requirements and fees at this time.

Conditions of Acquisition for Lum Park would include but are not be limited to maintaining public access to the current beach site, disc golf course, restroom facility, and campground, all of which would continue to be maintained by the City of Brainerd. The City is willing to negotiate maintenance of the ground on which the Museum would sit including lawncare and snowplowing.

6. Zoning

Lum Park and the City's riverfront property are currently zoned R-1 Single-Family Residential. While a museum is not a permitted use in a R-1 district, the City is committed to conducting the necessary rezoning to either property. The adjoining districts to Lum Park are currently single family residential with one single parcel to the park's southwest corner (a Casey's General Store) zoned commercial.



7. Utilities

The infrastructure for full utilities including water, wastewater, electricity, natural gas, and internet access is in place and operational in Lum Park. The current Parks Department offices are connected to all utilities. Internet access in Brainerd is provided by CTC and reaches speeds of up to 1 gigabits per second through fiber optic internet connections, which are steadily being expanded throughout the entire community.

The providers for each utility are:

- Water/Wastewater – Brainerd Public Utilities
- Electricity – Brainerd Public Utilities
- Natural Gas – CenterPoint Energy
- Internet – CTC, Charter, and CenturyLink

8. Ownership History

The Lum Park property was donated to the City of Brainerd by Leon E. Lum on November 23, 1909, and a resolution accepting the gift and designating the property as a public park was adopted by the Brainerd City Council in February 1910. On June 21, 1926, Clarence Lum, brother of Leon Lum and executor of his then deceased brother's estate, donated additional acreage to the City, which now comprises some 40 acres. Per the deed of gift established at the time the City accepted the donation from Leon Lum, the property has been maintained as a public park for the last 110 years, hosting

hundreds of community events from concerts to fairs to Independence Day celebrations. All limiting provisions established in the original deed of gift have since expired.

9. Environmental or Hazardous Conditions

There are no adverse environmental conditions or hazards associated with Lum Park.

10. Ownership of Surrounding Land

The City of Brainerd owns three parcels of land on 15th Ave. N.E. (P.I.N. 41190628, 41190682, and 41190627) directly across the street from the entrance to Lum Park. However, at 40 acres, the Museum should not need to worry about adjoining properties as it would be fully surrounded by City owner property.

11. Property Easements

There are no easements located on this proposed site.



Priority Criteria

12. Recognized Location

Lum Park is a highly recognized location throughout Region 5 as one of the largest and one of the most historic parks in Brainerd. The park also contains the only public access beach on Rice Lake, a reservoir of the Mississippi River, a disc golf course, and popular campground. Visitors to Lum Park drive straight into the park upon exiting onto Lum Park Road from Minnesota State Highway 210, which is the main east/west thoroughfare throughout Region 5. Additionally, the park is less than 5 miles from Minnesota State Highway 371 and only 2 miles from Minnesota State Highway Business 371/South 6th Street.

13. Parking

Lum Park has approximately 100 public parking spaces across multiple parking areas throughout the park, including near the current Parks and Recreation office, next to the public beach, and near the campground. There is also ample room for parking expansion. The available parking, including 18 existing boat trailer parking spots, would make for convenient bus drop off and bus parking.

14. Outdoor Learning Opportunities

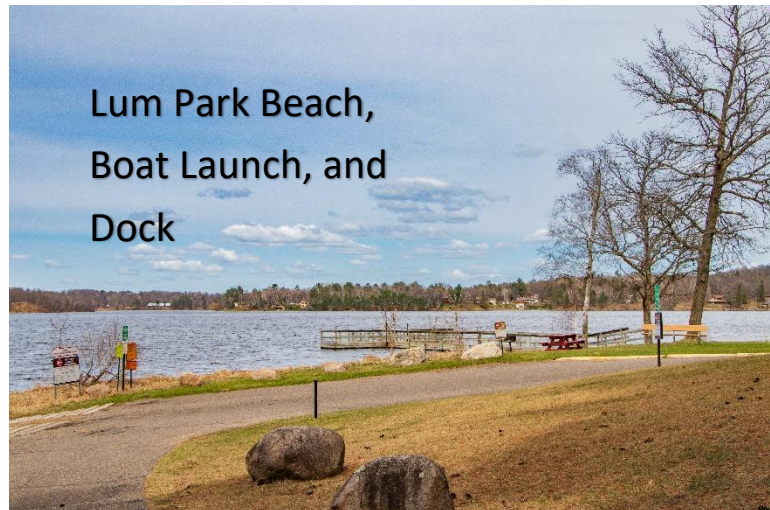
Lum Park would provide a unique experience for those visiting the Children's Museum. The park is lush with open space, forestry, and water. The 1,600 linear feet of shoreline on Rice Lake, which is fed directly by and provides direct access to the world renowned Mississippi River, includes a boat launch, fishing pier, and dock. Further upstream is the City's hydroelectric dam, which is tied directly into the City's power grid, that may provide additional educational opportunities. The soil in the area, reports of which could be made available upon request, would be well suited for other

education experiences such as gardens. The 10 acres of forest throughout the park contain a diverse assortment of trees and vegetation of which the children can learn. Finally, the park contains playground equipment and a disc golf course for visitors to also enjoy.

15. Support of the Master Plan

Lum Park would greatly support and amplify the vision set forth in the Children Museum's Master Plan. The park's 1,600 linear feet of shoreline on Rice Lake, which is fed directly by and provides direct access to the Mississippi River, would be an invaluable resource in achieving the *At the Lake* theme. The park's size and suitable soil would allow the creation of gardens and a greenhouse to support the *From*

the Garden theme. *Into the Woods* would be achieved through 10 acres of forest throughout the park, featuring a variety of flora and fauna. As the site is already a park, it is perfect for *In the Great Outdoors* with many places for children to explore, try new things, and maybe even get a little messy. At just over 40 acres with woods, a beach, open space, and more, Lum Park itself demonstrates *Open for Possibilities*, and the City of Brainerd strives to be a community that demonstrates that value throughout the entire community.



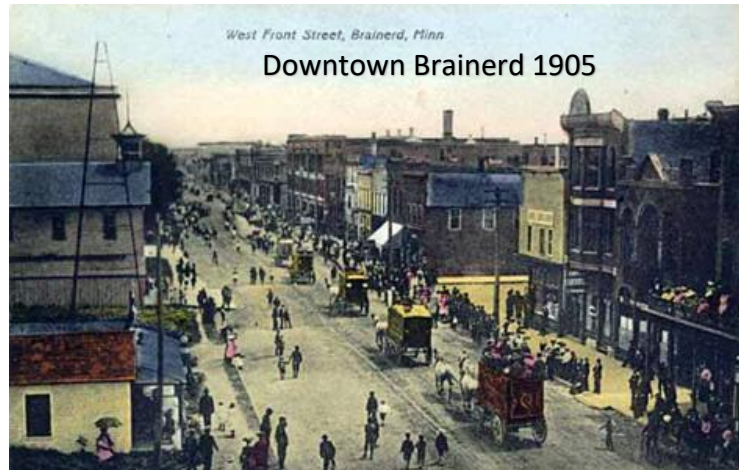
Brainerd's central location on the map, easy access to highways 210 and 371, a crossroads which can take you anywhere you would like to go, and close proximity to the Brainerd Lakes Regional Airport makes any location within the community an ideal choice for children to experience *On the Road* as they imagine the variety of places they can go within the region, the state, the country, and the world.

