

CITY COUNCIL AGENDA

Brainerd, Minnesota

August 17, 2020

7:30 P.M.

WebEx Teleconference Meeting

Call Toll-Free: 844-992-4726

Access Code: 146 027 0284

1. Call To Order - 7:30 PM

2. Roll Call

___ J. Lambert ___ K. Stunek ___ D. Pritschet ___ K. Bevans

___ W. Erickson ___ T. Erickson ___ G. Johnson ___ Mayor Badeaux

3. Approval Of Agenda - Voice Vote

4. 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 August 3, 2020

Documents:

20200803_CC draft.pdf

B. Department Activity Reports

1. Police Chief
2. Finance Director

Documents:

Police Chief Report.pdf

C. Consider Letter Of Support For CLTA Grant Application

Documents:

Authorize Letter of Support for the CLST.pdf

D. Recurring Event Application - Produce Pop-Up

Documents:

Recurring Event Application - Produce Pop-Up.pdf

5. Appeal - Last Turn Saloon Building Permit Denial

Documents:

Appeal - Last Turn Building Permit.pdf

6. **Presentations**

A. **Community Development Department Mid-Year Report**

Documents:

Presentation - Community Development Department Mid-Year Report.pdf

1. Community Development Department PowerPoint

Documents:

2020 Mid-Year CDD Presentation.pdf

7. **Council Committee Reports**

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

WebEx Teleconference Meeting Information

- Call Toll-Free - 844-992-4726
- Access Code - 146 459 2956

Documents:

20200817_SPW.pdf

1. Improvement 20-09 - Laurel Street Bridge Repair Final Costs

Documents:

Laurel Street Bridge Repair Final Costs.pdf

2. Improvements 13-21, 19-09, 19-16, 19-20, And 19-21 - NE Brainerd Reconstruction Project - Change Order 3

Documents:

NE Brainerd Reconstruction Project Change Order 3.pdf

3. Improvements 16-09 And 19-07 - Buffalo Hills Lane And Mississippi Drive Reconstruction - Change Order 4

Documents:

Buffalo Hills Lane and Mississippi Drive Change Order 4.pdf

B. **Personnel And Finance Committee - 6:45 P.M.**

WebEx Teleconference Meeting Information

- Call Toll-Free - 844-992-4726
- Access Code - 146 499 2858

Documents:

20200817_PF.pdf

1. Approval Of Bills & Payments To Contractors

<u>Contractor</u>	<u>IMP#</u>	<u>Project</u>	<u>Amount Paid</u>
Landwehr Const.	20-09	Laurel St Bridge Repairs	\$38,219

2. Street Maintenance I Hiring

Documents:

Hiring of Street Maintenance I Staff.pdf

3. Disposal Of Street Department Equipment

Documents:

Street Department Equipment Disposal.pdf

4. Disposal Of Retired Police Vehicle

Documents:

Disposal of Retired Police Vehicle.pdf

5. Police Officer Hiring Ratification

Documents:

Police Officer Hiring Ratification.pdf

6. Request To Enter Rural Service District

Documents:

Request to Enter Rural Service District.pdf

7. 2021 Budget Proposed Timeline

Documents:

2021 Budget.pdf

8. 2019 Tax Increment Financing (TIF) Report Summary - Informational

Documents:

Annual TIF Report.pdf

8. Unfinished Business

A. **Committee Resignations - Accept With Regret**

- Staci Headley, Airport Commission

Documents:

Headley, S - Airport Comm.pdf

B. **Committee Recommendations - Recommended By Mayor Badeaux**

- Charles Marohn, Parking Commission and Charter Commission

Documents:

Marohn - Parking Commission.pdf

Marohn - Charter Commission.pdf

C. **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 - 1 term (Expire 2021) - 2 terms (Expire 2022)

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

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

Airport Commission - 1 term (Expire 2021)

Other - Applicants Needed

Water Tower Committee

Parking Commission

D. **Consider Revised COVID Relief Funds (CRF) Expenditures**

Documents:

CARES Act Funds.pdf

9. Public Forum

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

10. **Staff Reports**

(Verbal: Any Updates since Packet)

11. **Council Member Reports**

12. **Adjourn To In-Person Meeting With Crow Wing County Board Of Commissioners, Brainerd City Council And The Evergreen Cemetery Board On August 26, 2020 At 4:00 P.M.**

Personnel & Finance Committee will meet at 6:45 PM via WebEx Teleconference

Call Toll-Free: 844-992-4726

Access Code: 146 499 2858

Safety & Public Works Committee will meet at 7:00 PM via WebEx Teleconference

Call Toll-Free: 844-992-4726

Access Code: 146 459 2956

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
August 3, 2020**

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

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

Due to conducting the meeting electronically, all motions will be voted on by a roll call vote for accuracy.

MOVED AND SECONDED BY ALDERMEN BEVANS AND STUNEK TO APPROVE THE AGENDA.

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO APPROVE THE CONSENT CALENDAR.

A. Approval of the Minutes of the Regular Meeting held on July 20, 2020 - Approved

B. Approval of Licenses - Approved

Contractor Licenses – 2

C. Department Activity Reports - Approved

1. Fire Chief
2. Parks Director

D. Adopt Amended COVID-19 Preparedness Plan - Approved

E. Resolution Ratifying the Sale of the City’s General Obligation Bonds, Series 2020A, In the Original Aggregate Principal Amount of \$3,595,000, and Adjusting Certain Specifications Thereof – Adopted by Resolution 33:20

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

Presentations

City Engineer Sandy introduced Mr. Shawn Tracy from HR Green, who made a presentation on the outcomes of the City of Brainerd stormwater retrofit analysis that was completed. Mr. Tracy emphasized the great partnerships the City has working with Crow Wing County Soil & Water Conservation District and the Mississippi Headwaters Board. He reviewed the highlights of the analysis which included the drivers and goals, background, the process of the analysis and the final results. He stated the City of Brainerd is one of the top best prepared cities to implement water quality practices. The Council thanked him for the presentation.

Council Committee Reports

Safety & Public Works Committee Report

Food Truck Ordinance Review Discussion – Direction Given

Community Development Director Chanski explained he spoke with City Attorney Langel today regarding the process of moving forward with any recommended changes. City Attorney Langel stated the full ordinance amendment process would need to be followed and no action should be taken tonight.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO SEND THE FOOD TRUCK ORDINANCE TO THE PLANNING COMMISSION TO REVIEW AND DISCUSS.

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

H Street NE Cut-Across Traffic Discussion – Informational

City Engineer Sandy explained the “No Semi Truck” signs have been ordered for posting at the intersections on H Street to help alleviate cut-across traffic. He said staff will keep the Council informed on the progress and results of the signs.

Improvements 13-21, 19-09, 19-16, 19-20, and 19-21 – NE Brainerd Reconstruction Project – Change Order 2 - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND W. ERICKSON TO APPROVE CHANGE ORDER 2 IN THE TOTAL AMOUNT OF \$16,313 AS PRESENTED FOR IMPROVEMENTS 13-21, 19-09, 19-16, 19-20 AND 19-21 NE BRAINERD RECONSTRUCTION PROJECT.

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

Laurel Street Bridge Repair - Informational

Committee Chair Bevans gave a brief update of the necessary repairs to the Laurel Street bridge due to a washout from recent heavy rains experienced this summer.

Personnel and Finance Committee Report

Approval of Bills - Approved

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

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

Fire Department Relief Association Annual Report - Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND T. ERICKSON TO APPROVE THE INCREASE OF BENEFITS TO \$12,000 PER YEAR OF SERVICE AND AUTHORIZE STAFF TO SIGN THE ANNUAL REPORT FROM THE FIRE DEPARTMENT RELIEF ASSOCIATION.

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

Retirement of Parks and Recreation Director Tony Sailer - Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND STUNEK TO ACKNOWLEDGE THE RETIREMENT OF PARKS AND RECREATION DIRECTOR TONY SAILER WHICH WAS ACCEPTED BY THE PARK BOARD AND AUTHORIZE HIS SEVERANCE PAYOUT PER CITY POLICY.

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

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

Other

Water Tower Fundraising Committee
Parking Commission

Committee Recommendations – Recommended by Mayor Badeaux - Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND LAMBERT TO APPOINT BRENDA BILLMAN-ARNDT TO THE PARKING COMMISSION.

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

City Hall Front Steps Repair Update - Informational

City Engineer Sandy stated Kevin Currie from Contegrity and Mike Angland with WSN are present to give an update of the scope of work and bid for the front step repairs.

Mr. Angland explained the investigatory work on the front steps was completed while salvaging the granite material to reuse. He said the scope of work has been determined and Baratto Brothers has given an updated quote of \$56,907 which is considerably less than previously estimated. It was determined a center handrail cannot be installed according to code due to the configuration of the stairs and the exit door landing.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND W. ERICKSON TO ACCEPT THE REVISED SCOPE OF WORK AND BID FOR THE FRONT STEPS AS PRESENTED FROM BARATTO BROTHERS IN THE AMOUNT OF \$56,907.

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

New Business

CARES Relief Funding (CRF) - Approved

City Administrator Bergman and Finance Director Hillman gave a detailed review of the recommended expenditures to properly spend the funds according to three distinct requirements. They stated staff has provided a breakdown into three separate "buckets" of expenditures to date, anticipated expenditures through November 15, and funding available for grants.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO APPROVE THE EXPENDITURES IN BUCKET #1 AS PRESENTED PENDING APPROVAL FROM CLIFTONLARSONALLEN (CLA).

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

MOVED AND SECONDED BY ALDERMEN W. ERICKSON AND PRITSCHET TO APPROVE THE EXPENDITURES IN BUCKET #2 AS PRESENTED PENDING APPROVAL FROM CLIFTONLARSONALLEN (CLA).

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

City Administrator Bergman indicated bucket #3 funding could be used as small business and/or non-profit grants and more information will be brought to the Council on August 17, 2020.

Adopt 2020-2022 City Council Goals - Approved

City Administrator Bergman stated the Council held a work session in July to discuss establishing goals based on the 2035 Comprehensive Plan. She indicated several goals and strategies were identified to take place over the next 2 years.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND LAMBERT TO ADOPT THE CITY OF BRAINERD COMPREHENSIVE PLAN GOALS FOR AUGUST 1, 2020 TO DECEMBER 31, 2022.

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

Public Forum

The Chair opened the public forum at 8:51 p.m.

August 3, 2020 - **DRAFT**

The Chair recognized Mike Angland, who is representing Brainerd Restoration. He announced they received a grant from Crow Wing Power Community Trust to use downtown for audio equipment and is excited to proceed with the installation.

The Chair closed the public forum at 8:53 p.m.

Staff Reports

Community Development Director Chanski had the opportunity to present the Mississippi Landing Trailhead project to the LCCMR Commission. He thanked the Council, the Riverfront Committee, and Ashley Kaisershot for the support and work done towards the project. He also thanked Josh Heintzeman who serves on the Commission and is in full support of the project.

City Administrator Bergman stated Community Action submitted a thank you letter for contributing towards the 4th of July fireworks. Mayor Badeaux also thanked ISD181, Crow Wing County and the City of Baxter for their contributions.

City Administrator Bergman indicated the Evergreen Cemetery Board has requested to meet with the Council for a presentation at the cemetery on August 26, 2020 at 4:00 pm.

Council Member Reports

Council Member Bevans requested the Brainerd Dispatch retract a statement that was printed regarding the Brainerd Fire Department full time staff being reinstated. He said a motion was made in court for the reinstatement, but it was published incorrectly. Theresa Bourke of the Brainerd Dispatch stated a written retraction was printed in the July 26, 2020 edition.

Council Member T. Erickson announced he and his wife welcomed a new baby girl last week.

Mayor's Report

Mayor Badeaux said he visited a local batting cage with his son and hopes all kids are staying active even with many summer programs being canceled.

Adjourn

The Council adjourned at 9:01 p.m.

Jennifer Bergman
City Administrator

**BRAINERD POLICE DEPARTMENT
MEMORANDUM**

TO: Brainerd City Council
FROM: Police Chief Corky McQuiston
DATE: 08-12-20
RE: Monthly Report



Demonstrations in Lakes Area



Photos courtesy of Kelly Humphrey

During July our staff had considerable time involved with local demonstration activities. The height of the activity started on July 10th, when planned demonstrations occurred outside State Senator Paul Gazelka's State Farm Insurance office in Baxter. Our staff assisted the Baxter Police with their response to the event.

Following that, we experienced events in the Mid-Town area of Brainerd at South 6th and Washington Street. Officers spent the majority of their shifts in the evenings of July 10th, 11th, and 12th, from about 7 pm to 4 am, monitoring the activities of the demonstrators and sometimes involved diffusing confrontations between the two different groups.

Officers estimated that on July 10th, and 11th, there were 300 and 200 people gathered. Staff noted it appeared a large part of the groups were people not from the immediate area.



For the most part there were no significant criminal violations. There was one incident of two brother's fighting and one was charged with assault and disorderly conduct. The events were very time consuming for our staff. We would not have had the successful response we had without the assistance of local partners from the Minnesota State Patrol, Baxter Police Department, and Crow Wing County Sheriff's Department.



The demonstrations continued into the following week. On July 14th, a 54-year-old Brainerd man was arrested for Terroristic Threats after he rode his bicycle by one of the groups demonstrating and threatened to stab the demonstrators. He fled the scene on a bicycle and attempted to hide from responding officers. He was located hiding under a deck in 300 block of Kingwood. He was taken into custody and arresting officers did locate a pocketknife in his clothing.

The male was identified as Steven Brodzinski of Brainerd and he was transported to jail on Felony charges of Terroristic Threats. Prosecutors declined to charge Brodzinski with the felony and he was charged with misdemeanor Disorderly Conduct.



On a positive note, officers felt that the department's relationship and interaction with both demonstrating groups were good and gave us a unique opportunity for Community Policing.

Felon in Possession of Firearm

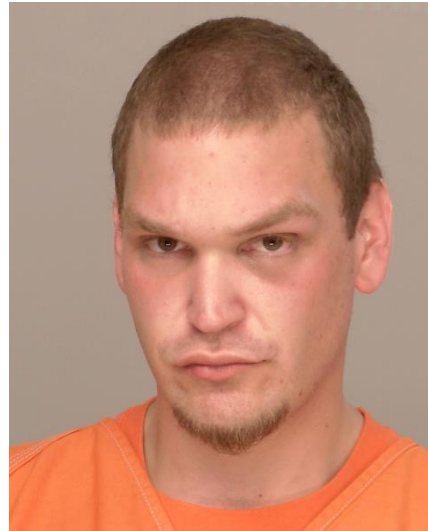
Shortly after 5 pm, on July 12th, officers responded to a report of a trespassing incident in the area of the 200 block of Hawkins Drive. Responding officers learned that the person suspected of trespassing was also seen with a rifle inside of a vehicle there. This person was identified to officers as 29-year-old Alex Coleman of Brainerd. Officers had learned that Coleman was at the residence two hours earlier and had already left

Officers are familiar with Coleman and were aware that he is a convicted felon and is not able to legally possess any firearms. At about 10:30 pm, officers learned that Coleman had returned to the residence. Responding officers located a vehicle associated with Coleman leaving the area eastbound on College Drive.

Officers stopped the vehicle as it pulled into the Speedway gas station lot at 1223 South 6th Street. Inside the vehicle officers located Coleman and a 36-year-old Brainerd woman. The woman was subsequently cited for Driving After Revocation and Possession of a Small Amount of Marijuana.

Coleman was arrested on charges of a Felon in Possession of a Firearm and transported to jail. Officers subsequently learned the rifle, and other contents of the vehicle were stolen from a burglary in Cass County and Coleman was also charged with Receiving Stolen Property.

Coleman later posted bail for these charges and was released. He has a court date pending for this offense in August, however at the time of this report he has a warrant for his arrest for unrelated Trespassing charges.



Downtown Volunteer

This was posted on our Facebook page on July 26th, but we wanted to take another opportunity to thank “John” for all his time as a volunteer helping to keep downtown safer. John has been volunteering to walk the downtown area for several years to be an extra set of eyes and ears to report any trouble or suspicious activity that he comes across. This was John’s 64th birthday and we wanted to thank him for his commitment to the community.



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
June	1612	328 Hours	604 GB	375 MB	12.2 Minutes	54
July	1858	360 Hours	645 GB	347 MB	11.7 Minutes	59

Conduct on Premises Activity Report for July

ICR	Date Reported	Title	Address	Summary
20007785	07/06/20	Conduct on Premises	1007 Grove Street	Conduct on Premises
20007893	07/07/20	Conduct on Premises	1819 Pine Street	Conduct on Premises
20008484	07/19/20	Conduct on Premises	1005 SE 19 th Street	Conduct on Premises
20008559	07/20/20	Conduct on Premises	912 Oak Street	Conduct on Premises
20008905	07/28/20	Conduct on Premises	920 13 th Avenue NE	Conduct on Premises
20008971	07/29/20	Conduct on Premises	920 13 th Avenue NE	Conduct on Premises
20009068	07/31/20	Conduct on Premises	920 13 th Avenue NE	Conduct on Premises

Monthly Police Activity

July	2020	2019
ICRs	1568	1612
Citations (Inc. Parking)	210	472
Part I and Part II Crimes Reported	**	277

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

** Note: Transitioning to NIBRS reporting

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

Revenue Recapture Receipts:

To Date: \$ 55,194.58

In 2020: \$ 7,354.50

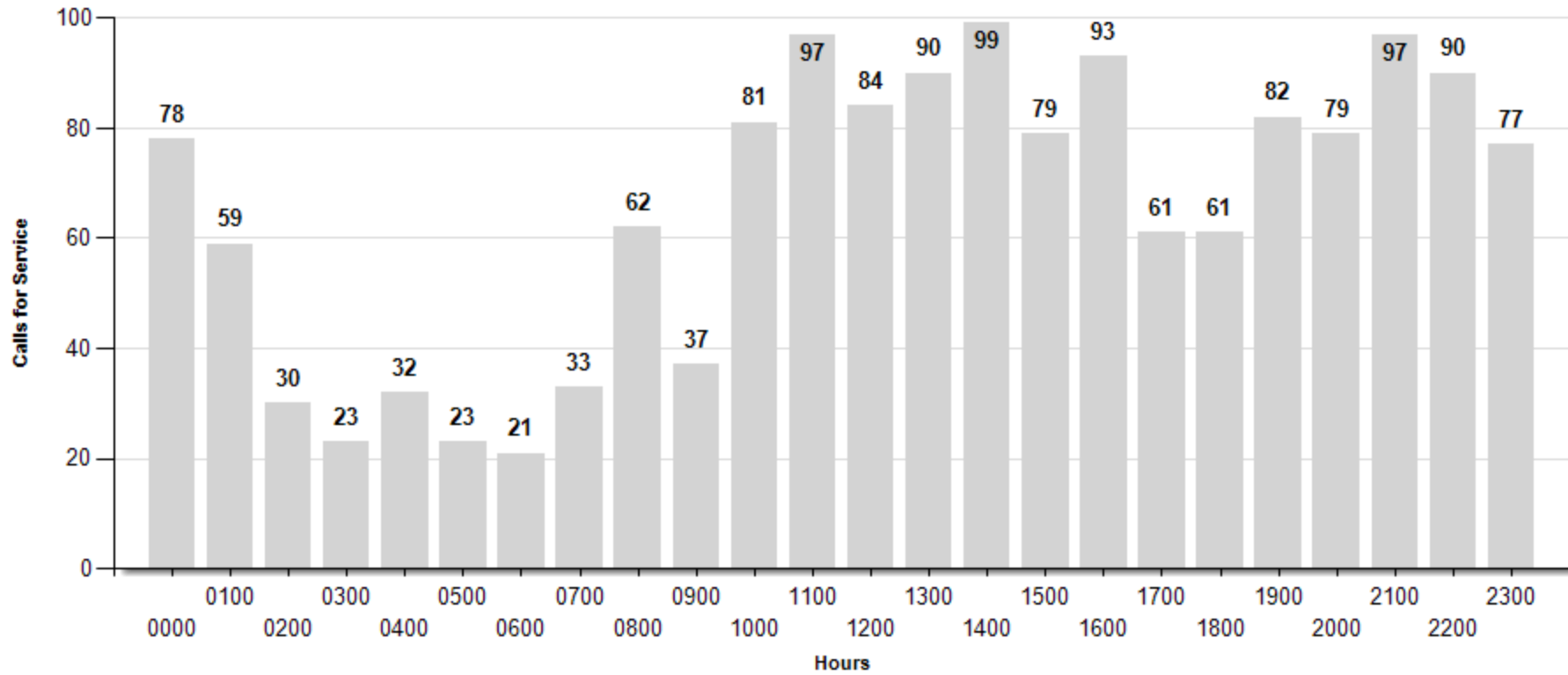
3	Dismissed
0	Business Validations
29	Paid in Full
1	Partial Payments Received
23	No Payment Received



Calls for Service Hourly

7/1/2020 to 7/31/2020

Total Calls: 1594





Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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

August 2020

Dear Business, Organization and Government Leaders,

The Cuyuna Lakes State Trail Association is a volunteer organization seeking letters of support for the eventual development and construction of the Cuyuna Lakes State Trail from Riverton, Mn to Lum Park in east Brainerd. This is an important step in the approval process to proceed with plans to complete the trail. We hope that you will take the time to write a letter of support for the trail construction. We have provided an overview and suggested text below if you should choose to use it.

