

CITY COUNCIL AGENDA

Brainerd, Minnesota

March 16, 2020

7:30 P.M.

**Crow Wing County Historic Courthouse
326 Laurel Street**

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

2. **Roll Call**

___ K. Bevans ___ D. Badeaux ___ T. Erickson ___ J. Lambert

___ K. Stunek ___ D. Pritschet ___ G. Johnson ___ Mayor Menk

3. **Pledge Of Allegiance**

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

5. **Consent Calendar**

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

A. **Approval Of Minutes**

1. Regular Meeting Held on March 2, 2020

Documents:

20200302_CC draft.pdf

B. **Approval Of Licenses**

Contractor Licenses - 6 Renewals

Documents:

CONTRACTOR LICENSE REPORT - 2020-03-11.pdf

C. **Department Activity Reports**

1. Police Chief
2. Finance Director

Documents:

Police Chief Report.pdf

- D. Minnesota Lawful Gambling - Adopt A Resolution Authorizing The Brainerd American Legion Post 255 To Conduct Off-Site Gambling On April 23, 2020 At The Essentia Health Sports Center, 502 Jackson St., Brainerd - Approval Of
- E. Minnesota Lawful Gambling Application For Exempt Permit - Submitted By MN Darkhouse & Angling Association, 225 1st St., Randall, MN For An Event To Be Held On March 28, 2020 At The American Legion Post 255, 708 Front St., Brainerd - Approval Of
- F. Temporary On-Sale Liquor License Application - Submitted By Brainerd American Legion Post 255 For An Event To Be Held April 23, 2020 At The Essentia Health Sports Center, 502 Jackson St., Brainerd - Approval Of

6. **Presentations**

A. **Presentation: Brainerd Community Action**

- 1. Community Action

Documents:

Community Action.pdf

7. **Council Committee Reports**

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

Documents:

20200316_SPW.pdf

- 1. Resolution - Concurring With The Revocation Of Segments Of CSAH 20 In Brainerd

Documents:

RES - Concurring CSAH 20.pdf

- 2. Resolution - Supporting Infrastructure Accountability

Documents:

RES - Support Infrastructure.pdf

- 3. Transit Express Route

Documents:

Transit Express Route.pdf

- 4. Tax-Forfeit Non-Conservation Parcels

Documents:

Tax-Forfeit Non-Conservation Parcels.pdf

5. 2020 Downtown Landscaping And Maintenance

Documents:

2020 Downtown Landscaping and Maintenance.pdf

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

Documents:

2020-03-16_PF.pdf

1. Approval Of Bills
2. Request To Apply For A Grant From The Otto Bremer Trust

Documents:

Otto Bremer Grant.pdf

3. Police Sergeant Promotion

Documents:

Police Sergeant Promotion.pdf

4. Appointment Of Building Official

Documents:

Appt of Building Official.pdf

5. Request To Apply For DNR Outdoor Recreation Grant - Memorial Park

Documents:

DNR Grant Request.pdf

8. Unfinished Business

A. Call For Applicants - Informational

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

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

Cable TV Advisory Committee - 2 terms (Expire 2021) - 2 terms
(Expire 2022)

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

term (Expire 2022) - 1 term (Expire 2023)

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

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

Council President Recommended: (terms to expire 12/31 of said year)

Planning Commission - 1 terms (Expire 2022)

Other

Water Tower Committee - Applicants Needed

B. City Hall And Police Department Remodel Update

Documents:

CH and PD Remodel Budget Update.pdf

**C. Crow Wing County Shared Services Maintenance Contract Update
- Informational**

Documents:

CWC Shared Services Update.pdf

9. New Business

A. Authorize Letter Of Intent With The Region 5 Children's Museum

Documents:

Letter of Intent.pdf

**B. Authorize Proposal With Widseth Smith Nolting (WSN) For Lum
Park Masterplan**

Documents:

Proposal with WSN for Lum Park.pdf

C. Mississippi Landing Trailhead Concept Design Presentation

Documents:

Mississippi Landing.pdf

1. Mississippi River Trailhead

Documents:

(Added Item) Mississippi.pdf

D. Police Dept Remodel - Server Room Fire Suppression

Documents:

Police Remodel Server Room Fire Suppression.pdf

E. (Added Item) Coronavirus Update

Documents:

(Added Item) Coronavirus.pdf

10. Public Forum

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

11. Staff Reports

(Verbal: Any Updates since Packet)

A. City Administrator Report/Update

Documents:

CA Report Update.pdf

12. Council Member Reports

13. Adjourn To Special Council Meeting March 23, 2020 At 6:00 P.M.

Note: Safety and Public Works Committee will meet at 6:45 p.m.
in the Board Room at the Crow Wing County Courthouse.
Personnel and Finance Committee will meet at 7:00 p.m.
in the Jinx Ferrari Room at the Crow Wing County Courthouse.

ANY INDIVIDUAL NEEDING SPECIAL ACCOMMODATIONS,
PLEASE CALL 828-2307

Visit the [City's Website](http://ci.brainerd.mn.us) (ci.brainerd.mn.us)

MISSION

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

**Brainerd, MN
March 2, 2020**

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

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

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

MOVED AND SECONDED BY ALDERMEN LAMBERT AND BEVANS, DULY CARRIED, TO APPROVE THE AGENDA.

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

A. Approval of the Minutes of the Regular Meeting held on February 18, 2020 - Approved

B. Approval of Licenses - Approved

Contractor Licenses – 7– Renewals; 1 - New

C. Department Activity Reports - Approved

1. Fire Chief
2. Parks Director

D. Minnesota Lawful Gambling – Adopt Resolution Authorizing Brainerd Aeries Eagles #287 to Conduct Off-Site Gambling on April 24 and 25, 2020 at Memorial Park, 1700 Mill Ave., Brainerd – Adopted by Resolution No. 07:20

E. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by the Mule Deer Foundation, 1939 S. 4130 W Suite H, Salt Lake City, UT 84104 for an Event to be Held March 20, 2020 at the Brainerd American Legion, 708 Front St., Brainerd - Approved

F. Temporary Beer License – Submitted by Brainerd Aeries Eagles #287, 124 Front St., Brainerd for an Event to be Held April 25, 2020 at Memorial Park, 1700 Mill Ave., Brainerd - Approved

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

Council Committee Reports

Safety and Public Works Committee Report

Event/Street Closure Application – Lakes Area Music Festival Block Party - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO APPROVE THE EVENT APPLICATION FOR THE LAKES AREA MUSIC FESTIVAL BLOCK PARTY ON AUGUST 6, 2020 UNDER THE CONDITION THAT THE APPLICANT COORDINATE PARKING LOT CLOSURE WITH APPROPRIATE CITY STAFF AND FURTHER TO PROVIDE CONTACT INFORMATION FOR THE RESPONSIBLE PERSON IN CHARGE DURING THE EVENT.

Resolution – Consolidating Improvement Projects – Improvements 13-21, 19-09 and 19-16 – B Street Reconstruction, 5th Avenue NE Reconstruction and B, C, and D Street Reconstruction Projects – Adopted by Resolution No. 08:20

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT A RESOLUTION APPROVING THE CONSOLIDATION OF PROJECTS 13-21, 19-09 AND 19-16 AS PRESENTED.

Committee Chair Bevans indicated project 13-21 is for B Street from Gillis Avenue to 5th Avenue NE, 19-09 is 5th Avenue NE from Washington Street to D Street and 19-16 is B, C, and D Streets from 5th Avenue NE to the East Brainerd Mall property.

RESOLUTION NO. 08:20

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

Personnel and Finance Committee Report

Approval of Bills - Approved

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

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

Request to Purchase Squad Car - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON, DULY CARRIED, TO AUTHORIZE THE PURCHASE OF ONE (1) 2020 FORD POLICE INTERCEPTOR UTILITY FOR APPROXIMATELY \$33,383 AND APPROVE THE COST FOR THE VEHICLE AND BUILD-UP, MINUS THE INSURANCE SETTLEMENT, TO BE TRANSFERRED FROM THE PUBLIC SAFETY FUND TO THE CAPITAL FUND.

Police Chief McQuiston stated Enterprise only had the Durango model police vehicles available at this time to lease. He explained the totaled vehicle is a 2016 Ford and that some of the current components will transfer to another Ford model vehicle but would not be compatible for a Durango model. He said the only available unit in the state was located at the Hibbing Ford.

Paid On Call Firefighting Hiring 2020 - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND STUNEK, DULY CARRIED, TO APPROVE THE FIRE DEPARTMENT ESTABLISH A PAID ON CALL FIREFIGHTER HIRING LIST AND TO HIRE UP TO FOUR (4) PAID ON CALL FIREFIGHTERS.

Fire Contract Formula for 2021 - Informational

Committee Chair Badeaux stated this information is the proposed fire contract calculation for the following year. He said the overall difference had an increase of 0.95%, however the City of Brainerd's portion from 2020 – 2021 has decreased by -0.02%.

Memorandum of Agreement for Deseth to Serve as Interim Building Official - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON, DULY CARRIED, TO APPROVE THE MEMORANDUM OF AGREEMENT (MOA) AS PRESENTED BETWEEN THE CITY OF BRAINERD, DARRIN DESETH AND THE IBEW LOCAL #31 UNION FOR MR. DESETH TO SERVE AS INTERIM BUILDING OFFICIAL AND TO AUTHORIZE SIGNATURES OF CITY OFFICIALS ON THE SAID MOA.

Committee Chair Badeaux indicated Mr. Deseth will be starting on Step 1 of the wage grid during the temporary appointment, effective March 3, 2020.

Review of Budget Policy - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND STUNEK, DULY CARRIED, TO APPROVE THE POLICY AS PROPOSED.

Committee Chair Badeaux explained the policy was updated using the current language and terminology.

Review of Debt Management Policy - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON, DULY CARRIED, TO APPROVE THE POLICY AS PROPOSED.

Unfinished Business

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

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

Cable TV Advisory Committee – 2 terms (Expire 2021) - 2 terms (Expire 2022)

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

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

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

Council President Recommended: (terms to expire on 12/31 of said year)
Planning Commission – 1 term (Expire 2022)

Other

Water Tower Fundraising Committee – Applicants Needed

New Business

Resignation of Mayor Menk and Discussion of Appointment Process

City Administrator Bergman indicated Mayor Menk submitted his letter of resignation, effective March 31, 2020. She stated the Council will need to officially adopt the Mayor's resignation and determine a process to follow for an appointment. She explained the appointment term will be from the date of Council appointment to January 1, 2021, as the position will be listed on a Special Election ballot in November 2020 to complete the remaining two years of the term.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF MAYOR MENK, EFFECTIVE MARCH 31, 2020 AND DECLARE A VACANCY.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO OPEN APPLICATIONS FOR MAYOR FROM MARCH 3 – MARCH 18, 2020 ENDING AT 4:30 PM AND SCHEDULE A SPECIAL COUNCIL MEETING FOR MARCH 23, 2020 AT 6:00 PM TO INTERVIEW AND APPOINT A MAYOR, EFFECTIVE APRIL 1, 2020.

Resolution – Receiving Feasibility Report and Calling Hearing on Improvement – Improvement 19-10 – NE Brainerd Resurfacing Project – Adopted by Resolution No. 09:20

City Engineer Sandy stated the first step of an assessment proceeding is to set a public hearing to consider testimony for or against a proposed improvement project. He reviewed the details of the project and the streets that would be affected by this improvement.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND BEVANS TO ADOPT A RESOLUTION RECEIVING THE FEASIBILITY REPORT AND SETTING THE PUBLIC HEARING ON THE IMPROVEMENT TO TAKE PLACE ON APRIL 6, 2020 DURING THE REGULARLY SCHEDULED COUNCIL MEETING.

RESOLUTION NO. 09:20

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

Resolution – Receiving Feasibility Report and Calling Hearing on Improvement – Improvements 13-21, 19-09 and 19-16 – B Street Reconstruction, 5th Avenue NE Reconstruction and B, C and D Street Projects – Adopted by Resolution No. 10:20

City Engineer Sandy reviewed the details of the projects and the streets that would be affected by these improvements.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT A RESOLUTION RECEIVING THE FEASIBILITY REPORT AND SETTING THE PUBLIC HEARING

ON THE IMPROVEMENT TO TAKE PLACE ON APRIL 6, 2020 DURING THE REGULARLY SCHEDULED COUNCIL MEETING.

RESOLUTION NO. 10:20

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

Public Forum

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

No one came forward.

The Chair closed the public forum at 8:00 p.m.

Staff Reports

City Administrator Bergman is working with City Attorney Langel to draft a letter of intent between the Children’s Museum and the City of Brainerd. She announced she will be attending the League of MN Cities Community Resilience Roundtable event this week at Sourcewell and extended the invitation to the Council.

Council Member Pritschet had asked City Administrator Bergman about the process the City is taking towards the Coronavirus. Fire Chief Holmes as well as the League of MN Cities have been working on some guidelines should this become an issue in Minnesota.

Finance Director Hillman stated the Presidential Nomination Primary election takes place on Tuesday, March 3, 2020 with polling locations open from 7:00 am – 8:00 pm. She announced implementation has started at City Hall with the new BS&A computer software.

Council Member Reports

Mayor Menk announced a meeting took place recently regarding the Destination Downtown contest.

Council Member Erickson stated he attended the Fire Advisory Board meeting on February 25, 2020.

Closed Session Pursuant to Minnesota Statute 13D.05 Subd. 3(c)(3) to Consider Counteroffers for the Purchase of Memorial Park Parking Lot – 8:06 p.m.

The Council reconvened at 8:35 pm.

Adjourn

The Chair adjourned at 8:35 p.m.

Jennifer Bergman
City Administrator

CITY OF BRAINERD
LICENSED CONTRACTORS
CITY COUNCIL MEETING
March 16, 2020
(6 Renewals)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
ERKENS WATER SOFTENER SERVICE INC 109 2ND AVE NE PO BOX 461 COLD SPRING, MN 56320 20-0163	(320) 685-8762	WATC	10/7/2020		WC646957
NORTHERN AIR PLUMBING & HEATING LLC 273 WESTWOOD DRIVE AITKIN, MN 56431 20-0162	(218) 927-6828	PLUM MECH	12/11/2020 12/11/2020	12/31/2021 12/13/2021	PC735451 MB735452
CUSTOM UPOLSTERY & AWNING CENTER 17181 STATE HWY 371 BRAINERD, MN 56401 20-0161	(218) 855-1096	AWNG	8/1/2020	12/31/2020	
VELOCITEL, LLC 1150 1ST AVENUE SUITE 600 KING OF PRUSSIA, PA 19406 20-0160	(651) 361-8110	TELE	11/30/2020	4/16/2020	
AIR CONCEPTS INC 20753 COUNTY ROAD 3 MERRIFIELD, MN 56465 20-0159	(218) 828-4328	MECH	6/19/2020	7/14/2020	MB005525
PLUMBING PLUS LLC 18768 213TH STREET LITTLE FALLS, MN 56345 20-0158	(218) 820-5618	PLUM	4/20/2020	12/31/2021	PC643166

**BRAINERD POLICE DEPARTMENT
MEMORANDUM**

TO: Brainerd City Council
FROM: Police Chief Corky McQuiston
DATE: 03-11-20
RE: Monthly Report



Investigator Assignment

In February, one of the senior patrol officers John Palcher was reassigned to the vacancy we had in one of our two criminal investigations positions. Officer Palcher started with the department in January of 2004 and was selected as the Officer of the Year in 2005. For several years, he has been a primary field training officer. Prior to joining our department John worked for the Dallas, Texas Police Department for 3 years. John is originally from the Duluth, Minnesota area.

With this new assignment, John will be attending several specialized investigative training courses, primarily offered through the BCA. The first one he attended in this series was a two-day, 16-credit course at the BCA headquarters in St. Paul on



February 25th & 26th, covering Interview & Interrogation. This course is designed for law enforcement investigators and covered topics including suspect interviews, witness/victim interviews, communication, rapport, verbal and non-verbal behavior, culture and gender, interviewing children, persuasion theories, and strategies for interrogation. This practical course teaches skills that will assist with obtaining high quality information from individuals regardless of their status or role in the investigation.

The course stresses methods that establish rapport, improve feedback and become more discerning through efficient listening. It also involves an examination of the interviewing process to demonstrate how a structured interview expands your ability to obtain accurate information and detect deception.

De-escalation and Mental Illness Crisis Training

On February 18th, Officers Brady Houle and Grant Larson attended a free one-day training at the Blandin Foundation in Grand Rapids that covered De-escalation/Intervention Strategies for person in Mental Illness Crisis and Crisis De-escalation Techniques for Public Safety Personnel.

This 8-credit course meets the new POST Board mandates for this topic and was hosted by the Grand Rapids Police Department and the Itasca County Sheriff's Department.



Centurion Skills Training and Consulting

A Regional Center for Public Safety Innovation

The course was conducted by Centurion Skills Training and Consulting. It covered:

- Identifying common mental illnesses and behavior disorders that can present underlying causes leading to crisis situations
- Recognizing factors that contribute to a stress-related condition that can create the potential for crisis including PTS from military combat experience, severe and repeated trauma, and traumatic brain injury
- Identifying strategies to assess and manage outcomes of emotionally disturbed persons in crisis
- Communication skills that form a basis for de-escalation techniques
- De-escalation tactics to mitigate conditions that prolong a crisis state
- Identifying Minnesota resources for persons in crisis and their families

The training also utilized case studies and videos to demonstrate successful de-escalation strategies.

February Police Activity

At about 9:45 pm on Friday, February 7th, officers were dispatched to a report of a possible domestic disturbance at apartments located at 725 Walnut Street. Officers arriving on the scene immediately noticed damage to the outer door of the apartment. Officers identified a female victim who was shaking, crying, and visibly upset. She then related to officers that a boyfriend had come to the residence intoxicated riding a snowmobile and began arguing with her. The male threw a fan inside the home, and began pounding on the walls, causing a hole in the wall. The victim reported that she

had been assaulted by the male in the past and on this occasion, he was threatening to assault her again, causing her serious fear based on the prior assaults. The victim told officers she was too afraid to call 911 out fear based on the prior assaults. The victim indicated that her boyfriend had then left but came back and begin pounding on the door after she locked it, causing extensive damage.



The suspect had fled on a snowmobile prior to officers arriving. Officers had a description of the suspect and began checking the area.

Officers located the suspect on the snowmobile at the Pine Square gas station. Officers took 40-year-old Thomas Wurtzberger into custody and transported him to jail.

Wurtzberger was charged with felony Stalking, felony Threats of Violence, gross misdemeanor Domestic Assault, 2nd Degree DWI, and 3rd Degree Damage to property. Wurtzberger is currently out on bond and has an Omnibus Hearing scheduled for May.

At about 1020 am on February 15th, Officer Boggs was on routine patrol when she recognized a vehicle parked at a residence in the 700 block of 7th Avenue NE. Boggs is familiar with the vehicle belonging to male party with an active Order For Protection prohibiting him from the residence. Officer Boggs confirmed the active order and made contact with the female that resides there. Boggs confirmed that the male was in the residence and he was taken into custody.

A search of the suspect, 55-year-old Todd Nelson, incident to arrest located a controlled substance that tested positive for methamphetamine. Nelson has been charged with Felony 5th Degree Controlled Substance Possession, two counts of Violating an Order for Protection, and possession of drug paraphernalia. He has an Omnibus hearing scheduled in April.



February Animal Control Report

Date Reported	Title	Address	Summary
02-04-20	Dog Loose	208 SW 8 th Street	Dog owner moved away; problem resolved
02-04-20	Neglect	301 "F" Street NE	Anonymous Neglect Complaint; Unfounded
02-04-20	Dog Left outside too long	823 Quince	Unfounded
02-05-20	Stray Cat in a trap	417 19 th Street SE	Transported to HART
02-05-20	Dog At Large	1300 Norwood	Unable to locate
02-09-20	Dog in a parking lot	119 Washington Street	Unable to locate
02-12-20	Neglect Dog in a car	417 8 th Avenue NE	Contact with owner, dog fine not too cold or hot
02-14-20	Dog At Large	1900 Graydon	Located dog in yard, advised owner of ordinance
02-14-20	Dog At Large	1606 South 7 th Street	Delayed report from day prior, ripped down bird feeder
02-14-20	Dog At Large	3 rd Ave & "H" Street	Unable to locate
02-23-20	Dog At Large	1425 12 th Avenue NE	Unable to locate
02-24-20	Unknown source feeding cats	512 South 8 th Street	Removed feeding station, set live traps
02-25-20	Dog Bite	South 8 th & Oak Streets	Very light bite marks, contact with dog owner, dog broke leash, current on vaccinations, self-quarantine
02-25-20	Animal Neglect	1007 Grove Street	Unfounded, possible family dispute between reporting party and owner
02-25-20	Check Cat Traps	512 South 8 th Street	Bait removed and traps sprung, removed traps
02-27-20	Chicken At Large	1883 Graydon	Caught chicken, brought to HART unable to locate/identify owner
02-28-20	Squirrel Trapping Complaint	912 South 6 th Street	Advised of laws for trapping if causing damage
02-28-20	Dog At Large	1310 "J" Street	Contact with owner, warned will be cited if continues
02-28-20	Dog At Large	1202 Laurel	Owner Denied. Will continue to monitor
02-29-20	Dog At Large	401 Juniper	Returned to owner

Body Worn Camera Data Report



Month	Number of Videos	Hours of Videos	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos Per Day
January	1638	328 Hours	609.8 GB	373 MB	12.18 minutes	52
February	1359	260 Hours	469.6 GB	345 MB	11.51 minutes	47

Conduct on Premises Activity Report for February

ICR	Date Reported	Title	Address	Summary
20001790	02/07/20	Conduct on Premises	310 James	Conduct on Premises

Monthly Police Activity

February	2020	2019
Incidents	1344	1169
Citations (Inc. Parking)	247	206
Part I and Part II Crimes Reported	**	190

** Note: Transitioning to NIBRS reporting.

79 parking tickets were issued in the month of February with the following dispositions:

Revenue Recapture Receipts:

To Date: \$ 51,510.08

In 2029: \$ 3,670.00

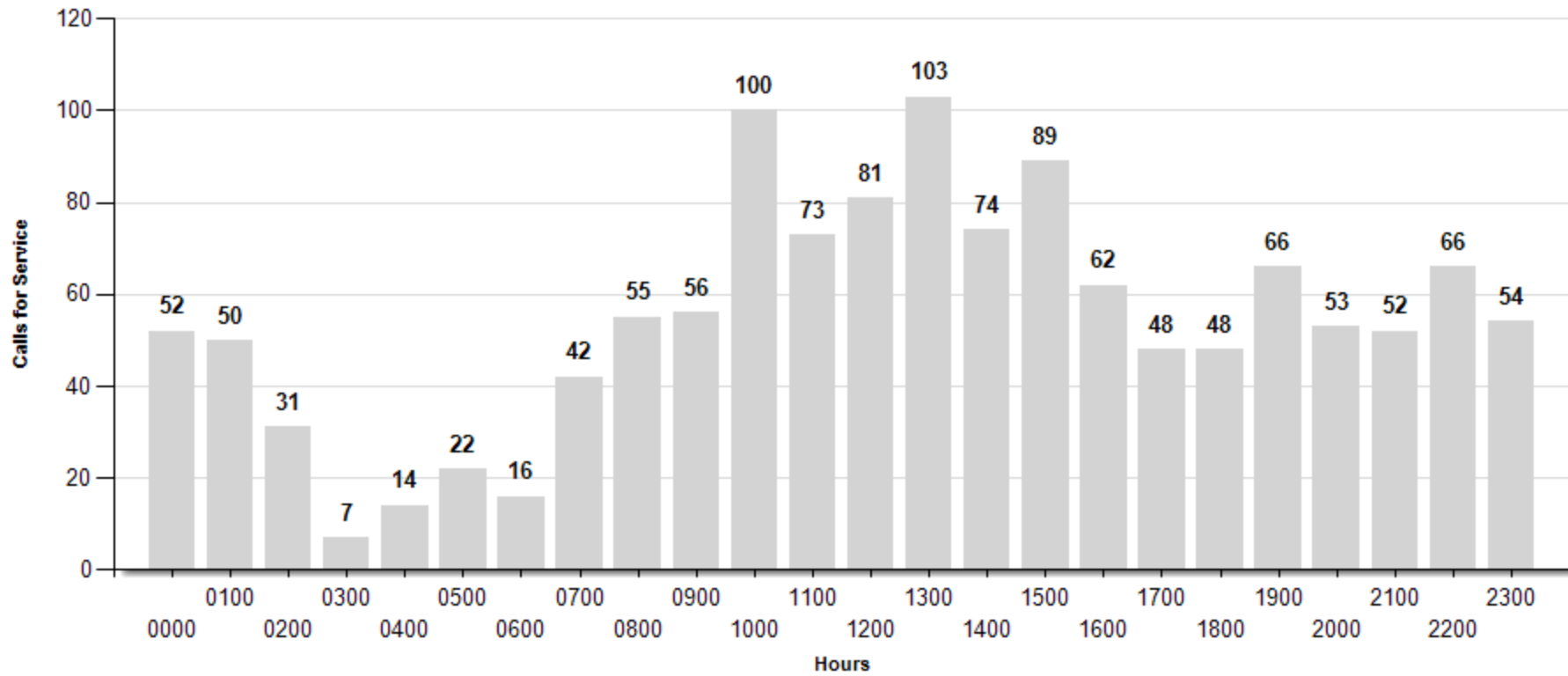
2	Dismissed
0	Business Validations
43	Paid in Full
3	Partial Payments Received
31	No Payment Received



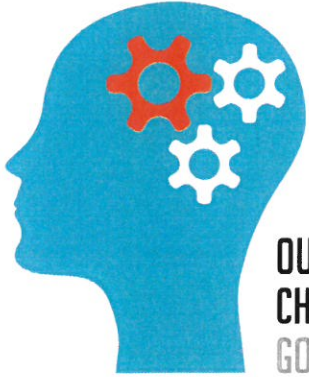
Calls for Service Hourly

2/1/2020 to 2/29/2020

Total Calls: 1344



WHAT IS BRAINERD COMMUNITY ACTION?

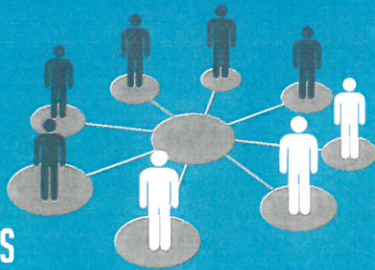


Brainerd Community Action is a nonprofit organization that focuses on helping individuals and groups who have a desire to help others but who may not know where to get started doing so.

OUR GOAL IS TO HELP GUIDE THOSE WITH CHARITABLE IDEAS TO REACH THEIR GOAL OF HELPING THEIR COMMUNITY.

Who Do We Help?

ANYONE WITH A PASSION FOR HELPING OTHERS IN THEIR COMMUNITY. IT COULD BE AS SIMPLE AS HAVING A SPECIFIC FUNDRAISING CAUSE BUT NEEDING A PARTNER TO HELP TAKE IN TAX DEDUCTIBLE DONATIONS. OR IT COULD BE AN ORGANIZATION WHO IS READY TO TAKE THE NEXT STEP IN BECOMING A TAX EXEMPT NONPROFIT OF THEIR OWN. WE ARE HERE TO HELP CONNECT PEOPLE WITH IDEAS WITH THE RIGHT METHODS TO FIND SUCCESS IN THEIR EFFORTS.



What Are Our Big Events?



ARTS IN THE PARK

HUNDREDS OF LOCAL ARTISTS AND VENDORS OFFER THEIR CREATIONS FOR SALE AT OUR BIGGEST FUND-RAISER AND ANNUAL KICKOFF TO THE 4TH OF JULY WEEK.



4TH OF JULY CELEBRATION

50-100K PEOPLE GATHER EACH YEAR IN MINNESOTA'S 4TH OF JULY CAPITAL THE BRAINERD LAKES AREA TO CELEBRATE ONE OF THE AREAS LARGEST EVENTS.

What Do We do?

COMMUNITY ACTION GIVES POTENTIAL NONPROFITS A SOLID FOUNDATION FROM WHICH TO BUILD.

- + STEP BY STEP INSTRUCTIONS ON NONPROFIT CREATION
- + HELP APPLYING FOR GRANTS
- + ACCOUNTING AND FINANCIAL MANAGEMENT
- + FISCAL SPONSORSHIP

What is Fiscal Sponsorship?

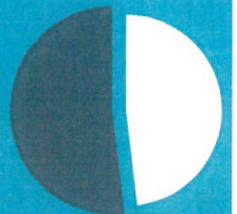


FISCAL AGENCY ALLOWS AN ORGANIZATION WITHOUT TAX-EXEMPT STATUS TO RECEIVE FUNDS VIA AN ESTABLISHED NONPROFIT WITH 501(C)(3) TAX-EXEMPT STATUS. **THIS IS A GREAT FIRST STEP IN FUNDRAISING.**

How Are We Funded?

57% GOVERNMENT CONTRACTS

43% FUNDRAISING EFFORTS



Brainerd Community Action
321 S. 7th Street Suite 105
Brainerd, MN 56401

Dave Badeaux Executive Director
Call Us: (218) 829-5278
Email: Info@BrainerdCommunityAction.org

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

March 16, 2020
County Board Room – Crow Wing County Historic Courthouse
6 :45 PM

1. Resolution – Concurring with the Revocation of Segments of CSAH 20 in Brainerd
2. Resolution – Supporting Infrastructure Accountability
3. Transit Express Route
4. Tax-Forfeit Non-Conservation Parcels
5. 2020 Downtown Landscaping and Maintenance



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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

REVOKE A PORTION OF COUNTY STATE AID HIGHWAY 20

WHEREAS, the Crow Wing County Board of Commissioners has determined that the road hereinafter described should be revoked as a County State Aid Highway under the provisions of Minnesota Law,

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of Crow Wing County, Minnesota, that the road described as follows, to-wit, be, and hereby is, revoked as a County State Aid Highway of Crow Wing County, subject to approval of the Commissioner of Transportation of the State of Minnesota:

That part of the right of way of County State Aid Highway 20, Crow Wing County, MN described as:

Beginning at a point where the existing centerline of Crow Wing County State Aid Highway No. 20, as presently laid out and constructed in Section 4, Township 133 North, Range 28 West, intersects with Trunk Highway 210 near the south line of Blocks 58 and 60 of the Plat of West Brainerd, thence northerly to a point where the existing centerline of Crow Wing County State Aid Highway No. 20, as presently laid out and constructed in Section 4, Township 133 North, Range 28 West, intersects with Crow Wing County State Aid Highway No. 5 and there terminating.

Including the portion of County State Aid Highway No. 20 dedicated in the plat of West Brainerd and the Plat of River Heights, on file in the office of the Crow Wing County Recorder.

Subject to easements, reservations and restrictions of record.

Total length of road being 0.70 miles, more or less.

BE IT FURTHER RESOLVED the County Engineer is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for his consideration, AND

BE IT ALSO FURTHER RESOLVED that upon approval of the Commissioner of Transportation, the revoked portion of County State Aid Highway 20 shall be revoked to the City of Brainerd and become a city street.

STATE OF MINNESOTA)
COUNTY OF CROW WING) ss

I, Timothy J. Houle, County Administrator, Crow Wing County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the county board of said county with the original record thereof on file in the Administration Office, Crow Wing County, Minnesota, as stated in the minutes of the proceedings of said board at a meeting duly held on < >, 2020, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness my hand and seal this < > day of < >, 2020

TIMOTHY J. HOULE
COUNTY ADMINISTRATOR

R E S O L U T I O N

NO. _____

**RESOLUTION CONCURRING WITH THE REVOCATION OF SEGMENTS OF COUNTY STATE AID
HIGHWAY 20**

WHEREAS, the County Board of Crow Wing County, Minnesota adopted a resolution on March 10, 2020 related to County State Aid Highway 20, and

WHEREAS, said resolution revokes certain segments of County State Aid Highway 20 within the corporate limits of the City of Brainerd.

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

1. that the resolution adopted by the County Board, a copy of which is attached hereto and made a part hereof, revoking a portion of County State Aid Highway 20 within the City limits and establishing it as a City of Brainerd roadway are in all things approved.

Adopted this ____ day of _____, 2020

GABE JOHNSON
President of the Council

Approved this _____ day of _____, 2020

EDWIN L. MENK
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
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This Document can be made available
in alternative formats upon request

State of Minnesota

HOUSE OF REPRESENTATIVES

NINETY-FIRST SESSION

H. F. No. 2296

03/11/2019 Authored by Tabke, Albright, Cantrell and Elkins
The bill was read for the first time and referred to the Committee on Government Operations

- 1.1 A bill for an act
- 1.2 relating to local government; authorizing municipalities to charge a street impact
- 1.3 fee; amending Minnesota Statutes 2018, section 462.358, by adding subdivisions.
- 1.4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:
- 1.5 Section 1. Minnesota Statutes 2018, section 462.358, is amended by adding a subdivision
- 1.6 to read:
- 1.7 Subd. 12. **Street impact fee.** (a) In addition to all other existing authority of a
- 1.8 municipality, a municipality may impose a fee as set by ordinance on an applicant based
- 1.9 on the net buildable acreage of the subdivision, the subdivision's impact on the municipality's
- 1.10 transportation system, or the municipality's transportation plan.
- 1.11 (b) Cash payments received must be placed by the municipality in a special fund to be
- 1.12 used only for the acquisition and construction, maintenance, or improvement of streets,
- 1.13 roads, intersections, and related transportation infrastructure based on the municipality's
- 1.14 approved transportation plan.
- 1.15 (c) In addition to any other authority, the municipality may deny the approval of a
- 1.16 subdivision based solely on an inadequate transportation system within the municipality.
- 1.17 (d) Previously subdivided property from which a street impact fee has been received
- 1.18 that is being resubdivided with the same number of lots is exempt from street impact fee
- 1.19 requirements. If, as a result of resubdividing the property, the number of lots is increased,
- 1.20 the street impact fee applies only to the net increase of lots.

2.1 Sec. 2. Minnesota Statutes 2018, section 462.358, is amended by adding a subdivision to
2.2 read:

2.3 Subd. 13. **Street impact fee nexus.** (a) There must be an essential nexus between the
2.4 fees imposed under subdivision 12 and the municipal purpose sought to be achieved by the
2.5 fee. The fee must bear a rough proportionality to the need created by the proposed subdivision
2.6 or development.

2.7 (b) If a municipality is given written notice of a dispute over a proposed fee before the
2.8 municipality's final decision on an application, a municipality must not condition the approval
2.9 of any proposed subdivision or development on an agreement to waive the right to challenge
2.10 the validity of a fee.

2.11 (c) A application may proceed as if the fee had been paid, pending a decision on the
2.12 appeal of a dispute over a proposed fee, if (1) the person aggrieved by the fee puts the
2.13 municipality on written notice of a dispute over a proposed fee, (2) prior to the municipality's
2.14 final decision on the application, the fee is deposited in escrow, and (3) the person aggrieved
2.15 by the fee appeals under section 462.361 within 60 days of the approval of the application.
2.16 If an appeal is not filed by the deadline or the person aggrieved by the fee does not prevail
2.17 on the appeal, the funds paid into escrow must be transferred to the municipality.

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

RESOLUTION SUPPORTING INFRASTRUCTURE ACCOUNTABILITY

WHEREAS, populations in Minnesota cities are growing statewide; and

WHEREAS, the development and construction associated with that growth are driving the need for road improvements, street oversizing, street redesign, and street reconstruction; and

WHEREAS, municipal statutory authority appropriately exists for fees to support added need for parks, sewer, and water; and

WHEREAS, this municipal authority does not exist for infrastructure development fees; and

WHEREAS, city streets are one of the four major types of infrastructure local government is responsible to provide to protect public safety and health, and city streets represent a separate but integral piece of the network of roads supporting movement of people and goods; and

WHEREAS, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes, and special assessments have limited applications, leaving cities under-equipped to address growing needs; and

WHEREAS, neighborhood streets are constructed according to city standards by developers; and

WHEREAS, funding sources for larger streets and intersections to support new developments have historically come from infrastructure development fees; and

WHEREAS, the Minnesota Supreme Court found in *Harstad v. City of Woodbury* that no statutory authority existed for these infrastructure development fees; and

WHEREAS, cities should not be forced to make current residents and businesses pay for costs of growth through local taxes but rather by those that are responsible for the growth; and

WHEREAS, cities are finding it difficult to develop adequate funding systems to support needed infrastructure development related to growth while complying with existing state statutes; and

WHEREAS, cities need flexible policies and greater resources in order to meet growing demands for street improvements.

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

1. that this Council supports legislation that would authorize cities to collect infrastructure development fees to fund municipal street improvements as a necessary component of growth.

Adopted this ____ day of _____, 2020

GABE JOHNSON
President of the Council

Approved this _____ day of _____, 2020

EDWIN L. MENK
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

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Take The Bus

Brainerd Area Public Transit

2019 SCHEDULE & INFORMATION

Public Transit Service
for the Communities of
Brainerd and Baxter



For additional route information visit us at

www.ci.brainerd.mn.us/transit/

Schedule a ride at (218) 825-7433

Toll Free 866-925-7433

TTY-MN Relay 800-627-3529

Curbside Dial-a-Ride

The Primary Service Offered

Dial-a-Ride is a shared ride transit service that will pick you up curbside at your home or place of business. We will arrange to pick you up as near to your requested time as possible. Please let the dispatcher know if you'll need the mobility lift as space is limited.

Save money by scheduling dial-a-ride requests at least one day prior to need. Same day requests are double fare.

Dial-a-Ride hours: 6:00 to 6:00 M-F

Dial-a-Ride Extras

Passengers may request driver assistance to and from doors and help with small packages.

Buses may not enter driveways or small parking lots. Please be ready to board at the curb.

Due to space and safety concerns there is a **strict 4 bag limit**.

Please be ready a few minutes before your scheduled pick up time.

The bus will wait only 3 minutes for you. No shows will result in suspension of ride privileges.

EXPRESS **Fixed Route**

What is the Express Bus?

Don't like to wait? Try the Express!

The Express Bus is the most economical and quickest way to travel in town.

The Express Route operates between 9:00 am and 3:00 pm covering a large portion of Brainerd and Baxter.

See reverse for a schedule of stops and times.

Passengers must be immediately ready to board bus. Individuals wishing to catch a bus between stops (along published route) must be in areas that allow for safe stopping and boarding.

Wave your arms to attract the driver's attention so they know you want a ride.

All Services

All buses are ADA compliant and handicap accessible (lift equipped).

Most buses are equipped with easy loading bike racks.

Scheduling a Ride

To schedule a ride, call our dispatch center between the hours of 6:30 am and 5:30 pm Monday thru Friday.

The driver can not set up your ride or make changes to scheduled trips.

Closed on all major holidays and weekends.

Fares

Brainerd Residents

Brainerd to/from Brainerd = \$1.25

Brainerd to/from Baxter = \$2.25

Baxter Residents

Baxter to/from Baxter = \$2.25

Baxter to/from Brainerd = \$2.25

Same day requests are Double Fare)
(Smallest coin accepted is a quarter)

Express (all stops) \$1.00

Ride Passes & Tokens

\$1 Tokens and \$10 tickets are available at Brainerd City Hall.

A paid fare is required before riding. Drivers cannot make change. Refunds are strictly prohibited.

Get Onboard and Buckle Up ... There are two ways to ride!

Dial-a-Ride Service 6:00am to 6:00pm

Ready to Ride? Call us at 825-7433

We will ask your name, address and phone number. Then we will ask when and where you would like to be picked up and where you would like to go. It's that easy!

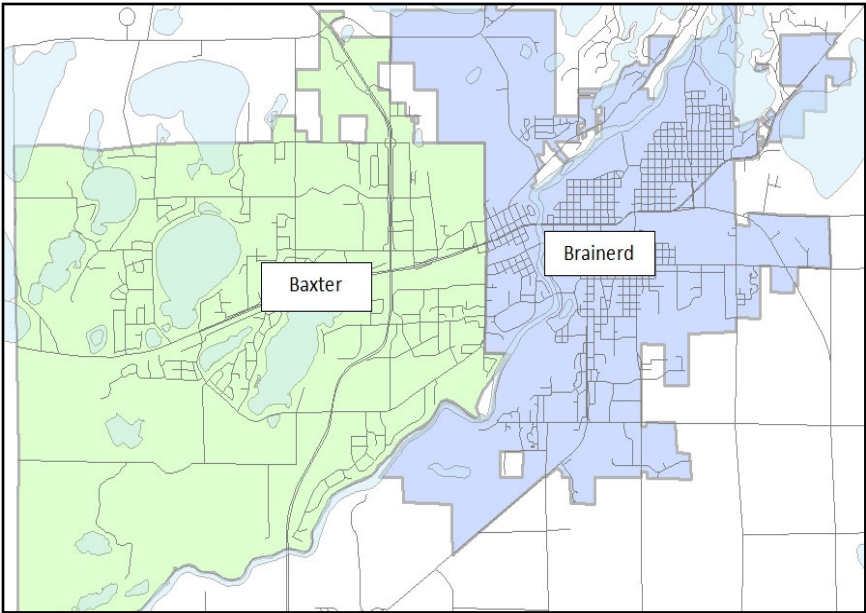
Please allow extra time as the bus will be making additional stops along the way. Public Transit is a shared ride service.

Sit back, buckle up, and enjoy the ride. No food or Drink.

Let the dispatcher know if you need assistance.

Perfect for work, shopping trips, medical appointments, and other transportation needs. Bring your bike!

Tell the dispatcher about your guests and any pets.



