

CITY COUNCIL AGENDA

Brainerd, Minnesota

November 2, 2020

7:30 P.M.

City Hall Council Chambers

WebEx Teleconference Meeting - Call In Information

CALL TOLL-FREE: 1-844-992-4726

Access Code: 146 934 5627

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

2. **Roll Call**

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

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

3. **Pledge Of Allegiance**

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

5. **Consent Calendar**

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

A. **Approval Of Minutes**

1. Regular Meeting Held on October 19, 2020

Documents:

20201019_CC draft.pdf

B. **Approval Of Licenses**

Contractor Licenses - 4

Documents:

CONTRACTOR LICENSE REPORT - 2020-10-28.pdf

C. **Department Activity Reports**

1. Fire Chief
2. Parks Director

Documents:

Fire Chief Report.pdf

Park Director Report.pdf

D. MBFTE Grant Application For Hazardous Materials Training

Documents:

MBFTE Grant.pdf

6. Council Committee Reports

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

WebEx Teleconference Information

- Call Toll-Free: 844-992-4726
- Access Code: 146 949 2357

Documents:

20201102_SPW.pdf

1. Improvement 20-01 - 2020 Seal Coat - Final Pay Application

Documents:

IMP 20-01 Seal Coat.pdf

2. Public Transit Capital Asset Management Plan

Documents:

Capital Asset Mgmt Plan.pdf

3. Transit Vehicle Maintenance Policies And Procedures Plan

Documents:

Transit Maint Policy.pdf

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

WebEx Teleconference Information

- Call Toll-Free: 844-992-4726
- Access Code: 146 442 6994

Documents:

20201102_PF.pdf

1. Approval Of Bills & Payments To Contractors

<u>Contractor</u>	<u>IMP#</u>	<u>Project</u>	<u>Amount Paid</u>	<u>Contract Amount</u>
Asphalt Surface Tech	20-01	2020 Seal Coat	\$149,522	\$147,576

2. Police Officer Hiring Ratification

Documents:

Police Officer Hiring.pdf

3. Resignation Of Firefighter Gawboy

Documents:

Resignation FF Gawboy.pdf

4. Acknowledge Hiring Jesse Sanders As Park Maintenance Employee

Documents:

Hiring Jesse Sanders.pdf

5. Deferment Of Assessments

Documents:

Deferment of Assessments.pdf

6. 2021 Dental Insurance

Documents:

2021 Dental Insurance.pdf

7. Extend Retirement Date Of Police Chief McQuiston

Documents:

Police Chief.pdf

8. 2021 Budget And Levy - Set Workshop

Documents:

Budget Workshop.pdf

7. **Unfinished Business**

A. **Adjourned Public Hearing And Resolution - Proposed Assessments - 2020 Nuisance Abatement**

Documents:

Adjourned PH.pdf

B. Update On Children's Museum

Documents:

R3CM Update.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)

Brainerd Housing & Redevelopment Authority (HRA) - 1 term (Expire 2020)

Other - Applicants Needed

Water Tower Committee

Parking Commission

8. New Business

A. Donation Of Downtown Speaker System

Documents:

Donation of Downtown Speaker System.pdf

B. Order Of Agenda

Documents:

Order of Agenda.pdf

C. Discussion On Airport Commission Appointments

Documents:

Airport Comm.pdf

D. Set Special Council Meeting To Canvass General Election Results

Documents:

Canvass of Election Results.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. **Mayor's Report**

12. **Council Member Reports**

13. **Adjourn To Closed Session Pursuant To MN Statutes 13D.03 To Discuss Labor Negotiation Strategy**

Personnel & Finance Committee will meet at 6:45 PM
City Hall 2nd Floor Conference Room and WebEx Teleconference

WebEx Teleconference Call In Info:

Call Toll-Free: 844-992-4726

Access Code: 146 442 6994

Safety & Public Works Committee will meet at 7:00 PM
City Hall Council Chambers and WebEx Teleconference

WebEx Teleconference Call In Info:

Call Toll-Free: 844-992-4726

Access Code: 146 949 2357

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
October 19, 2020**

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

Upon roll call, the following members were noted as present: Stunek, Pritschet, Bevans, W. Erickson, T. Erickson, Lambert, and Johnson. Member W. Erickson was encountering technical difficulties and joined the meeting late. 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 PRITSCHET TO APPROVE THE AGENDA.

Upon roll call, members Stunek, Pritschet, Bevans, T. Erickson, Lambert, 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 October 5, 2020 - Approved

B. Approval of Licenses - Approved

Contractor Licenses - 9

C. Department Activity Reports - Approved

1. Police Chief
2. Finance Director

D. Minnesota Lawful Gambling Application to Conduct Excluded Bingo – Submitted by Lakes Area Bowling Association, 1301 11th Ave NE, Brainerd. Bingo Events to be Held at Jack's House, 300 Hwy 25 S., Brainerd November 17-21, 2020 - Approved

E. Updated Preparedness Plan to Include Symptoms Decision Tree - Approved

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

Proposed Assessment Public Hearings

Public Hearing and Resolution – Proposed Assessments – Downtown Special Services District and 2020 Nuisance Abatement – Adopted by Resolution No. 47:20

City Engineer Sandy stated pursuant to MN Statute 429, the City Council will hold a public hearing for each of the following proposed assessments to hear testimony for or against the

October 19, 2020 - **DRAFT**

proposed amount. He indicated the first hearing will be regarding the downtown special services district, and 2020 nuisance abatements. He explained the methodology that was used in determining the assessed amount of \$41,049.07.

The Chair opened the public hearing at 7:35 p.m.

The Chair recognized Mr. Richard Wetherall, 616 Norwood St., who stated he does not agree with or understand the nuisance letter that he received. Community Development Director Chanski explained the citation was issued due to a property maintenance nuisance for a roof that does not meet code requirements. Mr. Wetherall said he has no roof leaks and does not know why it is not in compliance.

The Chair recognized Ms. Kaleen Lewis, 1424 S. 8th St., who stated she does not understand the issue of the nuisance. Community Development Director Chanski indicated it is for an unlicensed vehicle. Ms. Lewis said she lost her job in April, the car is not operable and cannot afford to repair it at this time, so she did not think she needed to license it.

Council Member Bevans stated these residents should have contacted City Hall at the number provided in the letters that were sent to them prior to the public hearing tonight to work out a solution to these issues.

City Engineer Sandy indicated when a person speaks at a public hearing in objection to a nuisance assessment, it is temporarily pulled from the assessment roll in order for staff to revisit and work with the resident on an appropriate solution. He said it will then be brought back at the next Council meeting to either waive or adopt the assessment.

The Chair recognized Ms. Kathy Ogden, 1812 S. 7th St., who indicated she received a citation for an unlicensed vehicle in January. She said the car was a gift from a death in the family and they originally could not locate a clear title. She explained the situation was resolved and the car was licensed this summer. Community Development Director Chanski could not locate where the City was notified that it was taken care of.

Community Development Director Chanski stated there are two assessments that he is requesting be removed from the assessment roll. The first one is for Mr. John Groenwold, owner of 215 N. 5th St. who received a nuisance citation for a tree that needed to be removed and there were communication issues between Mr. Groenwold and City staff. The second one is for Mr. Joseph Bokry, 1889 Graydon Ave., who received a nuisance citation for an improperly parked trailer that was taken care of previously.

The Chair closed the public hearing at 7:59 p.m.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT A RESOLUTION ADOPTING THE ASSESSMENTS AS PROPOSED FOR THE DOWNTOWN SPECIAL SERVICES DISTRICT AND THE 2020 NUISANCE ABATEMENT, ADJOURNING THE PUBLIC HEARING FOR THE FIVE CONTESTMENTS TO NOVEMBER 2ND, 2020.

RESOLUTION NO. 47:20

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

Public Hearing and Resolution – Proposed Assessments – Improvement 14-05 – Old Stonebridge Trail Final Lift – Adopted by Resolution No. 48:20

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

No one came forward.

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO ADOPT A RESOLUTION ADOPTING THE ASSESSMENTS AS PROPOSED FOR IMPROVEMENT 14-05 OLD STONEBRIDGE TRAIL FINAL LIFT.

RESOLUTION NO. 48:20

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

Public Hearing and Resolution – Proposed Assessments – Improvement 19-10 – NE Brainerd Resurfacing Project – Adopted by Resolution No. 49:20

City Engineer Sandy gave a brief review of the various streets that were completed in this resurfacing project.

The Chair opened the public hearing at 8:04 p.m.

No one came forward.

The Chair closed the public hearing at 8:04 p.m.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT A RESOLUTION ADOPTING THE ASSESSMENTS AS PROPOSED FOR IMPROVEMENT 19-10 NE BRAINERD RESURFACING PROJECT.

RESOLUTION NO. 49:20

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

Public Hearing and Resolution – Proposed Assessments – Improvements 13-21, 19-09, and 19-16 – NE Brainerd Reconstruction Project – Adopted by Resolution No. 50:20

City Engineer Sandy gave a brief review of the various streets that were completed in this reconstruction project.

The Chair opened the public hearing at 8:07 p.m.

No one came forward.

The Chair closed the public hearing at 8:07 p.m.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT A RESOLUTION ADOPTING THE ASSESSMENTS AS PROPOSED FOR IMPROVEMENTS 13-21, 19-09 AND 19-16 NE BRAINERD RECONSTRUCTION PROJECT.

RESOLUTION NO. 50:20

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

Public Hearing and Resolution – Proposed Assessments – Improvements 16-09 and 19-07 – Buffalo Hills Lane and Mississippi Drive Reconstruction Project – Adopted by Resolution No. 51:20

City Engineer Sandy gave a review of the various streets that were completed in this reconstruction project. He explained of the \$1,854,910 project, the assessed amount to property owners is \$381,817 based on the City's assessment policy. Council Member Johnson clarified the City policy states that 100% of a first-time construction is to be assessed to the property owners and that the City has chosen to assess this project at only a 50% assessment rate.

The Chair opened the public hearing at 8:10 p.m.

The Chair recognized Mr. Shane Olstad, 216 Ridge Dr., who stated his home is positioned on two lots with no possible room for expansion on either one. He questions why he is being assessed for two lots although there is only one home. City Engineer Sandy stated he did receive a written objection from Mr. Olstad and explained that the methodology used considers the original number of platted parcels. He said since the home was constructed on two parcels, this gives the property owner a considerably larger lot size compared to others in the Ridge Drive development.

City Engineer Sandy stated he has received two other written objections to these assessments. He read the letter submitted by Mr. and Mrs. James and Else Carlson, property owners of 153 Carol Lane, who stated they do not reside on Buffalo Hills Lane and feels the assessment is unjustified. He read a letter submitted by Mr. Patrick Krueger of Borden, Steinbauer, Krueger & Knudson Law Office on behalf of Ms. Faye Abrahamson, 308 Buffalo Hills Lane, which objects to the assessed amount.

City Engineer Sandy stated at the beginning of the Buffalo Hills project, Nagell Appraisal and Consulting completed a preliminary assessment and evaluation based on several variables. He explained all the proposed assessment amounts are on the lower end of the evaluation results.

The Chair closed the public hearing at 8:24 p.m.

Council Member Bevans commented about the benefit of living in the City with valuable city services at only a 20% assessment to property owners on a \$1.8 million project. Council Member Johnson agreed, as the Buffalo Hills roads desperately needed the work to be done and many residents have asked for the project for several years.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO ADOPT A RESOLUTION ADOPTING THE ASSESSMENTS AS PROPOSED FOR IMPROVEMENTS 16-09 AND 19-07-BUFFALO HILLS LANE AND MISSISSIPPI DRIVE RECONSTRUCTION PROJECT.

RESOLUTION NO. 51:20

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

Presentations

The Chair welcomed Mr. Tyler Glynn, BLAEDC executive director who gave an update to the CARES Act funding. He explained several of the applicants shown on the report that was provided by Crow Wing County were listed as City of Brainerd businesses but were not located within the city limits. He stated that these applications have been moved from the City of Brainerd funding to the county funding pool. He indicated the small business grant funding application process has now entered round two that allow business with more than 50 employees to apply, which closes October 23rd, 2020 at midnight. He added all 89 of the state executive orders are taken into consideration. The Chair thanked him for the updates.

Council Committee Reports

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

Community Service Officer (CSO) Resignation and Request to Hire - Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND T. ERICKSON TO ACCEPT WITH REGRET THE RESIGNATION OF COMMUNITY SERVICE OFFICER (CSO) TOLBERT AND AUTHORIZE FILLING THE VACANCY.

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

Updated Drug and Alcohol Policy for Commercial Drivers (DOT Policy) - Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND STUNEK TO APPROVE THE UPDATED DRUG AND ALCOHOL POLICY FOR COMMERCIAL DRIVERS (DOT POLICY) AS PRESENTED.

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

Safety & Public Works Committee Report

DNR Forestry Tree Grant Approval - Approved

Park Director Sailer gave a brief overview of the DNR grant that is offered with no fund matching required. He explained this is to regulate and control the spread of emerald ash borer trees and includes a program to replant new trees.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE GRANT WITH RECREATION COORDINATOR KATIE KAUFMAN DESIGNATED AS THE LEAD PERSON TO FULFILL THE GRANT REQUIREMENTS.

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

Street Light Request – 2014 Crestview Lane - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND W. ERICKSON TO APPROVE THE PETITIONER'S AND NEIGHBORS REQUEST TO TURN THE STREET LIGHT BACK ON NEAR NORWAY COURT ON CRESTVIEW LANE.

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

Unfinished Business

CARES Funding Discussion - Approved

Finance Director Hillman explained there is \$14,000 remaining from the You Betcha marketing campaign and staff recommends transferring that amount to the Visit Brainerd marketing campaign. She stated this will bring that balance to \$37,382 available for Visit Brainerd. She indicated the second recommendation is to include the administrative leave expenditures for CARES Relief Fund reimbursement.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND STUNEK TO APPROVE THE REALLOCATION OF \$14,000 FROM THE YOU BETCHA MARKETING CAMPAIGN TO BE UTILIZED BY THE VISIT BRAINERD MARKETING CAMPAIGN AND AUTHORIZE INCLUDING THE ADMINISTRATIVE LEAVE EXPENDITURES IN THE AMOUNT OF \$189,773 FOR CARES RELIEF FUNDING REIMBURSEMENT AS OUTLINED IN THE MEMO.

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

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)

Brainerd Housing & Redevelopment Authority (HRA) – 1 term (Expire 2020)

Other

Water Tower Fundraising Committee
Parking Commission

New Business

New On-Sale Beer, Wine and Sunday Licenses -Submitted by Jason Goldie, Owner of Big Jay's Pizza Arcade, 217 S. 7th St. #15, Brainerd – Contingent Upon Background Investigation and Fire Inspection - Approved

MOVED AND SECONDED BY ALDERMEN LAMBERT AND BEVANS TO APPROVE THE ON-SALE BEER, WINE AND SUNDAY LICENSE APPLICATIONS FOR BIG JAY'S PIZZA ARCADE, 217 S 7TH ST #15, BRAINERD CONTINGENT UPON APPROVAL FROM THE POLICE CHIEF AND FIRE CHIEF.

Community Development Director Chanski announced that Mr. Goldie was originally looking for a commercial property in Baxter. He explained Mr. Goldie learned about the high SAC/WAC fees in Baxter, and he turned his attention to Brainerd and utilized the River to Rail Initiative program.

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

Call for Public Hearing for Discussion on the Implementation and Progress of the Small Cities Development Program (SCDP) Grant CDAP-17-0019-O-FY18 For Primarily the Northeast Brainerd Area - Approved

MOVED AND SECONDED BY ALDERMEN LAMBERT AND BEVANS TO ACCEPT STAFF'S RECOMMENDATION TO SET THE PUBLIC HEARING FOR NOVEMBER 2, 2020 AT 7:30 P.M. TO DISCUSS THE IMPLEMENTATION AND PROGRESS OF THE SMALL CITIES DEVELOPMENT GRANT (SCDP) THAT WAS AWARDED IN 2018.

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

First Reading – Proposed Ordinance 1512 – An Ordinance Amending Section 600 of the Brainerd City Code Pertaining to Public Health and Garbage Disposal - Approved

City Engineer Sandy indicated the Solid Waste Committee, and the waste haulers that serve the City met and reviewed the ordinance and discussed some agreed upon changes. He explained these changes were brought forth due to complaints received regarding trash receptacles left along streets.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND LAMBERT TO HOLD AND DISPENSE WITH THE FIRST READING OF PROPOSED ORDINANCE NO. 1512 – AN ORDINANCE AMENDING SECTION 600 OF THE BRAINERD CITY CODE PERTAINING TO PUBLIC HEALTH AND GARBAGE DISPOSAL.

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

Consider Interim Public Works Department - Approved

October 19, 2020 - ***DRAFT***

City Administrator Bergman explained the Park Board has discussed and requested to create an interim public works department due to the retirement of Parks Director Sailer.

MOVED AND SECONDED BY ALDERMEN W. ERICKSON AND T. ERICKSON TO ACCEPT STAFF'S RECOMMENDATION AND AUTHORIZE THE CREATION OF AN INTERIM PUBLIC WORKS DEPARTMENT FROM DECEMBER 19, 2020 THROUGH DECEMBER 18, 2021.

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

Public Forum

The Chair opened the public forum at 8:46 p.m.

No one came forward.

The Chair closed the public forum at 8:46 p.m.

Staff Reports

City Administrator Bergman thanked BPU for helping with installing banners downtown as well as their offer to hang Christmas banners later this year. She stated the Crossing Arts Alliance has an artist to paint Babe the Blue Ox that is to be placed downtown. The Destination Downtown Business Coalition are working on taking over the Farmers Market next summer. She stated that working with Visit Brainerd regarding marketing will be a great advantage.

City Engineer Sandy indicated recent bridge work to the Laurel Street bridge was completed today and he was able to participate in the bridge inspection. He stated a drone was used to get in areas that are difficult to see.

Mayor's Report

Mayor Badeaux stated he attended a meeting last week regarding the design of the highway 25 project being handled by MnDOT. He was glad to hear the decision to accept an interim public works department, as the Park Board has been working very hard on that plan.

Council Member Reports

Council Member Pritschet reminded residents to review the snow emergency procedures due to upcoming weather. He stressed the importance for everyone to get out and vote.

Council Member Lambert also attended the highway 25 bridge meeting. She suggested during a Council retreat to discuss housing issues, new manufacturing businesses and staffing needs.

Council Member Bevans welcomed Mayor Badeaux to living in north Brainerd.

Council Member T. Erickson agrees with Council Member Lambert in discussing and coming up with ideas regarding housing and the future growth of the area.

Council Member W. Erickson stated he enjoyed shopping at the Visit Brainerd store downtown and said he is very impressed with staff in working through the COVID issues and trying to find available resources for the City.

Council Member Johnson watched the City Council candidate forum discussion and agreed with every candidate's desire to keep taxes low and he urged everyone to get out and vote.

Adjourn

The Council adjourned at 9:25 p.m.

Jennifer Bergman
City Administrator

Contractor List

10/28/2020

Contractor Name	Address	Local License #	Licensee Type
JOHN HALEY ONE ROOFER LLC JOHN HALEY	7204 W 27TH ST STE 104 (218) 828-2067	2020-0002	Commercial Roofing
LANDWEHR CONSTRUCTION, INC. NATHAN LANDWEHR	846 S 33RD STREET PO BOX 1086 (320) 252-1494	2020-0011	Excavator
MIDWEST MAINTENANCE & MECHANICAL IN MYLES LUDWIG	750 PENNSYLVANIA AVE S (763) 544 2700	2020-00014	Mechanical
ULTRA CONCRETE, LLC DANIEL BARTHEL	150 OLSEN BLVD (320) 559 0404	2020-0005	Masonry

Totals: 4

Population: All Records
Licensee.DateRegistered Between 10/16/2020 12:00:00 AM AND 10/29/2020 12:00:00 AM

Brainerd Fire Department

To: Mayor and City Council
From: Tim Holmes, Brainerd Fire Chief
Date: October 29, 2020
Re: October Activity Report

October 2020 has looked much different than years past. October is Fire Prevention month and a time we would normally be doing a lot of public education in the schools and hosting our annual open house. We were able to present public education information to Lake Region Christian School Preschool, Baxter Preschool, and Discovery Woods School in October.

PulsePoint

GET THE APP. SAVE A LIFE.

Sudden Cardiac Arrest (SCA) is a leading cause of preventable death. The PulsePoint app alerts bystanders—like you—who can help victims before professional help can arrive.

PulsePoint alerts you to nearby people in need. For every minute that passes before help arrives, SCA survival decreases by 7%-10%. It's like an amber alert for SCA victims.

- 1 SCA victim in need.
- 2 911 system sends PulsePoint alert.
- 3 Signal received by nearby PulsePoint users.
- 4 Users rush to help the victim before professional help arrives.

Learn more at pulsepoint.org
Download PulsePoint Response

BRUGHT TO YOU BY:

Essentia Health
Sourcewell
if initiative
NORTH
Walmart

SCA KILLS ALMOST **1,000** /DAY IN THE U.S.

NEARLY **60%** OF SCA VICTIMS DON'T GET CPR UNTIL PROFESSIONAL HELP ARRIVES.

13M AMERICANS ARE CPR TRAINED AND CERTIFIED ANNUALLY.

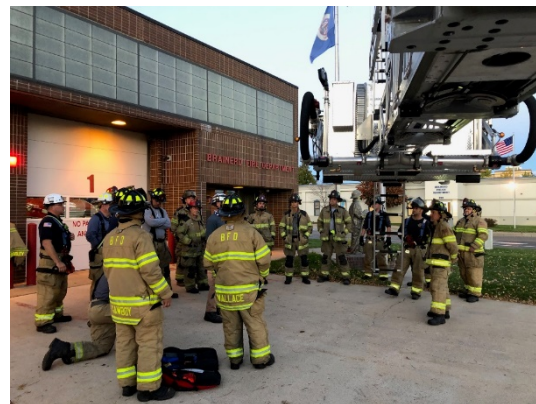
THE U.S. SURVIVAL RATE FOR SCA IS **11%**. WE CAN DO BETTER.

CALL 911
PUSH HARD AND FAST IN THE CENTER OF THE CHEST TO THE BEAT OF "STAYIN' ALIVE" (100X/MINUTE).

Early CPR and rapid defibrillation before an emergency team arrives can boost survival by 50%.