An Overview of information to know.

The Cuyuna Lakes State Trail expansion would connect the existing 9 mile paved section of the Cuyuna Lakes State Trail from Riverton to Brainerd. The trail currently runs from Riverton to Deerwood, passing through Crosby-Ironton along the way. The new segment of trail would be asphalt paved construction and would be for non-motorized recreational use (biking, walking, running, cross country skiing, snowshoeing, etc.). The new portion that we are seeking to build would pass through portions of the Cuyuna Country State Recreation Area and undeveloped Crow Wing County land known as the Mississippi River Northwoods. This large tract of land which sits between Hwy 210 and the Mississippi River was purchased through the MN Outdoor Heritage Fund to protect it from development and turned over to Crow Wing County several years ago for management. The dirt trails that currently exist on the property are already approved and used for snowmobile and seasonal ATV use managed by Crow Wing County.

Our plan is to create a new non-motorized paved trail corridor with three objectives:

1. We would like to create a new corridor to make sure that we do not displace any current trail users and their existing rights to the trails that already exist.
2. We would like to make this beautiful land more accessible to area residents who prefer a non-motorized experience.
3. We would like to have this new trail be as friendly to the environment as possible which is why there will be an extensive process of route planning and environmental approvals to make sure the trail minimizes impact on the environment while providing more opportunity for residents to enjoy its beauty.

Our hope is that the funding for this project will come from multiple sources with the bulk of the money coming from State of Minnesota bonding, if approved. We hope that you will give us your support by submitting a letter as outlined below.

Thank you for your time and support!

The Cuyuna Lakes State Trail Association



August 18, 2020

Dear Cuyuna Lakes State Trail Association,

The Brainerd City Council fully supports the development of the Cuyuna Lakes State Trail from Riverton to Brainerd. We understand the care that is being taken to have an environmentally friendly route planned and approved as well as the intent to not exclude any user groups from the land.

We also support the trail for its recreational opportunities that it will bring to our region not only for the benefit of the local residents, but also as a means of continuing to make the Brainerd and Cuyuna Lakes Regions a draw to tourists year round. We know that recreational trails such as this create a healthier community both physically and financially and are a wise investment in our region.

The City of Brainerd is currently working to develop, construct and establish a segment of the proposed Cuyuna Lakes State Trail from North 8th Street to the existing trail segment in east Brainerd that leads to beautiful Lum Park with access to the Mississippi River.

The development of the entire Cuyuna Lakes State Trail from Brainerd to Deerwood is a goal for the region and the City of Brainerd supports this endeavor.

Thank you,

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:
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>	



SPECIAL EVENT APPLICATION

Date of Application: 8/12/2020

Event applications can be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or engineer@ci.brainerd.mn.us. Event applications that include a street closure must be submitted at least 30 calendar days prior to the event and will require City Council approval. All other event applications must be submitted at least 14 calendar days prior to the event.

Type of event: Event – City Parking Lot Event – City Park
 Event with Street Closure Other _____

Name of event: _____

Organizer Information

Organizer's Name: _____

Organizer's Address: _____

Event Contact Person: _____

Event Contact Daytime Phone: _____

Event Contact E-mail Address: _____

Contact Name/Number Day of Event: _____

For Profit/Nonprofit Status (type): _____

Applicant information (if different from the event organizer):

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
8/24/2020	12PM	5PM	CLC West Parking Lot - Mississippi Parkway
9/28/2020	12PM	5PM	CLC West Parking Lot - Mississippi Parkway
10/26/2020	12PM	5PM	CLC West Parking Lot - Mississippi Parkway
11/23/2020	12PM	5PM	CLC West Parking Lot - Mississippi Parkway

X Recurring event (requires only one application submittal per year)

Event locations (*all dimensions are parking lot usable space estimates*):

- City Hall Parking Lot (130’ x 146’)
- Laurel Street Parking Lot (92’ x 120’)
- Front Street Parking Lot (66’ x 125’)
- City Street(s) (street closure request information on page 4 MUST be filled out)
- City Park (must contact the Parks & Recreation Department for information)
- Other (specify location above)

Description of Activities

Brief description of the activities planned during the event. If a parade/run/walk event, please describe the proposed route with the assembly and dispersal locations and attach a route map:

Site Information

Electrical usage	Yes	No

Describe the type of equipment to be used and how you intent to supply the power:

Amplified Sound	Yes	No
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Describe any recording and sound amplification equipment to be used in your event along with the times:

Restrooms provided	Yes	No
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If yes, how many _____ (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: _____
(if restrooms are provided by neighboring property(s), please submit the location and property owner's signature to verify approval has been granted)

Signs, banners, and/or posters/flyers	Yes	No

Describe the signs, banners, posters, flyers and the locations:

Trash Receptacle Disposal	Yes	No
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Company contracted for trash receptacle disposal: _____

Additional Event Information

Please provide a layout of the event showing booths, tents, staging, amusement, food, etc and provide a street map or park map showing the borders of the event.

Throughout all events, businesses should be reasonably accessible to the public. If a business's entrance is blocked by an event layout, then accommodations such as signage, handbills, or similar methods should be made available to mitigate the impact on customer access.

A \$100/day security deposit for publicly owned spaces ONLY is required (payable by check only). The security deposit will be refunded should the event site be left clean and void of trash and all event items are removed on the last day of the event. An event that does not occur will not have its security deposit refunded except for hazardous weather conditions, as determined by the City of Brainerd.

Street Closure Request Information

Describe the name and sections of the streets for which you are requesting temporary closure (e.g. South 7th Street between Maple Street and Front Street):

Date and time for beginning of street closures: 8/24, 9/28, 10/26, & 11/23 at 12pm

Date and time for reopening of streets: 8/24, 9/28, 10/26, & 11/23 at 5pm

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian flow along sidewalks). Additional pages may be attached.

While the City continues to treat downtown as a venue for events, event plans must be balanced with the interests and needs of property owners.

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or engineer@ci.brainerd.mn.us.

Hold Harmless Agreement and Insurance Information

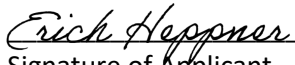
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event herein described.

The City, at its discretion, may require the Applicant to obtain liability insurance for any event. If liability insurance is required, the following requirements apply:

- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an "Additional Insured" on the policy.
- At least ten (10) days prior to the event, the Applicant must provide to the City a Certificate of Insurance showing the required coverage.

Signature of Event Applicant

I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.


Signature of Applicant

Print Name

Contacts, Permits, and Fees Checklist

Each event has its own requirements and needs. Listed below is a summary of the permits common to many events. Please note that it is not necessary to have all permits approved upon submission of this application. However, this checklist should serve as a guide as you plan your event. *All events must have all permits and fees paid and approved prior to the start of the event.*

The Event Planner is responsible for providing the following (as needed) information:

Permit, License, or Checklist	Yes	Pending	N/A	Contact (See contact information below)
Authorization to use a city park				Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support				Check yes to request emergency support. The appropriate level of fire, EMS, and police support will be determined based on crowd size and the type of event. Fees may be discussed with the sponsor.
Food and vendor licenses				All vendors must apply for a temporary license through the Commissioner of Revenue's Office. Food vendors are required to collect and report meals tax. Contact City Hall for information/procedure.
Health Department Permit				All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate				May be required before issuing a permit.
Sign/banner Permits				Contact the Planning Department for information/procedure.
Parade Permit				Issued by the Police Department after complete submission of application.
Alcohol Use Permit				Must be approved by City Council after submission of the event application. Contact City Hall for information/procedure.

Contact Information

Administration Department:	(218) 828-2307 admin@ci.brainerd.mn.us
Parks and Recreation Department:	(218) 828-2320 parks@ci.brainerd.mn.us
Engineering Department:	(218) 828-2307 engineer@ci.brainerd.mn.us
Planning Department:	(218) 828-2307 planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 police@ci.brainerd.mn.us
Fire Department:	(218) 828-2312 fire@ci.brainerd.mn.us
MN Commissioner of Revenue:	(651) 282-5225 www.revenue.state.mn.us
MN Department of Health	(320) 223-7300 www.health.state.mn.us
MNDOT Baxter Office	(218) 828-5700 www.dot.state.mn.us

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	_____	_____
City Administration	_____	_____
Engineering Department	_____	_____
Fire Department	_____	_____
Fire Support/EMS	_____	_____
Parks Department	_____	_____
Planning Department	_____	_____
Police Department	_____	_____

Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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



www.ci.brainerd.mn.us

Mr. Ed Mattson
109 2nd Ave NE
Brainerd, MN 56401

Dear Mr. Mattson,

I regret to inform you that I am denying your Application for Commercial Building Permit to transition the space currently occupied by the Last Turn Saloon located at 214 S. 8th St. into eight apartments units.

The reasoning behind my decision is that the transformation of the aforementioned space is not supported by the Zoning Code. Section 515-62-1 of the City Code states that the purpose and intent of the B-3 District in which this property lies is to "encourage the continuation of a viable, traditional downtown area by allowing retail, service, office and entertainment facilities and public and semi-public uses as well as the allowance of second-story dwelling units located above such uses."

While your building is non-traditional in architecture compared to the rest of downtown in that there is no street level storefront, transitioning this space into apartments would violate the ordinance in that:

- 1) Sections 515-62-1 and 515-62-6.A specifically indicate that dwelling units are to be located on the second floor or higher and above a commercial use. These units would not be located on a second floor or higher nor would be above a commercial use.
- 2) This transition would effectively turn your building solely into an apartment complex. Stand alone apartment complexes are neither a permitted, administrative, interim, nor conditional use within the B-3 District.

For these reasons, I must deny your Application for Commercial Building Permit. If you disagree with my interpretation of the ordinance, you may appeal my decision in writing to the Board of Zoning Appeals, which is the City Council. Otherwise, you may submit a request for text amendment to the Planning Commission.

Sincerely,

David C. Chanski, MPA
Community Development Director



BSKK

BORDEN | STEINBAUER | KRUEGER | KNUDSON

Our Business is the Law

Charles P. Steinbauer | Patrick M. Krueger* | Virginia J. Knudson | David V. Hurt

August 12, 2020

Board of Zoning Appeals
Brainerd City Council
501 Laurel Street
Brainerd, MN 56401

Hand Delivered

Re: Mattson Properties, LLC - - 218 South Eighth Street
Our File No. 32211

Dear Board of Zoning Appeals:

This office represents Mattson Properties, LLC. Mattson Properties, LLC submitted an Application for Commercial Building Permit for its property located at 214 South Eighth Street. It was denied by David C. Chanski, Community Development Director. Mattson Properties hereby appeals the decision of Mr. Chanski to deny the Application for Commercial Building Permit. We respectfully request that the Board of Zoning Appeals set this matter for hearing at its next available hearing.

Very truly yours,

Virginia J. Knudson

VJK:jak

cc: Ed Mattson, via email



Commercial Building Permit Application

Submittal List for Remodels, Additions, or New Buildings

Documents to be Submitted

Important! All documents must be signed with a State of Minnesota registration number, license number or plumbing contractor license number, unless exempted by MSBC, Section 1800.5900. **Any submittals omitted at the time of application must be accompanied with a signed statement by the applicant with a date when the required material(s) will be submitted.**

- ☐ Electronic plans submittal, if available.
- ☐ Two signed copies of architectural and structural plans and site plan.
- ☐ Two copies of code analysis for project.
- ☐ One signed copy of specifications.
- ☐ Two sets of the civil plan.
- ☐ Two signed copies of HVAC and Electrical plans.
- ☐ Two sets of plumbing plans and application submitted for State review.
- ☐ Submit two separate lists of plumbing fixtures: List #1 must include all existing plumbing fixtures, floor drains, drain sizes, etc. List #2 must include all proposed plumbing fixtures, floor drains and drain sizes, etc., Ref: MN Plumbing Code 4714 Table 702.1.
- ☐ Two sets of fire protection plans; one to be submitted to the State Fire Marshall and one to the Brainerd Department of Building Safety.
- ☐ Two copies of fire-resistance-rated assemblies and specifications for rated walls, floor/ceiling/roof, structural columns/beams, special coatings, etc.
- ☐ Two copies of all fire-resistance-rated assemblies for penetrations, joints, seams, cable trays, ducts, etc. specific to application.
- ☐ One copy of structural calculations.
- ☐ One soil report.
- ☐ One set of energy code calculations.

- ☐ One original copy of Special Inspector Agreement submitted by the owner or registered design professional [1305.1704].
- ☐ Two copies of all documents required by Council conditions.
- ☐ Two signed copies of any addendums.
- ☐ One set of photometrics/site lighting. Open or underground parking also require photometrics. Provide one copy of manufacturer's specifications for each type of light fixture being installed.
- ☐ Commercial kitchens are reviewed by the Environmental Health Services Section of the Minnesota Department of Health. Provide verification of submittal to State (MDH).

I, the undersigned, have reviewed and understand the above listed requirements. I also understand that the plan review may not be completed until all of the required materials have been submitted.

Signature: [Signature] Date: 6/23/20

Print Name: Ed Mattson

All lots that are part of a subdivision in which an NPDES Storm Water Permit was required must submit a copy of the permit or Subdivision Registration form as well as the Storm Water Pollution Prevention Plan (SWPPP) for the site.

Elevators: Any project(s) installing elevators or related devices must apply to the Department of Labor & Industry for review under Minnesota Chapter 1307. Visit http://www.doli.state.mn.us/bc_elevators.html for review requirements.

Separate permits, such as fireplace, curb cut, demolition are required in some instances.

For all electrical permits, call State Electrical Inspector Mike Williams at 218-822-3003 between 7 – 8:30 am.

Timeline for Building Permit Applications

The Department of Building Safety strives to meet the following standards for reviewing plans, issuing permits and conducting inspections. During the peak construction season, the number of plan submittals may occasionally affect the department's ability to meet these standards. Applications for permits should always be submitted as early as possible so as not to delay construction. Information sheets are available to help customers know what constitutes a complete permit application and complete work for an inspection.

New Construction and Remodeling for Commercial Buildings: Ten business days upon receipt of completed application and materials. Up to three additional working days may be needed to evaluate revised plans and information.

Inspection Request: Inspection requests for specific times will be honored whenever possible. If the requested time is not available, the customer will be advised so that an alternate time can be selected. Twenty-four hours advance notice is recommended.

City of Brainerd

Building Department
501 Laurel Street
Brainerd MN 56401

218-828-2309
218-828-2316 (Fax)

www.ci.brainerd.mn.us



APPLICATION FOR COMMERCIAL BUILDING PERMIT

CITY OF BRAINERD
DEPARTMENT OF BUILDING SAFETY
CITY HALL - 501 LAUREL STREET
BRAINERD, MN 56401
218) 828-2309 FAX (218) 828-2316

APPLICATION MUST BE COMPLETED IN ITS ENTIRETY BEFORE A BUILDING PERMIT WILL BE ISSUED

SITE ADDRESS 214 S. 8th Street Suite/Unit No. _____

LEGAL DESCRIPTION: Lot _____ Block _____ Subdivision _____

(Legal description may be found on the real estate tax statement or by calling 828-2309)

APPLICANT (check one): ☐ OWNER ☐ CONTRACTOR ☐ ARCHITECT/ENGINEER

Owner/Buyer Information	Name <u>Ed Mattson</u> Contact Person <u>same</u> Address <u>109 2nd Ave NE</u> City <u>Brainerd</u> State <u>MN</u> Zip <u>56401</u> Phone <u>218-330-8210</u> Cell Phone <u>same</u> *Email <u>edmattson@hotmail.com</u>
Contractor Information	Name <u>same</u> Address _____ City _____ State _____ Zip _____ Phone _____ Cell Phone _____ *Email _____ Child occupied facilities and multi-family housing projects: Provide Lead Renovator certification (see last page for explanation) EPA Firm No. _____ Date of Structure (year built) _____
Architect/Engineer Information (if applicable)	Name <u>WSN</u> (<u>Mike Anglund</u>) Address _____ City <u>Baxter</u> State <u>MN</u> Zip <u>56425</u> Phone _____ Cell Phone _____ *Email _____

TYPE OF STRUCTURE (check one only)

- ☐ Offices, Banks, Professional
- ☐ Stores, Restaurant, Warehouse
- ☐ Hotels, Motels
- ☐ Service Stations & Repair Garages
- ☐ Recreational, Amusement
- ☐ Other, Non-Housekeeping Shelter
- ☐ Industrial Building
- ☐ Public Works & Utilities Buildings
- ☐ Public Schools
- ☐ Private Schools
- ☐ Churches & Religious Buildings
- ☐ Hospitals & Institutional

☒ Other, describe mixed use commercial/multi-family

NON-COMPLYING SEPTIC SYSTEM

If your septic system is not in compliance with Chapter 7080 (the minimum technical standards for individual sewage treatment systems), **NO BUILDING PERMIT** will be issued until such time that it has been upgraded or brought in to compliance. Should failure or non-compliance occur between November 15 and April 15, a "Winter Window Agreement" is available for postponement of compliance until the following June 1.