16. Historic, Cultural, and Environmental Significance

Named after Anne Eliza Brainerd Smith, the wife of John Gregory Smith, then president of Northern Pacific Railway, Brainerd has been the heart of Central Minnesota for almost 150 years. The city is the seat of Crow Wing County, the largest county in Region 5, and is the home to the Brainerd Independent School District, the largest school district in Region 5. As the economic hub of the region, Brainerd was historically organized around three main entities: St. Joseph Hospital, the Northwest Paper Company's pulp and paper mill, and the Northern Pacific Railway depot. However, logging, milling, and mining have also been parts of Brainerd's rich history. Even the bricks on some

historic buildings around town were made right in town from the clay in Northeast Brainerd. Today, Brainerd is home to approximately 14,000 residents, making it the largest community in Region 5.

With a median age of only 34 years old, Brainerd is a fairly young community compared with the surrounding area. A younger population also means younger children who will be visiting the Museum, which is demonstrated by the 8 public and private elementary schools within the community, 3 of which are within walking distance of Lum Park. According to the 2017 American Community Survey, approximately 1,900 children under the age of 10 live within Brainerd city limits.



Finally, Brainerd is home to many precious natural resources such as the Mississippi River that both flows through the western side of the city as well as feeds Rice Lake to the northeast, the 500 acre Northland Arboretum, access to the Paul Bunyan and Cuyuna Lakes trails, and over a dozen well maintained city parks and open space. The City has placed the preservation of our natural resources as one of our highest priorities.

17. Synergy with the Children's Museum

The Brainerd community would be great supporter of the Region 5 Children's Museum. Throughout town, there are numerous family friendly venues. From a variety of restaurants to numerous parks and recreational options to over a dozen schools to a number of community organizations that cater



to families and youth, Brainerd is a great place to live, work, play, and learn. The Brainerd Independent School District is in the beginning stages of one of the largest renovations and expansion projects in state history through a \$205 million referendum, including the construction of a new performing arts center adjacent to the Brainerd Public Library. A potential partnership may be

possible with Brainerd Ski Loons who provide summer long entertainment and are patrons of Lum Park where they practice and perform. The Brainerd Walkable Bikeable City Committee and Riverfront Committee are focused on improving pedestrian transportation throughout town and constructing a new trail along the Mississippi River. The City is working with the Cuyuna Lakes Trail Association to formally connect the Cuyuna Lakes Trail between Brainerd and Crosby. The Brainerd and Crow Wing Public Transit system continues to provide affordable transportation throughout the

community and the greater Crow Wing County area. Through redevelopment efforts such as the River to Rail Initiative, private investors continue to look for opportunities to take underused or neglected historical parts of town, such as the former paper mill (now the Brainerd Industrial Center), the Northern Pacific Center (historically part of the Northern Pacific Railway), and historic downtown Brainerd, and repurpose, restore, and rejuvenate them to better serve our community. Finally, the City is in the process of overhauling the City's Comprehensive Plan, which will lead Brainerd in the direction that will continue to ensure that the city continues to be the economic, recreational, and educational hub for all of Central Minnesota for decades to come.

There are many family-friendly amenities throughout our community and in the surrounding area for Museum visitors to enjoy as well including but are not limited to:

- Paul Bunyan Land
- Northland Arboretum
- Crow Wing County Historical Museum and Library
- Brainerd Lakes YMCA
- Brainerd Public Library
- Franklin Arts Center
- Lakes 12 Cinema
- Crow Wing State Park
- Paul Bunyan State Trail
- Cuyuna Lakes State Trail
- Brainerd Ski Loons Water Ski Show
- Over 75 locally owned and nationally recognized fast food and sit-down restaurants, coffee shops, and other specialty shops.



18. Partnership Opportunity

The City of Brainerd desires to be an active partner with the Region 5 Children's Museum. In addition to the proposed location for the Museum, the City Council and City staff are committed to working to help realize the full potential of this museum. We are committed to support development efforts through providing a location for the museum, signing onto a bonding request for funds from the State of Minnesota, consideration of a program that will provide free or reduce fares to and from the Museum through the Brainerd and Crow Wing County Public Transit system, establishing a partnership between the Museum and the Brainerd Parks and Recreation Department, which is pursuing fresh programming opportunities, to develop and run programming, such as the Kids Fishing Clinic, that serves the goals of each organization, negotiating shared maintenance of the selected City property such as landscaping and snowplowing, and working hand in hand with the Museum throughout the development process, including all planning, zoning, building, and engineering related tasks. Finally, we will work with the Museum to foster relationships with other entities throughout the community and region, such as Crow Wing County, the Brainerd Independent School District, the Brainerd Lakes Area Economic Development

Corporation, Brainerd Lakes Area Chamber of Commerce. Other private and non-profit investors that may likewise support the Museum include but are not limited to:

- American Legion
- Aurora Masonic Lodge 100
- Brainerd Area Sertoma Club
- Brainerd Downtown Business Association
- Brainerd Golden K Kiwanis
- Brainerd Jaycees
- Brainerd Kiwanis
- Brainerd Rotary Club
- Brainerd Lakes Rotary
- Brainerd Lions Club
- Brainerd Lakes Newcomers Club
- Brainerd Lakes YMCA
- Crossing Arts Alliance
- Crow Wing County Historical Society & Museum
- Crow Wing County United Way
- Eagles Club
- Elks Lodge No. 615
- Knight of Columbus
- Moose Lodge #1246
- Northland Arboretum



The development of the Region 5 Children’s Museum is a top priority for the City of Brainerd. We see our community as the ideal location to best serve all the children in Region 5. We, again, would like to thank you for the opportunity to propose this location for the Region 5 Children’s Museum, and we look forward to working closely with the Board of Directors in making this dream a reality.





Anderson Brothers Construction Company of Brainerd, LLC
11325 State Highway 210
Brainerd, MN 56401
218-829-1768 • Fax 218-829-7607

Building Our Communities Since 1940
An Equal Opportunity Employer

4/26/2019

Region 5 Board of Directors
Children's Museum
200 1st ST NE Suite 2
Staples, MN 56479

Dear Mr. Paul Drange,

I am writing in support to establish the Region 5 Children's Museum in the City of Brainerd.

The City of Brainerd is the perfect geographic location with its 210 & 371 highway corridors, providing superb access throughout the five-county region. The opportunities are endless with Brainerd's multiple water features, trail systems, artist events and many more environmental amenities. There is the capacity and capability for economic growth for those that come to visit, our current residents and new families relocating to Brainerd.

In conjunction with the new school expansion projects, the Children's Museum in Brainerd would enhance the learning experience made available to so many children. Children and adults alike would enjoy and benefit from this enhanced educational opportunity.

We welcome you to the City of Brainerd; you have its full support.

Sincerely,

Terry McFarlin
Pres./CEO



May 1, 2019

Region 5 Children's Museum Board of Directors
200 1st ST NE Suite 2
Staples, MN 56479

Dear Board of Directors:

Thank you for the opportunity for the submission of an RFP for the Region 5 Children's Museum. Unfortunately, the City of Baxter does not own property that checks the boxes the Board has identified as priorities for site selection. Therefore, we will not be submitting an RFP for your consideration. The City of Baxter, however, would like to express its support for the RFPs that have or will be submitted for sites located within corporate limits of Baxter and Brainerd.

The two cities are at the crossroads of the two of the most heavily travelled Highway corridors (MN 210 and 371) in northern Minnesota and serve as the regional hubs for employment, entertainment, recreation, and shopping in the five-county region. From marketing to building a greater sense of place, building synergies to maximizing one's experience, we believe that locating the Museum in one of the two communities will provide your organization with the greatest opportunity for success. There is not a more logical location that either of these two cities.

Thank you for your efforts to bring another quality of life asset to the region. We wish you nothing but success as you complete your due diligence and commence the next phase of this exciting project. Should you have any questions, please do not hesitate to call or e-mail me.

