

CITY COUNCIL AGENDA

Brainerd, Minnesota

December 7, 2020

7:30 P.M.

WebEx Teleconference Meeting - Call In Information

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

Access Code: 146 741 2322

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. Approval Of Agenda - Voice Vote

4. Consent Calendar

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

A. Approval Of Bills And Transfers Of Funds

Public Safety Fund to Fire Capital Fund per budgeted amount	\$ 18,000
Public Safety Fund to Fire Capital Fund per FAB Agreements	103,947
Parking Lot Fund to Streets Fund - Downtown Snow Removal Costs	28,895
Parking Lot Fund to Construction Fund - Downtown Special Services	1,256

Documents:

120720 COUNCIL AP INVOICE REGISTER.pdf

B. Approval Of Minutes

1. Regular Meeting Held on November 16, 2020
2. Special Meeting Held on November 30, 2020

Documents:

20201116_CC draft.pdf

20201130_CC -Spec Meeting.pdf

C. Approval Of Licenses

Contractor Licenses - 2

Documents:

2020-12-02 Contractor License Report.pdf

D. Department Activity Reports

1. Fire Chief
2. Parks Director

Documents:

Fire Chief Report.pdf
Parks Director.pdf

E. Adopt Resolution Accepting Donations & Contributions For The 3rd Quarter 2020

Documents:

RES - Donations 3rd Qtr.pdf

F. Approval Of City Administrator November 2020 Performance Review Summary

Documents:

Review Summary.pdf

G. Resolution Designating Polling Locations For 2021

Documents:

RES - Polling Location.pdf

5. Appeal - 14839 Wonderland Park Road Residential Remodeling Permit Denial

Documents:

Permit Appeal.pdf

6. Presentations

A. Northland Arboretum Annual Presentation

Documents:

Northland Arb.pdf

B. Brainerd Public Utilities (BPU) 2021 Operating And Capital Budget

Documents:

BPU Budget.pdf

7. Council Committee Reports

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

WebEx Teleconference Information

- Call Toll-Free: 844-992-4726
- Access Code: 146 359 9023

Documents:

20201207_SPW.pdf

1. Resolution - SP 1814-08 - S 6th Street Reconstruction FY 2022 - Consideration Of MnDOT Municipal Consent

Documents:

Res - Municipal Consent.pdf

2. Resolution - SP 1814-08 - S 6th Street Reconstruction FY 2022 - Establish Right-Of-Way For Storm Pond Construction

Documents:

Res - Establish Right-of-Way.pdf

3. Alley Garbage Can Placement Exemption Criteria

Documents:

Exemption Criteria.pdf

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

WebEx Teleconference Information

- Call Toll-Free: 844-992-4726
- Access Code: 146 164 2857

Documents:

20201207_PF.pdf

1. Approve Hiring Of Allyson Timmons As Police Records Management Technician

Documents:

Allyson Timmons.pdf

2. Approve Hiring Of Tyler Aistrop As Police Officer

Documents:

Tyler Aistrop.pdf

3. Approve Hiring Of Paid On-Call Firefighters

Documents:

FD POC.pdf

4. Deferred Loan Subordination Requests

Documents:

Subordination Requests.pdf

5. Assistant Planner Position

Documents:

Assistant Planner Position.pdf

6. Fire Department Purchase Of A New Fire Engine

Documents:

FD Fire Engine.pdf

7. Non-Working Funds 2021 Budget Discussion

Documents:

Non-Working Funds.pdf

8. 2021 Budget And Levy

Documents:

2021 Budget and Levy.pdf

8. **Unfinished Business**

A. **Call For Applicants - Informational**

(Applications Available on 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)

Ad Hoc Committees - Applicants Needed

Water Tower Committee - Two positions available

Parking Commission - One position available (Four members appointed;

Five member limit)

9. **New Business**

A. **Conditional Use Permit - Lincoln Education Level IV Special Education Facility - 400 Quince St.**

Documents:

CUP - 400 Quince St.pdf

B. **Consideration For Adopting The International Property Maintenance Code**

Documents:

Property IPMC.pdf

C. **First Reading - Proposed Ordinance 1513 - Ordinance Amending The Brainerd City Charter**

Documents:

ORD 1513 - Charter.pdf

10. **Public Forum**

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

11. **Staff Reports**

(Verbal: Any Updates since Packet)

12. **Mayor's Report**

13. **Council Member Reports**

14. **Adjourn To Closed Session Pursuant To MN Statute 13D.03 To Discuss Labor Negotiations Strategy**

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

WebEx Teleconference Call In Info:

Call Toll-Free: 844-992-4726

Access Code: 146 164 2857

Safety & Public Works Committee will meet at 6:45 P.M.

City Hall Council Chambers and WebEx Teleconference

WebEx Teleconference Call In Info:

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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"

12/03/2020 01:20 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 12/07/2020 - 12/07/2020

BOTH JOURNALIZED AND UNJOURNALIZED

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0011 - ACE HARDWARE:							
292697 63123	ACE HARDWARE SWING AWAY MAIL BOX SWAP 235-3100-42220	11/16/2020 pziemer	12/09/2020	5.30 5.30	5.30	Open	N 12/09/2020
292813 63128	ACE HARDWARE TRUCK 107 LIFTING CHAIN 237-3190-42220	11/19/2020 pziemer	12/09/2020	44.59 44.59	44.59	Open	N 12/09/2020
292958 63278	ACE HARDWARE MANHOLE REPAIR SUPPLIES 237-3190-42220	11/25/2020 pziemer	12/09/2020	34.33 34.33	34.33	Open	N 12/09/2020
292760 63302	ACE HARDWARE FASTENERS 225-2220-42210	11/17/2020 pziemer	12/09/2020	20.24 20.24	20.24	Open	N 12/09/2020
Total for vendor 0011 - ACE HARDWARE:				104.46	104.46		

Vendor 2902 - ADVANCE AUTO PA:

6574032170009 63147	ADVANCE AUTO PARTS RODDER TRAILER LIGHTS CONNECTOR 237-3190-42220	11/16/2020 pziemer	12/09/2020	10.11 10.11	10.11	Open	N 12/09/2020
6574031821890 63148	ADVANCE AUTO PARTS MACK TRUCK COOLANT 235-3100-42220	11/13/2020 pziemer	12/09/2020	60.60 60.60	60.60	Open	N 12/09/2020
6574033680946 63368	ADVANCE AUTO PARTS TRUCK 102 OIL FILTERS 237-3190-42220	12/01/2020 pziemer	12/09/2020	6.28 6.28	6.28	Open	N 12/09/2020
Total for vendor 2902 - ADVANCE AUTO PA:				76.99	76.99		

Vendor 2846 - AMERICAN WELDIN:

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
07455221 63255	AMERICAN WELDING-GAS INC LINER FOR M15,M25 235-3100-42220	11/16/2020 pziemer	12/09/2020	44.06 44.06	44.06	Open	N 12/09/2020
07455041 63256	AMERICAN WELDING-GAS INC STAINLESS ELECTRODE 235-3100-42220	11/16/2020 pziemer	12/09/2020	160.06 160.06	160.06	Open	N 12/09/2020
	MUDFLAP REPAIR SUPPLIES			160.06			
	Total for vendor 2846 - AMERICAN WELDIN:			204.12	204.12		

Vendor 0039 - AMERIPRIDE LINE:

2201400470 63149	ARAMARK UNIFORM RUGS AND OVERALLS 235-3100-43430	11/12/2020 pziemer	12/09/2020	82.06 82.06	82.06	Open	N 12/09/2020
	MISCELLANEOUS			82.06			
2201403145 63150	ARAMARK UNIFORM RUGS AND OVERALLS 235-3100-43430	11/19/2020 pziemer	12/09/2020	60.18 60.18	60.18	Open	N 12/09/2020
	MISCELLANEOUS			60.18			
2201405493 63272	ARAMARK UNIFORM RUGS AND COVERALLS 235-3100-43430	11/26/2020 pziemer	12/09/2020	82.06 82.06	82.06	Open	N 12/09/2020
	MISCELLANEOUS			82.06			
	Total for vendor 0039 - AMERIPRIDE LINE:			224.30	224.30		

Vendor 0041 - ANDERSON BROTHE:

2019-01 PAY REQ 6 63163	ANDERSON BROTHERS CONSTRU IMP 17-06, 17-07, & 18-05 401-1706-45530 401-1707-45530 401-1805-45530	11/10/2020 pziemer	12/09/2020	46,547.08 38,366.71 7,897.66 282.71	46,547.08	Open	N 12/09/2020
	PYMTS TO CONTRACTORS						
	PYMTS TO CONTRACTORS						
	PYMTS TO CONTRACTORS						
	Total for vendor 0041 - ANDERSON BROTHE:			46,547.08	46,547.08		

Vendor 2838 - AXON ENTERPRISE:

SI-1699211 63381	AXON ENTERPRISE, INC. TASER	11/24/2020 pziemer	12/09/2020	1,286.00	1,286.00	Open	N 12/09/2020
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	225-2120-41113	UNIFORM ALLOWANCE		1,286.00			
	Total for vendor 2838 - AXON ENTERPRISE:			1,286.00	1,286.00		
Vendor 0745 - BATTERIES PLUS:							
P33540274							
63156	BATTERIES PLUS	11/19/2020	12/09/2020	251.95	251.95	Open	N
	SQD 428 BATTERY	pziemer					12/09/2020
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		251.95			
P33964852							
63366	BATTERIES PLUS	12/01/2020	12/09/2020	17.95	17.95	Open	N
	LIGHT STICK	pziemer					12/09/2020
	225-2220-42210	OPERATING SUPPLIES		17.95			
	Total for vendor 0745 - BATTERIES PLUS:			269.90	269.90		
Vendor 0061 - BODY WORKS:							
113116							
63301	BODY WORKS	11/09/2020	12/09/2020	598.37	598.37	Open	N
	TAHOE DOOR PANEL REPAIR	pziemer					12/09/2020
	225-2220-42220	REPAIR & MAINT		598.37			
	Total for vendor 0061 - BODY WORKS:			598.37	598.37		
Vendor 0065 - BOYER TRUCKS RO:							
86760R							
63164	BOYER TRUCKS ROGERS	11/03/2020	12/09/2020	1,577.18	1,577.18	Open	N
	HYDRAULIC HOSE FITTINGS	pziemer					12/09/2020
	235-3100-42220	REPAIR & MAINT		1,577.18			
86760RX1							
63250	BOYER TRUCKS ROGERS	11/24/2020	12/09/2020	138.68	138.68	Open	N
	HYDRAULIC HOSE FITTINGS	pziemer					12/09/2020
	235-3100-42220	REPAIR & MAINT		138.68			
87754R							
63276	BOYER TRUCKS ROGERS	11/24/2020	12/09/2020	14.34	14.34	Open	N
	STERLING MARKER LIGHT COVERS	pziemer					12/09/2020
	235-3100-42220	REPAIR & MAINT		14.34			
87765R							
63303	BOYER TRUCKS ROGERS	11/30/2020	12/09/2020	32.88	32.88	Open	N
	HYDRAULIC HOSE FITTINGS	pziemer					12/09/2020
	235-3100-42220	REPAIR & MAINT		32.88			

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86760RX2 63304	BOYER TRUCKS ROGERS HYDRAULIC HOSE FITTINGS 235-3100-42220	11/30/2020 pziemer	12/09/2020	48.44 48.44	48.44	Open	N 12/09/2020
	REPAIR & MAINT						
87895R 63305	BOYER TRUCKS ROGERS HYDRAULIC HOSES 235-3100-42220	11/30/2020 pziemer	12/09/2020	2,637.50 2,637.50	2,637.50	Open	N 12/09/2020
	REPAIR & MAINT			2,637.50			
	Total for vendor 0065 - BOYER TRUCKS RO:			4,449.02	4,449.02		
Vendor 0077 - BRAINERD HYDRAU:							
18568 63270	BRAINERD HYDRAULICS/AIR TRUCK 105 HYDRAULIC O-RINGS FOR 235-3125-42220	11/23/2020 pziemer	12/09/2020	7.12 7.12	7.12	Open	N 12/09/2020
	REPAIR & MAINT						
18564 63271	BRAINERD HYDRAULICS/AIR TRUCK 103 SANDER MOTOR 235-3125-42220	11/19/2020 pziemer	12/09/2020	810.32 810.32	810.32	Open	N 12/09/2020
	REPAIR & MAINT			810.32			
	Total for vendor 0077 - BRAINERD HYDRAU:			817.44	817.44		
Vendor 0296 - BRAINERD PUBLIC:							
OCT 20/LIBRARY							
63099	BRAINERD PUBLIC UTILITIES 09/24-10/24 LIBRARY UTILITIES 211-5500-43381	10/30/2020 pziemer	12/09/2020	1,876.61 1,876.61	1,876.61	Open	N 12/09/2020
	BPU UTILITIES						
OCT 20 FIRE							
63100	BRAINERD PUBLIC UTILITIES 9/24-10/24 FIRE DEPT UTILITIES 225-2220-43381	10/30/2020 pziemer	12/09/2020	2,087.38 2,087.38	2,087.38	Open	N 12/09/2020
	BPU UTILITIES						
OCT 20 PD							
63101	BRAINERD PUBLIC UTILITIES 9/24-10/24 POLICE DEPT UTILITIES 225-2120-43381	10/30/2020 pziemer	12/09/2020	2,557.22 2,557.22	2,557.22	Open	N 12/09/2020
	BPU UTILITIES						
OCT 20 / ENG							
63102	BRAINERD PUBLIC UTILITIES 9/24-10/24 UTILITIES	10/30/2020 pziemer	12/09/2020	1,514.40	1,514.40	Open	N 12/09/2020

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	101-1940-43381	BPU UTILITIES		1,123.33			
	101-1940-43381	BPU UTILITIES		207.23			
	101-9200-43381	BPU UTILITIES		43.49			
	101-9200-43381	BPU UTILITIES		72.05			
	236-3180-43381	BPU UTILITIES		36.00			
	401-1003-43380	UTILITIES		32.30			
OCT 20 /STREETS							
63103	BRAINERD PUBLIC UTILITIES	10/30/2020	12/09/2020	23,735.67	23,735.67	Open	N
	9/24-10/24 UTILITIES	pziemer					12/09/2020
	235-3100-43381	BPU UTILITIES		23,735.67			
OCT 20 PARKS							
63132	BRAINERD PUBLIC UTILITIES	10/30/2020	12/09/2020	4,939.09	4,939.09	Open	N
	9/24-10/24 20 PARKS UTILITIES	pziemer					12/09/2020
	230-5200-43381	BPU UTILITIES		4,723.66			
	230-5280-43380	UTILITIES		111.71			
	230-5280-43380	UTILITIES		12.68			
	230-5280-43380	UTILITIES		91.04			
Total for vendor 0296 - BRAINERD PUBLIC:				36,710.37	36,710.37		
Vendor 2911 - BUILDERS FIRST:							
82421765							
63146	BUILDERS FIRST SOURCE	11/16/2020	12/09/2020	93.80	93.80	Open	N
	MAILBOX LUMBER - LESS SALES TAX	pziemer					12/09/2020
	235-3100-42220	REPAIR & MAINT		93.80			
Total for vendor 2911 - BUILDERS FIRST:				93.80	93.80		
Vendor 0102 - CANON FINANCIAL:							
22130121							
63096	CANON FINANCIAL SERVICE	11/12/2020	12/09/2020	67.27	67.27	Open	N
	FD COPIER CONTRACT 11/20-12/19	pziemer					12/09/2020
	225-2220-43331	LEASED PAYMENTS		67.27			
22106666							
63097	CANON FINANCIAL SERVICE	11/12/2020	12/09/2020	100.06	100.06	Open	N
	LIBRARY COPIER CONTRACT 11/20-12/19	pziemer					12/09/2020
	211-5505-43430	MISC - COPY MACHINE PYMTS		100.06			
Total for vendor 0102 - CANON FINANCIAL:				167.33	167.33		

Vendor 0447 - CDW GOVERNMENT,:

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
4205015 63140	CDW GOVERNMENT, INC TONER 235-3100-42220	11/13/2020 pziemer	12/09/2020	943.19	943.19	Open	N 12/09/2020
	REPAIR & MAINT			943.19			
4463800 63262	CDW GOVERNMENT, INC TONER 235-3100-42220	11/19/2020 pziemer	12/09/2020	(943.19)	(943.19)	Open	N 12/09/2020
	REPAIR & MAINT			(943.19)			
2573697 - 2 63306	CDW GOVERNMENT, INC STREETS PRINTER 235-3100-42220	10/08/2020 pziemer	12/09/2020	424.73	424.73	Open	N 12/09/2020
	REPAIR & MAINT			424.73			
4551868 63307	CDW GOVERNMENT, INC STREETS PRINTER - RETURN CREDIT MEMO 235-3100-42220	10/08/2020 pziemer	12/09/2020	(424.73)	(424.73)	Open	N 12/09/2020
	REPAIR & MAINT			(424.73)			
	Total for vendor 0447 - CDW GOVERNMENT, :			0.00	0.00		

Vendor 0307 - CENTERPOINT ENE:

5974635-4/DEC 20 63265	CENTERPOINT ENERGY 11/16-12/16 STREETS UTILITIES 235-3100-43380	11/18/2020 pziemer	12/09/2020	381.86	381.86	Open	N 12/09/2020
	UTILITIES			381.86			
5942870-6/DEC 20 63266	CENTERPOINT ENERGY 11/16-12/16 CITY HALL UTILITIES 101-1940-43380	11/18/2020 pziemer	12/09/2020	328.75	328.75	Open	N 12/09/2020
	UTILITIES			328.75			
6031615-5/DEC 20 63267	CENTERPOINT ENERGY 11/16-12/16 ANNEX UTILITIES 101-1940-43380	11/18/2020 pziemer	12/09/2020	197.56	197.56	Open	N 12/09/2020
	UTILITIES			197.56			
5956221-5/DEC 20 63268	CENTERPOINT ENERGY 11/16-12/16 PD UTILITIES 225-2120-43380	11/18/2020 pziemer	12/09/2020	62.30	62.30	Open	N 12/09/2020
	UTILITIES			62.30			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
11078538-3/DEC 20							
63298	CENTERPOINT ENERGY	11/18/2020	12/09/2020	133.92	133.92	Open	N
	10/16-11/16 ST 2	pziemer					12/09/2020
	225-2220-43380 UTILITIES			133.92			
6004720-6/DEC 20							
63299	CENTERPOINT ENERGY	11/18/2020	12/09/2020	223.40	223.40	Open	N
	10/16-11/16/20 ST 1	pziemer					12/09/2020
	225-2220-43380 UTILITIES			223.40			
	Total for vendor 0307 - CENTERPOINT ENE:			1,327.79	1,327.79		