CHECK ONE:

- ☒ Municipal sewer serves this property.
- ☐ This property is served by septic system (compliance report is required).

Estimated Start Date: when permit is issued.

Valuation = Total cost of labor & materials. List a valuation for each of the following categories where applicable.

Building:	\$ <u>80,000</u>	Fire Suppression System:	\$ _____
Plumbing:	\$ <u>30,000</u>	Electrical:	\$ <u>30,000</u>
HVAC:	\$ <u>n/a</u>	TOTAL:	\$ <u>140,000</u>

Description of Proposed Work: add 8 apartments in existing space.

I HEREBY APPLY FOR a Building Permit and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Brainerd and with the 2015 Minnesota State Building Code (MSBC). I understand this is not a permit, but only an application for a permit, and work is not to start without a permit that the work will be in accordance with the approved plan in the case of all work which requires plan review and approval of plans.


Applicant's Signature

Ed Mattson
Print Name

6-23-20
Date

218-330-8210
Contact Number

WORK SITE ADDRESS: 214 S. 8th Street

Names of all contractors and subcontractors must be provided before a building permit will be issued.

GENERAL CONTRACTOR owner
ADDRESS _____
CITY / STATE / ZIP _____
PHONE NO. _____
LICENSE NO. _____
*EMAIL _____

SEWER/WATER/SEPTIC n/a
ADDRESS _____
CITY / STATE / ZIP _____
PHONE NO. _____
LICENSE NO. _____
*EMAIL _____

CONCRETE/MASONRY Callahan Concrete
ADDRESS _____
CITY / STATE / ZIP _____
PHONE NO. _____
LICENSE NO. _____
*EMAIL _____

PLUMBING Northern Lakes Plumbing
ADDRESS _____
CITY / STATE / ZIP _____
PHONE NO. _____
LICENSE NO. _____
*EMAIL _____

FRAME WORK owner
ADDRESS _____
CITY / STATE / ZIP _____
PHONE NO. _____
LICENSE NO. _____
*EMAIL _____

ROOFING n/a
ADDRESS _____
CITY / STATE / ZIP _____
PHONE NO. _____
LICENSE NO. _____
*EMAIL _____

EXCAVATOR n/a
ADDRESS _____
CITY / STATE / ZIP _____
PHONE NO. _____
LICENSE NO. _____
*EMAIL _____

GYPSUM BOARD/PLASTER owner
ADDRESS _____
CITY / STATE / ZIP _____
PHONE NO. _____
LICENSE NO. _____
*EMAIL _____

HVAC n/a
ADDRESS _____
CITY / STATE / ZIP _____
PHONE NO. _____
LICENSE NO. _____
*EMAIL _____

FIRE SUPPRESSION n/a
ADDRESS _____
CITY / STATE / ZIP _____
PHONE NO. _____
LICENSE NO. _____
*EMAIL _____

***REQUIRED**

Please use a separate page to list all other subcontractors (i.e. overhead doors and windows installer, etc.)

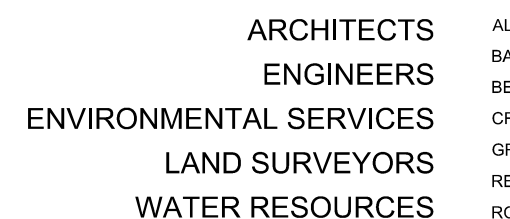
EPA Renovation, Repair and Painting Program

The RRP Rule affects contractors, property managers and others who disturb lead-based paint during renovation. The RRP Rule requires that firms paid to perform renovation, repair, demolition or painting work in pre-1978 housing and child-occupied facilities have their firm certified by EPA. Additionally, the Minnesota Legislature passed a law that is intended to work in conjunction with Federal lead law(s). Essentially, the law requires local municipal building departments to be part of this Federal mandate by requiring each municipal building department to verify contractor compliance with Federally mandated lead certification requirements at the time of permitting. Local building departments are not responsible for any additional type of enforcement of the law; but simply to verify firm certification compliance.

BRAINERD, MINNESOTA

[illegible]

ARCHITECT: Widseth Smith Nolting & Assoc.
7804 Industrial Park Rd. S
Baxter, MN 56425
Phone: (218) 829-5117



DATE	REV#	REVISIONS DESCRIPTION	

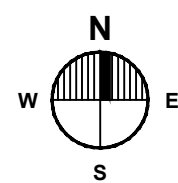
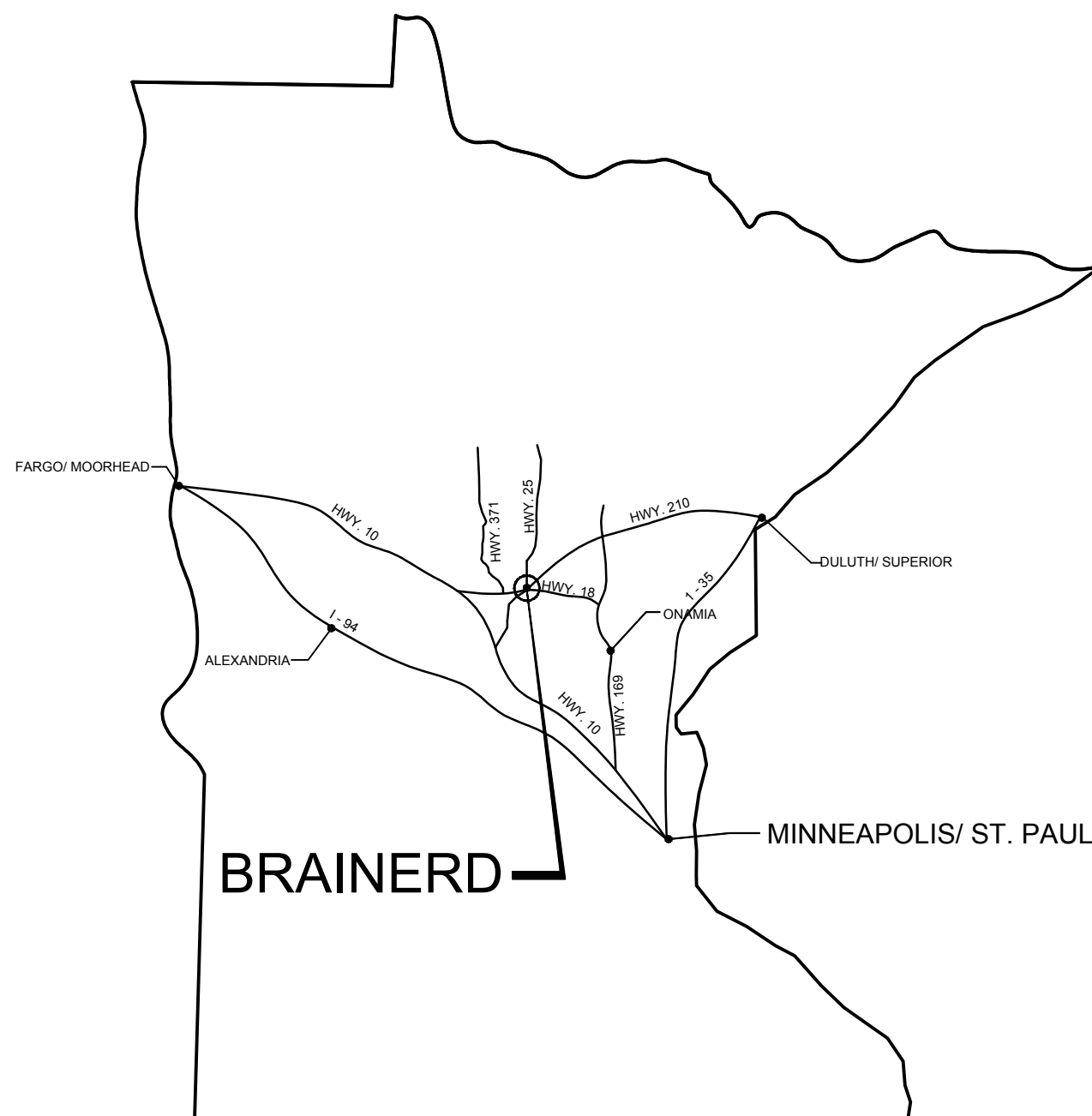
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR
REPORT WAS PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A DULY LICENSED
ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

DATE
FEBRUARY 2, 2020

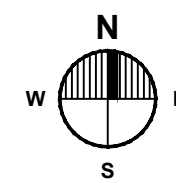
MICHAEL J. ANGLAND DATE: 07/01/2020 LIC. NO. 45375

SHEET NO.
G1.1

V:\Projects\0280B-Brainerd Architecture\0280B0422-The Last Turn Saloon\0280B0422.000-The Last Turn Saloon\CADD\Arch\2020 Remodel\G1.1.dwg Plotted by:Mike Angland 7/1/2020 2:54:33 PM © 2020 WIDSETH SMITH NOLTING



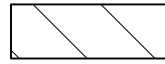
MINNESOTA MAP



VICINITY MAP - BRAINERD, MINNESOTA

AFF	AT	ELECT	ELECTRIC (AL)	LB	LAG BOLT	PWD	PLYWOOD	TYP	TYPICAL
AP	ABOVE FINISHED FLOOR	EW	ELECTRIC WATER COOLER	LAM	LAMINATE (ED)	PT	POINT		
APC	ACCESS PANEL	EL	ELEVATION	LAV	LAVATORY	LBS	POUNDS	UG	UNDERGROUND
ACT	AIRCRAFT CEILING TILE	ELEV	ELEVATOR	LH	LEFT HAND	PSI	POUNDS PER SQUARE INCH	UNF	UNFINISHED
ACV	AIR CONDITIONING	EQU	EQUAL	LEN	LENGTH	PC	PRECAST	UNO	UNLESS NOTED OTHERWISE
AB	ANCHOR BOLT	EOP	EQUIPMENT	LT	LIGHT	PFN	PREFINISHED	UR	URINAL
ALT	ALTERNATE	EXIST	EXISTING	LL	LIVE LOAD				
AL	ALUMINUM	EXP	EXPANSION	LLH	LONG LEG HORIZONTAL	QT	QUARRY TILE	VB	VAPOR BARRIER
Λ	ANGLE	EB	EXPANSION BOLT	LLV	LONG LEG VERTICAL			VNR	VENEER
APX	APPROXIMATE	EJ	EXPANSION JOINT	LVR	LOUVER	RAD	RADIUS	VERT	VERTICAL
ARCH	ARCHITECT (URAL)	EXT	EXTERIOR			REFR	REFRIGERATOR	VEST	VESTIBULE
BSMT	BASEMENT	FB	FACE BRICK	MFR	MANUFACTURER	RE	REINFORCE (D), (ING), (MENT)	VIN	VINYL
BM	BEAM OR BENCHMARK	FOC	FACE OF CONCRETE	MAS	MASONRY	REQD	REQUIRED	VCT	VINYL COMPOSITION TILE
BRG	BEARING	FOM	FACE OF MASONRY	MO	MASONRY OPENING	RA	RAILWAY AIR		
BPL	BEARING PLATE	FOS	FACE OF STUDS	MTL	MATERIAL (S)	RVS	REVERSE	WH	WALL HUNG
BIT	BITUMINOUS	FIN	FINISH	MECH	MECHANICAL	REV	REVISION	WC	WATER CLOSET
BLK	BLOCK	FFR	FINISH FLOOR ELEVATION	MEC	MECHANICAL CABINET	RH	RIGHT HAND	WP	WATERPROOFING
BLKG	BLOCKING	FRBK	FIRE BRICK	MED	MEDIUM	ROW	RIGHT OF WAY	WWF	WELDED WIRE FABRIC
BRK	BRICK	FE	FIRE EXTINGUISHER	MBR	MEMBER	R	RISER	W	WEST or WIDTH, WIDE
BLDG	BUILDING	FEC	FIRE EXTINGUISHER CABINET	MMB	MEMBRANE	RD	ROOF DRAIN	WDW	WINDOW
		FP	FIRE PROOF	MET	METAL	RM	ROOM	WG	WIRED GLASS
CAB	CABINET	FLG	FLASHING			RO	ROUGH OPENING	WM	WIRE MESH
CPT	CARPET (ED)	FLR	FLOOR (ING)	M+L	MICROLAM	SND	SANITARY NAPKIN DISPENSER	WO	WITHOUT
CSMT	CASEMENT	FD	FLOOR DRAIN	MIN	MINIMUM	SNR	SANITARY NAPKIN RECEPTOR	WD	WOOD
CI	CAST IRON	FTG	FOOT	MIR	MIRROR	SCH	SCHEDULE	WI	WROUGHT IRON
CB	CAST BASIN	FTG	FOOTING	MISC	MISCELLANEOUS	SEC	SECTION		
CLG	CEILING	FND	FOUNDATION	MOLD	MOLDING	SHT	SHEET		
CL	CENTERLINE	FRA	FRESH AIR	MT	MOUNT (ED), (ING)	SHTH	SHEATHING		
C	CHANNEL	FBO	FURNISHED BY OTHERS	MULL	MULLION	SIM	SIMILAR		
CHBD	CHALKBOARD	FUR	FURRED (ING)			SC	SOLID CORE		
CHBD	CHALKBOARD	FUT	FUTURE	NOM	NOMINAL	SABI	SOUND ATTENUATING BATT INSULATION		
CO	CLEANOUT			N	NORTH	SP	SOUNDPROOF		
CLR	CLEAR	GALV	GALVANIZED	NIC	NOT IN CONTRACT	S	SOUTH		
CL	CLOSET	GI	GALVANIZED IRON	NTS	NOT TO SCALE	SK	SPEAKER		
COLN	COLUMN	GAU	GAUZE	NO	NUMBER	SPEC	SPECIFICATION (S)		
CONC	CONCRETE	GC	GENERAL CONTRACTOR			SQ	SQUARE		
CMU	CONCRETE MASONRY UNIT	GL	GLASS	OC	ON CENTER	SS	STAINLESS STEEL		
CONST	CONSTRUCTION	GB	GRAB BAR	OPP	OPPOSITE	STD	STANDARD		
CONT	CONTINUOUS	GD	GRADE (ING)	OSB	ORIENTED STRAND BOARD	ST	STEEL		
CONTR	CONTRACTOR	OD	OUTSIDE DIAMETER	OS	OUTSIDE DIAMETER	SJ	STEEL JOIST		
CJT	CONTROL JOINT	GYP BD	GYPSUM BOARD	OQ	OVERALL	STO	STORAGE		
				OH	OVERHEAD	STR	STRUCTURAL		
DL	DEAD LOAD	HDR	HEADER			SUS	SUSPENDED		
	DEGREE (S)	HTG	HEATING	PNT	PAINT	SYM	SYMMETRICAL		
DEPT	DEPARTMENT	HVAC	HEATING/VENTILATING/AIR CONDITIONING	PR	PAIR	SYS	SYSTEM		
DTL	DETAIL	HD	HEAVY DUTY	PNL	PANEL				
DIAM or Ø	DIAMETER	HT	HEIGHT	PB	PANIC BAR	TKBD	TACK BOARD		
DIM	DIMENSION	HC	HOLLOW CORE	PTD	PAPER TOWEL DISPENSER	TKS	TACK STRIP		
DISP	DISPENSER	HCM	HOLLOW METAL	PTD	PAPER TOWEL RECEPTOR	TEL	TELEPHONE		
DR	DOOR	HOR	HORIZONTAL	PAR	PARALLEL	TV	TELEVISION		
DH	DOUBLE HUNG	HB	HOSE BIBB	PBD	PARTICLE BOARD	TZ	TERRAZZO		
DN	DOWN	HWH	HOT WATER HEATER	PTN	PARTITION	THK	THICK (NESS)		
DN	DOWNSPOUT	HR	HOUR	PVMT	PAVEMENT	THR	THRESHOLD		
DWG	DRAWING			PERF	PERFORATE (ED)	TPN	TOILET PARTITION		
DF	DRINKING FOUNTAIN	ID	INSIDE DIAMETER	PERI	PERIMETER	TPD	TOILET PAPER DISPENSER		
		INS	INSULATE (D), (ION), (ING)	PLAS	PLASTER	T&G	TONGUE AND GROOVE		
E	EAST	INT	INTERIOR	PLAM	PLASTIC LAMINATE	TGB	TOP OF BLOCK		
EA	EACH			PL or PLG	PLATE	TD	TOP OF DECK		
EF									

LEGEND:



RESIDENTIAL



EXIT SIGN



FIRE EXTINGUISHER

1 HOUR FIRE PARTITION (GA FILE NO. WP2931)

CODE DATA:

APPLICABLE CODES:

2020 MINNESOTA BUILDING CODE
2020 MINNESOTA ACCESSIBILITY CODE
2020 MINNESOTA ENERGY CODE
2020 MINNESOTA MECHANICAL AND FUEL GAS CODES
MINNESOTA PLUMBING CODE
MINNESOTA ELECTRICAL CODE

PROJECT DESCRIPTION:

THE PROJECT CONSISTS OF REMODELING THE FIRST FLOOR OF THE LAST TURN SALOON BUILDING INTO APARTMENTS.

EXISTING BUILDING AREA:

FIRST FLOOR = 4,945 S.F.
SECOND FLOOR = 5,241 S.F.
THIRD FLOOR = 4,945 S.F.

OCCUPANCY CLASSIFICATION: (IBC 310.3)

R-2 = RESIDENTIAL

SEPARATION WALLS: (IBC 420.2)

WALLS SEPARATING DWELLING UNITS IN THE SAME BUILDING SHALL BE CONSTRUCTED AS FIRE PARTITIONS IN ACCORDANCE WITH SECTION 708.

ALLOWABLE AREA AND HEIGHTS: (IBC CHAPTER 5)

IBC TABLE 504.3 & 504.4 ALLOWABLE HEIGHT & STORIES:

R-2 OCCUPANCY:
ALLOWABLE HEIGHT = 40'FT (2 STORY)
EXISTING = 2 STORY

ALLOWABLE AREA AND HEIGHTS: (IBC CHAPTER 5)

IBC TABLE 506.2 ALLOWABLE AREA:

ALLOWABLE AREA = 7,000 S.F.
EXISTING = 5,241 S.F.

CONSTRUCTION TYPE: (IBC 602)

TYPE VB

FIRE RESISTANT RATING: (IBC 708.1)

WALLS SEPARATING DWELLING UNITS AND CORRIDOR WALLS SHALL BE FIRE PARTITIONS.