On behalf of the City of Baxter,



Bradley Chapulis
City Administrator



Mike and Sharon Higgins
Preston and Aimee Jobe
Northern Pacific Center
1511 Northern Pacific Road
Brainerd, MN 56401

April 29th, 2019

Region 5 Board of Directors
Children's Museum Response
200 1st ST. NE. Suite 2
Staples, MN 56479

Dear Board of Directors,

This letter is to recommend that the Children's Museum locates its newest location within the city of Brainerd.

The addition of the Children's Museum would contribute to a community that is rich in history, tourism, and commerce. Brainerd's natural elements and area businesses provide additional offerings and opportunities for the Children's Museum.

The Children's Museum will reap the benefits from a booming tourist destination but will also provide an opportunity for a year-round venue for families to enjoy. We feel that Brainerd is the destination for the Children's Museum and will create a community culture for education and the arts.

Sincerely,

Mike and Sharon Higgins



May 1, 2019

Dear Board of Directors of Region 5 Children's Museum,

As a true advocate and early-stage planner of the Region 5 Children's Museum, the Brainerd Lakes Area Economic Development Corp. (BLAEDC) would like to submit a letter of support, in favor of locating the proposed Children's Museum in Crow Wing County. BLAEDC is a private non-profit 501c3 organization with a mission to expand business, build community, and grow jobs and is funded by local units of government, businesses, community leaders, and individuals who believe that together we create our own destiny and make a difference in our community.

As you have stated in the RFP, we understand that selecting the optimal site is a critical step in establishing a thriving children's museum befitting the unlimited potential of our region's children. Crow Wing County has many ideal locations for the Children's Museum, in respect to available resources, travel accessibility and outdoor spaces.

While there are a number of locations that could fit the requirements of the museum, we would like to highlight two particular communities - Brainerd and Pequot Lakes.

The City of Brainerd is centrally located to serve all of Region 5, has easy highway access to all other communities, has the largest school population, and is easily identifiable to the residents in Minnesota. The City of Pequot Lakes is in the Heart of Lake Country and experiences tremendous population growth during the summer season.

We recognize that this Children's Museum will be a great asset to our community and to Region 5, regardless of its location. That being said, we feel both the City of Brainerd and the City of Pequot Lakes have ideal sites to accommodate this state-of-the-art investment in our future.

BLAEDC knows that the economic future of Region 5 is essential to the health of our local communities. It is for these reasons that BLAEDC asks the Children's Museum board to consider all of Crow Wing County's proposals for the Children's Museum.

Sincerely,

Sheila Haverkamp
Executive Director, Brainerd Lakes Area Economic Development Corp.

Tyler Glynn

Economic Development Officer, Brainerd Lakes Area Economic Development Corp.



BRAINERD PUBLIC UTILITIES

8027 Highland Scenic Road • P.O. Box 373 • Brainerd, Minnesota 56401-0373

COMMISSION SECRETARY – Business Office 218.829.8726 – FAX 218.829.4703

SUPERINTENDENT OF UTILITIES – Repair Service Operations 218.829.2193 – FAX 218.829.2308

INTERNET WEB SITE – www.bpu.org

May 2, 2019

To Whom This May Pertain:

RE: Brainerd Public Utilities support for Children's Museum

It is Brainerd Public Utilities (BPU) pleasure to write a letter of support to have the Children's Museum become part of the City of Brainerd.

BPU feels this would be a great asset and benefit to the Brainerd community. It is an opportunity to bring families together from several communities to be part of an enjoyable and learning experience. This is also an opportunity for several organizations in our community to partner together to assure the Museum gets fully utilized and the visibility it needs to be successful.

Brainerd would be proud to be part of this exciting opportunity that would provide not only a positive and educational setting for families to experience, but also aligns with the City of Brainerd's goal "To be the best Brainerd we can be".

Sincerely,

Scott Magnuson
Superintendent
Brainerd Public Utilities



www.ci.brainerd.mn.us

May 2, 2019

Region 5 Board of Directors
Children's Museum
200 1st ST NE Suite 2
Staples, MN 56479

Dear Mr. Paul Drange,

I am writing on behalf of the City of Brainerd Parks and Recreation Board to support the Region 5 Children's Museum to establish their location in the City of Brainerd.

The Board wholeheartedly believes the City of Brainerd would be an ideal site as it is centrally located to serve a wide area and is easily identifiable to the residents in Minnesota and supports the proposal to locate the Museum in Lum Park. Due to the new school expansion projects taking place, I feel the addition of a children's museum would make Brainerd complete in the education and learning sources available to many children. The expansion will bring in new families to locate in Brainerd to take advantage of our great schools as well as early childhood education programs that we offer.

In addition, the highway 210 corridor and 371 both intersect through the City of Brainerd which gives premium access throughout the five-county region. We have the capability for economic growth to serve the residents and the people who visit. With the many lakes, nature trails and various artist events that take place in Brainerd, the opportunities are endless.

In conclusion, the addition of a Children's Museum in Brainerd would enhance and fulfill the needs for education in many different aspects of learning for our children as well as adults. It would give everyone the opportunity to be exposed to other extents of education including the sciences, environmental education and engineering – the possibilities are endless and the City of Brainerd welcomes you with open arms!

Sincerely,

Troy Rushmeyer
President, Parks and Recreation Board

April 29, 2019

Region V Children's Museum
ATTN: Paul Drange, Board Chair
202 12th Street Northeast
Staples, MN 56479

Dear Mr. Drange:

I am writing to you on the exact kind of day when a children's museum would be of extreme benefit to our community and region: the weather is cold, rainy and gray. Those caring for our young children are stuck indoors with limited opportunities for academic engagement. Therefore, it is with great privilege that I submit this letter of support, on behalf of Brainerd Public Schools, for the Region V Children's Museum in our community.

Much of today's learning, for many of our students at Brainerd Public Schools, is confined to inside the four walls of the school building. From my frequent conversations with families and children, I know there is a dearth of active, educational indoor play spaces in the Brainerd area. I am genuinely excited about the possibility of a Children's Museum meeting that need and I offer my wholehearted support for locating it within the scope of the Brainerd Public School District. This would provide learners the ability to engage in educational study trips within our region.

I can also envision some of the nearly 1,000 Brainerd Public Schools staff members engaging in professional development in a conference room at the museum. After the trip to the museum, visitors could stop for lunch or the grocery store or some shopping at one of several Lakes Proud businesses in Brainerd. ISD 181 is proud to join community members and business partners on the revitalization of twelve school buildings in our Blueprint181 voter-approved referendum. We also partner for the development of a regional performing arts center, workforce development, River to Rails initiative, Destination Downtown, Brainerd strategic development for enhancing our region and more. The Children's Museum would further develop strong partnerships as we grow and transform our local community and region into an educational experience that has the power to engage whole families in a wide-array of learning opportunities.

Brainerd Public Schools is undertaking a building project of historic proportions to refresh and in some cases rebuild our instructional spaces at each of the twelve schools in the district so that we may better provide opportunity, innovation and success for all learners. These projects, combined with the revitalization happening through the Children's Museum, mean Brainerd is more and more becoming a destination in our state, not only for vacationing but also for the vibrant educational, economic and recreational opportunities available. The Children's Museum would be an invaluable and most welcomed addition. If you have further questions or concerns, please feel free to contact me at your convenience at (218) 454-6911. Thank you for your consideration.

Sincerely,



Laine D. Larson
Superintendent of Schools
Brainerd Public Schools - ISD 181

City of Brainerd
501 Laurel Street
Brainerd, MN 56401



Re: Region 5 Children's Museum

To Whom It May Concern:

On behalf of the Board of Directors of Brainerd Restoration, we would like to express our support for the site selection of the Region 5 Children's Museum to be in the City of Brainerd.