Vendor 1343 - CHARTER COMMUNICATION:

0008065110820

63129	CHARTER COMMUNICATIONS	11/08/2020	12/09/2020	46.90	46.90	Open	N
	BUSINESS TV	pziemer					12/09/2020
	225-2120-43380 UTILITIES			46.90			

0055470110820

63300	CHARTER COMMUNICATIONS	11/08/2020	12/09/2020	7.91	7.91	Open	N
	NOVEMBER	pziemer					12/09/2020
	225-2220-43380 UTILITIES			7.91			
	Total for vendor 1343 - CHARTER COMMUNICATION:			54.81	54.81		

Vendor 0125 - CONSOLIDATED TE:

20831121

63104	CONSOLIDATED TELEPHONE CO	11/12/2020	12/09/2020	76.32	76.32	Open	N
	11/12-12/11 STREETS PHONE/INTERNET	pziemer					12/09/2020
	235-3100-43321 TELEPHONE			76.32			

20827822/IT

63105	CONSOLIDATED TELEPHONE CO	11/12/2020	12/09/2020	980.05	980.05	Open	N
	11/12-12/11 PHONES/INTERNET	pziemer					12/09/2020
	101-1800-43321 TELEPHONE			980.05			

20827822/ADMIN

63106	CONSOLIDATED TELEPHONE CO	11/12/2020	12/09/2020	5.27	5.27	Open	N
	11/12-12/11 PHONES/INTERNET	pziemer					12/09/2020
	101-1400-43321 TELEPHONE			5.27			

20827822/ENG

63107	CONSOLIDATED TELEPHONE CO	11/12/2020	12/07/2020	60.12	60.12	Open	N
	11/12-12/11 PHONE/INTERNET	pziemer					12/09/2020

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	101-1700-43321	TELEPHONE		6.24			
	101-1940-43321	TELEPHONE		53.88			
20827822/COM DEV							
63108	CONSOLIDATED TELEPHONE CO	11/12/2020	12/09/2020	4.40	4.40	Open	N
	11/12-12/111 PHONE/INTERNET	pziemer					12/09/2020
	101-2400-43321	TELEPHONE		3.38			
	101-2400-43321	TELEPHONE		1.02			
20827822/TRANSIT							
63109	CONSOLIDATED TELEPHONE CO	11/12/2020	12/09/2020	8.79	8.79	Open	N
	11/12-12/11 PHONE/INTERNET	pziemer					12/09/2020
	203-9000-43321	TELEPHONE		8.79			
20827822/PD							
63110	CONSOLIDATED TELEPHONE CO	11/12/2020	12/09/2020	146.84	146.84	Open	N
	11/12-12/11 PHONE/INTERNET	pziemer					12/09/2020
	225-2120-43321	TELEPHONE		128.09			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		18.75			
20827822/FD							
63111	CONSOLIDATED TELEPHONE CO	11/12/2020	12/09/2020	19.07	19.07	Open	N
	11/12-12/11 FD PHONES/INTERNET	pziemer					12/09/2020
	225-2220-43321	TELEPHONE		19.07			
20827822/PARKS							
63112	CONSOLIDATED TELEPHONE CO	11/12/2020	12/09/2020	57.13	57.13	Open	N
	11/12-12/11 PARKS PHONE/INTERNET	pziemer					12/09/2020
	230-5200-43321	TELEPHONE		57.13			
20830362							
63350	CONSOLIDATED TELEPHONE CO	11/12/2020	12/09/2020	(38.14)	(38.14)	Open	N
	CREDIT FOR CAMPGROUND INTERNET	pziemer					12/09/2020
	230-5280-43321	TELEPHONE		(38.14)			
	Total for vendor 0125 - CONSOLIDATED TE:			1,319.85	1,319.85		

Vendor 2226 - CORE PROFESSION:

926							
63290	CORE PROFESSIONAL SERVICES	11/17/2020	12/09/2020	250.00	250.00	Open	N
	POC PRE-EMPLOYMENT TEST	pziemer					12/09/2020
	225-2220-43300	PROFESSIONAL SERVICES		250.00			
923							
63291	CORE PROFESSIONAL SERVICES	11/16/2020	12/09/2020	250.00	250.00	Open	N
	POC PRE-EMPLOYMENT TEST	pziemer					12/09/2020

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	225-2220-43300	PROFESSIONAL SERVICES		250.00			
924							
63292	CORE PROFESSIONAL SERVICES	11/16/2020	12/09/2020	250.00	250.00	Open	N
	POC PRE-EMPLOYMENT TEST	pziemer					12/09/2020
	225-2220-43300	PROFESSIONAL SERVICES		250.00			
929							
63293	CORE PROFESSIONAL SERVICES	11/18/2020	12/09/2020	250.00	250.00	Open	N
	POC PRE-EMPLOYMENT TEST	pziemer					12/09/2020
	225-2220-43300	PROFESSIONAL SERVICES		250.00			
	Total for vendor 2226 - CORE PROFESSION:			1,000.00	1,000.00		

Vendor 0136 - CWC ATTORNEY:

ICR 15016183

63155	CWC ATTORNEY	11/23/2020	12/09/2020	12.00	12.00	Open	N
	ICR 15016183 REMIT TO CWC ATTNY	pziemer					12/09/2020
	223-0000-36299	MISCELLANEOUS REVENUE		12.00			
	Total for vendor 0136 - CWC ATTORNEY:			12.00	12.00		

Vendor 0132 - CWC HIGHWAY DEP:

3721

63127	CWC HIGHWAY DEPT	11/06/2020	12/09/2020	2,186.43	2,186.43	Open	N
	OCTOBER 2020 TRANSIT FUEL	pziemer					12/09/2020
	203-9000-42212	MOTOR FUELS		2,186.43			
	Total for vendor 0132 - CWC HIGHWAY DEP:			2,186.43	2,186.43		

Vendor 0133 - CWC RECORDER:

2020 DEFERMENTS

63393	CWC RECORDER	12/03/2020	12/09/2020	368.00	368.00	Open	N
	PAY YEAR 2021 QTY 8	pziemer					12/09/2020
	101-9200-43350	LEGAL PUBLICATIONS		368.00			
	Total for vendor 0133 - CWC RECORDER:			368.00	368.00		

Vendor 0135 - CWC TREASURER:

3778

63126	CWC TREASURER	11/01/2020	12/09/2020	10,000.00	10,000.00	Open	N
	NOV 2020 SHARED SERVICES	pziemer					12/09/2020
	101-9200-43300	PROFESSIONAL SERVICES		9,375.00			
	211-5500-43400	REPAIR & MAINT LABOR		625.00			

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Total for vendor 0135 - CWC TREASURER:				10,000.00	10,000.00		
Vendor 3438 - D - D BEVERAGE,:							
1320048 63144	D - D BEVERAGE, LLC DISINFECTANT FOR DUMP TRUCKS AND 235-3100-42220	11/17/2020 pziemer	12/09/2020	52.50	52.50	Open	N 12/09/2020
	REPAIR & MAINT			52.50			
Total for vendor 3438 - D - D BEVERAGE,:				52.50	52.50		
Vendor 3220 - DALCO:							
3706894 63279	DALCO SHOP CLEANING SUPPLIES 235-3100-42220	11/23/2020 pziemer	12/09/2020	273.70	273.70	Open	N 12/09/2020
	REPAIR & MAINT			273.70			
Total for vendor 3220 - DALCO:				273.70	273.70		
Vendor MISC - DONNA LARSON:							
ICR 20000478 63124	DONNA LARSON RETURN OF FORFEITURE 223-0000-20800	11/17/2020 pziemer	12/09/2020	727.00	727.00	Open	N 12/09/2020
	DUE TO OTHER GOVT UNITS			727.00			
Total for vendor MISC - DONNA LARSON:				727.00	727.00		
Vendor 0937 - DYNAMIC RECYCLI:							
I-54139 63143	DYNAMIC RECYCLING MISC ELECTRONICS RECYCLING 403-9070-43430	11/03/2020 pziemer	12/09/2020	109.62	109.62	Open	N 12/09/2020
	MISCELLANEOUS			109.62			
Total for vendor 0937 - DYNAMIC RECYCLI:				109.62	109.62		
Vendor 1859 - ENTERPRISE FM T:							
FBN4076651/ENG 63116	ENTERPRISE FM TRUST OCT 2020 VEHICLE LEASE 101-1700-43331 101-1940-43331	11/04/2020 pziemer	12/09/2020	1,374.54	1,374.54	Open	N 12/09/2020
	LEASE PAYMENTS			1,068.82			
	LEASE PAYMENTS			305.72			