October was also Cardiac Arrest Awareness month and this gave us the opportunity to promote our own efforts to Save a Life with the PulsePoint app. Sudden cardiac arrest will take more than 350,000 American lives this year. The chances of survival depend on the patient getting CPR as early as possible and the use of an AED. Brainerd Fire and all of Crow Wing County Public Safety are partners with PulsePoint. You can help use save lives by learning CPR and signing up for PulsePoint (<http://www.pulsepoint.org/download/>).

We are able to get back to a regular training schedule while following COVID-19 distancing requirements. We conducted Rescue, Water Supply, Engine Operations, and Tower 20 Operations training. Firefighter Rosier received his Airport Rescue Fire Fighter certification.



With winter arriving early this year, we want to remind everyone about Crow Wing County Alert.

CROW WING COUNTY ALERT



Your safety is our top concern – that is why the City of Brainerd has teamed up with Crow Wing County to make sure you know about emergencies and incidents as they happen.

The City of Brainerd will use Crow Wing County Alert powered by Everbridge to make sure you know about issues that may affect your safety. This system allows the City of Brainerd to contact thousands of residents in seconds, so you can find out about an emergency right away.

How Does It Work?

The process begins when the City of Brainerd issues a message about a potential safety hazard or concern. Next, a message from Crow Wing County Alert will be sent through your primary contact path. If you don't confirm receipt of the message, the system will try to reach your second contact path and continues trying to reach you until you confirm receipt.

The success of this service relies on **YOU**. ***Having your latest contact information is the only way to ensure that we can contact you in an emergency.*** It only takes a minute to enroll.

<https://member.everbridge.net/index/892807736729514#/signup>

Brainerd Fire Coverage Area Incident Report (Includes City of Brainerd)

Structure Fire	1
Fuel Burner Fire	1
Cooking Fire	2
Vehicle Fire	3
Grass Fire	2
Vehicle Crash	4
Medical Assist	5
Gas Leak	1
Assist Other Governmental Agency	4
Unauthorized Burning	2
Good Intent, Public Service	3
Alarm System Activation	13
Canceled Enroute	3
Carbon Monoxide Alarm	3
Total	47

City of Brainerd Incident Report

Fuel Burner Fire	1
Vehicle Fire	1
Medical Assist	2
Vehicle Crash	3
Assist Other Governmental Agency	3
Unauthorized Burning	2
Good Intent, Public Service	2
Canceled Enroute	3
Alarm System Activation	6
Carbon Monoxide Alarm	2
Total	25



Parks and Recreation Report

November 2020

Park programs

For much of the past year the Park Board has been discussing outsourcing the youth and adult programs offered by the Parks and Recreation Department. RFPs were sent out in August and the Brainerd YMCA's proposal was rejected by the Park Board, partly due to Brainerd Community Education not responding as the director was busy with preparing for the start of school and all of the COVID-19 guidelines which needed to be addressed. The RFP deadline was extended a month. Again, only the YMCA responded. However, the Community Education director was under quarantine and expressed interest in submitting a proposal. The Park Board then opened the process.

During that time Parks and Recreation staff developed the concept of a Park District, in which the YMCA would take some programs, Community Education would take others, and the Parks and Recreation Department would retain some programs.

The Park District concept was discussed at the Oct. 27 Park Board meeting. YMCA director Shane Riffle and Community Education director Cori Reynolds were in support of the concept and the Park Board also approved it. The Park Board directed staff to work with Mr. Riffle and Ms. Reynolds to work on the details of the plan – such as field use, compensation, etc. – and work out a preliminary contract between the three entities.

Under the Park District concept:

- The YMCA would run: youth kickball, soccer, Lil' Buckaroos, Benchwarmer Basketball, and Parks on the Go in conjunction with Operation Sandwich.
- Community Education would run: Miracle League, Shetland t-ball, Pinto t-ball, youth baseball, and youth softball, and youth tennis
- Parks and Recreation would retain: Adult softball and tournaments, youth and adult Pond Hockey, adult kickball, and special events. It would continue to reserve the campground and pavilions, and run concession stands.

Programs would still use City facilities, and some programs would be split between the use of Baxter and Brainerd fields.

Children's Museum

At the Sept. 22 meeting, the Park Board voted unanimously that the Children's Museum be in the general vicinity of the existing buildings at Lum Park. The Park Board reiterated this at the Oct. 27 meeting and noted that the City Council had also offered the same space for a Children's Museum.

At the Oct. 15 Children's Museum task force meeting, Widseth had provided four conceptual designs for the Children's Museum at Lum Park. Two of the designs had the Children's Museum located in the north/northwest portion of the park, and two at the existing buildings site.

The Park Board voted to draft a correspondence to the Children's Museum representatives that it won't support moving forward with any design that does not locate the Children's Museum on or near the existing structures and won't discuss the issue any further if the representatives wish to pursue locating it anywhere else in Lum Park.

Warming houses

With cold weather on its way, staff presented the Park Board with ideas to open the warming houses based on current social distancing guidelines.

The Park Board approved the following guidelines:

- Warming houses will be open during regular hours.
- A limited number of people will be allowed in the warming houses at a time. This could be 4-8 people, depending on the size of the warming house.
- Xs, will mark seating areas to provide social distancing.
- Masks must be worn inside the warming houses.
- Benches and picnic tables will be placed near the rinks and people will be encouraged to put on their skates outside.
- Pond Hockey players will be asked to put on their gear prior to arriving at the rinks. Goaltenders will be allowed to put on pads inside.
- Warming house attendants will be asked to sanitize restrooms and facilities on a regular basis
- Signs will be placed outside the warming houses indicating the social distancing guidelines; social media will be used to inform the public; and Pond Hockey registrations will have notices indicating the guidelines.

Dan Duda field

The Memorial Park youth baseball field was named the Dan Duda field. Mr. Duda died about 30 years ago and the field was named in his honor. However, the field was torn down this summer in preparation for the upcoming projects.

Staff suggested, and the Park Board approved, that the Bronco field at Bane Park be name the Dan Duda field.

Brainerd/Baxter Park District Conceptual Plan

YMCA would take:

- Youth Kickball
- Youth soccer
- Lil' Buckaroos
- Benchwarmer Basketball
- Parks on the Go (YMCA has a grant to supply food to participants)

- None of these would require field maintenance. We would have to stripe soccer and kickball fields twice per year.
- YMCA would register participants, order shirts, etc., and provide staff.

Community Education would take:

- Miracle League
- Shetland t-ball
- Pinto t-ball
- Youth Baseball
- Youth Softball

- Community Education would do registrations, order shirts, form teams, schedule games, schedule umpires, oversee the program, etc.
- Brainerd and Baxter would share fields at Bane and OK parks, so field maintenance costs would be split.
- The non-competitive programs would get better coaching, and these are feeder programs to the competitive leagues (which would get better coaching), which are the feeder programs to the high school.
- For Shetland and Pinto, Baxter could host afternoon programs and Brainerd host evening programs as Baxter is short on fields for evening programs. Field maintenance is split.

Brainerd Parks and Recreation would retain:

- Adult softball
- Adult softball tournaments
- Youth Pond Hockey
- Adult Pond Hockey
- Special Events
- Campground and pavilions
- Concessions: We would put Kim in charge of this as far as ordering supplies and set prices, etc. Kim is very good at budgets and has experience in this area through the various organizations she is involved in. Summer intern would distribute product.
- Staff would do registrations, etc.

Brainerd/Baxter Baseball Association

- The Association would run the state qualifiers and state tournament. The 15U state tournament already uses Mills, Adamson, CLC and two Forestview fields
- Brainerd and Baxter fields would be used for the 10U through 14U state qualifiers, so the tournaments could be expanded (Numerous teams are turned away each year when tournaments fill up).
- The Association would oversee tournaments, umpire, and announcer scheduling, ordering trophies, etc.
- The Association would retain registration fees and supply volunteers as needed.
- Brainerd Parks would run concessions which make \$2,000 per tourney weekend.
- Brainerd would need to supply one field maintenance worker per field to operate the groomers and be reimbursed for costs.
- Many fine points would need to be worked out, but this would be a huge fundraiser for the BBBA.

Staff

- Retain the Recreation Coordinator to run the programs listed, run special events, continue her Tree Inspector duties, run “pop up” programs in the parks, coordinate park beautification projects (flowers, etc.)
- Hire summer intern(s) as we have done in the past.



Brainerd City Council Agenda Request

Requested Meeting Date: November 2nd, 2020

Title of Item: MBFTE Grant Application for Hazardous Materials Training

☐ 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: Fire Chief Tim Holmes	Department: Fire
Presenter (Name & Title): Fire Chief Tim Holmes	Estimated Time Needed: 2 minutes
Summary of Issue: Request authorization to apply for two grants from the the MN Board of Firefighter Training and Education (MBFTE) The applications are for local and regional Hazardous Materials training.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: To authorize the fire department to apply for two grants through the MBFTE for Hazardous Materials Training. The total application request will be approximately \$9,000 and \$9,700.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No 25% soft match for each application. <u>Please Explain:</u>	

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

November 2, 2020

7:00 PM

City Hall Council Chambers

WebEx Teleconference Call-In Information

Call Toll-Free: 844-992-4726 Access Code: 146 949 2357

1. Improvement 20-01 – 2020 Seal Coat Project – Final Pay Application
2. Public Transit Capital Asset Management Plan
3. Transit Vehicle Maintenance Policies and Procedures Plan



Brainerd City Council Agenda Request

Requested Meeting Date: November 2, 2020

Title of Item: Improvement 20-01 - 2020 Seal Coat Project Final Pay Application

☐ 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: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is the final pay application for Improvement 20-01 - 2020 Seal Coat Project that was completed in the summer of 2020 and including seal coating the streets of O Street, Sunset Way, Thiesse Drive, James Street, 5th Avenue NE, Alexander Street, Ashmun Road, B Street NE, Highview Court, Mckay Road, Pine Street, Wonderland Park Road, Wonderland Park Circle, Walnut Street, Liberty Lane, Terrance Avenue, 11th Street S, 14th Street SE, 2nd Street NW, 19th Street SE, 6th Street NW, 4th Street S, 5th Street S, Front Street, Oak Street and Colonywood Lane.	
Alternatives, Options, Effects on Others/Comments: The original contract amount was \$147,576.12. The final contract amount per final measured quantities in the field and from oil delivery tickets is \$149,522.23. There was a small overrun in fog seal oil and striping that attributed to the \$1,946.11 overrun, which is approximately 1.31% overrun of original contract cost.	
Recommended Action/Motion: Staff recommends approval of the final pay application to Asphalt Surface Technologies Corporation in the total amount of \$149,522.23, subject to approval of bills and payments to contractors on the Personnel and Finance Committee agenda.	
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> \$ <u>\$149,522.23</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> We budget \$150,000 in seal coating every year out of construction fund 401.	

Contract Number: 2020-03
 Pay Request Number: 1

Project Number	Project Description
20-01	2020 Chip Seal Project

Contractor: Asphalt Surface Technologies Corp. P.O. Box 1025 St. Cloud, MN 56302	Vendor Number: N/A Up To Date: 10/15/2020
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Contract Amount		Funds Encumbered	
Original Contract	\$147,576.12	Original	\$147,576.12
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$147,576.12	Total	\$147,576.12

Work Certified To Date	
Base Bid Items	\$149,522.23
Contract Changes	\$
Material On Hand	\$0.00
Total	\$149,522.23

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$149,522.23	\$149,522.23	\$0.00	\$0.00	\$149,522.23	\$149,522.23
Percent: Retained: 0%			Percent Complete: 101.32%		

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By
 Paul Sandy
 County/City/Project Engineer
 10/15/2020
 Date

Approved By Asphalt Surface Technologies Corp.

Contractor 
 Dale R Strandberg
 Date 10/20/2020

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2020-10-15	\$149,522.23	\$0.00	\$149,522.23

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
City Of Brainerd		\$149,522.23	\$0.00	\$0.00	\$149,522.23	\$149,522.23

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
20-01	Local-City of Brainerd	\$149,522.23			\$149,522.23

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
20-01	1	2021.501	MOBILIZATION	LS	\$8,000.00	1	1	\$8,000.00	1	\$8,000.00
20-01	2	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	\$1.80	9685	9754	\$17,557.20	9754	\$17,557.20
20-01	3	2356.504	BITUMINOUS SEAL COAT	S Y	\$0.58	80713	80713	\$46,813.54	80713	\$46,813.54
20-01	4	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	\$2.15	28250	27950	\$60,092.50	27950	\$60,092.50
20-01	5	2563.601	TRAFFIC CONTROL	LS	\$5,000.00	1	1	\$5,000.00	1	\$5,000.00
20-01	6	2582.503	4" SOLID LINE PAINT	L F	\$0.48	3554	4464	\$2,142.72	4464	\$2,142.72
20-01	7	2582.503	24" SOLID LINE PAINT	L F	\$4.20	51	144	\$604.80	144	\$604.80
20-01	8	2582.503	4" BROKEN LINE PAINT	L F	\$0.48	390	851	\$408.48	851	\$408.48
20-01	9	2582.503	4" DBLE SOLID LINE PAINT	L F	\$0.95	1703	2801	\$2,660.95	2801	\$2,660.95
20-01	10	2582.518	PAVT MSSG PAINT	S F	\$3.15	892.91	1012	\$3,187.80	1012	\$3,187.80
20-01	11	2582.518	CROSSWALK PAINT	S F	\$1.68	1818	1818	\$3,054.24	1818	\$3,054.24
Base Bid Totals:								\$149,522.23		\$149,522.23

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
20-01	2020 Chip Seal	\$149,522.23	\$149,522.23

Contract Change Item Status

Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Contract Change Totals:										\$		\$

Contract Total**\$149,522.23****Contract Change Totals**

Number	Description	Amount This Request	Amount To Date

Material On Hand Additions

Line	Item	Description	Date	Added	Comments

Material On Hand Balance

Line	Item	Description	Date	Added	Used	Remaining



Brainerd City Council Agenda Request

Requested Meeting Date: November 2, 2020

Title of Item: Public Transit Capital Asset Management Plan

☐ 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: City Engineer Sandy	Department: Engineering/Transit
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is the final version of the Public Transit Capital Asset Management Plan.	
Alternatives, Options, Effects on Others/Comments: This plan is an Federal Transit Administration requirement as a method to protect their investment in capital, both rolling stock and facilities. The document was written as a "boiler-plate" plan by MnDOT to ease the burden of document creation by rural MN transit agencies. MnDOT has been using the audit documents during their audit visits on an annual basis. This plan formalizes how Transit will protect capital investment.	
Recommended Action/Motion: Staff recommends approval of the attached Public Transit Capital Asset Management Plan. This was unanimously approved by the Transportation Advisory Committee at its October 22, 2020 meeting.	
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>	

Public Transit Capital Asset Management Plan



**For
The City of Brainerd
December 2020**

Goals

The goals of the Asset Management Plan of the City of Brainerd are to support safe, reliable, and high-quality transit services while making maximum use of financial resources. The purpose of the plan is to provide consistent, systematic and integrated program guidance that will enable the City of Brainerd to properly maintain and service its assets in support of revenue operations while maintaining them at, or above, the State of Good Repair (SGR) (see definition below). An effective maintenance plan ensures safe, clean, and comfortable transit vehicles on the road and maximizes transit vehicle life.

State of Good Repair: the condition at which a capital asset is able to operate at a “full level of performance” – that is, the asset can perform its designed function and does not pose an unacceptable safety risk to users.

Service Provider

The City of Brainerd is the operator of transit services in Brainerd, Baxter, Pine River, and the major cities of Crow Wing County. The headquarters for the transit operation is in Brainerd, MN at Brainerd City Hall, 501 Laurel Street, Brainerd, MN

Agency Policies, Procedures and Performance Target

The City of Brainerd operates under the guidance of Policies and Procedures which have been reviewed and passed by its governing organization. All agency employees have copies of the agency policies and procedures and are aware of their rights and responsibilities as represented in this document.

The City of Brainerd’s policies and procedures reflect compliance with all applicable regulatory requirements as provided by the Federal Transit Administration and the Minnesota Department of Transportation.

(MnDOT’s Office of Transit set the performance targets by reviewing the state-wide vehicle and facility inspections. These inspections will help identify averages and a state-wide view of condition ratings. The inspection results are reviewed to determine or maintain the use of the scale indicating condition ratings. The goal of this plan is to maintain and/or improve the condition of all transit assets within Greater Minnesota. This plan should also assist in making the best decisions for replacement of all assets.)

The City of Brainerd’s performance target is to maintain 10% or less of its facilities in a condition that has met or exceeded their ULB; 10% or less of its vehicles in a condition that has met or exceeded their ULB; and 10% or less of any equipment in a condition that has met or exceeded their ULB. If gaps exist between current condition and performance target, changes in management should be expected to be made that will bring the system’s assets to the performance target.

Inventory of Assets

FACILITIES:

The City of Brainerd also maintains an accurate, current inventory of all facilities. This inventory is currently being maintained by Office of Transit Staff. The inventory will contain information regarding the original cost and funding source of the facility, the anticipated replacement year, replacement cost and condition rating as determined by Office of Transit Staff.

ROLLING STOCK:

The City of Brainerd maintains an accurate, current inventory of all revenue vehicles within the Black Cat Grants software system. Included in the inventory will be make, model, year of vehicle, VIN number, mileage, anticipated replacement year, replacement cost and condition rating as determined by the Excel Vehicle Condition rating spreadsheet.

EQUIPMENT:

The City of Brainerd also maintains an accurate, current inventory of all equipment with an original value of \$50,000 or more. This inventory is also maintained in the Black Cat Grants System software. The inventory will contain original cost, anticipated replacement year, replacement cost and condition rating as determined by the agency and records maintained in Black Cat.

Condition Ratings

All facilities, revenue vehicles, and equipment will be assigned condition ratings that will be recorded by Office of Transit Staff or in Black Cat Grants software annually.

FACILITIES:

MnDOT's Office of Transit staff will determine the condition rating of all facilities. This rating will be included in the annual Facility Checklist performed by OT staff.

ROLLING STOCK:

An assessment will be performed annually to establish a condition rating. Condition rating assessment form is stored in Global Resources in Black Cat Grants. The condition rating will be recorded in the June vehicle statistics report annually.

(The Condition Rating Assessment Form was created by the Vehicle Technical Advisory Committee consisting of Transit Directors, Transit Mechanics, Office of Transit Staff, and Transit Fleet Managers. The Assessment Form was officially created by this committee in August of 2015)

EQUIPMENT:

An inspection, done annually, will establish the condition rating of equipment based on useful life remaining. This inspection will be performed annually by The City of Brainerd's staff and records kept on file locally.

Preventive Maintenance (PM)

All maintenance plans are kept in the Black Cat Grants system.

FACILITIES:

Regular preventive maintenance is performed on The City of Brainerd's facilities. Inspections are performed routinely, and any corrective maintenance needed is noted and performed as soon as possible. All inspections are documented. Each facility has its own maintenance plan on file in Black Cat Grants and inspections follow the maintenance plan. Office of Transit staff will spot check facilities and records annually.

ROLLING STOCK:

Regular maintenance is performed at pre-scheduled cycles to ensure optimal performance, efficiency, safety, and reliability of assigned equipment. Preventive maintenance is based on the manufacturer's suggested recommendations.

During the PM scheduled service, the mechanic will document all defects found and will have all defects listed on the repair order and corrected prior to returning the transit vehicle to service. All preventive maintenance will be documented. Office of Transit staff will spot check these records annually at a minimum.

EQUIPMENT: Preventive maintenance is performed on all equipment owned by The City of Brainerd that has an original value of \$50,000 or greater at the manufacturer recommended timeline. All PM will be documented and kept on file.

Vehicle and Facility annual inspection forms are attached (Attachment A)

Corrective Maintenance (CM)

FACILITIES:

When corrective maintenance is required, the person responsible for the facility will identify and report the repair needed. All work will be documented and dated. Work done will also be included in the annual facility inspection form.

ROLLING STOCK:

When corrective maintenance is required, drivers/mechanics will ensure that repairs needed are identified and reported. Mechanics (either in-house or contracted) will document all work done, cost of maintenance, dates, and mileage.

EQUIPMENT:

When corrective maintenance is required, the person responsible for the equipment will identify and report the repair needed. All work will be documented and dated.

Maintenance Records

Individual maintenance records will be kept for all facilities. All maintenance performed on the facility will be recorded.

Individual maintenance records will be kept for each revenue vehicle. All maintenance performed on the vehicle will be recorded and maintained for as long as The City of Brainerd owns the vehicle.

Individual maintenance records will be kept for all equipment. All maintenance performed on the equipment will be recorded and maintained for as long as The City of Brainerd owns the equipment.

Pre-Trip/Post-Trip Inspections

Specific procedures are outlined and monitored to ensure that all vehicles are inspected prior to the transit vehicle being put into service each day. Drivers perform a comprehensive checklist of essential maintenance elements and record the results on the designated Pre-Trip Inspection form. Pre-trip inspection sheets are turned in to the main office and monitored for completion and any noted defects.

Post-trip inspections are performed at the end of the driver's work schedule and contain information regarding the condition of the vehicle when the workday is completed. (See Attachment B). Post-trip inspection sheets will be kept in the vehicle for information for the subsequent driver. Post-trip inspections will contain any necessary repair work needed to be completed. The following driver will determine whether the vehicle repair work warrants not using that vehicle and a spare vehicle will be used until the work is completed.

Wheelchair Lift Inspection and Maintenance

The Pre-Trip Inspection form includes inspection of wheelchair lifts. In compliance with the requirements of the Americans with Disabilities Act (ADA), monitoring of all wheelchair lifts is included as part of the Pre-Trip Inspection and the Preventive Maintenance process. The lift is cycled as part of the Pre-Trip Inspection, and maintenance will include replacement of worn components and all adjustments as necessary for peak performance.

Vehicle Breakdown

In the event of a transit vehicle breakdown, a spare unit will be provided to replace the disabled vehicle as soon as possible. Backup vehicles are not immediately available in all locations. However, efforts will be made to have a replacement vehicle in place as soon as it is reasonably possible to do so. Having a vehicle available for each scheduled route is a priority for The City of Brainerd.

Warranty Recovery

Vehicle, parts warranties, equipment, and facility components will be monitored to make sure that all assets are repaired and maintained under the manufacturer's warranty. Warranties are monitored for expiration and where the item should be serviced, so that problems can be addressed by the appropriate source and any concerns can be taken care of before the warranties expire. All warranty work will be recorded.