Brainerd Restoration is a 501(c)(3) whose mission is to facilitate and promote initiatives resulting in a dynamic and attractive Downtown Brainerd. As a community development organization, we strive to connect with various groups, businesses, and individuals to bring new energy and positive attention to Brainerd thereby improving the community in sustainable and impactful ways.

The City of Brainerd is the economic, educational, retail, and artistic center of the Brainerd Lakes Area and we believe that it is the most viable location for a Children's Museum. There are several factors that would contribute to the long-term success of the Museum if it were located in Brainerd: a critical mass of people, a critical mass of school-age children, a dynamic and supportive business community, ongoing development opportunities, and statewide brand recognition with the name "Brainerd."

We are thrilled at the prospect of a Children's Museum being in our community and would do our very best to support its development with our connections and expertise should the needs arise. Good luck with the project and we look forward to its completion.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Mike Angland', written in a cursive style.

Mike Angland, President

Brainerd Restoration

Written for and submitted on behalf of the following board members:

Tad Johnson, Treasurer
Jamie Bieser, Director
LeAnn Goltz, Director
Mary Devine Johnson, Director
John Schommer, Director
Reid Thiesse, Director



To Whom It May Concern,

The Brainerd Ski Loons wish to convey their support for the proposed site location at Lum Park in Brainerd, MN for the Region 5 Children's Museum. As a fellow 501(c)(3) that has had the opportunity to make Lum Park our home, we feel that Lum Park would be a great place for the Children's Museum.

The Brainerd Ski Loons have been based out of Lum Park for the since 2015. We perform four free shows each summer and regularly have 700-1000 people attend our events. Families sit along the beautiful shores of Rice Lake to enjoy great, family friendly entertainment. We also host our team practices at the park Monday through Thursday evenings where we have families come and learn a variety of skills from getting up the first time on water skis to learning how to barefoot.

We appreciate the tradition that Lum Park has had with show skiing. In 1957, Tommy Bartlett's Water Ski troupe got a tremendous reception as he put on a 1-1/2 hour free show on Rice Lake at Lum Park. Brainerd's astounded city staff said it was perhaps the largest single crowd in Brainerd history, at the time, with 4,000 cars carrying more than 10,000 people.

Bringing in the Children's Museum would help the City of Brainerd Parks and Recreation further their mission to: "serve Brainerd residents and visitors by offering high-quality, affordable recreational opportunities, and a clean, well-maintained park system." We have partnered with the City of Brainerd Parks and recreation because their mission fits very well with ours: "to provide opportunities for personal development, teamwork, and community involvement through water sports."

As an organization that is already providing dynamic events and programs engaging children in the joy of play and the wonder of learning at Lum Park, we think you would be a great fit here as well.

Please check out the video links below to see what the Ski Loons do at Lum Park and how it is a great place for families and kids.

Sincerely,
Christopher Dens
Brainerd Ski Loons President
218-831-3290
brainerdskiloons@gmail.com

Video Links:

<https://www.youtube.com/watch?v=aAU6SeI05Go>

<https://www.youtube.com/watch?v=5B3c8EvjGlc>



321 South 7th Street
PO Box 687
Brainerd, Minnesota 56401-0687
phone: 218-829-8781
fax: 218-829-4671

April 9, 2019

Region 5 Board of Directors
Children's Museum
200 1st ST NE Suite 2
Staples, MN 56479

Dear Paul and the Region 5 Board of Directors,

I am writing to support the Region 5 Children's Museum to establish their location within the City of Brainerd.

In my mind, the City of Brainerd would be an ideal site for the Children's Museum. Its central location serves a wide area and is easily identifiable to the residents in Minnesota.

As you may or may not know, I worked on the advocacy committee for the ISD 181 Blueprint project. It was during my work on this project that we learned that enrollment will continue to increase with a projected 7% increase by 2025. The addition of a children's museum within this district would make Brainerd complete in the education and learning sources available to many children. The expansion will bring in new families to locate in Brainerd to take advantage of our great schools as well as early childhood education programs that we offer.

In addition, the highway 210 corridor and 371 both intersect through the City of Brainerd which gives premium access throughout the five-county region. We have the capability for economic growth to serve the residents and the people who visit.

In conclusion, the addition of a Children's Museum in Brainerd would enhance and fulfill the needs for education in many different aspects of learning for our children as well as adults. It would give everyone the opportunity to be exposed to other extents of education including the sciences, environmental education and engineering – the possibilities are endless, and I am confident that the City of Brainerd, it's businesses and residents welcomes you with open arms!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kim L. Ellingson'.

Kim L. Ellingson
North Central Region President
Bremer Bank

April 9, 2019

Region 5 Board of Directors
Children's Museum
200 1st ST NE Suite 2
Staples, MN 56479

Dear Mr. Paul Drange,

I am writing, personally and as the coordinator of the River to Rail initiative, in support of the City of Brainerd's application to locate the proposed Region 5 Children's Museum in the City of Brainerd. I strongly believe the City of Brainerd is the ideal location as it is centrally located to serve all of Region 5, has easy highway access to all other communities, has the largest school population, and is easily identifiable to the residents in Minnesota.

As part of the River to Rail initiative, we see the Children's Museum as an asset to the community and have included it as a major feature in our video depicting ideas about how to grow and improve Brainerd. The sites shown in the video may be different, but the concept remains the same, it is a much-needed asset to the community.

The Children's Museum will be a valuable addition to our new and expanding education facilities, after passage of a \$200M referendum. It will greatly enhance the education and learning sources available to many children, many of whom are in families that have low to moderate income levels. It will be an economic boost to the economy, will help bring new families to the Brainerd area for jobs and to visit. It will play a major role in enhancing our community, our education system, and all the commercial and industrial businesses in our area.

In addition, the highway 210/371 corridors both intersect through the City of Brainerd which gives premium access throughout the five-county region. We have the capability to serve all residents of Region 5 and give the thousands of visitors and their children an educational opportunity throughout the year. It will give everyone the opportunity to be exposed to other aspects of education including the sciences, environmental education and engineering. With the many lakes, nature trails and various artist events that take place in, and around Brainerd, the opportunities for educating our youth are endless.

In conclusion, the addition of a Children's Museum in Brainerd will be an asset to the community, provide new educational opportunities for our children's educational needs, and enhance the entire region where we all live, work, and play.

The City of Brainerd is enthusiastic about the opportunity to have the Children's Museum in the city and welcomes you with open arms!

Sincerely,

Bruce R. Buxton

Bruce R. Buxton
Retired Engineer/Land Surveyor
BLAEDC Exec
River to Rail Coordinator



April 30, 2019

Region 5 Board of Directors
Children's Museum
200 1st ST NE Suite 2
Staples, MN 56479

Dear Mr. Paul Drange,

I am writing to support the proposal that the Region 5 Children's Museum be established in the City of Brainerd.

This central location is easily identifiable to the residents in Minnesota and provides the ability to serve a wide area. Due to the role that Central Lakes College plays in the education of our community and extensive partnership with Brainerd Public School system, we have a strong foundation in education. The addition of a children's museum would ensure that Brainerd residents and visitors of all ages have access to the full range of educational inspiration and resources.

Locating the museum in the heart of Brainerd also provides countless opportunities for partnership with the College. CLC's commitment to early education is evidenced by both the presence of our early childhood education program and the long-term presence of a community childcare center on the Brainerd campus. We would enthusiastically support opportunities for students in programs such as early childhood education, landscape and horticulture, graphic design, welding, and natural resources to become involved in various aspects of this exciting project in Brainerd.

In conclusion, the addition of a Children's Museum in Brainerd would enhance our community and ensure that all know that education is a priority in our region.