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FBN4076651/PD							
63117	ENTERPRISE FM TRUST	11/04/2020	12/09/2020	7,586.61	7,586.61	Open	N
	OCT 20 VEHICLE LEASE	pziemer					12/09/2020
	225-2120-43331	LEASED PAYMENTS		7,586.61			
FBN4076651/FD							
63118	ENTERPRISE FM TRUST	11/04/2020	12/09/2020	849.48	849.48	Open	N
	OCT 20 VEHICLE LEASE	pziemer					12/09/2020
	225-2220-43331	LEASED PAYMENTS		849.48			
FBN4076651/PARKS							
63119	ENTERPRISE FM TRUST	11/04/2020	12/09/2020	2,427.05	2,427.05	Open	N
	OCT 20 VEHICLE LEASE	pziemer					12/09/2020
	230-5200-43331	LEASE PAYMENTS		2,427.05			
FBN4076651/STREETS							
63120	ENTERPRISE FM TRUST	11/04/2020	12/09/2020	1,881.27	1,881.27	Open	N
	OCT 20 VEHICLE LEASE	pziemer					12/09/2020
	235-3100-43331	LEASE PAYMENTS		1,881.27			
FBN4076651/COM DEV							
63121	ENTERPRISE FM TRUST	11/04/2020	12/09/2020	357.61	357.61	Open	N
	OCT 20 VEHICLE LEASE	pziemer					12/09/2020
	101-2400-43331	LEASE EXPENSE		357.61			
Total for vendor 1859 - ENTERPRISE FM T:				14,476.56	14,476.56		

Vendor 3800 - ENVIROTECH:

63296/STREETS							
63280	ENVIROTECH	11/25/2020	12/09/2020	238.00	238.00	Open	N
	DEC 2020 JANITORIAL	pziemer					12/09/2020
	235-3100-43300	PROFESSIONAL SERVICES		238.00			
63296/POLICE							
63281	ENVIROTECH	11/25/2020	12/09/2020	1,255.00	1,255.00	Open	N
	DECEMBER 2020 JANITORIAL	pziemer					12/09/2020
	225-2120-43300	PROFESSIONAL SERVICES		1,255.00			
63296/FIRE							
63282	ENVIROTECH	11/25/2020	12/09/2020	238.00	238.00	Open	N
	DECEMBER 2020 JANITORIAL	pziemer					12/09/2020
	225-2220-43300	PROFESSIONAL SERVICES		238.00			

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63296/ENG 63283	ENVIROTECH DECEMBER 2020 CITY HALL JANITORIAL & pziemer 101-1940-43300 PROFESSIONAL SERVICES	11/25/2020	12/09/2020	1,765.00 1,765.00	1,765.00	Open	N 12/09/2020
63189 63284	ENVIROTECH ENHANCED DISINFECTING 11/17/2020 pziemer 101-1940-43300 PROFESSIONAL SERVICES	11/23/2020	12/09/2020	400.00 400.00	400.00	Open	N 12/09/2020
Total for vendor 3800 - ENVIROTECH:				3,896.00	3,896.00		
Vendor 1815 - F.I.R.E. CROSSL:							
4596 63296	F.I.R.E. CROSSLAKE FIRE GROUND OPS TRAINING pziemer 225-2220-43330 PROFESSIONAL DEVELOPMENT	10/01/2020	12/09/2020	600.00 600.00	600.00	Open	N 12/09/2020
Total for vendor 1815 - F.I.R.E. CROSSL:				600.00	600.00		
Vendor 0177 - FIRST IMPRESSIO:							
79453 63369	FIRST IMPRESSION PRINTING SEWER DOOR HANGARS pziemer 237-3190-42220 REPAIR & MAINT	11/25/2020	12/09/2020	225.86 225.86	225.86	Open	N 12/09/2020
Total for vendor 0177 - FIRST IMPRESSIO:				225.86	225.86		
Vendor 0071 - FORUM COMMUNICA:							
2225300/ENG 63251	FORUM COMMUNICATIONS COMPANY NOH IMP 14-05 & NOH IMP 19-10 pziemer 401-1405-43350 LEGAL PUBLICATIONS 401-1910-43350 LEGAL PUBLICATIONS	10/31/2020	12/09/2020	474.50 226.30 248.20	474.50	Open	N 12/09/2020
2225300/COM DEV 63252	FORUM COMMUNICATIONS COMPANY ORDINANCE 1511 - GREENHOUSES pziemer 101-2400-43350 PRINTING/LEGAL PUBLICATION	10/31/2020	12/09/2020	97.30 97.30	97.30	Open	N 12/09/2020
2225300/ADMIN 63253	FORUM COMMUNICATIONS COMPANY NOH- SMALL CITIES DEVELOPMENT GRANT pziemer 101-9200-43350 LEGAL PUBLICATIONS	10/31/2020	12/09/2020	45.18 45.18	45.18	Open	N 12/09/2020

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2225300/TRANSIT							
63254	FORUM COMMUNICATIONS COMPANY	10/31/2020	12/09/2020	27.80	27.80	Open	N
	TAC MEETING NOTICE 10/22	pziemer					12/09/2020
	203-9000-43350	PRINTING/LEGAL PUBLICATION		27.80			
	Total for vendor 0071 - FORUM COMMUNICA:			644.78	644.78		
Vendor 0186 - GALLS LLC:							
016857514							
63157	GALLS LLC	11/03/2020	12/09/2020	250.94	250.94	Open	N
	716 UNIFORM BOOTS	pziemer					12/09/2020
	225-2120-41113	UNIFORM ALLOWANCE		250.94			
016946529							
63158	GALLS LLC	11/13/2020	12/09/2020	184.96	184.96	Open	N
	715 UNIFORM SHIRTS	pziemer					12/09/2020
	225-2120-41113	UNIFORM ALLOWANCE		184.96			
	Total for vendor 0186 - GALLS LLC:			435.90	435.90		
Vendor 2377 - GRANITE ELECTRO:							
150008129-1							
63367	GRANITE ELECTRONICS	11/19/2020	12/09/2020	319.70	319.70	Open	N
	PAGER REPAIR	pziemer					12/09/2020
	225-2220-42220	REPAIR & MAINT		319.70			
	Total for vendor 2377 - GRANITE ELECTRO:			319.70	319.70		
Vendor 3011 - GUARDIAN PEST C:							
2198953							
63294	GUARDIAN PEST CONTROL INC	11/02/2020	12/09/2020	59.00	59.00	Open	N
	PEST CONTROL - NOVEMBER	pziemer					12/09/2020
	225-2220-43300	PROFESSIONAL SERVICES		59.00			
	Total for vendor 3011 - GUARDIAN PEST C:			59.00	59.00		
Vendor 1231 - GULL LAKE GLASS:							
PAY REQ 2 - FINAL							
63275	GULL LAKE GLASS	11/20/2020	12/09/2020	812.20	812.20	Open	N
	PD REMODEL - FINAL	pziemer					12/09/2020
	400-1981-45530	PYMTS TO CONTRACTORS		812.20			
	Total for vendor 1231 - GULL LAKE GLASS:			812.20	812.20		

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Vendor 2673 - H & L MESABI CO:							
40762 63257	H & L MESABI COMPANY QTY 8 CARBIDE BLADES 235-3125-42220	11/18/2020 pziemer	12/09/2020	1,756.96 1,756.96	1,756.96	Open	N 12/09/2020
	GRADER CUTTING EDGES						
40761 63258	H & L MESABI COMPANY QTY 6 CARBIDE BLADES 235-3125-42220	11/18/2020 pziemer	12/09/2020	1,173.12 1,173.12	1,173.12	Open	N 12/09/2020
	PLOW TRUCK WING CUTTING EDGES						
40760 63259	H & L MESABI COMPANY QTY 6 CARBIDE BLADE 235-3125-42220	11/18/2020 pziemer	12/09/2020	1,396.46 1,396.46	1,396.46	Open	N 12/09/2020
	GRADER WING CUTTING EDGES						
40759 63260	H & L MESABI COMPANY QTY 6 CARBIDE BLADE 235-3125-42220	11/18/2020 pziemer	12/09/2020	1,284.72 1,284.72	1,284.72	Open	N 12/09/2020
	TRUCK FRONT AND SCRAPER CUTTING EDGES						
	Total for vendor 2673 - H & L MESABI CO:			5,611.26	5,611.26		
Vendor 0209 - HEARTLAND TIRE:							
3021266 63159	HEARTLAND TIRE INC. SQD 431 TIRES 225-2120-42221	11/20/2020 pziemer	12/09/2020	680.00 680.00	680.00	Open	N 12/09/2020
	SQUAD CAR REPAIR SUPPLIES						
	Total for vendor 0209 - HEARTLAND TIRE:			680.00	680.00		
Vendor 0356 - HIRSHFIELD'S DE:							
09237349 63351	HIRSHFIELD'S DECORATING PAINT FOR PICNIC TABLES 230-5200-42220	11/20/2020 pziemer	12/09/2020	332.13 332.13	332.13	Open	N 12/09/2020
	REPAIR & MAINT						
	Total for vendor 0356 - HIRSHFIELD'S DE:			332.13	332.13		
Vendor 3636 - HRGREEN:							
139207 63162	HRGREEN BRAINERD MN-H AND M MODEL THRU	11/09/2020 pziemer	12/09/2020	2,101.91	2,101.91	Open	N 12/09/2020