FIRE RESISTANT RATING: (IBC 708.3)

FIRE PARTITIONS SHALL HAVE A FIRE RESISTANCE RATING OF NOT LESS THAN 1 HOUR.

OPENING FIRE PROTECTION ASSEMBLIES, RATINGS AND MARKINGS: (IBC TABLE 716.1)

1 HOUR FIRE PARTITION: CORRIDOR WALLS = 1/3 HOUR

IBC 906.1 GENERAL

PORTABLE FIRE EXTINGUISHERS SHALL BE PROVIDED IN OCCUPANCIES AND LOCATIONS AS REQUIRED BY THE MINNESOTA STATE FIRE CODE.

IBC 907.2.9 GROUP R-2, GENERAL

A FIRE ALARM SYSTEM SHALL BE INSTALLED IN ACCORDANCE WITH SECTIONS 907.2.9.1 THROUGH 907.2.9.2 IN GROUP R-2 OCCUPANCIES .

EXITING: (IBC CHAPTER 10)

IBC TABLE 1004.1.2 MAXIMUM FLOOR AREA ALLOWANCES PER OCCUPANT
FIRST FLOOR RESIDENTIAL 24 OCCUPANTS

IBC 1005.3.2 OTHER EGRESS COMPONENTS

24 OCCUPANTS X .27/OCCUPANT = 4.8" REQUIRED EGRESS, 68" PROVIDED

IBC TABLE 1006.2.1 COMMON PATH OF EGRESS TRAVEL

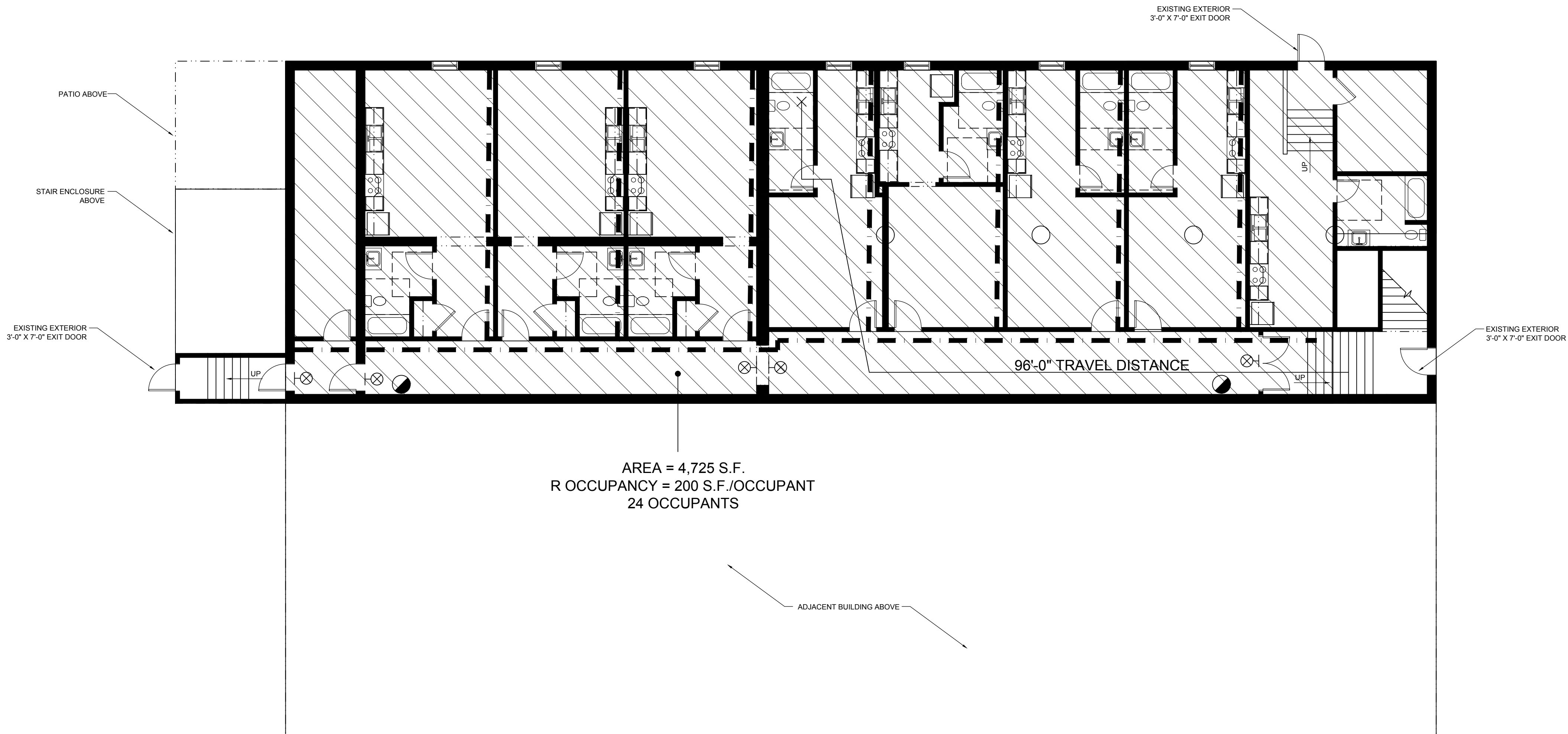
75' MAXIMUM IN R-2 OCCUPANCY

IBC TABLE 1017.2 EXIT ACCESS TRAVEL DISTANCE

200' MAXIMUM IN R-2 OCCUPANCY

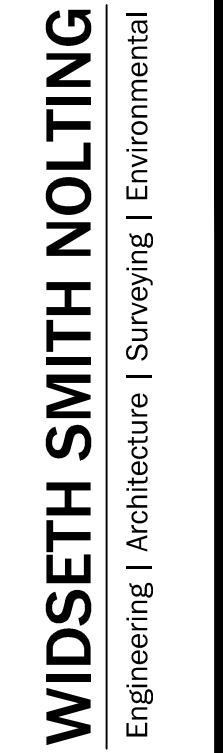
IBC TABLE 1020.1 CORRIDOR FIRE-RESISTANCE RATING

R OCCUPANCY = 1 HOUR



DATE	REV#	REVISIONS DESCRIPTION	BY

DATE:	JULY 1, 2020
SCALE:	AS SHOWN
DRAWN BY:	N/A
CHECKED BY:	N/A
JOB NUMBER:	0280B0396.000



STATE OF MINNESOTA: *Michael J. England* DATE: 07/01/2020 LIC. NO. 45375

	DATE	REVIEW	REVISIONS DESCRIPTION	BY
SCALE:	JULY 1, 2020			
DRAWN BY:	MJA			
CHECKED BY:	MJA			
JOB NUMBER:	0280B0396.000			

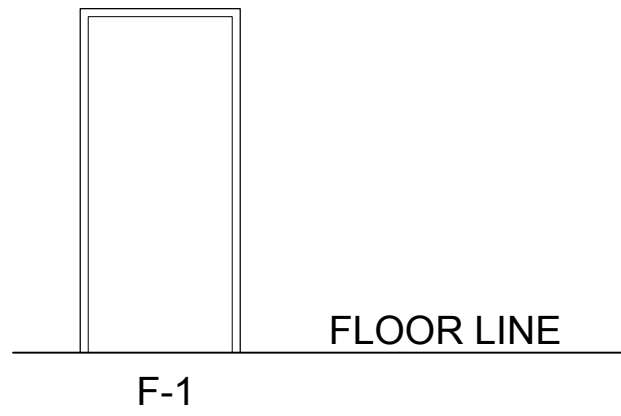
LAST TURN SALOON REMODEL
2124 8TH STREET
BRAINERD, MN
SECOND FLOOR PLAN

SHEET NO.
A1 1

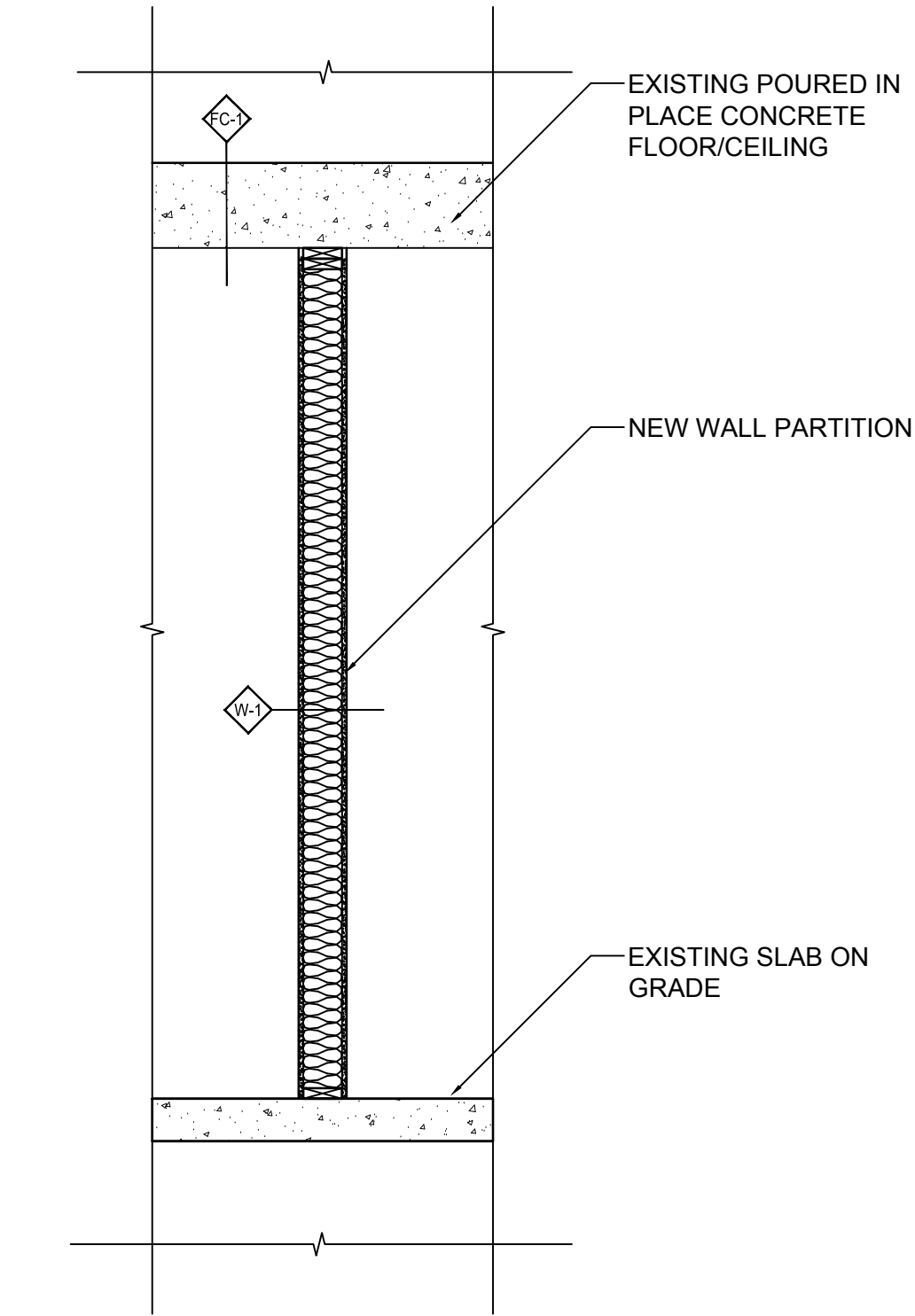
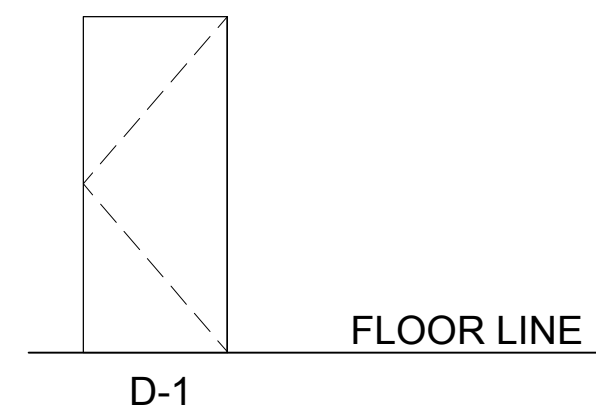
ROOM FINISH SCHEDULE															
ROOM NUMBER	ROOM NAME	FLOOR		WALLS								CEILING			NOTES
				NORTH		EAST		SOUTH		WEST					
		MAT'L.	BASE	MAT'L.	FINISH	MAT'L.	FINISH	MAT'L.	FINISH	MAT'L.	FINISH	MAT'L.	FINISH	HEIGHT	
100-107	APARTMENTS	LVT	VINYL	GWB	P	GWB	P	GWB	P	GWB	P	ACT	--	9'-0"	
100A-107A	BATHROOMS	LVT	VINYL	GWB	P	GWB	P	GWB	P	GWB	P	ACT	--	9'-0"	
109 & 110	CORRIDOR	LVT	VINYL	GWB	P	GWB	P	GWB	P	GWB	P	ACT	--	9'-0"	
ABBREVIATIONS					NOTES										
LVT	-LUXURY VINYL TILE														
GWB	-GYPSUM WALL BOARD														
P	-PAINT														

DOOR AND FRAME SCHEDULE														
DOOR							FRAME							DOOR & FRAME
DOOR NUMBER	TYPE	SIZE			MATERIAL	RATING	TYPE	MATERIAL	HEAD	JAMB	SILL	LABEL	HDWE GROUP	NOTES
		WIDTH	HEIGHT	THICKNESS										
100-107	D-1	3'-0"	7'-0	1 3/4"	WD.	20 MIN.	F-1	H.M.						1
100A-107A	D-1	3'-0"	7'-0	1 3/4"	WD.		F-1	H.M.						
108	D-1	3'-0"	7'-0	1 3/4"	WD.		F-1	H.M.						
109 & 110	D-1	3'-0"	7'-0	1 3/4"	WD.		F-1	H.M.						
ABBREVIATIONS														
H.M. - HOLLOW METAL														
WD. - WOOD														
NOTES														
1. DOOR EQUIPPED WITH CLOSER AND SMOKE SEALS.														

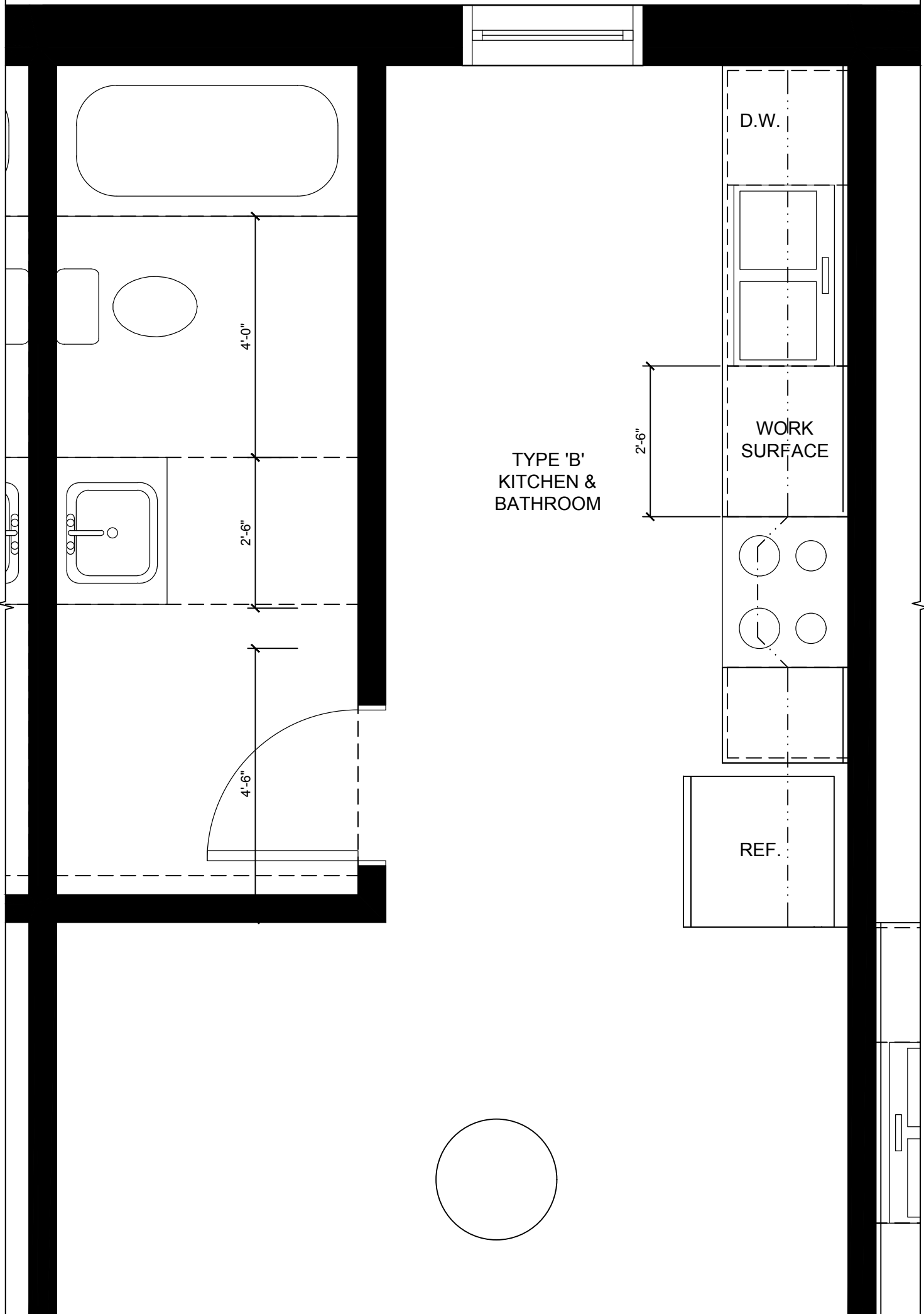
FRAME TYPES



DOOR TYPES



1 WALL SECTION
1/2"=1'0"



2 ENLARGED FLOOR PLAN
1/2"=1'0"

LAST TURN SALOON REMODEL
214 8TH STREET
BRainerd, MN

SCHEDULES AND DETAILS

SHEET NO.
A1.2

SHEET OF

DATE: JULY 1, 2020
SCALE: AS SHOWN
DRAWN BY: MIA
CHECKED BY: MIA
JOB NUMBER: 0280B0396.000

DATE: 07/01/2020
LIC. NO. 45375
MICHAEL J. ANGLAND

BY: [Signature]
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

WIDSETH SMITH NOLTING
Engineering | Architecture | Surveying | Environmental



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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

City of Brainerd Community Development Department 2020 Mid-Year Report

DAVID CHANSKI
COMMUNITY DEVELOPMENT DIRECTOR



Who are we and what do we do?