Sincerely,

A handwritten signature in black ink, appearing to read "Hara Charlier", with a stylized flourish at the end.

Hara Charlier
President, Central Lakes College



April 25, 2019

Region 5 Board of Directors
Children's Museum
200 1st ST NE Suite 2
Staples, MN 56479

Dear Mr. Paul Drange,

The Crossing Arts Alliance is pleased to submit this letter of support in regards to Region 5 Children's Museum establishing their location in the City of Brainerd.

The Crossing Arts Alliance, founded in 2000, moved to the heart of downtown Brainerd in the Fall of 2017 and have experienced a tremendous amount of support from our 560 member households and the broader community. Participation in our arts programming has increased beyond our expectations, and we are ecstatic about the impact we are making in our community.

The Board of Directors and Staff of The Crossing Arts Alliance wholeheartedly believe the City of Brainerd would be an ideal site as it is centrally located to serve a wide area and is easily identifiable to the residents in Minnesota. A children's museum would complement the work we do and will further enhance the education and learning sources available to many children.

The addition of a Children's Museum in Brainerd would provide important aspects of learning for our children as well as adults. This increased access to education would be a wonderful asset and the City of Brainerd and its businesses and residents excitedly welcome you to be a part of our community's tapestry.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Jordan", followed by a long horizontal line extending to the right.

Lisa Jordan
Executive/Artistic Director
The Crossing Arts Alliance
711 Laurel St
Brainerd MN 56401
(218)833-0416
lisa@crossingarts.org

Region Five Children's Museum

May 2, 2019

To whom it may concern,

I am writing in support of the proposed Children's Museum to be located in Brainerd.

The primary location being proposed, Lum Park, has a history of bringing families, community, and business together in a rich gathering spot located on the Mississippi River. The educational, recreational, and social opportunities are already in place and ready to greet the Children's Museum. The Children's Museum would add another amenity to this very special park which currently has swimming, fishing, camping, boating, and shelters located on State Highway 210 and a short distance from State Highway 25.

The "River to Rails" initiative Brainerd is currently involved with to redevelop and support start up business's in the downtown district is another effort to acknowledge the importance and history of Brainerd being the gateway to summer vacations, summer homes, and numerous recreational activities. The retired BNSF railroad shops are also only a short distance from the proposed location of the museum and will add another historical feature and educational opportunity to the museum experience.

The Children's Museum would have a very important economic impact on Brainerd's efforts to redevelop its downtown area. The location in East Brainerd and the connection to Crosby-Ironton and their redevelopment efforts provides a connection to enhance recreational, educational, and economic impacts on a micro-regional basis.

Please consider Brainerd as the recipient of the "Children's Museum".

Respectfully submitted,

Steve Barrows

Crow Wing County Commissioner District 3



April 29, 2019

Region Five Development Corporation
Board of Directors
200 1st Street NE, Suite 2
Staples, MN 56479

RE: Children's Museum

Dear Mr. Paul Drange,

For nearly 70-years, Consolidated Telecommunications Cooperative (CTC) has been a committed business in the Brainerd Lakes Area and in Region 5. When we are asked to support a community initiative or write a letter of support we clearly think through the impact in the communities we serve along with opportunities of how CTC could be a partner in the project or development we are supporting.

CTC understands that the City of Brainerd has been selected as a finalist for a Children's Museum. This is beyond exciting to us and the impact to our Region. We not only ask for you to select Brainerd as the final destination but want to share with you a benefit of making this decision.

CTC wants to be a partner in this project. We are unable to do this if the alternate site is selected, as we are not the telecommunications provider in that community. If the Children's Museum was located in Brainerd, CTC would want to engage in conversations about how we could financially and from an infrastructure perspective (fiber optics) be a partner. As you know, having access to gigabyte plus speeds will be imperative for the museum now but critical into the future. We have so many ideas that we could explore with you as good partners in the Region!

Please feel free to contact me directly at 218-454-1105 with any questions or if you would like to establish some initial discussions about our support of the museum. We are excited that this is going to become a reality in our Region. Thanks Paul!

Sincerely,

Kristi Westbrook
CEO/General Manager

CTC Brainerd
1102 Madison Street
Brainerd, MN 56401

CTC Baxter
14385 Edgewood Drive
Baxter, MN 56425

CTC Crosby
8 Third Avenue NW
Crosby, MN 56441

(800) 753-9104
(218) 454-1234
goctc.com |   

Dear Paul Drange,

I am writing to support the Region 5 Children's Museum to establish their location in the City of Brainerd at Lum Park. It would be great to have another option for residents and visitors with children/grandchildren. Being located on Hwy 210 would make it a very convenient place for those traveling from the Cuyuna Lakes area. It would provide an educational opportunity for children, and adults, to be immersed in STEM activities in a beautiful outdoor setting, and would add another field trip option for area school districts.

With the Brainerd/Cuyuna Lakes area growing, the Children's Museum can be an attraction that entices more visitors and new residents!

Sincerely,

Jenny Smith
Owner of Cycle Path & Paddle
Crosby, MN



Region 5 Board of Directors
Children's Museum
200 1st ST NE Suite 2
Staples, MN 56479

April 26, 2019

Dear Mr. Paul Drange,

I am writing on behalf of the City of East Gull Lake and its wish to support the Region 5 Children's Museum to establish their location in the City of Brainerd.

I wholeheartedly believe the City of Brainerd would be an ideal site as it is centrally located to serve a wide area and is easily identifiable to the residents in Minnesota. Due to the new school expansion projects taking place, I feel the addition of a children's museum would make Brainerd complete in the education and learning sources available to many children. The expansion will bring in new families to locate in Brainerd to take advantage of our great schools as well as early childhood education programs that we offer.

In addition, the highway 210 corridor and 371 both intersect through the City of Brainerd which gives premium access throughout the five-county region. We have the capability for economic growth to serve the residents and the people who visit. With the many lakes, nature trails and various artist events that take place in Brainerd, the opportunities are endless.

In conclusion, the addition of a Children's Museum in Brainerd would enhance and fulfill the needs for education in many different aspects of learning for our children as well as adults. Since East Gull Lake residents have the Brainerd School District and Pillager School District within its city limits, it would give everyone the opportunity to be exposed to other extents of education including the sciences, environmental education and engineering – the possibilities are endless and the City of East Gull Lake would be fully supportive of the Brainerd location.

Sincerely,

Rob Mason

City Administrator, City of East Gull Lake



Essentia Health

April 29, 2019

Region 5 Board of Directors
Children's Museum
200 1st ST NE Suite 2
Staples, MN 56479

Dear Mr. Paul Drange,

I believe the City of Brainerd would be an ideal site as it is centrally located to serve a wide area and is easily identifiable to the residents in Minnesota. Due to the new school expansion projects taking place the addition of a children's museum would make Brainerd complete in the education and learning sources available to many children. The expansion will help businesses recruit new employees to locate in Brainerd to take advantage of our great schools as well as early childhood education programs.

In addition, the highway 210 corridor and 371 both intersect through the City of Brainerd which gives premium access throughout the five-county region. With the many lakes, nature trails and various artist events that take place in Brainerd, the opportunities are endless.

The addition of a Children's Museum in Brainerd would enhance and fulfill the needs for education in many different aspects of learning for our children as well as adults. Thank you for considering this letter of support.

Sincerely,

Adam Rees, President
Essentia Health Central



324 East River Road
Brainerd, MN 56401

Phone: 218/828-3705
Fax: 218/828-8817

April 24, 2019

Region 5 Children's Museum
ATTN: Paul Drange, Board Chair
202 12th St NE
Staples, MN 56479

Dear Mr. Drange:

The Brainerd HRA is pleased to submit this letter of support on behalf of the City of Brainerd. Our organization is actively involved in several redevelopment initiatives in the City of Brainerd, including the creation of a substantial rehab program in downtown Brainerd. This program has provided approximately \$1 million dollars towards the improvement of our downtown properties.