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	401-9030-43300-20:08	PROFESSIONAL SERVICES		2,101.91			
		Total for vendor 3636 - HRGREEN:		2,101.91	2,101.91		
Vendor 3202 - INNOVATIVE OFFI:							
IN3167810							
63297	INNOVATIVE OFFICE SOLUTIONS LLC	11/13/2020	12/09/2020	375.17	375.17	Open	N
	TONER/FILES/MESSENGER CASE	pziemer					12/09/2020
	225-2220-42200	OFFICE SUPPLIES		375.17			
		Total for vendor 3202 - INNOVATIVE OFFI:		375.17	375.17		
Vendor 3488 - JEFFERSON FIRE:							
IN23728							
63295	JEFFERSON FIRE & SAFETY	11/17/2020	12/09/2020	668.17	668.17	Open	N
	E4 REPAIR PARTS	pziemer					12/09/2020
	225-2220-42220	REPAIR & MAINT		668.17			
		Total for vendor 3488 - JEFFERSON FIRE:		668.17	668.17		
Vendor 3802 - KEYSTONE INTERPRETING SOLUTIONS INC:							
4142-00002							
63365	KEYSTONE INTERPRETING SOLUTIONS INC	11/30/2020	12/09/2020	150.00	150.00	Open	N
	10/12/2020 INTERPRETING SERVICES 1	pziemer					12/09/2020
	101-9200-43300	PROFESSIONAL SERVICES		150.00			
		Total for vendor 3802 - KEYSTONE INTERPRETING SOLUTIONS INC:		150.00	150.00		
Vendor 0223 - L & M STEEL:							
031529							
63375	L & M STEEL	11/09/2020	12/09/2020	1,100.00	1,100.00	Open	N
	MODIFY BUCKET ATTACHEMENT ADAPTOR	pziemer					12/09/2020
	238-3160-42220	REPAIR & MAINT		1,100.00			
		Total for vendor 0223 - L & M STEEL:		1,100.00	1,100.00		
Vendor 3469 - LAKES AREA MAT:							
20201110 #520							
63370	LAKES AREA MAT SERVICE INC	11/10/2020	12/09/2020	41.44	41.44	Open	N
	PD FLOOR MATS	pziemer					12/09/2020
	225-2120-43300	PROFESSIONAL SERVICES		41.44			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
20201124 #520							
63371	LAKES AREA MAT SERVICE INC	11/24/2020	12/09/2020	41.44	41.44	Open	N
	PD FLOOR MATS	pziemer					12/09/2020
	225-2120-43300	PROFESSIONAL SERVICES		41.44			
20201124 #522							
63372	LAKES AREA MAT SERVICE INC	11/24/2020	12/09/2020	42.56	42.56	Open	N
	CITY HALL FLOOR MATS	pziemer					12/09/2020
	101-1940-43410	RENTAL EXPENSE		42.56			
20201110 #522							
63373	LAKES AREA MAT SERVICE INC	11/10/2020	12/09/2020	42.56	42.56	Open	N
	CITY HALL FLOOR MATS	pziemer					12/09/2020
	101-1940-43410	RENTAL EXPENSE		42.56			
Total for vendor 3469 - LAKES AREA MAT:				168.00	168.00		

Vendor 3627 - LAKES AREA WILD:

NOV 2020

63151	LAKES AREA WILDLIFE CONTROL	11/23/2020	12/09/2020	1,768.00	1,768.00	Open	N
	NOV 2020 ANIMAL CONTROL CONTRACT	pziemer					12/09/2020
	225-2700-43300	PROFESSIONAL SERVICES		1,768.00			
Total for vendor 3627 - LAKES AREA WILD:				1,768.00	1,768.00		

Vendor 0239 - MACQUEEN EQUIPM:

P30853

63390	MACQUEEN EQUIPMENT INC	11/05/2020	12/09/2020	51.14	51.14	Open	N
	HYDRO EXCAVATION QUICK CONNECTS	pziemer					12/09/2020
	238-3160-42220	REPAIR & MAINT		51.14			

P29413

63391	MACQUEEN EQUIPMENT INC	10/01/2020	12/09/2020	1,244.10	1,244.10	Open	N
	SWEeper DIAGNOSIS/REPAIR	pziemer					12/09/2020
	238-3160-42220	REPAIR & MAINT		1,244.10			

928982 - CREDIT

63392	MACQUEEN EQUIPMENT INC	10/01/2020	12/09/2020	(226.00)	(226.00)	Open	N
	DOUBLE PAYMENT OF INVOICE P28982	pziemer					12/09/2020
	237-3190-42220	REPAIR & MAINT		(226.00)			
Total for vendor 0239 - MACQUEEN EQUIPM:				1,069.24	1,069.24		

Vendor 1753 - MARCO:

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INV8133811 63008	MARCO MARCO - FIRE CAMERAS MISC 229-0000-43300	11/05/2020 pziemer	12/09/2020	600.00 600.00	600.00	Open	N 12/09/2020
INV8171983 63139	MARCO MICROSOFT 365 229-0000-43309	11/17/2020 pziemer	12/09/2020	1,504.00 1,504.00	1,504.00	Open	N 12/09/2020
INV8186579 63374	MARCO MIGRATE -	11/20/2020 pziemer	12/09/2020	1,248.75	1,248.75	Open	N 12/09/2020
Total for vendor 1753 - MARCO:				3,352.75	3,352.75		

Vendor 0243 - MARCO FINANCING:

428409106 63115	MARCO FINANCING COPIER CITY HALL 3RD 12/1/20-3/1/21 101-1800-43331	11/06/2020 pziemer	12/09/2020	1,379.85 1,379.85	1,379.85	Open	N 12/09/2020
Total for vendor 0243 - MARCO FINANCING:				1,379.85	1,379.85		

Vendor 1365 - MCCULLOUGH, JUL:

11/24/20 63285	MCCULLOUGH, JULIE REIMBURSE NOTARY FILING FEE 225-2120-43433	11/24/2020 pziemer	12/09/2020	20.00 20.00	20.00	Open	N 12/09/2020
Total for vendor 1365 - MCCULLOUGH, JUL:				20.00	20.00		

Vendor 0889 - MENARDS - BAXTE:

44224 63352	MENARDS - BAXTER LUMBER FOR PICNIC TABLES 230-5200-42220	11/05/2020 pziemer	12/09/2020	799.20 799.20	799.20	Open	N 12/09/2020
44681 63353	MENARDS - BAXTER CAMPGROUND-COVER FOR DUMP STATION 230-5280-42220	11/13/2020 pziemer	12/09/2020	65.28 65.28	65.28	Open	N 12/09/2020

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
44966 63354	MENARDS - BAXTER MATERIALS FOR PICNIC TABLES 230-5200-42220	11/18/2020 pziemer	12/09/2020	709.83	709.83	Open	N 12/09/2020
	REPAIR & MAINT			709.83			
	Total for vendor 0889 - MENARDS - BAXTE:			1,574.31	1,574.31		

Vendor 3394 - MIDWEST MACHINE:

2289998 63145	MIDWEST MACHINERY CO 2 CYCLE OIL 235-3100-42220	11/17/2020 pziemer	12/09/2020	59.22	59.22	Open	N 12/09/2020
	REPAIR & MAINT			59.22			
	Total for vendor 3394 - MIDWEST MACHINE:			59.22	59.22		

Vendor 3175 - MIDWEST SECURIT:

20225 63355	MIDWEST SECURITY AND FIRE INC REPLACED AND UPGRADED SECURITY 400-9050-45530	11/24/2020 pziemer	12/09/2020	6,200.00	6,200.00	Open	N 12/09/2020
	CAPITAL - OTHER			6,200.00			
	Total for vendor 3175 - MIDWEST SECURIT:			6,200.00	6,200.00		

Vendor 0254 - MILLS MOTORS IN:

548508 63277	MILLS MOTORS INC BUS 142 REPAIRS 203-9000-43401	11/25/2020 pziemer	12/09/2020	210.00	210.00	Open	N 12/09/2020
	VEHICLE REPAIRS			210.00			
	Total for vendor 0254 - MILLS MOTORS IN:			210.00	210.00		

Vendor 0586 - MN STATE TREASU:

ICR 15016183 63154	MN STATE TREASURER ICR 15016183 REMIT TO MN STATE 223-0000-36299	11/23/2020 pziemer	12/09/2020	24.00	24.00	Open	N 12/09/2020
	MISCELLANEOUS REVENUE			24.00			
	Total for vendor 0586 - MN STATE TREASU:			24.00	24.00		

Vendor 3168 - MOTORS-N-MORE:

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
27981							
63130	MOTORS-N-MORE	11/17/2020	12/09/2020	23.00	23.00	Open	N
	SQD 429 OIL CHANGE	pziemer					12/09/2020
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		23.00			
27985							
63160	MOTORS-N-MORE	11/19/2020	12/09/2020	395.91	395.91	Open	N
	SQD 429 WHEEL HUB	pziemer					12/09/2020
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		395.91			
27990							
63161	MOTORS-N-MORE	11/20/2020	12/09/2020	23.00	23.00	Open	N
	SQD 405 OIL CHANGE	pziemer					12/09/2020
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		23.00			
27994							
63286	MOTORS-N-MORE	11/24/2020	12/09/2020	302.30	302.30	Open	N
	SQD 432 TRANSMISSION BYPASS VALVE	pziemer					12/09/2020
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		302.30			
28015							
63358	MOTORS-N-MORE	12/02/2020	12/09/2020	23.00	23.00	Open	N
	SQD431 OIL CHANGE	pziemer					12/09/2020
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		23.00			
	Total for vendor 3168 - MOTORS-N-MORE:			767.21	767.21		

Vendor 1449 - M-R SIGN CO., I:

210569							
63141	M-R SIGN CO., INC.	11/12/2020	12/09/2020	205.89	205.89	Open	N
	SIGNS	piemier					12/09/2020
	235-3100-42220	E-911 SIGNS		205.89			
	Total for vendor 1449 - M-R SIGN CO., I:			205.89	205.89		

Vendor 3509 - MUTT MITT:

377972							
63356	MUTT MITT	11/24/2020	12/09/2020	1,005.38	1,005.38	Open	N
	12 CASES MUTT MITTS	piemer					12/09/2020
	230-5200-42220	REPAIR & MAINT		1,005.38			
	Total for vendor 3509 - MUTT MITT:			<u>1,005.38</u>	<u>1,005.38</u>		

Vendor 3671 - NAC MECHANICAL:

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CAT 12 PAY REQ 10							
63274	NAC MECHANICAL & ELECTRICAL SERVICE CITY HALL REMODEL THROUGH 10/31 400-1980-45530	11/20/2020 pziemer	12/09/2020	4,432.80 4,432.80	4,432.80	Open	N 12/09/2020
	PYMTS TO CONTRACTORS			4,432.80			
2460-02							
63364	NAC MECHANICAL & ELECTRICAL SERVICE LIBRARY BAS SYSTEM 211-5500-45500	10/01/2020 pziemer	12/09/2020	6,984.00 6,984.00	6,984.00	Open	N 12/09/2020
	CAPITAL OUTLAY			6,984.00			
	Total for vendor 3671 - NAC MECHANICAL:			11,416.80	11,416.80		
Vendor 0736 - NORTHLAND FIRE:							
42996							
63376	NORTHLAND FIRE PROTECTION CITY HALL ANNUAL FIRE INSPECTIONS 101-1940-42220	11/20/2020 pziemer	12/09/2020	706.00 706.00	706.00	Open	N 12/09/2020
	REPAIR & MAINT			706.00			
	Total for vendor 0736 - NORTHLAND FIRE:			706.00	706.00		
Vendor 0284 - OFFICE SHOP:							
1087774-1							
63113	OFFICE SHOP BREMER STAMP - ADMIN 101-1940-42200	11/10/2020 pziemer	12/09/2020	58.70 58.70	58.70	Open	N 12/09/2020
	OFFICE SUPPLIES			58.70			
	Total for vendor 0284 - OFFICE SHOP:			58.70	58.70		
Vendor 2137 - O'REILLY AUTOMO:							
1647-410662							
63287	O'REILLY AUTOMOTIVE STORES INC. SQD 429 CABIN FILTER AND WIPER 225-2120-42221	11/15/2020 pziemer	12/09/2020	55.95 55.95	55.95	Open	N 12/09/2020
	SQUAD CAR REPAIR SUPPLIES			55.95			
	Total for vendor 2137 - O'REILLY AUTOMO:			55.95	55.95		
Vendor 2928 - PCI ROADS:							
20-799-11							
63269	PCI ROADS LLC LAUREL ST BRIDGE - EXPANSION JOINT 401-9030-45530-20:09	11/24/2020 pziemer	12/09/2020	18,459.60 18,459.60	18,459.60	Open	N 12/09/2020
	CAPITAL-PYMTS TO CONTRACTS			18,459.60			
	Total for vendor 2928 - PCI ROADS:			18,459.60	18,459.60		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Vendor 3410 - ROUTE MATCH SOF:							
45059							
63382	ROUTE MATCH SOFTWARE LLC	12/01/2020	12/09/2020	5,488.56	5,488.56	Open	N
	ANNUAL HOSTING FEES YEAR 8	pziemer					12/09/2020
	203-9000-43309	COMPUTER TECHINCAL SUPPORT		5,488.56			
	Total for vendor 3410 - ROUTE MATCH SOF:			5,488.56	5,488.56		
Vendor 2916 - RUNDE, ANTHONY:							
12/1/2020							
63359	RUNDE, ANTHONY	12/01/2020	12/09/2020	425.50	425.50	Open	N
	UNIFORM REIMBURSEMENT	pziemer					12/09/2020
	225-2120-41113	UNIFORM ALLOWANCE		425.50			
	Total for vendor 2916 - RUNDE, ANTHONY:			425.50	425.50		
Vendor 1636 - SCR - NORTHERN:							
W32000							
63363	SCR - NORTHERN BAXTER	11/24/2020	12/09/2020	898.00	898.00	Open	N
	HEATING MAINTENANCE - LIBRARY	pziemer					12/09/2020
	211-5500-43400	REPAIR & MAINT LABOR		898.00			
	Total for vendor 1636 - SCR - NORTHERN:			898.00	898.00		
Vendor 3840 - SELVESTRA, DREW:							
11/6/20							
63131	SELVESTRA, DREW	11/06/2020	12/09/2020	319.59	319.59	Open	N
	NASRO TRAINING REMIBURSE 11/1-11/6	pziemer					12/09/2020
	225-2120-43330	PROFESSIONAL DEVELOPMENT		319.59			
	Total for vendor 3840 - SELVESTRA, DREW:			319.59	319.59		
Vendor 3612 - SEVERSON PORTER:							
NOV 2020							
63152	SEVERSON PORTER LAW	11/23/2020	12/09/2020	15,938.69	15,938.69	Open	N
	NOV 2020 PROSECUTION AGREEMENT	pziemer					12/09/2020
	225-2127-43310	MISDEMEANOR PROSECUTOR		15,938.69			
	Total for vendor 3612 - SEVERSON PORTER:			15,938.69	15,938.69		
Vendor 0317 - SHORT ELLIOTT :							

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395490 63122	SHORT ELLIOTT HENDRICKSON IMP 20:07 THRU 10/31/20 401-9030-43300-20:07	11/10/2020 pziemer	12/09/2020	4,328.78 4,328.78	4,328.78	Open	N 12/09/2020
396381 63125	SHORT ELLIOTT HENDRICKSON IMP 19-02 THRU 10/31/20 401-1902-43300	11/16/2020 pziemer	12/09/2020	1,749.67 1,749.67	1,749.67	Open	N 12/09/2020
392376 63153	SHORT ELLIOTT HENDRICKSON CUYUNA LAKES TRAIL THRU 8/29/20 - 401-1902-43300	10/01/2020 pziemer	12/09/2020	583.02 583.02	583.02	Open	N 12/09/2020
	PROFESSIONAL SERVICES			583.02			
	Total for vendor 0317 - SHORT ELLIOTT :			6,661.47	6,661.47		

Vendor 3839 - SLICE ON OAK:

100 63114	SLICE ON OAK 11/3/20 ELECTION JUDGE MEALS 101-1410-43430	11/03/2020 pziemer	12/09/2020	359.46 359.46	359.46	Open	N 12/09/2020
	MISCELLANEOUS			359.46			
	Total for vendor 3839 - SLICE ON OAK:			359.46	359.46		

Vendor 0150 - SOURCEWELL:

28450 63142	SOURCEWELL OCT 2020 PLANNING AND ZONING 101-1910-43300	11/12/2020 pziemer	12/09/2020	2,125.00 2,125.00	2,125.00	Open	N 12/09/2020
	PROFESSIONAL SERVICES			2,125.00			
	Total for vendor 0150 - SOURCEWELL:			2,125.00	2,125.00		

Vendor 0322 - STREICHERS PROF:

I1466099 63288	STREICHERS PROF EQUIP 724TA INITIAL ISSUE 225-2120-41113	11/19/2020 pziemer	12/09/2020	967.82 967.82	967.82	Open	N 12/09/2020
	UNIFORM ALLOWANCE			967.82			
I1466100 63289	STREICHERS PROF EQUIP 724TA - INITITAL ISSUE 225-2120-41113	11/19/2020 pziemer	12/09/2020	19.99 19.99	19.99	Open	N 12/09/2020
	UNIFORM ALLOWANCE			19.99			