Vehicle Servicing

Vehicles will be monitored for interior and exterior cleanliness. This will include daily cleaning as well as periodic more thorough cleaning. Exterior washing will be done as weather conditions allow.

Vehicle Storage

Efforts are made to ensure that vehicles are stored in as safe and secure an area as possible. Currently, all vehicles are sheltered in a secure shop provided by the third-party contractor.

Emergency Equipment on Vehicles

Emergency equipment is located on all agency vehicles and is inspected as part of the Pre-Trip Inspection. Fire extinguishers with an ABC rating are located within easy reach of the bus driver and are tested yearly. Additional emergency equipment on board each vehicle includes: a first aid kit; reflective triangles; a biohazard kit; and a seat belt cutter.

Capital Project Implementation

All capital project improvements are taken into consideration on an annual basis. The City of Brainerd annually submits its 10-year capital plans for facilities. Prior to submittal, a facility request will have much of the beginning stages of design and environmental work completed as well as a resolution from the governing body included. These requests are submitted through Black Cat Grants. Upon review of all documents, MnDOT's Office of Transit will consider the request and determine its funding source upon approval.

The City of Brainerd also maintains a ten-year revenue vehicle replacement plan within the Black Cat Grants. Projected vehicle costs and replacement dates are tracked in this replacement plan.

The City of Brainerd sets its own vehicle replacement schedule; however, the FTA's-minimum useful life and the State's ULB are considered and used for vehicle replacement decisions. Occasionally, vehicles remain on the asset list and are used as back-up vehicles or in transit operations (if mechanically sound and presentable) even though they may have passed their minimal useful life. Likewise, occasionally, a vehicle will need replacement prior to the minimal useful life for various reasons. The City of Brainerd will work with the Office of Transit in those

cases and reasons will be well-documented. The City of Brainerd's vehicles will be assigned a condition rating on an annual basis which will also help determine replacement.

Risk Management and Accident/Incident Reporting

The City of Brainerd's employees, **or those system operators provided under a third-party contract**, are required to report all accidents and incidents. Report forms are available for this purpose. Notification procedures have been established so that employees know who to contact in case of an accident or emergency. Transit employees are also aware of the drug testing requirements in certain accident situations. Transit employees are also responsible to report any defects in vehicles, facilities or equipment that could cause injury. These defects are documented, and corrective maintenance should be performed as soon as possible.

Responsibility for Maintenance Programs

The City of Brainerd is responsible for the administration of the Vehicle Maintenance Program. All reports are under the supervision of The Transit Coordinator.

The City of Brainerd is responsible for the administration of the Facility Maintenance Program. All reports are under supervision of The Transit Coordinator.

The City of Brainerd is responsible for the administration of the Equipment Maintenance Program. All reports are under the supervision of The Transit Coordinator.

Attachment A



MnDOT Office of Transit Program Vehicle Inspection Form

Date: _____
Organization (Legal Name): _____
VIN (last 5 characters): _____
Organization's vehicle designation or label: _____
Make and Year of Vehicle: _____
Vehicle Class: _____
Odometer Reading as of the date noted above: _____
Annual Inspection Information:

- All transit systems that have ADA accessibility equipment must have a current MN State Patrol inspection for securement devices (wheelchair and seatbelts), some exceptions for Small Urban Systems.
- If a system is STS provider (whole fleet or only a few vehicles, as STS certification is by vehicle and not by fleet) must have a current STS vehicle certification, no exceptions.
- If the system has Commercial Vehicles as defined by CDL requirements of the vehicle's manufacture design to transport (16 or more, includes driver) or GVW over 26,000 pounds, must have a current commercial vehicle certification, no exceptions.
- All systems must have an annual vehicle inspection performed by a certified mechanic.

☐ **STS Providers, Inspection Date:** _____ (by MnDOT Motor Carrier):

Attach a copy of the Annual Certification from the Office of Commercial Vehicle Operations. If the sticker is lapsed or not present, the agency must schedule an inspection immediately. Vehicle is considered out of service until the agency can submit required follow-up documentation to their Transit Project Manager.

☐ **DPS inspection Date:** _____ (by State Patrol):

If the sticker is lapsed or not present, the agency must contact the local State Patrol office for inspection of securement devices immediately. Vehicle is considered out of service until the agency can submit required follow-up documentation to their Transit Project Manager.

☐ **CVI Inspection Date:** _____ (certified mechanic)

Attach a copy of the Annual CVI inspection form. If sticker is expired or not present, the agency must complete an inspection immediately. Vehicle is considered out of service until the agency can submit required follow-up documentation to their Transit Project Manager.

☐ **System is performing Pre-Trip and Post-Trip inspections as required.**

MnDOT will review 12 months of records.

Defective items reported (item and date) _____

Defective item corrected (Date) _____

☐ **System's Annual Vehicle Inspection Date:** _____ (non-commercial vehicles)

Attach a copy of the system's annual vehicle inspection form and supporting documentation as completed by a certified mechanic and approved by the system's transit director or designee. If the system cannot provide this documentation, the agency must complete this annual inspection immediately.

☐ **System's Annual Vehicle Condition Rating.** Attach a copy of the system's annual vehicle condition rating form and supporting documentation.

☐ **Check current list of vehicle fleet for Transit agency for the following:**

- Attach a copy of the current fleet inventory.
- Verify list is current with Black Cat.
- Verify list for status of vehicle (Active, Backups, and Transfers).

VEHICLE Maintenance Spot Check:Procedure: Oil Changes

Frequency per plan _____

Date of Service	Actual unit of measurement between services	Interval	Follow up needed	Follow up completed

Procedure: _____

Frequency per plan _____

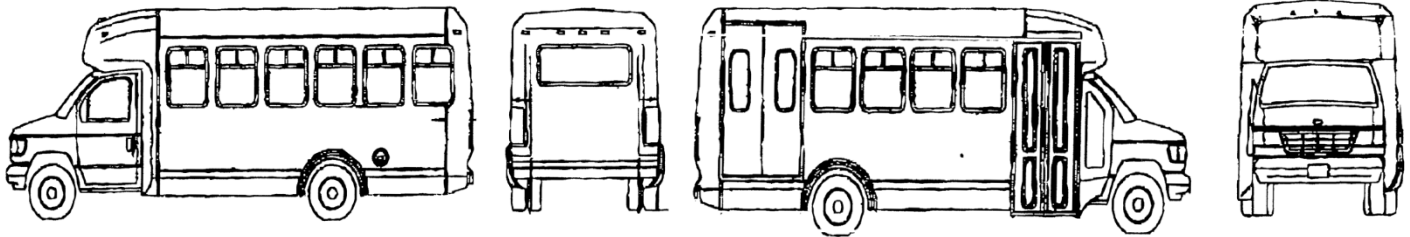
Date of Service	Actual unit of measurement between services	Interval	Follow up needed	Follow up completed

Procedure: _____

Frequency per plan _____

Date of Service	Actual unit of measurement between services	Interval	Follow up needed	Follow up completed
Comments:				

Visual Inspection: Utilize the diagrams to document any damage, rust, or areas of concern.



Specify Damage, If any:

Any changes to original equipment? Y or N; if yes, please describe.

Request staff member to assist with this checklist

v	INTERIOR		v	EXTERIOR	
	Dash Gauges/Lights/Warning Buzzers	Comments		Headlights	Comments
	Rearview Mirror			Signals	
	Fully Charged Fire Extinguisher/mounted			Brake lights	
	First Aid kit			Clearance ID lamps	
	Warning devices			Back up lights/warning signal	
	Seat Belt Cutter			License Plate lamp	
	Operator's Manual			Side markers	
	Seats and passenger seat belts			Windshield wipers and washer fluid	
	Wheelchair tie- downs/accessories stowed			Outside mirrors	
	Signage: Priority seating and WC locations			Verify fluid levels	
	Emergency Windows are operable			Vehicle cleanliness	Poor Average Excellent
	WC lift operable and in good working condition			Incident/Accident forms	

MnDOT Signature

Date

Agency Signature

Date

Noted areas of concern: (Attach all follow up documentation)

2016 Annual Facility Review Checklist

Agency: _____

Facility Name and Location: _____

Checklist Category	Comments

I. Exterior

_____	Trash and debris clear from grounds	_____
_____	Parking lot clean and accessible	_____
_____	Sidewalks clear of obstructions	_____
_____	Pavement / concrete aprons	_____
_____	Exterior wall / roof panels	_____
_____	Light fixtures / electrical outlets	_____
_____	Plumbing fixtures	_____
_____	Gutters / downspouts	_____
_____	ADA Access Features*	_____

II. Interior

_____	Entrance door(s) functioning properly	_____
_____	Overhead door(s) functioning properly	_____
_____	Interior lights in working order	_____
_____	Foundation & floor in good condition	_____
_____	Interior clean and orderly	_____
_____	Vent & ductwork in good condition	_____
_____	Structural steel in good condition	_____
_____	Windows secure and operational	_____
_____	Exposed plumbing free of leaks	_____
_____	All drains functioning properly	_____
_____	Fire extinguishers charged & tagged	_____
_____	Fire sprinkler system operational	_____
_____	Emergency exits clear & signed	_____
_____	Mechanical room free of loose debris	_____

_____	All electrical access panels secured	_____
_____	Heating and A/C units operational	_____
_____	Vehicle Lift operational	_____
_____	ADA Access Features*	_____

**III. Facility Maintenance
Plan**

_____	Goal and Objective	_____
_____	Safety	_____
_____	Warranty	_____
_____	Org/Responsibilities	_____
_____	Contract Services	_____
_____	Facility Inventory	_____
_____	Preventative Maintenance	_____
_____	Inspection Reports	_____
	Facility Condition Rating	_____

Comments:

*ADA Access Features include ramps, clearances, etc.

Transit Project Manager: _____

(Signature)

(Date)

Asset Condition Rating and Remaining Useful Life

Asset Condition Measurement Example - Table 1

Asset Rating Score	Asset Age	Asset Condition	Asset Performance	Level of Maintenance	Asset Condition Rating		
	Percent of Useful Life Remaining	(Quality, Level of Required Maintenance)	(Reliability, Ambience, Safety)	Level of PM and CM ✧	Rating Description	Scoring range	
5	Asset new or nearly new	Asset new or like new; no visible defects	Asset meets or exceeds all performance and reliability metrics, industry standards	Only routine PM needed.	Excellent	4.8 to 5.0	In SGR >2.5
4	Asset just under new or nearly new	Asset showing minimal signs of wear; some slight defects or deterioration	Asset generally meets performance and reliability metrics, industry standards	Good working order; requires infrequent CM (more than 6 months between repairs)	Good	4.0 to 4.7	
3	Asset nearing or at its midlife point	Some moderately defective or deteriorated components	Occasional performance and reliability issues; may be sub-standard in some areas	Requires frequent minor CM or infrequent > 6 mos. major CMs	Adequate	3.0 to 3.9	
2	Asset nearing or at end of its useful life	Increasing number of defects; deteriorating components; growing maintenance needs	Performance and reliability problems becoming more serious; sub-standard elements	Requires frequent CM (less than 6 months between repairs)	Marginal	2.0 to 2.9	SGR 2.5
1	Asset is past useful life	Asset in need of replacement; may have critically damaged components	Frequent performance and reliability problems; does not meet industry standards	Continued use present excessive CM costs and potential service interruption	Poor	1.0 to 1.9	Not in SGR < 2.5
0	Asset non-operable	Asset non-operable	Asset non-operable	Asset non-operable	Asset non-operable		



Attachment B
Pre-Trip/Post-Trip Inspections

DRIVER'S DAILY CHECKLIST

Brainerd / Crow Wing
County Transit System

Vehicle No. _____ Odometer Reading _____

INSPECT ITEMS LISTED BELOW AND CHECK IF OKAY

INTERIOR

EXTERIOR

UNDER HOOD

____ Service Brakes
____ Parking Brakes
____ Steering Mechanism
____ Transmission
____ Wheel Chair Lift/Ramp
____ Wheel Chair Tie-downs
____ Fire Extinguisher
____ Warning Devices
____ First Aid Kits
____ Dash Gauges
____ Light Reflectors
____ Horn
____ Window Glass
____ Radio
____ Mirrors
____ Seats
____ Seat Belts
____ Seat Belt Cuttes
____ Cleanliness
____ New Damage (specify)

____ Tires
____ Tire Pressure
____ Wheels/Rims
____ Turn Signals
____ Head Lights
____ Tail Lights
____ Mirrors
____ Windshield Wipers
____ Cleanliness
____ New Damage (specify)

____ Oil Level
____ Radiator Level
____ Battery Level
____ Belts
____ Windshield Wiper Fluid
____ Transmission Fluid

MAINTENANCE ACTION	DATE _____
REPAIRS MADE _____	NO REPAIRS NEEDED _____
CERTIFIED BY: _____	

Comments: _____

Reporting Driver Signature _____ Date _____

Reviewing Driver Signature _____ Date _____



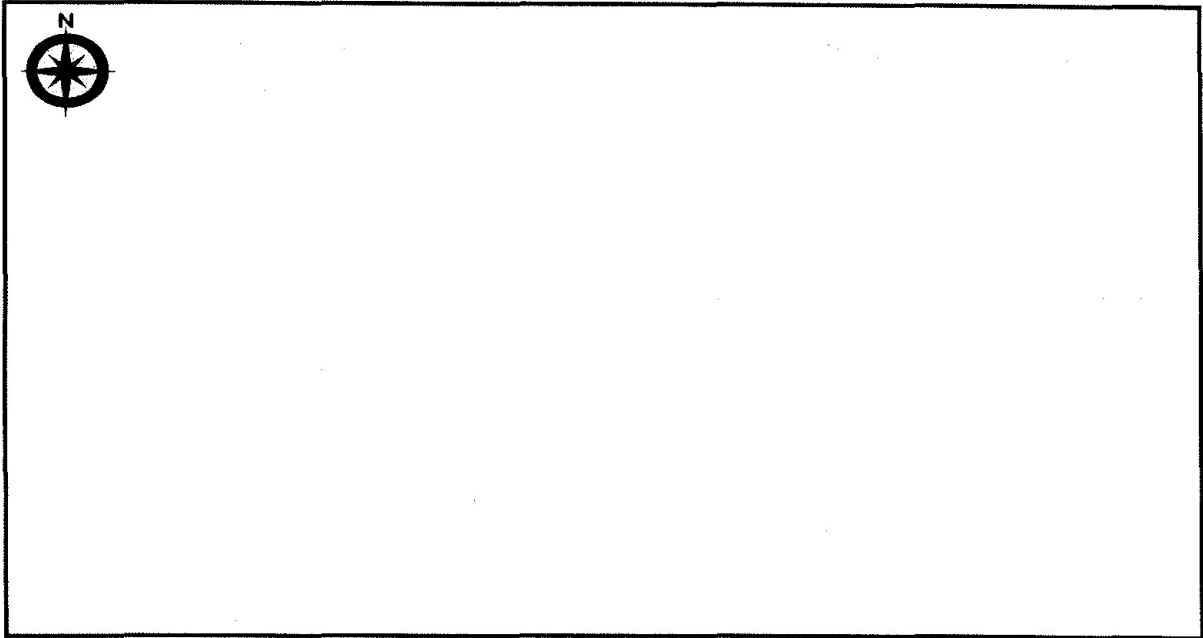
CROWWING
COUNTY
MINNESOTA

[illegible]

FOR INJURY INCIDENTS PLEASE LIST NAMES OF THOSE INJURED, AND DESCRIBE INJURY:

DRIVER SIGNATURE: _____ **DATE:** _____

DIAGRAM (DRAW INCIDENT/ACCIDENT SCENE)



WITNESSES (IF NECESSARY)

NAME	PHONE
NAME	PHONE

SUPERVISOR REVIEWAL (to be completed before submitting to City of Brainerd Transit Staff)

REVIEWAL NOTES:

SUPERVISOR SIGNATURE: _____ **DATE:** _____

CITY OF BRAINERD & CROW WING COUNTY

ACCIDENT-INCIDENT PROCEDURES

If your bus is involved in an accident or a rider has been injured, the most important element is to protect the scene and prevent further injury.

Once the scene has been secured, the following steps should be taken:

- 1.) Radio base to give location and details of the incident. Request Emergency Medical Services and/or Police if necessary.
- 2.) If involved in a collision, be sure your bus is not in danger of being struck by vehicular traffic. Activate 4-way hazard flashers and set up emergency triangles or, if appropriate. **Do not move the bus unless safety mandates it.** Evacuate the bus if the situation necessitates. Only move the bus after being instructed to do so by law enforcement or the supervisor of transportation/designee. In the event of serious injury or fatality **DO NOT** move the bus at all.
- 3.) Assist injured riders, as necessary. Act in a reasonable manner with the level of training you have been provided.
- 4.) Exchange driver license numbers, insurance information and phone numbers. Or obtain police crash exchange information.
- 5.) Obtain names, addresses and phone numbers of witnesses when appropriate. Or obtain police crash exchange information.
- 6.) Complete a list of names of all riders in the bus and the seat in which they sat. All necessary information should be in the accident packet located in the vehicle.
- 7.) If the media is present, refer them to your supervisor or the Transit Office. Do not admit to guilt, blame, or accuse.
- 8.) Post-Accident Alcohol and Controlled Substances Testing (as required by City and Federal transit regulations).

Immediately following an accident involving a commercial motor vehicle, each surviving driver shall be tested for alcohol and controlled substances when either;

- (1) the accident involved a fatality; or
- (2) the accident involved an injury treated away from the scene within two hours of the accident; or
- (3) the driver receives a citation under state or local law for a moving traffic violation arising from the accident.

An accident is defined as an incident involving a commercial motor vehicle in which there is either fatality, an injury treated away from the scene within two (2) hours of the accident, or a vehicle is required to be towed from the scene.

Immediately after a traffic accident you, as the bus operator, need to complete the City accident/incident report form. City Staff will complete the Minnesota Motor Vehicle Accident Report form if necessary (if damage is over \$1,000.00). It shall be the responsibility of the driver to ensure that the City of Brainerd receives all the necessary reports relating to an accident/incident. City staff will review the video/audio recording if available. Be sure to check with your supervisor if there are any questions. Serious illnesses should be handled in a similar manner and may require a City incident report to be filed. Remember when providing emergency care of any type, act in a reasonable and responsible manner. You are protected by the Good Samaritan Law.



Brainerd City Council Agenda Request

Requested Meeting Date: November 2, 2020

Title of Item: Public Transit Vehicle Maintenance Policy and Procedures Plan

☐ 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: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is the Public Transit Vehicle Maintenance Policies and Procedures Plan.	
Alternatives, Options, Effects on Others/Comments: Back in 2015, the plan was updated to incorporate the 500 series bus (that was purchased) maintenance. The maintenance schedule was really only attached Council minutes and other items from the Council meeting. The document was restructured with a table of contents, moving the documents that require updating to the end of the plan, and by adding the 500 series bus that was purchased into the plan and not just as attachments and council minutes.	
Recommended Action/Motion: Staff recommends approval of the revised plan as presented. This was approved unanimously by the TAC at its October 22, 2020 meeting.	
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>	

Public Transit Vehicle Maintenance Policies and Procedures

Brainerd & Crow Wing Public Transit



December 2020

Contact: Transit Coordinator

Introduction:

The City of Brainerd is committed to a safe, reliable, and cost-effective transit system.

The Brainerd and Crow Wing public transit system vehicle maintenance plan seeks to ensure that safe transit vehicles are on the road while maximizing transit vehicle life and protecting the financial investment of the Federal Transit administration (FTA), Minnesota Department of Transportation (Mn/DOT), City of Brainerd and Crow Wing County.

The public transit system of Brainerd and Crow wing County is operated and maintained under contract with a third-party operator.

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Vehicle Storage & Maintenance :

Current transit system vehicle storage is provided by contract operator at facilities located in Brainerd, Mn. Vehicles are stored nightly in a secured, indoor facility.

The contract operator shall maintain all transit vehicles and keep them in good mechanical condition. Vehicle maintenance requirements consist of preventative maintenance-based manufacturer specifications, repairs based daily vehicle inspections performed by drivers and mileage-based inspections by maintenance staff.

Except for tire replacement and warranty work provided by certified local auto dealer, all other preventative maintenance and repairs are performed by certified mechanics of contract operator.

Goals and objectives:

Goals

- Promote a safe and secure transit system
- To have no road breakdowns
- To meet or exceed all manufacturers maintenance guidelines on equipment.
- To maintain all equipment to the highest standards
- To purchase and install all quality OEM or equivalent parts at the best price.

Objectives

The maintenance supervisor under the direction of the contract operator and with oversight of transit coordinator will ensure that the maintenance performed will support efficient and effective daily transit service while seeking to maximize the following:

- Vehicle reliability (Based on repair costs and out of service records)
- Vehicle operating efficiency (Based of miles per gallon)
- Optimum available number of vehicles daily, minimum number to meet service demands.

These objectives will be achieved with a proper balance of vehicle care and fiscal constraints. It is recognized that preventative maintenance and repairs have significant cost implications and that equipment resources are a public investment and must be protected.

Preventative Maintenance:

The preventive maintenance program of the Brainerd and Crow Wing Public Transit system consists of daily inspections and mileage-based inspections.

Daily Pre-Trip and Post-Trip Inspections

Drivers perform a pre-trip inspection prior to the start of their shift. Pre-trip inspections are the responsibility of the driver. It is his/her responsibility to make notations on the pre-trip inspection form of any defects they found during the pre-trip inspection, while driving throughout the day or during the post trip inspection at the end of the day. Upon completion of the pre-trip inspection form, the form is turned in to the maintenance office. The supervisor or mechanic shall make an immediate determination whether the vehicle should be removed from service if a defect is noted.

Additionally, all transit vehicles shall be clean on both the interior and exterior prior to being placed into service each day.

The contract operator shall perform preventative maintenance on the vehicles pursuant to the manufacturer's specifications as minimum standards. Highlights are listed by bus size in the following pages. The Transit system reserves the right to modify maintenance schedules relating to fluid change intervals and tune up schedules.

The pre-trip/post-trip book should contain the following items at a minimum: *SEE ATTACHMENT 1 – PRE AND POST TRIP INSPECTION FORM*

400 SERIES VEHICLE PREVENTATIVE MAINTENANCE 5,000 MILE SERVICE

Service procedures:

Vehicle history

- Review preventive maintenance history
- Review vehicle repair history
- Review any pending work orders

Items to be inspected:

- Engine oil change
- Oil filter change
- Air filter check – replace as needed
- Lube
- Check brakes
- Check axles
- Inspect wheel for end play and noise

If any defects are found, document and as appropriate, schedule for repair.