In addition, we are partnering with several other community organizations on the River to Rail Initiative, Destination Downtown Competition, and other exciting initiatives happening in the City of Brainerd.

We are excited to have new businesses such as the Crossing Arts Alliance and Lakes Area Music Festival locate downtown Brainerd and also the new Performing Arts Center, which will be constructed as a part of ISD 181's upcoming projects.

The Brainerd HRA believes that the Children's Museum will be a wonderful addition to the City of Brainerd. As the largest in Crow Wing County, the Brainerd School District prepares thousands of students each year for a successful future.

As we learned from Nelson Mandela, "Education is the most powerful weapon which you can use to change the world."

In addition to providing many opportunities for our children, the museum would be an investment in the future of our community.

Sincerely,



Jennifer Bergman
Executive Director





May 2nd, 2019

Region 5 Board of Directors
Children's Museum
200 1st ST NE Suite 2
Staples, MN 56479

Dear Mr. Paul Drange,

I am writing to support the Region 5 Children's Museum to establish their location in the City of Brainerd.

I wholeheartedly believe the City of Brainerd would be an ideal site as it is centrally located to serve a wide area and is easily identifiable to the residents in Minnesota. Due to the new school expansion projects taking place, I feel the addition of a children's museum would make Brainerd complete in the education and learning sources available to many children. The expansion will bring in new families to locate in Brainerd to take advantage of our great schools as well as early childhood education programs that we offer.

In addition, the highway 210 corridor and 371 both intersect through the City of Brainerd which gives premium access throughout the five-county region. We have the capability for economic growth to serve the residents and the people who visit. With the many lakes, nature trails and various artist events that take place in Brainerd, the opportunities are endless.

Just For Kix has been in business in the Brainerd area for over 40 years. We serve Children and families by providing dance classes and summer dance camps. Each year we provide dance instruction to over 4200 dance families in the Brainerd Lakes area. We feel very strongly about supporting our community and children!

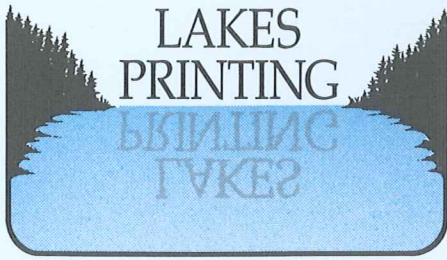
In conclusion, the addition of a Children's Museum in Brainerd would enhance and fulfill the needs for education in many different aspects of learning for our children as well as adults. It would give everyone the opportunity to be exposed to other extents of education including the sciences, environmental education, and engineering – the possibilities are endless and the City of Brainerd welcomes you with open arms!

Sincerely,

Jerad Clough

A handwritten signature in black ink, appearing to read 'Jerad Clough', with a stylized flourish at the end.

PO Box 724, Brainerd, MN 56401
Shipping Address: 7842 College Road, Baxter, MN 56425
218-829-7107 phone • 218-829-7618 fax • www.justforkix.com



WHATEVER IT TAKES

April 29, 2019

Region 5 Board of Directors
Children's Museum
200 1st ST NE Suite 2
Staples, MN 56479

Dear Mr. Paul Drange,

I am writing to support the Region 5 Children's Museum to establish their location in the City of Brainerd.

The Brainerd Lakes Area and the City of Brainerd is a vibrant, growing area. We are committed to developing those things that enhance the quality of life in this area. Brainerd would be an amazing location for the Children's Museum. This community just voted to invest \$200 million dollars into our school buildings. We are growing and looking to the future.

The Brainerd Area is centrally located with amazing resources. I know that you will find us to be a community willing to roll up our sleeves and work with you to make this incredible opportunity a reality.

Sincerely,

Kevin Thesing, Owner
Lakes Printing
Brainerd, MN

April 29, 2019

Region 5 Board of Directors
Children's Museum
200 1st ST NE Suite 2
Staples, MN 56479

Dear Mr. Paul Drange,

As you review a variety of locations for the Region 5 Children's Museum, I encourage you to establish their location in the City of Brainerd for a number of reasons.

The City of Brainerd would be an ideal site as it is centrally located to serve a wide area and is easily identifiable to the residents in Minnesota. With the communities recent approval for all of our Brainerd ISD 181 school expansion projects taking place, the addition of a children's museum will complement the education and learning sources available to thousands of children in our area. The addition of the Children's Museum will enhance our area bringing new families to locate in Brainerd to take advantage of our great schools, as well as early childhood education programs that we offer.

In addition, the highway 210 corridor and 371 both intersect through the City of Brainerd which gives premium access throughout the five-county region. We have the capability for economic growth to serve the residents and the people who visit. With the many lakes, nature trails and various events that take place in Brainerd, the Children's Museum will benefit with not only our residents but thousands of visitors each year.

The addition of a Children's Museum in Brainerd will enhance and fulfill the needs for education in many different aspects of learning for our children as well as adults. It would give everyone the opportunity to be exposed to other extents of education including the sciences, environmental education and engineering – the possibilities are endless!

Sincerely,

Tom Haglin
President





May 1, 2019

Region 5 Board of Directors
Children's Museum
200 1st ST NE Suite 2
Staples, MN 56479

Dear Mr. Paul Drange,

I am writing to support the Region 5 Children's Museum to establish their location in the City of Brainerd.

I believe the City of Brainerd would be an ideal site for a children's museum as it is centrally located to serve a wide area and is easily identifiable to the residents in Minnesota. Additionally, with a large school expansion project taking place, a children's museum would complement the education and learning sources available to many children in the Brainerd lakes area. The expansion will bring in new families to the area to take advantage of our great schools as well as early childhood education programs that offered.

Furthermore, with MN highways 18, 25, 210 and 371 intersecting through the City of Brainerd and the Brainerd Regional airport in close proximity, there is premium access throughout the five-county region. We have the capacity for economic growth to serve the residents and the people who visit. With the Mississippi River flowing through the city along with many lakes, bike and nature trails along with various artist events that take place in Brainerd, the opportunities are endless.

In conclusion, the addition of a Children's Museum in Brainerd would enhance and fulfill the needs for education in many different aspects of learning for children as well as adults. It would give everyone the opportunity to be exposed to other extents of education including the sciences, environmental education and engineering – the possibilities are endless and the City of Brainerd welcomes you with open arms!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Gerard Sinner', is written over a horizontal line.

Gerard Sinner
Chief Financial Officer



14084 Baxter Dr. Suite 12
Baxter, MN 56425

April 30, 2019

Re: Region 5 Children's Museum Site Selection RFP

To Whom It May Concern:

The Board of Directors for Visit Brainerd would like to express our support for the Region 5 Children's Museum site selection to be within the geographic boundaries of the Cities of Baxter or Brainerd, MN.

Visit Brainerd is the official destination marketing organization (DMO) for the Cities of Baxter and Brainerd, primarily funded by the local lodging tax remitted by the twelve short-term lodging properties within the city limits. These properties account for 30% of the lodging market share in all of Crow Wing County. These cities have played a significant role in the Brainerd Lakes Area becoming a year-round destination. We are the lodging partners of choice for youth activities, tournaments, camps, and events that are held on an annual basis. We have also successfully positioned ourselves as a Minnesota waterpark destination. These attributes align with your long-term goals of widening the target audience to visitors year-round.