Express Route:

9:00am to 3:00pm

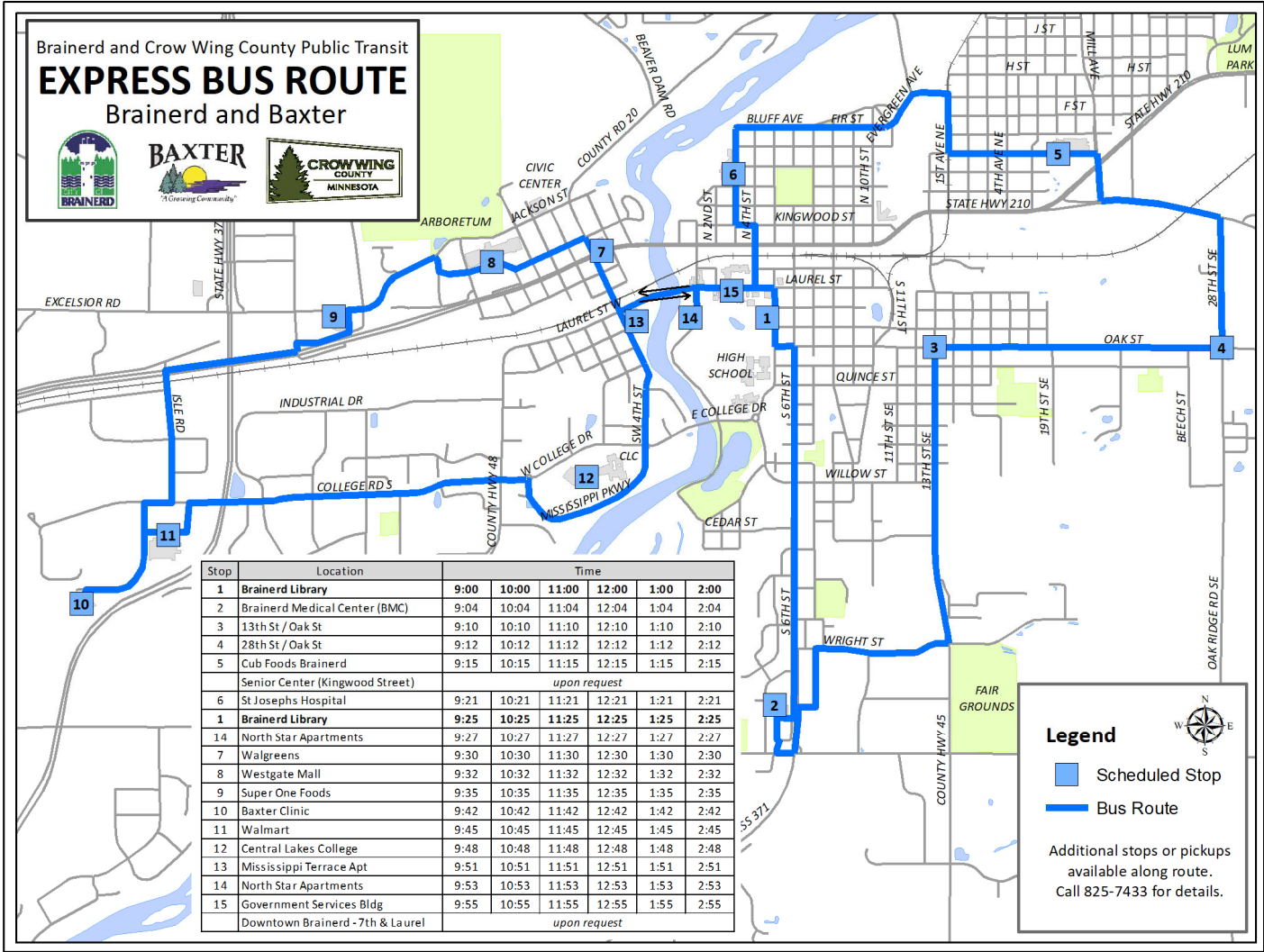
Locate your desired stop along route.

Signal the bus as it approaches.

Arrive early! Bus departs on schedule.

Passenger carry-ons may be limited. The driver will be unable to assist passengers with packages or other personal items.

Customers using “on demand” or off route stops must contact dispatch at 825-7433 to arrange a ride.





Brainerd City Council Agenda Request

Requested Meeting Date:

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Land Services Department
218-824-1010

322 Laurel Street
Brainerd Minnesota 56401

RECEIVED
MAR 02 2020
CITY OF BRAINERD
ADMINISTRATION

February 26, 2020

Jim Thoreen
City of Brainerd
501 Laurel St
Brainerd, MN 56401

Re: Classification to "Non-Conservation" and Future Sale of Tax Forfeited Lands

Dear Mr. Thoreen:

In the near future, the Crow Wing County Board of Commissioners will classify the tax forfeited parcels, attached, as "Non-Conservation" which is required prior to sale pursuant to MS 282.01

Before, however, Crow Wing County can proceed with its plans to offer these parcels for sale, the city or township wherein these parcels lie **"must first approve the classification and intended sale"** by the County Board. The city or township **"is considered to have approved the classification and sale if the county board is not notified of the disapproval...within 60 days of the date"** of this letter.

If you respond within 60 days and do not support the County Board's action, **"the County Board must follow the procedures in paragraphs (c) and (d) per MS Statute 282.01, with regard to the parcel, and must additionally cause to be published in a newspaper a notice of the date, time, location, and purpose of the required meeting."**

Please review the list of tax forfeited parcels, attached, and inform this office of your approval or disapproval of the County Board's future action to classify said parcels to a "non-conservation" status with intentions to sell at a future public auction.

Please include the zoning information for each tax forfeited parcel along with any special assessments that are or will be attached to each parcel.

Maps have been enclosed to aid in your review.

If you have any questions concerning this process, please advise.

Sincerely,

Heather Becker
Assessment Specialist

Enclosures

Our Vision: Being Minnesota's favorite place.

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

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

Assessment Search

CITY OF BRAINERD								
Tract	Description	Approx. Lot Size (acres)	RE Code(s)	Remarks	Specials	Judgement Year	Forfeited	Zoning
	LOT 1 BLOCK 3, SECOND ADDITION TO MADISON HEIGHTS	0.31	41350577	None	\$1,319.47	2015	12/31/2019	R-1A
	OUTLOT K, NORTHTOWN WEST	3.12	41330537	None	\$0	2015	12/31/2019	R-A
	LOT 21 BLOCK 38, TOWN OF BRAINERD & FIRST ADDITION TO BRAINERD	0.08	41241509	None	\$0	2015	12/31/2019	B-1
	LOT 16 BLK 129 EX W 25FT THEREOF & ALL OF LOTS 17 & 18 BLK 129, TOWN OF BRAINERD & FIRST ADDITION TO BRAINERD	0.25	41241032	None	\$43,742.78	2015	12/31/2019	B-4
	LOT 8 BLOCK 20, FARRAR AND FORSYTH'S FIRST ADDITION TO BRAINERD	0.16	41191554	None	\$0	2015	12/31/2019	R-1
	W 50 FT OF LOTS 7 & 8 BLK 129, TOWN OF BRAINERD & FIRST ADDITION TO BRAINERD	0.06	41241038	None	\$0	2015	12/31/2019	B-2

153 Pineview Dr. - 41350577 091730030010009 \$519.50 2019 taxes
 \$799.97 2018 taxes

218 9th St N - 41241509

\$1,319.47

507 6th St S - 41241032 - old hotel - 09196129016Z889 \$43,742.78
~~interest~~

506 1st Ave NE - 41191554

41330537 - no address

0927800090K0009

41241038 - no address

09196129007Z009

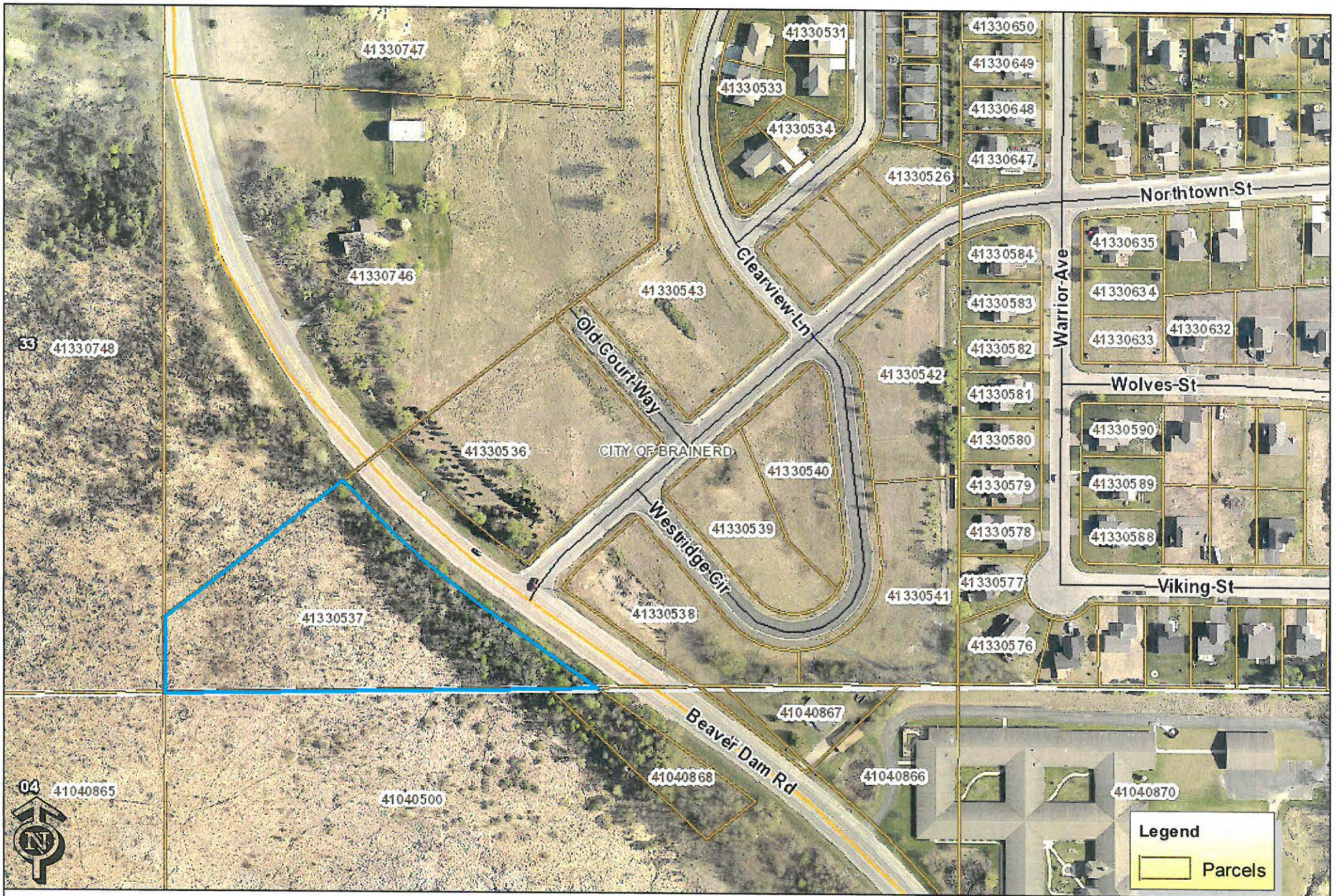


These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

41350577



Date: 2/27/2020 Time: 9:51:00 AM



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

41330537



Date: 2/27/2020

Time: 9:52:52 AM

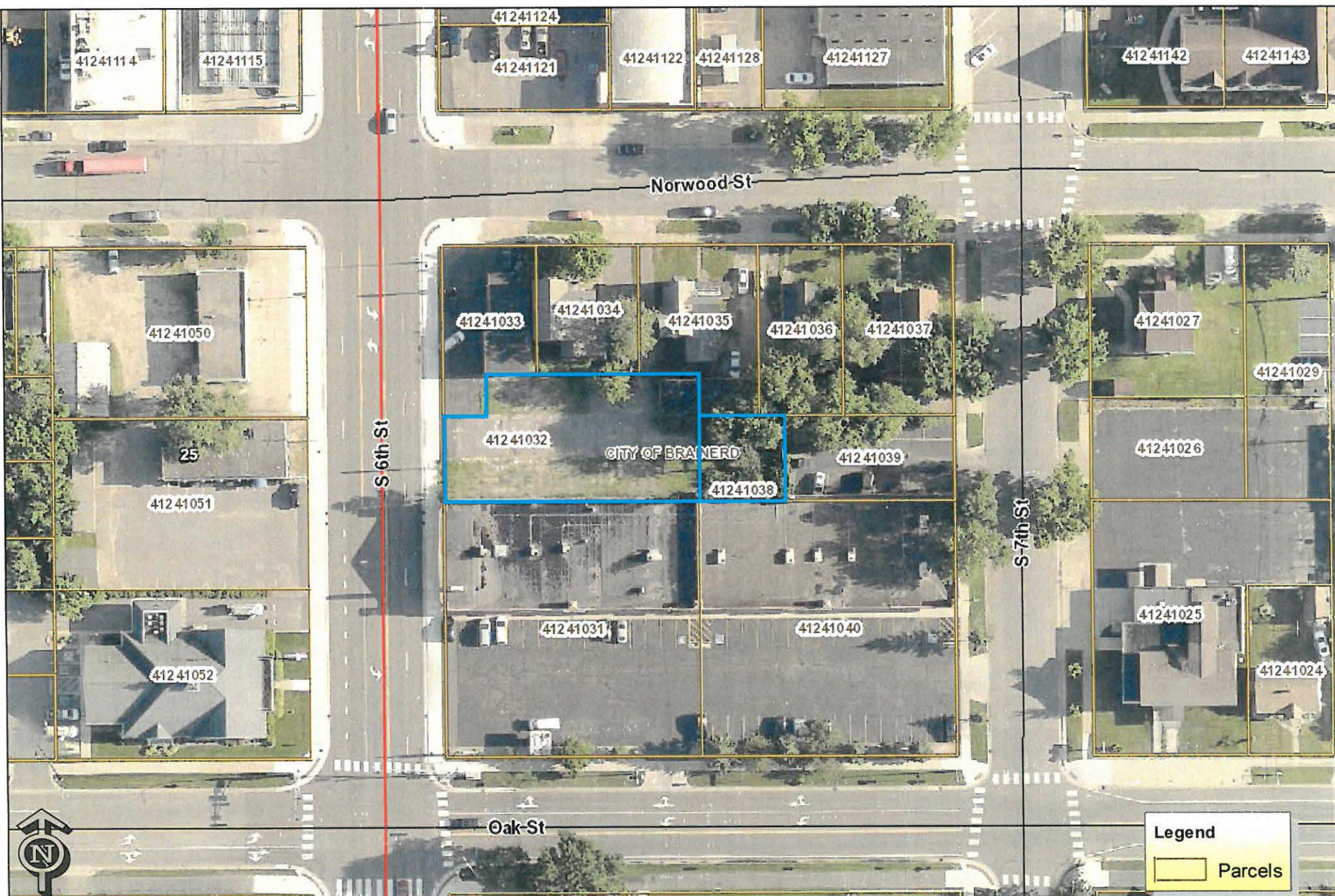


41241509

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Date: 2/27/2020 Time: 9:54:42 AM

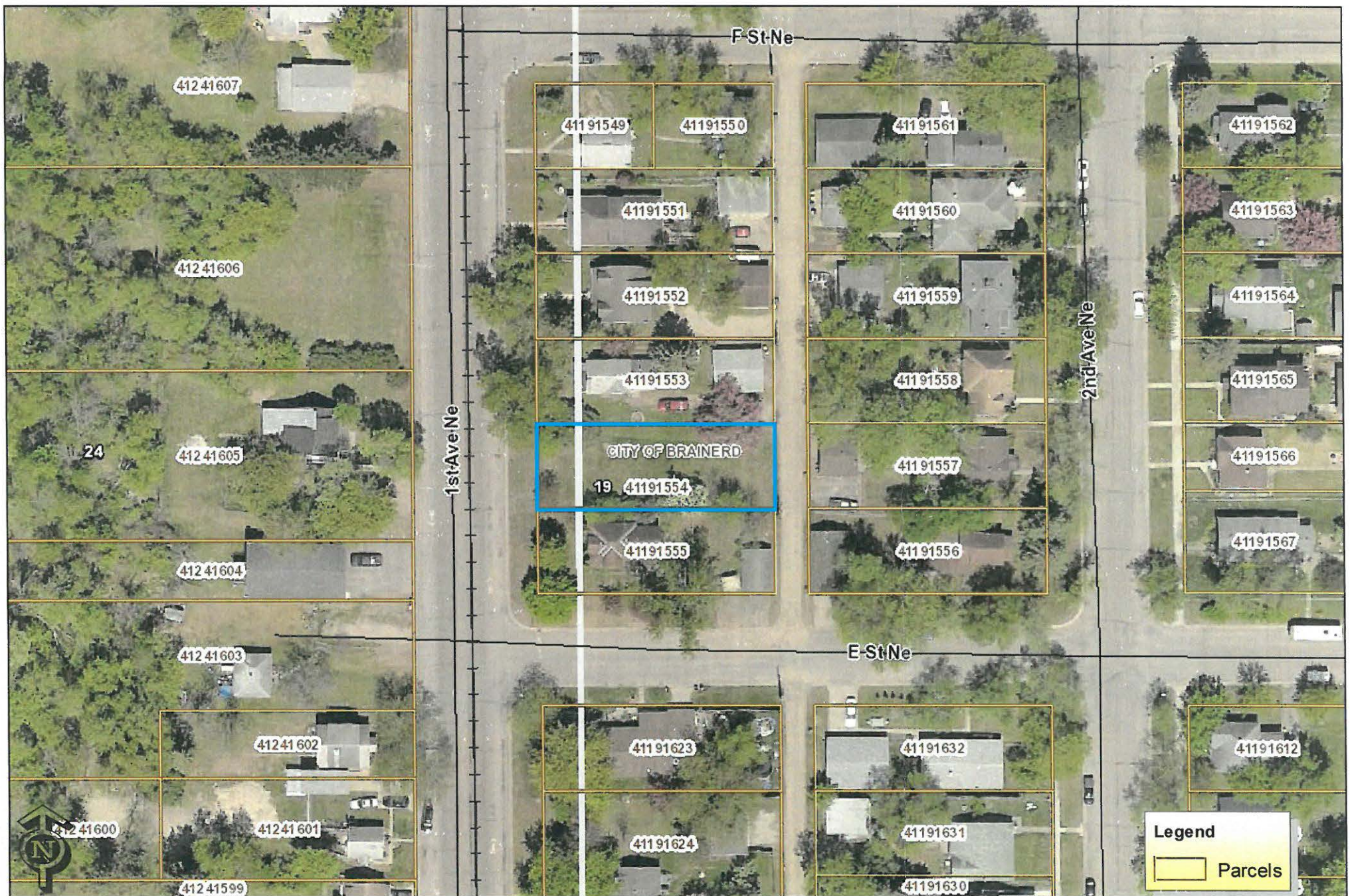


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41241032 and 41241038



Date: 2/27/2020 Time: 9:55:39 AM



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

41191554



Date: 2/27/2020

Time: 9:57:49 AM



Brainerd City Council Agenda Request

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REQUEST FOR DOWNTOWN BRAINERD LANDSCAPING QUOTE

Submittal Deadline
4:30 pm, March 31, 2020

The City of Brainerd is seeking landscaping quotes for the Downtown streetscape area. The area to be serviced is identified on the attached map. All labor and materials necessary for planting shall be provided. Landscaping shall include the preparation of flowerbeds, urns, and hanging planters and the planting of assorted, drought tolerant flowers.

Areas of Work

1. **Landscape Urns.** Contractor shall provide and plant assorted, drought tolerant flowers in sixteen (16) landscape urns. The urns have a thirty-six (36) inch inside diameter and are twenty-four (24) inches deep.
2. **Landscape Islands.** Contractor shall provide and plant assorted, drought tolerant flowers in twenty (20) landscape islands. Landscape islands are each approximately 100 sq. ft.
3. **Hanging Baskets.** Contractor shall provide and plant assorted, drought tolerant flowers in twenty (20) hanging baskets. Baskets shall be twenty-four (24) inches in diameter and the cost of the baskets shall be included in the quote.
4. **Soil and Planting.** All plant material and any additional soil needed for the urns, landscape islands, and hanging baskets shall be provided by the contractor. Use a soil potting mix suitable for the urns. Creativity in selecting plant material and bed design and appearance is important. Use height, color and texture in planting designs.
5. **Pruning, Trimming, and Weeding.** The contractor shall prune all existing shrubs and trees to their intended growth form and remove dead, broken, and/or crossing over branches. All urns and landscape islands shall be inspected and treated for weeds prior to planting.
6. **Mulch.** Double shredded hardwood red bark shall be used by the contractor when any mulching is required. The mulch shall be consistent in nature and have a minimum particle size of one-half (1/2) inch and a maximum length of three (3) inches. The product shall be free of sand, dirt, gravel or any other material inconsistent with the purpose of the mulch. Existing mulched beds shall be replenished with a minimum mulch depth of two (2) inches, and a maximum mulch depth of three (3) inches.
7. **Care Instructions.** The contractor shall provide a written recommended procedure for care of urns, landscape islands, and hanging baskets throughout the growing year.

Tasks Performed by the City, including but not limited to:

1. Water flowers 3 days per week.

2. Inspect all landscape urns and planting beds for weed and trash removal.
3. Inspect trees for damage and needed pruning and pruning as needed.
4. Inspect sidewalks, parking lots, alleys and all other paved surfaces for weed removal.
5. Pick up trash/junk/cigarette butts.

Qualifications

1. Provide experience background information.
2. Provide credentials of individuals that will be performing all required duties.
3. All work shall be done in compliance with accepted horticultural standards.
4. Contractor shall provide the following insurance information:
 - a. Workmen's compensation insurance covering all employees in statutory limits who perform any of the obligations assumed by the Contractor under this contract.
 - b. Public liability insurance on all self-propelled vehicles used in connection with the contract, whether owned, non-owned or hired; public liability limits of not less than \$500,000 for one person and \$1,000,000 each accident; property damage limit of \$500,000 for each accident.
 - c. Automobile liability insurance on all self-propelled vehicles used in connection with the contract, whether owned, non-owned or hired; public liability limits of not less than \$500,000 for one person and \$1,000,000 each accident; property damage limit of \$500,000 for each accident.

Questions

Contact Community Development Director David Chanski at dchanski@ci.brainerd.mn.us or 218-828-2307.

Address

Send quotes to:

Community Development Department
C/O David Chanski
501 Laurel Street
Brainerd, MN 56401

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

**March 16, 2020
Crow Wing County Historic Courthouse
2nd Floor Jinx Ferrari Room
7:00 PM**

1. Approval of Bills
2. Request to Apply for a Grant From the Otto Bremer Trust
3. Police Sergeant Promotion
4. Appointment of Building Official
5. Request to Apply for DNR Outdoor Recreation Grant – Memorial Park



Brainerd City Council Agenda Request

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Title of Item:

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

To: City Council
City Administrator
From: Tony Sailer, Parks and Recreation Director
RE: DNR Outdoor Recreation Grant application
Date: March 10, 2020

The Parks and Recreation Department is seeking City Council approval to submit a DNR Outdoor Recreation grant application requesting \$248,623. The application deadline is March 27, 2020.

Background

- On January 21, 2019, the City signed a two-year lease with Brainerd Industrial Center, LLC, for the use of Mill Avenue Park and the Memorial Park parking lot. The lease expires March 1, 2021.
- Once the lease expires, the City must abandon the property and buildings and fixtures need to be removed from Mill Avenue Park include a warming house, two hockey rinks and lights, and fencing for two softball fields.
- The Park Board worked with Widseth Smith Nolting to design a park including new facilities at Memorial Park. The cost estimate for the project was \$1,270,000. Design alternates are for a parking lot and a trail loop around the park.
- The City approved the purchase of \$1.3 million in general obligation bonds to redevelop Memorial Park.
- Following an appraisal, the City offered \$223,000 to BIC for the purchase of the Memorial Park parking lot. BIC made a counteroffer. The City Council met in closed session to discuss the counteroffer. The parking lot issue has not yet been settled. If a purchase agreement is reached, the amount would be taken from the bond sale approved by the City Council.
- Engineering services for the project is estimated to be about \$110,000.

DNR Recreation Grant

- The DNR has reviewed the grant application and made a few suggestions on how to improve it.
- The funds approved by the City will meet all matching funds required.
- The application states that, if approved, grant funds could range from \$10,000 to the requested amount.
- The City will be notified within 2-to-3 months if grant funds are approved.

There are two funding issues that remain unknown – the status of the purchase agreement with BIC and whether grant funds will be received.

Once these two issues are resolved, the Park Board would meet with WSN to finalize a park plan based on funds available. The Park Board indicated it will direct staff to request RFPs for the engineering services for the project.

Staff requests the City Council authorize staff to submit the grant application pending Park Board approval.

2020 Grant Application

Outdoor Recreation Grant Program

Submission Deadline: March 27, 2020

Before completing this application please read the [2020 Outdoor Recreation Program Manual](#) for further program information. Only one park may be included in an application. Applicants are eligible to submit more than one application and receive more than one grant.

This program is very competitive. Staff members are available to discuss your project or review application materials. You are encouraged to submit any draft application or materials by March 6th if you would like staff to provide comments. Be sure to allow enough time to complete the Applicant Resolution and any appraisals (if your project includes land acquisition). Only completed applications submitted by the deadline will be considered.

Applications are to be submitted electronically in a “.pdf” format by the due date above. Please format the entire application, including all attachments, as one pdf. Use the form provided for each item or reproduce it in the same format. Use [Item 1 – Application Summary](#) as your cover sheet. To submit the application, email a pdf version of the application and attachments to Parkgrants.DNR@state.mn.us.

Paper submission of applications will no longer be accepted unless arranged in advance of the due date with program staff. After submission, make sure you have received a confirmation email that your application has arrived in a useable form by the due date. Applications submitted in an unusable format will not be considered for funding.

Timeline: 2020 Grant Round

- Application materials become available.....December 2019
- Submission deadlineMarch 27, 2020
- Awards announcedJune 2020
- Agreements are signed – project may beginSeptember-October 2020
- Grants expire – projects must be completedJune 30, 2022

For assistance, please contact

- Mai Neng Moua, 651-259-5638, mai.n.moua@state.mn.us
- Audrey Mularie, 651-259-5549, audrey.mularie@state.mn.us
- DNR Information Center, 1-888-646-63250

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- Item 1: Application Summary
- Item 2: Project Relation to SCORP
- Item 3: Cost Breakdown
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- Item 6 Availability for Public Use
- Item 7: Statement of Accessibility
- Item 8: Projected Operation and Maintenance Costs

Attachments:

Required for all Projects:

- Attachment A: Applicant Resolution
- Attachment B: Location Map
- Attachment C: Recreational Site Plan
- Attachment D: Photos

Required if applicable to your project:

- Attachment E: Plans
- Attachment F: Appraisal(s) – Required for all land acquisition projects

ITEM 1 - APPLICATION SUMMARY –2020 APPLICATION

Applicant Information

Name of applicant: **City of Brainerd**

Name and title of contact: **Tony Sailer, Brainerd Parks Director**

Address: **501 Laurel Street**

City: **Brainerd** State: **MN** Zip Code: **56401-3595**

Phone: **218-828-2320** Email: **tsailer@ci.brainerd.mn.us**

Park Information

Park Name: **Memorial Park**

Park Address: **1700 Mill Avenue**

City: **Brainerd** Nine Digit Zip Code: **56401-3595**

County: **Crow Wing**

Existing Park Acres: **28**

Project Information

Type (Check all that apply to this project):

- ☒ Acquisition: Acres to be purchased: **3 acres**
- ☒ New Development/Construction
- ☒ Redevelopment/ Rehabilitation
- ☐ Replacement/ Demolition

Description: Provide a short narrative (less than 50 words) of your project proposal. You will describe the merits of your project in Item 2 and the detailed costs/dimensions in Item 3 below. Include only items that will be accomplished with this project. Do not include work to be accomplished in future phases.

The City of Brainerd will rehabilitate Memorial Park by constructing two lighted hockey rinks, a pleasure skating rink, warming house, playground, shelter, upgrade two ballfields and acquire land for parking. This downtown park will offer outdoor recreation, from pickleball to horseshoe, year-round for 13,465 residents, with no user cost.

Financial Information

The Applicant must provide a non-state match of at least 50% of the total cost. This match may consist of cash or the value of materials, labor and equipment usage by the local sponsor or donations or any combination of these. Applicants that provide at least 20% of the match from their own resources will receive additional consideration in the review criteria. The total cost shown below must equal the total costs shown in Item 3 – Cost Breakdown.

Total Project Cost:	\$1,547,323
Grant Request:	\$ 248,623
Match Amount:	\$1,298,700

Match Description: Provide source and type of match. Note if it is committed or pending.

The City of Brainerd has committed to selling a General Obligation Bond of up to \$1,298,700 to rehabilitate this park. This is non-state funding that will be the match for the DNR grant. This DNR grant is essential for this development as the \$248,623 grant will bridge the funding gap and make this comprehensive project a reality.

ITEM 2 - PROJECT RELATION TO SCORP

Discuss any of the following topics from the Statewide Comprehensive Outdoor Recreation Plan (SCORP) that apply to your project. *The SCORP is available at this [link](#).*

Does the project connect people to the outdoors?

1. Does the proposed project design and redevelop outdoor recreation facilities so that they can accommodate varying forms of transportation to sites (e.g., driving, walking, biking)?

The goal of the Memorial Park redevelopment design is to connect people with the outdoors. The new Memorial Park will encourage visitor use by developing varying forms of transportation to access the sites. We will develop a paved 8' pathway and a paved 10' vehicle access road that is ADA compliant. Visitors can drive, walk, bike, skateboard or rollerblade using the paved pathway. Driving park visitors can get to the recreational elements using the new access road and convenient parking. The ADA compliant pathway can be used by wheelchairs or walkers. It will allow the visitors to access two ballfields, three horseshoe courts, five pickleball courts, a basketball court, an inclusive playground and gathering shelter in the summer. During winter months, users can access hockey rinks, the pleasure skating rink and a warming house using vehicles. Our future plan is to develop a trail loop that will encircle the 28-acre park to offer cross-country skiing as another form of transportation in the winter.

2. Does the proposed project design, develop, rehabilitate and manage outdoor recreation facilities to encourage use by people with all abilities?

The Memorial Park project design has been developed to encourage park use by people of all abilities. This is a very essential design feature, as more than 19% of our Brainerd population has a disability, according to the MN State Demographic Center (2010-14). The inclusive playground will provide a high-quality play and exercise option for all abilities. The new and moved equipment will be placed in an area that is less secluded and more accessible than it presently is. We will have two new hockey rinks and a pleasure ice rink, that can be used by all ages and accessibility equipment. More than 15% of our population is over 65 years of age, so this park design offers cement pads for pickleball courts and the senior population can play this less demanding sport, (2017, American Community Survey (ACS)). The two buildings, a warming house with pavilion and restrooms as well as a gathering shelter, will be ADA compliant. There will be parking for 250 vehicles located near the rinks, the warming house and playground, to make access and inclusion a reality for those with physical limitations. The bituminous pathway will connect the vehicle access road with the recreational facilities and be utilized by all modes of transportation including wheelchairs. We strive to develop a recreational facility that will be used by the 2,510 Brainerd residents with a disability, (2010-14, MN State Demographic Center) as well as the rest of our population of 13,465 (2017, ACS). Our goal is to connect all people to the outdoors in an easily accessible manner.

3. Does the proposed project design, develop, rehabilitate and manage outdoor recreation facilities to encourage use by people of diverse backgrounds and experience?

The City of Brainerd includes many individuals with diverse backgrounds and economic circumstances. Mill Park, the current location of the ice rinks, is in the industrial area of Brainerd. Families recall that although a simple box car was used as the warming house, area children enjoyed the outdoor facility immensely. With this project, we will move the ice rinks to the Memorial Park site, which is only three blocks away. This will be a much-improved outdoor facility with a modern warming house. The redevelopment of Memorial Park will improve the outdoor recreational experience of persons of diverse backgrounds and economic circumstances, as it will stay in the same neighborhood. The goal is to develop Memorial Park so it will offer varied options to encourage all people to play and exercise outdoors. We strive to offer options for little or no user cost, as we have a median household income of \$34,358, which is 40% less than the non-metro state average. (2017 and 2010 respectively, ACS). Our design offers pickleball, pond hockey and horseshoe as competitive games that will be completely free for users. Our downtown location is close to many family homes, so travel will not be a barrier to play softball, skate or use the playground. Many young families live in the City of Brainerd and nearly 15% of our total population is under ten years of age (2017, ACS). Families can walk, bike or drive to the park. We will have age diverse activities available so families can play together. Parents can walk or play horseshoe, while their children are playing T-ball. Children can try pleasure skating or participate in broomball or hockey as a family or in a neighborhood group. Encouraging use by those with diverse backgrounds is essential as 8% of our residents are Black, American Indian, Hispanic or a combination of races (2017, ACS). This design will encourage broad participation in pond hockey, basketball, pickle ball, softball or horseshoe. Persons of diverse backgrounds, who may not have had an experience like this before will be exposed to new and different recreational activities. The new and rehabilitated facilities, in a family-friendly location, will be lighted for evening hours. With this design, we have addressed the diversity, equity and inclusion challenges that affect outdoor recreation in Minnesota.

4. Does the proposed project provide high-quality experiences to visitors through thoughtful design, programming, and interpretation?

As a Brainerd city entity, we provide high-quality experiences to visitors through thoughtful programming. There will be a wide variety of options in one location after the redevelopment of Memorial Park. Thoughtful design is also demonstrated through promotion of park activities. The City of Brainerd does this via the website and google search, as 75% of Minnesotans look for outdoor activities using those means (2017, MN Outdoor Activities Survey). Further ways our design is meeting needs is by enhancing the operational system for lighting at the ballfields. When 44% of Minnesotans say their family's schedule does not allow time to participate in outdoor activities (2017, MN Outdoor Activities Survey), the lighting will lengthen the time available for participation in outdoor recreation. New programming will include pickleball leagues and independent play, leisure skating, pond hockey leagues, horseshoes for all ages, basketball, walking and playground activities. The pavilion

with restrooms and the picnic/gathering shelter, will be available for family activities. They will bring outdoor exercise and fitness activities to those gatherings. This will strengthen families and friendships with good, healthy exercise and play. The thoughtful design places a new parking area for 250 vehicles close to the facilities so food and recreational items can be easily transported. The Brainerd Park Board sought professional architectural and engineering expertise in designing and developing this park to provide a high-quality experience to visitors.

Does the project acquire land and/or create opportunities?

Acquisition:

1. Does the proposed project accelerate the acquisition of private in-holdings and add lands to existing parks to enhance resource protection and recreational opportunities?

We will add a 3-acre parking lot to Memorial Park with this redevelopment. The site adjoins the park land and will be purchased for up to the appraisal amount of \$223,000. This will provide 250 new parking spaces to enhance the experience and make it accessible to many more people. This proposed project will increase life-long participation in the outdoor recreation experience, as seniors, or others with physical disabilities, may now be able to access the park. Two water retention ponds are presently on the Memorial Park site, which will ensure water resource protection. Water resource specialists have been involved with the design and development of this project. Recreation opportunities in pickleball, horseshoes, walking and playground activities will be increased with this addition. The City of Brainerd will acquire land to create recreational opportunities at a regional site.

2. Does the proposed project acquire exceptional one-time opportunities of unique, high-quality natural resources that meet critical needs outside of regional centers?

An important piece of this development is the acquisition of a unique parking area that adjoins Memorial Park in the City of Brainerd, which is a regional center. Of the 23,000 people who work in Brainerd, 8,913 of those workers commute daily from outside the regional center to work in the city (2010, U.S. Census). The Memorial Park development is located near an industrial area where many workers reside. Presently, it is a 28-acre site that does not have adequate parking. It needs the addition of ample parking to encourage commuting workers to participate in outdoor recreation and exercise options in Brainerd. An unused parking lot adjoins the park site and the owner is willing to sell. This is an exceptional one-time opportunity because it is the only site in this location that will accommodate 250 vehicles. As an alternative, the city could redevelop an area on the existing 28-acre site for parking. The redevelopment expense would be \$171,000 with that scenario and is within the project's budget. The City of Brainerd will connect people from adjoining Cass and Morrison Counties when the commuting workforce takes advantage of health and exercise options at Memorial Park in Crow Wing County.

3. Does the proposed project acquire land to connect protected and high-quality natural resource corridors?

This proposed project will allow us to acquire a 3-acre parcel of land and create more recreational opportunities at Memorial Park. The land that we are acquiring is adjoining and will be essential in connecting people with outdoor recreation. The acquisition is a parking lot for 250 vehicles and when an increased number of people use the park, this investment will provide for more programming, tournaments and regional events. The local acquisition will create greater awareness and word of mouth marketing of parks, trails and programming, as 79% of Minnesotans trust family, friends and others for knowledge of outdoor activities (2017, MN Outdoor Activities Survey).

4. Does the proposed project acquire land that protects important water resources including lakes, rivers, wetlands, shoreline, and critical watersheds?

The Mississippi River is on the north and east border of the Memorial Park property; however, the Memorial Park project acquisition will not include any water resources or land adjacent to water resources.

Development/Redevelopment:

5. Does the proposed project design, develop, and/or redevelop facilities that meet the differing outdoor recreation needs for people of all abilities?

The Memorial Park project is a relocation of existing hockey facilities from across a busy county road site to a new location, redevelopment of a much-dated park, and the expansion of a current park. As a city park board, we strive to care for what we have and make it better. Our improved design offers recreation for all our 13,465 residents, including the 2,510 who have a disability (2010-14, MN State Demographic Center). All park amenities will be ADA compliant including a paved pathway to remove the barrier of accessibility. The buildings - a warming house with restrooms, a gathering shelter and concession stand - will be ADA compliant. The parking area will be near these recreational facilities to meet the needs for people of all abilities. People who have not participated in organized games may enjoy informal neighborhood hockey, softball, basketball or horseshoe. Pickleball will be a popular sporting option for our growing senior population. The picnic/gathering shelter and playground will meet the needs of families and allow persons of all ages and abilities to participate in the programming and playground at Memorial Park.

6. Does the proposed project create an accessible environment that is open and flexible to accommodate new and emerging nature-based recreation uses?

The future plan for Memorial Park includes a Park Pathway Loop around the 28-acre park. As this facility grows, this option will offer a nature trail loop around the park for walking and cross-country skiing. The Mississippi River abuts the park on the north side and the trail will encourage nature-based community education. This high-quality outdoor Park Pathway Trail will be accessible by persons of all abilities. This future option, estimated at a cost of \$115,000, will be added when finances allow.

7. Does the proposed project develop infrastructure and amenities that meet the needs and interests of future generations and diverse communities?

The infrastructure developed at this park includes water and sewer utilities for a new ADA compliant restroom and enhanced lighting for the ballfield. Recreational amenities are many with this design including two hockey rinks, the warming house, playground, picnic shelter and others. This infrastructure, along with all recreational infrastructure will be maintained by the City of Brainerd for many generations to come. All diversities are welcome, and a wide range of programming will be developed by the City of Brainerd that will allow those with different interests to deepen their use of the facility.

8. Is the proposed project designed and constructed with sustainable and resilient infrastructure, (rely on up-to-date green infrastructure and best practice designs)?

The infrastructure at Memorial Park will utilize sustainable and resilient, green techniques and design practices wherever possible. For example, the hockey rinks at the park will be constructed of composite board material that is made of natural wood products. It does not rust and is easily replaceable. The warming house will be constructed with wood and engineered wood chips will be used in the playground area for cushion. We are relying on the professional services of licensed architects and civil and design engineers to keep up to date with green infrastructure practices.

Does the project take care of what we have?

1. Does the proposed project result in redevelopment, renovation or rehabilitation of existing infrastructure to ensure high-quality and safe experiences for the public?

The Brainerd Memorial Park project is a rehabilitation of an older park site, with an addition of a newly purchased parking facility. The parking facility is adjoining the site, will be redeveloped to the standards of the Brainerd City Parks Department. The rehabilitation of the existing park will include removal of a playground that is thirty years old, unsafe and not ADA compliant to the current standards. The warming house, which is currently a vacant railroad box car, will now be a modern facility, close to parking and rinks. This rehabilitation project will enhance the lighting system at the ballfield to improve its safety and extend the hours it can be used. This project makes best use of the current Memorial Park land by placing activities, such as skating, from the old leased site to the existing and updated park. With this redevelopment project, users of the old park can continue their recreational activities at the new Memorial Park that is close by. Children and families will no longer need to cross a busy county road to use the playground and other park amenities. This project ties in with a recently completed Safe Routes to School project to link school routes to the park routes for easy transportation. This proposed redevelopment and rehabilitation will ensure a high-quality recreational experience and safe experience for the public.

2. Does the project sponsor maintain a capital asset management plan to ensure protection and full utilization of the proposed facilities?

The Brainerd Parks and Recreation Department maintains all facilities in the city's park system. Parks and Recreation budgets, including capital improvements and maintenance, are approved annually by the Brainerd City Council. The Memorial Park development will be fully utilized, as it is replacing a park that is outdated and losing its site lease. The City of Brainerd is committed to providing safe and healthy outdoor recreational activities to its residents.

3. Does the proposed project preserve existing high-quality natural areas and water resources?

The proposed project will preserve two water retention ponds that are currently on the property. The Mississippi River borders the northeast portion of the property and this redevelopment will preserve the natural, high-quality area for all to enjoy.

4. Does the proposed project restore and reconstruct natural communities that have been degraded or lost due to agriculture or development?

There have not been any natural communities lost or degraded due to this project. It is a redevelopment of a current park site, so no agricultural lands were lost to the project.

ITEM 3 - COST BREAKDOWN

Development (see Program Manual for eligibility) Contingency costs are not eligible.
Design/Engineering costs in excess of 10% of the total project construction cost are not eligible.
Enter information in the table(s) below.

Facility (e.g. picnic area, campground, walkway, shelter, restroom)	Description (linear feet, dimensions, material used, number of components, etc.)	Estimated Cost	Expected Completion Date
Hockey rinks (2) with lighting	Newly constructed (80'x 40') of composite board. Cement pad to make the rinks multi-use with LED lighting	\$432,000	October 2020
Pickleball courts (five)	Nets and standard sized, painted court lines on a cement pad on 1 hockey rink for summer use	\$20,000	October 2020
Warming house, pavilion with restrooms	Wood structure, cement pad for pavilion, secured metal picnic tables	\$280,000	October 2020
Playground - remove old playground and install new playground system	25' by 35' playground with equipment and appropriate ground cover material	\$80,000	September 2020
Horseshoe pits	Three courts that are 48' by 6' in size	\$3,000	September 2020
Ballfield Upgrades	Improvements of ballfield area of 300' outfield with netting and operational enhancements of lighting system	\$25,000	October 2020
Picnic and gathering shelter	Wood structure with cement pad with lighting and tables	\$116,000	October 2020
Pathway Trail	Paved pathway for accessibility of activities, 8' wide	\$22,000	October 2020
Vehicle access road	Paved road for vehicles, 10' wide	\$31,000	October 2020
Concession stand upgrades	Cement floor for existing concession stand	\$10,000	October 2020
Underground water and sewer utilities for park amenities	300' of water and sewer utility lines made of PVC	\$40,000	October 2020
Excavation of site		\$19,000	July 2020
Contingency (5%)		\$53,900	
Engineering (9%)		\$101,871	
Construction admin. and survey (8%)		\$90,552	
Total		\$1,324,323	

Land Acquisition (if applicable)

Parcel Identification Number or location	Acres	Appraised Value	Expected Acquisition Date
Parcel ID Number 41180629, 1700 Mill Avenue	3	\$223,000	July 1, 2020
Total		\$223,000	

NOTE: One hockey rink will be used as a basketball court in the summer. This was not included in the budget, as the local Basketball Association offered to develop it at no extra cost.

ITEM 4 - PROJECT SITE EVALUATION

All applicants must prepare and submit a Project Site Evaluation using the format shown below. The project site evaluation will provide information necessary to determine the impacts of the project, if any, on the environmental and cultural resources of the area. The following sources of information may be helpful in completing the evaluation:

Endangered Species:

Information on animals and plants that are endangered, threatened or merit special consideration or management is available from the Minnesota Natural Heritage Program/Nongame Wildlife Program, Section of Wildlife, Department of Natural Resources (DNR). A booklet entitled [Minnesota's List of Endangered and Threatened Animal Species](#), that includes a list of all species of Minnesota's animals and plants listed under the provisions of the Federal Endangered Species Act of 1973, Public Law 93-205, and/or Minnesota Statute 84.0895, is available from the DNR by calling (651) 296-6157 or (888) 646-63250 or at the DNR website [Minnesota's Endangered, Threatened, and Special Concern Species](#).

Additional information may be obtained by calling the Division of Ecological Resources information number at (651) 259-5100. The DNR is also developing biological surveys on a county-by-county basis on sensitive natural habitats and rare plant and animal species. Several publications are available which provide detailed information on these subjects. Additional information about county biological surveys is available at [Minnesota Biological Survey](#).