- ▶ David Chanski – Community Development Director
- ▶ Darrin Deseth – Building Official
- ▶ Jason Stockinger – Building Inspector
- ▶ Vacant – Housing Inspector
- ▶ James Kramvik – Permit Tech/Zoning Specialist
- ▶ Planning & Zoning
- ▶ Building Inspections
- ▶ Code Compliance
- ▶ Rental Housing Program
- ▶ Economic Development

Building

2019

- ▶ Total Permits: 1,026
- ▶ Valuation: \$93,497,779.61
 - ▶ \$17,195,434.61 excluding ISD 181 Projects
- ▶ Total Inspections: 3,845
- ▶ Residential New Construction: 35
- ▶ Comm./Govt./Institution New Construction: 6
- ▶ Residential Remodel: 47
- ▶ Comm./Govt./Institution Remodel: 38
- ▶ Residential Roofing: 160
- ▶ Residential Siding: 34
- ▶ Residential Window: 75

2020 YTD

- ▶ Total Permits: 510
- ▶ Valuation: \$38,837,030
 - ▶ \$12,730,120 excluding ISD 181 projects
- ▶ Total Inspections: 1,355
- ▶ Residential New Construction: 27
- ▶ Comm./Govt./Institution New Construction: 0
- ▶ Residential Remodel: 12
- ▶ Comm./Govt./Institution Remodel: 11
- ▶ Residential Roofing: 74
- ▶ Residential Siding: 12
- ▶ Residential Window: 38

Code Compliance & River-to-Rails

▶ 2019 Code Compliance

- ▶ Total Violations: 1,309
- ▶ Total Citations Issued: 380
 - ▶ Unique Citations: 106
- ▶ Voided Citations: 88
- ▶ 92% Compliance Rate

▶ 2020 YTD Code Compliance

- ▶ Total Violations: 559
- ▶ Total Citations Issued: 59
 - ▶ Unique Citations: 35
- ▶ Voided Citations: 29
- ▶ 94% Compliance Rate
- ▶ Total Inspections:

▶ 2019 River-to-Rails

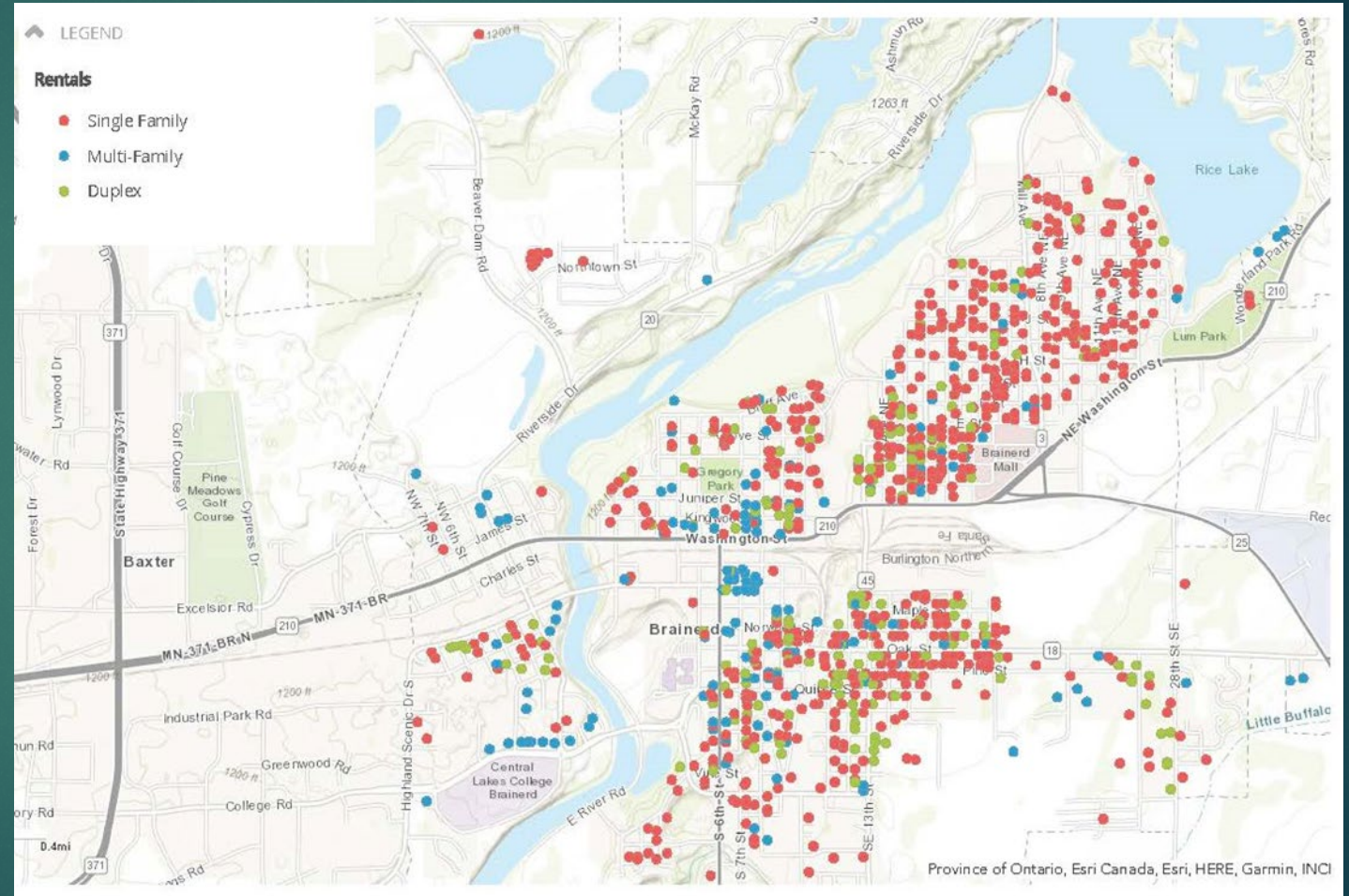
- ▶ Total Permits: 55
- ▶ Total Project Valuation: \$708,353
- ▶ Total Fees Waived: \$33,439.24

▶ 2020 YTD River-to-Rails

- ▶ Total Permits: 63
- ▶ Total Project Valuation: \$2,151,466
- ▶ Total Fees Waived: \$15,127.84

Rental Housing

- Total Rental Units: 2,565 (1,022 structures)
 - Single Family: 664
 - Two-Family: 346 (173 structures)
 - Multi-Family: 1,555 (183 structures)
- 3 Year Inspection Cycle
- Annual Permit



Planning & Zoning

- ▶ Conditional Use Permits: 4
- ▶ Rezoning: 3
- ▶ Variances: 1
- ▶ Zoning Compliance Letters: 2
- ▶ Ordinance Text Amendments: 2
- ▶ Fence Permits: 58
- ▶ Vacant Parcel Map
- ▶ Zoning Code Update
- ▶ Mississippi Riverfront



QUESTIONS?

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

**August 17, 2020
7:00 PM**

**WebEx Teleconference Meeting
Call Toll-Free: 844-992-4726
Access Code: 146 459 2956**

1. Improvement 20-09 – Laurel Street Bridge Repair Final Costs
2. Improvements 13-21, 19-09, 19-16, 19-20, and 19-21 – NE Brainerd Reconstruction Project – Change Order 3
3. Improvements 16-09 and 19-07 – Buffalo Hills Lane and Mississippi Drive Reconstruction – Change Order 4



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 <u>Please Explain:</u>	



Landwehr Construction, Inc.

PO Box 1086
St. Cloud, MN 56302
Phone:(320) 252-1494
Fax: (320) 252-2380

INVOICE

Invoice No: 16163
Customer ID: BRAI03
Date: 8/13/2020
Due Date: 9/12/2020

Job Number: 4183
Job Description: LAUREL ST BRIDGE
PO#:

Bill To:
CITY OF BRAINERD
501 LAUREL ST
BRAINERD, MN 56401

Work Performed: BRIDGE WASHOUT REPAIR

Quantity	UoM	Date	Description	Unit Price	Extended Price
1.00	LS	7/23/2020	T&M PER ATTACHED BILLING BREAKDOWN	38,219.02	38,219.02

Thank you for your business!

Subtotal: 38,219.02
Sales Tax: 0.00
Retainage: 0.00
Current Amount Due: 38,219.02

Terms are NET 30.
A Service Charge of 1.5% Compounded Daily Will be Assessed on all Past Due Accounts.
There is a 3% surcharge for credit card transactions.



LANDWEHR CONSTRUCTION INC.

PO Box 1086 St. Cloud, MN 56302

Phone(320) 252-1494 Fax (320) 252-2380

Date: August 13, 2020

To: City of Brainerd

RE: Laurel St Bridge Washout Repair E Abutment

Date: July 23, 2020

Item	Hours	Rate	Total
Foreman w/pickup	11.5	117.00	\$ 1,345.50
Dump Truck w/driver	1.5	105.00	\$ 157.50
Laborer	11.0	78.00	\$ 858.00
Semi Tractor w/trailer & driver	4.0	215.00	\$ 860.00
Operator	10.0	91.00	\$ 910.00
Operator	10.0	91.00	\$ 910.00
Laborer	10.0	78.00	\$ 780.00
Skidsteer	8.0	56.00	\$ 448.00
Mini Backhoe	8.0	59.00	\$ 472.00
Backhoe	5.0	197.00	\$ 985.00

Total \$ 7,726.00

Date: July 24, 2020

Item	Hours	Rate	Total
Foreman w/pickup	8.0	117.00	\$ 936.00
Dump Truck w/driver	8.0	105.00	\$ 840.00
Laborer	8.0	78.00	\$ 624.00
Operator	8.0	91.00	\$ 728.00
Operator	8.0	91.00	\$ 728.00
Skidsteer	8.0	56.00	\$ 448.00
Mini Backhoe	8.0	59.00	\$ 472.00
Backhoe	5.0	197.00	\$ 985.00

Total \$ 5,761.00

Date: July 27, 2020

Item	Hours	Rate	Total
Foreman w/pickup	10.0	117.00	\$ 1,170.00
Laborer	10.0	78.00	\$ 780.00
Operator	10.0	91.00	\$ 910.00
Operator	10.0	91.00	\$ 910.00
Skidsteer	8.0	56.00	\$ 448.00
Mini Backhoe	8.0	59.00	\$ 472.00
Backhoe	5.0	197.00	\$ 985.00

Total \$ 5,675.00

Date: July 28, 2020

Item	Hours	Rate	Total
Foreman w/pickup	10.0	117.00	\$ 1,170.00
Laborer	10.0	78.00	\$ 780.00
Laborer	8.0	78.00	\$ 624.00
Operator	10.0	91.00	\$ 910.00
Operator	10.0	91.00	\$ 910.00
Skidsteer	5.0	56.00	\$ 280.00
Mini Backhoe	5.0	59.00	\$ 295.00
Dump Truck w/driver	2.0	105.00	\$ 210.00
Backhoe	5.0	197.00	\$ 985.00
Total			\$ 6,164.00

Date: July 29, 2020

Item	Hours	Rate	Total
Foreman w/pickup	5.0	117.00	\$ 585.00
Laborer	5.0	78.00	\$ 390.00
Laborer	4.0	78.00	\$ 312.00
Operator	4.0	91.00	\$ 364.00
Operator	4.0	91.00	\$ 364.00
Skidsteer	4.0	56.00	\$ 224.00
Mini Backhoe	4.0	59.00	\$ 236.00
Semi Tractor w/trailer & driver	6.0	215.00	\$ 1,290.00
Total			\$ 3,765.00

Date: July 30, 2020

Item	Hours	Rate	Total
Semi Tractor w/trailer & driver	4.0	215.00	\$ 860.00
Total			\$ 860.00

Material

Hengel Ready Mix			\$ 6,277.60
Poly			\$ 690.48
Rip rap	(yds)	30.0	\$ 750.00
Wire Mesh	(sf)	1,200.0	\$ 364.72
FYLE's Satellites			\$ 185.22
Grand Total			<u><u>38,219.02</u></u>



Hengel Ready Mix and Construction, Inc.

PHONE (218) 746-3355 FAX (218) 746-3199
12883 Upper Sylvan Road SW
Pillager, MN 56473

WHL

HENGEL READY MIX AND
CONSTRUCTION, INC.
12883 UPPER SYLVAN RD. SW
PILLAGER, MN 56473

STATEMENT OF ACCOUNT

STATEMENT DATE	ACCOUNT NO.
07/31/20	LANDWEHREXCA

AUG 06 2020

PLEASE RETURN THIS PORTION
WITH YOUR PAYMENT

STATEMENT DATE	ACCOUNT NO.
07/31/20	LANDWEHREXC

Landwehr Excavating
PO Box 1086
Saint Cloud, MN 56302

E PAID _____ CHECK NO. _____

AMOUNT REMITTED _____

IF PAYING BY INVOICE - CHECK
INDIVIDUAL INVOICES PAID

INVOICE DATE	INVOICE NO.	DESCRIPTION	AMOUNT	BALANCE
	Bal/Fwd	Balance Forward	1620.00	1620.00
7/20/20		Payment, Chk#53284	-1620.00	0.00
7/24/20	11276	3 Yds #4000	401.30	401.30
7/28/20	181766	4.75 Hrs Pump Truck	777.00	1178.30
7/28/20	11328	8 Yds #4000	1070.12	2248.42
7/28/20	11327	8 Yds #4000	1070.12	3318.54
7/28/20	11322	8 Yds #4000	1070.12	4388.66
7/28/20	11320	8 Yds #4000	1070.12	5458.78
4183				
Current	1 to 30	31 to 90	91 to 180	Over 180
5458.78	0.00	0.00	0.00	0.00
				TOTAL
				5458.78

INVOICE NO.	AMOUNT DUE
Bal/Fwd	0.00
	0.00
11276	401.30
181766	777.00
11328	1070.12
11327	1070.12
11322	1070.12
11320	1070.12
BALANCE DUE	
	5458.78

RETURN PLAN

must be telephoned to the office before concrete is used.
ADDED INGREDIENTS: Purchaser assumes all responsibility for strength, slump and quality of concrete when additional water or other material is requested on the job site.

INSPECTOR

LATE PAYMENT: Purchaser agrees to pay a monthly rate of 1.5% interest for late payments. Failure to pay when agreed constitutes basis for legal action and Purchaser agrees to pay in event of a law suit all costs of collection and reasonable attorney fees and hereby waives all rights of exception as to personal property under laws applicable in the local jurisdiction.

KEEP CHILDREN AWAY.

11276

Received by: _____

3.00

INVOICE No.

ription	Bin	Moist/Abs	Design	Target	Actual	Tkt#: 11276
	1	3.40/0.60%	1310	4064	4160 Lb	
ROCK	4	1.20/1.20%	1700	5161	5160 Lb	
LAND	1		495	1485	1530 Lb (91%)	
SH	2		55	165	160 Lb (9%)	
erAir AE90	1	0%	0.55	9.90	9.00 Oz	
500	2	0%	3.00	49.50	NA Oz	
			32.00	56.8	NA Ga	
					13.6 Ga	
moisture:						
in truck:						20.00 Ga

BROCKWHITE

CONSTRUCTION MATERIALS

CSG A CONSTRUCTION SUPPLY GROUP COMPANY

Brock White Company, LLC
580 41ST AVE N
SAINT CLOUD, MN 56303-2026

Page 1 of 1
INVOICE

PHONE: (320) 251-5060
FAX: (320) 251-2763
TOLL FREE: (800) 892-8589

INVOICE NUMBER

14101589-00

INVOICE DATE

07/22/20

PO NUMBER

4183

BILL TO:

LANDWEHR CONSTRUCTION
PO BOX 1086
SAINT CLOUD, MN 56302-1086

SHIP TO:

LANDWEHR CONSTRUCTION
PO BOX 1086
SAINT CLOUD, MN 56302-1086

ok
25
Evol

CUSTOMER NO		ORDER NO		SHIP VIA		DUE DATE	TERMS			
7510		14101589-00		WC-WAITING		08/10/20	10THPROXIMO			
ORDER DATE		SHIP DATE		ORDER BY	TAKEN BY	JOB #	JOB NAME			
07/22/20		07/22/20			jps					
ORDER QTY	SHIPD QTY	BKORD QTY	UNIT	ITEM # / DESCRIPTION			PRICE	NET PRICE	Txbl	
150	150	0	BAG	0375100				\$0.2500	\$37.50	T
				SAND BAGS REINFORCED 14 X 26						
2	2	0	ROLL	0332240				\$237.1400	\$474.28	T
				POLY REINF 40' X 100' CLR BLU STRP 111# 15/PLT						
1	1	0	EA	0228493				\$46.0900	\$46.09	T
				SEDIBAG 24" X 36" W/ CURB DEFLECTOR						

Qty Shipped Total 153

Total \$557.87
MN SALES TAX \$38.36
SAINT CLOUD \$2.79
STEARNS CO TR \$1.40
Invoice Total \$600.42

ACH PAYMENT INFORMATION

CONSTRUCTION SUPPLY GROUP (CSG)
WELLS FARGO
ROUTING: 121000248
ACCOUNT: 4310172754

REMIT DETAIL TO: ar@teamcsg.com

1.5% per month interest charged on all overdue accounts.
A 20% RESTOCKING FEE APPLIES ON ALL RETURNS
NO RETURNS ACCEPTED AFTER 30 DAYS OF INVOICE DATE

U.S. FUNDS

REMIT TO

Brock White Company LLC
C/O CSG
PO Box 856458
Minneapolis, MN 55485-6458

WW Thompson Concrete Products
 702 INDUSTRIAL PARK ROAD
 P.O.BOX 87
 Brainerd, MN 56401
 218-829-9674
 Fax: 218-828-1161



CUSTOMER COPY



INVOICE

2007-865860

PAGE 1 OF 1

#4183

SOLD TO
Cash Sales

JOB ADDRESS
Cash Sales Brainerd Bridge

ACCOUNT	JOB
CASH	0
SOLD ON	7/27/2020 2:40:21 PM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	BCT1
CASHIER	JC
SALESPERSON	
ORDER ENTRY	

Thank you we appreciate your business!

Quantity	UM	Item	Description	D	T	Price	Per	Amount
3	EA	RW6610	ROLL WIRE MESH 750 SQFT 18 units/Cube	N	Y	98.0000	EA	294.00

Payment Method(s)

MasterCard 317.15

MN-BRD 7.875%	SubTotal	294.00
	Sales Tax	23.15
	Deposit	
Please Pay This Amount		317.15

Signature

Fyle's Satellites Inc
Joe Osborn
34914 Timber Lane
Pequot Lakes, MN 56472

AUG 03 2020

**FYLE'S
Satellites Inc.**

Invoice

Date	Invoice #
7/30/2020	2844

218-821-4690

Please Note Change in
Name and Address
Ein Number 82-5478823

Bill To
Po Box 1086 St. Cloud MN 56302

Site	Site	Terms
	Brd. Bridge	Net 30

Unit #	Description	Quantity	Rate	Amount
	Fee for delivery setup, rental and pickup of 1 portable restroom for work on the Brainerd Bridge job by the Brainerd Fire dept. Unit has been picked up and work complete.	1	150.00	150.00
Thank you!				
GL 50012				

Thank you for your business.