400 SERIES VEHICLE PREVENTATIVE MAINTENANCE 30,000 MILE SERVICE

Service procedures:

Vehicle history

- Review preventive maintenance history
- Review vehicle repair history
- Review any pending work orders

Items to be inspected:

- Engine oil change
- Oil filter change
- Transmission Oil and filter change
- Fuel filter replacement
- Air filter check – replace as needed
- Lube
- Check brakes
- Check axles
- Inspect wheel for end play and noise

If any defects are found, document and as appropriate, schedule for repair.

500 SERIES VEHICLE PREVENTATIVE MAINTENANCE 5,000 MILE SERVICE

Service procedures:

Vehicle history

- Review preventive maintenance history
- Review vehicle repair history
- Review any pending work orders

Items to be inspected:

- 1) Check HVAC, controls, and fans
- 2) Check wipers and washers
- 3) Check horn, both electric and air if equipped
- 4) Check all glass and mirror controls
- 5) Check parking brake and all wheel brakes – both visual lining thickness check and operational use
- 6) Check all fluids
- 7) Check all lighting and reflectors
- 8) Check batteries, cables, and mounts
- 9) Check mud flaps, splash guards and bumpers
- 10) Check vehicle body
- 11) Check all belts and hoses
- 12) Check air filter
- 13) Check all steering components
- 14) Check for any oil leaks
- 15) Check driveline, U-joints, tie rods, springs, hangers, and shocks

- 16) Check exhaust, muffler, clamps, and brackets
- 17) Check steering axle wheel bearings and lubricate
- 18) Grease entire chassis – all zerks, joints, kingpins, doors, wheelchair lift
- 19) Check tires and record tread depth

If any defects are found, document and as appropriate, schedule for repair.

500 SERIES VEHICLE PREVENTATIVE MAINTENANCE 10,000 MILE SERVICE

Service procedures:

Vehicle history

- Review preventive maintenance history
- Review vehicle repair history
- Review any pending work orders

Items to be completed in addition to the 5,000 mile checklist:

- Engine oil change
- Oil filter change
- Fuel filter replacement and water separator replacement
- Check cooling system
- Check starting system
- Check charging system
- Check brake system, lines, and ABS
- Check APAD's for fault codes
- Check axles and wheel hubs
- Inspect wheel for end play and noise

If any defects are found, document and as appropriate, schedule for repair.

Repair Procedures: (Sequence of reporting to scheduling)

Reactive Vehicle Maintenance

Repair maintenance is performed in response to detected problems. Reactive maintenance cannot be eliminated and is often a function of vehicle miles, fleet age, and preventive maintenance intervals. It is the intent of the maintenance program to minimize this type of maintenance – including road calls.

The Brainerd & Crow Wing Public Transit contract operator and maintenance personnel will provide the transit system with work orders for all work performed on Brainerd & Crow Wing Public Transit vehicles. Work orders will state the work performed, the number of hours worked, and any parts used. Work orders will be provided monthly.

Record keeping: (Software, spreadsheet, Manual)

Repair and Inspection records are kept on each individual vehicle. Records contain all preventative maintenance performed, vehicle miles and vehicle repair costs. Currently records are maintained on location at the storage and repair facility and at the Transit office (Brainerd City Hall).

Daily Inspection (operator bus condition) records are kept in all vehicles with duplicates hand delivered to maintenance supervisor; repair records on all vehicles, state inspection records on lift-equipped buses, Commercial vehicle inspections reports, accident reports, etc. are maintained on location at storage/repair facility with copies on file at transit office.

Fueling Procedures

Fueling is done daily at the designated fueling location with mileage and gallons pumped recorded by the driver. Monthly fuel reports received from the contract operator are checked by transit coordinator to ensure there is no discrepancy.

ATTACHMENT 2 – FLEET LIST

Fleet List:

City/County Joint Owned Vehicles – The operator will be provided with the following equipment owned jointly by the City and County:

Local #	State #	Year	Make	Capacity (Amb/WC)	Usage
181	B180113	2019	Ford Elkhart	20/0, 16/1, 12/2	Primary
172	B170160	2018	Ford Elkhart	20/0, 16/1, 12/2	Primary
171	B170113	2018	Ford Elkhart	20/0, 16/1, 12/2	Primary
161	B160114	2016	Chev Goshen	17//2, 15/3, 19/0	Primary
155	B150118	2016	Int'l Goshen	29/2, 31/1, 33/0	Primary
142	B140113	2014	Chev Goshen	14/3, 16/2, 18/1	Primary
141	B140112	2014	Chev Goshen	14/3, 16/2, 18/1	Primary
114	B130117	2013	Chev Goshen	15/3, 17/2, 19/1	Spare
119	B120108	2013	Chev Goshen	14/3, 16/2	Primary
191	B190107	2019	Ford Elkhart	20/1, 16/1, 12/2	Primary

The type and number of transit vehicles being operated is subject to change. In all cases, the transit system and operator shall maintain new and any backup vehicles in the same manner as the current route vehicles.

DRIVER'S DAILY CHECKLIST

Brainerd / Crow Wing
County Transit System

Vehicle No. _____ Odometer Reading _____

INSPECT ITEMS LISTED BELOW AND CHECK IF OKAY

INTERIOR

____ Service Brakes
____ Parking Brakes
____ Steering Mechanism
____ Transmission
____ Wheel Chair Lift/Ramp
____ Wheel Chair Tie-downs
____ Fire Extinguisher
____ Warning Devices
____ First Aid Kits
____ Dash Gauges
____ Light Reflectors
____ Horn
____ Window Glass
____ Radio
____ Mirrors
____ Seats
____ Seat Belts
____ Seat Belt Cuttes
____ Cleanliness
____ New Damage (specify)

EXTERIOR

____ Tires
____ Tire Pressure
____ Wheels/Rims
____ Turn Signals
____ Head Lights
____ Tail Lights
____ Mirrors
____ Windshield Wipers
____ Cleanliness
____ New Damage (specify)

UNDER HOOD

____ Oil Level
____ Radiator Level
____ Battery Level
____ Belts
____ Windshield Wiper Fluid
____ Transmission Fluid

MAINTENANCE ACTION

DATE _____

REPAIRS MADE _____

NO REPAIRS NEEDED _____

CERTIFIED BY: _____

Comments: _____

Reporting Driver Signature _____ Date _____

Reviewing Driver Signature _____ Date _____

ATTACHMENT 1 – PRE AND POST TRIP INSPECTION FORM

Emergency Procedures: (Contacts, reporting, etc.)

System and Mn/DOT Contacts

Andy Stone, Transit Coordinator

Office: 218.454.3413 Cell: 218.513.9775

Email: astone@ci.brainerd.mn.us

Crystal Gauthier, Transit Operations Specialist

Office: 218.454.3429 Email: cgauthier@ci.brainerd.mn.us

Paul Sandy, City Engineer

Office: 218.828.2307 Cell: 218.513.0172

Fax 218.828.2316 Email: psandy@ci.brainerd.mn.us

Tina Neary, MnDOT Tribal Transit Coordinator/D1 Project Manager

Office: 218.725.2812 Email: christine.neary@state.mn.us

Contract Operator

Productive Alternatives:

Kevin Larson, Branch Manager, 213 NW 4th Street, Brainerd, MN 56401

Office: 218.825.8148 Cell: 218.838.0854

Email: kevinl@productivemn.org

Daryn Toso, Productive Alternatives Transit Coordinator, Fergus Falls, MN

Cell: 218.205.4569 Email: darynt@paiff.org

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

November 2, 2020

6:45 PM

City Hall 2nd Floor Conference Room

WebEx Teleconference Call-In Information

Call Toll-Free: 844-992-4726 Access Code: 146 442 6994

1. Approval of Bills and Payments to Contractors

<u>Contractor</u>	<u>IMP#</u>	<u>Project</u>	<u>Amount Paid</u>	<u>Contract Amount</u>
Asphalt Surface Tech	20-01	2020 Seal Coat	\$149,522	\$147,576

2. Police Officer Hiring Ratification
3. Resignation of Firefighter Gawboy
4. Acknowledge Hiring of Jesse Sanders as Park Maintenance Employee
5. Deferment of Assessments
6. 2021 Dental Insurance
7. Extend Retirement Date of Police Chief McQuiston
8. 2021 Budget and Levy – Set Workshop



Brainerd City Council Agenda Request

Requested Meeting Date: November 2nd, 2020

Title of Item: Police Officer Hiring Ratification

☐ 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: CHIEF MCQUISTON	Department: POLICE
Presenter (Name & Title): CHIEF MCQUISTON	Estimated Time Needed: 5 MINUTES
Summary of Issue: Police Officer candidate Andrew Middleton has successfully completed the pre-employment screening process. He began his first day of employment on Monday, October 26th. Andrew started at the 2020 Step-1 rate of \$27.43/hour, pursuant to the current Law Enforcement Labor Services Local (LELS) #65 agreement.	
Alternatives, Options, Effects on Others/Comments: Officer Middleton puts the current licensed staffing level at 22 officers. The department is budgeted for 27 licensed officers this year. This also makes three new officers still in Field Training, none of which are in Step 5 of training making them able to work solo. We have completed preemployment screening for the next two candidates on the current eligibility list and are working with the training staff and supervisors to project potential starting dates for the next two officers.	
Recommended Action/Motion: Affirm the hiring Police Officer Andrew Middleton, starting at LELS 2020 Step-1 rate of \$27.43/hour, with a starting date of October 26th, 2020.	
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> The position is with in the department's current budget.	



Brainerd City Council Agenda Request

Requested Meeting Date: November 2nd, 2020

Title of Item: Resignation of Firefighter Gawboy

☐ 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: Fire Chief Tim Holmes	Department: Fire
Presenter (Name & Title): Fire Chief Tim Holmes	Estimated Time Needed: 5 minutes
Summary of Issue: On 10/12/2020 Paid On-call Firefighter Gawboy submitted a letter of resignation effective 10/31/2020. Gawboy is moving outside of our response requirements. Gawboy has been a great member of our team and will be missed.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Accept, with regret, the letter of resignation from Firefighter Gawboy effective 10/31/2020.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

13359 Maplewood Dr.
Baxter, MN 56425
(218) 820-1339
robert.gawboy@gmail.com

12 October 2020

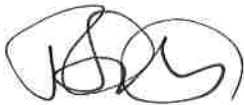
Good evening Tim,

Unfortunately, I am letting you know that I need to resign from the Brainerd Fire Department. There have been lots of changes in my life over the past year, and the latest change will be Al and I moving outside of the response radius. Our house is going on the market this week, and we plan to move in December.

Getting the house ready to list, paired with longer work hours, has been the main reason I have not been meeting the required response rate.

I have enjoyed my time with the department and am proud of the service BFD provides our area! I wish you all the best, and I will still see you all around town.

Very respectfully,

A handwritten signature in black ink, appearing to be 'Robbie Gawboy', enclosed within a hand-drawn oval.

Robbie Gawboy
1107



Brainerd City Council Agenda Request

Requested Meeting Date: November 2, 2020

Title of Item: Acknowledge Hiring of Jesse Sanders as Parks Maintenance

☐ 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: Kris Schubert & Tony Sailer	Department: HR & Parks
Presenter (Name & Title): HR Director Kris Schubert	Estimated Time Needed: 2 minutes
Summary of Issue: In August, Bob Anderson transferred from the Parks Department to the Street Department which created a vacancy for our Parks Maintenance staff. We received 123 applications and Staff conducted 9 interviews. A conditional job offer was negotiated with Jesse Sanders pursuant to the initial step criteria guidance previously approved by the Council. The Park Board, at its meeting held October 27, 2020, ratified the hiring of Jesse Sanders at Step 2 of the Parks Maintenance Wage Grid effective October 26, 2020.	
Alternatives, Options, Effects on Others/Comments: Mr. Sanders previously worked for three years as a Light Equipment Operator for the City of Faribault in its Public Works Department focusing on park maintenance related duties and also owned and operated his own lawn care business.	
Recommended Action/Motion: Motion to acknowledge the hiring Jesse Sanders as a Park Maintenance employee at Step 2 (\$20.47 per hour) effective October 26, 2020.	
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 This is a budgeted position in the Parks Department. <i>Please Explain:</i>	



Brainerd City Council Agenda Request

Requested Meeting Date: November 2, 2020

Title of Item: Deferment of Assessments

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

RESOLUTION
NO. 54:16

WHEREAS, Minnesota Statutes 435.193 through 435.195 authorizes the City of Brainerd to defer the payment of special assessments against any homestead property for certain citizens; and

WHEREAS, said deferment of assessment may be permitted at the discretion of the City Council; and

WHEREAS, the City Council of the City of Brainerd finds and determines that deferral of special assessments for certain citizens is in the public interest; and

WHEREAS, it is necessary and proper that the City Council set forth its general policies and guidelines for granting said deferrals of special assessments for citizens.

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

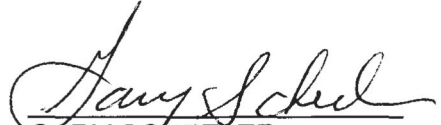
1. That the City Council does endorse the principle of deferment of special assessments for citizens where the payment of said special assessments constitutes hardship.
2. The Council, in accordance therewith, may defer the payment of any special assessment on homestead property when payment of the assessment would create a hardship upon the property owner as defined herein.
3. The deferment may be granted upon an application by the owner on a form prescribed by the County Auditor supplemented by the City Administrator to establish the qualifications of the owner for said deferment. All deferments shall be subject to renewal each following year upon the filing of a similar application not later than August 15. The Council shall either grant or deny the deferment, and if it grants the deferment, the deferred assessment shall bear interest at the rate established in the Resolution adopting the assessment. If the Council grants the deferment, the City Administrator shall notify the County Auditor who shall, in accordance with Minnesota Statute 435.194, record a notice of the deferment with the County Recorder setting forth the amount of the assessment.
4. A hardship shall be deemed prima facie to exist when all of the following apply:
 - A. The applicant's spouse and family combines shall not have an annual gross income in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of application. All data necessary to confirm applicant's income shall be furnished to the City Administrator.
 - B. The special assessments to be deferred exceed \$300.00.

- C. The total assets of the applicant and spouse, exclusive of the homestead, do not exceed \$25,000.00.
- D. The Crow Wing County Assessor's **estimated market value** of the applicant's homestead is less than **\$110,000**.

Notwithstanding the foregoing provisions of this paragraph, the City Council may consider exceptional and unusual circumstances pertaining to an applicant not covered by the above standards; but any determination shall be made in a non-discriminatory manner and shall not give the applicant an unreasonable preference or advantage over the other applicants.

- 5. Retirement by reason of permanent and total disability shall be deemed prima facie to exist when the applicant presents a sworn affidavit by a licensed medical doctor attesting that the applicant is unable to be gainfully employed because of a permanent and total disability.
- 6. The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any of the following events:
 - A. The death of the owner when there is no spouse who is eligible for deferment;
 - B. The sale, transfer, or subdivision of all or any part of the property;
 - C. Loss of homestead status on the property;
 - D. Determination by the Council for any reason that there would be no hardship to require immediate or partial payment; or
 - E. Failure to file a renewal application with the time prescribed by Paragraph 3.
- 7. This Resolution supersedes Resolution No. 06:05 adopted on February 22, 2005.

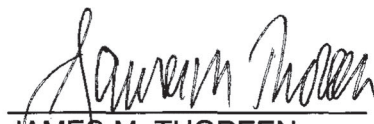
Adopted this 21st day of November, 2016


GARY SCHEELER
President of the Council

Approved this 22nd day of November, 2016


EDWIN L. MENK
Mayor

ATTEST:


JAMES M. THOREEN
City Administrator

**DEFERRED ASSESSMENTS
CITY OF BRAINERD**

APPLICATION AND AUTHORIZATION FOR DELAYED PAYMENT OF TAX ON SPECIAL ASSESSMENT FOR SENIOR CITIZENS OR DISABLED PERSONS HOMESTEAD MS. 435.193, MS. 435.194 AND/OR WHERE A FINANCIAL HARDSHIP EXISTS - RESOLUTION NO. 54:16.

TO: Jennifer Bergman, City Administrator, City of Brainerd, Minnesota

NAME MARGARET O'ROURKE ADDRESS 928 10TH AVE NE BRAINERD MN 56401	I am (check one) ☒ At least 65 years of age ☒ Retired by virtue of a total or permanent disability ☒ Financial hardship exists
R.E. CODE OF PROPERTY: 41191220 Imp 17:06 LEGAL DESCRIPTION OF PROPERTY: SABIN'S ADDITION TO THE CITY OF BRAINERD LOT 2 BLOCK 1	

I, the undersigned, declare under penalties of perjury:

That I, my spouse and family combined shall not have an annual gross income in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of the application (see attached).

That the special assessments to be deferred exceed \$300.00.

That my total assets including my spouse's exclusive of the homestead do not exceed \$25,000.00.

That the Crow Wing County Assessor's estimated market value of my homestead is less than \$110,000.

That my interest in the ownership of the above property was acquired on 12-31-2011, and is as follows (check one):

☒ Sole ownership
☐ Joint tenancy, held with _____
☐ Other (specify) _____

That on December 31, 2011 I owned and occupied the above property as my homestead and such occupancy began on JANUARY 1, 2012.

That the taxes for improvements on the special assessments adopted by Resolution No. 51:19 on OCT 16, 2019, by the City of Brainerd which have been allocated against the subject property would create undue personal hardship on my behalf and I respectfully request that payment be so deferred for the installments payable in the year 2021. (NOTE: Application for deferment shall be made each year.)

I declare under penalties of perjury that the above information is correct to the best of my knowledge and belief:

Signed Margaret O'Rourke
Owner

I, Jennifer Bergman, City Administrator of the City of Brainerd, Crow Wing County, State of Minnesota, do hereby certify that the application of O'ROURKE, above named, has been duly reviewed and that in accordance with the minutes of official record for the meeting held _____, 2020, in said city council chambers, was duly APPROVED or DENIED.

That in accordance with approval granted, that the assessment on the affiant's subject property levied for annual collection composed of principal \$ 386.17 and interest, which is based on the unpaid principal balance payable in the year 2021 should be so deferred with interest at the annual rate of 5 %, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Date: _____ 2020.

City Administrator

**DEFERRED ASSESSMENTS
CITY OF BRAINERD**

APPLICATION AND AUTHORIZATION FOR DELAYED PAYMENT OF TAX ON SPECIAL ASSESSMENT FOR SENIOR CITIZENS OR DISABLED PERSONS HOMESTEAD MS. 435.193, MS. 435.194 AND/OR WHERE A FINANCIAL HARDSHIP EXISTS - RESOLUTION NO. 54:16.

TO: Jennifer Bergman, City Administrator, City of Brainerd, Minnesota

NAME MARGARET O'ROURKE ADDRESS 928 10TH AVE NE BRAINERD MN 56401	I am (check one) ☒ At least 65 years of age ☒ Retired by virtue of a total or permanent disability ☒ Financial hardship exists
R.E. CODE OF PROPERTY: <u>41191220</u> <u>Imp 13-17</u> LEGAL DESCRIPTION OF PROPERTY: <u>SABIN'S ADDITION TO THE CITY OF BRAINERD LOT 2 BLOCK 1</u>	

I, the undersigned, declare under penalties of perjury:

That I, my spouse and family combined shall not have an annual gross income in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of the application (see attached).

That the special assessments to be deferred exceed \$300.00.

That my total assets including my spouse's exclusive of the homestead do not exceed \$25,000.00.

That the Crow Wing County Assessor's estimated market value of my homestead is less than \$110,000.

That my interest in the ownership of the above property was acquired on 12-31-2011, _____, and is as follows (check one):

☒ Sole ownership

Joint tenancy, held with _____

Other (specify) _____

That on December 31, 2011 I owned and occupied the above property as my homestead and such occupancy began on JANUARY 1, 2012.

That the taxes for improvements on the special assessments adopted by Resolution No. 57:14 on OCT 20, 2014, by the City of Brainerd which have been allocated against the subject property would create undue personal hardship on my behalf and I respectfully request that payment be so deferred for the installments payable in the year 2021. (NOTE: Application for deferment shall be made each year.)

I declare under penalties of perjury that the above information is correct to the best of my knowledge and belief:

Signed Margaret O'Rourke
Owner

I, Jennifer Bergman, City Administrator of the City of Brainerd, Crow Wing County, State of Minnesota, do hereby certify that the application of O'ROURKE, above named, has been duly reviewed and that in accordance with the minutes of official record for the meeting held _____, 2020, in said city council chambers, was duly APPROVED or DENIED.

That in accordance with approval granted, that the assessment on the affiant's subject property levied for annual collection composed of principal \$ 329.00 and interest, which is based on the unpaid principal balance payable in the year 2021 should be so deferred with interest at the annual rate of 5 %, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Date: _____ 2020.

City Administrator

**DEFERRED ASSESSMENTS
CITY OF BRAINERD**

APPLICATION AND AUTHORIZATION FOR DELAYED PAYMENT OF TAX ON SPECIAL ASSESSMENT FOR SENIOR CITIZENS OR DISABLED PERSONS HOMESTEAD MS. 435.193, MS. 435.194 AND/OR WHERE A FINANCIAL HARDSHIP EXISTS - RESOLUTION NO. 54:16.

TO: Jennifer Bergman, City Administrator, City of Brainerd, Minnesota

NAME GARRY & ALEX SCHWARTZ ADDRESS 1212 MAPLE ST BRAINERD MN 56401	I am (check one) ☐ At least 65 years of age ☒ Retired by virtue of a total or permanent disability ☒ Financial hardship exists
R.E. CODE OF PROPERTY: 41300682	
LEGAL DESCRIPTION OF PROPERTY: SLEEPERS ADDITION TO BRAINERD LOT 4 BLOCK 9	

RECEIVED

OCT 13 2020

CITY OF BRAINERD
ADMINISTRATION

I, the undersigned, declare under penalties of perjury:

That I, my spouse and family combined shall not have an annual gross income in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of the application (see attached).

That the special assessments to be deferred exceed \$300.00.

That my total assets including my spouse's exclusive of the homestead do not exceed \$25,000.00.

That the Crow Wing County Assessor's estimated market value of my homestead is less than \$110,000.