Wetlands:

Minnesota has adopted a "no-net-loss" wetlands policy. Each state agency must ensure that its activities, including state sponsored, financed or assisted projects, do not contribute to the loss or diminishment of the many important values of wetlands. Unavoidable impacts must be minimized and compensatory mitigation must be provided for all values that have been lost or diminished. It is very important, therefore, that the project site evaluation identify all possible wetlands impacts of the proposed project. This will help in determining whether any changes in project scope or design may be required or whether mitigation measures must be undertaken. The basic reference for wetland determination will be the [National Wetlands Inventory](#) produced by the U. S. Fish and Wildlife Service and available at the DNR. Questions regarding implementation of the "no-net-loss" policy and identification of wetlands may be directed to the Ecological Resources Division, DNR at (651) 259-5100.

PROJECT SITE EVALUATION - FORMAT

Please prepare a project site evaluation using the following format and subject categories. Address all of the points covered under each category and be specific. It is important that the project site evaluation be a complete and accurate assessment of the natural and/or scenic characteristics of the area and the likely impacts of the project, either positive or negative, on those characteristics.

Project Site Evaluation:

Part 1 - Description of the Environment and Environmental Impact of the Proposed Project

- A. Present Land Use: Describe the present land use of the proposed project site. State the applicant's ownership (fee title, easement, etc.). If the property is to be acquired, will it be a high priority inholding or addition crucial to the use of, ecological integrity of, or access to an existing natural or scenic area? Address any other impacts the proposed project may have on the present land use of the project site or adjacent lands.

The land is currently Memorial Park, owned by the City of Brainerd and maintained by the Brainerd Parks and Recreation Department. Memorial Park facilities currently include 3 adult softball fields, a baseball stadium, a youth baseball field, playground, concession stand and restrooms. The City will eliminate the youth baseball field and remove the 30-year old playground. A new, larger playground will be constructed, two hockey rinks will be installed with cement pads so that they can be used for pickleball and basketball in the summer months. The addition of facilities and trails will expand the recreational use of the park

- B. Environmental Intrusions: Describe all man-made developments on, above, below or adjacent to the proposed project site, including buildings, utility poles and lines, roads, driveways, pipelines, sewer and water lines, fences, ditches, bridges, billboards, railroad tracks, and related structures or facilities. Explain how these intrusions, if any, might affect the use, protection, and enjoyment of the proposed project site and what measures will be taken to minimize any adverse impacts. All existing and future overhead power lines serving the park must be placed underground. The cost of placing the power lines underground can be included in this application.

Current structures: 3 adults softball fields with lights, one baseball stadium with lights, one soccer field, concession stand, restroom, parking lot, 2 water retention ponds, storage building, announcer's booth, World War II granite memorial, flag pole, underground sewer and electrical. The south side of Memorial Park is residential, the west side is a county road with Brainerd Industrial Center on the other side of the road, the north and east portion abuts the Mississippi River. New sewer and electrical will be placed underground by Brainerd Public Utilities. There should be no adverse impacts.

- C. Fish and Wildlife: Indicate whether the proposed project site is on or adjacent to, a national, state or local wildlife management area, park or natural area. Describe the known fish and wildlife species common to the project site and any known species that are listed as endangered, threatened or of special concern. Describe the likely impacts of the proposed project on habitat, population levels, and any other factors related to the fish and wildlife resources.

The Mississippi River forms the north and east border of Memorial Park. Fish and wildlife common to central Minnesota. There will be no impact on the river or habitat.

- D. Vegetation: Describe the major plant species and communities common to the project site and any known species that are listed as endangered, threatened or of special concern. Describe the distribution of major plant communities or types on the site. Indicate the extent of cutting, clearing, removal or other disturbance that will result from the proposed

project, as well as any restoration and/or protection activities planned as part of the project.

Plant species common to the Mississippi River. There are no known species endangered, threatened or of special concern. The land for the new facilities is currently park land and flat. A youth baseball field will be removed with the hockey rinks and warming house being constructed on that site.

- E. Water Resources: Describe any existing wetland areas on or adjacent to the proposed project site. Indicate any likely physical disturbances of these wetlands, including (but not limited to) draining and filling that would result from the proposed project. Describe any other potential impacts to wetlands, such as water level fluctuations or water pollution that may result from the proposed project. Discuss possible alternatives that would avoid or minimize negative wetland impacts. Also describe any other water resources on or adjacent to the site, proposed uses of surface or groundwater, and any possible impacts on these resources, including depletion or pollution, resulting from the proposed project. Explain how the proposed project would help to protect water quality on or adjacent to the site.

The Mississippi River is the north and east border of Memorial Park. No wetlands or water retention ponds will be disturbed. The new facilities will be located on the south portion of the park.

- F. Geologic and Physiographic Features: Describe any interesting, unique or fragile geologic and/or physiographic features on the proposed project site and any likely impacts on these features that would result from the proposed project. Also describe any proposed protection activities or measures to provide public education, interpretation and enjoyment of these resources.

None.

- G. Air Quality/Noise: Describe any temporary or permanent air or noise pollution that will result from the development and use of the site and the impacts on adjacent land uses or land owners.

There will be temporary noise pollution during construction and minor excavation. The project, once completed, will increase property values for residents adjacent to the park.

- H. Archeology/ Ground Disturbances: Provide a description of current and previous land use and ground disturbances. Include available information concerning known or suspected archaeological resources within the park. Indicate if an archaeological survey has been previously completed for the park and when it was done.

The land is currently a city park. There is no known archaeological resources in the park.

- I. Historic Structures: List known historic buildings or structures located within the project area (i.e., individual properties or districts which are listed in the National Register or which meet the criteria for listing in the National Register).

None.

Part 2 - Environmental Screening Form (ESF): For each environmental resource topic, choose an impact estimate level (none, negligible, minor, exceeds minor) that describes the degree of

potential negative impact for each listed resource that may occur directly, indirectly and cumulatively as a result of approval of your proposal. For each impacted resource provide a brief explanation of how the resource might be affected, how the impact level was determined, and why the chosen impact level is appropriate. Complete and sign the Environmental Reviewers form.

Click here to enter text for each impacted resource from the ESF:

A. ENVIRONMENTAL RESOURCES Indicate potential for adverse impacts.	Not Applicable - Resource does not exist	No/Negligible Impacts - Exists but no or negligible impacts	Minor Impacts	Impacts Exceed Minor	More Data Needed to Determine Degree of Impact
1. Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.		X			
2. Air quality		X			
3. Sound (noise impacts)		X			
4. Water quality/quantity		X			
5. Stream flow characteristics		X			
6. Marine/estuarine		X			
7. Floodplains/wetlands		X			
8. Land use/ownership patterns; property values; community livability		X			
9. Circulation, transportation		X			
10. Plant/animal/fish species of special concern and habitat; state/federal listed or proposed for listing		X			
11. Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc.	X				
12. Unique or important wildlife/ wildlife habitat	X				
13. Unique or important fish/habitat		X			
14. Introduce or promote invasive species (plant or animal)	X				
15. Recreation resources, land, parks, open space, conservation areas, rec. trails, facilities, services, opportunities, public access, etc.			X		
16. Accessibility for populations with disabilities			X		
17. Overall aesthetics, special characteristics/ features				X	
18. Historical/cultural resources, including landscapes, ethnographic, archeological, structures, etc.	X				
19. Socioeconomics, including employment, occupation, income changes, tax base, infrastructure	X				
20. Minority and low-income populations			X		
21. Energy resources (geothermal, fossil fuels, etc.)	X				
22. Other agency or tribal land use plans or policies	X				
23. Land/structures with history of contamination/hazardous materials even if remediated	X				
24. Other important environmental resources to address.	X				

Environmental Reviewers

The following individual(s) provided input in completing the environmental screening form. List all reviewers including name, title, agency, field of expertise. Keep all environmental review records and data on this proposal on file for any future program review and/or audit.

1. Tony Sailer, Brainerd Parks and Recreation Director.
2. Gail M. Leverson, Funding Specialist, Widseth Smith Nolting & Associates, Inc.
- 3.

The following individuals conducted a site inspection to verify field conditions.

List name of inspector(s), title, agency, and date(s) of inspection.

- 1.
- 2.
- 3.

Signature of applicant here:

Date:

ITEM 5 – COMMUNITY INVOLVEMENT

Address the following questions regarding community involvement, planning process and how this project will increase outdoor recreation participation.

1. What efforts were made to get input from members of the community that will be affected by this project? For example, public meeting(s), notification of adjoining property owners, etc.

The Brainerd Park Board held five public meetings while developing the site plan.

2. What community planning process was used to show a need for this project and to define its scope?

The Brainerd Park Board and Brainerd City Council both discussed the loss of the Mill Avenue lease and the necessity to move the hockey rinks. The Brainerd Park Board's mission is: "To serve Brainerd residents and visitors by offering high-quality, affordable recreational opportunities, and a clean, well-maintained park system." The board is comprised of five community members and a City Council liaison. The meetings were public and attended by the public. There was media coverage of the meetings and community discussions.

3. How do you expect this project to increase outdoor recreation participation?

The hockey rinks are the only two on the north side of town and many users walk to the rinks. For years the City has been asked to build pickleball courts for senior population and the new facilities will have five courts. The Brainerd Basketball Association contacted the Parks Department and volunteered to help install a basketball court on one of the hockey rinks. They will provide volunteer assistance to for this need and will offer summer leagues. The three horseshoe pits will be the only ones in Brainerd and will be used by persons of all ages. The new playground will be larger than the thirty-year old playground being removed. The pathway will be constructed for persons of all ages to use. The increase in facilities at Memorial Park will greatly increase participation in outdoor recreation. Coordinating among partners, such as the Basketball Association, will assure that the park connects people and the outdoors.

ITEM 6 – AVAILABILITY FOR PUBLIC USE

All facilities within the park must be designed and available for general public use and open during typical park hours. This includes restrooms, picnic shelters, campgrounds, playgrounds and other structures. For parks that include marina or campground facilities, a minimum of 50% of the berths/campground spaces must be available for short-term rental and an equitable method of allocating long-term rentals shall be used. All personal property must be removed at the end of each use season.

State the specific hours of operation and any current or anticipated programmed use for the facilities proposed to be funded with this application. Saying the park will be open during normal park hours is not specific. Also describe any arrangements with schools, local organizations, clubs or city programs for the use of the facilities. Explain how this may impact facility availability to the general public.

- **City Park hours are from 6 a.m. to 10 p.m. daily.**
- **There are two age groups of co-ed youth pond hockey (ages 7-10 and ages 11-15).**
- **A senior citizen pickleball league will be formed in coordination with The Center (senior citizen's group). The five pickleball courts will be lighted and individuals may use the courts with no charge.**
- **The Brainerd Basketball Association has already asked to use the basketball court for leagues in the summer.**
- **There are five adult softball leagues which play Monday through Friday from late April through late October.**
- **A youth soccer program is run through the Parks Department in the summer.**
- **The baseball stadium will host a state qualifier and a state tournament in 2019. The ISD 181 sophomore/junior varsity team uses the field in the spring for games and practices at no charge. Youth travel teams also use the field at no charge.**
- **The pavilion can be rented for family gatherings, reunions, etc.**

Describe what fees, if any, will be charged for use of the park facilities and/or access to the park?

Youths playing pond hockey pay a \$42 registration fee (equipment is provided). There is a \$20 season-long pass to play in a pickleball league, however anyone may use the courts at no charge when league play is not underway. There will be a \$65 pavilion rental fee (\$85 on weekends). City Parks are open from 6 a.m. to 10 p.m. daily. The City and ISD 181 have a reciprocity whereas the City does not charge the school district a fee to use our facilities.

ITEM 7 - STATEMENT OF ACCESSIBILITY

All facilities improved with this grant project must meet current Americans with Disabilities (ADA) standards and all critical components of the park listed below, must be accessible to persons with disabilities.

Critical components include:

- Accessible parking spaces serving each area of the park.
- Accessible restrooms, if restrooms are provided.
- Accessible drinking water, if drinking water is provided.
- Access routes to all critical components and recreation facilities provided in the park. For this program, an access route must be a minimum of 5 feet wide, slip resistant, firm and stable.

If a grant is awarded, part of the grant will be withheld pending verification of ADA compliance by an on-site final inspection.

The following guidelines will help you design your facilities. Copies can be ordered from the U.S. Access Board at (800) 872-2253, or downloaded from their website at [United States Access Board](#).

1. [ADA Accessibility Standards for Buildings and Facilities](#)

(For buildings and certain recreation facilities including playgrounds, recreational boating facilities, and fishing piers)

2. [Final Accessibility Guidelines for Outdoor Developed Areas September 26, 2013](#)

(For outdoor developed areas such as campgrounds, picnic areas, trails, and beaches. These guidelines, developed for federal facilities subject to the Architectural Barriers Act, are to be used for facilities improved by this Outdoor Recreation Grant Program.)

Applicants must state that they have reviewed and understand the ADA standards, final accessibility guidelines and our program requirements, stated above, and agree to comply with these requirements.

The City of Brainerd agrees to comply with ADA compliance.

ITEM 8 - PROJECTED OPERATION AND MAINTENANCE COSTS

Estimate the projected operations and maintenance costs for each facility to be developed or improved by this grant, including routine costs (such as labor, materials, utility costs and equipment costs), and planned major repairs or preventive maintenance (such as seal coating or replacement of plumbing, lighting, aglime, turf, etc.).

Labor (ice maintenance, snow removal, mowing, garbage removal): \$10,000; Utility costs (electrical, sewer): \$10,000; Repairs and preventative maintenance: <\$4,000 annually

ATTACHMENT A - APPLICANT'S RESOLUTION

A copy of this approved resolution, with no wording changes, must be included with the application.

BE IT RESOLVED that the City of Brainerd act as legal sponsor for the project contained in the Outdoor Recreation grant application to be submitted on March 16, 2020 and that Tony Sailer is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of Brainerd Parks and Recreation

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Outdoor Recreation Grant Program Manual and certifies it will report any actual, potential, perceived or organizational conflicts of interest upon discovery to the related to the application or a grant award to the State.

BE IT FURTHER RESOLVED that the City of Brainerd has the legal authority to apply for financial assistance, and financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Brainerd has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that the City of Brainerd has or will acquire fee title or permanent easement over the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State, the City of Brainerd may enter into an agreement with the State for the above-referenced project, and that the City of Brainerd certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that CITY COUNCIL PRESIDENT GABE JOHNSON is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of Brainerd on March 16, 2020.

SIGNED:

WITNESSED:

(Signature)

(Signature)

City Council President

March 16, 2020

March 16, 2020

City Administrator

ATTACHMENT B - LOCATION MAP

Provide a map that shows the location of the park within your community. The map should identify the main roads in the community to access the park.

ATTACHMENT C - RECREATIONAL SITE PLAN

This site plan must be drawn to scale, show the existing park boundary, all facilities now in the park and all acquisition and/or development listed in the Cost Breakdown. All facilities must be identified with legible labels.

Include the following:

- Title "Recreation Site Plan" and the project name.
- Draw and label the complete park boundary. This boundary must include all contiguous lands currently owned by the applicant and managed for public recreation and any additional land to be acquired with this grant.
- Entrance to the park and location of existing or proposed public parking facilities. (Parking facilities must be developed to serve newly acquired areas within 12 months).
- Location of all existing and planned recreation and support facilities such as restrooms, shelters, and potable water.
- Indicate any rights-of-ways, easements, reversionary interests, etc. to the park area including overhead utility lines.
- Geographic reference point such as a section corner or designated road intersection.
- All lakes, rivers, streams and wetlands and adjacent land uses.
- Acreage of the park and/or each parcel to be acquired.
- Signed and dated by the applicant.
- North arrow and Graphic Bar Scale using the example below:



A Text Scale such as 1" = 500' is not acceptable.

Color Coding

- Red Park boundary.
- Green Existing facilities that will remain.
- Yellow Acquisition and/or development accomplished with this grant

ATTACHMENT D – PHOTOS

Please insert photos of all existing recreational facilities/structures and all buildings. Indicate below each photo the year the facility/building was constructed and if it will remain as is, be renovated or be removed.

ATTACHMENT E – PLANS

Please submit all applicable plan(s) according to the directions provided.

Building Plans

All buildings constructed with grant funds must meet the State Building Code. Building plans are required for all proposed facilities to ensure the development addresses accessibility and design priorities. Plans must include the following:

1. Front and side views.
2. A floor plan with all dimensions.

Trail Plans

Trail plans are required for projects that include the development of any type of trail and should include the following:

1. A typical cross section of the trail.
2. The trail width, surfacing and base materials.

For the purposes of this grant program, a multi-purpose trail should be designed to a minimum 8' width. In some cases this minimum width may not be adequate and a width of 10' or more may be appropriate. All access routes connecting park facilities and parking lots must be a minimum of 5 feet wide. All trails and access routes must be firm and stable.

Playground Plans

Priority will be given to playground designs that provide a high degree of safety and accessibility. The facility should be designed to provide an integrated play setting for both children and parents/care providers of all abilities. The playground must be built according to the plan provided if a grant is awarded.

Playground facilities should be designed using the [ADA Accessibility Guidelines, Chapter 10, 1008 Play Areas](#). Applications that do not include enough information to determine the degree of accessibility and safety typically do not rank high enough for funding.

The plan must legible and:

1. Show all the proposed playground components and all existing components that will remain. Label each component with its name and the height of its useable surfaces.
2. Indicate which components are ground level and which are elevated.
3. Highlight in yellow all accessible components.
4. Identify all type(s), depth(s) and location(s) of the fall-protection surfacing.
5. Highlight in green all accessible surface areas.

Fishing Pier Plans

Fishing pier plans must show the dimensions of the pier, height(s) of the railings and edge protection all in accordance with ADA Standards.

ATTACHMENT F – APPRAISAL(S) <<Only for proposals to acquire land>>

The application must include an appraisal report by a general real property appraiser licensed by the State of MN and meet the Uniform Appraisal Standards for Federal Land Acquisition (UASFLA). The appraisal must include the DNR and the National Park Service as intended users and the landowner or designated representative must be given an opportunity to accompany the appraiser during the inspection of the property. Appraisals must have an effective date within 13 months of the application deadline.

To ensure the appraiser understands the appraisal requirements, we suggest using the sample engagement letter provided.

If your application is selected for funding, you may be required to submit a technical review of the appraisal report conducted by an appraiser who is not associated with the original appraiser and who is qualified to perform technical reviews under the UASFLA and 49 CFR Part 24.104 See UASFLA Section C-1 for further guidance on technical reviews.

Sample Appraiser Engagement Letter

March 9, 2020

William R. Ludenia
21196 Moody Lane
Brainerd, MN 56401

Re: Memorial Park Parking Lot

Dear William R. Ludenia;

The City of Brainerd is pleased to submit to you this letter of engagement. It outlines our understanding regarding the terms and conditions under which you are directed to complete a fair market value appraisal of the Memorial Park Parking Lot containing approximately 3 acres located in Crow Wing County, Minnesota, with an address of 1700 Mill Avenue.

The appraisal will establish the fair market value of the land together with improvements of contributory value, if any. The estate to be appraised is Fee Simple Title. The appraisal will be performed in accordance with the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA). In addition to City of Brainerd, the State of Minnesota and the National Park Service must be named as intended users. Any technical corrections to the appraisal report required by City of Brainerd and/or the State in the course of their review and acceptance will be performed within the fee set forth below. You will provide 2 copies of the appraisal report and an electronic file of the report in PDF format that will be submitted to the DNR. The appraisal will be completed on or before March 25, 2020. The cost of the appraisal will not exceed _____, including expenses. Payment in full will be made by City of Brainerd subject to receipt of an invoice from you.

Please indicate your acceptance of this engagement by a signature in the space provided at the bottom of this letter and return a copy to me. I will contact you regarding notice to proceed.

Sincerely,

City of Brainerd Parks Department
Tony Sailer, Brainerd Parks Director

March 9, 2020
William R. Ludenia
Certified General Appraiser License #4000170

By: _____

Its: _____



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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



Brainerd City Hall & Police Department Remodel Projects
Construction Budgets Status Summary
March 16, 2020

1. Pre-bid funding level approved by City Council (for accepted scope)	\$2,392,575
2. <u>Current post-bid budget for both projects</u>	<u>\$2,170,803</u>
a. Spread between current budget & approved funding level	\$221,772
3. a. Current Contractor change order total (0.10% of contracts)	\$1,313
b. <u>Current Owner change order total (1.6 % of project budget)</u>	<u>\$33,866</u>
Total change orders to date	\$35,179
4. Current contingency balance	\$219,348
5. Current total below approved funding level (sum of items 2a and 4)	\$441,120



	CATEGORY OF WORK	TRADE CONTRACTOR NAME	ORIGINAL CONTRACT	CHANGE ORDERS	ADJUSTED CONTRACT	PAID TO DATE	BALANCE TO FINISH
City Hall Interior Remodel & Exterior Improvements							
1	General Construction	Haataja Contracting, Inc.	\$140,900.00	\$1,408.00	\$142,308.00	\$0.00	\$142,308.00
2	Masonry/Tuckpointing	Baratto Brothers Construction, Inc.	\$74,825.00	\$0.00	\$74,825.00	\$3,651.42	\$71,173.58
3	Roofing	Thelen Heating & Roofing, Inc	\$64,800.00	\$0.00	\$64,800.00	\$0.00	\$64,800.00
5	Acoustical Ceilings	St. Cloud Acoustics, Inc.	\$24,730.00	\$850.00	\$25,580.00	\$0.00	\$25,580.00
6	Flooring	Dorholt Tile & Home Center, Inc.	\$62,514.00	\$777.20	\$63,291.20	\$0.00	\$63,291.20
7	Painting	Henkemeyer Coatings, Inc.	\$33,520.00	\$3,345.00	\$36,865.00	\$0.00	\$36,865.00
9	Fire Supression	Breth-Zenzen Fire Protection	\$23,835.00	\$323.00	\$24,158.00	\$0.00	\$24,158.00
10	Mechanical/Plumbing/HVAC	NAC Mechanical and Electrical Services	\$495,000.00	\$0.00	\$495,000.00	\$58,900.00	\$436,100.00
11	Testing/Adjusting & Balancing	Premier Test & Balance, Inc.	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$13,000.00
12	Controls	NAC Mechanical and Electrical Services	\$110,820.00	\$0.00	\$110,820.00	\$0.00	\$110,820.00
13	Electrical/Communications	Holden Electric Company	\$93,777.00	-\$5,390.00	\$88,387.00	\$7,790.00	\$80,597.00
City Hall Sub-Total:			\$1,137,721.00	\$1,313.20	\$1,139,034.20	\$70,341.42	\$1,068,692.78
Police Dept. Remodel							
	General Construction	Baratto Brothers Construction, Inc.	\$70,984.00	\$0.00	\$70,984.00	\$0.00	\$70,984.00
	Aluminum Windows, Doors & Glazing	Gull Lake Glass	\$15,644.00	\$0.00	\$15,644.00	\$0.00	\$15,644.00
	Acoustical Ceilings	Central Suspensions	\$4,300.00	\$0.00	\$4,300.00	\$0.00	\$4,300.00
	Flooring	Dorholt Tile & Home Center, Inc.	\$12,647.00	\$0.00	\$12,647.00	\$0.00	\$12,647.00
	Painting	Gunion Painting	\$7,400.00	\$0.00	\$7,400.00	\$0.00	\$7,400.00
	Fire Suppression	Summit Companies	\$1,470.00	\$0.00	\$1,470.00	\$0.00	\$1,470.00
	Mech/HVAC/Plumbing/Balancing	Thelen Heating & Roofing, Inc.	\$10,680.00	\$0.00	\$10,680.00	\$0.00	\$10,680.00
	Electrical/Communications	Holden Electric Company	\$20,156.00	\$0.00	\$20,156.00	\$0.00	\$20,156.00
Police Dept. Sub-Total:			\$143,281.00	\$0.00	\$143,281.00	\$0.00	\$143,281.00
CONSTRUCTION TOTAL:			\$1,281,002.00	\$1,313.20	\$1,282,315.20	\$70,341.42	\$1,211,973.78
	Contingency	Budget	\$254,527.00	-\$35,179.20	\$219,347.80	\$0.00	\$219,347.80
	General Conditions	Budget	\$258,079.00	\$0.00	\$258,079.00	\$20,588.73	\$237,490.27
	CM Fee	Contegrity Group, Inc.	\$82,000.00	\$0.00	\$82,000.00	\$36,899.99	\$45,100.01
	Architect & Engineer Fee	Architect	\$180,211.00	\$0.00	\$180,211.00	\$0.00	\$180,211.00
PROJECT SUB-TOTAL:			\$2,055,819.00	-\$33,866.00	\$2,021,953.00	\$127,830.14	\$1,894,122.86
Owner Items							
	Commissioning Allowance	(no commissioning - will test/balance)	\$12,000.00	-\$12,000.00	\$0.00	\$0.00	\$0.00
	Network Cabling - City Hall	Digital Horizons \$16,330.00 (City \$3,500)	\$10,000.00	\$9,830.00	\$19,830.00	\$8,165.00	\$11,665.00
	Door Access Controls - City Hall	Midwest Security	\$40,000.00	\$1,513.00	\$41,513.00	\$16,605.20	\$24,907.80
	White Boards/Monitors		\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
	Appliances	(Bob and Frans - Range)	\$3,000.00	\$0.00	\$3,000.00	\$750.00	\$2,250.00
	Allowances - New HVAC Controls	TBD	\$15,000.00	\$0.00	\$15,000.00	0.00	\$15,000.00
	Network Cabling - Police	Midwest Security (racks \$3,000)	\$12,162.00	\$0.00	\$12,162.00	0.00	\$12,162.00
	Door Access Controls - Police	Midwest Security	\$20,322.00	\$0.00	\$20,322.00	0.00	\$20,322.00
	Baseboard heat powder coat - CH	Gull Lake Sandblast/Powder Coating	\$0.00	\$5,000.00	\$5,000.00	3,594.38	\$1,405.62
	Exterior doors mag locks - City Hall	Gull Lake Glass	\$0.00	\$10,823.00	\$10,823.00	0.00	\$10,823.00
	Fire suppression - Police	Summit	\$0.00	\$18,700.00	\$18,700.00	0.00	\$18,700.00
PROJECT TOTAL:			\$2,170,803.00	\$0.00	\$2,170,803.00	\$156,944.72	\$2,013,858.28

**Includes contractor and owner changes

**Includes Owner changes only

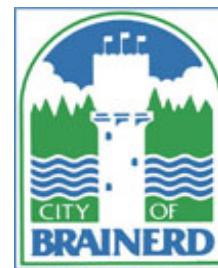


Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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



MEMO

TO: Personnel and Finance Committee

FROM: City Engineer Paul Sandy

DATE: March 10, 2020

SUBJECT: Shared Services Maintenance Agreement with Crow Wing County Update

Staff would like to provide this overview of how the first year of the shared services agreement with Crow Wing County went and what staff feels are the next steps moving forward into the future with this agreement.

2019 Agreement Start-up

As you may recall when we were putting this together, the shared services agreement was created to assist City staff in better maintaining City buildings and infrastructure. Crow Wing County has numerous staff on board who perform maintenance work relating to HVAC (heating, ventilation, air conditioning), electrical work, general maintenance, carpet cleaning, lawn care, snow removal, irrigation, exterior buildings, overhead doors, etc. Prior to the agreement, much of City staff's time, including the City Engineer, Police Chief, and Fire Chief was spent taking care of general building maintenance issues, particularly related to HVAC within each building.

The maintenance agreement was formulated under the assumption that the City could utilize one full-time staff person to take care of all the maintenance tasks within the agreement and knowing that the County had all the resources available at their disposal. This was chosen over hiring a full-time building and grounds maintenance person, the thought being that we would never get the technical expertise of an HVAC technician, an electrician that can perform work on City buildings, and just general maintenance (we were assuming we would be able to get a jack of all trades, and a master on none).

When the cost of the agreement was being calculated, we used the assumption of one full-time staff person (2,080 hours), along with taking into consideration administrative staff time that may not be covered by work orders, soft costs and overhead, along with software costs for the use of the County's asset management and work order system. Based on rough, general numbers and what I recall from the conversations, a loaded rate for a full time maintenance staff was calculated to be about \$90,000/year, administrative time for the Director of Building and

Grounds, the Maintenance Lead, and the Administrative Assistant at Crow Wing County was estimated at 15% of their total time which equated to about \$20,000/year, and finally overhead and soft costs (software, equipment usage, etc) was estimated at about \$10,000/year.

At the beginning of the agreement, there was much more administrative work that was not recorded as part of the set-up of the City assets within the system, and it was agreed between County and City staff that we should take things slower to start to see how the integration of City facilities into the County work schedule goes. With the additional revenues, the County was able to hire an additional staff person and another part time staff to assist in the general maintenance categories of their work, as they have found that their technical staff was performing a lot of the general maintenance duties and falling behind on preventative maintenance work on HVAC and electrical equipment. The thought going into this agreement was such that the agreement must continue to be mutually beneficial to both parties, or changes would have to be made or the agreement terminated if it does not become beneficial to either party.

The first 4 months or so was slower start-up getting the assets input into the software, and mostly consisted of snow removal and minor building maintenance. As you may recall, in 2019, we were in full blown design and bidding for the remodel projects in two out of the four buildings within the agreement. We knew going into the agreement that we would need to keep City Hall equipment running for a short time and get us through the summer into the remodel. There was a minimum amount of maintenance work performed in City Hall due to the future remodel in 2019.

Once the remodel started, County maintenance staff have been very helpful. They sent over crews of 5-6 people to assist in moving, which was a huge cost savings to the City (both the moving cost and being able to stay in the building and get back working in a timely manner), and have helped with one subsequent move since the first initial move. Their HVAC, electrical staff, and general maintenance staff have assisted with adding outlets where needed, getting eyes on the installed HVAC equipment so the new assets can be imported once complete, assisting the Police Department with furniture orders and standardizing, getting the Police Department HVAC to run better than it ever has with previous contracts, and assist in general clean-up of the building site when needed. During these projects, the County has also assisted the Fire Department with their HVAC preventative maintenance, wiring the entire Emergency Operations Center at the Fire Hall, fixed a water pressure issue, and performed other general maintenance tasks for the Fire Department. Obviously, there has been many more projects completed than just these, but these were the highlights in where staff believe the City has found savings during the remodel process and not having to hire the work out to other contractors.

2020 Agreement Continuation

The agreement was budgeted for and approved during the 2020 budget process, under the same type of considerations as before, knowing that City Hall is under remodel, Police Department will be shortly, and the Fire Department will need to be maintained as it was in 2019.

I have held discussions with Crow Wing County about the maintenance agreement in 2020 and where we should move going forward, knowing that we did not use as many hours as we anticipated in 2019, even considering the circumstances of start-up of the agreement, and full remodel of the largest building within the agreement. County and City staff agreed that it would be good to get through the first 6 months or so of the agreement, analyze hour usage, and get a

prediction of year end hour usage so that we have two, semi-complete years of data to base the agreement on moving forward. At the time prior to budgeting, we will be looking into the contract and re-negotiating hours and cost with the County so that the agreement maintains mutually beneficial to both parties.

Since that time, in discussions with the library, they have also been added to the contract to help and assist using the extra hours that we have in the three facilities within the agreement. The County has been assisting the library in the administrative task of selecting an HVAC control vendor and will be assisting with the library maintenance needs into the future as part of this agreement. Since that time, the library has decided to go with the same control's vendor as City Hall, and in the future the Police and Fire Department. This simple control upgrade at all four facilities is a huge benefit for standardization and will be a nice addition in the future. Assets within the library are currently being programmed into the County software, with an anticipated launch date of April 1. The total cost/year that will be charged to the library is \$7,500/year, under the assumption that we will look at their hours during 2020 to find the appropriate level of service and fees that they are using from the City agreement.

Conclusion

In short, when the agreement was originally negotiated and completed, the slow start-up and future remodels two a few of the buildings were known, but the hours needed for the contract were really a shot in the dark. Staff would like to continue getting a good handle on the agreement and getting more data to support the need for renegotiation in the summer of 2020 before the budgeting process, with also taking into consideration that we receive much more service and expertise than just the number of hours listed in work orders.

I have attached the 2019 work order summary, the agreement and amendment 1 (making the County the City electrical contractor), and the 2020 work order summary for the Council's review, comments, and questions. Staff will be available to answer any questions about the service at the committee and council meeting.

COB - Labor Totals												
Q1 Review (1-1-19 through 3-31-2019)												
Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-35189	CLOSED	1/21/2019 3:17:00 PM	1/24/2019 1:05:00 PM	Aric Caughey	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-35189	CLOSED	1/21/2019 3:17:00 PM	1/24/2019 1:05:00 PM	Dave Giza	EMP	0.5	0	0.5	GROUND	snow removal	BRD	johnm
FM-35189	CLOSED	1/21/2019 3:17:00 PM	1/24/2019 1:05:00 PM	Dave Giza	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35189	CLOSED	1/21/2019 3:17:00 PM	1/24/2019 1:05:00 PM	Joey Froelich	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35189	CLOSED	1/21/2019 3:17:00 PM	1/24/2019 1:05:00 PM	John Melson	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-35189	CLOSED	1/21/2019 3:17:00 PM	1/24/2019 1:05:00 PM	John Melson	EMP	0.5	0	0.5	GROUND	snow removal	BRD	johnm
FM-35189	CLOSED	1/21/2019 3:17:00 PM	1/24/2019 1:05:00 PM	Mark Heyn	EMP	3.5	0	3.5	GROUND	snow removal	BRD	johnm
FM-35203	CLOSED	1/23/2019 7:51:00 AM	1/23/2019 1:06:00 PM	Aric Caughey	EMP	1	0	1	BldgMaint	BPD tour	BRD-PD	johnm
FM-35203	CLOSED	1/23/2019 7:51:00 AM	1/23/2019 1:06:00 PM	Dave Giza	EMP	1	0	1	BldgMaint	BPD tour	BRD-PD	johnm
FM-35203	CLOSED	1/23/2019 7:51:00 AM	1/23/2019 1:06:00 PM	Joey Froelich	EMP	1	0	1	BldgMaint	BPD tour	BRD-PD	johnm
FM-35203	CLOSED	1/23/2019 7:51:00 AM	1/23/2019 1:06:00 PM	Mark Heyn	EMP	1	0	1	BldgMaint	BPD tour	BRD-PD	johnm
FM-35210	CLOSED	1/23/2019 4:04:00 PM	2/13/2019 4:10:00 PM	Aric Caughey	EMP	2	0	2	HVAC	Blower fan on overhead heater in the apparatus bay is not working. Heater outside of the front office door. Heater comes on, but fan doesn't start. Oil on drip pan below fan motor.	Lenox UH east	1053
FM-35210	CLOSED	1/23/2019 4:04:00 PM	2/13/2019 4:10:00 PM	Joey Froelich	EMP	2	0	2	HVAC	Blower fan on overhead heater in the apparatus bay is not working. Heater outside of the front office door. Heater comes on, but fan doesn't start. Oil on drip pan below fan motor.	Lenox UH east	1053
FM-35210	CLOSED	1/23/2019 4:04:00 PM	2/13/2019 4:10:00 PM	Joey Froelich	EMP	2	0	2	HVAC	Blower fan on overhead heater in the apparatus bay is not working. Heater outside of the front office door. Heater comes on, but fan doesn't start. Oil on drip pan below fan motor.	Lenox UH east	1053
FM-35210	CLOSED	1/23/2019 4:04:00 PM	2/13/2019 4:10:00 PM	Joey Froelich	EMP	2	0	2	HVAC	Blower fan on overhead heater in the apparatus bay is not working. Heater outside of the front office door. Heater comes on, but fan doesn't start. Oil on drip pan below fan motor.	Lenox UH east	1053
FM-35211	CLOSED	1/23/2019 4:16:00 PM	2/4/2019 7:43:00 AM	Dave Giza	EMP	1	0	1	LOCK	Weather striping on bottom of overhead garage door is coming off and needs to be repaired. Front overhead door #4.	BRD-MFS	1053
FM-35215	CLOSED	1/24/2019 8:41:00 AM	1/25/2019 10:17:00 AM	Aric Caughey	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm
FM-35215	CLOSED	1/24/2019 8:41:00 AM	1/25/2019 10:17:00 AM	Dave Giza	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm
FM-35215	CLOSED	1/24/2019 8:41:00 AM	1/25/2019 10:17:00 AM	Joey Froelich	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm
FM-35215	CLOSED	1/24/2019 8:41:00 AM	1/25/2019 10:17:00 AM	John Melson	EMP	0.5	0	0.5	GROUND	Snow Removal	BRD	johnm
FM-35215	CLOSED	1/24/2019 8:41:00 AM	1/25/2019 10:17:00 AM	John Melson	EMP	0.5	0	0.5	GROUND	Snow Removal	BRD	johnm
FM-35215	CLOSED	1/24/2019 8:41:00 AM	1/25/2019 10:17:00 AM	Mark Heyn	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm
FM-35219	CLOSED	1/24/2019 2:35:00 PM	3/8/2019 2:00:00 PM	Aric Caughey	EMP	1	0	1	HVAC	Unit heater west short cycling-Generated wo per Tim	Lenox UH west	johnm
FM-35219	CLOSED	1/24/2019 2:35:00 PM	3/8/2019 2:00:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Unit heater west short cycling-Generated wo per Tim	Lenox UH west	johnm
FM-35219	CLOSED	1/24/2019 2:35:00 PM	3/8/2019 2:00:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Unit heater west short cycling-Generated wo per Tim	Lenox UH west	johnm
FM-35219	CLOSED	1/24/2019 2:35:00 PM	3/8/2019 2:00:00 PM	Joey Froelich	EMP	3	0	3	HVAC	Unit heater west short cycling-Generated wo per Tim	Lenox UH west	johnm
FM-35219	CLOSED	1/24/2019 2:35:00 PM	3/8/2019 2:00:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Unit heater west short cycling-Generated wo per Tim	Lenox UH west	johnm
FM-35219	CLOSED	1/24/2019 2:35:00 PM	3/8/2019 2:00:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Unit heater west short cycling-Generated wo per Tim	Lenox UH west	johnm
FM-35225	CLOSED	1/25/2019 10:07:00 AM	1/25/2019 3:46:00 PM	Aric Caughey	EMP	1	0	1	MISC	Brainerd City Hall Site Visit	BRD-CH	johnm
FM-35225	CLOSED	1/25/2019 10:07:00 AM	1/25/2019 3:46:00 PM	Dave Giza	EMP	1	0	1	MISC	Brainerd City Hall Site Visit	BRD-CH	johnm
FM-35225	CLOSED	1/25/2019 10:07:00 AM	1/25/2019 3:46:00 PM	Joey Froelich	EMP	1	0	1	MISC	Brainerd City Hall Site Visit	BRD-CH	johnm
FM-35225	CLOSED	1/25/2019 10:07:00 AM	1/25/2019 3:46:00 PM	John Melson	EMP	1	0	1	MISC	Brainerd City Hall Site Visit	BRD-CH	johnm
FM-35225	CLOSED	1/25/2019 10:07:00 AM	1/25/2019 3:46:00 PM	Mark Heyn	EMP	1	0	1	MISC	Brainerd City Hall Site Visit	BRD-CH	johnm
FM-35262	CLOSED	1/28/2019 9:34:00 AM	1/29/2019 8:27:00 AM	Aric Caughey	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-35262	CLOSED	1/28/2019 9:34:00 AM	1/29/2019 8:27:00 AM	Joey Froelich	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-35262	CLOSED	1/28/2019 9:34:00 AM	1/29/2019 8:27:00 AM	John Melson	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35262	CLOSED	1/28/2019 9:34:00 AM	1/29/2019 8:27:00 AM	Mark Heyn	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-35271	CLOSED	1/29/2019 8:19:00 AM	1/30/2019 8:46:00 AM	Aric Caughey	EMP	0.5	0	0.5	GROUND	snow removal	BRD	johnm
FM-35271	CLOSED	1/29/2019 8:19:00 AM	1/30/2019 8:46:00 AM	Aric Caughey	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35271	CLOSED	1/29/2019 8:19:00 AM	1/30/2019 8:46:00 AM	Austin Kubesh	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35271	CLOSED	1/29/2019 8:19:00 AM	1/30/2019 8:46:00 AM	Austin Kubesh	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35271	CLOSED	1/29/2019 8:19:00 AM	1/30/2019 8:46:00 AM	Chad Heyer	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35271	CLOSED	1/29/2019 8:19:00 AM	1/30/2019 8:46:00 AM	Chad Heyer	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35271	CLOSED	1/29/2019 8:19:00 AM	1/30/2019 8:46:00 AM	Joey Froelich	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35271	CLOSED	1/29/2019 8:19:00 AM	1/30/2019 8:46:00 AM	John Melson	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35271	CLOSED	1/29/2019 8:19:00 AM	1/30/2019 8:46:00 AM	Mark Heyn	EMP	0.5	0	0.5	GROUND	snow removal	BRD	johnm