Sales Tax (7.375%) \$11.06

Total \$161.06

Payments/Credits \$0.00

Balance Due \$161.06

If not paid within 30 days an interest of 5.0% per month will be charged.

fyles.satellites@outlook.com



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>
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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>	



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)	13-21	MN Project No.:		Change Order No.	3
-----------	-------	-----------------	--	------------------	---

Project Location					
Local Agency	City of Brainerd	Local Project No.			
Contractor	Anderson Brothers Construction	Contract No.			
Address/City/State/Zip	11325 State Hwy 210 / Brainerd / MN / 56401				
Total Change Order Amount \$	\$41,002.00				

This change order is for a subcut on B Street between NE 5th Avenue and the East Brainerd Mall Parking lot. As grading was beginning, the location was found to have unsuitable soils for construction. A 2' subcut will be completed and replaced with a sand section. (Not State Aid Eligible)

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)						
**Group/ funding Category	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
Change Order 3	2105.50 7/00050	SUBGRADE EXCAVATION	C Y	\$20.00	1185	\$23,700.00
Change Order 3	2105.50 4/00035	GEOTEXTILE FABRIC TYPE 5	S Y	\$1.00	1777	\$1,777.00
Change Order 3	2105.60 9/00050	SELECT GRANULAR BORROW	TON	\$6.75	2300	\$15,525.00
Net Change this Change Order						\$41,002.00

****Group/funding category is required for federal aid projects**

Due to this change, the contract time: (check one)	
☐ Is NOT changed	☐ May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change:	Number of Calendar Days Affected by this Contract Change:

Approved by Project Engineer: Paul Sandy Date: 08/03/2020

Print Name: Paul Sandy Phone:



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)	13-21	MN Project No.:		Change Order No.	3
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Approved by Contractor: Mike Niemi

Date: 2020-08-05T18:55:13.648Z

Print Name: Mike Niemi Phone:

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ___ Federal Funding ___ State Aid Funding ___ Local funds

District State Aid Engineer: first_name last_name Date: obtained



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>	



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)	SAP 108-136-004	MN Project No.:		Change Order No.	4
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Project Location	Buffalo Hills Lane		
	Reconstruction of Buffalo Hills Lane from Mississippi Drive to Greenwood Street		
Local Agency	City of Brainerd	Local Project No.	16-09
Contractor	Kraemer Trucking & Excavating Inc.	Contract No.	2019-04
Address/City/State/Zip	PO Box 434 / Cold Spring / MN / 56320		
Total Change Order Amount \$		\$46,822.73	

This change order is for additional grading correction on the south side of the constructed storm pond. In order to prevent issues with water running into a property on Ridge Drive, an additional catch basin and run of pipe was installed and directed to flow into the storm pond constructed with the Buffalo Hills Reconstruction project. Additionally, a swale was built to aid in directed drainage towards the pond.

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)						
**Group/ funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
Change Order 4	2021.501/0 0010	MOBILIZATION	LS	\$4,500.00	1	\$4,500.00
Change Order 4	2501.502/0 5012	12" RC PIPE APRON	EAC H	\$1,450.00	1	\$1,450.00
Change Order 4	2503.503/1 9123	12" RC PIPE SEWER DES 3006 CL III	L F	\$92.00	88	\$8,096.00
Change Order 4	2506.502/0 0070	CONST DRAINAGE STRUCTURE DESIGN G	EAC H	\$1,500.00	1	\$1,500.00
Change Order 4	2511.507	RANDOM RIP RAP, CLASS III	L S	\$1,800.00	1	\$1,800.00
Change Order 4	2104.503	REMOVE AND REPLACE FENCE	LS	\$3,200.00	1	\$3,200.00
Change Order 4	-	EXCAVATION AND TOPSOIL	LS	\$10,924.00	1	\$10,924.00
Change Order 4	2575.501/0 0020	TURF ESTABLISHMENT	LS	\$15,352.73	1	\$15,352.73
Net Change this Change Order						\$46,822.73

****Group/funding category is required for federal aid projects**

Due to this change, the contract time: (check one)	
() Is NOT changed	() May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change:	Number of Calendar Days Affected by this Contract Change:

Approved by Project Engineer: Paul Sandy Date: 8/11/2020

Print Name: Paul Sandy Phone:



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)	SAP 108-136-004	MN Project No.:		Change Order No.	4
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Approved by Contractor: *Kramer Timmons & Assoc.*

Date: *8-11-20*

Print Name: *JEFF KRAMER*

Phone: *320-685-3024*

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ☐ Federal Funding ☐ State Aid Funding ☐ Local funds

District State Aid Engineer:

Date:

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

**August 17, 2020
6:45 PM**

**WebEx Teleconference Meeting
Call Toll-Free: 844-992-4726
Access Code: 146 499 2858**

1. Approval of Bills & Payments to Contractors

<u>Contractor</u>	<u>IMP#</u>	<u>Project</u>	<u>Amount Paid</u>
Landwehr Construction	20-09	Laurel St Bridge Repairs	\$38,219

2. Street Maintenance I Hiring
3. Disposal of Street Department Equipment
4. Disposal of Retired Police Vehicle
5. Police Officer Hiring Ratification
6. Request to Enter Rural Service District
7. 2021 Budget Proposed Timeline
8. 2019 Tax Increment Financing (TIF) Report Summary - Informational



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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



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:	
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Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
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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>	

O R D I N A N C E

NO. 1020

**AN ORDINANCE DIVIDING THE CITY OF BRAINERD
INTO AN URBAN SERVICE DISTRICT
AND A RURAL SERVICE DISTRICT**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE. That Ordinance No. 844 is hereby repealed.

SECTION TWO. The City of Brainerd hereby divides the area within its limits into an urban service district and a rural service district, constituting separate taxing districts for the purpose of all municipal property taxes, except those levied for the payment of bonds and judgements and interest thereon, in accordance with Minnesota Statute 272.67, as amended.

SECTION THREE. The urban service district shall include all properties within the limits of the City of Brainerd, except those set forth herein as a rural service district.

SECTION FOUR. The rural service district shall encompass the following described properties which are rural in character and are not benefited to the same degree as other lands by municipal services financed by general taxation:

Robert Russell Addition and Auditor's Plat of Government Lots Three (3) and Four (4), Section Thirty-Four (34), Township One Hundred Thirty-Four (134) North, Range Twenty-Eight (28) West of the 5th Principal Meridian.

That part of the Southeast Quarter of the Northwest Quarter (SE1/4-NW1/4) and Government Lot 2, Section 34, Township 134 North, Range 28 West, Crow Wing County, Minnesota, described as follows: Commencing at the iron monument at the Southwest corner of said Government Lot 2; Thence East, assumed bearing,

140.93 feet, along the South line of said Government Lot 2 to an iron monument: thence North 88.99 feet to an iron monument; thence North 56 degrees 49 minutes 50 seconds West 385.67 feet to an iron monument on the north line of the south 300.00 feet of said SE1/4-NW1/4 the point of beginning of the tract to be described; thence reversing thence South 56 degrees 49 minutes 50 seconds East 385.67 feet to an iron monument; thence South 88.99 feet to said iron monument on the south line of Government Lot 2; thence West 634 feet, more or less, along said south line of Government Lot 2 and along the south line of said SE1/4-NW1/4 to the shore of Gilbert Lake; thence northerly along said shore to it's intersection with said north line of the south 300.00 feet of the SE1/4-NW1/4; thence East 269 feet, more or less, along said north line of the south 300.00 feet of the SE1/4-NW1/4 to the point of beginning. Containing 3.4 acres, more or less. Subject to easements, reservations or restrictions of record, if any.

The southwest quarter of the southeast quarter of Section 33, Township 134 N., Range 28 W., except the north thirty (30) feet thereof, Crow Wing County, Minnesota.

The southeast quarter of the southeast quarter of Section 33, Township 134 No., Range 28 W., except the north thirty (30) feet thereof and except the part thereof lying southerly of the following described line: beginning at the point on the east line of said southeast of the southeast which is 614.25 ft. north 0 degrees 18 minutes west assumed bearing from the southeast corner of said Section 33; then south 66 degrees 22 minutes west 525.23 ft.; then south 64 degrees 38 minutes west 109.07 ft.; then south 61 degrees 10 minutes west 128.28 ft.; then south 48 degrees 27 minutes west 123.21 ft.; then south 46 degrees 18 minutes west 292.35 ft. to the south line of said southeast quarter of the southeast quarter and there ending.

Lots 34 and 36, Rearrangement of Lots in Wawanaissa Park.

Blocks 10, 11, 13, 14, 15, 16, 27 and 28

Cuyuna Range Addition to the City of Brainerd.

Tracts 21, 22, 23, 24, 25, 26, 27 and 28

Holland's Second Addition to the City of Brainerd.

Tracts 11, 12, 13, 14, 15, 16, 17 and 18

Holland's Third Addition to the City of Brainerd.

Lot 13, Block 1

Buffalo Hills First Addition.

The Northeast Quarter of the Northwest Quarter (NE1/4-NW1/4), Section 2, Township 44 North, Range 31 West, except that part platted as Buffalo Hills First Addition and except the North Half (N1/2) thereof.

The North Half (N1/2) of the Northwest Quarter (NW1/4), Section 31, Township 45 North, Range 30 West.

The North Half (N1/2) of the Northeast Quarter of the Southwest Quarter (NE1/4-SW1/4), Section 31, Township 45 North, Range 30 West.

The Northeast Quarter of the Northwest Quarter (NE1/4-NW1/4), Section 4, Township 133 North, Range 28 West.

Part of Government Lot 3 described as follows: All of the Tract deeded Orloff to Wagner recorded in Book 122 of Deeds, Page 172, except the following described Tract: Beginning at the iron pipe on the ROW line of the Hwy., the Southwest Corner of the above named Tract; then South 77 degrees, 37 minutes East 268.4 ft. along its southerly line to an iron pipe on the bank of the Mississippi River; then North 10

degrees 57 minutes West 100 ft. along said bank to an iron pipe; then North 32 degrees 14 minutes East 206 ft. continuing along said river to an iron pipe; then North 65 degrees 37 minutes West 137.3 ft. to an iron pipe; then continuing North 65 degrees 37 minutes West to the Hwy. ROW; then southerly along said ROW to the place of beginning.

That part of Government Lot 3 described: Commencing at an iron pipe on the shore of Mississippi River, the Southeasterly Corner of Tract deeded from Orloff to Wagner recorded in Book 122, Page 172; then North 10 degrees 57 minutes West 100 ft. along the Bank of Mississippi River to an iron pipe; then North 59 degrees 21 minutes West 112 ft. to an iron pipe; then continuing North 59 degrees 21 minutes West to the Hwy. ROW line, the place of beginning; then South 59 degrees 21 minutes East to an iron pipe on the bank of Mississippi River; then North 32 degrees 14 minutes East 206 ft. along said river to an iron pipe; then North 65 degrees 37 minutes West 137.3 ft. to an iron pipe; then continuing North 65 degrees 37 minutes West to the ROW line of Hwy.; then Southerly along said Hwy. line to the place of beginning with easements.

Part of Government Lot 3 beginning at the iron pipe at the Southwest Corner of Tract deeded from Orloff to Wagner in Book 122, Page 172; then South 77 degrees 37 minutes East 268.4 ft. along the Southerly line of the above described Tract to an iron pipe on the bank of the Mississippi River; then North 10 degrees 57 minutes West 100 ft. along said bank to an iron pipe; then North 59 degrees 21 minutes West 112 ft. to an iron pipe; then continuing North 59 degrees 21 minutes West to the Hwy. ROW line; then Southerly along said ROW line to the place of beginning with easement except part to D. Wagner.

Part of Government Lot 3 described as follows: Commencing at the iron pipe at the Southwest Corner of the Tract deeded from Orloff to Wagner, Recorded in Book 122 of Deeds, Page 172; then South 77 degrees 37 minutes East along the Southerly line of said Wagner Tract to the Easterly ROW line for State Hwy. #25, the point of beginning; then South 77 degrees 37 minutes East continuing along the southerly line of the above described Tract, to an iron pipe on the bank of the Mississippi River, said pipe being 268.40 ft. from the pipe at the point of commencement; then North 10 degrees 57 minutes West 100 ft. along said river bank to an iron pipe; then North 79 degrees 34 minutes West 60 ft. to an iron pipe on the centerline of a 20 ft. road easement; then South 68 degrees 45 minutes West 77.35 ft. along the centerline of said road easement to an iron pipe; then continuing South 68 degrees 45 minutes West 63 ft. along the centerline of said road easement; then North 77 degrees 37 minutes West along the centerline of said road easement to the ROW line of the Hwy.; then Southerly along said ROW line to the place of beginning subject to road easement.

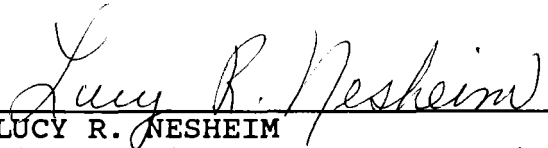
All of the foregoing real property lying and being in Crow Wing County, Minnesota.

SECTION FIVE. That the benefit ratio required by Subd. 2 of Minnesota Statute 272.67 shall be established so that all lands in the rural service district shall be taxed for the general levy at Fifty-Two (52%) percent of the rate levied in the urban service district. That is, the taxes for municipal purposes, exclusive of bonded indebtedness, shall not exceed Fifty-Two (52%) percent of full municipal taxes levied in the remainder of the City. That the said benefit ratio shall not apply on municipal taxes levied for the payments of bonded indebtedness, judgements, and interest thereon.

SECTION SIX. Whenever any parcel of land in the rural service district receives municipal water and/or municipal sewer services, said parcel of land shall be transferred from the rural service district to the urban service district and the levy shall then be on the same basis as the property taxes levied for the urban service district.

SECTION SEVEN. This Ordinance shall take effect and be in full force one week from and after its publication.

Adopted this 15th day of July, 1996.



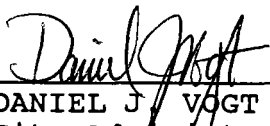
LUCY R. NESHEIM
Vice-President of the Council

Approved this 16th day of July, 1996.



BONNIE K. CUMBERLAND
Mayor

ATTEST:



DANIEL J. VOGT
City Administrator

Published One Time: July 22, 1996

**AN ORDINANCE DIVIDING THE CITY
OF BRAINERD INTO AN URBAN SERVICE
DISTRICT AND A RURAL SERVICE DISTRICT**

Ordinance No. 844

THE COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN AS FOLLOWS:

SECTION ONE. The City of Brainerd hereby divides the area within its limits into an urban service district and a rural service district, constituting separate taxing districts for the purpose of all municipal property taxes, except those levied for the payment of bonds and judgments and interest thereon, in accordance with Minnesota Statute 272.67, as amended.

SECTION TWO. The urban service district shall include all properties within the limits of the City of Brainerd, except those set forth herein as a rural service district.

SECTION THREE. The rural service district shall encompass the following described properties which are rural in character and not developed for commercial, industrial or urban residential purposes, and zoned rural residential, and for these reasons are not benefited to the same degree as other lands by municipal services financed by general taxation:

Robert Russell Addition and the Auditor's Plat of Government Lots Three (3) and Four (4), Section Thirty-four (34), Township One Hundred Thirty-four (134) North, Range Twenty-eight (28) West of the 5th Principal Meridian.

All of the foregoing real property lying and being in Crow Wing County, Minnesota.

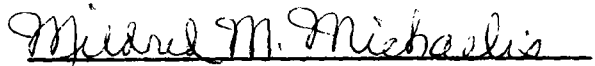
SECTION FOUR. That the benefit ratio required by Subd. 2 of Minnesota Statute 272.67 shall be established so that all lands in the rural service district shall be taxed for the general tax levy at

Eighty (80%) percent of the rate levied in the urban service district: THAT IS, the taxes for municipal purposes, exclusive of bonded indebtedness, shall not exceed Eighty (80%) percent of full municipal taxes levied in the remainder of the City. That the said benefit ratio shall not apply on municipal taxes levied for the payments of bonded indebtedness, judgments, and interest thereon.

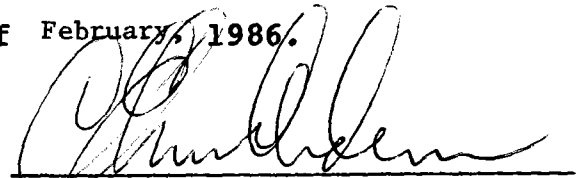
SECTION FIVE. Whenever any parcel of land in the rural service district receives water and/or sewer services or is rezoned, said parcel of land shall be transferred from the rural service district to the urban service district and the levy shall then be on the same basis as the property taxes levied for the urban service district.

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

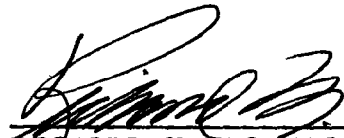
Adopted this 18 day of February, 1986.


MILDRED M. MICHAELIS
President of the Council

Approved this 19 day of February, 1986.


C. ELMER ANDERSON
Mayor

ATTEST:


RICHARD M. JOHNSON, CMC
City Clerk/Treasurer

GILBERT
LAKE

RUSSELL
ADDITION

ROBERT
BLOCK

AVENUE

FARRAR AND FOR

City Administrator Vogt stated that what is needed from the EDA is direction on the properties to be included in the Rural Service District. Properties in the Rural Service District are not getting the same services, which is defined as municipal water or sewer services, that the rest of the community is getting in the Urban Service District.

City Planner Cottingham presented a map with the areas which would be considered to be included in the Rural Service District. The EDA discussed each area to be included.

Commissioner Menk stated that a meeting should be held with the Planning Commission to review the Comprehensive Plan as to its relationship with the Rural and Urban Service Districts.

MOTION AND SECONDED BY COMMISSIONERS GOEDKER AND KUMMET TO RECOMMEND TO THE CITY COUNCIL TO SET THE RURAL SERVICE DISTRICT AT 88% OF TOTAL TAX RATE WHICH TURN RELATES TO A 52% CITY TAX RATE. ALSO, ALL THE AREAS THAT ARE NOT SERVED BY WATER AND/OR SEWER COME INTO THE RURAL SERVICE DISTRICT WITH THE REST TO REMAIN IN THE URBAN SERVICE DISTRICT. DULY CARRIED.

Staff Reports

City Administrator Vogt stated that school gas station is closing. A company called Fast Glass will be locating there by July 1st.

Marsh Run is under construction in east Brainerd on 28th Street.

Southview townhomes are being constructed on Buffalo Hills Lane. Three buildings are up and two single family units are sold.

City Planner Cottingham stated that Sheila Haverkamp has been working with Jim Wills from Image Rotomolding on their plan for expansion.

City Administrator Vogt stated that OSELCO is constructing their building on the north side of Industrial Park Road. The company sells equipment medical supplies.

There is one lot to the west of Range Printing which is low. An individual interested in building a storage building on the lot would generate some tax dollars.