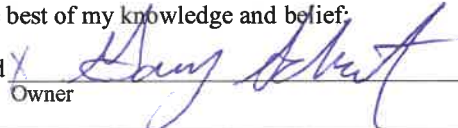
That my interest in the ownership of the above property was acquired on May 9, 96, and is as follows (check one):

☒ Sole ownership
☒ Joint tenancy, held with Joint with Alex Schwartz (Deceased)
☐ Other (specify) _____

That on Jan 2, 2020, I owned and occupied the above property as my homestead and such occupancy began on June 1, 1986.

That the taxes for improvements on the special assessments adopted by Resolution No. 50:16 on OCT 17, 2016, by the City of Brainerd which have been allocated against the subject property would create undue personal hardship on my behalf and I respectfully request that payment be so deferred for the installments payable in the year 2021. (NOTE: Application for deferment shall be made each year.)

I declare under penalties of perjury that the above information is correct to the best of my knowledge and belief:

Signed 
Owner

I, Jennifer Bergman, City Administrator of the City of Brainerd, Crow Wing County, State of Minnesota, do hereby certify that the application of _____, above named, has been duly reviewed and that in accordance with the minutes of official record for the meeting held _____, 2020, in said city council chambers, was duly APPROVED or DENIED.

That in accordance with approval granted, that the assessment on the affiant's subject property levied for annual collection composed of principal \$ 235.10 and interest, which is based on the unpaid principal balance payable in the year 2021 should be so deferred with interest at the annual rate of 4.25%, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Date: _____ 2020.

City Administrator

**DEFERRED ASSESSMENTS
CITY OF BRAINERD**

APPLICATION AND AUTHORIZATION FOR DELAYED PAYMENT OF TAX ON SPECIAL ASSESSMENT FOR SENIOR CITIZENS OR DISABLED PERSONS HOMESTEAD MS. 435.193, MS. 435.194 AND/OR WHERE A FINANCIAL HARDSHIP EXISTS - RESOLUTION NO. 54:16.

TO: Jennifer Bergman, City Administrator, City of Brainerd, Minnesota

NAME DIANE HOLZ ADDRESS 810 H STREET NE	I am (check one) ☒ At least 65 years of age ☐ Retired by virtue of a total or permanent disability ☐ Financial hardship exists
R.E. CODE OF PROPERTY: <u>41191702</u> LEGAL DESCRIPTION OF PROPERTY: <u>EAST SIDE ADDITION TO THE CITY OF BRAINERD</u> E. 70FT OF LOT 8 BLOCK 3 AND E. 70FT	

I, the undersigned, declare under penalties of perjury:

That I, my spouse and family combined shall not have an annual gross income in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of the application (see attached).

That the special assessments to be deferred exceed \$300.00.

That my total assets including my spouse's exclusive of the homestead do not exceed \$25,000.00.

That the Crow Wing County Assessor's estimated market value of my homestead is less than \$110,000.

That my interest in the ownership of the above property was acquired on Sept 1981, and is as follows (check one):

☒ Sole ownership
☐ Joint tenancy, held with _____
☐ Other (specify) _____

That on Oct 4, 2020 I owned and occupied the above property as my homestead and such occupancy began on Sept 1981.

That the taxes for improvements on the special assessments adopted by Resolution No. 51:19 on OCT 16, 2019, by the City of Brainerd which have been allocated against the subject property would create undue personal hardship on my behalf and I respectfully request that payment be so deferred for the installments payable in the year 2021. (NOTE: Application for deferment shall be made each year.)

I declare under penalties of perjury that the above information is correct to the best of my knowledge and belief:

Signed _____
Owner

I, Jennifer Bergman, City Administrator of the City of Brainerd, Crow Wing County, State of Minnesota, do hereby certify that the application of _____, above named, has been duly reviewed and that in accordance with the minutes of official record for the meeting held _____, 2020, in said city council chambers, was duly APPROVED or DENIED.

That in accordance with approval granted, that the assessment on the affiant's subject property levied for annual collection composed of principal \$ 436.10 and interest, which is based on the unpaid principal balance payable in the year 2021 should be so deferred with interest at the annual rate of 3.3 %, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Date: _____ 2020.

City Administrator

**DEFERRED ASSESSMENTS
CITY OF BRAINERD**

APPLICATION AND AUTHORIZATION FOR DELAYED PAYMENT OF TAX ON SPECIAL ASSESSMENT FOR SENIOR CITIZENS OR DISABLED PERSONS HOMESTEAD MS. 435.193, MS. 435.194 AND/OR WHERE A FINANCIAL HARDSHIP EXISTS - RESOLUTION NO. 54:16.

TO: Jennifer Bergman, City Administrator, City of Brainerd, Minnesota

NAME GUY R. GREEN ADDRESS 1004 H STREET BRAINERD MN 56401	I am (check one) ☐ At least 65 years of age ☐ Retired by virtue of a total or permanent disability ☐ Financial hardship exists
R.E. CODE OF PROPERTY: 41191721 CITY IMP 17-07 LEGAL DESCRIPTION OF PROPERTY: EAST SIDE ADDITION TO THE CITY OF BRAINERD LOTS 8 THRU 10 BLOCK 1 INCLUSIVE	

I, the undersigned, declare under penalties of perjury:

That I, my spouse and family combined shall not have an annual gross income in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of the application (see attached).

That the special assessments to be deferred exceed \$300.00.

That my total assets including my spouse's exclusive of the homestead do not exceed \$25,000.00.

That the Crow Wing County Assessor's estimated market value of my homestead is less than \$110,000.

That my interest in the ownership of the above property was acquired on Sept, 18, and is as follows (check one):

☒ Sole ownership
☐ Joint tenancy, held with _____
☐ Other (specify) _____

That on _____, _____ I owned and occupied the above property as my homestead and such occupancy began on _____.

That the taxes for improvements on the special assessments adopted by Resolution No. 51:19 on OCT 16, 2019, by the City of Brainerd which have been allocated against the subject property would create undue personal hardship on my behalf and I respectfully request that payment be so deferred for the installments payable in the year 2021. (NOTE: Application for deferment shall be made each year.)

I declare under penalties of perjury that the above information is correct to the best of my knowledge and belief:

Signed _____

Owner

I, Jennifer Bergman, City Administrator of the City of Brainerd, Crow Wing County, State of Minnesota, do hereby certify that the application of GREEN, above named, has been duly reviewed and that in accordance with the minutes of official record for the meeting held _____, 2020, in said city council chambers, was duly APPROVED or DENIED.

That in accordance with approval granted, that the assessment on the affiant's subject property levied for annual collection composed of principal \$ 772.34 and interest, which is based on the unpaid principal balance payable in the year 2021 should be so deferred with interest at the annual rate of 3.3 %, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Date: _____ 2020.

City Administrator

**DEFERRED ASSESSMENTS
CITY OF BRAINERD**

APPLICATION AND AUTHORIZATION FOR DELAYED PAYMENT OF TAX ON SPECIAL ASSESSMENT FOR SENIOR CITIZENS OR DISABLED PERSONS HOMESTEAD MS. 435.193, MS. 435.194 AND/OR WHERE A FINANCIAL HARDSHIP EXISTS - RESOLUTION NO. 54:16.

TO: Jennifer Bergman, City Administrator, City of Brainerd, Minnesota

NAME <u>GUY R. GREEN</u> ADDRESS <u>1004 H STREET</u> <u>BRAINERD MN 56401</u>	I am (check one) ☒ At least 65 years of age ☐ Retired by virtue of a total or permanent disability ☒ Financial hardship exists
R.E. CODE OF PROPERTY: <u>41191721</u> CITY IMP <u>17-06</u> LEGAL DESCRIPTION OF PROPERTY: <u>EAST SIDE ADDITION TO THE CITY OF BRAINERD</u> <u>LOTS 8 THRU 10 BLOCK 1 INCLUSIVE</u>	

I, the undersigned, declare under penalties of perjury:

That I, my spouse and family combined shall not have an annual gross income in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of the application (see attached).

That the special assessments to be deferred exceed \$300.00.

That my total assets including my spouse's exclusive of the homestead do not exceed \$25,000.00.

That the Crow Wing County Assessor's estimated market value of my homestead is less than \$110,000.

That my interest in the ownership of the above property was acquired on Sept, 2018, and is as follows (check one):

☒ Sole ownership
☐ Joint tenancy, held with _____
☐ Other (specify) _____

That on _____, _____ I owned and occupied the above property as my homestead and such occupancy began on _____.

That the taxes for improvements on the special assessments adopted by Resolution No. 51:19 on OCT 16, 2019, by the City of Brainerd which have been allocated against the subject property would create undue personal hardship on my behalf and I respectfully request that payment be so deferred for the installments payable in the year 2021. (NOTE: Application for deferment shall be made each year.)

I declare under penalties of perjury that the above information is correct to the best of my knowledge and belief:

Signed _____
Owner

I, Jennifer Bergman, City Administrator of the City of Brainerd, Crow Wing County, State of Minnesota, do hereby certify that the application of GREEN, above named, has been duly reviewed and that in accordance with the minutes of official record for the meeting held _____, 2020, in said city council chambers, was duly APPROVED or DENIED.

That in accordance with approval granted, that the assessment on the affiant's subject property levied for annual collection composed of principal \$ 436.31 and interest, which is based on the unpaid principal balance payable in the year 2021 should be so deferred with interest at the annual rate of 3.3 %, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Date: _____ 2020.

City Administrator

October 18, 2019

Dear City Council Members, and City Administrator,

It is a great relief to know that The City Council of the City of Brainerd finds and determines that the deferral of special assessments for certain citizens is in the public interest, and that the City Council does endorse the principle of deferment of special assessments for citizens where the payment of said assessments constitutes hardship.

I have discussed my particular situation with my own Councilman, and one other, and have found them both to be knowledgeable and helpful in assisting me to apply for a deferral, which I feel is just the type of situation the findings and determinations the council has set in place were designed to address. I was also the recipient of very professional and friendly assistance from our City Engineer, Mr. Paul Sandy, PE. I meet three of the four criteria set out. My property, however is over the guidelines of \$110,000, so this will require Council approval.

I might add, that Mr. Sandy, along with the Project Managing officials with SEH, were hands on, and all ears, when dealing with concerns of property owners regarding dearly loved old trees, and other property disruptions that go along with projects of this size and duration. From all I have seen this summer, every concern has been, or is in the process of being, dealt with fairly and appropriately. I lost a beautiful old Butternut tree, but the extra care and concern provided by SEH, their crews, and Paul appears to have been quite successful in saving an even more beautiful old Maple that has been adding beauty to NE Brainerd for a lot longer than I have been alive!

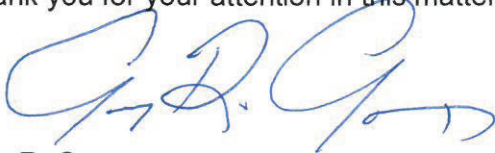
However, I HAVE been alive long enough to be retired, on Social Security and Medicare, and reduced to a lone part-time job by a heart attack and a spine that has been rendered rather balky by about sixty years of the game of golf. I also had a second part time job in 2018, Course hosting and caddying at The Classic Golf Course at Maddens, but that job ended in 2019.

That leaves my current income at \$10,802 from S.S., (after Medicare Plan B deductions), And an additional \$2325 from my summer employment with The Minnesota Golf Association as Senior Tour Director for the Northern Section of the State.

My assessment in this matter is \$12,086.45. Even with stretching the payments out over ten years, this assessment will run my mortgage payment up somewhere around \$100 per month. At that rate, I will be rendered unable to stay afloat for more than a year as a "home owner."

I have no problem with paying taxes, and I appreciate that Councils have to deal with serious infrastructure problems all across the nation, many of which have been kicked down the road for current Councils to handle, by predecessors who might not have been as willing to make necessary, but difficult, choices. At my age, deferring payment until my selling the house, or heading for the Happy Hunting Ground, seems a fair and proper solution for all involved.

Thank you for your attention in this matter,



Guy R. Green
1004 H St. Brainerd, Mn 56401

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

From Parking Lot Fund to Streets Fund	2018-2019 Downtown Snow Removal	\$32,055
From Parking Lot Fund to Construction Fund	Downtown Special Services	\$2,166
From Park Dedication Fund to Capital Fund	Meadows Park Playground	\$21,667

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

2020 Nuisance Assessment at 623 3rd Avenue NE - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON, DULY CARRIED, TO WAIVE THE AMOUNT OF \$1,325 FOR 2020 NUISANCE ASSESSMENTS AT 623 3RD AVENUE NE.

Committee Chair Badeaux stated this property is being purchased by a resident from an at-risk family member that has had numerous citations. He explained the resident is scheduled to pay the 2015, 2016 and 2019 nuisance abatements, but is asking for leniency for the 2020 nuisance assessments

(Added Item) Property Maintenance Assessments 1006 S 6th Street - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND STUNEK, DULY CARRIED, TO WAIVE THE AMOUNT OF \$750 FOR 2020 PROPERTY MAINTENANCE ASSESSMENTS AT 1006 SOUTH 6TH STREET.

Deferment and Adoption of Assessment at 1004 H Street – Adopted by Resolution No. 63:19

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON TO ADOPT A RESOLUTION TO ADOPT ASSESSMENTS AT 1004 H STREET (PID 41191721).

RESOLUTION 63:19

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

MOVED AND SECONDED BY ALDERMEN BADEAUX AND STUNEK, DULY CARRIED, TO APPROVE THE DEFERMENT OF ASSESSMENTS AT 1004 H STREET (PID 41191721).

Committee Chair Badeaux stated this property is unique as it is located on a corner lot and is being assessed for two road improvements that were done the same year. He said Council feels there is a financial hardship for the size of the assessment.

Deferment of Assessments - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON, DULY CARRIED, TO APPROVE THE DEFERMENT OF ASSESSMENTS AT 928 10TH AVENUE NE

November 18, 2019



Brainerd City Council Agenda Request

Requested Meeting Date: November 2, 2020

Title of Item: 2021 Dental Insurance

☐ 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: Kris Schubert	Department: Human Resources
Presenter (Name & Title): HR Director Kris Schubert	Estimated Time Needed: 5 minutes
Summary of Issue: Our Employee Insurance Committee, at its September 30, 2020 meeting, reviewed our 2021 dental insurance renewal quote from HealthPartners and recommended that our broker solicit quotes. We received three additional quotes and the quotes came in with rate reductions. The Insurance Committee members recommended to switch to Delta Dental as it has the best network in our area and offered a 3% premium reduction.	
Alternatives, Options, Effects on Others/Comments: Attached is the analysis from Jon Ochs from Integrity Employee Benefits who is our Dental Insurance broker. Please note our dental insurance is a voluntary benefit with the premium fully paid by the employee.	
Recommended Action/Motion: Motion to accept the 2021 Dental Insurance proposal submitted by Delta Dental with a 3% rate reduction.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

Dental Marketing

City of Brainerd		
DENTAL	Received	Proposal
Health Partners	Incumbent	3% Increase
Delta	X	3% Decrease
Standard	X	5% Decrease
Aetna	X	9% Decrease
Ameritas	X	Didn't Match Plan
Guardian	X	0% Change
Principal	Declined	
Equitable	Declined	
Met Life	Declined	
Reliance	Declined	
Blue Cross / Blue Shield	Declined	
Unum	Declined	
Humana	Declined	
Sun Life / Assurant	Declined	
UHC	Declined	
Cigna	Declined	
Mutual of Omaha	Declined	
Lincoln Financial	Declined	

City of Brainerd		Current Plan			Delta	Standard	Aetna
Monthly Rates	# of EE's	Health Partners					
Employee		2020	2021 Renewal				
Employee+1		\$40.81	\$42.03		\$39.48	\$38.77	\$36.99
Employee&Family		\$73.69	\$75.90		\$71.30	\$70.02	\$66.79
		\$121.01	\$124.64		\$117.08	\$114.96	\$109.68
Total Premium Per Month	25	\$3,956	\$4,075		\$3,828	\$3,759	\$3,586
Total Premium Per Year	7	\$47,475	\$48,898		\$45,932	\$45,103	\$43,031
% Diff Per Year Vs. Current	20	-	3%		-3%	-5%	-9%
2nd Year Guarantee					1 Year Guarantee	2 Year Guarantee	1 Year Guarantee
Annual Maximum Benefit		\$1,000			\$1,000	\$1,000	\$1,000
Deductible Per Person		\$25			\$25	\$25	\$25
Deductible Max Family		-			-	\$75	\$50
Deductible Waived on Preventative?		Yes			Yes	Yes	Yes
Percentile of Usual and Customary		50% U&C or Lower			50% U&C	90% U&C	90% U&C
Co-Insurance breakdown		In Network / Out of Network			In Network / Out of Network	In Network / Out of Network	In Network / Out of Network
Preventative/Diagnostic		100%			100%	100%	100%
Basic Restorative		80% / 50%			80% / 50%	80%	80%
Basic Oral Surgery		80%			80%	80%	80%
Basic Endodontic Therapy		80%			80%	80%	80%
Basic Periodontal Services		80%			80%	80%	80%
Complex Surgical Extractions		50%			50%	50%	50%
Complex Surgical Periodontal		50%			50%	50%	50%
Major Restorative		50%			50%	50%	50%
Prosthetic Services / Repairs		50%			50%	50%	50%
NETWORK		ANY DENTIST			ANY DENTIST	ANY DENTIST	ANY DENTIST
In Town (10 miles)		35			64	12	19
w/in 50 Miles		92			142	84	66
Cleanings Frequency		Twice in 12 months			Twice in 12 months	Twice in 12 months	Twice in 12 months
Xray Frequency		*Panoramic Xrays 1 in 36 months. *Bitewings 1 per 12 months			*Panoramic Xrays 1 in 36 months. *Bitewings 1 per 12 months	*Panoramic Xrays 1 in 36 months. *Bitewings 1 per 12 months	*Panoramic Xrays 1 in 36 months. *Bitewings 1 per 12 months
White Fillings		*Plan Pays for composite (white) Fillings (Back 50% and Front teeth 80%).			*Plan Pays for composite (white) Fillings (Back 50% and Front teeth 80%).	*Plan Pays for composite (white) Fillings (Back 80% and Front teeth 80%).	*Plan Pays for composite (white) Fillings (Back 50% and Front teeth 80%).
Waiting Period		Has Waiting Periods for New Employees (6 mo Basic, 12 major)			Has Waiting Periods for New Employees (6 mo Basic, 12 major)	No Waiting Periods	No Waiting Periods
Notes		Has "little partners" benefit for kids age 12 and younger					



Brainerd City Council Agenda Request

Requested Meeting Date: November 2, 2020

Title of Item: Extend Retirement Date for Police Chief Corky McQuiston

☐ 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: Kris Schubert	Department: Human Resources
Presenter (Name & Title): HR Director Kris Schubert	Estimated Time Needed: 5 minutes
Summary of Issue: On September 8th, the City Council accepted Police Chief Corky McQuiston's retirement effective November 28, 2020. The City then retained a consultant to assist in the recruitment process to fill the position and learned that we probably won't have someone on board until or about January 25, 2021. Chief McQuiston offered to extend his retirement date to January 16, 2021, to lessen the time between when he leaves and when a new Chief will be on board. Staff appreciates and recommends approval of Chief McQuiston's offer.	
Alternatives, Options, Effects on Others/Comments: Chief McQuiston's last working day will be January 15, 2021. Once a candidate has been selected by the Council, accepts the position, and a starting date is confirmed, we can return to the Council to make a recommendation to appoint an acting/interim Police Chief for the time period if necessary. Finalists will be selected on November 3, 2020, and interviews have been scheduled for December 10, 2020.	
Recommended Action/Motion: To approve delaying Police Chief Corky McQuiston's retirement date from November 28, 2020 to January 16, 2021.	
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> \$ <u>unknown</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> Chief McQuiston's severance pay will now be based on his 2021 wage instead of his 2020 wage.	



Brainerd City Council Agenda Request

Requested Meeting Date: November 2, 2020

Title of Item: 2021 Budget and Levy - Set Workshop

☐ 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: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 5 Minutes
Summary of Issue: At the September 14, 2020 budget workshop, Council discussed holding another workshop prior to the public hearing which is December 12, 2020. Staff recommended holding the workshop in late November as we would have preliminary tax rates/data from the County.	
Alternatives, Options, Effects on Others/Comments: There are 5 Monday's in the month of November. Non-Council meeting Mondays would be November 9th (Staff feels this might be too early to have information from the County and Truth in Taxations statements will not have been mailed to residents yet); 23rd or 30th.	
Recommended Action/Motion: Staff's recommendation would be to hold a budget workshop on Monday, November 30, 2020 at 6:00 p.m.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



Brainerd City Council Agenda Request

Requested Meeting Date: November 2, 2020

Title of Item: Adjourned Public Hearing and Resolution - Proposed Assessments - 2020 Nuisance Abatement

☐ 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: Community Development Director	Department: Community Development
Presenter (Name & Title): David Chanski, CDD	Estimated Time Needed: 5 minutes
Summary of Issue: The City Council held the public hearing for the 2020 nuisance assessments during their regular meeting on October 19. During that meeting, the City Council removed 5 contested assessments from the assessment roll and adjourned the public hearing and consideration of these assessments to the November 2 City Council meeting, directing staff to work with the contesters and try to come to a resolution.	
Alternatives, Options, Effects on Others/Comments: Staff recommends removing the following PIDs from the assessment roll: - PID 41360945 (\$125.00 nuisance assessment for an improperly parked travel trailer; staff had intended to remove this assessment prior to the original notice of public hearing) - PID 41241410 (\$200.00 nuisance abatement assessment for removal of a tree; delay in communication between property owner, staff, and contractor resulted in the contractor removing a tree that the property owner told the Tree Inspector he would remove himself) - PID 41360919 (\$125.00 nuisance assessment for an unregistered vehicle; delay in vehicle registration was a result of the vehicle being stuck in probate. The vehicle was properly registered as soon as all legal issues were resolved) As of Thursday, October 29, staff had not received any communication from the property owners of PIDs 41241036 (\$1,000 property maintenance nuisance assessment) and 41360827 (\$500 nuisance assessment for an unregistered vehicle). Staff will continue to pursue resolution with these properties owners until the City Council meeting on November 2nd.	
Recommended Action/Motion: Motion to adopt the attached resolution, adopting the contested nuisance abatement assessments, removing the assessments recommended by staff.	
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>	

Parcel # Code	Assessment Benefit Units	Owner City
41241036 101-20	1,000.00 0.0000000	WETHERELL, RICHARD B BRAINERD
41241410 101-20	200.00 0.0000000	DEROSIER, JOSEPH M & PHYLLIS BRAINERD
41360827 101-20	500.00 0.0000000	LEWIS, KALEEN R BRAINERD
41360919 101-20	125.00 0.0000000	OGDEN, KATHY M BRAINERD
41360945 101-20	125.00 0.0000000	BOKRY, JOSEPH A BRAINERD
Totals:	1,950.00	

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

RESOLUTION ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for 2019-2020 nuisance abatement concerning the properties listed and abutting on the following:

CONTESTED NUISANCE ASSESSMENTS

PID 41241036
PID 41360827
PID 41360919
PID 41241410
PID 41360945

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

1. Such proposed assessment, a copy of which is on file in the offices of the City Administrator and Community Development Director, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessment shall be payable in full within 9 days from the adoption of this Resolution without interest at the office of the City Administrator. Thereafter, the entire amount of the assessment shall be payable to the Crow Wing County Auditor with interest at the rate of three and one-half (3.5%) percent.

3. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the Crow Wing County Auditor to be extended on the property tax list of the County. Such assessment shall be collected and paid over in the same manner as other municipal taxes.

Adopted this ____ day of _____, 2020

GABE JOHNSON
President of the Council

Approved this _____ day of _____, 2020

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: November 2, 2020

Title of Item: Update on Children's Museum

☐ 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: Jennifer Bergman	Department: Administration
Presenter (Name & Title): Jennifer Bergman	Estimated Time Needed: 10 minutes
Summary of Issue: The Children's Museum Task Force met on October 15th to discuss the potential placement of the Children's Museum. Widseth presented 4 options (see attached). At the end of the discussion, the Task Force decided on a combination of Option A and Option C with the Children's Museum being located within Lum Park and not where the park buildings are located. The plan is to bring back a version which combines Options A and C to the next Task Force meeting.	
Alternatives, Options, Effects on Others/Comments: The Park Board discussed this at their October 27th meeting. While the Park Board is very supportive of a children's museum, they are concerned about the integrity of Lum Park. After discussion, they passed a motion to draft a correspondence to be given to the leadership of the Children's Museum that states that the Park Board will not support moving forward with any design that presents the building in a location other than what the City and the Park Board have already said that they want. Also, to no longer continue with the task force until the museum comes back to us with something that is a better fit for what we've all described. Although the Charter states that the Park and Recreation Board shall have control of all parks, the Park Board has asked that the Council support the motion by the Park Board. I have provided some additional background information on the Children's Museum including the RPF, the City's proposal, the Letter of Intent with the R5CM and agreement with Widseth.	
Recommended Action/Motion: Authorize staff to draft correspondence to support the Park Board decision and sever the relationship with the Region 5 Children's Museum.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



1 OPTION A
1" = 160'-0"



3 OPTION C
1" = 160'-0"



2 OPTION B
1" = 160'-0"



4 OPTION D
1" = 160'-0"

March 11, 2019

Region 5 Children's Museum Site Selection Request for Proposal

To Whom it May Concern:

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

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

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

Request for Proposal Index

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

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

Sincerely,



Paul Drange, Board Chair Region 5 Children's Museum

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

Paul Drange, Board Chair
Director of Regional Programs, Sourcewell

Cheryl Hills, Treasurer
Executive Director, Region Five Development Commission

Matt Kilian, Director
President, Brainerd Lakes Chamber of Commerce

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

Quinn Swanson, Secretary
Executive Director, Happy Dancing Turtle

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

2. Opportunity

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

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

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

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

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

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

3. Response

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

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

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

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

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

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

4. Vision, Mission, and Organizational Goals

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

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

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

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

5. Audience and How People Visit

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

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

6. Search Area

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

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

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

7. Site Selection Goal and Objectives

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

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

8. Site Selection Process

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

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

9. Proposal Narrative

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

Basic Information:

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

Priority Criteria:

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

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

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

Submission Requirements:

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

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

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

10. Master Plan Access

To access the full Master Plan:

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

City of Brainerd

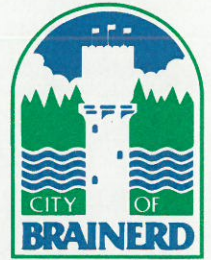
Region 5 Children's Museum Site Location

Request for Proposal Response



May 2, 2019

Region 5 Children's Museum Site Selection RPF Response



www.ci.brainerd.mn.us

Dear Mr. Drange,

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

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

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

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

Sincerely,

David C. Chanski
Community Development Director

Basic Information

1. Applicant

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

Contact Information

David Chanski, Community Development Director

Phone: 218-828-2307

Email: dchanski@ci.brainerd.mn.us

Cassandra Torstenson, City Administrator

Phone: 218-828-2307

Email: ctorstenson@ci.brainerd.mn.us

Site Address

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

2. Current Property Condition

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



3. Property Size

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

4 & 5 Acquisition Costs and Conditions of Acquisition

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

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

6. Zoning

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



7. Utilities

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

The providers for each utility are:

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

8. Ownership History

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

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

9. Environmental or Hazardous Conditions

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

10. Ownership of Surrounding Land

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

11. Property Easements

There are no easements located on this proposed site.



Priority Criteria

12. Recognized Location

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

13. Parking

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

14. Outdoor Learning Opportunities

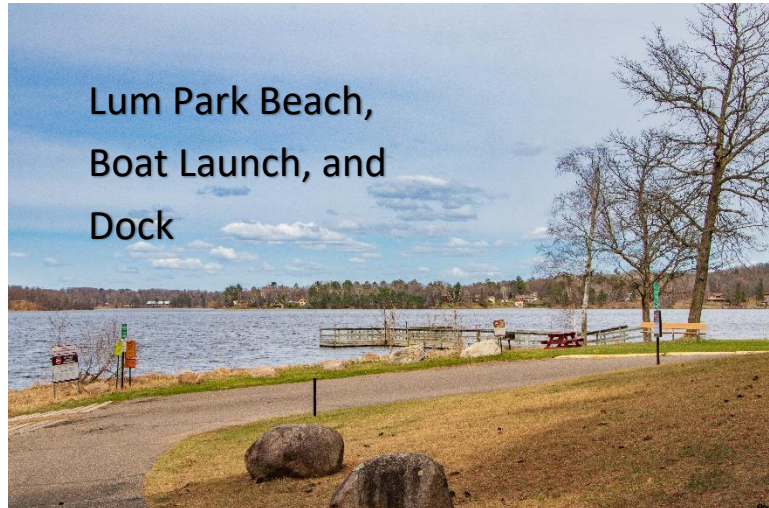
Lum Park would provide a unique experience for those visiting the Children's Museum. The park is lush with open space, forestry, and water. The 1,600 linear feet of shoreline on Rice Lake, which is fed directly by and provides direct access to the world renowned Mississippi River, includes a boat launch,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

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

15. Support of the Master Plan

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

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



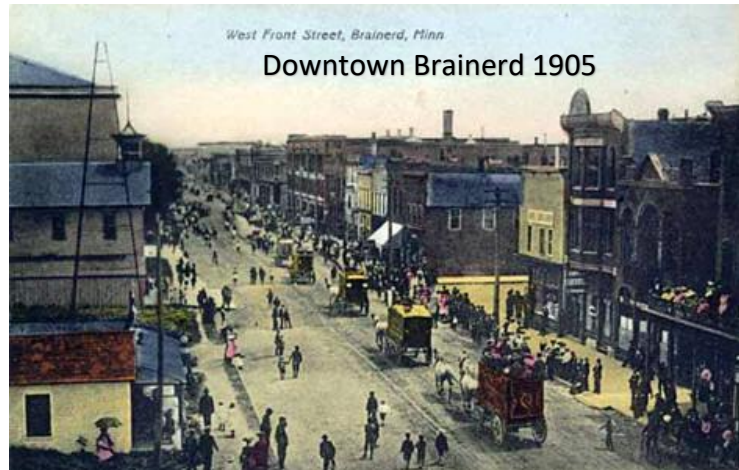
Brainerd's central location on the map, easy access to highways 210 and 371, a crossroads which can take you anywhere you would like to go, and close proximity to the Brainerd Lakes Regional Airport makes any location within the community an ideal choice for children to experience *On the Road* as they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

16. Historic, Cultural, and Environmental Significance

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

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

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



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

17. Synergy with the Children's Museum

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



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

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

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

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

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



18. Partnership Opportunity

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

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

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



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





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

Building Our Communities Since 1940
An Equal Opportunity Employer

4/26/2019

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

Dear Mr. Paul Drange,

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

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

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

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

Sincerely,

Terry McFarlin
Pres./CEO



May 1, 2019

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

Dear Board of Directors:

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

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

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

On behalf of the City of Baxter,



Bradley Chapulis
City Administrator



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

April 29th, 2019

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

Dear Board of Directors,

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

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

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

Sincerely,

Mike and Sharon Higgins



May 1, 2019

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

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

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

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

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

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

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

Sincerely,

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

Tyler Glynn

Economic Development Officer, Brainerd Lakes Area Economic Development Corp.



BRAINERD PUBLIC UTILITIES

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

COMMISSION SECRETARY – Business Office 218.829.8726 – FAX 218.829.4703

SUPERINTENDENT OF UTILITIES – Repair Service Operations 218.829.2193 – FAX 218.829.2308

INTERNET WEB SITE – www.bpu.org

May 2, 2019

To Whom This May Pertain:

RE: Brainerd Public Utilities support for Children's Museum

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

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

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

Sincerely,

Scott Magnuson
Superintendent
Brainerd Public Utilities



www.ci.brainerd.mn.us

May 2, 2019

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

Dear Mr. Paul Drange,

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

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

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

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

Sincerely,

Troy Rushmeyer
President, Parks and Recreation Board

April 29, 2019

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

Dear Mr. Drange:

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

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

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

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

Sincerely,



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

City of Brainerd
501 Laurel Street
Brainerd, MN 56401



Re: Region 5 Children's Museum

To Whom It May Concern:

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

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

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

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

Respectfully submitted,

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

Mike Angland, President

Brainerd Restoration

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

Tad Johnson, Treasurer

Jamie Bieser, Director

LeAnn Goltz, Director

Mary Devine Johnson, Director

John Schommer, Director

Reid Thiesse, Director



To Whom It May Concern,

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

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

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

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

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

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

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

Video Links:

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

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



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

April 9, 2019

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

Dear Paul and the Region 5 Board of Directors,

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

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

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

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

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

Sincerely,

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

Kim L. Ellingson
North Central Region President
Bremer Bank

April 9, 2019

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

Dear Mr. Paul Drange,

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

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

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

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

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

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

Sincerely,

Bruce R. Buxton

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



April 30, 2019

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

Dear Mr. Paul Drange,

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

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

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

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

Sincerely,

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

Hara Charlier
President, Central Lakes College



April 25, 2019

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

Dear Mr. Paul Drange,

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

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

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

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

Sincerely,

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

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

Region Five Children's Museum

May 2, 2019

To whom it may concern,

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

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

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

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

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

Respectfully submitted,

Steve Barrows

Crow Wing County Commissioner District 3



April 29, 2019

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

RE: Children's Museum

Dear Mr. Paul Drange,

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

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

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

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

Sincerely,

Kristi Westbrook
CEO/General Manager

CTC Brainerd
1102 Madison Street
Brainerd, MN 56401

CTC Baxter
14385 Edgewood Drive
Baxter, MN 56425

CTC Crosby
8 Third Avenue NW
Crosby, MN 56441

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

Dear Paul Drange,

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

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

Sincerely,

Jenny Smith
Owner of Cycle Path & Paddle
Crosby, MN



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

April 26, 2019

Dear Mr. Paul Drange,

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

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

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

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

Sincerely,

Rob Mason

City Administrator, City of East Gull Lake



Essentia Health

April 29, 2019

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

Dear Mr. Paul Drange,

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

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

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

Sincerely,

Adam Rees, President
Essentia Health Central



324 East River Road
Brainerd, MN 56401

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

April 24, 2019

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

Dear Mr. Drange:

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

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

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

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

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

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

Sincerely,



Jennifer Bergman
Executive Director





May 2nd, 2019

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

Dear Mr. Paul Drange,

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

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

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

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

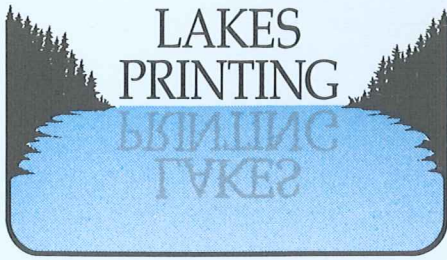
In conclusion, the addition of a Children's Museum in Brainerd would enhance and fulfill the needs for education in many different aspects of learning for our children as well as adults. It would give everyone the opportunity to be exposed to other extents of education including the sciences, environmental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

Sincerely,

Jerad Clough

A handwritten signature in black ink, appearing to read 'Jerad Clough', with a stylized, flowing script.

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



WHATEVER IT TAKES

April 29, 2019

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

Dear Mr. Paul Drange,

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

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

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

Sincerely,

Kevin Thesing, Owner
Lakes Printing
Brainerd, MN

April 29, 2019

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

Dear Mr. Paul Drange,

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

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

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

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

Sincerely,

Tom Haglin
President





May 1, 2019

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

Dear Mr. Paul Drange,

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

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

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

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

Sincerely,

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

Gerard Sinner
Chief Financial Officer



14084 Baxter Dr. Suite 12
Baxter, MN 56425

April 30, 2019

Re: Region 5 Children's Museum Site Selection RFP

To Whom It May Concern:

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

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

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

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

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

Respectfully submitted,

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

Mary Devine Johnson, Executive Director
Visit Brainerd

Encl.

Enclosure from Visit Brainerd

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

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



www.ci.brainerd.mn.us

March 17, 2020

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

Via E-mail
polsonregion5cm@gmail.com

Re: Region 5 Children's Museum – Lum Park

Dear Mr. Olson,

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

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

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

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

Very truly yours,



Jennifer Bergman
City Administrator



March 2, 2020

Jennifer Bergman
City Administrator
501 Laurel Street
Brainerd, MN 56401

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

218.829.5117 
218.829.2517 
Brainerd@wsn.us.com 

WidethSmithNolting.com

Re: Lum Park Masterplan

Dear Ms. Bergman,

Thank you for the opportunity to present this proposal for professional services for the Lum Park Masterplan. Over the last few months, WSN has enjoyed working with Peter Olson, Museum Project Director, and the City of Brainerd, in developing preliminary concepts for locating the Children's Museum in Lum Park. WSN began working with Peter Olson on October 15, 2019, and the result of this initial meeting was a request for WSN to help determine if the Children's Museum could fit in Lum Park without detracting from the current park amenities and activities, along with creating a visual of where the Children's Museum could fit in Lum Park. Understandably, without a visual or drawing, it was difficult to grasp the overall impact that a 30,000 s.f. – 40,000 s.f. building would have at Lum Park, and having something on paper to react to, was a critical next step in the process. The goal for creating this visual, was to present this concept to the Brainerd City Council on November 4, 2019 and the Parks & Rec Board on November 26, 2019. The concept for locating the Children's Museum at Lum Park was received favorably by both the city council and the parks & rec board, and the general consensus is to proceed with reviewing a proposal for creating a masterplan for Lum Park. The following scope of work is based on the city council and parks & rec presentations, discussions with Peter Olson and Brainerd city staff. The anticipated timeframe for this masterplan process will be from March 2020 – December 2020, which will begin upon completion of the Letter of Intent between the Region 5 Children's Museum and the City of Brainerd.



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

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

- Review Lum Park's history and existing park amenities. The overall objective is to identify and respect what Lum Park has to offer the community.
- Discuss building placement, parking and pedestrian access.
- Establish goals for new shared park amenities that will be available to the general public and visitors to the Children's' Museum.
- Discuss screening, or buffering, between the existing campground and the Children's Museum.
- Explore possibilities of incorporating the Brainerd Parks & Rec staff and programming within the Children's Museum building.
- Discuss how this project should take other City of Brainerd initiatives into consideration, such as the Walkable Bikeable Committee, Mississippi Riverfront Committee and others.
- Assist with the coordination of focus groups and engagement programming through the Region 5 Children's Museum Legacy grant.

Preliminary Design Phase (\$14,500.00) (August 2020 – November 2020)

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

Final Presentation Graphics and Deliverables (\$10,000.00) (March 2020 - October 2020)

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



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

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

Sincerely,

Widseth Smith Nolting



Michael Angland, AIA, LEED AP Vice President

Attachment: Master PI

Proposed by Widseth Smith Nolting & Assoc., Inc.



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

Accepted by City of Brainerd

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

Name _____

Date _____



Brainerd City Council Agenda Request

Requested Meeting Date: November 2, 2020

Title of Item: Donation of Downtown Speaker System

☐ 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: David Chanski, CDD	Department: Community Development
Presenter (Name & Title): Mike Angland, Brainerd Restoration	Estimated Time Needed: 5 minutes
Summary of Issue: Brainerd Restoration has spent 2020 raising funds to purchase a speaker system for downtown. The organization has now raised the necessary funds and purchased the system. The speakers would be placed on and powered by various light poles throughout the downtown and the master control unit (a laptop to run the music service and a broadcast antenna) would be housed in City Hall. Both City staff and the Destination Downtown Brainerd Coalition would have access to control unit and the music service account. Because the speakers would be placed on City property and the master control unit would be placed in City Hall, staff recommends the City Council accept the speaker system as a donation per the City Attorney's prior recommendation. Mr. Mike Angland will be present to request that the City Council accept the speaker system as a donation.	
Alternatives, Options, Effects on Others/Comments: Please see the attached letter and speaker system documents provided by Brainerd Restoration.	
Recommended Action/Motion: Motion to accept the donation of the downtown speaker system and direct staff to develop an agreement between the City, Brainerd Restoration, and the Destination Downtown Brainerd Coalition regarding the operation and maintenance of the system.	
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>	

October 28, 2020

Brainerd City Council
501 Laurel Street
Brainerd, MN 56401



Dear Brainerd City Council,

Brainerd Restoration is a 501(c)(3) charitable organization with a mission of developing a culturally and economically vital, dynamic, and attractive Downtown Brainerd business district to visit and work. Since its inception, Brainerd Restoration has provided funding for a 2002 City of Brainerd Master Plan, historic streetlamps, holiday lighting, bike racks, murals, hosting events downtown and other initiatives. As you know, Brainerd Restoration has been pursuing a project in 2020 that is consistent with our mission of **building our community through innovation, advocacy and collaboration.**

The project consists of purchasing and installing outdoor speakers on existing light poles in Downtown Brainerd, **Sound for Downtown!** Brainerd Restoration has presented this project to the city council on two other occasions; however, we are excited to announce to you that our fundraising efforts were successful and we were able to purchase a speaker system! The community support for this project has been incredible and has made this project possible. We are so grateful for the community's generous giving, especially during these challenging times that we're all experiencing.

For your reference, we have included specific information regarding the speakers themselves, locations of the speakers as well as the music service that will be utilized to broadcast music in a controlled and appropriate manner.

Brainerd Restoration has worked with many local partners to coordinate the installation of the speakers, which include BPU, Music General and Destination Downtown Brainerd Coalition. We are requesting that the City of Brainerd consider contributing to this project by approving the location for the transmitter and sound system at City Hall. We understand this request needs careful consideration and discussion, and we look forward to the opportunity to present this to you at the city council meeting.



Thank you in advance for your consideration!

Sincerely,

Brainerd Restoration

Mike Angland, Tad Johnson, Mary Devine Johnson, LeAnn Goltz, John Schommer, Brenda Billman-Arndt, Reid Thiesse, Jamie Bieser



CloudBox

WHY THE **CLOUDBOX** IS MOST POPULAR

The majority of our customers appreciate having a reliable, dedicated, set-and-forget CloudBox to play music and messages. Once the CloudBox is plugged into an ethernet connection or WiFi is configured, it will connect to Cloud Cover Music and start playing the music or messages you have selected from your account.

- Tamper resistant – Limit access to prevent people changing music or messages to protect your brand
- Remotely controlled (including volume) from the web or mobile
- Locally stored music that automatically plays if the network connection is interrupted and auto resumes when restored
- Auto-restart if power outage occurs
- Simple plug-and-play setup – WiFi (2.4 and 5 GHz) requires a little configuration to join the network
- Includes RCA connector for Aux connection to an amp or powered speaker from the 3.5mm line out
- Bluetooth 4.0, HDMI, and SPDIF can be used if desired

Purchase price of \$94.50 (plus tax & shipping) USD. CloudBoxes are ordered from your Cloud Cover Music account.

STREET SOUNDS

Music for your Main Street

Design & Planning Guide

V4

October 2019





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Planning Your StreetSounds Network.

This document will help you with the process of planning for your StreetSounds installation. There are several important decisions to be made in order to achieve a reliable network with good audio coverage.

Select Your Coverage Area and Poles

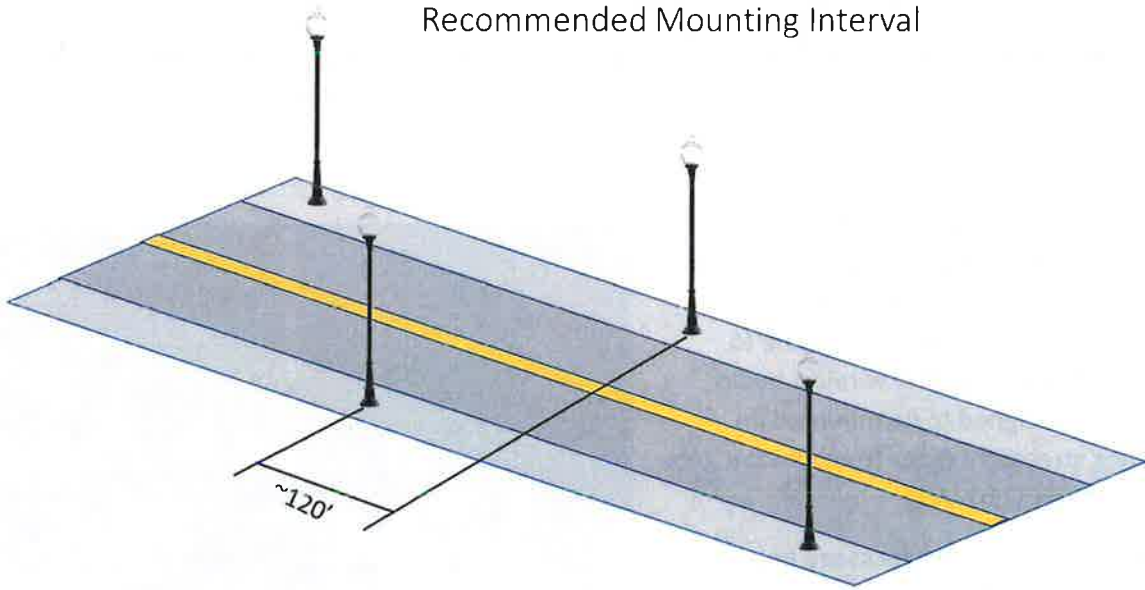
The first step in the planning process is to decide exactly where you want the audio coverage. This may sound simple, but in fact may be a bit more difficult due to physical limitations. The wireless audio system is designed to be mounted on existing streetlight poles from which it gets its AC power (110VAC).