COB - Labor Totals												
Q1 Review (1-1-19 through 3-31-2019)												
Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-35271	CLOSED	1/29/2019 8:19:00 AM	1/30/2019 8:46:00 AM	Mark Heyn	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35286	CLOSED	1/30/2019 8:34:00 AM	1/30/2019 8:35:00 AM	Aric Caughey	EMP	1	0	1	MISC	fire dept tour	BRD-MFS	MarkH
FM-35286	CLOSED	1/30/2019 8:34:00 AM	1/30/2019 8:35:00 AM	Austin Kubesh	EMP	1	0	1	MISC	fire dept tour	BRD-MFS	MarkH
FM-35286	CLOSED	1/30/2019 8:34:00 AM	1/30/2019 8:35:00 AM	Chad Heyer	EMP	1	0	1	MISC	fire dept tour	BRD-MFS	MarkH
FM-35286	CLOSED	1/30/2019 8:34:00 AM	1/30/2019 8:35:00 AM	Joey Froelich	EMP	1	0	1	MISC	fire dept tour	BRD-MFS	MarkH
FM-35286	CLOSED	1/30/2019 8:34:00 AM	1/30/2019 8:35:00 AM	John Melson	EMP	1	0	1	MISC	fire dept tour	BRD-MFS	MarkH
FM-35286	CLOSED	1/30/2019 8:34:00 AM	1/30/2019 8:35:00 AM	Mark Heyn	EMP	1	0	1	MISC	fire dept tour	BRD-MFS	MarkH
FM-35298	CLOSED	1/31/2019 12:34:00 PM	1/31/2019 2:03:00 PM	Austin Kubesh	EMP	1	0	1	PLUMB	We have a leak under the sink in our break room. There is a puddle of water on the floor under the sink.	BRD-PD	JULIE.MCCULLOUGH@CI.BRAIN
FM-35330	CLOSED	2/3/2019 1:46:00 PM	2/4/2019 4:43:00 PM	Aric Caughey	EMP	1	0	1	BldgMaint	Snow Removal	BRD	johnm
FM-35330	CLOSED	2/3/2019 1:46:00 PM	2/4/2019 4:43:00 PM	Austin Kubesh	EMP	1	0	1	BldgMaint	Snow Removal	BRD	johnm
FM-35330	CLOSED	2/3/2019 1:46:00 PM	2/4/2019 4:43:00 PM	Chad Heyer	EMP	1	0	1	BldgMaint	Snow Removal	BRD	johnm
FM-35330	CLOSED	2/3/2019 1:46:00 PM	2/4/2019 4:43:00 PM	Dave Giza	EMP	0.5	0	0.5	BldgMaint	Snow Removal	BRD	johnm
FM-35330	CLOSED	2/3/2019 1:46:00 PM	2/4/2019 4:43:00 PM	Joey Froelich	EMP	1	0	1	BldgMaint	Snow Removal	BRD	johnm
FM-35330	CLOSED	2/3/2019 1:46:00 PM	2/4/2019 4:43:00 PM	John Melson	EMP	0.5	0	0.5	BldgMaint	Snow Removal	BRD	johnm
FM-35330	CLOSED	2/3/2019 1:46:00 PM	2/4/2019 4:43:00 PM	Mark Heyn	EMP	1	0	1	BldgMaint	Snow Removal	BRD	johnm
FM-35364	CLOSED	2/5/2019 8:51:00 AM	2/27/2019 10:41:00 AM	Chad Heyer	EMP	1	0	1	GROUND	Remove snow, salt walkways	BRD-CH-FAC	ChadH
FM-35364	CLOSED	2/5/2019 8:51:00 AM	2/27/2019 10:41:00 AM	John Melson	EMP	0.5	0	0.5	GROUND	Remove snow, salt walkways	BRD-CH-FAC	ChadH
FM-35379	CLOSED	2/6/2019 8:38:00 AM	2/12/2019 9:07:00 AM	Chad Heyer	EMP	0.75	0	0.75	GROUND	snow removal	BRD	MarkH
FM-35379	CLOSED	2/6/2019 8:38:00 AM	2/12/2019 9:07:00 AM	Dave Giza	EMP	1	0	1	GROUND	snow removal	BRD	MarkH
FM-35379	CLOSED	2/6/2019 8:38:00 AM	2/12/2019 9:07:00 AM	Mark Heyn	EMP	1	0	1	GROUND	snow removal	BRD	MarkH
FM-35379	CLOSED	2/6/2019 8:38:00 AM	2/12/2019 9:07:00 AM	Mark Heyn	EMP	2	0	2	GROUND	snow removal	BRD	MarkH
FM-35379	CLOSED	2/6/2019 8:38:00 AM	2/12/2019 9:07:00 AM	Mark Heyn	EMP	2	0	2	GROUND	snow removal	BRD	MarkH
FM-35379	CLOSED	2/6/2019 8:38:00 AM	2/12/2019 9:07:00 AM	Mark Heyn	EMP	0.1	0	0.1	GROUND	snow removal	BRD	MarkH
FM-35386	CLOSED	2/7/2019 7:11:00 AM	3/4/2019 2:42:00 PM	Austin Kubesh	EMP	1	0	1	PLUMB	Fix 2nd floor water cooler next to men's bathroom. Has been out of service for a while.	BRD-CH-FAC-2ND	PSANDY
FM-35386	CLOSED	2/7/2019 7:11:00 AM	3/4/2019 2:42:00 PM	Chad Heyer	EMP	2	0	2	PLUMB	Fix 2nd floor water cooler next to men's bathroom. Has been out of service for a while.	BRD-CH-FAC-2ND	PSANDY
FM-35386	CLOSED	2/7/2019 7:11:00 AM	3/4/2019 2:42:00 PM	Chad Heyer	EMP	1	0	1	PLUMB	Fix 2nd floor water cooler next to men's bathroom. Has been out of service for a while.	BRD-CH-FAC-2ND	PSANDY
FM-35386	CLOSED	2/7/2019 7:11:00 AM	3/4/2019 2:42:00 PM	Dave Giza	EMP	1	0	1	PLUMB	Fix 2nd floor water cooler next to men's bathroom. Has been out of service for a while.	BRD-CH-FAC-2ND	PSANDY
FM-35386	CLOSED	2/7/2019 7:11:00 AM	3/4/2019 2:42:00 PM	Dave Giza	EMP	1	0	1	PLUMB	Fix 2nd floor water cooler next to men's bathroom. Has been out of service for a while.	BRD-CH-FAC-2ND	PSANDY
FM-35386	CLOSED	2/7/2019 7:11:00 AM	3/4/2019 2:42:00 PM	Dave Giza	EMP	1	0	1	PLUMB	Fix 2nd floor water cooler next to men's bathroom. Has been out of service for a while.	BRD-CH-FAC-2ND	PSANDY
FM-35387	CLOSED	2/7/2019 7:12:00 AM	2/8/2019 2:35:00 PM	Austin Kubesh	EMP	1	0	1	PLUMB	Middle sink in woman's bathroom is slow to drain.	BRD-CH-FAC-2ND	PSANDY
FM-35387	CLOSED	2/7/2019 7:12:00 AM	2/8/2019 2:35:00 PM	Dave Giza	EMP	1	0	1	PLUMB	Middle sink in woman's bathroom is slow to drain.	BRD-CH-FAC-2ND	PSANDY
FM-35390	CLOSED	2/7/2019 9:39:00 AM	2/8/2019 9:25:00 AM	Aric Caughey	EMP	3	0	3	GROUND	Snow removal	BRD	johnm
FM-35390	CLOSED	2/7/2019 9:39:00 AM	2/8/2019 9:25:00 AM	Austin Kubesh	EMP	4	0	4	GROUND	Snow removal	BRD	johnm
FM-35390	CLOSED	2/7/2019 9:39:00 AM	2/8/2019 9:25:00 AM	Chad Heyer	EMP	4	0	4	GROUND	Snow removal	BRD	johnm
FM-35390	CLOSED	2/7/2019 9:39:00 AM	2/8/2019 9:25:00 AM	Dave Giza	EMP	3	0	3	GROUND	Snow removal	BRD	johnm
FM-35390	CLOSED	2/7/2019 9:39:00 AM	2/8/2019 9:25:00 AM	John Melson	EMP	0.5	0	0.5	GROUND	Snow removal	BRD	johnm
FM-35403	CLOSED	2/8/2019 9:01:00 AM	2/11/2019 8:30:00 AM	Austin Kubesh	EMP	0.5	0	0.5	GROUND	snow removal	BRD	johnm
FM-35403	CLOSED	2/8/2019 9:01:00 AM	2/11/2019 8:30:00 AM	Chad Heyer	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-35403	CLOSED	2/8/2019 9:01:00 AM	2/11/2019 8:30:00 AM	Dave Giza	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-35403	CLOSED	2/8/2019 9:01:00 AM	2/11/2019 8:30:00 AM	John Melson	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35403	CLOSED	2/8/2019 9:01:00 AM	2/11/2019 8:30:00 AM	Mark Heyn	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-35438	CLOSED	2/11/2019 3:04:00 PM	2/12/2019 9:10:00 AM	Aric Caughey	EMP	1	0	1	GROUND	Snow removal	BRD	johnm
FM-35438	CLOSED	2/11/2019 3:04:00 PM	2/12/2019 9:10:00 AM	Austin Kubesh	EMP	2	0	2	GROUND	Snow removal	BRD	johnm
FM-35438	CLOSED	2/11/2019 3:04:00 PM	2/12/2019 9:10:00 AM	Chad Heyer	EMP	2	0	2	GROUND	Snow removal	BRD	johnm
FM-35438	CLOSED	2/11/2019 3:04:00 PM	2/12/2019 9:10:00 AM	Dave Giza	EMP	1.5	0	1.5	GROUND	Snow removal	BRD	johnm
FM-35438	CLOSED	2/11/2019 3:04:00 PM	2/12/2019 9:10:00 AM	Dave Giza	EMP	1	0	1	GROUND	Snow removal	BRD	johnm
FM-35438	CLOSED	2/11/2019 3:04:00 PM	2/12/2019 9:10:00 AM	Joey Froelich	EMP	1	0	1	GROUND	Snow removal	BRD	johnm
FM-35438	CLOSED	2/11/2019 3:04:00 PM	2/12/2019 9:10:00 AM	John Melson	EMP	0.5	0	0.5	GROUND	Snow removal	BRD	johnm
FM-35438	CLOSED	2/11/2019 3:04:00 PM	2/12/2019 9:10:00 AM	Mark Heyn	EMP	1	0	1	GROUND	Snow removal	BRD	johnm
FM-35445	CLOSED	2/12/2019 7:59:00 AM	2/13/2019 8:31:00 AM	Aric Caughey	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm
FM-35445	CLOSED	2/12/2019 7:59:00 AM	2/13/2019 8:31:00 AM	Austin Kubesh	EMP	1.25	0	1.25	GROUND	Snow Removal	BRD	johnm
FM-35445	CLOSED	2/12/2019 7:59:00 AM	2/13/2019 8:31:00 AM	Chad Heyer	EMP	2	0	2	GROUND	Snow Removal	BRD	johnm
FM-35445	CLOSED	2/12/2019 7:59:00 AM	2/13/2019 8:31:00 AM	Joey Froelich	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm

COB - Labor Totals												
Q1 Review (1-1-19 through 3-31-2019)												
Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-35445	CLOSED	2/12/2019 7:59:00 AM	2/13/2019 8:31:00 AM	John Melson	EMP	0.75	0	0.75	GROUND	Snow Removal	BRD	johnm
FM-35445	CLOSED	2/12/2019 7:59:00 AM	2/13/2019 8:31:00 AM	Mark Heyn	EMP	3	0	3	GROUND	Snow Removal	BRD	johnm
FM-35449	CLOSED	2/12/2019 9:14:00 AM	2/12/2019 1:17:00 PM	Austin Kubesh	EMP	0.5	0	0.5	GROUND	Remove Snow and Ice from around cross walk push buttons on the Northwest corner of Laurel and 6 street. see me if ???'s	BRD-CH	johnm
FM-35449	CLOSED	2/12/2019 9:14:00 AM	2/12/2019 1:17:00 PM	Chad Heyer	EMP	0.5	0	0.5	GROUND	Remove Snow and Ice from around cross walk push buttons on the Northwest corner of Laurel and 6 street. see me if ???'s	BRD-CH	johnm
FM-35458	CLOSED	2/13/2019 8:30:00 AM	2/14/2019 8:19:00 AM	Austin Kubesh	EMP	1.5	0	1.5	GROUND	Snow Removal	BRD	johnm
FM-35458	CLOSED	2/13/2019 8:30:00 AM	2/14/2019 8:19:00 AM	Chad Heyer	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm
FM-35458	CLOSED	2/13/2019 8:30:00 AM	2/14/2019 8:19:00 AM	Dave Giza	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm
FM-35458	CLOSED	2/13/2019 8:30:00 AM	2/14/2019 8:19:00 AM	Joey Froelich	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm
FM-35458	CLOSED	2/13/2019 8:30:00 AM	2/14/2019 8:19:00 AM	Joey Froelich	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm
FM-35458	CLOSED	2/13/2019 8:30:00 AM	2/14/2019 8:19:00 AM	Mark Heyn	EMP	1	0	1	GROUND	Snow Removal	BRD	johnm
FM-35460	CLOSED	2/13/2019 9:23:00 AM	2/26/2019 4:40:00 PM	Joey Froelich	EMP	1.5	0	1.5	HVAC	Install software for metasys and spend sometime learning the system	BRD-CH	JoeyF
FM-35460	CLOSED	2/13/2019 9:23:00 AM	2/26/2019 4:40:00 PM	Joey Froelich	EMP	2	0	2	HVAC	Install software for metasys and spend sometime learning the system	BRD-CH	JoeyF
FM-35460	CLOSED	2/13/2019 9:23:00 AM	2/26/2019 4:40:00 PM	Joey Froelich	EMP	2	0	2	HVAC	Install software for metasys and spend sometime learning the system	BRD-CH	JoeyF
FM-35471	CLOSED	2/14/2019 7:28:00 AM	2/15/2019 4:11:00 PM	Austin Kubesh	EMP	1	0	1	GROUND	Ice-Refreeze	BRD	johnm
FM-35471	CLOSED	2/14/2019 7:28:00 AM	2/15/2019 4:11:00 PM	Chad Heyer	EMP	1	0	1	GROUND	Ice-Refreeze	BRD	johnm
FM-35471	CLOSED	2/14/2019 7:28:00 AM	2/15/2019 4:11:00 PM	Dave Giza	EMP	1	0	1	GROUND	Ice-Refreeze	BRD	johnm
FM-35471	CLOSED	2/14/2019 7:28:00 AM	2/15/2019 4:11:00 PM	John Melson	EMP	1	0	1	GROUND	Ice-Refreeze	BRD	johnm
FM-35481	CLOSED	2/14/2019 4:46:00 PM	2/14/2019 4:47:00 PM	Mark Heyn	EMP	0.75	0	0.75	GROUND	snow removal	BRD	MarkH
FM-35487	CLOSED	2/15/2019 9:27:00 AM	2/22/2019 1:03:00 PM	Austin Kubesh	EMP	0.5	0	0.5	FURNITURE	Administration area has a cabinet door the needs hinge looked at or replaced	BRD-CH-FAC-3RD	PSANDY
FM-35487	CLOSED	2/15/2019 9:27:00 AM	2/22/2019 1:03:00 PM	Dave Giza	EMP	0.5	0	0.5	FURNITURE	Administration area has a cabinet door the needs hinge looked at or replaced	BRD-CH-FAC-3RD	PSANDY
FM-35488	CLOSED	2/15/2019 9:28:00 AM	2/20/2019 10:39:00 AM	Chad Heyer	EMP	1	0	1	BldgMaint	Council chambers has a wooden ceiling panel that is falling down and needs to get put back into place and secured.	BRD-CH-FAC-3RD	PSANDY
FM-35488	CLOSED	2/15/2019 9:28:00 AM	2/20/2019 10:39:00 AM	Mark Heyn	EMP	1	0	1	BldgMaint	Council chambers has a wooden ceiling panel that is falling down and needs to get put back into place and secured.	BRD-CH-FAC-3RD	PSANDY
FM-35489	CLOSED	2/15/2019 9:28:00 AM	2/20/2019 10:40:00 AM	Chad Heyer	EMP	1	0	1	BldgMaint	Engineering department service window has wooden ceiling panel that needs to be put back into place and secured.	BRD-CH-FAC-2ND	PSANDY
FM-35489	CLOSED	2/15/2019 9:28:00 AM	2/20/2019 10:40:00 AM	Mark Heyn	EMP	1	0	1	BldgMaint	Engineering department service window has wooden ceiling panel that needs to be put back into place and secured.	BRD-CH-FAC-2ND	PSANDY
FM-35490	CLOSED	2/15/2019 9:29:00 AM	2/22/2019 1:04:00 PM	Austin Kubesh	EMP	0.5	0	0.5	FURNITURE	Break Room has cabinet door hinge that needs to be looked at or replaced.	BRD-CH-FAC-1ST	PSANDY
FM-35490	CLOSED	2/15/2019 9:29:00 AM	2/22/2019 1:04:00 PM	Dave Giza	EMP	1	0	1	FURNITURE	Break Room has cabinet door hinge that needs to be looked at or replaced.	BRD-CH-FAC-1ST	PSANDY
FM-35495	CLOSED	2/15/2019 1:30:00 PM	2/15/2019 4:15:00 PM	Austin Kubesh	EMP	1	0	1	GROUND	Sidewalks Brainerd	BRD	AustinK
FM-35495	CLOSED	2/15/2019 1:30:00 PM	2/15/2019 4:15:00 PM	Chad Heyer	EMP	1.5	0	1.5	GROUND	Sidewalks Brainerd	BRD	AustinK
FM-35495	CLOSED	2/15/2019 1:30:00 PM	2/15/2019 4:15:00 PM	Dave Giza	EMP	0.75	0	0.75	GROUND	Sidewalks Brainerd	BRD	AustinK
FM-35515	CLOSED	2/19/2019 7:41:00 AM	2/22/2019 2:47:00 PM	Austin Kubesh	EMP	1	0	1	PLUMB	Leak coming from the ceiling in my office - actively running water. thanks	BRD-PD-FAC	MIKEBESTUL
FM-35515	CLOSED	2/19/2019 7:41:00 AM	2/22/2019 2:47:00 PM	John Melson	EMP	1	0	1	PLUMB	Leak coming from the ceiling in my office - actively running water. thanks	BRD-PD-FAC	MIKEBESTUL
FM-35515	CLOSED	2/19/2019 7:41:00 AM	2/22/2019 2:47:00 PM	John Melson	EMP	1.5	0	1.5	PLUMB	Leak coming from the ceiling in my office - actively running water. thanks	BRD-PD-FAC	MIKEBESTUL
FM-35533	CLOSED	2/20/2019 9:58:00 AM	2/22/2019 11:44:00 AM	Austin Kubesh	EMP	2	0	2	GROUND	Snow Remova	BRD	johnm
FM-35533	CLOSED	2/20/2019 9:58:00 AM	2/22/2019 11:44:00 AM	Austin Kubesh	EMP	1.5	0	1.5	GROUND	Snow Remova	BRD	johnm
FM-35533	CLOSED	2/20/2019 9:58:00 AM	2/22/2019 11:44:00 AM	Chad Heyer	EMP	2	0	2	GROUND	Snow Remova	BRD	johnm
FM-35533	CLOSED	2/20/2019 9:58:00 AM	2/22/2019 11:44:00 AM	Dave Giza	EMP	2	0	2	GROUND	Snow Remova	BRD	johnm
FM-35533	CLOSED	2/20/2019 9:58:00 AM	2/22/2019 11:44:00 AM	Dave Giza	EMP	1.5	0	1.5	GROUND	Snow Remova	BRD	johnm

COB - Labor Totals												
Q1 Review (1-1-19 through 3-31-2019)												
Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-35533	CLOSED	2/20/2019 9:58:00 AM	2/22/2019 11:44:00 AM	Joey Froelich	EMP	1	0	1	GROUND	Snow Remova	BRD	johnm
FM-35533	CLOSED	2/20/2019 9:58:00 AM	2/22/2019 11:44:00 AM	John Melson	EMP	1	0	1	GROUND	Snow Remova	BRD	johnm
FM-35533	CLOSED	2/20/2019 9:58:00 AM	2/22/2019 11:44:00 AM	John Melson	EMP	0.75	0	0.75	GROUND	Snow Remova	BRD	johnm
FM-35533	CLOSED	2/20/2019 9:58:00 AM	2/22/2019 11:44:00 AM	Mark Heyn	EMP	1.5	0	1.5	GROUND	Snow Remova	BRD	johnm
FM-35547	CLOSED	2/21/2019 4:29:00 PM	2/21/2019 4:29:00 PM	Chad Heyer	EMP	1	0	1	GROUND	Police Department (B)	BRD-PD	ChadH
FM-35556	CLOSED	2/22/2019 11:31:00 AM	2/26/2019 1:36:00 PM	Austin Kubesh	EMP	1.5	0	1.5	MISC	Replaced stained ceiling tile Deputy Chief Mikes office, Corky said they don't have any so we will have to purchase, leave any extras on the garage mezz.	BRD-PD-FAC-1st	johnm
FM-35588	CLOSED	2/25/2019 11:45:00 AM	2/26/2019 1:32:00 PM	Austin Kubesh	EMP	1	0	1	GROUND	Snow removal	BRD	johnm
FM-35588	CLOSED	2/25/2019 11:45:00 AM	2/26/2019 1:32:00 PM	Chad Heyer	EMP	0.75	0	0.75	GROUND	Snow removal	BRD	johnm
FM-35588	CLOSED	2/25/2019 11:45:00 AM	2/26/2019 1:32:00 PM	Dave Giza	EMP	1	0	1	GROUND	Snow removal	BRD	johnm
FM-35588	CLOSED	2/25/2019 11:45:00 AM	2/26/2019 1:32:00 PM	John Melson	EMP	0.75	0	0.75	GROUND	Snow removal	BRD	johnm
FM-35588	CLOSED	2/25/2019 11:45:00 AM	2/26/2019 1:32:00 PM	Mark Heyn	EMP	0.75	0	0.75	GROUND	Snow removal	BRD	johnm
FM-35594	CLOSED	2/25/2019 3:31:00 PM	2/26/2019 4:42:00 PM	Joey Froelich	EMP	5	0	5	HVAC	Tune Boiler and check operating safeties with Harris	BOILER	johnm
FM-35595	CLOSED	2/25/2019 3:32:00 PM	2/27/2019 8:18:00 AM	Joey Froelich	EMP	0.25	0	0.25	HVAC	Tune boiler and check safety's with Harris	BOILER	johnm
FM-35596	CLOSED	2/25/2019 3:37:00 PM	3/27/2019 7:39:00 AM	Joey Froelich	EMP	0.5	0	0.5	HVAC	Rebuild pump # 5 and motor bearings, Authorized by Paul S in email	PUMP- 5	johnm
FM-35596	CLOSED	2/25/2019 3:37:00 PM	3/27/2019 7:39:00 AM	Joey Froelich	EMP	7	0	7	HVAC	Rebuild pump # 5 and motor bearings, Authorized by Paul S in email	PUMP- 5	johnm
FM-35604	CLOSED	2/26/2019 8:41:00 AM	3/19/2019 7:59:00 AM	Aric Caughey	EMP	2	0	2	EL	Service generator fault, see email from Corky.		johnm
FM-35604	CLOSED	2/26/2019 8:41:00 AM	3/19/2019 7:59:00 AM	Aric Caughey	EMP	1	0	1	EL	Service generator fault, see email from Corky.		johnm
FM-35612	CLOSED	2/27/2019 8:33:00 AM	2/27/2019 2:59:00 PM	Austin Kubesh	EMP	1.5	0	1.5	GROUND	remove snow brainerd	BRD	AustinK
FM-35612	CLOSED	2/27/2019 8:33:00 AM	2/27/2019 2:59:00 PM	Dave Giza	EMP	1.25	0	1.25	GROUND	remove snow brainerd	BRD	AustinK
FM-35612	CLOSED	2/27/2019 8:33:00 AM	2/27/2019 2:59:00 PM	Joey Froelich	EMP	1	0	1	GROUND	remove snow brainerd	BRD	AustinK
FM-35612	CLOSED	2/27/2019 8:33:00 AM	2/27/2019 2:59:00 PM	John Melson	EMP	1	0	1	GROUND	remove snow brainerd	BRD	AustinK
FM-35612	CLOSED	2/27/2019 8:33:00 AM	2/27/2019 2:59:00 PM	Mark Heyn	EMP	1	0	1	GROUND	remove snow brainerd	BRD	AustinK
FM-35621	CLOSED	2/27/2019 10:44:00 AM	2/27/2019 11:44:00 AM	John Melson	EMP	0.5	0	0.5	GROUND	Snow removal	BRD	johnm
FM-35655	CLOSED	2/28/2019 8:07:00 AM	2/28/2019 3:22:00 PM	Austin Kubesh	EMP	0.5	0	0.5	GROUND	remove snow from back of pd	BRD-PD	AustinK
FM-35685	CLOSED	3/4/2019 8:39:00 AM	3/4/2019 8:40:00 AM	Austin Kubesh	EMP	0.5	0	0.5	GROUND	Snow removal / salt	BRD	DaveG
FM-35685	CLOSED	3/4/2019 8:39:00 AM	3/4/2019 8:40:00 AM	Dave Giza	EMP	0.5	0	0.5	GROUND	Snow removal / salt	BRD	DaveG
FM-35709	CLOSED	3/5/2019 8:07:00 AM	3/12/2019 7:42:00 AM	Aric Caughey	EMP	1	0	1	HVAC	RTU stopped. Will not restart. Phoned in service request @ 4:11 pm/03-04-19.	BRD-PD	CORKYMCQ
FM-35709	CLOSED	3/5/2019 8:07:00 AM	3/12/2019 7:42:00 AM	Aric Caughey	EMP	1	0	1	HVAC	*Work order submitted after service completed* RTU stopped. Will not restart. Phoned in service request @ 4:11 pm/03-04-19.	BRD-PD	CORKYMCQ
FM-35709	CLOSED	3/5/2019 8:07:00 AM	3/12/2019 7:42:00 AM	Joey Froelich	EMP	1	0	1	HVAC	*Work order submitted after service completed* RTU stopped. Will not restart. Phoned in service request @ 4:11 pm/03-04-19.	BRD-PD	CORKYMCQ
FM-35709	CLOSED	3/5/2019 8:07:00 AM	3/12/2019 7:42:00 AM	Joey Froelich	EMP	1	0	1	HVAC	*Work order submitted after service completed* RTU stopped. Will not restart. Phoned in service request @ 4:11 pm/03-04-19.	BRD-PD	CORKYMCQ
FM-35745	CLOSED	3/8/2019 12:51:00 PM	3/15/2019 10:21:00 AM	Austin Kubesh	EMP	1	0	1	PLUMB	We have an leaking toilet when flushed in the mens locker room. Thanks	BRD-PD-FAC	MIKEBESTUL
FM-35745	CLOSED	3/8/2019 12:51:00 PM	3/15/2019 10:21:00 AM	Austin Kubesh	EMP	1	0	1	PLUMB	We have an leaking toilet when flushed in the mens locker room. Thanks	BRD-PD-FAC	MIKEBESTUL
FM-35746	CLOSED	3/8/2019 2:02:00 PM	3/13/2019 4:03:00 PM	Joey Froelich	EMP	3	0	3	HVAC	replace bad low water cutout, high and low gas pressure safeties approval per Paul Sandy in a an email	BOILER	JoeyF
FM-35746	CLOSED	3/8/2019 2:02:00 PM	3/13/2019 4:03:00 PM	Joey Froelich	EMP	6	0	6	HVAC	replace bad low water cutout, high and low gas pressure safeties approval per Paul Sandy in a an email	BOILER	JoeyF
FM-35746	CLOSED	3/8/2019 2:02:00 PM	3/13/2019 4:03:00 PM	Joey Froelich	EMP	3	0	3	HVAC	replace bad low water cutout, high and low gas pressure safeties approval per Paul Sandy in a an email	BOILER	JoeyF
FM-35792	CLOSED	3/13/2019 3:36:00 PM	3/29/2019 3:38:00 PM	Joey Froelich	EMP	4	0	4	HVAC	Mini-Split Unit in the engineering office has an error code that we can't figure out how to resolve. Unit will not heat or cool. Has not been bad for temps as of yet, but will get worse if sun comes out.	BRD-CH-FAC-2ND	PSANDY

COB - Labor Totals												
Q1 Review (1-1-19 through 3-31-2019)												
Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-35792	CLOSED	3/13/2019 3:36:00 PM	3/29/2019 3:38:00 PM	Joey Froelich	EMP	1.5	0	1.5	HVAC	Mini-Split Unit in the engineering office has an error code that we can't figure out how to resolve. Unit will not heat or cool. Has not been bad for temps as of yet, but will get worse if sun comes out.	BRD-CH-FAC-2ND	PSANDY
FM-35794	CLOSED	3/13/2019 6:43:00 PM	3/14/2019 3:47:00 PM	Austin Kubesh	EMP	0	3	3	BldgMaint	Water intrusion due to winter rain storm, called in after hours by Connie	BRD-CH-FAC-1ST	johnm
FM-35794	CLOSED	3/13/2019 6:43:00 PM	3/14/2019 3:47:00 PM	Joey Froelich	EMP	0	3	3	BldgMaint	Water intrusion due to winter rain storm, called in after hours by Connie	BRD-CH-FAC-1ST	johnm
FM-35794	CLOSED	3/13/2019 6:43:00 PM	3/14/2019 3:47:00 PM	John Melson	EMP	0	1	1	BldgMaint	Water intrusion due to winter rain storm, called in after hours by Connie	BRD-CH-FAC-1ST	johnm
FM-35794	CLOSED	3/13/2019 6:43:00 PM	3/14/2019 3:47:00 PM	Robb Pike	EMP	0	3	3	BldgMaint	Water intrusion due to winter rain storm, called in after hours by Connie	BRD-CH-FAC-1ST	johnm
FM-35815	CLOSED	3/15/2019 11:01:00 AM	3/15/2019 4:24:00 PM	Chad Heyer	EMP	2	0	2	BldgMaint	There is a puddle of water in our lobby. It appears to be coming from the maintenance closet in the SW Corner of the lobby from the roof drain system. Insulation around the roof internally roof drainage pipe in closet is wet	BRD-PD	CORKYMCQ
FM-35815	CLOSED	3/15/2019 11:01:00 AM	3/15/2019 4:24:00 PM	John Melson	EMP	1	0	1	BldgMaint	There is a puddle of water in our lobby. It appears to be coming from the maintenance closet in the SW Corner of the lobby from the roof drain system. Insulation around the roof internally roof drainage pipe in closet is wet	BRD-PD	CORKYMCQ
FM-35815	CLOSED	3/15/2019 11:01:00 AM	3/15/2019 4:24:00 PM	Mark Heyn	EMP	2	0	2	BldgMaint	There is a puddle of water in our lobby. It appears to be coming from the maintenance closet in the SW Corner of the lobby from the roof drain system. Insulation around the roof internally roof drainage pipe in closet is wet	BRD-PD	CORKYMCQ
FM-35921	ISSUED	3/26/2019 8:28:00 AM		Joey Froelich	EMP	4	0	4	HVAC	Replace motor bearings and coupler in circulation pump 6.	BRD-CH-FAC-1ST	PSANDY
FM-35947	CLOSED	3/28/2019 7:45:00 AM	3/28/2019 11:29:00 AM	Chad Heyer	EMP	0.5	0	0.5	JANITORIAL	Collect all trash from receptacles on assigned exterior city locations.	BRD	ChadH
Grand Total (182 Records):						235.35	10					

COB - Labor Totals												
Q2 Review (4-1-19 through 6-30-19)												
Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Aric Caughey	EMP	0	0.5	0.5	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Chad Heyer	EMP	0	3	3	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Chad Heyer	EMP	0	1.5	1.5	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Chad Heyer	EMP	3	3	6	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Chad Heyer	EMP	2.5	0	2.5	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Dave Giza	EMP	0	3	3	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Dave Giza	EMP	0	0.5	0.5	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Dave Giza	EMP	0	3	3	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Mark Heyn	EMP	0	3	3	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Mark Heyn	EMP	3	0	3	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Mark Heyn	EMP	0	3	3	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Mark Heyn	EMP	2.5	0	2.5	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Mark Heyn	EMP	1	0	1	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Mark Heyn	EMP	1	0	1	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Mark Heyn	EMP	0	3	3	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35388	CLOSED	2/7/2019 7:13:00 AM	4/10/2019 7:57:00 AM	Mark Heyn	EMP	1	0	1	BldgMaint	Shampoo carpets in City Hall. Contact Paul to schedule times to do work.	BRD-CH-FAC	PSANDY
FM-35864	CLOSED	3/20/2019 1:12:00 PM	4/2/2019 4:28:00 PM	Aric Caughey	EMP	0.5	0	0.5	HVAC	Cooling unit in 2nd floor office not cooling	BRD-CH	JFLADUNG
FM-35864	CLOSED	3/20/2019 1:12:00 PM	4/2/2019 4:28:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Cooling unit in 2nd floor office not cooling		JFLADUNG
FM-35864	CLOSED	3/20/2019 1:12:00 PM	4/2/2019 4:28:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Cooling unit in 2nd floor office not cooling		JFLADUNG
FM-35864	CLOSED	3/20/2019 1:12:00 PM	4/2/2019 4:28:00 PM	Joey Froelich	EMP	0.5	0	0.5	HVAC	Cooling unit in 2nd floor office not cooling	BRD-CH	JFLADUNG
FM-35921	CLOSED	3/26/2019 8:28:00 AM	4/30/2019 4:04:00 PM	Joey Froelich	EMP	4	0	4	HVAC	Replace motor bearings and coupler in circulation pump 6.	BRD-CH-FAC-1ST	PSANDY
FM-36012	CLOSED	4/2/2019 3:15:00 PM	4/16/2019 7:33:00 AM	Austin Kubesh	EMP	1.5	0	1.5	GROUND	Install (mount) 2 cigarette receptacles at B City Hall. One on south side main entrance and one on west side entrance. See Paul Sandy for specific locations, leave one set of keys with Paul.	BRD-CH-FAC	johnm
FM-36012	CLOSED	4/2/2019 3:15:00 PM	4/16/2019 7:33:00 AM	Dave Giza	EMP	1.5	0	1.5	GROUND	Install (mount) 2 cigarette receptacles at B City Hall. One on south side main entrance and one on west side entrance. See Paul Sandy for specific locations, leave one set of keys with Paul.	BRD-CH-FAC	johnm
FM-36024	CLOSED	4/3/2019 5:18:00 PM	4/4/2019 10:14:00 AM	Austin Kubesh	EMP	1	0	1	GROUND	Snow and ice removal	BRD	DaveG
FM-36024	CLOSED	4/3/2019 5:18:00 PM	4/4/2019 10:14:00 AM	Chad Heyer	EMP	1	0	1	GROUND	Snow and ice removal	BRD	DaveG
FM-36024	CLOSED	4/3/2019 5:18:00 PM	4/4/2019 10:14:00 AM	Dave Giza	EMP	0	0.5	0.5	GROUND	Snow and ice removal	BRD	DaveG
FM-36024	CLOSED	4/3/2019 5:18:00 PM	4/4/2019 10:14:00 AM	John Melson	EMP	1	0	1	GROUND	Snow and ice removal	BRD	DaveG
FM-36024	CLOSED	4/3/2019 5:18:00 PM	4/4/2019 10:14:00 AM	Mark Heyn	EMP	0.5	0	0.5	GROUND	Snow and ice removal	BRD	DaveG
FM-36036	CLOSED	4/4/2019 1:56:00 PM	5/7/2019 7:45:00 AM	Austin Kubesh	EMP	0.5	0	0.5	BldgMaint	Please clean debris off of roof drains	BRD-CH-FAC-	johnm
FM-36036	CLOSED	4/4/2019 1:56:00 PM	5/7/2019 7:45:00 AM	Austin Kubesh	EMP	1	0	1	BldgMaint	Please clean debris off of roof drains	BRD-CH-FAC-	johnm
FM-36036	CLOSED	4/4/2019 1:56:00 PM	5/7/2019 7:45:00 AM	Dave Giza	EMP	0.5	0	0.5	BldgMaint	Please clean debris off of roof drains	BRD-CH-FAC-	johnm
FM-36036	CLOSED	4/4/2019 1:56:00 PM	5/7/2019 7:45:00 AM	Dave Giza	EMP	1	0	1	BldgMaint	Please clean debris off of roof drains	BRD-CH-FAC-	johnm
FM-36071	CLOSED	4/8/2019 10:14:00 AM	4/8/2019 11:29:00 AM	Chad Heyer	EMP	0.5	0	0.5	GROUND	Remove dead robin-east side north of elevator lobby	BRD-CH	johnm
FM-36073	CLOSED	4/8/2019 11:33:00 AM	4/8/2019 11:33:00 AM	Chad Heyer	EMP	1	0	1	GROUND	Remove berries from east, south and west side walks. Also remove another dead robin on the west side walk.	BRD-CH-FAC	ChadH
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	Aric Caughey	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	Aric Caughey	EMP	2.5	0	2.5	GROUND	snow removal	BRD	johnm
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	Austin Kubesh	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	Austin Kubesh	EMP	2	0	2	GROUND	snow removal	BRD	johnm

FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	Chad Heyer	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	Chad Heyer	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	Dave Giza	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	Dave Giza	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	John Melson	EMP	1.5	0	1.5	GROUND	snow removal	BRD	johnm
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	John Melson	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	Mark Heyn	EMP	1	0	1	GROUND	snow removal	BRD	johnm
FM-36095	CLOSED	4/10/2019 3:31:00 PM	4/18/2019 2:37:00 PM	Mark Heyn	EMP	2	0	2	GROUND	snow removal	BRD	johnm
FM-36141	CLOSED	4/16/2019 9:25:00 AM	4/18/2019 11:41:00 AM	Chad Heyer	EMP	2	0	2	GROUND	Grounds debris cleanup	BRD	johnm
FM-36189	CLOSED	4/22/2019 8:21:00 AM	5/9/2019 4:49:00 PM	Dave Giza	EMP	1	0	1	PLUMB	RPZ for apparatus fill was tripped on Friday due to a firefighter closing a valve too fast on the apparatus floor. Water was shut off that supplies the apparatus overhead filling. Domestic water is still on.	BRD-MFS-FAC	1053
FM-36201	CLOSED	4/23/2019 9:38:00 AM	5/21/2019 7:14:00 AM	Austin Kubesh	EMP	7	0	7	GROUND	BCH Irrigation - Bring on line	BRD-CH	johnm
FM-36201	CLOSED	4/23/2019 9:38:00 AM	5/21/2019 7:14:00 AM	Dave Giza	EMP	6	0	6	GROUND	BCH Irrigation - Bring on line	BRD-CH	johnm
FM-36201	CLOSED	4/23/2019 9:38:00 AM	5/21/2019 7:14:00 AM	John Melson	EMP	1	0	1	GROUND	BCH Irrigation - Bring on line	BRD-CH	johnm
FM-36202	CLOSED	4/23/2019 9:38:00 AM	5/10/2019 8:02:00 AM	Austin Kubesh	EMP	3	0	3	GROUND	BPD Irrigation - Bring online email or call Mike b before starting he can provide some insight	BRD-PD	johnm
FM-36202	CLOSED	4/23/2019 9:38:00 AM	5/10/2019 8:02:00 AM	Dave Giza	EMP	3	0	3	GROUND	BPD Irrigation - Bring online email or call Mike b before starting he can provide some insight	BRD-PD	johnm
FM-36203	CLOSED	4/23/2019 9:39:00 AM	5/10/2019 8:02:00 AM	Austin Kubesh	EMP	1.25	0	1.25	GROUND	BFD -Irrigation- Bring online	BRD-MFS	johnm
FM-36203	CLOSED	4/23/2019 9:39:00 AM	5/10/2019 8:02:00 AM	Dave Giza	EMP	1.25	0	1.25	GROUND	BFD -Irrigation- Bring online	BRD-MFS	johnm
FM-36210	CLOSED	4/24/2019 8:44:00 AM	6/18/2019 7:52:00 AM	Joey Froelich	EMP	3	0	3	HVAC	Prepare the cooling tower for running this summer. Includes cleaning out water basin, turning on spray pump, looking at fan, and adding treatment or getting treatment running.	BRD-CH-FAC	PSANDY
FM-36210	CLOSED	4/24/2019 8:44:00 AM	6/18/2019 7:52:00 AM	Joey Froelich	EMP	5	0	5	HVAC	Prepare the cooling tower for running this summer. Includes cleaning out water basin, turning on spray pump, looking at fan, and adding treatment or getting treatment running.	BRD-CH-FAC	PSANDY
FM-36210	CLOSED	4/24/2019 8:44:00 AM	6/18/2019 7:52:00 AM	Joey Froelich	EMP	7	0	7	HVAC	Prepare the cooling tower for running this summer. Includes cleaning out water basin, turning on spray pump, looking at fan, and adding treatment or getting treatment running.	BRD-CH-FAC	PSANDY
FM-36210	CLOSED	4/24/2019 8:44:00 AM	6/18/2019 7:52:00 AM	Joey Froelich	EMP	2	0	2	HVAC	Prepare the cooling tower for running this summer. Includes cleaning out water basin, turning on spray pump, looking at fan, and adding treatment or getting treatment running.	BRD-CH-FAC	PSANDY
FM-36210	CLOSED	4/24/2019 8:44:00 AM	6/18/2019 7:52:00 AM	Joey Froelich	EMP	4	0	4	HVAC	Prepare the cooling tower for running this summer. Includes cleaning out water basin, turning on spray pump, looking at fan, and adding treatment or getting treatment running.	BRD-CH-FAC	PSANDY
FM-36210	CLOSED	4/24/2019 8:44:00 AM	6/18/2019 7:52:00 AM	Joey Froelich	EMP	3	0	3	HVAC	Prepare the cooling tower for running this summer. Includes cleaning out water basin, turning on spray pump, looking at fan, and adding treatment or getting treatment running.	BRD-CH-FAC	PSANDY
FM-36210	CLOSED	4/24/2019 8:44:00 AM	6/18/2019 7:52:00 AM	John Melson	EMP	1	0	1	HVAC	Prepare the cooling tower for running this summer. Includes cleaning out water basin, turning on spray pump, looking at fan, and adding treatment or getting treatment running.	BRD-CH-FAC	PSANDY
FM-36214	CLOSED	4/24/2019 2:12:00 PM	4/30/2019 7:49:00 AM	Austin Kubesh	EMP	0.01	0	0.01	GROUND	Sprinkler activation. Let me know when you get this scheduled and I can provide some insight on the system. thanks Mike	BRD-PD	MIKEBESTUL
FM-36248	CLOSED	4/29/2019 9:38:00 AM	4/29/2019 9:38:00 AM	Chad Heyer	EMP	0.5	0	0.5	JANITORIAL	Empty garbage can next to visitor entrance of Brainerd Police Dept.	BRD-PD	ChadH
FM-36274	CLOSED	4/30/2019 2:59:00 PM	5/1/2019 10:42:00 AM	Mark Heyn	EMP	1	0	1	PLUMB	1st floor men's bathroom urinal appears to overflow when flushed.	BRD-CH	JFLADUNG
FM-36319	CLOSED	5/6/2019 2:21:00 PM	5/23/2019 8:45:00 AM	Austin Kubesh	EMP	2	0	2	PLUMB	Sprinkler system back flow preventer (2) leaking - Dave and Austin working on previous sprinkler activation.	BRD-PD-FAC	MIKEBESTUL
FM-36319	CLOSED	5/6/2019 2:21:00 PM	5/23/2019 8:45:00 AM	Dave Giza	EMP	0.2	0	0.2	PLUMB	Sprinkler system back flow preventer (2) leaking - Dave and Austin working on previous sprinkler activation.	BRD-PD-FAC	MIKEBESTUL
FM-36320	CLOSED	5/6/2019 2:22:00 PM	5/28/2019 3:56:00 PM	Dave Giza	EMP	0.2	0	0.2	PLUMB	Leak in storage room (SW) off of lobby - near the water heater but is not the water heater.	BRD-PD	MIKEBESTUL
FM-36431	CLOSED	5/16/2019 11:45:00 AM	6/4/2019 10:03:00 AM	Chad Heyer	EMP	2.5	0	2.5	HVAC	Fabricate and install galvanized panel on east side of cooling tower.	BRD-CH-FAC	johnm
FM-36431	CLOSED	5/16/2019 11:45:00 AM	6/4/2019 10:03:00 AM	Joey Froelich	EMP	4	0	4	HVAC	Fabricate and install galvanized panel on east side of cooling tower.	BRD-CH-FAC	johnm
FM-36431	CLOSED	5/16/2019 11:45:00 AM	6/4/2019 10:03:00 AM	John Melson	EMP	4	0	4	HVAC	Fabricate and install galvanized panel on east side of cooling tower.	BRD-CH-FAC	johnm
FM-36431	CLOSED	5/16/2019 11:45:00 AM	6/4/2019 10:03:00 AM	John Melson	EMP	3	0	3	HVAC	Fabricate and install galvanized panel on east side of cooling tower.	BRD-CH-FAC	johnm