City Administrator Vogt stated the City has asked MnDOT to do a study at the new McDonalds location whether to not to move the signal light at the B.N. entrance east one block.

The City now owns the Dellwood Motel property and working on acquiring the right-of-way for South Fourth Street to continue to Hwy. 371.

The Chair opened the public hearing at 7:43 p.m. relative to nuisance violations at 811 6th Avenue NE and 1221 Maple Street. The Chair asked if anyone in the audience wished to discuss this matter. No one responded.

The Chair closed the public hearing at 7:44 p.m.

Alderman Dehen reported the nuisance violation at 811 6th Avenue NE has been abated. Alderman Dehen reported Safety and Public Works Committee recommends to direct the City Attorney to issue a criminal complaint against 1221 Maple Street for Housing Maintenance Code violations.

MOVED AND SECONDED BY ALDERMEN DEHEN AND GOEDKER, DULY CARRIED, TO DIRECT THE CITY ATTORNEY TO ISSUE A CRIMINAL COMPLAINT AGAINST 1221 MAPLE STREET FOR HOUSING MAINTENANCE CODE VIOLATIONS.

Public Hearing - Consider Dividing City of Brainerd Into An Urban Service District and a Rural Service District.

The Chair called on City Administrator Vogt who stated a Notice of Hearing was published in the Brainerd Daily Dispatch on June 7, 1996. The notice stated the purpose of this hearing is to consider dividing the City of Brainerd into an Urban Service District and a Rural Service District. The Chair opened the public hearing at 7:45 p.m. and asked if anyone in the audience wished to speak. No one responded.

The Chair closed the public hearing at 7:46 p.m.

Third Reading - Proposed Ordinance No. 1020 - An Ordinance Dividing the City of Brainerd into an Urban Service District and a Rural Service District - Reading Approved - Ordinance Adopted.

MOVED AND SECONDED BY ALDERMEN ASPLUND AND O'DAY, DULY CARRIED, TO HOLD THE THIRD READING OF PROPOSED ORDINANCE NO. 1020, AN ORDINANCE DIVIDING THE CITY OF BRAINERD INTO AN URBAN SERVICE DISTRICT AND A RURAL SERVICE DISTRICT; FURTHER, TO DISPENSE WITH THE ACTUAL READING OF SAID ORDINANCE.

MOVED AND SECONDED BY ALDERMEN ASPLUND AND O'DAY TO ADOPT ORDINANCE NO. 1020 AS PRESENTED.

ORDINANCE NO. 1020

Upon roll call, all members voted "aye". The Chair declared the motion carried and the Ordinance adopted.



Date: 8/12/2020 Time: 11:51:09 AM





Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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

City of Brainerd, Minnesota

Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2019

TIF District Name:	TIF 4-3 ASI Apartments	TIF 4-11 East Brainerd Mall	TIF 4-13 Timberland Townhomes	TIF 4-15 Artspace	TIF 4-16 Taco John's	TIF 4-17 Jimmy John's	TIF 4-18 Royal Tire
Current net tax capacity	\$6,901	\$251,250	\$14,347	\$29,656	\$10,788	\$5,614	\$9,670
Original net tax capacity	\$431	\$50,184	\$258	\$22,158	\$7,346	\$2,848	\$6,578
Captured net tax capacity	\$6,470	\$201,066	\$14,089	\$7,498	\$3,442	\$2,766	\$3,092
Principal and interest payments due in 2020	\$0	\$187,885	\$10,989	\$5,154	\$2,778	\$2,194	\$3,526
Tax increment received in 2019	\$5,886	\$192,444	\$11,811	\$7,088	\$3,258	\$2,572	\$4,165
Tax increment expended in 2019	\$5,886	\$187,987	\$11,198	\$6,998	\$3,009	\$2,386	\$3,821
Month and year of first tax increment receipt	7 / 1994	7 / 2004	7 / 2003	7 / 2009	7 / 2009	7 / 2010	7 / 2017
Date of required decertification	12/31/2019	12/31/2029	12/31/2028	12/31/2034	12/31/2034	12/31/2035	12/31/2042

Additional information regarding each district may be obtained from-

Connie Hillman, Finance Director
 City of Brainerd
 501 Laurel Street
 Brainerd, MN 56401
 (218) 828-2307

8/12/20

To whom it may concern;

I have recently moved out of the Brainerd city limits and will no longer be able to be a part of the Brainerd Lakes Regional Airport Commission. I appreciate the opportunity to have served.

Sincerely,

Staci Headley



City of Brainerd Commission/Committee/Board Application Form

Any questions contact City Hall at 218-828-2307

Commission/Committee/Board Applying for PARKING COMMISSION Date: 7-28-20

This application is public data pursuant to M.S. 13.43

PLEASE NOTE: Completion and submission of this form grants the City authority to conduct a background check including a complete criminal history and driver's license check.

*Name: Last Maroh First Charles M.I. L

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

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

I want the downtown to be successful. I'm concerned that there are not enough ideas on the table.

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

I know a lot about parking and routinely advise cities on what to do with parking, especially as an economic development tool.

*Please refer to the "Meeting Dates and Time" for your desired Committee; are you able to commit to this schedule? I don't see one, but I'm flexible for the time being.

*After Reviewing the City's "Conflict of Interest Policy" Please Explain if you are aware of any situation that might be perceived by others as a "Conflict of Interest" if you are appointed:

no

Please list any additional comments:

I can broaden the conversation on parking and make sure that all options are considered.

CL Mar
(Signature)

7-28-20
(Date)

*Required Information

Submit completed application forms via one of the following options:

Email: sbestul@ci.brainerd.mn.us

fax: 218-828-2316

Mail: City of Brainerd, 501 Laurel Street, Brainerd MN 56401



City of Brainerd Commission/Committee/Board Application Form

Any questions contact City Hall at 218-828-2307

Commission/Committee/Board Applying for Charter Commission Date: 7-28-20

This application is public data pursuant to M.S. 13.43

PLEASE NOTE: Completion and submission of this form grants the City authority to conduct a background check including a complete criminal history and driver's license check.

*Name: Last Marohn First Charles M.I. L

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

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

Brainerd is unique as a charter city capable of customizing its own constitution to fit its needs. I think a lot about how we set up responsive systems and want to add my expertise to the charter.

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

One knowledgeable on how local governments works across the entire continent.

*Please refer to the "Meeting Dates and Time" for your desired Committee; are you able to commit to this schedule? yes

*After Reviewing the City's "Conflict of Interest Policy" Please Explain if you are aware of any situation that might be perceived by others as a "Conflict of Interest" if you are appointed:

no

Please list any additional comments:

It would be an honor to serve.

Col Z Mar
(Signature)

7-28-20
(Date)

*Required Information

Submit completed application forms via one of the following options:

Email: sbestul@ci.brainerd.mn.us

fax: 218-828-2316

Mail: City of Brainerd, 501 Laurel Street, Brainerd MN 56401



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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

MEMO



TO: Mayor & Council

FROM: City Administrator Bergman
Finance Director Hillman
Community Development Director Chanski

DATE: August 17, 2020

RE: CARES Relief Funding (CRF)

The City of Brainerd received \$1,034,572 of the \$841 million the state received in federal COVID-19 relief funds. These are federal dollars and are subject to a single audit and have to be used in accordance with federal guidelines.

The current guidance has listed out 3 distinct elements that are to be considered and present when determining if Coronavirus/CARES Relief Funds (CRF) can be used:

- The expense is to be necessary and due to COVID-19. A municipality should document this fact.
- Unaccounted. The expenditure wasn't part of the 2020 adopted budget. Another way to look at this is that the cost cannot lawfully be funded; OR it is substantially different than what the line budgeted line item was to be used for. Funds cannot be used to replace lost revenue.
- Incurred during the covered period of 3/1/2020-11/15/2020.

The funds are also able to cover Brainerd Public Utilities

BPU Expenditures

After the August 3rd City Council meeting, BPU submitted additional requests for CRF, namely the precautionary administrative leave for BPU employees at a cost of approximately \$174,000 and increased cost and separation of the cost for cleaning and COVID supplies in Bucket 1. In Bucket 2, the cost of laptops and additional cleaning costs were added. BPU's expenditures are highlighted in green on the attached that is bookmarked as Proposed CARES Funding as of 08.17.2020.

CLA Review

The City Council authorized the expenditures in Bucket 1 and Bucket 2 of the CRF pending review by CliftonLarsonAllen (CLA) at their August 3rd meeting. Staff entered into an Engagement Letter with CLA and they conducted their review.

CLA reviewed all the recommended expenditures approved by the Council and provided guidance. Based on their recommendations (included with this agenda request), we have revised the expenditures (also included).

- **Bucket #1 – COVID-19 Expenditures to Date.** After CLA's review, we believe our eligible expenditures to date are \$190,341. CLA stated that our Liquor License Fee reduction is not eligible, and they are waiting for more guidance on the payroll expenditures related to administrative leave due to COVID. CLA feels these costs are currently a grey area. If the payroll costs are eligible for CRF reimbursement, and the Council determines to use CRF reimbursement for these expenditures, we believe our eligible expenditures to date are \$380,114.

The current guidance related to administrative leave for payroll expenditures and why Staff included the expenditures as CRF eligible was due to the following FAQ from the LMC website:

Q22. Can payments be used to cover increased administrative leave costs of employees who could not telework in the event of a stay-at-home order or a case of COVID-19 in the workplace?

A22. The statute requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. As stated in the Guidance, a cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. **If the cost of an employee was allocated to administrative leave to a greater extent than was expected, the cost of such administrative leave may be covered using payments from the Coronavirus Relief Fund.**

- **Bucket #2 – COVID-19 Expenditures between now and 11/15/2020.** CLA's review indicated that all items proposed were eligible for CRF with the exception of Delinquent Utility Bills because BPU is a public utility. Based on this, the recommended amount eligible is \$451,476. We have also included a contingency line of \$100,000.

Bucket #3 - Small Business and/or Non-Profit Grants

Based on the eligible expenditures in Bucket 1 and Bucket 2, we have a remaining balance of \$202,982 or \$392,755 awaiting the outcome and/or determination by Council of the use of CRF fund for administrative leave costs, for Bucket 3 – Small Business and/or Non-Profit Grants for COVID-19 Related Expenditures.

We discussed the proposed uses for the CRF at the August EDA meeting. The EDA's recommendation to the Council was to pool our resources with Crow Wing County and to allocate 100% of Bucket 3 to small business.

Small Business Grants

Crow Wing County (CWC) has allocated \$3 million of their CRF for small business grants. They are contracting with BLAEDC to administer these funds on their behalf. Grants of up to \$10,000 are available to small businesses in CWC who meet the following criteria:

- Small businesses with 50 or less employees as of March 1, 2020. For the purpose of this program, a Full Time Equivalent will be equal to at least 32 hours per week. For those working less than 32 hours, divide the number of hours by 32 to calculate FTE (i.e. 24 hours per week/32 = 0.75 FTE). Employees for this grant program may be either W-2 employees or independent contractors.
- Eligible applicants must have been temporarily closed due to Executive Order 20-04 and later clarified by Executive Order 20-08.
- All eligible applicants must have a physical, commercial location, whether owned or leased, that is located in Crow Wing County.
- All eligible applicants must be in good standing with Crow Wing County.
- All eligible applicants must be registered with the Minnesota Secretary of State and have been operating since March 1, 2020.
- Businesses are eligible to apply for CRF funding from only one local unit of government.

Staff would recommend pooling these funds with CWC and allocating 75% of Bucket 3 to small businesses. We believe there are several reasons to do this:

- If the City pools our funds, it will be easier for our small businesses to just have one place to apply for this grant program;
- CWC has agreed to pay for the administrative fees and advertising out of their CRF; therefore, 100% of Brainerd's funds will be given to our businesses; and,
- By pooling our CRF, this gives Brainerd businesses the opportunity to access the \$3 million allocated by CWC.

Non-Profit Grants

CWC has allocated \$1 million of their CRF to non-profit organizations. CWC will be contracting with the United Way to administer these funds on their behalf. Grants of up to \$10,000 are available to non-profit organizations serving Crow Wing County residents.

Staff would recommend pooling these funds with CWC and allocating 25% of Bucket 3 to non-profit grants.

CWC Application Process

BLAEDC and United Way will be taking applications from August 17th to September 18th. The County Board created two subcommittees (one for small business and one for non-profit) which include two County Commissioners on each. The

subcommittee meetings will be open to the public and Council members would be welcomed to attend and provide comments.

The Subcommittee's will review the applications and determine if the applicant is eligible. If they receive more requests than funds available from eligible applicants, they will prorate the amount so that each applicant receives funds.

Next Steps

The County Attorney is creating an agreement for cities and townships who would like to pool their resources. We would anticipate a draft of that agreement by the end of August. If the Council is agreeable to pooling our resources, we would have the agreements on the September 8th agenda.

Connie Hillman

From: Loch, Daniel <Daniel.Loch@claconnect.com>
Sent: Wednesday, August 12, 2020 1:11 PM
To: Jennifer Bergman
Cc: Connie Hillman; Field, Rebecca; Reedy, Mary L.
Subject: RE: [External] CARES Funding
Attachments: Eligible Cost Test Documentation Tool Form.pdf; Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf; 5756 - CLA comment.pdf

WARNING: *This email originated outside of the City of Brainerd. DO NOT open links or attachments unless you KNOW the content is safe.*

Hi Jennifer,

Our recommendations are based on the interpretation of the guidance for governments provided by the department of treasury. A lot of the necessary documentation will be needed as to administration's analysis in how the items were determined to be eligible. I have attached an "Eligible Cost Test Documentation Form" tool that we created which can aid in documenting the analysis and justification for eligible costs. Also note that we are not attorney's and this is not a legal representation.

Our recommendation for the City is to document how the attached items meet the CARES Act Criteria:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

In the attached document I added comments and Tickmarks – "A" being recommended allowable based on the guidance and justification provided by Connie and you in our phone conversations. Items marked with an "N" as explicitly not allowed in our opinion based on the justifications provided and the guidance at this time. The explicitly not allowed items appear to me as though they are more of a "revenue replacement" item and the guidance states this is disallowed. It would be our recommendation that these not be pursued.

For the allowable items, in review of the justification and documentation our feeling would be to add the documentation and decision factor to hit all three points noted above. In some of the expenditures to date and documentation/justification there were a lot of places that "upgrade" as a descriptor. I would recommend the City would want to avoid this nomenclature and realign the description to more accurately describe the relation to COVID-19 response. The City will want to ensure for compliance the comments, considerations and justification the City came to will need to be documented. As a reminder, CLA is unable to make these determinations for you, and our guidance is based on what we think may be reasonable and for the administrations consideration.

For Items "1" and "2" related to payroll it is our understanding that additional resources will be coming available and have more guidance on these items in the future. Our current perspective is that these could be questioned more easily by the guidance and may be considered more of a "gray area" as the guidance is not as clear on this topic. However, with Connie's response from LMC it appears that the number 2 item related to the resource officer could be considered allowable. I feel as though if you documented the above criteria or filled out the tool for each of these items administration could come to their own decision on how they want to handle it.

For the access systems and cameras, it is the feeling that if the reasoning behind these relate to the public health emergency and enable the City and BPU to combat the spread of the virus they would be allowable. It was also noted in discussion with the national CLA resource team that vendor access could be considered a public space, and that this too would qualify in combating the spread of the virus.

As for the emergency operations center and the increase in capability for the logistics and response, I feel that with how Tim described it in the previous email to this, and the documentation was in line with the items above you could document how the administration feels it is necessary for the response to the pandemic and it would be allowable.

A reminder and caution is that only expenditures that are incurred between 3/1/2020 and 11/15/2020 as set by the state of Minnesota are allowable. Expenditures for any of the cloud based resources and telecommuting networks for maintenance and service outside of this area we would not recommend claiming.

I have included the guidance in the email to assist in documenting the response of administration.

Please let me know if you have any questions or concerns.

Danny Loch



Daniel (Danny) Loch, CPA
Manager, State and Local Government
CLA (CliftonLarsonAllen LLP)

Direct 218-825-2934
daniel.loch@CLAconnect.com



From: Jennifer Bergman <jbergman@ci.brainerd.mn.us>
Sent: Tuesday, August 11, 2020 4:25 PM
To: Loch, Daniel <Daniel.Loch@claconnect.com>
Cc: Connie Hillman <chillman@ci.brainerd.mn.us>
Subject: FW: [External] CARES Funding



Hi Danny,

CARES Relief Funding

AMOUNT AVAILABLE

1,034,572.00

Note further clarification is in the attached email. CLA Cares Team and City of Brainerd Staff (Connie and Jennifer) discussed the items below. For items marked with an A below, based upon the justifications and reasoning provided by City staff, CLA agrees there is reasonable justification that these items would be eligible for CRF fund usage. The justifications and reasoning provided by City staff would need to be documented to meet the eligibility requirements. Those marked with an N CLA recommends not taking these as CRF funds under the guidelines that this could be considered revenue replacement.

BUCKET #1 - COVID-19

EXPENDITURES TO DATE

DATE PAID

AMOUNT

D

Small Business Relief Grants	A	6/5/2020	113,500.00	These were small business relief grants. Businesses had to show a need and could receive up to a \$3,000 grant.
Precautionary Administrative Leave for Patrol Officers		4/3/2020 - 6/25/2020	I 40,039.60	The City implemented a precautionary administrative leave policy starting April 3rd to about June 25th. This only affected patrol staff in which employees received 10 hours of pay without being at work to help ensure staff stayed healthy due to COVID.
Parks Maintenance Staff		3/29/2020- 4/11/2020	I 18,711.92	When the Stay-at-Home order was put into place, the City did not have precautions in place to allow our maintenance staff to be able to work. For two weeks, they received pay. Since they were at home, their duties substantially changed due to COVID for those 2 weeks and the City lost time relating to the maintenance operations of the City due to COVID.
Street Maintenance Staff		3/29/2020- 4/11/2020	I 23,187.44	When the Stay-at-Home order was put into place, the City did not have precautions in place to allow our maintenance staff to be able to work. For two weeks, they received pay. Since they were at home, their duties substantially changed due to COVID for those 2 weeks and the City lost time relating to the maintenance operations of the City due to COVID.
Records Management Staff		3/30/2020- 5/15/2020	I 19,880.00	When the Stay-at-Home order was put into place, the City did not have precautions in place or the ability to allow our police records management staff the ability to work remotely. For several weeks, Staff alternated days of work to be able to social distance in the office and to ensure staff stayed healthy due to COVID. Since they were at home and unable to work, their duties substantially changed due to COVID. This cost represents time that Staff was paid for the hours they were not at work.
COVID -19 Leave	A	Various	1,917.00	One employee to date has qualified for COVID leave to be paid out at 2/3rds of the employee's hourly rate.