Most small-town city blocks are between 200' and 300' long. Street light poles are typically situated about 120' to 150' apart so that the light illumination coverage is adequate for the surroundings. This provides the perfect mounting location for the wireless speakers. A good way to begin the planning process is to walk your streets and decide which poles would be good candidates for the speakers. Some towns have poles that have been installed in an alternating pattern on opposite sides of the street. Good audio coverage can be achieved by placing the speakers in a zig-zag pattern on these poles. Note that not every pole needs a set of speakers.



You will need to identify specifically which poles you would like to mount each StreetSounds unit on. We recommend that the poles be 100' – 120' apart (150' max). If your street is not too wide, remote units can be mounted in a zig-zag pattern across the street for better audio and radio coverage. If your street is wide and/or noisy, you will need to have more remote units placed at a reduced interval. AirNetix can help you decide on the best approach by looking at Google Maps.

Recommended Mounting Interval



You will need to come up with a “name” for each pole, such as “North Main #1” (NM1), “East Square 2” (ES2), or “Flower Shop”. This will help identify the units on the Network Management System software.

The mounting location on the pole will need to be clear of any obstructions, such as flower baskets, flag holders, banners, or signs near the top where the remote unit will be mounted. The StreetSounds units should be mounted as high as possible on the pole (i.e. 12’ or higher) for optimum radio performance and sound coverage.



In some cases the remote units will need to “share” the space with existing on the pole with other items, such as banners. The optimum mounting location is above any obstruction. However, in certain cases this is not possible and the radio may need to share the space with the obstruction. It is important to prevent the antennas from touching any metal items such as the bottom of the light mounting bracket (tenon), or mounting brackets.



It is highly desirable to mount the radio on the “street side” of the pole instead of the “shop side”. This will help with RF propagation for the radios. In certain cases it may be necessary to add “antenna extenders” to move the antennas away from the radio to prevent them from being blocked by the metal pole. This can help with RF signal reception.



Figure 1 STS-170-205J Remote Unit

The speakers have some degree of adjustment so that they can be aimed in the desired direction. They should be mounted with a down-tilt of 5 – 10 degrees to keep rain from collecting inside. The speaker cable gland (rear protective cover for speaker wire connection) should be oriented at the **top** of the speaker. Please see the Support page of our website for information on how to adjust the speakers.

Verify AC Power

Finally, you will need to make sure that each pole has an AC power outlet. It is best if the outlet is covered with a weather cover as shown below and has a GFI (ground fault interrupt) breaker. Verify that the AC power is always “ON” as opposed to power that only comes on in the evening (photocell or timer). This is a very important consideration and enables the StreetSounds network to be monitored and controlled remotely at all times. The AC power cable on the radio is ~7' long. So, the AC power plug will need to be with 5 to 6' of the radio mounting location.

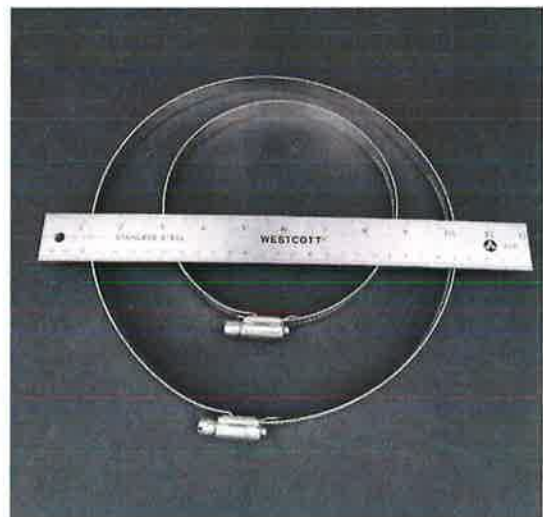


Who Owns the Poles?

The next planning question is “who owns the poles?” If the local municipality owns the poles the plan is simplified. If the local or state power company owns the poles, you will need “Pole Attachment Permission” like what is needed for holiday decorations or hanging baskets. The power company will consider the size and weight of the speaker system as well as the power consumption. These specifications can be provided by AirNetix if required.

What is the Pole Diameter?

We offer two sizes of mounting bands for the remote units. One fits a pole from 4” to 6” in diameter, which is typical. However, some poles are tapered or larger in diameter and require a larger band. We also offer a band that can accommodate a pole up to 9” in diameter. We will need to know the size of mounting band required for your poles. If your poles are larger than this (i.e. wooden utility poles), you will need to provide the appropriate mounting bands.



Installing the Speaker Units

The installation of the remote speaker units has been greatly simplified and requires only two hose clamps for attaching the units to the streetlight poles. **Please note that AirNetix does NOT provide installation services.** The customer is responsible for the installation of all remote speaker units, as well as the Master Transmitter. Most towns utilize their Public Works personnel for installation. Some hire a third-party contractor. We have provided an instructional video on our website detailing the process. It is highly desirable to watch this video to fully understand the process.

Network Application and Transmitter Location

You will need to decide how you want to use the system. Background music and public address announcements are quite simple to implement for farmer's markets, shopping music, parades, etc. However if you plan to "mic your band" (called "sound reinforcement") you will need to take "delays" into account. Delay settings can be controlled for each remote unit through the Network Management System application that runs the network.

A basic background music network requires a "Fixed" master transmitter (see below) mounted on an elevated location such as a roof-top or façade of a building. This location will house a laptop computer that runs the Network Management System application software. It will also need to be connected to the internet for a "streaming audio" business subscription services such as Mood Mix or Cloudcover Music. A Cat5 cable must be run between the laptop and roof-mounted transmitter.



The Fixed Master consists of an outdoor unit (ODU) and an indoor unit (IDU) which are connected together by a Cat5e shielded cable up to 150' long. The outdoor unit can be mounted on the façade of a building (above left) by using an inexpensive mount such as the Ubiquiti "J-Mount" (Ubiquiti UB-AM ~\$20). An alternative is the "non-penetrating" roof mount (above right) such as the EZ-NP-60-200 from Solid Signal (~\$90). It is important to mount the Fixed master greater than 20' above ground level WITH GOOD LINE OF SIGHT TO ALL REMOTE UNITS.

The IDU has inputs for power (for the ODU), audio (from your streaming audio source), and USB (for the Network Management System). The USB attaches to a PC which runs the Network Management System application.



Figure 2 STARX Indoor Unit (IDU)

However, if you plan to use the system for special outdoor events, you will need both a Fixed, as well as a “Mobile” master transmitter (see below). Using the network for this type of application requires that you carefully select a location for the Fixed master, and take into account the transmit range required for the Mobile master. During your special event, the Fixed Master will be re-configured to be a “repeater” so that it can “relay” the signal from the Mobile Master to all of the remotes. It is best to discuss this element of planning with an AirNetix professional well in advance of the installation of the system.

Mobile Master

The Mobile Master (Mobi) is a battery powered “mobile” Master Transmitter that can easily be transported down to the street during a special outdoor event, such as a festival or parade. The Mobi includes a built-in 2-channel mixer for a microphone and an audio player (iPod, smartphone) that eliminates the need for an external, bulky mixer and all the wires and knobs that come along with it. A function called “Mic Priority” automatically reduces the level of the audio player when you speak into the microphone. The audio level automatically returns to its previous level when you stop speaking, eliminating the need to “fiddle” with the knobs. The Mobi includes a 12-hour rechargeable battery that can be recharged with any standard USB port so that you can keep rockin’ all day long.





When using the Mobi for a street-side event, the roof-mounted Master is reconfigured to be a “repeater”. Thus, the Mobi talks to the repeater, and the repeater retransmits the signal to all the remotes. This means the Mobi does not have to cover the entire network from the ground.

Laptop for Network Management.

You will need to provide a laptop that is dedicated to the StreetSounds network. It must be a Windows PC running either Windows 7 or Windows 10. The Network Management System will not run on a Mac. There are no special hardware requirements for the PC, so a mid-range or used laptop should work fine. Below are desired specs for the laptop:

Windows 7 or 10

6GB RAM

Intel i5 or better processor.

Minimum screen resolution of 1366 x 768

(Note: Dell offers refurbished PC's with these capabilities for \$400 - \$450).

Prior to installation, we ask that you download and install the Chrome browser (if not already installed). Then download and install Chrome Remote Desktop (remotedesktop.google.com) using a new, custom Google account so that you can share the login credentials with others, including AirNetix. This will allow us to keep an eye on your network during the first few weeks.

For example:

Username: yourtownstreetsounds@gmail.com

Password: yourtown123456!

PIN: (required by Chrome Remote Desktop) 515151 – easy to remember.

Finally, download and install the StreetSounds Network Management System application from the support page of our website, or from a link supplied by AirNetix.

Internet Access.

The PC that runs the Network Management System will need internet access. It is best to have a wired LAN connection, but Wi-Fi will work also.

Remote Access to Network Management.

We will remotely monitor your network for the first few weeks after install to make sure everything is operating correctly. This will require that the laptop have Chrome Remote Desktop installed, and that the Google account for the laptop is accessible by us. We can assist with installing and setting this up if you need help.

IT Contact

We will need someone to be the point of contact for PC and internet related questions and/or issues. We will need to work with this person during the final part of the install when we have everything up



and working. At some point in the future, you or your IT person will need to assume responsibility for “driving” the system (i.e. song selection and addressing any system alarms). For the first few weeks we will be keeping track of the system remotely and can make any changes that you like.

Streaming Audio Services

There are numerous sources of “streaming” audio. Some legal, some not so legal. Obviously staying legal is of utmost importance for a public outdoor system. Services such as Mood Mix and CloudCover offer very affordable, fully legal, licensed music of all varieties. For example, Mood Mix offers a business license for unlimited play for ~\$35/month. Another streaming service, CloudCover offers a business license for \$17/mo. Both of these services run on a web-based application that runs on the Network Management System PC.

StreetSounds Installation Check List

1. Poles
 - a. Select the specific poles for the remote units.
 - b. Check for 110VAC “always ON” power on each pole.
 - c. Measure the pole diameter at mounting location of remote.
 - d. Make sure the mounting location is clear of banners, flower baskets, signs, etc.
 - e. Name poles with a name you can remember. It is recommended that you make a map of your pole selections using a screen shot from Google Maps.
2. Installing Remote Units
 - a. Watch the installation video on the StreetSoundsWireless.com website.
 - b. Attach the StreetSounds remote units to the selected poles using the two stainless mounting bands supplied.
 - c. Mount the units as high as possible (>12 ft.) above the ground.
 - d. Avoid letting the antennas touch metal objects, such as the streetlight mount.
 - e. Mount the units with the Radio facing the street (not the stores).
 - f. Secure any excess AC power cord with zip ties.
3. Master Location
 - a. Select a location for the Master transmitter.
 - i. Decide if using Mobile or Fixed Master at this location.
 - b. Confirm that there is an internet connection in this location.
 - c. Designate a laptop or desktop computer that will be dedicated to running the Network Management System (NMS) application.
 - d. Download and install the NMS application.
 - e. Download and install Chrome Remote Desktop.
 - i. Create sharable login credentials for a new Gmail account.
 - f. When ready, have AirNetix test the remote login capability.
4. Fixed Master Installation
 - a. If installing a Fixed Master on the roof, purchase and install a suitable (satellite dish) mount.
 - b. Run the AirNetix-supplied Cat5 cable from the roof mounting location to the indoor location of the NMS computer.
 - c. Attach and test the connections to the Indoor Unit.
 - i. Power
 - ii. Audio
 - iii. USB
 - d. Have AirNetix test the operation of the Fixed Master remotely.
5. Streaming audio music subscription
 - a. Subscribe to a streaming audio business service.
 - b. Test this using the NMS computer.

TRANSMITTER
LOCATION



SPEAKER
LOCATIONS



371

S 5th St

S 6th St

S 7th St

S 8th St



Brainerd City Council Agenda Request

Requested Meeting Date: November 2, 2020

Title of Item: Order of Agenda

☐ 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 1st Reading
Submitted by: Jennifer Bergman; Connie Hillman	Department: Administration
Presenter (Name & Title): City Administrator Bergman	Estimated Time Needed: 10 minutes
Summary of Issue: Several months ago, Staff was directed to complete rules of order for all boards and committees, and conversation was had as to items on the order of agenda, reports for payment of bills being included in the packet, and it mentioned that the approval of bills use to be on the consent calendar. Staff was going to research and come back to Council. Staff did research and discovered that the City had Rules of Procedure and Decorum that was adopted in 1994 and reaffirmed and amended in 2003. The document is attached as well as portions of minutes from 1994 and 2003 when it was discussed. Staff highlighted and red lined areas for discussion and recommended changes.	
Alternatives, Options, Effects on Others/Comments: Staff does recall that the committee reports being moved after the consent calendar, after presentations since at the time the City Administrator felt this is where "most of the work" is done, not realizing there was a resolution/document on the order of the agenda. Staff can add the report of bills as part of the packet, rather than a separate attachment as it is unknown why this practice started. Staff's recommendation would be discussion of: 1. The use of Sturgis Standard Code of Parliamentary Procedure vs Roberts Rules of Order. The City changed to Sturgis in 1996 (portion of the minutes are attached) 2. Where the payment of bills should be - Consent or on P&F Agenda. 3. Order of Agenda	
Recommended Action/Motion: Staff's recommendations would be: 1. Adopt amended Rules of Procedure and Decorum City Council Meetings as presented. 2. Motion to have the Rules of Procedure and Decorum apply to all City boards and committees	
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>	

**RULES OF PROCEDURE AND DECORUM
CITY COUNCIL MEETINGS
BRainerd, MINNESOTA**

**Adopted April 4, 1994
Reaffirmed and Amended December 1, 2003**

SECTION 1. PURPOSE

- Subd. 1. General. It is recognized that in order to enhance the concept of effective and democratic government, it is essential that a legislative body establish formal rules of procedure and decorum so that a true deliberative process will be observed and not disturbed.

SECTION 2. GENERAL

- Subd. 1. Law. The City Charter, Ordinances and State Statutes governing the City Council shall be followed and supplemented by the Rules of Procedure and Decorum of the City Council.
- Subd. 2. General Rules. In all matters of parliamentary procedures, the Council shall be governed by the latest printed edition of the **Sturgis Standard Code of Parliamentary Procedure** as published from time to time except as modified by these rules.

SECTION 3. PRESIDING OFFICER

- Subd. 1. Who Presides. The Council President shall preside at all meetings of the Council. In the absence of the Council President, the Council Vice-President shall preside. The presiding officer shall have the power to preserve strict order and decorum at meetings, enforce the rules of procedure and determine without debate, subject to the final decision of the Council on appeal, all questions of procedure and order.
- Subd. 2. Appeal of the Ruling of the Presiding Officer. Any member of the Council may appeal from a ruling of the presiding officer. If the appeal is seconded, the member may speak once solely on the question involved and the presiding officer may explain the ruling, but no other Council member shall participate in the discussion. The appeal shall be sustained if it is approved by a majority vote.
- Subd. 3. Rights of the Presiding Officer. The presiding officer may speak on any question. The presiding officer may only make motions and second motions after stepping down as presiding officer.

SECTION 4. AGENDA

- Subd. 1. Matters for Consideration. Matters for Council action shall be submitted by members of the Council and residents to the City Administrator.

- Subd. 2. Preparation. An agenda of business for each regular and special meeting shall be prepared in the Office of the City Administrator and copies thereof delivered to each Council member as far in advance of the meeting as time for preparation will permit.
- Subd. 3. Order of Business at Regular Meetings. At the hour appointed for the regular meeting of the City Council, the meeting shall be called to order by the presiding officer. If a quorum is present, the City Council shall then proceed with its business in the following order:
- * Call to Order
 - * Roll Call
 - * Pledge of Allegiance
 - * Approval of Agenda
 - * Consent Calendar, including approval of minutes, licenses, reports, bills, fund transfers and other routine, non-controversial items needing little or no deliberation
 - * Presentations (if any)
 - * Council Committee Reports (Personnel and Finance; Safety and Public Works)
 - * Unfinished Business - action items including public hearings, ordinance readings and various other items requiring Council action
 - * New Business - action items including public hearings, ordinance readings and various other items requiring Council action
 - * Public Forum
 - * Staff Reports (Verbal: Any updates since the Packet)
 - * Mayor's Report
 - * Council Member Reports
 - * ~~Reports by Mayor and Department Heads~~
 - * ~~Council Committee Reports~~
 - * Adjournment
- Subd. 4. Varying Order of Business. The order of business may be varied by the presiding officer.
- Subd. 5. Consent Calendar. Matters for the Council of a routine or non-controversial nature which need minimal Council deliberation shall be placed on the Consent Calendar. A motion to approve the Consent Calendar shall not be debated. At the request of any individual Council member, an item shall be removed from the Consent Calendar and placed upon the regular agenda for debate immediately following the Consent Calendar. The Consent Calendar shall only be adopted by a roll call vote of those Council members present at the meeting.
- Subd. 6. Items Not on the Agenda. The Council may consider items not appearing on the agenda as normal business if an objection is not raised by the Mayor or a Council member. If an objection is raised by the Mayor or a Council member to consider

an item not appearing on the agenda, a vote shall be taken by the Council to determine the appropriateness of further consideration of the matter at that time.

Subd. 7. Public Participation. Members of the public may address the City Council during:

A: Public Hearings.

B: Public Forum. This portion of the meeting shall be limited to fifteen minutes and individuals shall be requested to limit their comments to four minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue may be continued under New Business at the end of the agenda.

C: Specific issues scheduled on the agenda but in accordance with Section 6, Subd. 6, of these rules entitled, Addressing the Council.

Subd. 8. Written Communications on All Matters. All interested parties or their authorized representatives may address the Council by written communication regarding all matters under the Council's consideration. The City Administrator shall copy these communications to the Council and forward said communications with the Council meeting packet if possible. If written communications are received after meeting packets are delivered to the Mayor and Council, such communications will be handed out at the meeting.

SECTION 5. VOTING

Subd. 1. Procedure. The votes of the members on any ordinance or resolution pending before the Council shall be by roll call vote. The votes of the members on any motion shall be by voice vote, unless the Mayor or any member of the Council requests that a roll call vote be taken. The presiding officer shall call for a roll call vote whenever a voice vote of the Council is not clear as to the disposition of the action before the Council.

Subd. 2. Abstention. If a Council member does not vote, the abstention shall be recorded as Abstain - name.

Subd. 3. Voting Order for Roll Call. The City Administrator shall call for the vote in consecutive order of Wards, with Ward One voting first rotating one position every two months. The presiding officer shall always vote last.

SECTION 6. RULES OF DECORUM

Subd. 1. Council. While the Council is in session, the members must preserve order and decorum. A member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council nor disturb any member while speaking or refuse to obey the orders of the presiding officer.

Subd. 2. Recognition. No person or member of the Council shall address the Council

without being recognized by the presiding officer.

- Subd. 3. Discussion. No member of the Council shall speak more than twice on any question, nor more than five minutes each time without consent of the Council.
- Subd. 4. Staff. Members of the City staff shall observe the same rules of order and decorum as are applicable to the City Council.
- Subd. 5. Pertinent to Matter Under Debate. Members of the Council, staff and public shall confine remarks to the matter under debate.
- Subd. 6. Addressing the Council. Each member of the public addressing the Council shall step up to a microphone provided for the use of the public after being recognized by the presiding officer and give his/her name and address in an audible tone of voice for the records, state the subject to be discussed and state who the speaker is representing if representing an organization or other persons. Unless further time is granted by a majority vote of the Council, remarks from the public shall be limited to four (4) minutes. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Council, without permission of the presiding officer. No question may be asked a Council member or a member of the staff without the permission of the presiding officer.
- Subd. 7. Spokesperson for Group of Persons. In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the Council on the same subject, it shall be proper for the presiding officer to request that a spokesperson be chosen by the group to address the Council and, in case additional matters are to be presented by any other member of said group, to limit the number of such persons addressing the Council.
- Subd. 8. After Motion. After a motion has been made or a public hearing has been closed, no member of the public shall address the Council from the audience on the matter under consideration without first securing permission to do so by a majority vote of the City Council.
- Subd. 9. Conduct. Any member of the Council, staff or person indulging in personalities or making impertinent, slanderous or profane remarks or who willfully utters loud, threatening or abusive language, or engages in any disorderly conduct which would impede, disrupt or disturb the orderly conduct of any meeting, hearing or other proceeding, shall be called to order by the presiding officer and, if such conduct continues, may at the discretion of the presiding officer, be ordered barred from further audience before the Council during that meeting.
- Subd. 10. Members of the Audience. No person in the audience shall engage in disorderly conduct such as hand clapping, stamping of feet, whistling, using profane language,

yelling and similar demonstrations, which conduct disturbs the peace and good order of the meeting.

SECTION 7. ENFORCEMENT OF DECORUM

- Subd. 1. Warning. All persons shall, at the request of the presiding officer, be silent. If, after receiving a warning from the presiding officer, a person persists in disturbing the meeting, said officer may order this person removed from the meeting. If this person does not leave willingly, the presiding officer may call a recess and order that the person be removed by the Sergeant-at-Arms.
- Subd. 2. Sergeant-at-Arms. The Chief of Police, or such member or members of the Police Department, shall be Sergeant-at-Arms of the Council meetings. The Chief or other Police Department representative shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the Council meeting. Upon instruction of the presiding officer, it shall be the duty of the Sergeant-at-Arms to remove from the meeting any person who intentionally disturbs the proceedings of the Council.
- Subd. 3. Resisting Removal. Any person who resists removal by the Sergeant-at-Arms may be charged with violating City Ordinance.
- Subd. 4. Motions to Enforce. Any Council member may move to require the presiding officer to enforce these rules and the affirmative vote of a majority of the Council shall require the presiding officer to do so.
- Subd. 5. Adjournment. In the event that any meeting is willfully disturbed by a group or group of persons so as to render the orderly conduct of such meeting unfeasible and when order cannot be restored by the removal of individuals who are creating the disturbance, the meeting may be adjourned with the remaining business considered at the next regular meeting.
- Subd. 6. Special Meetings. If the matter being addressed prior to adjournment is of such a nature as to demand immediate attention, the presiding officer may adjourn the meeting to another date.