As a DMO all we do is destination marketing. It's our job to promote Baxter and Brainerd as a tourist and convention center and we LOVE it. We are thrilled by the opportunity to add a Children's Museum to the list of attractions that we will advertise and promote once it's built. Our website, VisitBrainerd.com, delivers 12-million impressions into the marketplace each year; our social media channels have 50,000 followers and deliver 500,000 impressions each year; and our email newsletter has 25,000 subscribers who are delivered messages 1-2 times per month. We are a promotions powerhouse for the leisure and hospitality businesses, attractions, and events in the Cities of Baxter and Brainerd. There is not another organization like ours in Region 5 that has the capacity to promote the Children's Museum as well as we could.

We couldn't be more proud of our community and the fact that we are the foundation—the heart—of the Brainerd Lakes Area. When considering a location, there is not a more logical or reasonable community to choose, than within the geographic boundaries of Baxter or Brainerd.

Should you have any additional questions, please don't hesitate to contact us. We wish you success in the development of the project and look forward to its completion.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Mary Devine Johnson".

Mary Devine Johnson, Executive Director
Visit Brainerd

Encl.

Enclosure from Visit Brainerd

This letter of support has been written and submitted on behalf of the Visit Brainerd Board of Directors which includes:

- Katie Goenner, Board President, General Manager/Owner of the properties of Baymont Inn & Suites, Comfort Suites, and Days Inn & Suites
- Carolyn Bare, Board Vice President/Treasurer, General Manager of Arrowwood Lodge of the Brainerd Lakes
- Sarah Stultz, Board Secretary, General Manager of Super 8
- Julie Degen, Board Director, Owner/Operator of Northland Kart Kountry
- Geoff Gorvin, Board Director, President of Gorvin Marketing & PR
- Aimee Jobe, Owner/Operator for The NPC
- Rachael Lund, Board Director, Assistant Manager of Days Inn & Suites
- Karen Rettke, Board Director, General Manager of Country Inn & Suites
- Tom Vasecka, Board Director, General Manager of Holiday Inn Express

November 27, 2019

Jim Thoreen
City Administrator
501 Laurel Street
Brainerd, MN 56401



Baxter/Brainerd
7804 Industrial Park Road
PO Box 2720
Baxter, MN 56425-2720

218.829.5117 
218.829.2517 
Brainerd@wsn.us.com 

WidsethSmithNolting.com

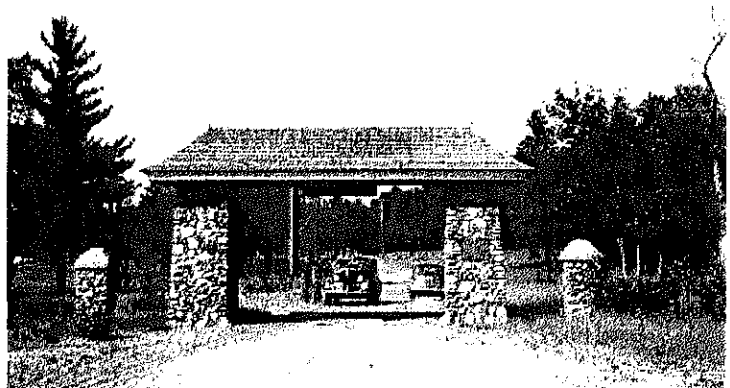
Re: Lum Park Masterplan

Dear Mr. Thoreen,

Thank you for the opportunity to present this proposal for professional services for the Lum Park Masterplan. Over the last two months, WSN has enjoyed working with Peter Olson, Museum Project Director, and the City of Brainerd, in developing preliminary concepts for locating the Children's Museum in Lum Park. WSN began working with Peter Olson on October 15, 2019, and the result of this initial meeting was a request for WSN to create a visual for what the Children's Museum would look like at Lum Park. Understandably, without a visual or drawing, it was difficult to grasp the overall impact that a 30,000 s.f. – 40,000 s.f. building would have at Lum Park, and having something on paper to react to, was a critical next step in the process. The goal for creating this visual, was to present this concept to the Brainerd City Council on November 4, 2019 and the Parks & Rec Board on November 26, 2019. The concept for locating the Children's Museum at Lum Park was received favorably by both the city council and the parks & rec board, and the general consensus is to proceed with reviewing a proposal for creating a masterplan for Lum Park. The following scope of work is based on the city council and parks & rec presentations, discussions with Peter Olson and Brainerd city staff. The anticipated timeframe for this masterplan process will be from January 2020 – May 2020.

Programming Phase (\$12,500.00) (January 2020 – February 2020)

- WSN, Brainerd City Staff, Peter Olson and Jim Rowe (Children's Museum Design Consultant) will collaborate to create a program for Lum Park and Children's Museum.
- This collaboration will require up to four meetings.
- Review Lum Park's history and existing park amenities. The overall objective is to identify and respect what Lum Park has to offer the community.
- Discuss building placement, parking and pedestrian access.
- Establish goals for new shared park amenities that will be available to the general public and visitors to the Children's' Museum.
- Discuss screening, or buffering, between the existing campground and the Children's Museum.
- Explore possibilities of incorporating the Brainerd Parks & Rec staff within the Children's Museum building.
- Discuss how this project should take other City of Brainerd initiatives into consideration, such as the Walkable Bikeable Committee, Mississippi Riverfront Committee and others.



Preliminary Design Phase (\$14,500.00) (March 2020 – April 2020)

- Upon completion of the Programming Phase, WSN architects will revise the overall masterplan graphics to reflect the information that was created by the entire group.
- Due to the general approval of the overall concept of the masterplan, the design changes will primarily consist of the new Children's Museum building and exterior amenities.
- We anticipate that this process will be very efficient and timely, due to the fact that we've already created a Revit model for the project.
- The exterior aesthetics will also be discussed and developed, to ensure that the architecture is respectful of Lum Park and surrounding properties.
- Multiple design iterations will be reviewed by throughout this process, on a bi-weekly basis.

Final Presentation Graphics and Deliverables (\$10,000.00) (April 2020 - May 2020)

- Upon completion of the Preliminary Design Phase, WSN will proceed with final presentation graphics.
- These graphics can be used for grant applications, communicating the project to the community and other presentations that the Children's Museum or City of Brainerd may have moving forward.
- WSN will provide renderings that are similar to what we've provided thus far.
- WSN proposes to provide a video/animation, as part of the final presentation deliverables. This three minute video will provide you with the opportunity to communicate this project in a variety of ways, whether it be in person, or utilizing social media.
- Please visit this website for examples of WSN Videography:
<http://www.widsethsmithnolting.com/videos.php>



Thank you again for the opportunity to submit a proposal for the Lum Park Masterplan design services. We look forward to the opportunity to continue working with the City of Brainerd on another exciting project for our community!

Sincerely,

Widseth Smith Nolting

A handwritten signature in dark ink, appearing to read "Michael Angland". The signature is fluid and cursive, with the first name "Michael" being more prominent than the last name "Angland".

Michael Angland, AIA, LEED AP
Vice President

Cc: Peter Olson, Museum Project Director

Proposed by Widseth Smith Nolting & Assoc., Inc.

Michael Angland, AIA, LEED AP
Vice President
Widseth Smith Nolting

Accepted by City of Brainerd

The above proposal is satisfactory and WSN is authorized to do the work as specified.

Name _____ Date _____



MEMO



TO: Mayor and City Council

FROM: City Administrator, Jennifer Bergman

DATE: February 10, 2020

RE: Discussion on the Economic Development Authority (EDA)

What is an EDA

An Economic Development Authority (EDA) is a local unit of government created by an enabling resolution of the city and governed under Minnesota State Statute Chapter 469. The City Council can choose to serve as the EDA board of commissioners or create a board composed of community members. The board may consist of three, five or seven members who serve six-year terms.