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I1467235 63360	STREICHERS PROF EQUIP 724TA INITIAL ISSUE 225-2120-41113	11/27/2020 pziemer	12/09/2020	794.92 794.92	794.92	Open	N 12/09/2020
	UNIFORM ALLOWANCE			794.92			
I1467242 63361	STREICHERS PROF EQUIP 724TA INITIAL ISSUE 225-2120-41113	11/27/2020 pziemer	12/09/2020	76.98 76.98	76.98	Open	N 12/09/2020
	UNIFORM ALLOWANCE			76.98			
	Total for vendor 0322 - STREICHERS PROF:			1,859.71	1,859.71		
Vendor 0040 - TACTICAL SOLUTI:							
8216 63362	TACTICAL SOLUTIONS CERTIFICATION OF RADAR AND LASER 225-2120-43300	11/24/2020 pziemer	12/09/2020	440.00 440.00	440.00	Open	N 12/09/2020
	PROFESSIONAL SERVICES			440.00			
	Total for vendor 0040 - TACTICAL SOLUTI:			440.00	440.00		
Vendor 0325 - THELEN HTG & RF:							
PAY 7 - FINAL							
63273	THELEN HTG & RFG CO CITY HALL REMODEL - FINAL 400-1980-45530	11/20/2020 pziemer	12/09/2020	691.17 691.17	691.17	Open	N 12/09/2020
	PYMTS TO CONTRACTORS			691.17			
	Total for vendor 0325 - THELEN HTG & RF:			691.17	691.17		
Vendor 0329 - TOMS BACKHOE SE:							
17387 63263	TOMS BACKHOE SERVICE INC 11/11 SNOW REMOVAL BASE PLUS 6 235-3125-43402	11/19/2020 pziemer	12/09/2020	17,173.95 17,173.95	17,173.95	Open	N 12/09/2020
	DOWNTOWN SNOW REMOVAL			17,173.95			
	Total for vendor 0329 - TOMS BACKHOE SE:			17,173.95	17,173.95		
Vendor 2924 - VERIZON WIRELES:							
9867108020 63264	VERIZON WIRELESS OCT 16 - NOV 15 225-2220-43321	11/15/2020 pziemer	12/09/2020	245.07 245.07	245.07	Open	N 12/09/2020
	TELEPHONE			245.07			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
9867651305/ADMIN							
63377*	VERIZON WIRELESS	11/23/2020	12/09/2020	45.85	45.85	Open	N
	10/24-11/23 ADMIN CELL PHONES	pziemer					12/09/2020
	101-1400-43321	TELEPHONE		46.45			
	101-1400-43321	TELEPHONE		(0.60)			
9867651305/IT							
63378	VERIZON WIRELESS	11/23/2020	12/09/2020	539.58	539.58	Open	N
	10/24-11/23 DEPARTMENT CELL PHONES	pziemer					12/09/2020
	101-1800-43321	TELEPHONE		459.56			
	101-1800-43321	TELEPHONE		80.02			
9867651305/ENG							
63379	VERIZON WIRELESS	11/23/2020	12/09/2020	140.04	140.04	Open	N
	10/24-11/23 DEPT CELL PHONES	pziemer					12/09/2020
	101-1700-43321	TELEPHONE		140.04			
9867651305/PARKS							
63380	VERIZON WIRELESS	11/23/2020	12/09/2020	46.45	46.45	Open	N
	10/24-11/23 DEPT CELL PHONES	pziemer					12/09/2020
	230-5200-43321	TELEPHONE		46.45			
	Total for vendor 2924 - VERIZON WIRELES:			1,016.99	1,016.99		
Vendor 0344 - WASTE PARTNERS:							
0BX03667							
63384	WASTE PARTNERS INC	11/30/2020	12/09/2020	93.60	93.60	Open	N
	NOV 2020 FIRE DEPT WASTE REMOVAL	pziemer					12/09/2020
	225-2220-43380	UTILITIES		93.60			
0BX03666							
63385	WASTE PARTNERS INC	11/30/2020	12/09/2020	87.75	87.75	Open	N
	NOV 2020 STREETS WASTE REMOVAL	pziemer					12/09/2020
	235-3100-43380	UTILITIES		87.75			
0BX03668							
63386	WASTE PARTNERS INC	11/30/2020	12/09/2020	98.50	98.50	Open	N
	NOV 2020 CITY HALL WASTE REMOVAL	pziemer					12/09/2020
	101-1940-43380	UTILITIES		98.50			
0BX03669							
63387	WASTE PARTNERS INC	11/30/2020	12/09/2020	161.46	161.46	Open	N
	NOV 2020 DOWNTOWN WASTE REMOVAL	pziemer					12/09/2020
	401-1003-43300	PROFESSIONAL SERVICES		161.46			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
0BX03671							
63388	WASTE PARTNERS INC	11/30/2020	12/09/2020	58.50	58.50	Open	N
	NOV 2020 WASTE OIL	pziemer					12/09/2020
	227-3230-43428	USED OIL RECYCLING EXPENSE		58.50			
0BX03670							
63389	WASTE PARTNERS INC	11/30/2020	12/09/2020	112.75	112.75	Open	N
	NOV 2020 POLICE DEPT WASTE REMOVAL	pziemer					12/09/2020
	225-2120-43380	UTILITIES		112.75			
	Total for vendor 0344 - WASTE PARTNERS:			612.56	612.56		

Vendor 1712 - WSB:

R-016307-000-5

63357	WSB & ASSOCIATES	11/25/2020	12/09/2020	1,975.00	1,975.00	Open	N
	10/1/20-10/31/20 MEMORIAL PARK	pziemer					12/09/2020
	400-9050-45510	CAPITAL - LAND		1,975.00			
	Total for vendor 1712 - WSB:			1,975.00	1,975.00		

# of Invoices:	159	# Due:	159	Totals:	247,588.13	247,588.13
# of Credit Memos:	4	# Due:	4	Totals:	(1,632.06)	(1,632.06)
Net of Invoices and Credit Memos:					245,956.07	245,956.07

* 1 Net Invoices have Credits Totalling:	(0.60)
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--- TOTALS BY GL DISTRIBUTION ---

101-1400-43321	TELEPHONE	51.12
101-1410-43430	MISCELLANEOUS	359.46
101-1700-43321	TELEPHONE	146.28
101-1700-43331	LEASE PAYMENTS	1,068.82
101-1800-43321	TELEPHONE	1,519.63
101-1800-43331	LEASE PAYMENTS	1,379.85
101-1910-43300	PROFESSIONAL SERVICES	2,125.00
101-1940-42200	OFFICE SUPPLIES	58.70
101-1940-42220	REPAIR & MAINT	706.00
101-1940-43300	PROFESSIONAL SERVICES	2,165.00
101-1940-43321	TELEPHONE	53.88
101-1940-43331	LEASE PAYMENTS	305.72
101-1940-43380	UTILITIES	624.81
101-1940-43381	BPU UTILITIES	1,330.56
101-1940-43410	RENTAL EXPENSE	85.12

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
101-2400-43321	TELEPHONE			4.40			
101-2400-43331	LEASE EXPENSE			357.61			
101-2400-43350	PRINTING/LEGAL PUBLICATION			97.30			
101-9200-43300	PROFESSIONAL SERVICES			9,525.00			
101-9200-43350	LEGAL PUBLICATIONS			413.18			
101-9200-43381	BPU UTILITIES			115.54			
203-9000-42212	MOTOR FUELS			2,186.43			
203-9000-43309	COMPUTER TECHINCAL SUPPORT			5,488.56			
203-9000-43321	TELEPHONE			8.79			
203-9000-43350	PRINTING/LEGAL PUBLICATION			27.80			
203-9000-43401	VEHICLE REPAIRS			210.00			
211-5500-43381	BPU UTILITIES			1,876.61			
211-5500-43400	REPAIR & MAINT LABOR			1,523.00			
211-5500-45500	CAPITAL OUTLAY			6,984.00			
211-5505-43430	MISC - COPY MACHINE PYMTS			100.06			
223-0000-20800	DUE TO OTHER GOVT UNITS			727.00			
223-0000-36299	MISCELLANEOUS REVENUE			36.00			
225-2120-41113	UNIFORM ALLOWANCE			4,007.11			
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			1,755.11			
225-2120-43300	PROFESSIONAL SERVICES			1,777.88			
225-2120-43309	COMPUTER TECHNICAL SUPPORT			18.75			
225-2120-43321	TELEPHONE			128.09			
225-2120-43330	PROFESSIONAL DEVELOPMENT			319.59			
225-2120-43331	LEASED PAYMENTS			7,586.61			
225-2120-43380	UTILITIES			221.95			
225-2120-43381	BPU UTILITIES			2,557.22			
225-2120-43433	DUES & SUBSCRIPTIONS			20.00			
225-2127-43310	MISDEMEANOR PROSECUTOR			15,938.69			
225-2220-42200	OFFICE SUPPLIES			375.17			
225-2220-42210	OPERATING SUPPLIES			38.19			
225-2220-42220	REPAIR & MAINT			1,586.24			
225-2220-43300	PROFESSIONAL SERVICES			1,297.00			
225-2220-43321	TELEPHONE			264.14			
225-2220-43330	PROFESSIONAL DEVELOPMENT			600.00			
225-2220-43331	LEASED PAYMENTS			916.75			
225-2220-43380	UTILITIES			458.83			
225-2220-43381	BPU UTILITIES			2,087.38			
225-2700-43300	PROFESSIONAL SERVICES			1,768.00			
227-3230-43428	USED OIL RECYCLING EXPENSE			58.50			
229-0000-43300	PROFESSIONAL SERVICES			600.00			
229-0000-43309	COMPUTER SUPPORT			1,504.00			
230-5200-42220	REPAIR & MAINT			2,846.54			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	230-5200-43321	TELEPHONE		103.58			
	230-5200-43331	LEASE PAYMENTS		2,427.05			
	230-5200-43381	BPU UTILITIES		4,723.66			
	230-5280-42220	REPAIR & MAINT		65.28			
	230-5280-43321	TELEPHONE		(38.14)			
	230-5280-43380	UTILITIES		215.43			
	235-3100-42220	REPAIR & MAINT		5,404.15			
	235-3100-43300	PROFESSIONAL SERVICES		238.00			
	235-3100-43321	TELEPHONE		76.32			
	235-3100-43331	LEASE PAYMENTS		1,881.27			
	235-3100-43380	UTILITIES		469.61			
	235-3100-43381	BPU UTILITIES		23,735.67			
	235-3100-43430	MISCELLANEOUS		224.30			
	235-3125-42220	GRADER CUTTING EDGES		6,428.70			
	235-3125-43402	DOWNTOWN SNOW REMOVAL		17,173.95			
	236-3180-43381	BPU UTILITIES		36.00			
	237-3190-42220	REPAIR & MAINT		95.17			
	238-3160-42220	REPAIR & MAINT		2,395.24			
	400-1980-45530	PYMTS TO CONTRACTORS		5,123.97			
	400-1981-45530	PYMTS TO CONTRACTORS		812.20			
	400-9050-45510	CAPITAL - LAND		1,975.00			
	400-9050-45530	CAPITAL - OTHER		6,200.00			
	401-1003-43300	PROFESSIONAL SERVICES		161.46			
	401-1003-43380	UTILITIES		32.30			
	401-1405-43350	LEGAL PUBLICATIONS		226.30			
	401-1706-45530	PYMTS TO CONTRACTORS		38,366.71			
	401-1707-45530	PYMTS TO CONTRACTORS		7,897.66			
	401-1805-45530	PYMTS TO CONTRACTORS		282.71			
	401-1902-43300	PROFESSIONAL SERVICES		2,332.69			
	401-1910-43350	LEGAL PUBLICATIONS		248.20			
	401-9030-43300-20:07	PROFESSIONAL SERVICES		4,328.78			
	401-9030-43300-20:08	PROFESSIONAL SERVICES		2,101.91			
	401-9030-45530-20:09	CAPITAL-PYMTS TO CONTRACTS		18,459.60			
	403-9070-43430	MISCELLANEOUS		109.62			