SECTION 8. CAMERAS AND RECORDING DEVICES

- Subd. 1. Use of Cameras and Recording Devices Limited. Cameras, including television and motion picture cameras, electronic sound recording devices and any other mechanical, electrical or electronic recording devices may be used in the Council Chamber, but only in such a manner as will cause a minimum of interference with or disturbance of the proceedings of the Council and at the discretion of the presiding officer.

SECTION 9. SEVERABILITY

Subd. 1. General. If any section, subsection, sentence, clause, phrase or portion of these Rules of Procedure and Decorum is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

CITY COUNCIL MEETINGS

CITIZEN PARTICIPATION GUIDELINES

The City Council is meeting as a legislative body to conduct the business of the City. Unless so ordered by the Council President, citizen participation is limited to the following times and always within the prescribed rules of conduct for public input at meetings.

A) Public Hearings. Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings, all affected residents will be given an opportunity to speak.

B) Public Forum. Any member of the public may speak at this time on any item NOT on the agenda. In consideration for the public attending the meeting for specific items on the agenda, this portion of the meeting will be limited to fifteen (15) minutes. Individuals are requested to limit their comments to four (4) minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue may be continued under New Business at the end of the agenda.

Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter into any discussion without permission of the presiding officer. No question may be asked a Council member or a member of the staff without permission of the presiding officer.

Your participation, as prescribed by the Council's RULES, is welcomed and your cooperation is greatly appreciated.

MARCH 21, 1994

City Administrator Vogt stated for clarification that the City of Brainerd is not involved in the ownership of the Paramount Theater and that the owner has signed an agreement with Hengel Construction for the demolition of the Paramount Theater; further, that the Historical Society has signed off and does not oppose the demolition. City Administrator Vogt stated that the owner has properly applied for demolition funding which is eligible for Small Cities Development Program Grant funding and that the City of Brainerd Economic Development Authority recommends approval of \$40,040 of said grant monies to be allocated for demolition of the Paramount Theater. City Administrator Vogt reported the asbestos removal was completed last week and that the demolition will occur in the near future.

MOVED AND SECONDED BY ALDERMEN ASPLUND AND OLANDER TO APPROVE CDAP-FY93 APPLICATION #006(C) AS REQUESTED BY MR. JOHN PERINO (TENTELINO ENTERPRISES INC.) FOR THE DEMOLITION OF THE PARAMOUNT THEATER, 507 FRONT STREET.

Upon roll call, the following members voted "aye": Aldermen Nesheim, Dehen, O'Day, Asplund, Olander, and Goedker.

The following voted "nay": None.

The Chair declared the motion carried.

Council Meeting rules
of Procedure & Decorum -
City Adm. to research.

**Council Meeting Rules of Procedure and Decorum - Discussion of
- City Administrator will Research Presiding Officer's Duties.**

Alderman Asplund reported Committee recommends to adopt the Council Meeting Rules of Procedure and Decorum as presented and to include a copy of the agenda for the public's information.

MOVED AND SECONDED BY ALDERMEN ASPLUND AND OLANDER TO ADOPT THE COUNCIL MEETING RULES OF PROCEDURE AND DECORUM AS PRESENTED AND TO INCLUDE A COPY OF THE AGENDA FOR THE PUBLIC'S INFORMATION.

City Administrator Vogt stated a change was made to allow the presiding officer to make motions or to second a motion.

Discussion followed relative to the city's current practice of having the chair pass the gavel prior to making a motion or a second.

Aldermen Asplund and Olander withdrew their motion and second to allow City Administrator Vogt to research Robert's Rules of Order and the Charter pertaining to this issue.

City Adm. to correspond
with Reg. V Re:
Assistance on appl.
for grant funding to
expand Brd. Industrial
Park.

**Directed City Administrator Vogt to Correspond with Region V
Development Commission for Assistance in the Preparation of an
Application to the United States Economic Development
Administration for grant funding to expand Brainerd's Industrial
Park.**

Alderman Asplund reported Committee recommends to direct City Administrator Vogt to correspond with the Region V Development Commission for assistance in the preparation of an application to the United States Economic Development Administration for grant funding to expand Brainerd's Industrial Park.

MOVED AND SECONDED BY ALDERMEN ASPLUND AND OLANDER, DULY CARRIED, TO DIRECT CITY ADMINISTRATOR VOGT TO CORRESPOND WITH THE REGION V DEVELOPMENT COMMISSION FOR ASSISTANCE IN THE PREPARATION OF AN APPLICATION TO THE UNITED STATES ECONOMIC DEVELOPMENT ADMINISTRATION FOR GRANT FUNDING TO EXPAND BRAINERD'S INDUSTRIAL PARK.

Other Committees.

Other Committees.

None.

New Business.

NEW BUSINESS.

**Resignation - Mr. Brian Phelps - Brainerd Planning and Zoning
Commission - Accepted with Regret.**

B. Phelps -
Resignation - Planning
Commission - accepted.

APRIL 4, 1994

Alderman Asplund questioned if a museum would be a conforming use for the property.

City Planner Cottingham stated a museum is allowed as a conditional use in an B-4 (General Business) District.

City Administrator Vogt clarified that he was not informed by Mr. Loudon about the transactions regarding this property since the meeting on March 24, 1994.

Alderman O'Day stated he will abstain from voting relative to this issue as he is an employee of Brainerd Savings & Loan which owns property surrounding 523 South 5th Street.

Upon voice vote, the following members voted "aye": Aldermen Nesheim, Dehen, Asplund, Goedker, and Wallin.

The following voted "nay": None.

Alderman O'Day abstained.

The Chair declared the motion carried.

Ms. Paula Martin - Request Reimbursement for Towing Fees - Request Tabled for Further Information.

P. Martin - Re:
Reimb. Towing fees -
Tabled.

Alderwoman Nesheim reported a reimbursement request for towing fees was received from Ms. Paula Martin, an employee of the Downtown Mini Mall, whose car was towed away due to parking in a reserved city parking space. Ms. Martin stated she just moved to Brainerd, was unfamiliar with its parking regulations and did not know the parking space was reserved as the paint was covered due to snowfall.

Alderwoman Nesheim reported Committee recommends to table the request for further information.

Personnel & Finance Committee.

P&F Committee.

Council Meeting Rules of Procedure and Decorum and Citizen Participation Guidelines - Discussion of - Resolution Adopted.

Council Meeting rules
of Procedure & Decorum -
Resol. Adopted.

City Administrator Vogt noted two changes need to be made relative to the Council Meeting Rules of Procedure and Decorum and the Citizen Participation Guidelines as follows (the underlined words are the changes):

1. (On Page 3 under "Public Forum"). If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue may be continued under New Business at the end of the agenda. (The word "may" is substituted for shall).

2. (On Page 5, Section 7 - Enforcement of Decorum, Warning). - If this person does not leave willingly, the presiding officer may call a recess and order that the person be removed by the Sergeant-at-Arms. (The change was added).

Alderman Asplund reported Committee recommends approval.

MOVED AND SECONDED BY ALDERMEN ASPLUND AND O'DAY TO ADOPT A RESOLUTION APPROVING THE COUNCIL MEETING RULES OF PROCEDURE AND DECORUM AND THE CITIZEN PARTICIPATION GUIDELINES AS AMENDED.

RESOLUTION NO. 27:94

Upon roll call, the following members voted "aye": Aldermen Nesheim, Dehen, O'Day, Asplund, Goedker, and Wallin.

The following voted "nay": None.

The Chair declared the motion carried and the resolution adopted.

Police Department - LELS Union Agreement - Status of.

Police Dept. - LELS
Union Agreement -
Status of.

City Administrator Vogt reported he will be meeting with LELS

City Attorney Tom Fitzpatrick stated the Council can close the public hearing on this proposed Ordinance and have the third reading in two weeks. The Chair added additional public comment at that time will be allowed for a reasonable amount of time. City Attorney Fitzpatrick noted he will verify the procedure with the Charter.

City Council Rules of Procedure and Decorum/Equal Time and Time Limits - Reaffirmed.

The Chair noted the existing rules and stated discussion will be held on the reaffirmation of the existing rules or modification of the rules.

MOVED AND SECONDED BY ALDERMEN SCHEELER AND BEVANS, DULY CARRIED, TO REAFFIRM THE RULES OF PROCEDURE AND DECORUM.

Alderman Olson noted an alderman can request a roll call vote, as stated in the rules and procedures. Also, the rules state the Council is under the Roberts Rules.

The Chair clarified in September, 1996, the Council voted to change Roberts Rules to Sturgis Rules, effective the first meeting in 1997. The Rules of Procedure and Decorum will be updated to reflect any changes.

Alderman Fisher noted the Public Forum and the Council Committee Reports comes before the New Business in the rules. The Chair stated the rules will be followed as written. The fifth bullet point in subdivision three, section four, regarding public hearings, Ordinances, etc. will be listed as "Unfinished Business". "New Business" will be moved following "Unfinished Business" as is now the current practice. City Administrator Dan Vogt noted approximately three years ago, "Unfinished Business" was added as an agenda item.

The Chair asked for direction from the Council, as the existing rules and procedures are much more rigorous and more restrictive of discussion then what he currently allows. The Chair noted he will adhere by the rules and procedures as written, and vary from them only when appropriate. The Chair added these rules will take effect at the December 15, 2003 Council meeting.

Alderman Scheeler noted he would like discussion regarding time limits. The Chair stated this should be reviewed by a subcommittee or discussed at the Council retreat.

January 22, 1996
Brainerd, Minnesota

Pursuant to due call and notice thereof, the 1996 Planning Retreat of the Brainerd City Council was called to order at 6:05 p.m. at the Brainerd Holiday Inn, by Council President James E. Wallin.

All Council members, Mayor Cumberland, City Administrator Vogt, and a representative of the Brainerd Daily Dispatch were noted present.

City Administrator Vogt noted that he and Mayor Cumberland established the Agenda based on items they felt would be coming up in 1996. No additional items were added to the Agenda, and the Agenda was approved.

The Council established the time for adjournment at 8:30 p.m.

The Council discussed and established many goals for 1996, as follows:

Mayor/City Council

1. The Council felt that meeting agendas and packets are being handled adequately at this time and did not make any changes to this process.
2. The Council's Rules of Order format was discussed. It was determined that staff should attempt to obtain information for Council consideration relating to the use of Sturgis Rules of Order rather than Robert's Rules of Order.
3. A design proposal for a plaque for volunteers was handed out. The Council felt that this was a good idea and asked staff to proceed with the plaque.
4. City Administrator Vogt brought up the issue of a closing policy for City offices during inclement weather. It was explained that currently people are required to take vacation or comp time off if they do not show up for work during inclement weather. It was discussed as to whether or not the City Council wished to add sick leave as an allowable option to be used for inclement weather days. The City Council stated that they would not allow sick leave to be used on these days. After further discussion, it was determined that the way the City Hall closing policy is currently being handled shall be left as is.

Exotic or Dangerous Animals as Pets - Discussion of.

Mayor Cumberland voiced concerned for the health and safety of residents due to having exotic and/or dangerous animals as pets i.e. bears, wolf hybrids, etc. Mayor Cumberland stated she feels that the City should be proactive rather than reactive in this situation.

MOVED AND SECONDED BY ALDERMEN DEHEN AND O'DAY, DULY CARRIED, TO DIRECT STAFF TO DRAFT AN ORDINANCE PROHIBITING EXOTIC OR DANGEROUS ANIMALS AS PETS.

The Chair recognized Mr. Don Hannahs, Animal Control Officer, who noted that there are no inoculations (i.e. rabies vaccinations) for dangerous animals and that he knows of a bear and two wolf hybrids currently in the city limits.

Public Forum.

The Chair recognized Ms. Rhonda Wintheiser, Crow Wing Township resident, who stated she has a basket business and backed into a parking stall on Laurel Street to unload her van for a delivery. Ms. Wintheiser requested the Council forgive her parking ticket.

MOVED AND SECONDED BY ALDERMEN OLANDER AND O'DAY, DULY CARRIED, TO FORGIVE PARKING TICKET NO. 049193 ISSUED ON AUGUST 19, 1996.

Reports.

Mayor's Report.

Mayor Cumberland stated her written report of activities has been submitted to Council. Mayor Cumberland also discussed the following:

1. "Kids Count, Too" activities including the "Wish Tree" list.
2. Brainerd's 125th Birthday celebration activities.
3. Information relative to a "Wish Tree" for senior citizens and comments from Marsha Krueger of the Foster Grandparent/Senior Grandparent Program.
4. Met with Senator Wellstone relative to community policing programs.
5. Met with Representative Oberstar and MMUA representatives relative to public utilities issues.
6. MIA/POW Flag has been purchased and is now in place in the Council Chambers.

7. Presented information relative to a comparison of Robert's Rules vs. Sturgis for parliamentary procedure. Mayor Cumberland suggested that Council review the information and make a determination if a change should be made or not.

City Attorney's Report.

City Attorney Fitzpatrick commended Alderman Olander for his service to the City of Brainerd and stated that his contributions to the Council will be missed.

City Administrator's Report.

City Administrator Vogt noted he has received notification from the City of Emily that the League of Minnesota Cities Regional meeting will be held on October 1 at the Emily City Hall. City Administrator Vogt encouraged all elected officials to attend this meeting.

City Administrator Vogt stated, on behalf of city staff, that working with Alderman Olander and the Council has been very pleasurable. City Administrator Vogt wished Alderman Olander the best in his future endeavors.

City Engineer's Report.

City Engineer Hulsether updated Council on several Mn/DOT activities as follows:

1. Maintenance activities have started on Mill Avenue. City Engineer Hulsether stated a mill and overlay is scheduled in 3 to 4 years for Mill Avenue.

2. Traffic and turn movement counts are being conducted for the Highway 210 and NW 4th Street intersection.

3. A final scoping meeting will be held on August 26th regarding the NE 4th Avenue signal light relocation to NE 5th Avenue.

Alderman Asplund stated he feels the traffic speed on Highway 210 from NE 5th Avenue to NE 1st Avenue needs to be reduced. Alderman Asplund stated the speed limit is 30 MPH but feels the traffic is still traveling 45 MPH when it reaches NE 1st Avenue.

City Planner's Report.

Alderman Asplund reported Committee recommends to authorize the painting of the Welcome to Brainerd Sign at a cost not to exceed \$975; further, that funding for the project be taken from the Beautification Fund with the balance from General Unallocated. Alderman Asplund stated this project will be completed this fall.

MOVED AND SECONDED BY ALDERMEN ASPLUND AND O'DAY, DULY CARRIED, TO AUTHORIZE THE PAINTING OF THE WELCOME TO BRAINERD SIGN AT A COST NOT TO EXCEED \$975; FURTHER, THAT FUNDING FOR THE PROJECT BE TAKEN FROM THE BEAUTIFICATION FUND WITH THE BALANCE FROM GENERAL UNALLOCATED.

Other Committees.

None.

New Business.

Resignation of Kevin Olander as Council Liaison to Tree Committee - Acceptance of and Call for Applicants.

MOVED AND SECONDED BY ALDERWOMAN NESHEIM AND ALDERMAN DEHEN, DULY CARRIED, TO ACCEPT ALDERMAN OLANDER'S RESIGNATION AS COUNCIL LIAISON TO THE TREE COMMITTEE; FURTHER, TO REQUEST APPLICANTS TO FILL SAID VACANCY ON THE TREE COMMITTEE.

Mayor Cumberland stated she will discuss if the Tree Committee is still necessary or if it should be disbanded with Recreation Coordinator Muzik.

Call for Applicants - Neighborhood Advisory Committee - Two Vacancies.

The Chair noted that applicants are requested for two vacancies on the Neighborhood Advisory Committee.

Council to Utilize Sturgis Rules of Parliamentary Procedure Effective the First Council Meeting in January 1997 - Approved.

MOVED AND SECONDED BY ALDERMEN DEHEN AND GOEDKER, DULY CARRIED, THAT THE COUNCIL UTILIZE STURGIS RULES OF PARLIAMENTARY PROCEDURE RATHER THAN ROBERT'S RULES EFFECTIVE THE FIRST COUNCIL MEETING IN JANUARY 1997.

City Administrator Vogt stated he will review the City Charter to determine if there is a conflict in switching to Sturgis.

Adjournment.



Brainerd City Council Agenda Request

Requested Meeting Date: November 2, 2020

Title of Item: Discussion on Airport Commission Appointments

☐ 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: Jennifer Bergman	Department: Administration
Presenter (Name & Title): Council President Johnson	Estimated Time Needed: 5 minutes
Summary of Issue: Council President Johnson and Airport Commission Member Jeff Czczok would like to discuss and clarify Airport Commission appointments. The Committee Job Description states the members may serve two 3-year terms/maximum of 6 years and no reappointment can be made to the same committee within 2 years. Commissioner Czczok has served one partial term (1 1/2 years), was off the Commission for 1 1/2 years and was appointed to a full term (3 years); therefore, he has served 4 1/2 years with a 1 1/2 year break in between.	
Alternatives, Options, Effects on Others/Comments: Council President Johnson would like to discuss and clarify these term limits.	
Recommended Action/Motion: .	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

COMMITTEE JOB DESCRIPTION

BRAINERD LAKES REGIONAL AIRPORT COMMISSION

Purpose: The Airport Commission controls, operates, and manages the jointly owned City/County airport operations. It establishes policy in order to ensure that quality aviation related services are provided to the Brainerd Lakes regional area.

Length of Term: Lay members appointed for three-year terms. Limit of Two 3-Year Terms/Maximum of 6 years with no reappointment to same committee within 2 years (amended 4/16/2012 by City Council). City Council and County Board representatives are appointed annually.

Commission Membership: Commission comprised of six members. Three members are appointed by the City, one of which must be a City Council Member. Three members are appointed by the County, one of which must be a County Commissioner.

Airport Manager is an ex-officio member.

Council President recommends nomination/Council approves.

Compensation: Volunteer.

Meeting Dates and Time: Meets monthly. Please contact the Airport Manager's office to obtain the current regular meeting dates and time.

Qualifications to Serve:

- * Be a resident of the City of Brainerd or have an ownership interest in a business or other property within the City of Brainerd.
- * Citizens interested in aviation and airport operations.
- * Business, tourism, and/or aviation background may be helpful.

Green Step City Committee Appointment – Request a List from Staff of “Best Practices” Already in Place and Those Necessary to Continue Toward “Green Step City” Status – Informational.

MOVED AND SECONDED BY ALDERMEN CUMBERLAND AND PARKS, DULY CARRIED, TO ASK STAFF FOR A LIST SPECIFYING WHAT GREEN STEP CITY “BEST PRACTICES” THE CITY IS ALREADY USING AND WHAT PRACTICES THE CITY MUST IMPLEMENT IN ORDER TO ACHIEVE “GREEN STEP CITY” STATUS.

Airport Commission – City Representative Term Limits – Amend Airport Commission City Appointee Bylaws to Match Crow Wing County Appointee Bylaws Effective January 1, 2013: Two 3-Year Terms with a Maximum of 6 Years Served and with No Reappointment to the Same Committee for a 2-Year Time Period – City Liaison to Remain a 1-Year Appointment – Approved.

MOVED AND SECONDED BY ALDERMEN CUMBERLAND AND PARKS, DULY CARRIED, TO FOLLOW THE CROW WING COUNTY ESTABLISHED TERM LIMITS FOR AIRPORT COMMISSION CITY APPOINTEES EFFECTIVE JANUARY 1, 2013: TWO 3-YEAR TERMS WITH A MAXIMUM OF 6 YEARS SERVED AND WITH NO REAPPOINTMENT TO SAME COMMITTEE FOR A 2-YEAR TIME PERIOD. ALSO, CITY LIAISON WILL REMAIN A ONE YEAR APPOINTMENT.

League of Minnesota Cities Insurance Trust – Dividend Check Received for Worker’s Compensation – Informational.

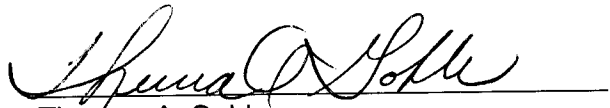
Finance Director Goble stated that the City has received a Workers Compensation dividend check for the first time since 2000. She stated that 68% of the check is City revenue so nearly \$19,000 will be put into unbudgeted revenue in the City’s General Fund (with other portion going to Brainerd Public Utilities). The Chair applauded staff for this accomplishment.

Call for Applicants.

- A. Transportation Committee – 2 Positions – Terms to Expire 12/31/13
- B. Cable TV Advisory Committee – 1 Position – Term to Expire 12/31/2012

Adjourn – To Closed Session for the Purpose of Conducting the City Administrator’s Performance Evaluation pursuant to MN Statutes 13D.05, Subd. 3(a) to be held on April 23, 2012 at 5:00 P.M. in the City Hall Conference Room – Approved.

The Chair adjourned the meeting at 8:25 p.m.


Theresa A. Goble
Finance Director/Deputy Clerk



Brainerd City Council Agenda Request

Requested Meeting Date: November 2, 2020

Title of Item: Set Special Council Meeting to Canvass General Election Results

☐ 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: Connie Hillman	Department: Administration/Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 5 minutes
Summary of Issue: Pursuant to state law, the City Council must canvass the results for the general election. The earliest we are able to canvass the results is Wednesday, November 11, 2020 (Veteran's Day) and latest date is November 13, 2020. Since the 11th is a federal holiday we cannot meet, and there is not a regular scheduled meeting during this time frame, a special meeting needs to be held on November 12th or 13th.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: This item appears on the November 2, 2020 agenda to determine: 1. Who is going to serve on the general canvassing board. We need a quorum of the council. 2. Set the date and time. Staff's recommendation would be to hold the canvass board on November 12, 2020 at 12:00 p.m. and via WebEx - Chambers may be getting work done. 3. Adjourn the November 2nd meeting to the canvassing board meeting.	
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>	