FM-36431	CLOSED	5/16/2019 11:45:00 AM	6/4/2019 10:03:00 AM	John Melson	EMP	4	0	4	HVAC	Fabricate and install galvanized panel on east side of cooling tower.	BRD-CH-FAC	johnm
FM-36434	CLOSED	5/16/2019 2:49:00 PM	5/17/2019 8:00:00 AM	Chad Heyer	EMP	1	0	1	HVAC	Repair tower feed leaking piping fond during tower start up see w.o# 36210	BRD-CH	johnm
FM-36434	CLOSED	5/16/2019 2:49:00 PM	5/17/2019 8:00:00 AM	Joey Froelich	EMP	1	0	1	HVAC	Repair tower feed leaking piping fond during tower start up see w.o# 36210	BRD-CH	johnm
FM-36434	CLOSED	5/16/2019 2:49:00 PM	5/17/2019 8:00:00 AM	Joey Froelich	EMP	1	0	1	HVAC	Repair tower feed leaking piping fond during tower start up see w.o# 36210	BRD-CH	johnm
FM-36473	CLOSED	5/21/2019 8:54:00 AM	5/21/2019 8:55:00 AM	Robb Pike	EMP	7	0	7	GROUND	Remove brush from east side of cooling tower and apply mulch	BRD-CH-FAC	johnm
FM-36479	CLOSED	5/22/2019 7:13:00 AM	5/24/2019 12:59:00 PM	Austin Kubesh	EMP	2	0	2	Project	Hand railing in back stairwell in City Hall fell off between the first and second floor.	BRD-CH-FAC-1ST	PSANDY
FM-36480	CLOSED	5/22/2019 7:13:00 AM	6/11/2019 9:43:00 AM	Dave Giza	EMP	2	0	2	LOCK	Door from back stairwell to hallway needs some work with the closing mechanism.	BRD-CH-FAC-2ND	PSANDY
FM-36480	CLOSED	5/22/2019 7:13:00 AM	6/11/2019 9:43:00 AM	Mark Heyn	EMP	1	0	1	LOCK	Door from back stairwell to hallway needs some work with the closing mechanism.	BRD-CH-FAC-2ND	PSANDY
FM-36480	CLOSED	5/22/2019 7:13:00 AM	6/11/2019 9:43:00 AM	Mark Heyn	EMP	0.1	0	0.1	LOCK	Door from back stairwell to hallway needs some work with the closing mechanism.	BRD-CH-FAC-2ND	PSANDY
FM-36489	CLOSED	5/22/2019 1:24:00 PM	5/30/2019 9:07:00 AM	Dave Giza	EMP	0.5	0	0.5	BldgMaint	Roof is leaking into the day-room from rain water on the roof. The leak is along the beam where the roof connects to the building. Starting to damage the ceiling tiles. I have contact Herzog Roofing because the roof was replaced in 2009 and has a 15 year warranty. They will be getting a work order in and should have someone here tomorrow. The were out about 2 years ago for the same problem and said they fixed it at that time.	BRD-MFS-FAC	1053
FM-36549	CLOSED	5/30/2019 2:25:00 PM	6/10/2019 7:41:00 AM	Will Schultz	EMP	2	0	2	GROUND	Brainerd Grounds	BRD	johnm
FM-36636	CLOSED	6/4/2019 7:27:00 AM	6/4/2019 3:14:00 PM	Dave Giza	EMP	0.5	0	0.5	PLUMB	Repair PD RPZ	BRD-PD	johnm
FM-36637	CLOSED	6/4/2019 7:29:00 AM	6/4/2019 3:12:00 PM	Dave Giza	EMP	0.5	0	0.5	PLUMB	Brainer City Hall RPZ	BRD-CH-FAC	johnm
FM-36658	CLOSED	6/6/2019 11:37:00 AM	6/10/2019 7:44:00 AM	Will Schultz	EMP	2	0	2	GROUND	Brainerd grounds	BRD	johnm
FM-36686	CLOSED	6/10/2019 2:21:00 PM	6/11/2019 11:36:00 AM	Dave Giza	EMP	2.5	0	2.5	GROUND	Laurel Street - front of PD sprinkler zone not working, I am not sure if it is a programing issue or valve not working issue. Thanks	BRD-PD	MIKEBESTUL
FM-36733	CLOSED	6/14/2019 4:10:00 PM	6/14/2019 4:11:00 PM	Mark Heyn	EMP	0.5	0	0.5	HVAC	went to city hall to check on chem feed for chiller.	BRD-CH	MarkH
FM-36756	CLOSED	6/17/2019 12:01:00 PM	6/17/2019 4:02:00 PM	Chad Heyer	EMP	1.5	0	1.5	LOCK	Key to human resources office is stuck. Cannot shut or lock the door currently.	BRD-CH-FAC-2ND	PSANDY
FM-36765	CLOSED	6/18/2019 7:54:00 AM	6/18/2019 10:33:00 AM	Chad Heyer	EMP	1.5	0	1.5	LOCK	Back service door to stairwell is having issues unlocking. I think there is a hardware malfunction in the door itself, and we have had issues in the past with that door.	BRD-CH-FAC-1ST	PSANDY
FM-36774	CLOSED	6/19/2019 7:41:00 AM	6/19/2019 10:45:00 AM	Chad Heyer	EMP	0.25	0	0.25	LOCK	Back door that was repaired yesterday is not opening again. Won't unlock or open.	BRD-CH-FAC-1ST	PSANDY
FM-36782	CLOSED	6/19/2019 11:50:00 AM	6/24/2019 10:12:00 AM	Chad Heyer	EMP	2.5	0	2.5	PLUMB	Urinal in men's locker room is plugged and won't drain	BRD-PD	CORKYMCQ
FM-36782	CLOSED	6/19/2019 11:50:00 AM	6/24/2019 10:12:00 AM	Mark Heyn	EMP	3	0	3	PLUMB	Urinal in men's locker room is plugged and won't drain	BRD-PD	CORKYMCQ
FM-36782	CLOSED	6/19/2019 11:50:00 AM	6/24/2019 10:12:00 AM	Mark Heyn	EMP	1.5	0	1.5	PLUMB	Urinal in men's locker room is plugged and won't drain	BRD-PD	CORKYMCQ
FM-36785	CLOSED	6/19/2019 3:50:00 PM	6/19/2019 3:50:00 PM	Aric Caughey	EMP	3	0	3	HVAC	look into getting a path from the PD to the FD	BRD	JoeyF
FM-36785	CLOSED	6/19/2019 3:50:00 PM	6/19/2019 3:50:00 PM	Joey Froelich	EMP	3	0	3	HVAC	look into getting a path from the PD to the FD	BRD	JoeyF
FM-36803	CLOSED	6/21/2019 3:38:00 PM	6/21/2019 3:38:00 PM	Austin Kubesh	EMP	4.5	0	4.5	GROUND	mow COB	BRD	AustinK
FM-36854	CLOSED	6/26/2019 3:02:00 PM	6/27/2019 1:45:00 PM	Robb Pike	EMP	1.5	0	1.5	GROUND	Mulch both flower beds at main entry with the red chip mulch	BRD-CH-FAC	johnm
FM-36854	CLOSED	6/26/2019 3:02:00 PM	6/27/2019 1:45:00 PM	Will Schultz	EMP	1.5	0	1.5	GROUND	Mulch both flower beds at main entry with the red chip mulch	BRD-CH-FAC	johnm
FM-36856	CLOSED	6/26/2019 3:27:00 PM	6/27/2019 1:49:00 PM	Robb Pike	EMP	0.5	0	0.5	GROUND	Turf touch up with seed/dirt	BRD-MFS	johnm
FM-36856	CLOSED	6/26/2019 3:27:00 PM	6/27/2019 1:49:00 PM	Will Schultz	EMP	0.5	0	0.5	GROUND	Turf touch up with seed/dirt	BRD-MFS	johnm
Q2 Total (101 Records):						173.26	24					
YTD Total (283 Records):						408.61	34					

COB - Labor Totals
Q3 Review 7/1/2019 through 09/30/2019

Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-35218	CLOSED	1/24/2019 2:23:00 PM	8/12/2019 1:08:00 PM	Dave Giza	EMP	0.5	0	0.5	MISC	Per Tim H, get overhead door annual maintenance pricing.	BRD-MFS-FAC	johnm
FM-35218	CLOSED	1/24/2019 2:23:00 PM	8/12/2019 1:08:00 PM	Dave Giza	EMP	1	0	1	MISC	Per Tim H, get overhead door annual maintenance pricing.	BRD-MFS-FAC	johnm
FM-35389	CLOSED	2/7/2019 7:18:00 AM	8/20/2019 1:05:00 PM	Aric Caughey	EMP	6	0	6	EL	Go through City Hall lighting fixtures and replace bulbs as necessary. Some also flash, which may be a sign of bad ballast, but have been taken care of by removing a bulb. Ensure each ballast has at least 2 working bulbs.	BRD-CH-FAC	PSANDY
FM-35389	CLOSED	2/7/2019 7:18:00 AM	8/20/2019 1:05:00 PM	John Melson	EMP	0.25	0	0.25	EL	Go through City Hall lighting fixtures and replace bulbs as necessary. Some also flash, which may be a sign of bad ballast, but have been taken care of by removing a bulb. Ensure each ballast has at least 2 working bulbs.	BRD-CH-FAC	PSANDY
FM-36065	CLOSED	4/8/2019	8/13/2019 8:05:00 PM	John Melson	EMP	1	0	1	HVAC	RTU Quarterly PM	RTU-BCH	johnm
FM-36066	CLOSED	4/8/2019	8/13/2019 8:32:00 PM	John Melson	EMP	0.25	0	0.25	HVAC	RTU Quarterly PM	BRD-PD	
FM-36137	CLOSED	4/15/2019 3:01:00 PM	8/6/2019 8:03:00 PM	Aric Caughey	EMP	1	0	1	EL	Light fixture above OH door on east side needs repair, globe is about to fall off.	BRD-CH-FAC-Bsmt	
FM-36295	CLOSED	5/3/2019 9:45:00 AM	7/31/2019 7:33:00 AM	Aric Caughey	EMP	4.5	0	4.5	EL	I have done an inventory of our entire department, including the garage and have a list of light bulb replacement locations. Total about 58 inside of the building and 47 in the garage. Thanks	BRD-PD	MIKEBESTUL
FM-36295	CLOSED	5/3/2019 9:45:00 AM	7/31/2019 7:33:00 AM	Aric Caughey	EMP	1.5	0	1.5	EL	I have done an inventory of our entire department, including the garage and have a list of light bulb replacement locations. Total about 58 inside of the building and 47 in the garage. Thanks	BRD-PD	MIKEBESTUL
FM-36295	CLOSED	5/3/2019 9:45:00 AM	7/31/2019 7:33:00 AM	Aric Caughey	EMP	5	0	5	EL	I have done an inventory of our entire department, including the garage and have a list of light bulb replacement locations. Total about 58 inside of the building and 47 in the garage. Thanks	BRD-PD	MIKEBESTUL
FM-36295	CLOSED	5/3/2019 9:45:00 AM	7/31/2019 7:33:00 AM	Austin Kubesh	EMP	7	0	7	EL	I have done an inventory of our entire department, including the garage and have a list of light bulb replacement locations. Total about 58 inside of the building and 47 in the garage. Thanks	BRD-PD	MIKEBESTUL
FM-36295	CLOSED	5/3/2019 9:45:00 AM	7/31/2019 7:33:00 AM	Austin Kubesh	EMP	2	0	2	EL	I have done an inventory of our entire department, including the garage and have a list of light bulb replacement locations. Total about 58 inside of the building and 47 in the garage. Thanks	BRD-PD	MIKEBESTUL
FM-36295	CLOSED	5/3/2019 9:45:00 AM	7/31/2019 7:33:00 AM	Austin Kubesh	EMP	4	0	4	EL	I have done an inventory of our entire department, including the garage and have a list of light bulb replacement locations. Total about 58 inside of the building and 47 in the garage. Thanks	BRD-PD	MIKEBESTUL
FM-36295	CLOSED	5/3/2019 9:45:00 AM	7/31/2019 7:33:00 AM	Austin Kubesh	EMP	4	0	4	EL	I have done an inventory of our entire department, including the garage and have a list of light bulb replacement locations. Total about 58 inside of the building and 47 in the garage. Thanks	BRD-PD	MIKEBESTUL
FM-36419	CLOSED	5/15/2019 10:14:00 AM	8/6/2019 8:04:00 PM	Aric Caughey	EMP	1	0	1	EL	There are two bulbs burned out of the low setting lights in the Police Chief Office on both of the south lights. We also have several burned out bulbs in our men's locker room	BRD-PD	CORKYMCQ

COB - Labor Totals
Q3 Review 7/1/2019 through 09/30/2019

Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-36476	CLOSED	5/21/2019 11:55:00 AM	7/19/2019 8:04:00 AM	Austin Kubesh	EMP	5	0	5	GROUND	Mulching, bush removal, topsoil, weed removal, etc in beds around City Hall (See me on this one, THX JM)	BRD-CH-FAC	PSANDY
FM-36476	CLOSED	5/21/2019 11:55:00 AM	7/19/2019 8:04:00 AM	Austin Kubesh	EMP	5	0	5	GROUND	Mulching, bush removal, topsoil, weed removal, etc in beds around City Hall (See me on this one, THX JM)	BRD-CH-FAC	PSANDY
FM-36476	CLOSED	5/21/2019 11:55:00 AM	7/19/2019 8:04:00 AM	Austin Kubesh	EMP	8	0	8	GROUND	Mulching, bush removal, topsoil, weed removal, etc in beds around City Hall (See me on this one, THX JM)	BRD-CH-FAC	PSANDY
FM-36476	CLOSED	5/21/2019 11:55:00 AM	7/19/2019 8:04:00 AM	Dave Giza	EMP	3	0	3	GROUND	Mulching, bush removal, topsoil, weed removal, etc in beds around City Hall (See me on this one, THX JM)	BRD-CH-FAC	PSANDY
FM-36476	CLOSED	5/21/2019 11:55:00 AM	7/19/2019 8:04:00 AM	John Melson	EMP	5	0	5	GROUND	Mulching, bush removal, topsoil, weed removal, etc in beds around City Hall (See me on this one, THX JM)	BRD-CH-FAC	PSANDY
FM-36476	CLOSED	5/21/2019 11:55:00 AM	7/19/2019 8:04:00 AM	Mark Heyn	EMP	3	0	3	GROUND	Mulching, bush removal, topsoil, weed removal, etc in beds around City Hall (See me on this one, THX JM)	BRD-CH-FAC	PSANDY
FM-36476	CLOSED	5/21/2019 11:55:00 AM	7/19/2019 8:04:00 AM	Robb Pike	EMP	8	0	8	GROUND	Mulching, bush removal, topsoil, weed removal, etc in beds around City Hall (See me on this one, THX JM)	BRD-CH-FAC	PSANDY
FM-36476	CLOSED	5/21/2019 11:55:00 AM	7/19/2019 8:04:00 AM	Will Schultz	EMP	7	0	7	GROUND	Mulching, bush removal, topsoil, weed removal, etc in beds around City Hall (See me on this one, THX JM)	BRD-CH-FAC	PSANDY
FM-36476	CLOSED	5/21/2019 11:55:00 AM	7/19/2019 8:04:00 AM	Will Schultz	EMP	5	0	5	GROUND	Mulching, bush removal, topsoil, weed removal, etc in beds around City Hall (See me on this one, THX JM)	BRD-CH-FAC	PSANDY
FM-36483	CLOSED	5/22/2019 7:55:00 AM	8/20/2019 9:52:00 AM	Aric Caughey	EMP	1	0	1	EL	There is a light flickering in our front lobby area.	BRD-PD	JULIE.MCCULLOUGH@CI.BRAIN
FM-36638	CLOSED	6/4/2019 7:31:00 AM	7/8/2019 11:47:00 AM	Dave Giza	EMP	1	0	1	PLUMB	Brainerd FD RPZ- Main station and NE station	BRD-MFS	johnm
FM-36674	CLOSED	6/9/2019 10:33:00 AM	8/13/2019 8:19:00 PM	Austin Kubesh	EMP	0.5	0	0.5	GROUND	Brainerd cigarette receptacles	BRD-CH	johnm
FM-36828	CLOSED	6/24/2019 2:27:00 PM	7/9/2019 8:08:00 AM	Chad Heyer	EMP	2.5	0	2.5	PLUMB	Mens locker room urinal plugged again. Thanks Mike	BRD-PD	MIKEBESTUL
FM-36828	CLOSED	6/24/2019 2:27:00 PM	7/9/2019 8:08:00 AM	Dave Giza	EMP	1	0	1	PLUMB	Mens locker room urinal plugged again. Thanks Mike	BRD-PD	MIKEBESTUL
FM-36828	CLOSED	6/24/2019 2:27:00 PM	7/9/2019 8:08:00 AM	Mark Heyn	EMP	1	0	1	PLUMB	Mens locker room urinal plugged again. Thanks Mike	BRD-PD	MIKEBESTUL
FM-36828	CLOSED	6/24/2019 2:27:00 PM	7/9/2019 8:08:00 AM	Mark Heyn	EMP	3	0	3	PLUMB	Mens locker room urinal plugged again. Thanks Mike	BRD-PD	MIKEBESTUL
FM-36828	CLOSED	6/24/2019 2:27:00 PM	7/9/2019 8:08:00 AM	Mark Heyn	EMP	3.5	0	3.5	PLUMB	Mens locker room urinal plugged again. Thanks Mike	BRD-PD	MIKEBESTUL
FM-36828	CLOSED	6/24/2019 2:27:00 PM	7/9/2019 8:08:00 AM	Mark Heyn	EMP	1	0	1	PLUMB	Mens locker room urinal plugged again. Thanks Mike	BRD-PD	MIKEBESTUL
FM-36828	CLOSED	6/24/2019 2:27:00 PM	7/9/2019 8:08:00 AM	Mark Heyn	EMP	2	0	2	PLUMB	Mens locker room urinal plugged again. Thanks Mike	BRD-PD	MIKEBESTUL
FM-36850	CLOSED	6/26/2019 10:46:00 AM	7/1/2019 6:16:00 AM	Robb Pike	EMP	1	0	1	GROUND	Brainerd Grounds	BRD	johnm
FM-36850	CLOSED	6/26/2019 10:46:00 AM	7/1/2019 6:16:00 AM	Robb Pike	EMP	4	0	4	GROUND	Brainerd Grounds	BRD	johnm
FM-36850	CLOSED	6/26/2019 10:46:00 AM	7/1/2019 6:16:00 AM	Will Schultz	EMP	4	0	4	GROUND	Brainerd Grounds	BRD	johnm
FM-36850	CLOSED	6/26/2019 10:46:00 AM	7/1/2019 6:16:00 AM	Will Schultz	EMP	1	0	1	GROUND	Brainerd Grounds	BRD	johnm
FM-36853	CLOSED	6/26/2019 2:55:00 PM	7/12/2019 2:51:00 PM	Chad Heyer	EMP	3	0	3	HVAC	Replace SF bearings in motor, then contact Corky about the status of the SFan(s) status	RTU-BPD	johnm
FM-36853	CLOSED	6/26/2019 2:55:00 PM	7/12/2019 2:51:00 PM	Joey Froelich	EMP	3	0	3	HVAC	Replace SF bearings in motor, then contact Corky about the status of the SFan(s) status	RTU-BPD	johnm
FM-36859	CLOSED	6/27/2019	8/13/2019 8:31:00 PM	John Melson	EMP	0.25	0	0.25	HVAC	AHU Quarterly PM	HVAC	
FM-36867	CLOSED	6/27/2019 3:56:00 PM	7/12/2019 7:34:00 AM	Joey Froelich	EMP	3	0	3	HVAC	HVAC system just went down.	BRD-PD-FAC	MIKEBESTUL
FM-36867	CLOSED	6/27/2019 3:56:00 PM	7/12/2019 7:34:00 AM	Joey Froelich	EMP	0	2	2	HVAC	HVAC system just went down.	BRD-PD-FAC	MIKEBESTUL
FM-36867	CLOSED	6/27/2019 3:56:00 PM	7/12/2019 7:34:00 AM	John Melson	EMP	2	0	2	HVAC	HVAC system just went down.	BRD-PD-FAC	MIKEBESTUL
FM-36867	CLOSED	6/27/2019 3:56:00 PM	7/12/2019 7:34:00 AM	John Melson	EMP	0.5	0	0.5	HVAC	HVAC system just went down.	BRD-PD-FAC	MIKEBESTUL
FM-36881	CLOSED	6/28/2019 3:27:00 PM	7/19/2019 8:05:00 AM	Joey Froelich	EMP	1	0	1	HVAC	Tower testing	BRD	JoeyF

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Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-36881	CLOSED	6/28/2019 3:27:00 PM	7/19/2019 8:05:00 AM	Joey Froelich	EMP	1	0	1	HVAC	Tower testing	BRD	JoeyF
FM-36900	CLOSED	7/1/2019 9:47:00 AM	7/10/2019 11:58:00 AM	Aric Caughey	EMP	2	0	2	HVAC	Since the work that was done last week our records office is extremely cold, even though the thermostat is set at 80.	BRD-PD	JULIE.MCCULLOUGH@CI.BRAIN
FM-36900	CLOSED	7/1/2019 9:47:00 AM	7/10/2019 11:58:00 AM	Joey Froelich	EMP	0.5	0	0.5	HVAC	Since the work that was done last week our records office is extremely cold, even though the thermostat is set at 80.	BRD-PD	JULIE.MCCULLOUGH@CI.BRAIN
FM-36900	CLOSED	7/1/2019 9:47:00 AM	7/10/2019 11:58:00 AM	Joey Froelich	EMP	3	0	3	HVAC	Since the work that was done last week our records office is extremely cold, even though the thermostat is set at 80.	BRD-PD	JULIE.MCCULLOUGH@CI.BRAIN
FM-36927	CLOSED	7/3/2019 6:50:00 AM	7/3/2019 2:26:00 PM	Joey Froelich	EMP	1	0	1	HVAC	HVAC system quit at 0500 hours - turned off and then on again after few minutes wait, appears to have started again but with the holiday coming up maybe we should have someone take a look at it today sometime.	BRD-PD	MIKEBESTUL
FM-36929	CLOSED	7/3/2019 7:49:00 AM	7/5/2019 11:22:00 AM	Chad Heyer	EMP	1	0	1	LOCK	thanks Back door lock is inoperable again. I think we are going to have to move to new hardware for it.	BRD-CH-FAC-1ST	PSANDY
FM-36929	CLOSED	7/3/2019 7:49:00 AM	7/5/2019 11:22:00 AM	Dave Giza	EMP	1	0	1	LOCK	Back door lock is inoperable again. I think we are going to have to move to new hardware for it.	BRD-CH-FAC-1ST	PSANDY
FM-36939	CLOSED	7/5/2019	8/13/2019 8:30:00 PM	John Melson	EMP	0.25	0	0.25	HVAC	RTU Quarterly PM	RTU-BCH	PSANDY
FM-36964	CLOSED	7/8/2019 11:12:00 AM	7/16/2019 10:40:00 AM	Joey Froelich	EMP	2	0	2	HVAC	The rooftop unit serving the council chambers may need to get looked at. At the last council meeting, it seemed to have issues keeping up and was blowing very cold air.	BRD-CH-FAC-	
FM-36964	CLOSED	7/8/2019 11:12:00 AM	7/16/2019 10:40:00 AM	Joey Froelich	EMP	1	0	1	HVAC	The rooftop unit serving the council chambers may need to get looked at. At the last council meeting, it seemed to have issues keeping up and was blowing very cold air.	BRD-CH-FAC-	PSANDY
FM-37004	CLOSED	7/10/2019 3:22:00 PM	7/17/2019 4:16:00 PM	Aric Caughey	EMP	1	0	1	HVAC	HVAC system shut down while sprinkler test was being conducted and has not restarted.	BRD-PD	MIKEBESTUL
FM-37004	CLOSED	7/10/2019 3:22:00 PM	7/17/2019 4:16:00 PM	Joey Froelich	EMP	1	0	1	HVAC	thanks Mike HVAC system shut down while sprinkler test was being conducted and has not restarted.	BRD-PD	MIKEBESTUL
FM-37004	CLOSED	7/10/2019 3:22:00 PM	7/17/2019 4:16:00 PM	Joey Froelich	EMP	1	0	1	HVAC	thanks Mike HVAC system shut down while sprinkler test was being conducted and has not restarted.	BRD-PD	MIKEBESTUL
FM-37013	CLOSED	7/11/2019 9:53:00 AM	7/17/2019 4:19:00 PM	Chad Heyer	EMP	1	0	1	HVAC	Training room is warm and humid. Not sure the fan is running for the training room.	BRD-MFS-FAC	1053
FM-37013	CLOSED	7/11/2019 9:53:00 AM	7/17/2019 4:19:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Training room is warm and humid. Not sure the fan is running for the training room.	BRD-MFS-FAC	1053
FM-37031	CLOSED	7/12/2019 8:00:00 AM	7/12/2019 8:00:00 AM	Joey Froelich	EMP	1	0	1	HVAC	Make up air outdoor air damper actuator is shot	MUA	JoeyF
FM-37052	CLOSED	7/15/2019 7:27:00 AM	7/16/2019 9:42:00 AM	Robb Pike	EMP	0.5	0	0.5	JANITORIAL	Storm related water intrusion	BRD-CH-FAC	johnm
FM-37052	CLOSED	7/15/2019 7:27:00 AM	7/16/2019 9:42:00 AM	Will Schultz	EMP	0.5	0	0.5	JANITORIAL	Storm related water intrusion	BRD-CH-FAC	johnm
FM-37053	CLOSED	7/15/2019 7:28:00 AM	8/19/2019 8:21:00 PM	Chad Heyer	EMP	4	0	4	HVAC	Fan noise on roof, paul called	BRD-CH-FAC	johnm
FM-37053	CLOSED	7/15/2019 7:28:00 AM	8/19/2019 8:21:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Fan noise on roof, paul called	BRD-CH-FAC	johnm
FM-37053	CLOSED	7/15/2019 7:28:00 AM	8/19/2019 8:21:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Fan noise on roof, paul called	BRD-CH-FAC	johnm
FM-37053	CLOSED	7/15/2019 7:28:00 AM	8/19/2019 8:21:00 PM	Joey Froelich	EMP	0.5	0	0.5	HVAC	Fan noise on roof, paul called	BRD-CH-FAC	johnm
FM-37053	CLOSED	7/15/2019 7:28:00 AM	8/19/2019 8:21:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Fan noise on roof, paul called	BRD-CH-FAC	johnm
FM-37053	CLOSED	7/15/2019 7:28:00 AM	8/19/2019 8:21:00 PM	Joey Froelich	EMP	4	0	4	HVAC	Fan noise on roof, paul called	BRD-CH-FAC	johnm
FM-37059	CLOSED	7/15/2019 11:25:00 AM	7/15/2019 4:23:00 PM	Austin Kubesh	EMP	1	0	1	GROUND	Clean up washed out topsoil at City Hall	BRD-CH	johnm
FM-37069	CLOSED	7/16/2019 7:28:00 AM	7/23/2019 10:17:00 AM	Austin Kubesh	EMP	1.25	0	1.25	GROUND	Brainerd grounds	BRD	johnm
FM-37069	CLOSED	7/16/2019 7:28:00 AM	7/23/2019 10:17:00 AM	Robb Pike	EMP	1	0	1	GROUND	Brainerd grounds	BRD	johnm
FM-37069	CLOSED	7/16/2019 7:28:00 AM	7/23/2019 10:17:00 AM	Will Schultz	EMP	1	0	1	GROUND	Brainerd grounds	BRD	johnm

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Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-37071	CLOSED	7/16/2019 7:57:00 AM	7/16/2019 8:08:00 AM	Aric Caughey	EMP	1	0	1	LOCK	overhead door - called in by Paul	BRD-CH	johnm
FM-37071	CLOSED	7/16/2019 7:57:00 AM	7/16/2019 8:08:00 AM	Dave Giza	EMP	0	2	2	LOCK	overhead door - called in by Paul	BRD-CH	johnm
FM-37071	CLOSED	7/16/2019 7:57:00 AM	7/16/2019 8:08:00 AM	Dave Giza	EMP	1	0	1	LOCK	overhead door - called in by Paul	BRD-CH	johnm
FM-37082	CLOSED	7/17/2019 9:44:00 AM	8/28/2019 3:39:00 PM	Joey Froelich	EMP	1	0	1	BldgMaint	Water leaking from the ceiling onto the floor in the men's bathroom.	BRD-MFS-FAC	1053
FM-37082	CLOSED	7/17/2019 9:44:00 AM	8/28/2019 3:39:00 PM	Joey Froelich	EMP	4	0	4	BldgMaint	Water leaking from the ceiling onto the floor in the men's bathroom.	BRD-MFS-FAC	1053
FM-37082	CLOSED	7/17/2019 9:44:00 AM	8/28/2019 3:39:00 PM	Mark Heyn	EMP	1	0	1	BldgMaint	Water leaking from the ceiling onto the floor in the men's bathroom.	BRD-MFS-FAC	1053
FM-37091	CLOSED	7/18/2019 7:41:00 AM	7/31/2019 7:28:00 AM	Austin Kubesh	EMP	0.25	0	0.25	GROUND	weed removal -North side looks rough	BRD-PD	johnm
FM-37108	CLOSED	7/19/2019 3:14:00 PM	8/23/2019 8:09:00 AM	Dave Giza	EMP	2	0	2	BldgMaint	The exterior of our building has numerous bird holes. There were at least 18 last fall when we counted them. We're concerned about he impact of moisture, insects and the birds that the holes will lead to further deterioration and failure of the stucco	BRD-PD	CORKYMCQ
FM-37108	CLOSED	7/19/2019 3:14:00 PM	8/23/2019 8:09:00 AM	Dave Giza	EMP	0.5	0	0.5	BldgMaint	The exterior of our building has numerous bird holes. There were at least 18 last fall when we counted them. We're concerned about he impact of moisture, insects and the birds that the holes will lead to further deterioration and failure of the stucco	BRD-PD	CORKYMCQ
FM-37108	CLOSED	7/19/2019 3:14:00 PM	8/23/2019 8:09:00 AM	Dave Giza	EMP	2	0	2	BldgMaint	The exterior of our building has numerous bird holes. There were at least 18 last fall when we counted them. We're concerned about he impact of moisture, insects and the birds that the holes will lead to further deterioration and failure of the stucco	BRD-PD	CORKYMCQ
FM-37108	CLOSED	7/19/2019 3:14:00 PM	8/23/2019 8:09:00 AM	Dave Giza	EMP	3.5	0	3.5	BldgMaint	The exterior of our building has numerous bird holes. There were at least 18 last fall when we counted them. We're concerned about he impact of moisture, insects and the birds that the holes will lead to further deterioration and failure of the stucco	BRD-PD	CORKYMCQ
FM-37108	CLOSED	7/19/2019 3:14:00 PM	8/23/2019 8:09:00 AM	Mark Heyn	EMP	1	0	1	BldgMaint	The exterior of our building has numerous bird holes. There were at least 18 last fall when we counted them. We're concerned about he impact of moisture, insects and the birds that the holes will lead to further deterioration and failure of the stucco	BRD-PD	CORKYMCQ
FM-37108	CLOSED	7/19/2019 3:14:00 PM	8/23/2019 8:09:00 AM	Mark Heyn	EMP	3.5	0	3.5	BldgMaint	The exterior of our building has numerous bird holes. There were at least 18 last fall when we counted them. We're concerned about he impact of moisture, insects and the birds that the holes will lead to further deterioration and failure of the stucco	BRD-PD	CORKYMCQ
FM-37108	CLOSED	7/19/2019 3:14:00 PM	8/23/2019 8:09:00 AM	Mark Heyn	EMP	2	0	2	BldgMaint	The exterior of our building has numerous bird holes. There were at least 18 last fall when we counted them. We're concerned about he impact of moisture, insects and the birds that the holes will lead to further deterioration and failure of the stucco	BRD-PD	CORKYMCQ
FM-37108	CLOSED	7/19/2019 3:14:00 PM	8/23/2019 8:09:00 AM	Mark Heyn	EMP	2.5	0	2.5	BldgMaint	The exterior of our building has numerous bird holes. There were at least 18 last fall when we counted them. We're concerned about he impact of moisture, insects and the birds that the holes will lead to further deterioration and failure of the stucco	BRD-PD	CORKYMCQ

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Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-37108	CLOSED	7/19/2019 3:14:00 PM	8/23/2019 8:09:00 AM	Mark Heyn	EMP	0.75	0	0.75	BldgMaint	The exterior of our building has numerous bird holes. There were at least 18 last fall when we counted them. We're concerned about he impact of moisture, insects and the birds that the holes will lead to further deterioration and failure of the stucco	BRD-PD	CORKYMCQ
FM-37108	CLOSED	7/19/2019 3:14:00 PM	8/23/2019 8:09:00 AM	Mark Heyn	EMP	2.5	0	2.5	BldgMaint	The exterior of our building has numerous bird holes. There were at least 18 last fall when we counted them. We're concerned about he impact of moisture, insects and the birds that the holes will lead to further deterioration and failure of the stucco	BRD-PD	CORKYMCQ
FM-37108	CLOSED	7/19/2019 3:14:00 PM	8/23/2019 8:09:00 AM	Mark Heyn	EMP	2	0	2	BldgMaint	The exterior of our building has numerous bird holes. There were at least 18 last fall when we counted them. We're concerned about he impact of moisture, insects and the birds that the holes will lead to further deterioration and failure of the stucco	BRD-PD	CORKYMCQ
FM-37108	CLOSED	7/19/2019 3:14:00 PM	8/23/2019 8:09:00 AM	Mark Heyn	EMP	0.75	0	0.75	BldgMaint	The exterior of our building has numerous bird holes. There were at least 18 last fall when we counted them. We're concerned about he impact of moisture, insects and the birds that the holes will lead to further deterioration and failure of the stucco	BRD-PD	CORKYMCQ
FM-37110	CLOSED	7/19/2019 3:19:00 PM	7/25/2019 3:34:00 PM	Austin Kubesh	EMP	1.5	0	1.5	GROUND	Trees along west side need trimming. Branches are hitting building, windy days cause wear on stucco. Tree on east side growing into utility lines, may need to coordinate with BPU for trimming.	BRD-PD	CORKYMCQ
FM-37111	CLOSED	7/19/2019 4:42:00 PM	7/22/2019 4:27:00 PM	Aric Caughey	EMP	0.5	0	0.5	HVAC	Intermittent power stopped HVAC. Police Department maintained main power, no generator start-up. HVAC has not restarted on it's own after 30 minutes. Reported by telephone to maintenance line, submitted ticket to track	BRD-PD	CORKYMCQ
FM-37111	CLOSED	7/19/2019 4:42:00 PM	7/22/2019 4:27:00 PM	Aric Caughey	EMP	1.5	0	1.5	HVAC	Intermittent power stopped HVAC. Police Department maintained main power, no generator start-up. HVAC has not restarted on it's own after 30 minutes. Reported by telephone to maintenance line, submitted ticket to track	BRD-PD	CORKYMCQ
FM-37111	CLOSED	7/19/2019 4:42:00 PM	7/22/2019 4:27:00 PM	Joey Froelich	EMP	1.5	0	1.5	HVAC	Intermittent power stopped HVAC. Police Department maintained main power, no generator start-up. HVAC has not restarted on it's own after 30 minutes. Reported by telephone to maintenance line, submitted ticket to track	BRD-PD	CORKYMCQ
FM-37129	CLOSED	7/22/2019 7:18:00 AM	7/26/2019 9:04:00 AM	Robb Pike	EMP	2	0	2	GROUND	Flower beds and cooling tower just need to be gone through and the random weeds pulled from the beds.	BRD-CH-FAC	PSANDY
FM-37129	CLOSED	7/22/2019 7:18:00 AM	7/26/2019 9:04:00 AM	Will Schultz	EMP	2	0	2	GROUND	Flower beds and cooling tower just need to be gone through and the random weeds pulled from the beds.	BRD-CH-FAC	PSANDY
FM-37130	CLOSED	7/22/2019 7:20:00 AM	8/9/2019 7:33:00 AM	Dave Giza	EMP	1.5	0	1.5	MISC	City Hall Annex roof has a leak that is evident on the 2nd floor in the building. Please assist in diagnosis of the issue and give recommendation on repair.	BRD-CH-FAC-	PSANDY
FM-37130	CLOSED	7/22/2019 7:20:00 AM	8/9/2019 7:33:00 AM	Dave Giza	EMP	1.25	0	1.25	MISC	City Hall Annex roof has a leak that is evident on the 2nd floor in the building. Please assist in diagnosis of the issue and give recommendation on repair.	BRD-CH-FAC-	PSANDY

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Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-37132	CLOSED	7/22/2019 7:42:00 AM	7/31/2019 7:27:00 AM	Austin Kubesh	EMP	0.5	0	0.5	GROUND	Spray cracks on sidewalks and entrys and remove large weeds	BRD-CH	johnm
FM-37132	CLOSED	7/22/2019 7:42:00 AM	7/31/2019 7:27:00 AM	Austin Kubesh	EMP	0.5	0	0.5	GROUND	Spray cracks on sidewalks and entrys and remove large weeds	BRD-CH	johnm
FM-37132	CLOSED	7/22/2019 7:42:00 AM	7/31/2019 7:27:00 AM	Robb Pike	EMP	1	0	1	GROUND	Spray cracks on sidewalks and entrys and remove large weeds	BRD-CH	johnm
FM-37132	CLOSED	7/22/2019 7:42:00 AM	7/31/2019 7:27:00 AM	Will Schultz	EMP	1	0	1	GROUND	Spray cracks on sidewalks and entrys and remove large weeds	BRD-CH	johnm
FM-37133	CLOSED	7/22/2019 7:43:00 AM	7/31/2019 7:25:00 AM	Austin Kubesh	EMP	1.5	0	1.5	GROUND	Spray cracks and remove weeds	BRD-MFS	johnm
FM-37134	CLOSED	7/22/2019 7:43:00 AM	7/31/2019 7:26:00 AM	Austin Kubesh	EMP	1	0	1	GROUND	Spray cracks and remove weeds	BRD-PD	johnm
FM-37141	CLOSED	7/22/2019 8:14:00 AM	8/1/2019 7:49:00 AM	Austin Kubesh	EMP	1.5	0	1.5	GROUND	Repair washout on east side by downsout, install a splash pad	BRD-PD	johnm
FM-37142	CLOSED	7/22/2019 8:15:00 AM	8/1/2019 7:48:00 AM	Austin Kubesh	EMP	1	0	1	LOCK	Replace door sweep on NE passage door by dumpster	BRD-PD	johnm
FM-37143	CLOSED	7/22/2019 8:17:00 AM	7/25/2019 2:42:00 PM	Robb Pike	EMP	0.5	0	0.5	GROUND	Fix Handicap parking sign on north side	BRD-MFS	johnm
FM-37143	CLOSED	7/22/2019 8:17:00 AM	7/25/2019 2:42:00 PM	Will Schultz	EMP	0.5	0	0.5	GROUND	Fix Handicap parking sign on north side	BRD-MFS	johnm
FM-37144	CLOSED	7/22/2019 8:18:00 AM	7/31/2019 7:38:00 AM	Austin Kubesh	EMP	0.5	0	0.5	GROUND	Spray rock beds	BRD-MFS	johnm
FM-37145	CLOSED	7/22/2019 8:19:00 AM	7/31/2019 7:39:00 AM	Austin Kubesh	EMP	0.5	0	0.5	GROUND	spray rock beds	BRD-PD	johnm
FM-37146	CLOSED	7/22/2019 8:23:00 AM	7/31/2019 7:25:00 AM	Austin Kubesh	EMP	0.25	0	0.25	GROUND	Pull weeds around fireman memorial by front entrance	BRD-MFS	johnm
FM-37147	CLOSED	7/22/2019 8:28:00 AM	9/25/2019 3:39:00 PM	Chad Heyer	EMP	1	0	1	BldgMaint	There must be a piece of flashing or something in the wall next to Pam's desk, as there is something ticking intermittently near her window.	BRD-CH-FAC-3RD	PSANDY
FM-37148	CLOSED	7/22/2019 8:29:00 AM	7/25/2019 3:32:00 PM	Austin Kubesh	EMP	1.5	0	1.5	GROUND	There was a complaint about noxious weeds on the Police Department grounds that may need some attention.	BRD-PD-FAC	PSANDY
FM-37149	CLOSED	7/22/2019 8:32:00 AM	8/13/2019 8:35:00 PM	Dave Giza	EMP	1	0	1	LOCK	Not sure if you were able to get the key situation for the back door figured out, but if you do, we could use a few spares in City Hall. We have one employee who's key broke and is in need of a new key cut.	BRD-CH-FAC-1ST	PSANDY
FM-37157	CLOSED	7/22/2019 12:56:00 PM	7/25/2019 4:20:00 PM	Aric Caughey	EMP	1	0	1	HVAC	City ENgineer's heat pump unit seems to not be working. No air conditioning.	BRD-CH-FAC-2ND	PSANDY
FM-37157	CLOSED	7/22/2019 12:56:00 PM	7/25/2019 4:20:00 PM	Joey Froelich	EMP	1	0	1	HVAC	City ENgineer's heat pump unit seems to not be working. No air conditioning.	BRD-CH-FAC-2ND	PSANDY
FM-37157	CLOSED	7/22/2019 12:56:00 PM	7/25/2019 4:20:00 PM	Joey Froelich	EMP	2	0	2	HVAC	City ENgineer's heat pump unit seems to not be working. No air conditioning.	BRD-CH-FAC-2ND	PSANDY
FM-37160	CLOSED	7/22/2019 1:53:00 PM	7/31/2019 7:07:00 AM	Robb Pike	EMP	1	0	1	GROUND	Brainerd grounds	BRD	johnm
FM-37160	CLOSED	7/22/2019 1:53:00 PM	7/31/2019 7:07:00 AM	Will Schultz	EMP	1	0	1	GROUND	Brainerd grounds	BRD	johnm
FM-37180	CLOSED	7/24/2019 8:37:00 AM	8/14/2019 7:29:00 AM	Dave Giza	EMP	1	0	1	MISC	The Welcome to Brainerd sign at City Hall needs a repair done to it. Please discuss with Cassandra T. Something with the plexiglass that covers the lettering and the wood frame around it.	BRD-CH-FAC	PSANDY
FM-37180	CLOSED	7/24/2019 8:37:00 AM	8/14/2019 7:29:00 AM	Dave Giza	EMP	1	0	1	MISC	The Welcome to Brainerd sign at City Hall needs a repair done to it. Please discuss with Cassandra T. Something with the plexiglass that covers the lettering and the wood frame around it.	BRD-CH-FAC	PSANDY
FM-37180	CLOSED	7/24/2019 8:37:00 AM	8/14/2019 7:29:00 AM	Mark Heyn	EMP	1	0	1	MISC	The Welcome to Brainerd sign at City Hall needs a repair done to it. Please discuss with Cassandra T. Something with the plexiglass that covers the lettering and the wood frame around it.	BRD-CH-FAC	PSANDY
FM-37225	CLOSED	7/29/2019 2:02:00 PM	8/1/2019 4:02:00 PM	Chad Heyer	EMP	2	0	2	BldgMaint	The roof drains have a build-up of leaves and debris around them causing water to puddle on the roof.	BRD-PD	CORKYMCQ
FM-37253	CLOSED	8/1/2019 7:32:00 AM	8/1/2019 7:32:00 AM	Joey Froelich	EMP	1	0	1	HVAC	Tower chemistry	BRD	JoeyF
FM-37259	CLOSED	8/1/2019 9:48:00 AM	8/2/2019 9:52:00 AM	Austin Kubesh	EMP	2	0	2	GROUND	Grounds Brainerd	BRD	johnm
FM-37259	CLOSED	8/1/2019 9:48:00 AM	8/2/2019 9:52:00 AM	Robb Pike	EMP	2	0	2	GROUND	Grounds Brainerd	BRD	johnm