EDA Levy

The EDA levy is different from the Housing and Redevelopment Authority (HRA) levy. While the HRA's levy is outside of the city's levy, the city appropriates part of the money the city collects in the general city levy to the EDA. Because the EDA levy is part of the city levy, it is not a "special levy" under state law; therefore, the EDA levy is subject to the city's overall levy. By Statute, an EDA can levy .01813% of the previous years estimated market value. The EDA must send its budget to the Council annually and must follow the City's budget process.

EDA Powers

The EDA powers include but are not limited to:

- Acquire property
- Take property by eminent domain
- Make contracts
- Award construction contracts
- Be a limited partner
- Acquire rights for an easement
- Receive public property
- Acquire, sell or lease land as a part of an economic development district
- Operate and maintain a public parking facility
- Study and analyze economic development needs
- Carry out public relations to promote its city

In addition, the EDA's may exercise the powers under the HRA law if authorized in the enabling resolution.

City of Brainerd EDA

Background

The City of Brainerd passed the initial EDA enabling resolution on July 20, 1987. The City Council was the original EDA Board. The enabling resolution was amended on August 2, 1988 stating that the EDA Board would be 7-members of which 3 would be city council members. In 1990, it was reduced to 2 city council members.

The EDA has worked on several projects over the years including the downtown revitalization, loan administration, incentives for businesses and advisory to the City Council. The EDA has:

- Funded the Main Street Coordinator position
- Administered the Downtown Revolving Loan Program
- Reviewed and submitted JOBZ Application to the State of Minnesota
- Purchased the Industrial Park Lots on a Contract for Deed

The EDA has also acted as an advisory committee to the City Council on economic development related activities such as land use, funding requests for economic development projects, subsidy policies and industrial park pricing.

Brainerd EDA

The Brainerd EDA currently meets every other month. They have discussed and budgeted to do a strategic plan in 2020. This would assist the commissioner's in determining what they see the EDA doing in Brainerd currently and in the future. The EDA is working on a few projects including but not limited to:

- Reviewing incentive requests for economic development projects
- Working with BLAEDC to market the industrial park lots
- Overseeing the BLAEDC contract
- Updates from community partners

Brainerd EDA Budget and Levy

An EDA can levy .01813% of the previous years estimated market value and is subject to the City of Brainerd's overall levy. The EDA's 2020 budget is \$128,067 of which 127,817 is the levy (see attached). The revenue is primarily used to contract with BLAEDC for their economic development services (see attached) and for city staff for the administration of the EDA (see attached).

Other EDA Programs

There are many EDA's in Minnesota with varying degrees of involvement in their cities and various sizes of cities. They typically determine what their economic development needs are and create program to address their needs. Here are some program examples:

- Revolving Loan Programs for a variety of economic development needs including,
 - Land acquisition
 - Site improvements
 - New construction
 - Machinery, fixtures, equipment
 - Inventory
 - Working Capital
 - Utilities and/or public infrastructure
- Micro Grant programs for emerging businesses
- Promotional Videos
- Recruitment and Retention Programs

Summary

EDA's are created by cities to address the economic development needs of the city. After the creation of an EDA, the city appoints their board members and adopts their levy. Then, they operate independently of the city. This is very intentional so that economic development activities can be administered at an arm's length while still being a local government entity. Cities see the most success when their EDA and the City are partners and working together.

At the February 10th work session, we would like to discuss the City Council's expectations of the EDA:

- What are the City's expectations of the EDA?
 - Determine TIF?
 - Review incentives?
 - Vet projects?
- Does the City Council want all economic development projects start at the EDA?
 - New developments
 - Incentive requests (TIF, Abatement, etc.)
- Where could the City use the EDA's assistance with economic development?
 - Parking?
 - Marketing?
 - River to Rail?
- How can the City Council guide the EDA in their strategic planning? For example, what does the Council want the City to look like economically.

EDA Fund

	2018			2020	
	Budget	Actual	2019 Budget	Requested Budget	Difference
Revenues					
Taxes & Penalties					
31010 Current Ad Volorem **	122,223	120,504	124,351	127,817	3,466
31020 Delinquent Current Ad Volorem	-	1,705	-	-	-
	122,223	122,209	124,351	127,817	3,466
Other Revenue					
36210 Interest Income	100	247	100	250	150
39200 Sale of Land	-	-	-	-	-
	100	247	100	250	150
TOTAL REVENUE	122,323	122,456	124,451	128,067	3,616
Expenditures					
Personnel Services ^					
-1101 Salary	24,527	24,343	28,066	-	(28,066)
-1121 PERA	1,840	1,810	2,105	-	(2,105)
-1122 FICA	1,521	1,313	1,740	-	(1,740)
-1123 Medicare	356	307	407	-	(407)
-1131 Health Ins	4,551	4,523	4,892	-	(4,892)
-1133 Life Ins	26	4	48	-	(48)
-1134 LTD	24	6	47	-	(47)
	32,845	32,305	37,305	-	(37,305)
Services					
-3300 Professional Services	-	-	-	-	-
City	-	-	-	32,500	32,500
BLAEDC	77,500	77,500	78,500	78,500	-
Legal/Municipal Advisors	-	-	-	5,000	5,000
-3350 Legal Publ	-	38	-	-	-
-3361 Ins. General Lib	127	83	125	100	(25)
-3430 Miscellaneous	500	160	500	500	-
Strategic Planning	-	-	-	-	5,000
Marketing	-	-	-	5,000	-
Training/Events/Conferences	-	-	-	-	-
-3435 Memberships *	5,350	5,350	5,350	5,350	-
	83,477	83,131	84,475	126,950	42,475
-7720 Transfers Out	-	-	-	-	-
TOTAL EXPENDITURES	116,322	115,437	121,780	126,950	5,170
NET REVENUE OVER EXPEND.	6,001	7,019	2,671	1,117	(1,554)

** Max allowed by state statute

^ Currently 20% of City Administrators and 5% of Administrative Specialist

* Initiative Foundation

SHARED SERVICES AGREEMENT

This agreement is entered into this 16th day of December, 2019; between the City of Brainerd, a municipal corporation, and the Brainerd Economic Development Authority (EDA), a public body, corporate and politic.

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

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

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

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

NOW, THEREFORE, IT IS HEREBY AGREED THAT:

I. Scope of Service

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

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

II. Compensation

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

III. Term

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

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

IV. Indemnification

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

V. Compliance with Laws

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

VI. Independent Contractor Status

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

VII. Authorized Representative

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

City of Brainerd

Interim City Administrator

James Thoreen

501 Laurel Street

Brainerd, MN 56401

Brainerd EDA

Chair

Edwin L. Menk

501 Laurel Street

Brainerd, MN 56401

VIII. Severability

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

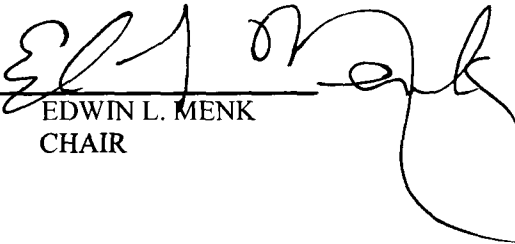
IX. Modifications

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

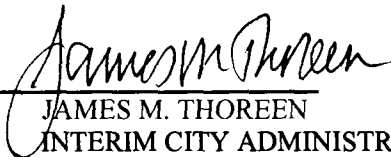
the authorized representatives of the EDA and the City.

Approved this the 17th day of December 2019.

Brainerd Economic Development Authority

By: 
EDWIN L. MENK
CHAIR

City of Brainerd

By: 
JAMES M. THOREEN
INTERIM CITY ADMINISTRATOR