CARES Relief Funding

BUCKET #1 - COVID-19

EXPENDITURES TO DATE (Continued)	DATE PAID	AMOUNT	DOCUMENTATION/JUSTIFICATION
Liquor License Fee Grant Reduction		^N 33,033.33	The City Council provided relief to all liquor license holders as they were closed due to COVID. The reduction was applied to a certain group of businesses. Rather than giving a bar/restaurant \$3,800 for example their small business grant, the City reduced the fee on a consistent basis.
Marketing Campaign		25,000.00	Launched the You Betcha We're Open campaign for Brainerd businesses purchased ads in Lakes Country Journal and began a campaign series on social media as a result of being shut down due to COVID.
School Resource Officer Wage and Benefits	3/21/2020-5/23/2020	² 20,756.50	When the schools closed due to COVID, the officer dedicated as the School Resource Officer was placed on patrol duties. Since the officer's duties are substantially different as a patrol officer and a school resource officer, the employee's wages and benefits are eligible for use of CARES funding.
Street Foreman Overtime	4/12/2020-7/18/2020	5,796.00	When the street maintenance returned to work, the street foreman had to work overtime to be present for the cross over of the shifts. The maintenance personal were working staggered shifts due to COVID.
Cleaning/Sanitation Supplies	3/1/2020-7/23/2020	2,035.95	Cleaning supplies are specifically allowed for CRF use to help stop the spread of COVID-19. The quantity and what was purchased is different than what was budgeted in 2020.
Personal Protection Equipment (PPE)	3/1/2020-7/23/2020	2,667.53	PPE is specifically allowed for CRF use to help stop the spread of COVID-19. The quantity and what was purchased is different than what was budgeted in 2020
Work from Home	3/1/2020-7/23/2020	4,001.80	Expenditures for Staff to be able to work from home are specifically allowed for CRF use. Expenditures incurred to comply with the work from home order were not budgeted in 2020.
Miscellaneous Item (Supplies for decon trailer, attorney fees, etc.)	3/1/2020-7/23/2020	4,980.23	These items were not budgeted in 2020 and were per the State to get the trailer ready for use and fees incurred for preparation of the work from home order, preparedness plan, and COVID-19 questions.
Pavilion Rental Refunds		^N	

CARES Relief Funding

BUCKET #1 - COVID-19

EXPENDITURES TO DATE (Continued)	DATE PAID	AMOUNT	DOCUMENTATION/JUSTIFICATION
Tournament & Program Refunds			
Park-A-Day Rental (N)			
Library (A)	3/1/2020-7/23/2020	25.76	Trak phone- to be able to have contact during work from home order and postage for furlough notices.
BPU (A)	3/1/2020-7/23/2020	5,413.16	Early morning cleaning labor to date/ various cleaning supplies and barriers
TOTAL BUCKET #1		320,946.22	

BUCKET #2 - COVID-19

EXPENDITURES BETWEEN NOW AND 11/15/2020	ESTIMATED AMOUNT	DOCUMENTATION/JUSTIFICATION
BPU - Access Control system and IP camera (A)	89,531.39	The new access system would allow BPU to remotely control access to the Service Center and Wastewater Treatment Plant. Our interaction with customers and vendors is in the process of changing and this new security and control system would allow this change to occur.
Permeant Camera Access System - City Hall, PD & FD (A)	10,000.00	We have been using the ring system this week and we are running into glitches. System not always working, short timeframe to communicate with individuals entering City Hall etc. This will allow for a permanent solution.
Fire Department Door Camera and Access (A)		To control access to building to prevent the spread of COVID-19
Street Camera and Access Control (A)		To control access to building to prevent the spread of COVID-19
Chamber Upgrades (A)	20,000.00	So that we can remote in and televise meetings due to COVID and council meetings having to be done remotely and for social distancing of council meetings.
Monitors (A)	8,000.00	To be able to work remotely
Laptops (A)	26,000.00	To be able to work remotely
Desktops (A)	3,600.00	To be able to work remotely
Webcams (A)	1,400.00	To be able to work remotely
Dual Factor Authentication for all (A)	4,000.00	Ability for all City staff to work remotely

CARES Relief Funding

BUCKET #2 - COVID-19

EXPENDITURES BETWEEN NOW AND 11/15/2020 (Continued)

		ESTIMATED AMOUNT	DOCUMENTATION/JUSTIFICATION
Migrating Office 365 to Cloud	(A)	30,000.00	To better secure the network to able to work remotely Per Executive Order 20-81- face coverings can be temporary removed - When alone, such as when working in an office or a cubicle with walls higher than face level when social distancing is maintained, in an enclosed indoor area, in a vehicle, or in the cab of heavy equipment or machinery. In such situations, persons should still carry face coverings to be prepared to wear when no longer alone. Our current cubicles do not meet this requirement and therefore without a temporary fix, employees would be required to wear masks all day. Fire Chief has some concerns about the makeshift higher cubicle walls. New cubicles for City Hall are not in the 5 year capital plan.
Cubicles	(A)	50,000.00	
Additional Marketing Campaign	(A)	25,000.00	Continuation of the You Betcha We're Open campaign for Brainerd businesses as a result of businesses being closed due to COVID-19.
Additional Cleaning/Sanitation Supplies	(A)	8,000.00	Cleaning supplies are specifically allowed for CRF use to help stop the spread of COVID-19. The quantity and what was purchased is different than what was budgeted in 2020.
Additional Personal Protection Equipment (PPE)	(A)	20,000.00	PPE is specifically allowed for CRF use to help stop the spread of COVID-19. The quantity and what was purchased is different than what was budgeted in 2020
Delinquent Utility Bills	(N)	50,000.00	This is an eligible expense under the CARES Act. Our current understanding is that a customer would need to petition to the City Council for relief of utility bills in arrears, in which the City Council would then release the CARES funding to the utility company.
Estimated Continued Street Foreman OT	7/19/2020-11/15/2020 (A)	6,520.50	When the street maintenance returned to work, the street foreman had to work overtime to be present for the cross over of the shifts. The maintenance personal were working staggered shifts due to COVID.
Emergency Operations Center Upgrades	(A)	5,000.00	Finishing connecting TV's through HDMI switches to be able to handle the pandemic. Not included in the 2020 budget

CARES Relief Funding

BUCKET #2 - COVID-19

EXPENDITURES BETWEEN NOW AND
11/15/2020 (Continued)

ESTIMATED
AMOUNT

DOCUMENTATION/JUSTIFICATION

Parks/City Facilities Restrooms Upgrades to Touchless Facets, Soap Dispensers, Towels		To help prevent the spread of COVID-19. Item was not budgeted in 2020 or in the foreseeable future capital plans.
Jabber Phone System Upgrades	10,000.00	Use work phones remotely. If staff had to work remotely they had to use their cell phones/or personal phones to call.
Contingency	100,000.00	Additional COVID leave for employees, corrections to estimates, additional WebEx subscriptions
TOTAL BUCKET #2	467,051.89	Contingency would be allowable to the extent follows the guidance, and maintaining the documentation for that guidance.
BUCKET #3 - Small Business and/or Non-Profit Grants for COVID-19 Related Expenditures.	246,573.89	

**CARES Relief Funding
AMOUNT AVAILABLE****1,034,572.00****Version #2 8/17/2020****BUCKET #1 - COVID-19**

EXPENDITURES TO DATE	DATE PAID	AMOUNT	DOCUMENTATION/JUSTIFICATION
Small Business Relief Grants	6/5/2020	113,500.00	These were small business relief grants administered by the EDA. Businesses had to show a need and could receive up to a \$3,000 grant to be used for COVID related items.
Precautionary Administrative Leave for Patrol Officers	4/3/2020 - 6/25/2020	40,039.60	The City implemented a precautionary administrative leave policy starting April 3rd to about June 25th. This only affected patrol staff in which employees received 10 hours of pay without being at work to help ensure staff stayed healthy due to COVID. The Council budgeted for 2,080 working hours - this would include time on duty, sick, vacation, and holidays. This cost was substantially different than what was originally intended when the budget was adopted. The City did not budget for administrative leave for a pandemic.
Parks Maintenance Staff	3/29/2020-4/11/2020	18,711.92	When the Stay-at-Home order was put into place, the City did not have precautions in place to allow our maintenance staff to be able to work. For two weeks, they received pay. The Council budgeted for 2,080 working hours per employee - this would include time to perform work doing park projects, vacation, sick and holiday leave. This cost was substantially different than what was originally intended when the budget was adopted. Since they were at home, their duties substantially changed due to COVID for those 2 weeks and the City lost time relating to the maintenance operations of the City due to COVID.
Street Maintenance Staff	3/29/2020-4/11/2020	23,187.44	When the Stay-at-Home order was put into place, the City did not have precautions in place to allow our maintenance staff to be able to work. For two weeks, they received pay. The Council budgeted for 2,080 working hours per employee - this would include time to perform doing street projects, vacation, sick and holiday leave. This cost was substantially different than what was originally intended when the budget was adopted. Since they were at home, their duties substantially changed due to COVID for those 2 weeks and the City lost time relating to the maintenance operations of the City due to COVID.

CARES Relief Funding

BUCKET #1 (Continued) -

COVID-19 EXPENDITURES TO DATE	DATE PAID	AMOUNT	DOCUMENTATION/JUSTIFICATION
Records Management Staff	3/30/2020-5/15/2020	19,880.00	When the Stay-at-Home order was put into place, the City did not have the ability to allow our police records management staff to work remotely (not enough devices and security issues with the programs used). For several weeks, Staff alternated days of work. Since they were at home and unable to work, their duties substantially changed due to COVID. The Council budgeted for 2,080 working hours - this would include time on duty, vacation sick and holiday pay. This cost was substantially different than what was originally intended when the budget was adopted. This cost represents time that Staff was paid for the hours they were not at work.
COVID -19 Leave	Various	3,604.63	One employee to date has qualified for COVID leave to be paid out at 2/3 of the employee's hourly rate as well as the sick leave used to make up the difference of 1/3.
Marketing Campaign		25,000.00	Launched the You Betcha We're Open campaign for Brainerd businesses due to COVID. Ads were purchased in Lakes Country Journal and began a campaign series on social media stating our businesses were reopened, to shop safe and in conjunction with the Lakes Country Cares which is "a COVID-19 safety campaign designated to build trust amount residents, visitors, and local businesses. It's our community promise to take care of each other by adopting easy and effective practices to prevent the spread of the virus. Working together, we will lead the way as life resumes in Minnesota. We are safer together." These expenses were not budgeted in 2020

CARES Relief Funding

BUCKET #1 (Continued) -

COVID-19 EXPENDITURES TO DATE

	DATE PAID	AMOUNT	DOCUMENTATION/JUSTIFICATION
School Resource Officer Wage and Benefits	3/21/2020- 5/23/2020	20,756.50	The police department priorities changed due to the pandemic. To make officers available to respond to the public emergency needs, other police functions such as the School Resource Officer (SRO) duties were discontinued. The cost of the reassigned officer not accounted for in the most recent budget because it was for a substantially different use from the expected use of these funds. Because the reassigned officer cost was determined necessary by the city administration, in response to the pandemic, and for a use substantially different from the expected use of these funds, it is a reimbursable cost under CRF.
Street Foreman Overtime	4/12/2020- 7/18/2020	5,796.00	When the street maintenance returned to work, the maintenance personal started and continue to work staggered shifts due to COVID. This is an effort to social distance and to stop the spread of COVID. The street foreman had to work overtime to be present for the cross over of the shifts.
Cleaning/Sanitation Supplies	3/1/2020- 7/23/2020	2,035.95	Cleaning supplies are specifically allowed for CRF use to help stop the spread of COVID-19. The quantity and what was purchased is different than what was budgeted in 2020.
Personal Protection Equipment (PPE)	3/1/2020- 7/23/2020	2,667.53	PPE is specifically allowed for CRF use to help stop the spread of COVID-19. The quantity and what was purchased is different than what was budgeted in 2020
Work from Home	3/1/2020- 7/23/2020	4,001.80	Expenditures for Staff to be able to work from home are specifically allowed for CRF use. Expenditures incurred to comply with the work from home order were not budgeted in 2020.
Miscellaneous Item (Supplies for decon trailer, attorney fees, etc.)	3/1/2020- 7/23/2020	4,980.23	These items were not budgeted in 2020 and were per the State to get the trailer ready for use and fees incurred for preparation of the work from home order, preparedness plan, and COVID-19 questions.
BPU	4/13/2020- 8/7/2020	3,584.68	Early morning cleaning labor to date.

CARES Relief Funding
BUCKET #1 (Continued) -

COVID-19 EXPENDITURES TO DATE	DATE PAID	AMOUNT	DOCUMENTATION/JUSTIFICATION
BPU	4/30/2020- 7/30/2020	4,413.86	Various Cleaning supplies, including masks and barriers.
BPU - Precautionary Administrative Leave for 2 weeks for 28 employees	3/29/2020- 4/11/2020	87,953.90	BPU implemented a precautionary administrative leave policy starting March 30 through May 8th. This only affected electric, water, and administrative staff in which employees received regular hours of standby pay without being at work to help ensure staff stayed healthy due to COVID. Wages were budgeted but standby pay for these employees were not included in the 2020 budget. This cost was substantially different than what was originally intended when the budget was adopted.
TOTAL BUCKET #1		380,114.04	

BUCKET #2 - COVID-19
EXPENDITURES BETWEEN NOW AND
11/15/2020

	ESTIMATED AMOUNT	DOCUMENTATION/JUSTIFICATION
BPU - Access Control system and IP camera	89,531.39	The new access system would allow BPU to remotely control access to the Service Center, Water Plant, and Wastewater Treatment Plant, and to help stop the spread of COVID. Our interaction with customers and vendors is in the process of changing and this new security and control system would allow this change to occur.
Laptops - BPU	14,509.08	To be able to work remotely
Cleaning/Sanitation	2,314.66	Early morning cleaning labor through Oct. 31st.
Permeant Access System - City Hall	7,600.00	We have been using the Ring system and we are running into glitches. System not always working, short timeframe to communicate with individuals entering City Hall etc. This will allow for a permanent solution and help stop the spread of COVID.
Fire Department Door Access Control	20,000.00	To control access to building to prevent the spread of COVID-19

**CARES Relief Funding
 BUCKET #2 (Continued)- COVID-19
 EXPENDITURES BETWEEN NOW AND
 11/15/2020**

	ESTIMATED AMOUNT	DOCUMENTATION/JUSTIFICATION
Street Department Door Access Control	To be Determined	To control access to building to prevent the spread of COVID-19
Chamber Video/Streaming Enhancements	20,000.00	So that we can remote in and televise Council meetings due to COVID for the ability to have Council meetings done remotely, to allow for social distancing of council meetings, and to help stop the spread of COVID.
Monitors	8,000.00	To be able to work remotely
Laptops	26,000.00	To be able to work remotely
Desktops	3,600.00	To be able to work remotely
Webcams	1,400.00	To be able to work remotely
Dual Factor Authentication for all	4,000.00	Ability for all City staff to work remotely during the pandemic during the covered period of the CRF.
Migrating Office 365 to Cloud	30,000.00	To better secure the network to able to work remotely due to COVID. This was not in the budget for 2020. This would be the initial migration cost and an allocation of the maintenance costs during the covered period.
Cubicles	50,000.00	Per Executive Order 20-81- face coverings can be temporary removed - When alone, such as when working in an office or a cubicle with walls higher than face level when social distancing is maintained, in an enclosed indoor area, in a vehicle, or in the cab of heavy equipment or machinery. In such situations, persons should still carry face coverings to be prepared to wear when no longer alone. Our current cubicles so not meet this requirement and therefore with out a temporary fix, employees would be required to wear masks all day. Fire Chief has some concerns about the makeshift higher cubicle walls. New cubicles for City Hall are not in the 5 year capital plan.

**CARES Relief Funding
 BUCKET #2 (Continued)- COVID-19
 EXPENDITURES BETWEEN NOW AND
 11/15/2020**

		ESTIMATED AMOUNT	DOCUMENTATION/JUSTIFICATION
Additional Marketing Campaign		25,000.00	Continuation of the You Betcha We're Open campaign for Brainerd businesses due to COVID. Ads were purchased in Lakes Country Journal and began a campaign series on social media stating our businesses were reopened, to shop safe and in conjunction with the Lakes Country Cares which is "a COVID-19 safety campaign designated to build trust amount residents, visitors, and local businesses. It's our community promise to take care of each other by adopting easy and effective practices to prevent the spread of the virus. Working together, we will lead the way as life resumes in Minnesota. We are safer together." These expenses were not budgeted in 2020
Additional Cleaning/Sanitation Supplies		8,000.00	Cleaning supplies are specifically allowed for CRF use to help stop the spread of COVID-19. The quantity and what was purchased is different than what was budgeted in 2020.
Additional Personal Protection Equipment (PPE)		20,000.00	PPE is specifically allowed for CRF use to help stop the spread of COVID-19. The quantity and what was purchased is different than what was budgeted in 2020
Estimated Continued Street Foreman OT	7/19/2020- 11/15/2020	6,520.50	When the street maintenance returned to work, the street foreman had to work overtime to be present for the cross over of the shifts. The maintenance personal were working staggered shifts due to COVID.

**CARES Relief Funding
 BUCKET #2 (Continued)- COVID-19
 EXPENDITURES BETWEEN NOW AND
 11/15/2020**

	ESTIMATED AMOUNT	DOCUMENTATION/JUSTIFICATION
Emergency Operations Center Enhancements	5,000.00	The work at the EOC is to increase the efficiency of communication and information sharing. We are going to be networking the TVs together and updating the sound system to improve the sharing of information. We are looking at a Digital Dashboard system to provide current and up to date information to all using the EOC and the station. During COVID-19, information is every changing and it is important to provide the most current and up to date information fast. The county's EOC has been operational, in some capacity, since the start of the pandemic. If things get worst here, we would activate our EOC to make sure we are staying ahead of operations, logistics, and resource needs. These enhancements were not included in the 2020 Budget.
Parks/City Facilities Restrooms Upgrades to Touchless Facets, Soap Dispensers, Towels	To be Determined	To help prevent the spread of COVID-19. Item was not budgeted in 2020 or in the foreseeable future capital plans.
Jabber Phone System Upgrades	10,000.00	To be able to use work phones remotely while working from home during the pandemic. If staff had to work remotely they had to use their cell phones/or personal phones to call. This would be the initial migration cost and an allocation of the maintenance costs during the covered period. This items was not int he budget for 2020
<i>Contingency</i>	<i>100,000.00</i>	Additional COVID leave for employees, corrections to estimates, additional WebEx subscriptions due to be used during the covered period only, etc.
TOTAL BUCKET #2	451,475.63	

CARES Relief Funding

BUCKET #3 - Business and Non-Profit Grants for COVID-19 Related Expenditures

Less "Grey Area" Expenditures
 Precautionary Administrative Leave for Patrol Officers
 Parks Maintenance Staff
 Street Maintenance Staff
 Records Management Staff
BPU - Precautionary Administrative Leave for 2 weeks for 28 employees

202,982.33

40,039.60
18,711.92
23,187.44
19,880.00
87,953.90

POTENTIAL BUCKET #3

392,755.19