COB - Labor Totals

Q3 Review 7/1/2019 through 09/30/2019

Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-37259	CLOSED	8/1/2019 9:48:00 AM	8/2/2019 9:52:00 AM	Will Schultz	EMP	2	0	2	GROUND	Grounds Brainerd	BRD	johnm
FM-37304	CLOSED	8/5/2019 2:13:00 PM	8/5/2019 4:15:00 PM	Joey Froelich	EMP	0.25	0	0.25	HVAC	Tower testing	BRD-CH	JoeyF
FM-37304	CLOSED	8/5/2019 2:13:00 PM	8/5/2019 4:15:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Tower testing	BRD-CH	JoeyF
FM-37305	CLOSED	8/5/2019 2:21:00 PM	8/7/2019 8:28:00 AM	Austin Kubesh	EMP	1.5	0	1.5	PLUMB	After flushing, the toilet off the break room will not stop flushing (not just running, but continuously flushing)	BRD-PD	JULIE.MCCULLOUGH@CI.BRAIN
FM-37331	CLOSED	8/6/2019 2:36:00 PM	8/9/2019 7:20:00 AM	Robb Pike	EMP	3	0	3	GROUND	Brainerd grounds	BRD	johnm
FM-37331	CLOSED	8/6/2019 2:36:00 PM	8/9/2019 7:20:00 AM	Will Schultz	EMP	3	0	3	GROUND	Brainerd grounds	BRD	johnm
FM-37334	CLOSED	8/6/2019 3:20:00 PM	8/20/2019 7:49:00 AM	Austin Kubesh	EMP	1.5	0	1.5	GROUND	We have paver blocks at our front entry that are uneven with the sidewalk. Can they be re-leveled to match the sidewalk?	BRD-MFS-FAC	1053
FM-37334	CLOSED	8/6/2019 3:20:00 PM	8/20/2019 7:49:00 AM	Austin Kubesh	EMP	4	0	4	GROUND	We have paver blocks at our front entry that are uneven with the sidewalk. Can they be re-leveled to match the sidewalk?	BRD-MFS-FAC	1053
FM-37334	CLOSED	8/6/2019 3:20:00 PM	8/20/2019 7:49:00 AM	Robb Pike	EMP	3	0	3	GROUND	We have paver blocks at our front entry that are uneven with the sidewalk. Can they be re-leveled to match the sidewalk?	BRD-MFS-FAC	1053
FM-37334	CLOSED	8/6/2019 3:20:00 PM	8/20/2019 7:49:00 AM	Will Schultz	EMP	1	0	1	GROUND	We have paver blocks at our front entry that are uneven with the sidewalk. Can they be re-leveled to match the sidewalk?	BRD-MFS-FAC	1053
FM-37334	CLOSED	8/6/2019 3:20:00 PM	8/20/2019 7:49:00 AM	Will Schultz	EMP	0.5	0	0.5	GROUND	We have paver blocks at our front entry that are uneven with the sidewalk. Can they be re-leveled to match the sidewalk?	BRD-MFS-FAC	1053
FM-37338	CLOSED	8/7/2019 8:31:00 AM	8/8/2019 7:09:00 AM	Robb Pike	EMP	0.5	0	0.5	JANITORIAL	Empty cig. receptacles	BRD-CH-FAC	johnm
FM-37353	CLOSED	8/8/2019 10:13:00 AM	9/3/2019 7:27:00 AM	Chad Heyer	EMP	2	0	2	HVAC	Clean condensing coils	BRD-PD	johnm
FM-37353	CLOSED	8/8/2019 10:13:00 AM	9/3/2019 7:27:00 AM	John Melson	EMP	2	0	2	HVAC	Clean condensing coils	BRD-PD	johnm
FM-37354	CLOSED	8/8/2019 10:14:00 AM	8/13/2019 3:41:00 PM	Chad Heyer	EMP	2	0	2	HVAC	Clean condensing coil	BRD-MFS	johnm
FM-37354	CLOSED	8/8/2019 10:14:00 AM	8/13/2019 3:41:00 PM	John Melson	EMP	1.5	0	1.5	HVAC	Clean condensing coil	BRD-MFS	johnm
FM-37355	CLOSED	8/8/2019 10:15:00 AM	8/13/2019 3:43:00 PM	Chad Heyer	EMP	2	0	2	HVAC	Clean condensing coils	BRD-CH	johnm
FM-37355	CLOSED	8/8/2019 10:15:00 AM	8/13/2019 3:43:00 PM	John Melson	EMP	2	0	2	HVAC	Clean condensing coils	BRD-CH	johnm
FM-37356	CLOSED	8/8/2019 10:18:00 AM	8/13/2019 3:46:00 PM	Chad Heyer	EMP	1	0	1	HVAC	filter and belt change	BRD-CH	johnm
FM-37356	CLOSED	8/8/2019 10:18:00 AM	8/13/2019 3:46:00 PM	John Melson	EMP	1	0	1	HVAC	filter and belt change	BRD-CH	johnm
FM-37357	CLOSED	8/8/2019 10:22:00 AM	8/13/2019 3:46:00 PM	Chad Heyer	EMP	0.5	0	0.5	HVAC	filter and belt change	BRD-PD	johnm
FM-37357	CLOSED	8/8/2019 10:22:00 AM	8/13/2019 3:46:00 PM	John Melson	EMP	0.5	0	0.5	HVAC	filter and belt change	BRD-PD	johnm
FM-37358	CLOSED	8/8/2019 10:23:00 AM	8/13/2019 3:49:00 PM	Chad Heyer	EMP	0.5	0	0.5	HVAC	filter and belt change	BRD-MFS	johnm
FM-37362	CLOSED	8/8/2019 3:19:00 PM	8/13/2019 7:29:00 AM	Robb Pike	EMP	0.5	0	0.5	BldgMaint	Prune limbs from tree that are rubbing on building, this tree near power line-Be Careful!	BRD-PD-FAC	johnm
FM-37362	CLOSED	8/8/2019 3:19:00 PM	8/13/2019 7:29:00 AM	Will Schultz	EMP	0.5	0	0.5	BldgMaint	Prune limbs from tree that are rubbing on building, this tree near power line-Be Careful!	BRD-PD-FAC	johnm
FM-37402	CLOSED	8/12/2019 3:44:00 PM	8/19/2019 7:00:00 AM	Robb Pike	EMP	2	0	2	GROUND	Brainerd Grounds	BRD	johnm
FM-37402	CLOSED	8/12/2019 3:44:00 PM	8/19/2019 7:00:00 AM	Robb Pike	EMP	2	0	2	GROUND	Brainerd Grounds	BRD	johnm
FM-37402	CLOSED	8/12/2019 3:44:00 PM	8/19/2019 7:00:00 AM	Will Schultz	EMP	1.5	0	1.5	GROUND	Brainerd Grounds	BRD	johnm
FM-37402	CLOSED	8/12/2019 3:44:00 PM	8/19/2019 7:00:00 AM	Will Schultz	EMP	1.5	0	1.5	GROUND	Brainerd Grounds	BRD	johnm
FM-37402	CLOSED	8/12/2019 3:44:00 PM	8/19/2019 7:00:00 AM	Will Schultz	EMP	2	0	2	GROUND	Brainerd Grounds	BRD	johnm
FM-37404	CLOSED	8/12/2019 4:11:00 PM	8/12/2019 4:11:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Tower testing	BRD-CH	JoeyF
FM-37415	CLOSED	8/13/2019 7:00:00 AM	8/15/2019 1:14:00 PM	Aric Caughey	EMP	1	0	1	EL	Mens bathroom in the annex building has something going on with the light fixture. Replaced bulb last week and still having some issues with it coming on.	BRD-CH-FAC	PSANDY
FM-37428	CLOSED	8/14/2019 8:08:00 AM	9/11/2019 9:13:00 AM	John Melson	EMP	1.5	0	1.5	HVAC	After the maintenance was performed yesterday, the blower motor sounds like it has a bearing going out. It has gotten louder overnight. Maybe the guys already know about this, just double checking	BRD-PD	CORKYMCQ
FM-37433	CLOSED	8/14/2019 3:08:00 PM	8/20/2019 11:56:00 AM	Chad Heyer	EMP	1	0	1	SAFETY	Foam wrap wind brace on roof hatch ladder	BRD-PD-FAC-	johnm
FM-37434	CLOSED	8/14/2019 3:09:00 PM	9/25/2019 3:39:00 PM	Chad Heyer	EMP	1	0	1	HVAC	Clean off heating coil	HVAC	johnm
FM-37436	CLOSED	8/14/2019 3:19:00 PM	8/23/2019 10:05:00 AM	Austin Kubesh	EMP	3	0	3	GROUND	Prune crabapple trees on east side sidewalk	BRD-CH-FAC	johnm
FM-37445	CLOSED	8/15/2019 11:04:00 AM	8/22/2019 3:12:00 PM	Chad Heyer	EMP	1.5	0	1.5	LOCK	Overhead door maintenance	BRD-PD	johnm

COB - Labor Totals
Q3 Review 7/1/2019 through 09/30/2019

Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-37446	CLOSED	8/15/2019 11:05:00 AM	8/22/2019 4:24:00 PM	Dave Giza	EMP	1	0	1	LOCK	Overhead door maintenance	BRD-MFS	johnm
FM-37482	CLOSED	8/19/2019 8:25:00 PM	8/20/2019 8:53:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Test tower	BRD-CH	JoeyF
FM-37486	CLOSED	8/20/2019 7:21:00 AM	8/28/2019 8:02:00 AM	Will Schultz	EMP	5	0	5	GROUND	Brainerd grounds	BRD	johnm
FM-37488	CLOSED	8/20/2019 8:42:00 AM	9/13/2019 2:57:00 PM	Chad Heyer	EMP	0.5	0	0.5	MISC	Rain events cause leaking and flooding in our garage. Water leaks in from the chimney of the SW Hanging Heater and water seeps in from the wall/foundation behind our pop machine that is coming from the downspout on the exterior wall where the run-off sloping and drainage diversion is inadequate (Austin and Chad, see me on this one-Thx John M)	BRD-PD	CORKYMCQ
FM-37488	CLOSED	8/20/2019 8:42:00 AM	9/13/2019 2:57:00 PM	Chad Heyer	EMP	1	0	1	MISC	Rain events cause leaking and flooding in our garage. Water leaks in from the chimney of the SW Hanging Heater and water seeps in from the wall/foundation behind our pop machine that is coming from the downspout on the exterior wall where the run-off sloping and drainage diversion is inadequate (Austin and Chad, see me on this one-Thx John M)	BRD-PD	CORKYMCQ
FM-37488	CLOSED	8/20/2019 8:42:00 AM	9/13/2019 2:57:00 PM	Joey Froelich	EMP	0.5	0	0.5	MISC	Rain events cause leaking and flooding in our garage. Water leaks in from the chimney of the SW Hanging Heater and water seeps in from the wall/foundation behind our pop machine that is coming from the downspout on the exterior wall where the run-off sloping and drainage diversion is inadequate (Austin and Chad, see me on this one-Thx John M)	BRD-PD	CORKYMCQ
FM-37488	CLOSED	8/20/2019 8:42:00 AM	9/13/2019 2:57:00 PM	John Melson	EMP	0.5	0	0.5	MISC	Rain events cause leaking and flooding in our garage. Water leaks in from the chimney of the SW Hanging Heater and water seeps in from the wall/foundation behind our pop machine that is coming from the downspout on the exterior wall where the run-off sloping and drainage diversion is inadequate (Austin and Chad, see me on this one-Thx John M)	BRD-PD	CORKYMCQ
FM-37488	CLOSED	8/20/2019 8:42:00 AM	9/13/2019 2:57:00 PM	John Melson	EMP	0.5	0	0.5	MISC	Rain events cause leaking and flooding in our garage. Water leaks in from the chimney of the SW Hanging Heater and water seeps in from the wall/foundation behind our pop machine that is coming from the downspout on the exterior wall where the run-off sloping and drainage diversion is inadequate (Austin and Chad, see me on this one-Thx John M)	BRD-PD	CORKYMCQ
FM-37492	CLOSED	8/20/2019 1:37:00 PM	8/27/2019 4:13:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Paul Sandy called RTU running all the time during City Hall Meeting Last night, was questioning programming of new TSTA Controller. Room will be open on Weds.	RTU-BCH	johnm
FM-37492	CLOSED	8/20/2019 1:37:00 PM	8/27/2019 4:13:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Paul Sandy called RTU running all the time during City Hall Meeting Last night, was questioning programming of new TSTA Controller. Room will be open on Weds.	RTU-BCH	johnm
FM-37502	CLOSED	8/21/2019 11:34:00 AM	8/30/2019 1:16:00 PM	Austin Kubesh	EMP	1.5	0	1.5	GROUND	We had a gas line plowed in and the irrigation line was cut on the west side of the building driveway. The irrigation is on Zone 1. I put several locate flags in the area of the cut. Could someone repair the cut irrigation line?	BRD-NEFS-FAC	1053

COB - Labor Totals
Q3 Review 7/1/2019 through 09/30/2019

Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-37502	CLOSED	8/21/2019 11:34:00 AM	8/30/2019 1:16:00 PM	Austin Kubesh	EMP	4	0	4	GROUND	We had a gas line plowed in and the irrigation line was cut on the west side of the building driveway. The irrigation is on Zone 1. I put several locate flags in the area of the cut. Could someone repair the cut irrigation line?	BRD-NEFS-FAC	1053
FM-37511	CLOSED	8/22/2019 8:14:00 AM	8/30/2019 1:15:00 PM	Austin Kubesh	EMP	1	0	1	GROUND	Weed the flower beds around the parking lot.	BRD-CH-FAC	PSANDY
FM-37565	CLOSED	8/28/2019 7:17:00 AM	8/30/2019 1:14:00 PM	Austin Kubesh	EMP	2	0	2	GROUND	Brainerd grounds	BRD	johnm
FM-37565	CLOSED	8/28/2019 7:17:00 AM	8/30/2019 1:14:00 PM	Austin Kubesh	EMP	1	0	1	GROUND	Brainerd grounds	BRD	johnm
FM-37576	CLOSED	8/28/2019 3:44:00 PM	8/28/2019 3:44:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Tower testing	BRD-CH	JoeyF
FM-37661	CLOSED	9/3/2019 8:34:00 AM	9/20/2019 3:48:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Test tower for legionella	BRD-CH-FAC-1ST	johnm
FM-37674	CLOSED	9/4/2019 8:04:00 AM	9/4/2019 1:05:00 PM	Dave Giza	EMP	0.5	0	0.5	LOCK	Overhead Door maintenance	BRD-PD	johnm
FM-37690	CLOSED	9/5/2019 1:03:00 PM	9/5/2019 1:03:00 PM	Joey Froelich	EMP	1	0	1	HVAC	cooling tower	BRD	JoeyF
FM-37728	CLOSED	9/9/2019 10:39:00 AM	9/10/2019 4:20:00 PM	Dave Giza	EMP	2	0	2	MISC	Meet with Paul. Some of the flower beds need some more weed pulling, specifically the one in front of city hall the the ones near the welcome to Brainerd sign. (please have a weed pulling party at City Hall by end of day weds.-Thx John M.)	BRD-CH-FAC	PSANDY
FM-37728	CLOSED	9/9/2019 10:39:00 AM	9/10/2019 4:20:00 PM	John Melson	EMP	1	0	1	MISC	Meet with Paul. Some of the flower beds need some more weed pulling, specifically the one in front of city hall the the ones near the welcome to Brainerd sign. (please have a weed pulling party at City Hall by end of day weds.-Thx John M.)	BRD-CH-FAC	PSANDY
FM-37728	CLOSED	9/9/2019 10:39:00 AM	9/10/2019 4:20:00 PM	Mark Heyn	EMP	2	0	2	MISC	Meet with Paul. Some of the flower beds need some more weed pulling, specifically the one in front of city hall the the ones near the welcome to Brainerd sign. (please have a weed pulling party at City Hall by end of day weds.-Thx John M.)	BRD-CH-FAC	PSANDY
FM-37765	CLOSED	9/12/2019 1:30:00 PM	9/24/2019 8:26:00 AM	Mark Heyn	EMP	0.75	0	0.75	PLUMB	Mens Locker room sink (east side) drains extremely slow. thanks	BRD-PD	MIKEBESTUL
FM-37833	CLOSED	9/18/2019 8:07:00 AM	9/26/2019 3:57:00 PM	Dave Giza	EMP	1	0	1	LOCK	West Door near Transit needs some work.	BRD-CH-FAC-1ST	PSANDY
FM-37862	CLOSED	9/20/2019 3:47:00 PM	9/20/2019 3:47:00 PM	Joey Froelich	EMP	1	0	1	HVAC	Loose mechansim	BRD	JoeyF
Grand Total (191 Records):						324.5	4			Tested tower		
Total Hours YTD						729.11	38					

COB - Labor Totals Q4 Review 10/1/2019 through 012/31/2019												
Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-38023	CLOSED	10/7/2019 8:51:00 AM	10/10/2019 4:12:00 PM	Joey Froelich	EMP	2.5	0	2.5	HVAC	Drain cooling tower and get ready for winter.	BRD-CH-FAC	PSANDY
FM-37999	CLOSED	10/4/2019 10:44:00 AM	10/15/2019 7:34:00 AM	Austin Kubesh	EMP	3	0	3	GROUND	Remove flowers and weeds for winter in beds near front steps, in the raised garden near the welcome to Brainerd sign, and in the raised garden in the NE corner of the landscpaing near the Mid-Minnesota ATM.	BRD-CH-FAC	PSANDY
FM-38000	CLOSED	10/4/2019 10:45:00 AM	10/15/2019 7:37:00 AM	Austin Kubesh	EMP	1	0	1	BldgMaint	Roof Drains on covered garage need to be cleaned out.	BRD-CH-FAC-	PSANDY
FM-38121	CLOSED	10/15/2019 7:40:00 AM	10/16/2019 3:53:00 PM	Austin Kubesh	EMP	1	0	1	GROUND	Brainerd Fire dept. irrigation blowout.	BRD-MFS	DaveG
FM-38121	CLOSED	10/15/2019 7:40:00 AM	10/16/2019 3:53:00 PM	Dave Giza	EMP	1	0	1	GROUND	Brainerd Fire dept. irrigation blowout.	BRD-MFS	DaveG
FM-38133	CLOSED	10/16/2019 4:15:00 PM	10/16/2019 4:15:00 PM	Joey Froelich	EMP	1	0	1	HVAC	COB controls	BRD-CH	JoeyF
FM-38133	CLOSED	10/16/2019 4:15:00 PM	10/16/2019 4:15:00 PM	Joey Froelich	EMP	3	0	3	HVAC	COB controls	BRD-CH	JoeyF
FM-38139	CLOSED	10/16/2019 7:27:00 PM	10/16/2019 7:28:00 PM	John Melson	EMP	60	0	60	BldgMaint	Create Building and equipment assets in CWC Maintenance connection	BRD	johnm
FM-38140	CLOSED	10/16/2019 7:33:00 PM	10/16/2019 7:34:00 PM	John Melson	EMP	50	0	50	BldgMaint	Review all available COB O&M manuals for recommended maintenance. Document a process for all equipment for key equipment basic PM's.	BRD	johnm
FM-37109	CLOSED	7/19/2019 3:17:00 PM	10/16/2019 8:06:00 AM	Dave Giza	EMP	0	2	2	BldgMaint	Carpet cleaning request. Squad room, meeting room and hallways are very bad. Entire building needs carpets cleaned.	BRD-PD	CORKYMCQ
FM-37109	CLOSED	7/19/2019 3:17:00 PM	10/16/2019 8:06:00 AM	Dave Giza	EMP	0	3.5	3.5	BldgMaint	Carpet cleaning request. Squad room, meeting room and hallways are very bad. Entire building needs carpets cleaned.	BRD-PD	CORKYMCQ
FM-37109	CLOSED	7/19/2019 3:17:00 PM	10/16/2019 8:06:00 AM	Dave Giza	EMP	0	3	3	BldgMaint	Carpet cleaning request. Squad room, meeting room and hallways are very bad. Entire building needs carpets cleaned.	BRD-PD	CORKYMCQ
FM-37109	CLOSED	7/19/2019 3:17:00 PM	10/16/2019 8:06:00 AM	Dave Giza	EMP	0	2.5	2.5	BldgMaint	Carpet cleaning request. Squad room, meeting room and hallways are very bad. Entire building needs carpets cleaned.	BRD-PD	CORKYMCQ
FM-37109	CLOSED	7/19/2019 3:17:00 PM	10/16/2019 8:06:00 AM	Dave Giza	EMP	0	4.5	4.5	BldgMaint	Carpet cleaning request. Squad room, meeting room and hallways are very bad. Entire building needs carpets cleaned.	BRD-PD	CORKYMCQ
FM-37109	CLOSED	7/19/2019 3:17:00 PM	10/16/2019 8:06:00 AM	Dave Giza	EMP	0	2.5	2.5	BldgMaint	Carpet cleaning request. Squad room, meeting room and hallways are very bad. Entire building needs carpets cleaned.	BRD-PD	CORKYMCQ
FM-37109	CLOSED	7/19/2019 3:17:00 PM	10/16/2019 8:06:00 AM	Mark Heyn	EMP	0.75	0	0.75	BldgMaint	Carpet cleaning request. Squad room, meeting room and hallways are very bad. Entire building needs carpets cleaned.	BRD-PD	CORKYMCQ
FM-37109	CLOSED	7/19/2019 3:17:00 PM	10/16/2019 8:06:00 AM	Mark Heyn	EMP	0	4.5	4.5	BldgMaint	Carpet cleaning request. Squad room, meeting room and hallways are very bad. Entire building needs carpets cleaned.	BRD-PD	CORKYMCQ

COB - Labor Totals												
Q4 Review 10/1/2019 through 012/31/2019												
Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-37109	CLOSED	7/19/2019 3:17:00 PM	10/16/2019 8:06:00 AM	Mark Heyn	EMP	0	2	2	BldgMaint	Carpet cleaning request. Squad room, meeting room and hallways are very bad. Entire building needs carpets cleaned.	BRD-PD	CORKYMCQ
FM-37109	CLOSED	7/19/2019 3:17:00 PM	10/16/2019 8:06:00 AM	Mark Heyn	EMP	0	2.5	2.5	BldgMaint	Carpet cleaning request. Squad room, meeting room and hallways are very bad. Entire building needs carpets cleaned.	BRD-PD	CORKYMCQ
FM-37109	CLOSED	7/19/2019 3:17:00 PM	10/16/2019 8:06:00 AM	Mark Heyn	EMP	0	3	3	BldgMaint	Carpet cleaning request. Squad room, meeting room and hallways are very bad. Entire building needs carpets cleaned.	BRD-PD	CORKYMCQ
FM-37109	CLOSED	7/19/2019 3:17:00 PM	10/16/2019 8:06:00 AM	Mark Heyn	EMP	0	2	2	BldgMaint	Carpet cleaning request. Squad room, meeting room and hallways are very bad. Entire building needs carpets cleaned.	BRD-PD	CORKYMCQ
FM-37109	CLOSED	7/19/2019 3:17:00 PM	10/16/2019 8:06:00 AM	Mark Heyn	EMP	0.75	0	0.75	BldgMaint	Carpet cleaning request. Squad room, meeting room and hallways are very bad. Entire building needs carpets cleaned.	BRD-PD	CORKYMCQ
FM-37109	CLOSED	7/19/2019 3:17:00 PM	10/16/2019 8:06:00 AM	Mark Heyn	EMP	0	3	3	BldgMaint	Carpet cleaning request. Squad room, meeting room and hallways are very bad. Entire building needs carpets cleaned.	BRD-PD	CORKYMCQ
FM-38130	CLOSED	10/16/2019 3:43:00 PM	10/17/2019 2:59:00 PM	Austin Kubesh	EMP	1.25	0	1.25	GROUND	city hall irrigation blowout	BRD-CH	AustinK
FM-38130	CLOSED	10/16/2019 3:43:00 PM	10/17/2019 2:59:00 PM	Dave Giza	EMP	1.5	0	1.5	GROUND	city hall irrigation blowout	BRD-CH	AustinK
FM-37944	CLOSED	9/30/2019 7:38:00 AM	10/17/2019 3:00:00 PM	Austin Kubesh	EMP	0.25	0	0.25	GROUND	Just more of an FYI - I have shut down our sprinkler system (shut off controllers) and I would say whenever we can get them ready for the snow season. thanks Mike	BRD-PD	MIKEBESTUL
FM-37944	CLOSED	9/30/2019 7:38:00 AM	10/17/2019 3:00:00 PM	Austin Kubesh	EMP	3	0	3	GROUND	Just more of an FYI - I have shut down our sprinkler system (shut off controllers) and I would say whenever we can get them ready for the snow season. thanks Mike	BRD-PD	MIKEBESTUL
FM-37944	CLOSED	9/30/2019 7:38:00 AM	10/17/2019 3:00:00 PM	Dave Giza	EMP	3.25	0	3.25	GROUND	Just more of an FYI - I have shut down our sprinkler system (shut off controllers) and I would say whenever we can get them ready for the snow season. thanks Mike	BRD-PD	MIKEBESTUL
FM-37946	CLOSED	9/30/2019 8:42:00 AM	10/17/2019 3:01:00 PM	Austin Kubesh	EMP	0.25	0	0.25	GROUND	I just sent a request regarding shutting off sprinkler, then I received a call from BPU indicating the laurel street side sprinkler system may have a leak as of August 15, it has doubled the water amount use. Again, I did shut the system down already. thanks	BRD-PD	MIKEBESTUL
FM-38079	CLOSED	10/11/2019	10/17/2019 3:56:00 PM	Joey Froelich	EMP	1	0	1	HVAC	RTU Quarterly PM	RTU-BCH	AustinK
FM-38152	CLOSED	10/18/2019 11:57:00 AM	10/18/2019 11:57:00 AM	Austin Kubesh	EMP	4	0	4	GROUND	water intrusion in by pop machine in garage	BRD-PD	
FM-38138	CLOSED	10/16/2019 7:15:00 PM	10/22/2019 12:18:00 PM	Dave Giza	EMP	1	0	1	LOCK	Provide Paul at CH with 2 Allen keys for push bars to add to his badge and GM keyset for COB access to HCH during remodel.	BRD-CH	johnm
FM-36133	CLOSED	4/15/2019 1:54:00 PM	10/23/2019 11:13:00 AM	Aric Caughey	EMP	0.25	0	0.25	EL	Install new outlet at PD per Pauls email.	BRD-PD-FAC-1st	johnm

COB - Labor Totals

Q4 Review 10/1/2019 through 012/31/2019

Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-36368	CLOSED	5/10/2019 11:41:00 AM	10/23/2019 11:14:00 AM	Aric Caughey	EMP	0.25	0	0.25	EL	Light bulb outside of west door on building is burnt out.	BRD-CH-FAC-1ST	PSANDY
FM-37394	CLOSED	8/12/2019 9:05:00 AM	10/23/2019 2:15:00 PM	Dave Giza	EMP	0	3	3	BldgMaint	When time allows, can we get the carpets in the dayroom and training room cleaned. Please let me know when and we can get the rooms cleared out.	BRD-MFS-FAC	1053
FM-37394	CLOSED	8/12/2019 9:05:00 AM	10/23/2019 2:15:00 PM	Mark Heyn	EMP	0	2	2	BldgMaint	When time allows, can we get the carpets in the dayroom and training room cleaned. Please let me know when and we can get the rooms cleared out.	BRD-MFS-FAC	1053
FM-37394	CLOSED	8/12/2019 9:05:00 AM	10/23/2019 2:15:00 PM	Mark Heyn	EMP	1	0	1	BldgMaint	When time allows, can we get the carpets in the dayroom and training room cleaned. Please let me know when and we can get the rooms cleared out.	BRD-MFS-FAC	1053
FM-37394	CLOSED	8/12/2019 9:05:00 AM	10/23/2019 2:15:00 PM	Mark Heyn	EMP	0	3	3	BldgMaint	When time allows, can we get the carpets in the dayroom and training room cleaned. Please let me know when and we can get the rooms cleared out.	BRD-MFS-FAC	1053
FM-37998	CLOSED	10/4/2019 10:43:00 AM	10/28/2019 1:07:00 PM	Austin Kubesh	EMP	1	0	1	MISC	Deliver moving boxes, tape, dollies, carts, and anything else necessary so that employees can begin boxing up belongings for move.(see me on this-John M)	BRD-CH-FAC-1ST	PSANDY
FM-37998	CLOSED	10/4/2019 10:43:00 AM	10/28/2019 1:07:00 PM	Chad Heyer	EMP	0.5	0	0.5	MISC	Deliver moving boxes, tape, dollies, carts, and anything else necessary so that employees can begin boxing up belongings for move.(see me on this-John M)	BRD-CH-FAC-1ST	PSANDY
FM-37998	CLOSED	10/4/2019 10:43:00 AM	10/28/2019 1:07:00 PM	Dave Giza	EMP	1	0	1	MISC	Deliver moving boxes, tape, dollies, carts, and anything else necessary so that employees can begin boxing up belongings for move.(see me on this-John M)	BRD-CH-FAC-1ST	PSANDY
FM-38291	CLOSED	10/31/2019 4:14:00 PM	10/31/2019 4:15:00 PM	Austin Kubesh	EMP	2	0	2	GROUND	clean up leaves in front of police dept and fire dept	BRD	AustinK
FM-38291	CLOSED	10/31/2019 4:14:00 PM	10/31/2019 4:15:00 PM	Dave Giza	EMP	2	0	2	GROUND	clean up leaves in front of police dept and fire dept	BRD	AustinK
FM-38144	CLOSED	10/17/2019 3:57:00 PM	10/31/2019 6:50:00 PM	Joey Froelich	EMP	3	0	3	HVAC	Boiler is down-Paul Sandy called	BRD-CH	JoeyF
FM-38246	CLOSED	10/28/2019 4:24:00 PM	11/1/2019 7:47:00 AM	Chad Heyer	EMP	1	0	1	BldgMaint	John stated the County has some (more or less) elevator blankets that we could maybe hang up, or something we could make work for the construction project. If this is the case, could we get them delivered for the move? (I believe we have some on the Mezz, lets get them brought over and hung up before Thursday-JF)	BRD-CH-FAC	PSANDY

COB - Labor Totals

Q4 Review 10/1/2019 through 012/31/2019

Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-38437	CLOSED	11/12/2019 9:09:00 AM	11/12/2019 1:49:00 PM	Aric Caughey	EMP	1.5	0	1.5	EL	We are having trouble seeing our thermostats in the Metasys program. We are able to see the boiler and loop temp and HP 1 (elevator lobby), but all of the other thermostats within the program show as offline. Tried resetting control unit to no avail. Possibly troubleshoot the problem, may have to escalate to a Johnson Control rep.	BRD-CH-FAC	PSANDY
FM-38437	CLOSED	11/12/2019 9:09:00 AM	11/12/2019 1:49:00 PM	Joey Froelich	EMP	1.5	0	1.5	EL	We are having trouble seeing our thermostats in the Metasys program. We are able to see the boiler and loop temp and HP 1 (elevator lobby), but all of the other thermostats within the program show as offline. Tried resetting control unit to no avail. Possibly troubleshoot the problem, may have to escalate to a Johnson Control rep.	BRD-CH-FAC	PSANDY
FM-38390	CLOSED	11/7/2019 8:26:00 AM	11/12/2019 6:40:00 PM	Joey Froelich	EMP	0.5	0	0.5	HVAC	The Council Chambers rooftop unit seems as though it is either in full air conditioning mode or full heat mode and will try correcting itself throughout the day. It is either blowing cold air or hot air throughout the day. With more people in here it is much more noticeable.	BRD-CH-FAC-3RD	PSANDY
FM-38390	CLOSED	11/7/2019 8:26:00 AM	11/12/2019 6:40:00 PM	Joey Froelich	EMP	1	0	1	HVAC	The Council Chambers rooftop unit seems as though it is either in full air conditioning mode or full heat mode and will try correcting itself throughout the day. It is either blowing cold air or hot air throughout the day. With more people in here it is much more noticeable.	BRD-CH-FAC-3RD	PSANDY
FM-38452	CLOSED	11/13/2019 10:56:00 AM	11/13/2019 10:56:00 AM	Chad Heyer	EMP	1.5	0	1.5	GROUND	Remove snow from walkways and entry points.	BRD	ChadH
FM-37837	CLOSED	9/18/2019 10:59:00 AM	11/14/2019 3:48:00 AM	Aric Caughey	EMP	1	0	1	EL	We need an outlet relocated/placed on the north wall of our library for placement of a television mounted to the wall in the center approximately 6 feet high	BRD-PD	CORKYMCQ
FM-37837	CLOSED	9/18/2019 10:59:00 AM	11/14/2019 3:48:00 AM	Aric Caughey	EMP	2	0	2	EL	We need an outlet relocated/placed on the north wall of our library for placement of a television mounted to the wall in the center approximately 6 feet high	BRD-PD	CORKYMCQ
FM-37837	CLOSED	9/18/2019 10:59:00 AM	11/14/2019 3:48:00 AM	Dave Giza	EMP	2	0	2	EL	We need an outlet relocated/placed on the north wall of our library for placement of a television mounted to the wall in the center approximately 6 feet high	BRD-PD	CORKYMCQ

COB - Labor Totals

Q4 Review 10/1/2019 through 012/31/2019

Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-38440	CLOSED	11/12/2019 1:46:00 PM	11/15/2019 4:08:00 PM	Dave Giza	EMP	0.5	0	0.5	LOCK	The main entry door appears to be closing hard and squeaking, maybe we need some adjustment or lubrication on the automatic closer?? thanks	BRD-PD	MIKEBESTUL
FM-38459	CLOSED	11/13/2019 4:36:00 PM	11/15/2019 8:02:00 AM	Aric Caughey	EMP	1	0	1	GROUND	Snow removal	BRD	ChadH
FM-38459	CLOSED	11/13/2019 4:36:00 PM	11/15/2019 8:02:00 AM	Chad Heyer	EMP	1	0	1	GROUND	Snow removal	BRD	ChadH
FM-38459	CLOSED	11/13/2019 4:36:00 PM	11/15/2019 8:02:00 AM	Dave Giza	EMP	1	0	1	GROUND	Snow removal	BRD	ChadH
FM-38449	CLOSED	11/13/2019 8:50:00 AM	11/19/2019 1:32:00 PM	Aric Caughey	EMP	2	0	2	EL	Light switch has gone out to turn on one bank of lights on our apparatus floor. Need the switch replaced.	BRD-MFS-FAC	1053
FM-38528	CLOSED	11/19/2019 4:22:00 PM	11/20/2019 3:16:00 PM	Aric Caughey	EMP	1	0	1	GROUND	Snow removal	BRD	ChadH
FM-38528	CLOSED	11/19/2019 4:22:00 PM	11/20/2019 3:16:00 PM	Chad Heyer	EMP	0.5	0	0.5	GROUND	Snow removal	BRD	ChadH
FM-38528	CLOSED	11/19/2019 4:22:00 PM	11/20/2019 3:16:00 PM	Dave Giza	EMP	0.5	0	0.5	GROUND	Snow removal	BRD	ChadH
FM-38528	CLOSED	11/19/2019 4:22:00 PM	11/20/2019 3:16:00 PM	Joey Froelich	EMP	0.5	0	0.5	GROUND	Snow removal	BRD	ChadH
FM-38528	CLOSED	11/19/2019 4:22:00 PM	11/20/2019 3:16:00 PM	Mark Heyn	EMP	0.5	0	0.5	GROUND	Snow removal	BRD	ChadH
FM-38558	CLOSED	11/22/2019 12:21:00 PM	11/22/2019 12:22:00 PM	Mark Heyn	EMP	0.5	0	0.5	GROUND	snow removal	BRD	MarkH
FM-38323	CLOSED	11/4/2019 11:14:00 AM	11/4/2019 4:18:00 PM	Chad Heyer	EMP	2.5	0	2.5	MISC	Install moving blankets in City hall elevator, fold to fit and hang with wire or other fastener, please get this done right after lunch today as Demo is starting, see me if ??'s	BRD-CH	johnm
FM-38245	CLOSED	10/28/2019 4:12:00 PM	11/6/2019 1:26:00 PM	Aric Caughey	EMP	1	0	1	EL	Light ballasts in the storage room near the covered parking area come on and are very dim. Seems as though there is a bad ballast and is causing them not to come on properly.	BRD-CH-FAC-1ST	PSANDY
FM-38245	CLOSED	10/28/2019 4:12:00 PM	11/6/2019 1:26:00 PM	Joey Froelich	EMP	1	0	1	EL	Light ballasts in the storage room near the covered parking area come on and are very dim. Seems as though there is a bad ballast and is causing them not to come on properly.	BRD-CH-FAC-1ST	PSANDY
FM-36797	CLOSED	6/21/2019 7:58:00 AM	11/6/2019 2:11:00 PM	Aric Caughey	EMP	1	0	1	EL	GFI at sink in Men's Locker Room has broken piece of plastic and needs to be replaced	BRD-PD	CORKYMCQ
FM-37901	CLOSED	9/26/2019	11/6/2019 7:53:00 AM	Chad Heyer	EMP	1	0	1	HVAC	AHU Quarterly PM	HVAC	
FM-38172	CLOSED	10/21/2019 7:49:00 AM	11/7/2019 10:29:00 AM	Dave Giza	EMP	0.1	0	0.1	BldgMaint	Check on City Hall roof penetrations per email from Paul	BRD-CH-FAC-	johnm
FM-38356	CLOSED	11/5/2019 7:51:00 AM	11/7/2019 3:12:00 PM	Dave Giza	EMP	2	0	2	MISC	Uneven concrete pad on Laurel Street - the insurance company has given the go ahead with getting this taken care of. Thanks Mike	BRD-PD	MIKEBESTUL
FM-38367	CLOSED	11/6/2019 8:24:00 AM	11/7/2019 7:43:00 AM	Aric Caughey	EMP	3	0	3	HVAC	Training room is very cold. There is a meeting in there at 1030 if it could be checked before that.	BRD-MFS-FAC	1053
FM-38367	CLOSED	11/6/2019 8:24:00 AM	11/7/2019 7:43:00 AM	Joey Froelich	EMP	4	0	4	HVAC	Training room is very cold. There is a meeting in there at 1030 if it could be checked before that.	BRD-MFS-FAC	1053
FM-37997	CLOSED	10/4/2019 10:42:00 AM	11/8/2019 8:26:00 AM	Austin Kubesh	EMP	1	0	1	MISC	First Floor City Hall move on or after November 4, 2019. Minor moving activities to take place prior to this to get ready for larger move that week.	BRD-CH-FAC-1ST	PSANDY

COB - Labor Totals												
Q4 Review 10/1/2019 through 012/31/2019												
Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-37997	CLOSED	10/4/2019 10:42:00 AM	11/8/2019 8:26:00 AM	Austin Kubesh	EMP	5.5	0	5.5	MISC	First Floor City Hall move on or after November 4, 2019. Minor moving activities to take place prior to this to get ready for larger move that week.	BRD-CH-FAC-1ST	PSANDY
FM-37997	CLOSED	10/4/2019 10:42:00 AM	11/8/2019 8:26:00 AM	Chad Heyer	EMP	8	0	8	MISC	First Floor City Hall move on or after November 4, 2019. Minor moving activities to take place prior to this to get ready for larger move that week.	BRD-CH-FAC-1ST	PSANDY
FM-37997	CLOSED	10/4/2019 10:42:00 AM	11/8/2019 8:26:00 AM	Chad Heyer	EMP	4	0	4	MISC	First Floor City Hall move on or after November 4, 2019. Minor moving activities to take place prior to this to get ready for larger move that week.	BRD-CH-FAC-1ST	PSANDY
FM-37997	CLOSED	10/4/2019 10:42:00 AM	11/8/2019 8:26:00 AM	Dave Giza	EMP	2.5	0	2.5	MISC	First Floor City Hall move on or after November 4, 2019. Minor moving activities to take place prior to this to get ready for larger move that week.	BRD-CH-FAC-1ST	PSANDY
FM-37997	CLOSED	10/4/2019 10:42:00 AM	11/8/2019 8:26:00 AM	Dave Giza	EMP	1	0	1	MISC	First Floor City Hall move on or after November 4, 2019. Minor moving activities to take place prior to this to get ready for larger move that week.	BRD-CH-FAC-1ST	PSANDY
FM-37997	CLOSED	10/4/2019 10:42:00 AM	11/8/2019 8:26:00 AM	Mark Heyn	EMP	8	0	8	MISC	First Floor City Hall move on or after November 4, 2019. Minor moving activities to take place prior to this to get ready for larger move that week.	BRD-CH-FAC-1ST	PSANDY
FM-37997	CLOSED	10/4/2019 10:42:00 AM	11/8/2019 8:26:00 AM	Mark Heyn	EMP	4	0	4	MISC	First Floor City Hall move on or after November 4, 2019. Minor moving activities to take place prior to this to get ready for larger move that week.	BRD-CH-FAC-1ST	PSANDY
FM-38589	CLOSED	11/26/2019 9:18:00 AM	12/12/2019 5:34:00 PM	Aric Caughey	EMP	2	0	2	EL	Meet with Shawn and Paul regarding additions or moving of some outlets in City Hall during the remodel for future needs (i.e. moving from low to high for TVs or moving for related desk movements within departments).	BRD-CH-FAC	PSANDY
FM-38589	CLOSED	11/26/2019 9:18:00 AM	12/12/2019 5:34:00 PM	Joey Froelich	EMP	2	0	2	EL	Meet with Shawn and Paul regarding additions or moving of some outlets in City Hall during the remodel for future needs (i.e. moving from low to high for TVs or moving for related desk movements within departments).	BRD-CH-FAC	PSANDY
FM-38717	CLOSED	12/9/2019 7:12:00 PM	12/14/2019 8:31:00 AM	Dave Giza	EMP	0	2	2	BldgMaint	COB Library has had 2 injuries related to uneven concrete at Library entrance. The Library is not in our agreement, but I would like this to be ground down for there safety. See me for details.	BRD	johnm

COB - Labor Totals

Q4 Review 10/1/2019 through 012/31/2019

Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-38717	CLOSED	12/9/2019 7:12:00 PM	12/14/2019 8:31:00 AM	Dave Giza	EMP	1	0	1	BldgMaint	COB Library has had 2 injuries related to uneven concrete at Library entrance. The Library is not in our agreement, but I would like this to be ground down for there safety. See me for details.	BRD	johnm
FM-38715	CLOSED	12/9/2019 11:29:00 AM	12/15/2019 9:38:00 PM	Aric Caughey	EMP	2	0	2	GROUND	Snow Removal	BRD	JoeyF
FM-38715	CLOSED	12/9/2019 11:29:00 AM	12/15/2019 9:38:00 PM	Aric Caughey	EMP	1	0	1	GROUND	Snow Removal	BRD	JoeyF
FM-38715	CLOSED	12/9/2019 11:29:00 AM	12/15/2019 9:38:00 PM	Chad Heyer	EMP	2	0	2	GROUND	Snow Removal	BRD	JoeyF
FM-38715	CLOSED	12/9/2019 11:29:00 AM	12/15/2019 9:38:00 PM	Chad Heyer	EMP	0.5	0	0.5	GROUND	Snow Removal	BRD	JoeyF
FM-38715	CLOSED	12/9/2019 11:29:00 AM	12/15/2019 9:38:00 PM	Dave Giza	EMP	0	1.5	1.5	GROUND	Snow Removal	BRD	JoeyF
FM-38715	CLOSED	12/9/2019 11:29:00 AM	12/15/2019 9:38:00 PM	Joey Froelich	EMP	2	0	2	GROUND	Snow Removal	BRD	JoeyF
FM-38715	CLOSED	12/9/2019 11:29:00 AM	12/15/2019 9:38:00 PM	Joey Froelich	EMP	1	0	1	GROUND	Snow Removal	BRD	JoeyF
FM-38715	CLOSED	12/9/2019 11:29:00 AM	12/15/2019 9:38:00 PM	Joey Froelich	EMP	2	0	2	GROUND	Snow Removal	BRD	JoeyF
FM-38715	CLOSED	12/9/2019 11:29:00 AM	12/15/2019 9:38:00 PM	Mark Heyn	EMP	0	1	1	GROUND	Snow Removal	BRD	JoeyF
FM-38715	CLOSED	12/9/2019 11:29:00 AM	12/15/2019 9:38:00 PM	Mark Heyn	EMP	1	0	1	GROUND	Snow Removal	BRD	JoeyF
FM-38715	CLOSED	12/9/2019 11:29:00 AM	12/15/2019 9:38:00 PM	Mark Heyn	EMP	1	0	1	GROUND	Snow Removal	BRD	JoeyF
FM-38715	CLOSED	12/9/2019 11:29:00 AM	12/15/2019 9:38:00 PM	Mark Heyn	EMP	0.5	0	0.5	GROUND	Snow Removal	BRD	JoeyF
FM-38603	CLOSED	11/27/2019 3:41:00 PM	12/2/2019 7:41:00 AM	Aric Caughey	EMP	2	0	2	GROUND	Snow removal.	BRD	ChadH
FM-38603	CLOSED	11/27/2019 3:41:00 PM	12/2/2019 7:41:00 AM	Chad Heyer	EMP	1	0	1	GROUND	Snow removal.	BRD	ChadH
FM-38598	CLOSED	11/27/2019 9:44:00 AM	12/2/2019 8:31:00 AM	Aric Caughey	EMP	2	0	2	GROUND	Brainerd snow removal	BRD	johnm
FM-38598	CLOSED	11/27/2019 9:44:00 AM	12/2/2019 8:31:00 AM	Dave Giza	EMP	1	0	1	GROUND	Brainerd snow removal	BRD	johnm
FM-38598	CLOSED	11/27/2019 9:44:00 AM	12/2/2019 8:31:00 AM	Mark Heyn	EMP	1.5	0	1.5	GROUND	Brainerd snow removal	BRD	johnm
FM-38694	CLOSED	12/6/2019 12:13:00 PM	12/20/2019 7:43:00 AM	Mark Heyn	EMP	1.5	0	1.5	PLUMB	The water supply to the mens locker room urinal is leaking. thanks	BRD-PD	MIKEBESTUL
FM-38694	CLOSED	12/6/2019 12:13:00 PM	12/20/2019 7:43:00 AM	Mark Heyn	EMP	0.75	0	0.75	PLUMB	The water supply to the mens locker room urinal is leaking. thanks	BRD-PD	MIKEBESTUL
FM-38694	CLOSED	12/6/2019 12:13:00 PM	12/20/2019 7:43:00 AM	Mark Heyn	EMP	1	0	1	PLUMB	The water supply to the mens locker room urinal is leaking. thanks	BRD-PD	MIKEBESTUL
FM-38694	CLOSED	12/6/2019 12:13:00 PM	12/20/2019 7:43:00 AM	Mark Heyn	EMP	1.5	0	1.5	PLUMB	The water supply to the mens locker room urinal is leaking. thanks	BRD-PD	MIKEBESTUL
FM-38801	CLOSED	12/20/2019 9:28:00 AM	12/23/2019 4:16:00 PM	Aric Caughey	EMP	2	0	2	EL	Talked to Erik last week about fixing cord reel on apparatus floor.	BRD-MFS-FAC	1053
FM-37269	CLOSED	8/2/2019 9:49:00 AM	12/23/2019 4:18:00 PM	Aric Caughey	EMP	1	0	1	EL	Contact BPU to trim tree by power pole on east side of PD	BRD-PD	johnm
FM-38841	CLOSED	12/27/2019 8:17:00 AM	12/27/2019 1:44:00 PM	Dave Giza	EMP	1	0	1	GROUND	Snow removal for 12/16 and 12/17	BRD	JoeyF
FM-38841	CLOSED	12/27/2019 8:17:00 AM	12/27/2019 1:44:00 PM	Joey Froelich	EMP	1	0	1	GROUND	Snow removal for 12/16 and 12/17	BRD	JoeyF
FM-38841	CLOSED	12/27/2019 8:17:00 AM	12/27/2019 1:44:00 PM	Joey Froelich	EMP	1	0	1	GROUND	Snow removal for 12/16 and 12/17	BRD	JoeyF
FM-38841	CLOSED	12/27/2019 8:17:00 AM	12/27/2019 1:44:00 PM	Robb Pike	EMP	1.5	0	1.5	GROUND	Snow removal for 12/16 and 12/17	BRD	JoeyF
FM-38841	CLOSED	12/27/2019 8:17:00 AM	12/27/2019 1:44:00 PM	Robb Pike	EMP	1.5	0	1.5	GROUND	Snow removal for 12/16 and 12/17	BRD	JoeyF
FM-38836	CLOSED	12/26/2019 11:30:00 AM	12/27/2019 7:26:00 AM	Robb Pike	EMP	1	0	1	GROUND	Remove snow around fire hydrants and gas meters	BRD	JoeyF
FM-38836	CLOSED	12/26/2019 11:30:00 AM	12/27/2019 7:26:00 AM	Robb Pike	EMP	0.5	0	0.5	GROUND	Remove snow around fire hydrants and gas meters	BRD	JoeyF
FM-37697	CLOSED	9/5/2019 4:05:00 PM	12/27/2019 9:15:00 AM	Joey Froelich	EMP	1	0	1	HVAC	Mike stopped Dave and said doors aren't closing	BRD-PD-FAC	JoeyF
FM-38687	CLOSED	12/6/2019 7:15:00 AM	12/6/2019 7:15:00 AM	Joey Froelich	EMP	1	0	1	HVAC	Asked by Paul to give input on temporary heat situation during construction	BRD-CH	JoeyF
FM-38234	CLOSED	10/28/2019 8:24:00 AM	12/6/2019 7:44:00 AM	Dave Giza	EMP	0.5	0	0.5	LOCK	One of our garage doors at Station #2 was hit over the weekend. Door #3. Will not shut completely and the bottom panel is bent. Probably need to replace bottom door panel.	BRD-MFS-FAC	1053

COB - Labor Totals

Q4 Review 10/1/2019 through 012/31/2019

Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-38234	CLOSED	10/28/2019 8:24:00 AM	12/6/2019 7:44:00 AM	Dave Giza	EMP	0.5	0	0.5	LOCK	One of our garage doors at Station #2 was hit over the weekend. Door #3. Will not shut completely and the bottom panel is bent. Probably need to replace bottom door panel.	BRD-MFS-FAC	1053
FM-38659	CLOSED	12/3/2019 8:11:00 AM	12/6/2019 7:50:00 AM	Mark Heyn	EMP	0.5	0	0.5	GROUND	Remove the snow and ice from the flower bed walk-throughs (2 of them). One on Laurel Street side at about the midpoint of the parking lot and the other on the S 6th Street side near the southerly evergreen tree.	BRD-CH-FAC	PSANDY
FM-38639	CLOSED	12/2/2019 11:43:00 AM	12/6/2019 7:55:00 AM	Aric Caughey	EMP	1.5	0	1.5	GROUND	Snow removal	BRD	JoeyF
FM-38639	CLOSED	12/2/2019 11:43:00 AM	12/6/2019 7:55:00 AM	Dave Giza	EMP	1.5	0	1.5	GROUND	Snow removal	BRD	JoeyF
FM-38639	CLOSED	12/2/2019 11:43:00 AM	12/6/2019 7:55:00 AM	Dave Giza	EMP	0	1	1	GROUND	Snow removal	BRD	JoeyF
FM-38639	CLOSED	12/2/2019 11:43:00 AM	12/6/2019 7:55:00 AM	Dave Giza	EMP	0	3	3	GROUND	Snow removal	BRD	JoeyF
FM-38639	CLOSED	12/2/2019 11:43:00 AM	12/6/2019 7:55:00 AM	Dave Giza	EMP	1	0	1	GROUND	Snow removal	BRD	JoeyF
FM-38639	CLOSED	12/2/2019 11:43:00 AM	12/6/2019 7:55:00 AM	Joey Froelich	EMP	2	0	2	GROUND	Snow removal	BRD	JoeyF
FM-38639	CLOSED	12/2/2019 11:43:00 AM	12/6/2019 7:55:00 AM	Joey Froelich	EMP	1	0	1	GROUND	Snow removal	BRD	JoeyF
FM-38639	CLOSED	12/2/2019 11:43:00 AM	12/6/2019 7:55:00 AM	Mark Heyn	EMP	0	1	1	GROUND	Snow removal	BRD	JoeyF
FM-38639	CLOSED	12/2/2019 11:43:00 AM	12/6/2019 7:55:00 AM	Mark Heyn	EMP	0	1	1	GROUND	Snow removal	BRD	JoeyF
FM-38708	CLOSED	12/9/2019	12/9/2019 9:21:00 AM	Joey Froelich	EMP	0.25	0	0.25	HVAC	HeatPumps Semi Annual	HEATPUMP - 1	
Grand Total (131 Records):						272.6	54.5					
Total Hours YTD						1005.71	92.5					

COB - Labor Totals

1/1/2020 Through 3/11/2020

Work Order #	Status	Requested	Closed	Labor Name	Labor Type	Reg Hours	OT Hours	Total Hours	Category ID	Reason	Asset ID	Requester ID
FM-37914	CLOSED	9/27/2019 9:39:00 AM	2/7/2020 7:40:00 AM	Aric Caughey	EMP	2	0	2	EL	Run network cabling in training room for EOC operations. Run network cable to fire panel from alarm monitoring.	BRD-MFS-FAC	1053
FM-37914	CLOSED	9/27/2019 9:39:00 AM	2/7/2020 7:40:00 AM	Aric Caughey	EMP	8	0	8	EL	Run network cabling in training room for EOC operations. Run network cable to fire panel from alarm monitoring.	BRD-MFS-FAC	1053
FM-37914	CLOSED	9/27/2019 9:39:00 AM	2/7/2020 7:40:00 AM	Aric Caughey	EMP	4	0	4	EL	Run network cabling in training room for EOC operations. Run network cable to fire panel from alarm monitoring.	BRD-MFS-FAC	1053
FM-37914	CLOSED	9/27/2019 9:39:00 AM	2/7/2020 7:40:00 AM	Shane Villnow	EMP	4	0	4	EL	Run network cabling in training room for EOC operations. Run network cable to fire panel from alarm monitoring.	BRD-MFS-FAC	1053
FM-37914	CLOSED	9/27/2019 9:39:00 AM	2/7/2020 7:40:00 AM	Shane Villnow	EMP	2	0	2	EL	Run network cabling in training room for EOC operations. Run network cable to fire panel from alarm monitoring.	BRD-MFS-FAC	1053
FM-38024	CLOSED	10/7/2019 10:39:00 AM	1/3/2020 10:53:00 AM	Mark Heyn	EMP	1	0	1	PLUMB	Men's locker room urinal will not drain. Overflows when flushed	BRD-PD	CORKYMCQ
FM-38024	CLOSED	10/7/2019 10:39:00 AM	1/3/2020 10:53:00 AM	Mark Heyn	EMP	1	0	1	PLUMB	Men's locker room urinal will not drain. Overflows when flushed	BRD-PD	CORKYMCQ
FM-38024	CLOSED	10/7/2019 10:39:00 AM	1/3/2020 10:53:00 AM	Mark Heyn	EMP	2	0	2	PLUMB	Men's locker room urinal will not drain. Overflows when flushed	BRD-PD	CORKYMCQ
FM-38080	CLOSED	10/11/2019	2/23/2020 5:54:00 PM	Joey Froelich	EMP	0.25	0	0.25	HVAC	RTU Quarterly PM	BRD-PD	
										First Floor - Phase 1&2		
										Add outlets Room 122 (IT) - N side of room, center column for wall mounted screen Room 101 (Transit) - second outlet, S wall or stub wall with 102		
FM-38772	CLOSED	12/16/2019 2:57:00 PM	2/4/2020 3:47:00 PM	Aric Caughey	EMP	4	0	4	EL	Room 102 (Transit) - SE wall for wall mounted screen Room 119 (Conf room) - center of W wall for wall mounted screen First Floor - Phase 1&2	BRD-CH-FAC-1ST	PSANDY
										Add outlets Room 122 (IT) - N side of room, center column for wall mounted screen Room 101 (Transit) - second outlet, S wall or stub wall with 102		
FM-38772	CLOSED	12/16/2019 2:57:00 PM	2/4/2020 3:47:00 PM	Aric Caughey	EMP	4	0	4	EL	Room 102 (Transit) - SE wall for wall mounted screen Room 119 (Conf room) - center of W wall for wall mounted screen First Floor - Phase 1&2	BRD-CH-FAC-1ST	PSANDY
										Add outlets Room 122 (IT) - N side of room, center column for wall mounted screen Room 101 (Transit) - second outlet, S wall or stub wall with 102		
FM-38772	CLOSED	12/16/2019 2:57:00 PM	2/4/2020 3:47:00 PM	Aric Caughey	EMP	8	0	8	EL	Room 102 (Transit) - SE wall for wall mounted screen Room 119 (Conf room) - center of W wall for wall mounted screen First Floor - Phase 1&2	BRD-CH-FAC-1ST	PSANDY
										Add outlets Room 122 (IT) - N side of room, center column for wall mounted screen Room 101 (Transit) - second outlet, S wall or stub wall with 102		
FM-38772	CLOSED	12/16/2019 2:57:00 PM	2/4/2020 3:47:00 PM	Aric Caughey	EMP	8	0	8	EL	Room 102 (Transit) - SE wall for wall mounted screen Room 119 (Conf room) - center of W wall for wall mounted screen First Floor - Phase 1&2	BRD-CH-FAC-1ST	PSANDY
										Add outlets Room 122 (IT) - N side of room, center column for wall mounted screen Room 101 (Transit) - second outlet, S wall or stub wall with 102		

COB - Labor Totals 1/1/2020 Through 3/11/2020											
FM-38772	CLOSED	12/16/2019 2:57:00 PM	2/4/2020 3:47:00 PM	Aric Caughey	EMP	6	0	6 EL	Room 102 (Transit) - SE wall for wall mounted screen Room 119 (Conf room) - center of W wall for wall mounted screen First Floor - Phase 1&2	BRD-CH-FAC-1ST	PSANDY
FM-38772	CLOSED	12/16/2019 2:57:00 PM	2/4/2020 3:47:00 PM	Aric Caughey	EMP	4	0	4 EL	Add outlets Room 122 (IT) - N side of room, center column for wall mounted screen Room 101 (Transit) - second outlet, S wall or stub wall with 102 Room 102 (Transit) - SE wall for wall mounted screen Room 119 (Conf room) - center of W wall for wall mounted screen Second Floor - Phase 1&2	BRD-CH-FAC-1ST	PSANDY
FM-38773	CLOSED	12/16/2019 2:58:00 PM	1/28/2020 7:55:00 AM	Mark Heyn	EMP	2.5	0	2.5 EL	Add outlets: Room 205 (office area) - SE corner for wall mounted network cabinet, Room 205 (office area) - center column for desk/copier/etc (low) Room 205 (office area) - column behind counter, add outlet (low) for desk, Room 201 (Lobby) - N column for wall mounted screen, Remove floor mounted outlets, Room 205 (office area) - remove 4, Room 204 (Office) - remove 1	BRD-CH-FAC-2ND	PSANDY
FM-38832	CLOSED	12/26/2019	2/23/2020 5:54:00 PM	Joey Froelich	EMP	0.25	0	0.25 HVAC	AHU Quarterly PM	HVAC	
FM-38864	CLOSED	12/30/2019 10:47:00 AM	2/7/2020 7:51:00 AM	Aric Caughey	EMP	6	0	6 EL	Need 2 TVs mounted in the training room. Also need to have 2 outlets install at the new TVs.	BRD-MFS-FAC	1053
FM-38864	CLOSED	12/30/2019 10:47:00 AM	2/7/2020 7:51:00 AM	Aric Caughey	EMP	6	0	6 EL	Need 2 TVs mounted in the training room. Also need to have 2 outlets install at the new TVs.	BRD-MFS-FAC	1053
FM-38864	CLOSED	12/30/2019 10:47:00 AM	2/7/2020 7:51:00 AM	Shane Villnow	EMP	6	0	6 EL	Need 2 TVs mounted in the training room. Also need to have 2 outlets install at the new TVs.	BRD-MFS-FAC	1053
FM-38904	CLOSED	12/31/2019 8:48:00 AM	1/13/2020 7:19:00 AM	Dave Giza	EMP	1	0	1 GROUND	snow removal city of brainerd.	BRD	MarkH
FM-38904	CLOSED	12/31/2019 8:48:00 AM	1/13/2020 7:19:00 AM	Joey Froelich	EMP	1	0	1 GROUND	snow removal city of brainerd.	BRD	MarkH
FM-38904	CLOSED	12/31/2019 8:48:00 AM	1/13/2020 7:19:00 AM	Joey Froelich	EMP	1	0	1 GROUND	snow removal city of brainerd.	BRD	MarkH
FM-38904	CLOSED	12/31/2019 8:48:00 AM	1/13/2020 7:19:00 AM	Mark Heyn	EMP	2	0	2 GROUND	snow removal city of brainerd.	BRD	MarkH
FM-38904	CLOSED	12/31/2019 8:48:00 AM	1/13/2020 7:19:00 AM	Mark Heyn	EMP	1	0	1 GROUND	snow removal city of brainerd.	BRD	MarkH
FM-38904	CLOSED	12/31/2019 8:48:00 AM	1/13/2020 7:19:00 AM	Robb Pike	EMP	6	0	6 GROUND	snow removal city of brainerd.	BRD	MarkH
FM-38904	CLOSED	12/31/2019 8:48:00 AM	1/13/2020 7:19:00 AM	Robb Pike	EMP	2.5	0	2.5 GROUND	snow removal city of brainerd.	BRD	MarkH
FM-38909	CLOSED	12/31/2019 12:28:00 PM	1/2/2020 11:40:00 AM	Dave Giza	EMP	0	1	1 GROUND	Snow removal	BRD	JoeyF
FM-38909	CLOSED	12/31/2019 12:28:00 PM	1/2/2020 11:40:00 AM	Joey Froelich	EMP	1.5	0	1.5 GROUND	Snow removal	BRD	JoeyF
FM-38909	CLOSED	12/31/2019 12:28:00 PM	1/2/2020 11:40:00 AM	Robb Pike	EMP	1.5	0	1.5 GROUND	Snow removal	BRD	JoeyF
FM-38913	CLOSED	10/16/2019 2:19:00 PM	1/1/2020 2:20:00 PM	John Melson	EMP	24	0	24 BldgMaint	Create COB PM Cereation	BRD	johnm
FM-38948	CLOSED	1/6/2020 10:12:00 AM	1/31/2020 3:46:00 PM	Joey Froelich	EMP	0.5	0	0.5 PLUMB	We recently had the repair in our garage bathroom, which water was shut off (cold) and once repaired now the cold water faucet used to wash squad cars no longer works, just hot? Just wondering if we can get that turned back on, not sure where shut off is located. thanks	BRD-PD	MIKEBESTUL
FM-38949	CLOSED	1/6/2020 10:55:00 AM	1/10/2020 3:57:00 PM	Aric Caughey	EMP	1	0	1 FURNITURE	Assist in finding solution to move the 2nd floor safe out of the engineering office and into a different location.	BRD-CH-FAC-2ND	PSANDY
FM-38949	CLOSED	1/6/2020 10:55:00 AM	1/10/2020 3:57:00 PM	Aric Caughey	EMP	1	0	1 FURNITURE	Assist in finding solution to move the 2nd floor safe out of the engineering office and into a different location.	BRD-CH-FAC-2ND	PSANDY
FM-38949	CLOSED	1/6/2020 10:55:00 AM	1/10/2020 3:57:00 PM	Dave Giza	EMP	1	0	1 FURNITURE	Assist in finding solution to move the 2nd floor safe out of the engineering office and into a different location.	BRD-CH-FAC-2ND	PSANDY
FM-38949	CLOSED	1/6/2020 10:55:00 AM	1/10/2020 3:57:00 PM	Joey Froelich	EMP	1	0	1 FURNITURE	Assist in finding solution to move the 2nd floor safe out of the engineering office and into a different location.	BRD-CH-FAC-2ND	PSANDY
FM-38949	CLOSED	1/6/2020 10:55:00 AM	1/10/2020 3:57:00 PM	Joey Froelich	EMP	1	0	1 FURNITURE	Assist in finding solution to move the 2nd floor safe out of the engineering office and into a different location.	BRD-CH-FAC-2ND	PSANDY
FM-38956	CLOSED	1/6/2020 4:33:00 PM	1/7/2020 7:46:00 AM	Dave Giza	EMP	0	0.5	0.5 GROUND	Snow removal	BRD	JoeyF
FM-38956	CLOSED	1/6/2020 4:33:00 PM	1/7/2020 7:46:00 AM	Robb Pike	EMP	0.25	0	0.25 GROUND	Snow removal	BRD	JoeyF
FM-38956	CLOSED	1/6/2020 4:33:00 PM	1/7/2020 7:46:00 AM	Shane Villnow	EMP	0.5	0	0.5 GROUND	Snow removal	BRD	JoeyF
FM-38968	CLOSED	1/7/2020 7:18:00 AM	1/10/2020 4:01:00 PM	Robb Pike	EMP	1	0	1 GROUND	please move snow on the emergency exit on the east side of the PD. I believe that the snow blower is in the PD garage.	BRD-PD	JoeyF
FM-38996	CLOSED	1/10/2020 1:15:00 PM	2/10/2020 8:57:00 AM	Shane Villnow	EMP	0.5	0	0.5 GROUND	Snow removal	BRD	JoeyF
FM-39033	CLOSED	1/14/2020 8:20:00 AM	1/23/2020 9:10:00 AM	Aric Caughey	EMP	1	0	1 GROUND	Snow Removal	BRD	DaveG
FM-39033	CLOSED	1/14/2020 8:20:00 AM	1/23/2020 9:10:00 AM	Aric Caughey	EMP	3	0	3 GROUND	Snow Removal	BRD	DaveG
FM-39033	CLOSED	1/14/2020 8:20:00 AM	1/23/2020 9:10:00 AM	Dave Giza	EMP	1	0	1 GROUND	Snow Removal	BRD	DaveG

COB - Labor Totals 1/1/2020 Through 3/11/2020												
FM-39033	CLOSED	1/14/2020 8:20:00 AM	1/23/2020 9:10:00 AM	Dave Giza	EMP	2	0	2 GROUND	Snow Removal	BRD	DaveG	
FM-39033	CLOSED	1/14/2020 8:20:00 AM	1/23/2020 9:10:00 AM	Joey Froelich	EMP	3	0	3 GROUND	Snow Removal	BRD	DaveG	
FM-39033	CLOSED	1/14/2020 8:20:00 AM	1/23/2020 9:10:00 AM	Mark Heyn	EMP	1	0	1 GROUND	Snow Removal	BRD	DaveG	
FM-39033	CLOSED	1/14/2020 8:20:00 AM	1/23/2020 9:10:00 AM	Mark Heyn	EMP	2	0	2 GROUND	Snow Removal	BRD	DaveG	
FM-39033	CLOSED	1/14/2020 8:20:00 AM	1/23/2020 9:10:00 AM	Shane Villnow	EMP	1	0	1 GROUND	Snow Removal	BRD	DaveG	
FM-39033	CLOSED	1/14/2020 8:20:00 AM	1/23/2020 9:10:00 AM	Shane Villnow	EMP	3.5	0	3.5 GROUND	Snow Removal	BRD	DaveG	
FM-39033	CLOSED	1/14/2020 8:20:00 AM	1/23/2020 9:10:00 AM	Shane Villnow	EMP	1	0	1 GROUND	Snow Removal	BRD	DaveG	
FM-39120	CLOSED	1/21/2020 1:20:00 PM	1/26/2020 7:27:00 PM	Aric Caughey	EMP	0	3.5	3.5 GROUND	snow removal	BRD	JoeyF	
FM-39120	CLOSED	1/21/2020 1:20:00 PM	1/26/2020 7:27:00 PM	Dave Giza	EMP	0	2	2 GROUND	snow removal	BRD	JoeyF	
FM-39120	CLOSED	1/21/2020 1:20:00 PM	1/26/2020 7:27:00 PM	Joey Froelich	EMP	0	2	2 GROUND	snow removal	BRD	JoeyF	
FM-39120	CLOSED	1/21/2020 1:20:00 PM	1/26/2020 7:27:00 PM	Mark Heyn	EMP	0	1	1 GROUND	snow removal	BRD	JoeyF	
FM-39120	CLOSED	1/21/2020 1:20:00 PM	1/26/2020 7:27:00 PM	Shane Villnow	EMP	0	2	2 GROUND	snow removal	BRD	JoeyF	
FM-39120	CLOSED	1/21/2020 1:20:00 PM	1/26/2020 7:27:00 PM	Shane Villnow	EMP	1	0	1 GROUND	snow removal	BRD	JoeyF	
FM-39140	CLOSED	1/23/2020 7:29:00 AM	1/24/2020 4:31:00 PM	Aric Caughey	EMP	1.5	0	1.5 PLUMB	Garage Floor drain plugged. If possible if someone can call me on this or stop over to discuss this issue. thanks - Mike	BRD-PD	MIKEBESTUL	
FM-39140	CLOSED	1/23/2020 7:29:00 AM	1/24/2020 4:31:00 PM	Dave Giza	EMP	2	0	2 PLUMB	Garage Floor drain plugged. If possible if someone can call me on this or stop over to discuss this issue. thanks - Mike	BRD-PD	MIKEBESTUL	
FM-39140	CLOSED	1/23/2020 7:29:00 AM	1/24/2020 4:31:00 PM	Shane Villnow	EMP	1.5	0	1.5 PLUMB	Garage Floor drain plugged. If possible if someone can call me on this or stop over to discuss this issue. thanks - Mike	BRD-PD	MIKEBESTUL	
FM-39146	CLOSED	1/23/2020 9:06:00 AM	1/28/2020 7:23:00 AM	Aric Caughey	EMP	1	0	1 GROUND	Snow removal	BRD	JoeyF	
FM-39146	CLOSED	1/23/2020 9:06:00 AM	1/28/2020 7:23:00 AM	Dave Giza	EMP	1	0	1 GROUND	Snow removal	BRD	JoeyF	
FM-39146	CLOSED	1/23/2020 9:06:00 AM	1/28/2020 7:23:00 AM	Dave Giza	EMP	0.5	0	0.5 GROUND	Snow removal	BRD	JoeyF	
FM-39146	CLOSED	1/23/2020 9:06:00 AM	1/28/2020 7:23:00 AM	Shane Villnow	EMP	0.5	0	0.5 GROUND	Snow removal	BRD	JoeyF	
FM-39146	CLOSED	1/23/2020 9:06:00 AM	1/28/2020 7:23:00 AM	Shane Villnow	EMP	1	0	1 GROUND	Snow removal	BRD	JoeyF	
FM-39146	CLOSED	1/23/2020 9:06:00 AM	1/28/2020 7:23:00 AM	Shane Villnow	EMP	1.5	0	1.5 GROUND	Snow removal	BRD	JoeyF	
FM-39195	CLOSED	1/28/2020 10:56:00 AM	2/7/2020 9:02:00 AM	Aric Caughey	EMP	1	0	1 EL	There is an alarm coming from the generator enclosure. I have not had a chance to get back out to it and see what the display is indicating	BRD-PD	CORKYMCQ	
FM-39200	CLOSED	1/28/2020 3:52:00 PM	2/11/2020 8:06:00 AM	Mark Heyn	EMP	1.25	0	1.25 PLUMB	The drain on the kitchen/breakroom sink is leaking after the trap before it goes into the wall. There is water on floor from this.	BRD-PD	CORKYMCQ	
FM-39214	CLOSED	1/30/2020 10:44:00 AM	2/23/2020 5:34:00 PM	Joey Froelich	EMP	1.5	0	1.5 FURNITURE	The police department is moving ahead with new office furniture/cubicles for the reception and records area. We need to look at a couple of things before we can finalize our order: • There are 3 window ledges that need to be made flush with the wall • The location of the architectural wall for the front cubicles may require some things to be relocated (lights, etc.). We would like to meet with your staff to determine if these are things that your staff can take care of. I can forward the schematics if that would help. Please contact me to set up a time. Thank you, Julie Brainerd Police Department 829-2805	BRD-PD	JULIE.MCCULLOUGH@CI.BRAIN	

COB - Labor Totals

1/1/2020 Through 3/11/2020

									We would like to meet with your staff to determine if these are things that your staff can take care of.		
									I can forward the schematics if that would help.		
									Please contact me to set up a time.		
									Thank you,		
									Julie Brainerd Police Department 829-2805		
FM-39214	CLOSED	1/30/2020 10:44:00 AM	2/23/2020 5:34:00 PM	Joey Froelich	EMP	1	0	1 FURNITURE		BRD-PD	JULIE.MCCULLOUGH@CI.BRAIN
FM-39258	CLOSED	2/3/2020 8:22:00 AM	2/6/2020 7:55:00 AM	Shane Villnow	EMP	0.5	0	0.5 GROUND	snow ice removal	BRD	Shane.Villnow
FM-39258	CLOSED	2/3/2020 8:22:00 AM	2/6/2020 7:55:00 AM	Shane Villnow	EMP	0.5	0	0.5 GROUND	snow ice removal	BRD	Shane.Villnow
FM-39258	CLOSED	2/3/2020 8:22:00 AM	2/6/2020 7:55:00 AM	Shane Villnow	EMP	0.5	0	0.5 GROUND	snow ice removal	BRD	Shane.Villnow
FM-39259	CLOSED	2/3/2020 9:11:00 AM	2/3/2020 9:12:00 AM	Mark Heyn	EMP	1	0	1 GROUND	snow removal.	BRD	MarkH
FM-39269	CLOSED	2/3/2020 1:54:00 PM	2/4/2020 8:24:00 AM	Mark Heyn	EMP	0.75	0	0.75 GROUND	refreeze	BRD	JoeyF
									Move in date for IT and Transit is Feb 28th. We will need a moving crew on this day to assist the move back into first floor spaces along with the vault boxes and shelving assembly installation. Same equipment needed as the last move.	BRD-CH-FAC-1ST	PSANDY
FM-39297	CLOSED	2/4/2020 9:37:00 AM	3/2/2020 11:47:00 AM	Dan Benson	EMP	3	0	3 MISC			
									Move in date for IT and Transit is Feb 28th. We will need a moving crew on this day to assist the move back into first floor spaces along with the vault boxes and shelving assembly installation. Same equipment needed as the last move.	BRD-CH-FAC-1ST	PSANDY
FM-39297	CLOSED	2/4/2020 9:37:00 AM	3/2/2020 11:47:00 AM	Dave Giza	EMP	1	0	1 MISC			
									Move in date for IT and Transit is Feb 28th. We will need a moving crew on this day to assist the move back into first floor spaces along with the vault boxes and shelving assembly installation. Same equipment needed as the last move.	BRD-CH-FAC-1ST	PSANDY
FM-39297	CLOSED	2/4/2020 9:37:00 AM	3/2/2020 11:47:00 AM	Joey Froelich	EMP	3	0	3 MISC			
									Move in date for IT and Transit is Feb 28th. We will need a moving crew on this day to assist the move back into first floor spaces along with the vault boxes and shelving assembly installation. Same equipment needed as the last move.	BRD-CH-FAC-1ST	PSANDY
FM-39297	CLOSED	2/4/2020 9:37:00 AM	3/2/2020 11:47:00 AM	John Hanson	EMP	3.5	0	3.5 MISC			
									Move in date for IT and Transit is Feb 28th. We will need a moving crew on this day to assist the move back into first floor spaces along with the vault boxes and shelving assembly installation. Same equipment needed as the last move.	BRD-CH-FAC-1ST	PSANDY
FM-39297	CLOSED	2/4/2020 9:37:00 AM	3/2/2020 11:47:00 AM	Mark Heyn	EMP	3.5	0	3.5 MISC			
									Move in date for IT and Transit is Feb 28th. We will need a moving crew on this day to assist the move back into first floor spaces along with the vault boxes and shelving assembly installation. Same equipment needed as the last move.	BRD-CH-FAC-1ST	PSANDY
FM-39297	CLOSED	2/4/2020 9:37:00 AM	3/2/2020 11:47:00 AM	Shane Villnow	EMP	3.5	0	3.5 MISC			
FM-39304	CLOSED	2/4/2020 3:51:00 PM	2/7/2020 8:51:00 AM	Shane Villnow	EMP	0.5	0	0.5 EL	Help Aric pull data cables. This needs to be completed by end of the day 2/7.	BRD-MFS-FAC	JoeyF
									Sweep lower level of City Hall due to construction activities. Lots of wire pieces and other things and is a good time to do so with things wrapping up down there.		
									Go out and buy some sweeping compound and use that to keep dust down. You can use my Credit Card if needed-JF	BRD-CH-FAC-1ST	PSANDY
FM-39321	CLOSED	2/6/2020 7:10:00 AM	2/13/2020 6:18:00 PM	Shane Villnow	EMP	2	0	2 JANITORIAL			
FM-39340	CLOSED	2/7/2020 1:31:00 PM	2/10/2020 9:54:00 AM	Aric Caughey	EMP	1	0	1 GROUND	Snow removal	BRD	JoeyF
FM-39340	CLOSED	2/7/2020 1:31:00 PM	2/10/2020 9:54:00 AM	Joey Froelich	EMP	1	0	1 GROUND	Snow removal	BRD	JoeyF
FM-39340	CLOSED	2/7/2020 1:31:00 PM	2/10/2020 9:54:00 AM	Mark Heyn	EMP	1	0	1 GROUND	Snow removal	BRD	JoeyF
FM-39340	CLOSED	2/7/2020 1:31:00 PM	2/10/2020 9:54:00 AM	Shane Villnow	EMP	1	0	1 GROUND	Snow removal	BRD	JoeyF
FM-39411	CLOSED	2/13/2020 8:09:00 AM	2/26/2020 7:51:00 AM	Mark Heyn	EMP	1	0	1 GROUND	snow removal	BRD	MarkH
FM-39411	CLOSED	2/13/2020 8:09:00 AM	2/26/2020 7:51:00 AM	Mark Heyn	EMP	1	0	1 GROUND	snow removal	BRD	MarkH
FM-39411	CLOSED	2/13/2020 8:09:00 AM	2/26/2020 7:51:00 AM	Mark Heyn	EMP	0.5	0	0.5 GROUND	snow removal	BRD	MarkH
FM-39428	CLOSED	2/13/2020 7:02:00 PM	3/2/2020 7:54:00 AM	Joey Froelich	EMP	2	0	2 HVAC	Library controls investigation	BRD	JoeyF
FM-39428	CLOSED	2/13/2020 7:02:00 PM	3/2/2020 7:54:00 AM	Joey Froelich	EMP	1	0	1 HVAC	Library controls investigation	BRD	JoeyF
FM-39428	CLOSED	2/13/2020 7:02:00 PM	3/2/2020 7:54:00 AM	Joey Froelich	EMP	1	0	1 HVAC	Library controls investigation	BRD	JoeyF
FM-39428	CLOSED	2/13/2020 7:02:00 PM	3/2/2020 7:54:00 AM	John Melson	EMP	1	0	1 HVAC	Library controls investigation	BRD	JoeyF
FM-39428	CLOSED	2/13/2020 7:02:00 PM	3/2/2020 7:54:00 AM	John Melson	EMP	1	0	1 HVAC	Library controls investigation	BRD	JoeyF
FM-39428	CLOSED	2/13/2020 7:02:00 PM	3/2/2020 7:54:00 AM	John Melson	EMP	2	0	2 HVAC	Library controls investigation	BRD	JoeyF
FM-39428	CLOSED	2/13/2020 7:02:00 PM	3/2/2020 7:54:00 AM	John Melson	EMP				Snow removal		

COB - Labor Totals

1/1/2020 Through 3/11/2020

FM-39463	CLOSED	2/19/2020 7:12:00 AM	2/19/2020 4:50:00 PM	Joey Froelich	EMP	0	1	1 GROUND	This was holiday work make sure to record your time as Over Time for this work order. Snow removal	BRD	JoeyF
FM-39463	CLOSED	2/19/2020 7:12:00 AM	2/19/2020 4:50:00 PM	Shane Villnow	EMP	0	1	1 GROUND	This was holiday work make sure to record your time as Over Time for this work order.	BRD	JoeyF
FM-39507	CLOSED	2/23/2020 4:27:00 PM	3/2/2020 2:51:00 PM	Aric Caughey	EMP	2	0	2 EL	light bulb recycling	BRD	JoeyF
FM-39507	CLOSED	2/23/2020 4:27:00 PM	3/2/2020 2:51:00 PM	John Hanson	EMP	2	0	2 EL	light bulb recycling	BRD	JoeyF
Grand Total (102 Records):						205.75	14				



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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

[CITY LETTERHEAD]

March __, 2020

Mr. Peter Olson
Museum Project Director
Region 5 Children's Museum
1001 Kingwood Street
Brainerd, MN 56401

Via E-mail
polsonregion5cm@gmail.com

Re: Region 5 Children's Museum – Lum Park

Dear Mr. Olson,

On behalf of the City of Brainerd, this correspondence is to serve as the City's letter of intent to proceed with funding and completing a Masterplan for a new Region 5 Children's Museum in Lum Park. The City's proposed terms are as follows:

1. The Masterplan is to be undertaken by Widseth, Smith Nolting pursuant to their March 2, 2020, proposal (attached).
2. According to WSN's proposal the Masterplan (including the Programming Phase, Design Phase and the Final Presentation Graphics and Deliverables) has a total cost of \$37,000. The City will contribute \$20,000 of that cost, with the remaining \$17,000 to be paid by Region 5 Children's Museum (R5CM). We suggest that all funds be combined in an escrow account at the time a final agreement is approved between the City and R5CM. The escrow account will be held by the City and the City will hold the contract with WSN. The Masterplan is to be completed by the end of December 2020.
3. A Task Force is to be established that will be responsible for the site master planning process. The Task Force will have 9 to 11 members, including the following:
 - a. 2 City Council members
 - b. 1 Brainerd EDA member
 - c. 1 Brainerd Planning Commission member
 - d. 1 Park Board member
 - e. 3 R5CM members

- f. 3 community members from Brainerd
- 4. A Working Group will be established to meet with WSN as necessary in between Task Force meetings to provide more detailed direction to WSN and to help steer the overall planning process. The Working Group will report back to the Task Force and will consist of the following members:
 - a. A representative of WSN
 - b. Jennifer Bergman, City Administrator
 - c. City staff, as determined by the City
 - d. Peter Olson, Museum Project Director
 - e. Jim Rowe, Museum Design Consultant
- 5. R5CM will create and coordinate two Focus Groups, one with area stakeholder groups and the other with Brainerd residents, for the purpose of gathering input into the planning process.
- 6. R5CM will schedule and undertake a minimum of five community engagement sessions in Brainerd in order to provide information to the public about the proposed Museum and to receive feedback on the proposal. R5CM will fund these engagement sessions at a cost of up to \$6,000.00. R5CM will provide to the Working Group and Task Force any salient input received in the engagement session.

There are, of course other details to work out, but this outlines the proposed relationship and process. This letter of intent is not an agreement and is not enforceable; it is merely an expression of the City's intent to move forward with the Museum planning process in the manner outlined above. A formal agreement between the City and R5CM will have to be drafted and then approved by the City Council for this process to move forward. Please advise as to R5CM's thoughts on this proposal as soon as possible. The City looks forward to working with R5CM and moving forward with the Masterplan.

Very truly yours,

Jennifer Bergman
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



March 2, 2020

Jennifer Bergman
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 

WidethSmithNolting.com

Re: Lum Park Masterplan

Dear Ms. Bergman,

Thank you for the opportunity to present this proposal for professional services for the Lum Park Masterplan. Over the last few 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 help determine if the Children's Museum could fit in Lum Park without detracting from the current park amenities and activities, along with creating a visual of where the Children's Museum could fit in 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 March 2020 – December 2020, which will begin upon completion of the Letter of Intent between the Region 5 Children's Museum and the City of Brainerd.



Programming Phase (\$12,500.00) (March 2020 – October 2020)

- WSN, Brainerd City Staff, Peter Olson, Jim Rowe (Children's Museum Design Consultant), Task Force, Working Group and Focus Groups will collaborate to create a program for Lum Park and Children's Museum.
 - Task Force: Full committee responsible for the site master planning process, made up of 9 to 11 members, will meet regularly throughout the process.
 - Working Group: Small group that will meet with WSN to dig into the work of master planning on as needed basis in between full Task Force meetings. The Working Group includes WSN, Jennifer Bergman and appointed City staff, Peter Olson and Jim Roe. The Work Group will be responding to the direction of the full task force, steer the overall planning process, ensure full Task Force meetings are productive, and digging into to more detail on the actual site planning to report back out to the Task Force.
 - Focus Group: At least two focus groups will bring the planning process to residents and stakeholders of Brainerd. One focus group be with area stakeholder groups and another with Brainerd residents and will create a productive dialogue to gather authentic input into the planning process.

- 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 and programming 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.
- Assist with the coordination of focus groups and engagement programming through the Region 5 Children's Museum Legacy grant.

Preliminary Design Phase (\$14,500.00) (August 2020 – November 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) (March 2020 - October 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>



The total cost for this proposal is \$37,000.00. The City of Brainerd has committed \$20,000 towards this project and Region 5 Children's Museum has committed \$17,000.00 toward master planning along with all the community engagement expense in excess of \$6,000 (community engagement expense will provide for at least five community engagement events in Brainerd this summer including two focus groups).

Thank you 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



Michael Angland, AIA, LEED AP Vice President

Attachment: Master PI

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 _____

LUM PARK MASTER PLAN

WORK PLAN

3/2/2020



BRAINERD
MINNESOTA

	Phase												
	Task												
	Milestone	2020											
		Jan.	Feb.	March	April	May	June	July	August	Sep.	Oct.	Nov.	Dec.
Agreements													
	Finalize Letter of Intent and WSN Contract at March 2, 2020 City Council Meeting												
Programming Phase													
	Task Force Meeting												
	Work Group Meeting												
	Task Force Meeting												
	Work Group Meeting												
	Task Force Meeting												
	Focus Group Meeting												
	Programming Phase Update												
	Programming phase update for city council.												
	Focus Group Meeting												
	Task Force Meeting												
	Work Group Meeting												
	Task Force Meeting												
	Finalize Programming Phase												
	Collaborative group presentation of the programming phase for the Lum Park Master Plan.												
Preliminary Design Phase													
	WSN will develop site plans and renderings that reflect the programming process.												
	Collaborative group presentation of the preliminary design phase for the Lum Park Master Plan.												
Fianl Presentaion Graphics and Deliverables													
	WSN will periodically document footage of the programming phase and meet with staff to establsih video content.												
	WSN will finalize presentation graphics and video.												
	Collaborative group presentation of the final presentation graphics and video for the Lum Park Master Plan.												



Brainerd City Council Agenda Request

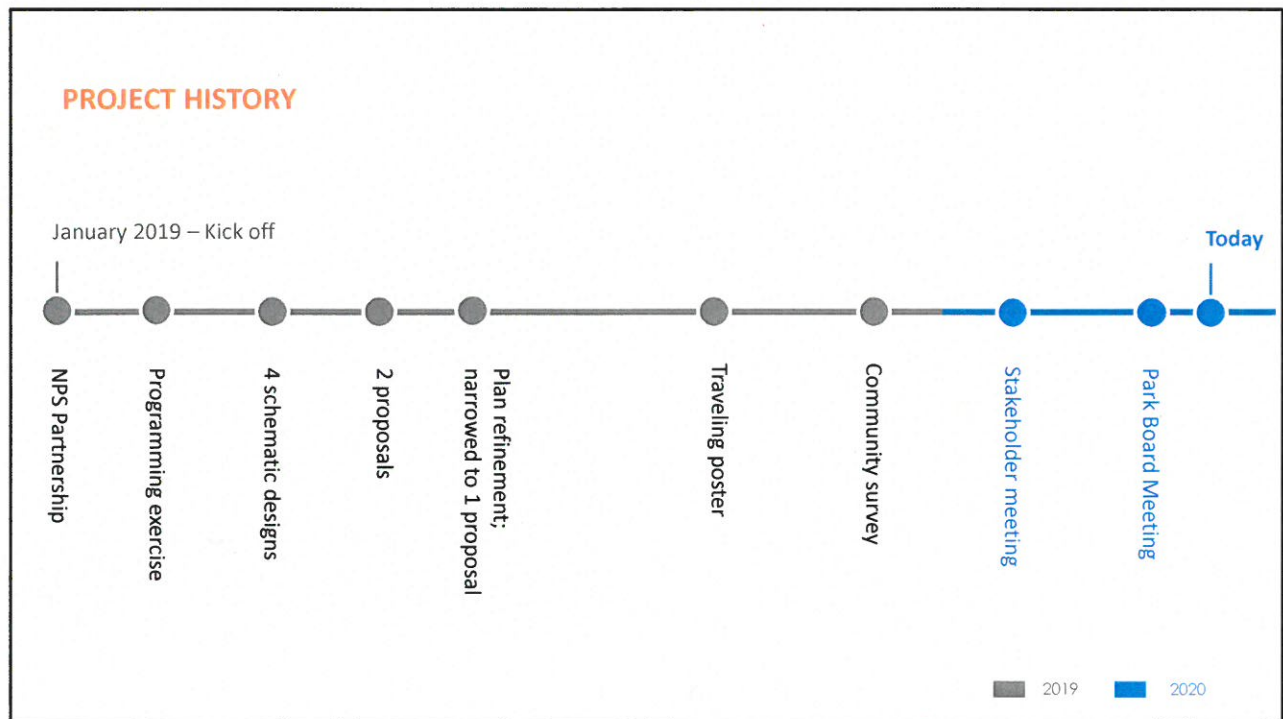
Requested Meeting Date:

Title of Item:

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



1

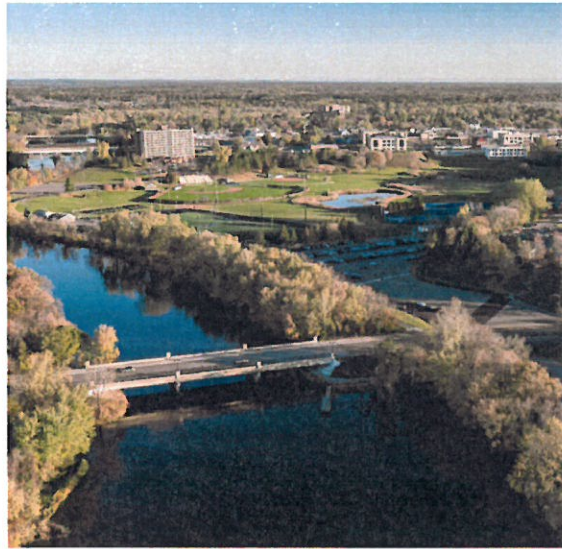


2

COMPREHENSIVE PLAN

The Comprehensive Plan Provides a variety of goals and policies that support the advancement of this project.

- 6 goals; 11 policies
- Narratives and supporting content
- Support from community residents in both preference but also asset identification



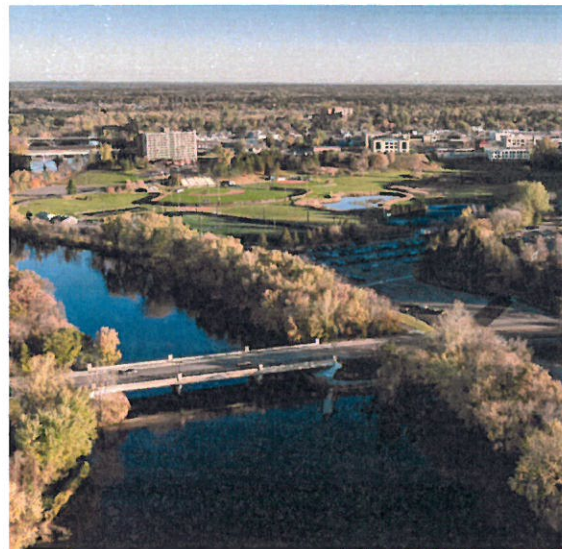
3

COMPREHENSIVE PLAN

Land Use Goal 3: Support and invest in the incremental enhancements of quality of life:

Policies:

- Provide equitable access to parks, open spaces, and recreation opportunities.
- Take strides to become a pedestrian-friendly community.
- Preserve our natural resources and spaces, specifically the Mississippi River.



4

EXISTING SITE

Site facts:

- 3 acres
- Shared ownership among public entities

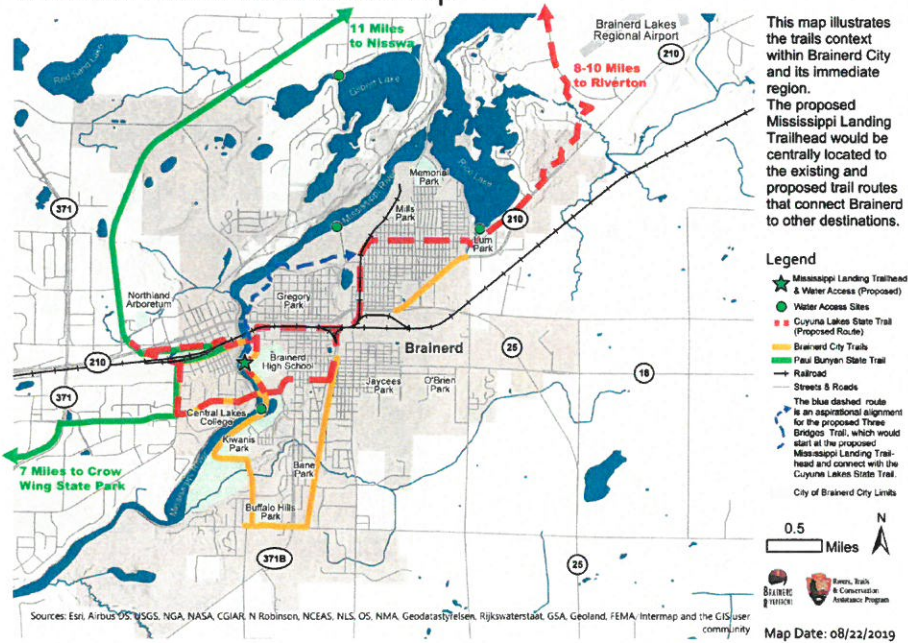
Assessments:

- Large impervious surface
- Water quality concerns
- Infill development opportunity
- Recreational expansion opportunity
- Substantial waterfront footage
- Prime viewsheds up and down river



5

Brainerd Trail Connections Map



6

SITE PLAN OVERVIEW

The Mississippi Landing Trailhead is broken down into five focus areas:

- Trailhead
- Amphitheater
- Trails and pathways
- Canoe and kayak launch
- Outdoor classroom

Directly improving local opportunities and connectivity

Provides a launching point to regional connections

The Mississippi Landing Trailhead DRAFT CONCEPT PLAN



7

SITE PLAN OVERVIEW

TRAILHEAD

Purpose

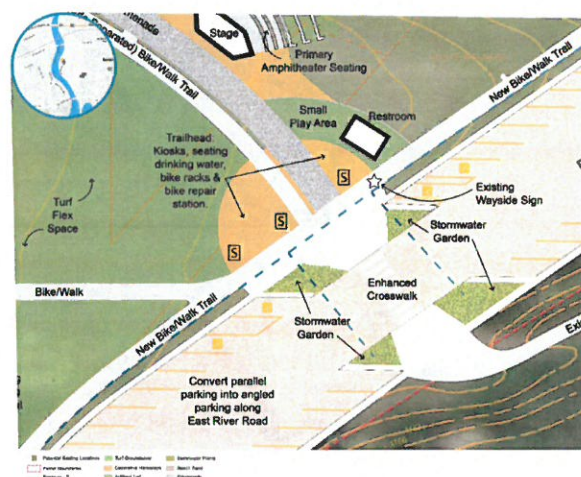
- The official launch into the local and regional trail network
- Point of beginning

Elements

- Seating areas
- Bike fix-it stations, water fountain
- Kiosks and mapping stations
- Play area
- Restroom

Partnerships

- Local trail groups



8

SITE PLAN OVERVIEW

AMPHITHEATER

Purpose

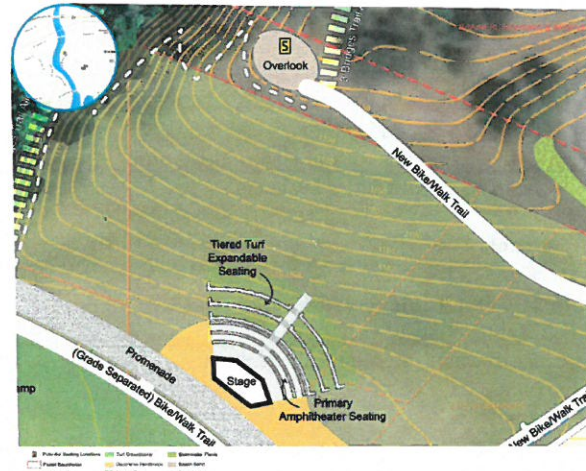
- Music on the Mississippi
- Capitalize on the viewsheds and topography

Elements

- Grassed seating areas
- Seating for 150-200
- Stage

Partnerships

- Area musicians, performance organizations and programs



9

SITE PLAN OVERVIEW

PATHWAYS AND TRAILS

Purpose

- Movement throughout the site
- Provide walking/biking opportunities for all

Elements

- Central promenade
- Various typologies: natural and paved
- Users: bikers, walkers, and hikers
- Viewsheds and overlooks

Partnerships

- Local and regional trail groups, Walkable Bikeable Committee



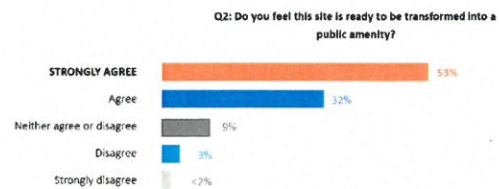
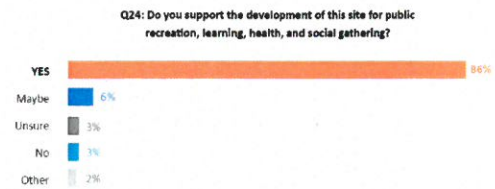
10

COMMUNITY FEEDBACK

Community survey responses indicated four areas where further discussion will need to take place:

- Restrooms
- Parking
- Maintenance
- Signage

A total of 453 survey responses were gathered



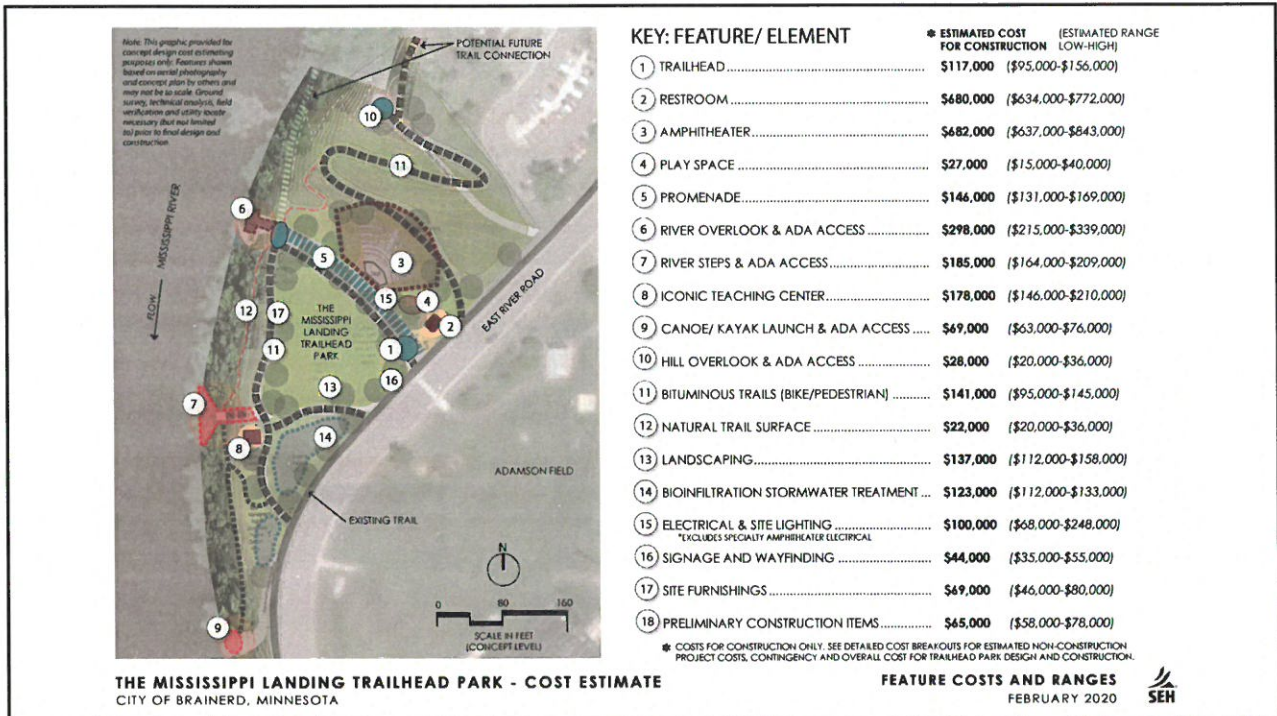
13

BENEFITS OF THE SITE

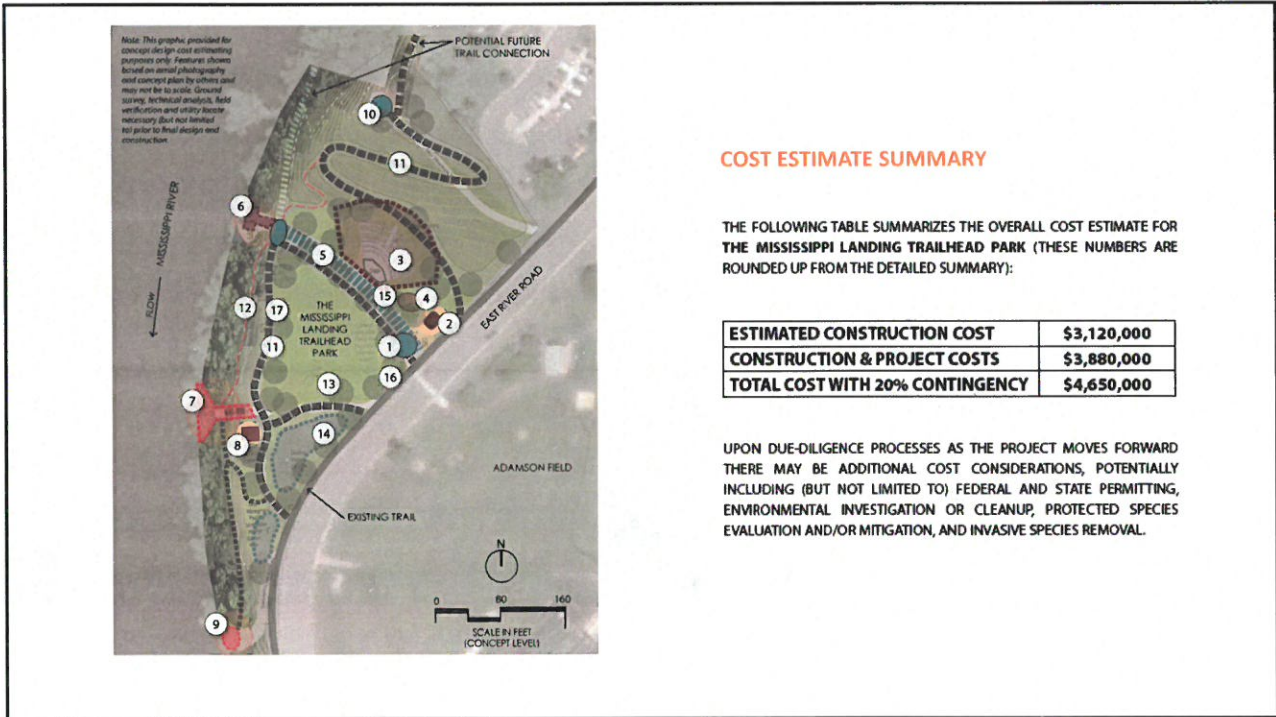
1. Multi-use trails are becoming an economic catalyst and vital contributor to quality of life
2. Benefits of trail systems to cities and towns include:
 - More attractive communities
 - Safer routes for bicyclists, pedestrians and children going to school
 - Higher property values
3. Riverfront redevelopment and park and trail connections bring dollars to the areas they serve
4. Providing equitable access to the Mississippi River



14



15



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POTENTIAL FUNDING SOURCES—TRAIL RELATED

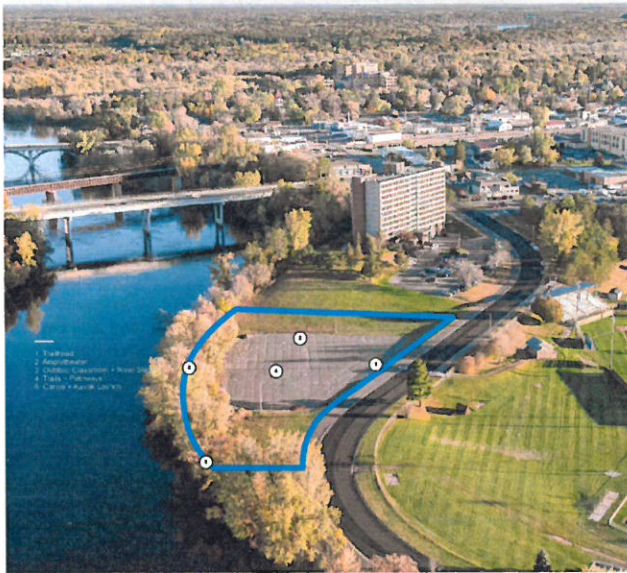
Grant Source	Brainerd Trailhead Element Eligible for Funding	Amount Available Annually	Grant Min/Max	Matching Funds Required	Applications Due
DNR Federal Recreational Trail Program	Trailhead, trails, parking, restroom, signs	\$2.4 mil statewide	\$1000 - \$150,000	25% cash	February
DNR Local Trail Connections	Trailhead, trails, parking, restroom, signs	Share of \$850K +		25% cash	March
DNR Regional Trail Grants	Trailhead, trails, parking, restroom, signs	Share of \$850K +	\$5000 - \$150,000	25% cash	March
Transportation Alternatives Program (TAP)	Trailhead, trails, parking, restroom, signs	\$1.6 mil for 12 Counties in ATP 3		20% state or local match	1 st step due October
GMRPTC Regional Park/Trail Development Grants	Need Regional Trail Designation & Master Plan to be eligible	About \$10 million	No min or max	None	Funding applications: July

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POTENTIAL FUNDING SOURCES—OTHER

Grant Source	Brainerd Trailhead Element Eligible for Funding	Amount Available Annually	Grant Min/Max	Matching Funds Required	Applications Due
DNR Outdoor Recreation	All elements	Share of \$850K +	\$10,000 - \$250,000	50% cash or in kind	March
DNR Conservation Partners Legacy	Stormwater gardens, shoreline habitat restoration	\$10.3 million	\$5000 - \$400,000	10% cash or in kind	September + addl. rounds
LCCMR	All environment & recreation related	\$70 million	No min or max	None	April 15
State Bonding (usually only even numbered years)	All capital improvements	In 2018 \$36.4 mil for parks & trails projects of \$825 mil total bonds	Generally large projects	None	Local govt requests: July Through legislators: 2020 Session
Legacy Arts & Culture (Art Access, Arts Tour, MN Festival Support, etc.)	Programming for amphitheater/events	Varies	Varies	Varies	Varies

18



ACTION

This project will enhance the riverfront corridor and provide equitable access to the river.

Further support is noted within the city's various planning documents:

- Mississippi River Partnership Plan (2015)
- Comprehensive Plan (2019)

Next steps:

- Apply for upcoming funding opportunities
- Begin design efforts



Brainerd City Council Agenda Request

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Proposal and Contract

Summit Companies (“Summit”) makes the following proposal (the “Proposal”):

Date of Proposal: February 26, 2020

Proposal Submitted To: Contegrity Group (“Owner”)
Address: 101 1st Street SE
Little Falls, MN 56345

Attention: Kevin (“Owner”) Fax: (000) 000-0000 Phone: (320) 630-3279

Regarding: Fire Protection Proposal

Project Name: Brainerd Police Dept
Address:

Specifications: The equipment to be provided by Summit as part of this Proposal, as well as design and installation services, are sometimes collectively referred to in this Proposal as the “Project”. NFPA 2001, NFPA 17A & NFPA 96, together with the Specifications described in those certain plans dated _____, attached hereto as Exhibit A, are incorporated herein and made a part of this Proposal.

Site visit - YES X NO ☐

SCOPE OF WORK

- As described in Exhibit A.

EXCLUSIONS

- Interconnection of the emergency power (EPO) shut downs and H.V.A.C CONTROLS.
- A/C Electrical power to panels
- Interface to Building Fire Alarm Control Panel (FACP)
- Room Sealing/ Firestopping
- Painting and Patching
- After-hours or weekend labor

Contract Price: Summit shall perform the above described work at the following price: **\$ 18,700.00** (the “Contract Price”).

Payment of Contract Price: Owner shall pay Summit the final Contract Price as follows:

CORPORATE: 575 MINNEHAHA AVE W. | ST. PAUL, MN 55103 | TEL (651) 251-1880 | FAX (651) 251-1879 | WWW.SUMMITCOUS.COM

DULUTH, MN
TEL (218) 740-4412
FAX (218) 740-4413

ROCHESTER, MN
TEL (507) 280-0622
FAX (507) 280-0577

ST. CLOUD, MN
TEL (320) 257-6390
FAX (320) 257-6392

DES MOINES, IA
TEL (515) 867-2424
FAX (515) 867-2425

IOWA CITY, IA
TEL (319) 665-4330
FAX (319) 665-4331

OTTUMWA, IA
TEL (641) 682-4749
FAX (641) 682-6462

MADISON, WI
TEL (608) 276-9553
FAX (608) 276-1424

AN EQUAL OPPORTUNITY EMPLOYER

Completion of the Project: Summit offers to provide to Owner the equipment, supplies and materials, as well as the design and installation services and labor to complete the Project, as described in the Specifications. This Proposal shall be null and void, at Summit's option, if Summit does not receive a signed acceptance of this Proposal by Owner within 30 days. In order to guarantee pricing, Owner may be required to pay for materials at the time of acceptance of this Proposal.

General Conditions: The General Conditions attached to this Proposal are a part of this Proposal. Upon acceptance of this Proposal by Owner, the General Conditions will be a part of the contract between Summit and Owner.

Parties: Summit Companies is a d/b/a of St Cloud Fire Equipment, a Minnesota corporation.

SUMMIT COMPANIES:

By: Grady Petty
Signature

Grady Petty
Print Name

Fire Life Safety Sales Representative
Summit Companies
Phone: (320) 227-1988

OWNER ACCEPTANCE OF PROPOSAL

Summit's Proposal is hereby accepted and agreed to by Owner. Owner acknowledges that Owner received and read the Proposal and the attached General Conditions. Upon acceptance by Owner, this Proposal, along with the attached General Conditions, will be a binding contract between Summit and Owner.

OWNER:

By: _____
Signature

Print Name

Date

EXHIBIT A

THE SPECIFICATIONS

NOVEC 1230

Kidde Special Hazard Clean Agent Suppression System

Data Center

Systems Includes—

- Agent tank (size to be determined by final design)
- Filled with 3m NOVEC 1230 Agent
- Control Head
- Releasing Panel
- Photo smoke detectors
- Remote manual pull station
- System Abort
- Horn strobes
- Alarm bells
- Distribution piping and Nozzles
- Misc. signage

Labor—

- All low voltage connection from panel to strobes and bells
 - Connection to Bldg. alarm panel to be done by others.
 - Electrical connection to panel done by others
- All distribution piping and nozzles
- Installation of Clean agent system.

SUMMIT COMPANIES PROPOSAL AND CONTRACT GENERAL CONDITIONS

These General Conditions are attached to and made a part of the Summit Proposal and Contract to which they are attached (collectively, the "Contract") as if fully set forth on the front page of the Contract. As used in these General Conditions, "Summit," "Owner," "Project," and "Contract Price" shall have the same meanings as those terms have in the Contract.

1. **Payment.** Owner agrees to pay the Contract Price for the Project as and when required in the Contract. If Owner fails to pay the Contract Price, or any installment thereof, within ten (10) days after the date the same is due and payable, Owner shall automatically be assessed and shall pay a late charge equivalent to three percent (3%) of the amount of such late payment, together with interest on such late payment at the lower of the maximum rate allowed by applicable law or the rate of eighteen percent (18%) per annum.
2. **Changes.** Except for substitutions, as described below in this paragraph, any alteration or modification to the Project must be documented and approved by Summit and Owner by a written change order signed by Summit and Owner. Summit reserves the right to require Owner to pay for all change order items (labor, equipment and any other materials) at the time of signing the change order. In the event of discontinuations, changes or the unavailability of specific equipment or materials described in the Specifications, Summit will have the right to substitute equipment and materials with substantially similar quality and features; provided, however, that if the replacement items are more expensive, then Summit shall notify Owner and Owner may elect whether to pay the additional expense (as an increase to the Contract Price) or to modify the Proposal to include less expensive items, if available, that would not increase the Contract Price.
3. **Limited Warranty.** All materials and labor supplied by Summit will be warranted for one (1) year from the date of completion of the Project. Upon request, Summit will supply a signed warranty letter to Owner, which states the completion date of the Project and the warranty termination date. Certain equipment may include manufacturer's warranties. Summit provides no additional warranty on such equipment. Owner shall have the right to seek enforcement of any such manufacturer's warranty. Summit shall have no obligation to seek enforcement of any such manufacturer's warranty against the manufacturer. Any labor or other services requested by Owner of Summit in connection with Summit's warranty after the one (1) year warranty termination date shall be paid by Owner to Summit based on Summit's standard fees and charges at the time. No other express or implied warranties are made by Summit. Summit's warranty shall not apply with respect to misuse, abuse or any use that is not in conformity with all applicable specifications and instructions. Except as specifically set forth in this Contract, Summit, and/or its agents and representatives makes no warranty or representation, express or implied, with respect to use, construction standards, workmanship, materials, merchantability or fitness for a particular purpose.
4. **Taxes.** Any taxes or other governmental charges related to the Project shall be paid by Owner to Summit and shall be in addition to the Contract Price. In addition, if any fees or permits (such as one or more building permits) are required in connection with the Project, Owner shall secure and pay for any such fees and permits, the cost of which shall be in addition to the Contract Price.
5. **Unavoidable Delays.** To the extent any time period for performance by Summit applies, Summit shall not be responsible for any delays due to federal, state or municipal actions or regulations, strikes or other labor shortages, equipment or other materials delays or shortages, acts or omissions of Owner, or any other events or causes beyond the control of Summit.
6. **Access.** Owner shall allow Summit to have reasonable access to the job site to allow the completion of the Project on the dates and at the times requested by Summit personnel.
7. **Risk of Loss.** Risk of loss shall pass to Owner at the time the equipment and other materials that are part of the Project are delivered to the job site. This means that, for example, in the event of damage or destruction due to casualty, or in the event of theft, Owner shall be responsible for payment for such equipment and materials even if the Project has not been completed. Title to the equipment and other materials shall be held by Summit until payment in full of the Contract Price, at which time title shall pass to Owner. Summit shall have the right to remove the equipment and other materials that are a part of the Project if payment of the full Contract Price is not made by Owner immediately upon completion of the Project. That right shall be in addition to, and not in limitation of, Summit other rights and remedies.
8. **MECHANIC LIEN NOTICE. YOU ARE ENTITLED UNDER MINNESOTA LAW TO THE FOLLOWING NOTICE:**
 - (a) **ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THEIR CONTRIBUTIONS.**
 - (b) **UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE."**
9. **Limitation of Liability and Remedies.** The Project is not an insurance policy or a substitute for an insurance policy. In the event of any breach, default or negligence by Summit under this Contract, Owner agrees that the maximum liability of Summit shall not exceed an amount equal to the Contract Price. Owner expressly waives any right to make any claim in excess of that amount. Further, Owner waives any right to any claims for punitive, exemplary or consequential damages. Owner shall provide Summit with reasonable notice of any claim and a reasonable opportunity to cure the alleged breach or default. Owner shall indemnify, defend and hold Summit harmless from and against claims, actions, costs and expenses, including reasonable legal fees and costs, arising out of any injury, death or damage occurring on or about the job site unless caused by the gross negligence or willful misconduct of Summit.

10. Owner's Failure to Pay. If Owner fails to pay any amount due to Summit as and when required, Summit shall have the right, but not the obligation, to immediately stop work on the Project and Summit may pursue any and all available remedies, including the right to place a lien against the Project site. In addition, Owner shall be obligated to reimburse Summit for reasonable legal fees and costs incurred by Summit in the enforcement of this Contract.
11. Binding Arbitration Agreement. Except as otherwise set forth in Section 10 above, in the event of any dispute between Owner and Summit, whether during the performance of the work and services contemplated under this Contract or after, Owner and Summit agree to negotiate in good faith towards the resolution of the dispute. If Owner and Summit are unable to resolve the dispute within twenty (20) days after the date the dispute arises, then Owner and Summit agree to resolve the dispute through binding arbitration. All disputes arising out of or relating to this Contract including, without limitation, claims relating to the formation, performance or interpretation of this Contract, and claims of negligence, breach of contract and breach of warranty, which are not resolved either through direct negotiation as provided above, shall be resolved by binding arbitration under the Construction Industry Arbitration Rules of the American Arbitration Association then in effect. This arbitration agreement will be governed by the Federal Arbitration Act and the Minnesota Uniform Arbitration Act. Arbitration will be commenced by written demand for arbitration filed with the American Arbitration Association and the notice of filing, together with a copy of the written demand for arbitration, be provided to the other party in accordance with the notice provisions of this Contract. However, no arbitration or legal action will be commenced following expiration of the application statute of limitations or repose. Judgment on the arbitration award will be confirmed in any court with jurisdiction. Owner and Summit agree that any subcontractor, material supplier, or sub-subcontractor may be made a party to the arbitration proceeding. Venue for the arbitration will be Ramsey County, Minnesota. Summit expressly reserves all mechanics lien rights under Chapter 514 of the Minnesota Statutes and may take such other legal action as is needed to perfect such rights. The provisions contained in this paragraph will survive the completion of construction and termination of this Contract.
12. Miscellaneous. The headings used herein are for convenience only and are not to be used in interpreting this Contract. This Contract shall be construed, enforced and interpreted under the laws of the State of Minnesota. This Contract may not be modified, amended or changed orally, but only by an agreement in writing signed by the parties hereto. Neither party shall be deemed to have waived any rights under this Contract unless such waiver is given in writing and signed by such party. If any provision of this Contract is invalid or unenforceable, such provision shall be deemed to be modified to be within the limits of enforceability or validity, if feasible; however, if the offending provision cannot be so modified, it shall be stricken and all other provisions of this Contract in all other respects shall remain valid and enforceable. This Contract is not assignable by Owner. This Contract is the entire agreement between the parties regarding the subject matter of this Contract; any prior or simultaneous oral or written agreement regarding the subject matter hereof is superseded by this Contract.

MEMO



TO: Mayor and City Council

FROM: City Administrator, Jennifer Bergman

DATE: March 16, 2020

RE: COVID-19 Discussion and Recommendations

City Department Heads met this morning to discuss the COVID-19 pandemic and possible considerations for City Council. However, the progress of this changes literally by the hour. We are staying on top of the recommendations coming out of the CDC and the MDH.

Since our meeting this morning, President Trump has now asked all American's to avoid gatherings of more than 20 people; avoid eating and drinking in bars, restaurants and public food courts.

At this time, staff has several recommendations for you to consider; however, we believe even by the time we meet in just several hours, there will be additional changes.

Limited Exposure

While most City services will continue to fully operate at this time, we are recommending closing our buildings (City Hall, Parks, Fire, Police and Street Garage) to the public. Most of our residents can do City business online, phone, email or US Mail including park and rec program registration, building permits, licensing, bus tickets, dog licenses, etc. In the time being, we can still have people comply with our ordinances but we'll just conduct business differently until this passes.

Rental Licensing Inspections

Suspend all rental inspections until further notice unless we have an emergency.

Building Inspections

Continue to perform all building inspections as long the recommendations of the CDC can be met.

Events

Upon the recommendation of the CDC, the City should cancel all special events effective immediately for the next 8 weeks.

Future City Council and Advisory Committee Meetings

At this time, we would like to schedule meetings for March 19th and March 23rd at 6:00 location to be determined. We would recommend cancelling all advisory and ad hoc committee meetings until further notice unless emergency matters need attention.

Future Travel, Meetings and Training

Staff is recommending that we temporarily restricting business meetings, travel, out-of-state travel, including conference travel, until further notice. And, requiring staff to utilize telephone and video conferencing instead of face-to-face meetings.

As our world continues to change almost hourly, we are trying to stay abreast on the latest information from the state of Minnesota, the White House, the CDC, the MDH, the WHO, changing legislation and any other available information.

At our next meeting, we intend to bring recommendations to the City Council on a Continuity of Operations Plan (COOP) which will include a more thorough identification of critical City functions.

THE PRESIDENT'S **CORONAVIRUS** GUIDELINES FOR AMERICA

15 DAYS TO SLOW THE SPREAD

Listen to and follow the directions of your **STATE AND LOCAL AUTHORITIES**.

IF YOU FEEL SICK, stay home. Do not go to work. Contact your medical provider.

IF YOUR CHILDREN ARE SICK, keep them at home. Do not send them to school. Contact your medical provider.

IF SOMEONE IN YOUR HOUSEHOLD HAS TESTED POSITIVE for the coronavirus, keep the entire household at home. Do not go to work. Do not go to school. Contact your medical provider.

IF YOU ARE AN OLDER PERSON, stay home and away from other people.

IF YOU ARE A PERSON WITH A SERIOUS UNDERLYING HEALTH CONDITION that can put you at increased risk (for example, a condition that impairs your lung or heart function or weakens your immune system), stay home and away from other people.



For more information, please visit
CORONAVIRUS.GOV

DO YOUR PART TO SLOW THE SPREAD OF THE CORONAVIRUS

Even if you are young, or otherwise healthy, you are at risk and your activities can increase the risk for others. It is critical that you do your part to slow the spread of the coronavirus.

Work or engage in schooling **FROM HOME** whenever possible.

IF YOU WORK IN A CRITICAL INFRASTRUCTURE INDUSTRY, as defined by the Department of Homeland Security, such as healthcare services and pharmaceutical and food supply, you have a special responsibility to maintain your normal work schedule. You and your employers should follow CDC guidance to protect your health at work.

AVOID SOCIAL GATHERINGS in groups of more than 10 people.

Avoid eating or drinking at bars, restaurants, and food courts — **USE DRIVE-THRU, PICKUP, OR DELIVERY OPTIONS.**

AVOID DISCRETIONARY TRAVEL, shopping trips, and social visits.

DO NOT VISIT nursing homes or retirement or long-term care facilities unless to provide critical assistance.

PRACTICE GOOD HYGIENE:

- *Wash your hands, especially after touching any frequently used item or surface.*
- *Avoid touching your face.*
- *Sneeze or cough into a tissue, or the inside of your elbow.*
- *Disinfect frequently used items and surfaces as much as possible.*

CORONAVIRUS.GOV

School operations can accelerate the spread of the coronavirus. Governors of states with evidence of community transmission should close schools in affected and surrounding areas. Governors should close schools in communities that are near areas of community transmission, even if those areas are in neighboring states. In addition, state and local officials should close schools where coronavirus has been identified in the population associated with the school. States and localities that close schools need to address childcare needs of critical responders, as well as the nutritional needs of children.

Older people are particularly at risk from the coronavirus. All states should follow Federal guidance and halt social visits to nursing homes and retirement and long-term care facilities.

In states with evidence of community transmission, bars, restaurants, food courts, gyms, and other indoor and outdoor venues where groups of people congregate should be closed.



FOR IMMEDIATE RELEASE

DATE: March 16, 2020

PRESS RELEASE

CONTACT

Darcy Dwyer

218-822-7025

Darcy.Dwyer@crowwing.us

Crow Wing County Offices to Modify Service Delivery

Based on new guidance from the President about limiting unnecessary person-to-person contact, effective Tuesday, March 17, 2020, Crow Wing County will be modifying how it delivers services to the public and will not be allowing public entry to county buildings through at least March 31, 2020. Crow Wing County remains open to serving the public and will now do so through telephone, e-mail, and an array of on-line services available through our website: crowwing.us

According to Board Chair, Paul Koering, "These are unprecedented times and requires unprecedented measures. We are doing everything we can to still provide vital county services to those who need them while also trying to limit person-to-person contact. We are still open for business, just not in the traditional way and helping to limit the spread of the coronavirus is paramount in our thinking."

More information on how county government can provide services remotely will be forthcoming for every service area within the county by no later than tomorrow morning. The public can always call our main County phone number of 218-824-1067 and be directed to the correct office. You can also always contact your County Commissioners to assist in navigating county government as well and their contact information is:

District 1: Paul Koering, Board Chair, 218-851-9954, Paul.Koering@crowwing.us

District 2: Bill Brekken, 218-232-0257, Bill.Brekken@crowwing.us

District 3: Steve Barrows, Board Vice-Chair, 218-820-8199, Steve.Barrows@crowwing.us

District 4: Rosemary Franzen, 218-829-8021, Rosemary.Franzen@crowwing.us

District 5: Doug Houge, 218-851-5145, Doug.Houge@crowwing.us

Our Vision: Being Minnesota's favorite place.

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

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

MEMO



TO: Mayor and City Council

FROM: City Administrator, Jennifer Bergman

DATE: March 16, 2020

RE: City Administrator Report/Update

BLAEDC Annual Meeting

BLAEDC's 2020 Annual Meeting will be held at Arrowwood Lodge in Baxter on Tuesday, March 24th from 8:00 a.m. to 9:45 a.m. with registration and breakfast starting at 7:15 a.m. (see attached). Alderwoman Lambert, Community Development Director Chanski and I will be attending. Please let me know if you plan to attend and we can get you registered for the event.

Chamber Eggs & Issues

The Brainerd Lakes Chamber of Commerce is holding their annual Eggs & Issues on Friday March 20th from 8:00-10:00 a.m. at the Arrowwood Lodge in Baxter (see attached). Please let me know if you would like to attend and I can get your registered.

Tour of Harrison School

Community Development Director Chanski and I met with Laine Larson and Reed Thiesse to discuss the Mississippi Landing Trailhead Park and during that conversation we were informed that ISD 181 will be doing a bus tour of Nisswa, Baxter and Harrison on March 23rd. They anticipate being at Harrison at approximately 5:00 p.m. When I have specific details, I will forward the information to the Council.

Rotary Presentation

I was asked to speak to Brainerd Morning Rotary on March 11th to inform them on what is happening in the City of Brainerd. I shared with them information on the potential Children's Museum, Memorial Park and the proposed Mississippi Landing Trailhead Park.

Ascensus Tour/Meeting

On March 11th, I met with Steve Christensen from Ascensus. He toured me around the facility and gave me a history of the company and future plans.

CWC HRA Workforce Housing Study

I attended the Crow Wing County HRA board meeting to hear the presentation from Redevelopment Resources on the recently completed workforce housing study. Here is the link to the study: https://crowwing.us/DocumentCenter/View/17343/FINAL_WFH-Study-for-CWC?bidId= I have also asked to get a copy of the presentation so I can share that with the City Council.

EDA/City Council Joint Meeting

Council President Johnson, EDA Chair Sinner, Community Development Director Chanski, BLAEDC Executive Director Glenn and I will be meeting on March 19th to discuss the upcoming joint City Council/EDA meeting in April. We are suggesting to hold that meeting on April 27th at 6:00 p.m.

Jennifer Bergman

From: Megan Rehbein <megan@growbrainerdlakes.org>
Sent: Tuesday, March 3, 2020 2:24 PM
To: Jennifer Bergman
Subject: {external} BLAEDC's 2020 Annual Meeting Invitation



Please join us for the
Brainerd Lakes Area
Economic Development Corporation's

2020 Annual Meeting

Tuesday, March 24th, 2020

7:15 am - 8:00 am Registration / Breakfast Buffet
8:00 am - 9:45 am Annual Meeting

Arrowwood Lodge at Brainerd Lakes
6967 Lake Forest Rd, Baxter, MN

There will be a \$20 registration fee per attendee. Payment by check is preferred.
Please register by clicking on the link below, or by contacting Megan Rehbein
(megan@growbrainerdlakes.org, 218-828-0096 ext. 5).

REGISTER HERE!

BLAEDC | 224 West Washington Street, Brainerd, MN 56401

[Unsubscribe megan@growbrainerdlakes.org](mailto:megan@growbrainerdlakes.org)

[Update Profile](#) | [About Constant Contact](#)

Sent by megan@growbrainerdlakes.org in collaboration with



Try email marketing for free today!



Friday, March 20th

8:00 to 10:00 AM | Arrowwood Lodge

\$25 includes breakfast

Chamber Members, make sure that someone from your business or organization attends this event! More than 80 have already registered for our annual conversation with area legislators as we discuss all things business and the economy. It's a unique opportunity to get up to speed, share concerns and ask the questions that are most important to you. In this election year, there are several critical issues that could impact businesses in the Brainerd Lakes Area.

- *How can we get Minnesota out of the top 5 highest taxed states?*
- *How could we be impacted by proposed mandates that would provide up to 24 weeks of paid sick and family time to employees?*
- *What can state government do to help meet workforce needs?*
- *Will marijuana be legalized, and what effect would it have on local businesses?*
- *What is the status of the bonding bill, and will there be funds to expand broadband access?*

We are proud to serve as the regional voice of business in the Brainerd Lakes Area. Each year, we join forces with 43 other Minnesota chambers to support a set of legislative priorities. Click the link below to review our list.

Register for Eggs and Issues

View Our 2020 Legislative Priorities