12/03/2020 01:21 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 12/07/2020 - 12/07/2020

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Page: 28/29

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			22,492.98	22,492.98		
	203 - TRANSIT FUND			7,921.58	7,921.58		
	211 - LIBRARY FUND			10,483.67	10,483.67		
	223 - DRUG FORFEITURE			763.00	763.00		
	225 - PUBLIC SAFETY FUND			43,722.70	43,722.70		
	227 - RECYCLING FUND			58.50	58.50		
	229 - PANDEMIC GRANTS			2,104.00	2,104.00		
	230 - PARK & RECREATION FUND			10,343.40	10,343.40		
	235 - STREET & SEWER FUND			55,631.97	55,631.97		
	236 - PARKING LOT FUND			36.00	36.00		
	237 - SANITARY SEWER FUND			95.17	95.17		
	238 - STORM SEWER FUND			2,395.24	2,395.24		
	400 - CAPITAL PROJECTS FUND			14,111.17	14,111.17		
	401 - CONSTRUCTION FUND			74,438.32	74,438.32		
	403 - IT CAPITAL FUND			109.62	109.62		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			2,867.00	2,867.00		
	1003 - 10:03 DWNTWN MAIN CNTRACT			193.76	193.76		
	1400 - ADMINISTRATION			51.12	51.12		
	1405 - 14:05 OLD STONEBRIDGE CT			226.30	226.30		
	1410 - ELECTIONS			359.46	359.46		
	1700 - ENGINEERING			1,215.10	1,215.10		
	1706 - 17:06 H ST RECON:8TH-13TH			38,366.71	38,366.71		
	1707 - 17:07 10TH AVE NE RECON-W			7,897.66	7,897.66		
	1800 - IT/GIS			2,899.48	2,899.48		
	1805 - 18:05 SIDEWALKS EVERG-H			282.71	282.71		
	1902 - 19:02 CLST CONNECTION			2,332.69	2,332.69		
	1910 - NE BRAINERD RESURFACING			2,373.20	2,373.20		
	1940 - CITY HALL			5,329.79	5,329.79		
	1980 - CITY HALL REMODEL			5,123.97	5,123.97		
	1981 - POLICE DEPT REMODEL			812.20	812.20		
	2120 - POLICE DEPARTMENT			18,392.31	18,392.31		
	2127 - MISDEMEANOR PROSECUTOR			15,938.69	15,938.69		
	2220 - FIRE DEPARTMENT			7,623.70	7,623.70		
	2400 - COMMUNITY DEVL/INSPECTION			459.31	459.31		
	2700 - ANIMAL CONTROL			1,768.00	1,768.00		
	3100 - S & S MAINTENANCE			32,029.32	32,029.32		
	3125 - SNOW REMOVAL			23,602.65	23,602.65		
	3160 - STORM SEWER EXPENSE			2,395.24	2,395.24		
	3180 - PARKING LOTS EXPENSE			36.00	36.00		
	3190 - SANITARY SEWER EXPENSE			95.17	95.17		

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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Page: 29/29

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY DEPT/ACTIVITY ---							
	3230 - RECYCLING EXPENSE			58.50	58.50		
	5200 - PARK MAIN/ADMINISTRATION			10,100.83	10,100.83		
	5280 - CAMPGROUND			242.57	242.57		
	5500 - LIBRARY-BUDGETED			10,383.61	10,383.61		
	5505 - TAXABLE FEES			100.06	100.06		
	9000 - TRANSIT FUND			7,921.58	7,921.58		
	9030 - CONSTRUCTION PROJ-MISC			24,890.29	24,890.29		
	9050 - CAPITAL PROJECTS-MISC			8,175.00	8,175.00		
	9070 - IT CAPITAL FUND			109.62	109.62		
	9200 - UNALLOCATED			10,053.72	10,053.72		

THE ABOVE LISTED ACCOUNTS PAYABLE DISBURSEMENTS HAVE BEEN REVIEWED AND HEREBY

APPROVED:

KEVIN STUNEK

TAD ERICKSON

DAVE PRITSCHET

**Brainerd, MN
November 16, 2020**

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

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

Due to the meetings being conducted remotely, all motions will be made by roll call vote for accuracy.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO AMEND THE AGENDA BY ADDING A COVID EMERGENCY SNOWPLOW AGREEMENT AND AN MS4 STORMWATER PERMIT UPDATE TO THE SPW AGENDA.

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

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

A. Approval of the Minutes of the Regular Meeting held on November 2, 2020 and the Minutes of the Special Meeting held on November 12, 2020 - Approved

B. Approval of Licenses - Approved

Contractor Licenses - 4

C. Department Activity Reports - Approved

1. Police Chief
2. Finance Director

D. Minnesota Lawful Gambling Premises Permit Application – Adopt a Resolution to Allow Lawful Gambling by the Nisswa Lions at Notch 8, 1511 Northern Pacific Center Rd., Brainerd - Approved

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

Presentations

The Chair welcomed The Center Executive Director, Ms. DeAnn Barry and Board President, Mr. Dale Parks, who indicated a summary of the year and the financial report through August 31st, 2020 was provided in the packet. Mr. Parks said it has been a very hard year at the Center and they appreciate the support from the City. He indicated having Council Member Stunek be a part of the meetings has been very beneficial. Council Member Stunek volunteered to serve as the Council Liaison for next year as well. The Chair thanked them for the update.

Council Committee Reports

Personnel and Finance Committee Report

Approval of Bills - Approved

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

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

2020 Audit Engagement Letter - Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND T. ERICKSON TO APPROVE THE ENGAGEMENT LETTER AS SUBMITTED AND AUTHORIZE SIGNATURES ON THE ENGAGEMENT LETTER AND THE HIPAA BUSINESS ASSOCIATE AGREEMENT.

Committee Chair Pritschet explained the Council previously approved to retain CliftonLarsonAllen (CLA) for 2020 audit services. He indicated there is an additional \$2,000 listed if the CARES Act grant is required to be tested, which is probably a guarantee. He said the total audit fee is \$47,500 with the Airport responsible for approximately \$5,000 - \$6,000 of the fee based on revenues.

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

Authorization to Sell Chevy Impala - Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND T. ERICKSON TO AUTHORIZE THE SALE OF RETIRED COMMUNITY DEVELOPMENT VEHICLE, A 2007 CHEVY IMPALA VIN LAST FOUR # 4512, UTILIZING ENTERPRISE FOR THE SALE.

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

Deferment of Assessments - Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND T. ERICKSON TO APPROVE THE APPLICATIONS FOR DEFERMENT OF ASSESSMENT PAYABLE IN 2021 FOR THE APPLICANTS AT PID'S 41180619, 41190660, AND 41180577, SUBJECT TO FURTHER STAFF REVIEW.

Committee Chair Pritschet stated these are for recent projects that were completed, and the requirements have been met to defer the assessments. He explained filing fees still need to be paid by the applicants, but there is a deadline date of November 30th which is prior to the next Council meeting.

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

Safety & Public Works Committee Report

Improvements 13-21, 19-09, 19-16, 19-20, and 19-21 – NE Brainerd Reconstruction Project – Final Pay Estimate - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND W. ERICKSON TO APPROVE THE PAY ESTIMATE TO ANDERSON BROTHERS CONSTRUCTION OF BRAINERD, LLC IN THE FINAL CONTRACT AMOUNT OF \$1,932,848 (\$508,196 THIS ESTIMATE), SUBJECT TO APPROVAL OF BILLS ON THE PERSONNEL AND FINANCE COMMITTEE AGENDA.

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

Improvements 17-06 and 17-07 – H Street and 10th Avenue NE Reconstruction Project – Final Pay Estimate - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE FINAL PAYMENT APPLICATION TO ANDERSON BROTHERS CONSTRUCTION LLC IN THE TOTAL AMOUNT OF \$1,000,582 (\$46,547 THIS ESTIMATE), SUBJECT TO APPROVAL OF BILLS ON THE PERSONNEL AND FINANCE COMMITTEE AGENDA.

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

Proposal for Professional Services – 2022 Highway 25 Trail Construction - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND W. ERICKSON TO AUTHORIZE STAFF TO EXECUTE A CONTRACT BETWEEN THE CITY OF BRAINERD AND SEH FOR THE PRELIMINARY ENGINEERING, DESIGN, AND CONSTRUCTION OF THE HIGHWAY 25 TRAIL FROM 5TH AVENUE NE TO 28TH STREET FOR 2022 CONSTRUCTION IN THE TOTAL AMOUNT OF \$77,750 WHICH WILL BE COORDINATED WITH MNDOT'S BRIDGE REPLACEMENT AND TRAIL CONSTRUCTION OVER THE RAILROAD TRACKS AND WITH THE TRAIL CONSTRUCTION TO NORWOOD STREET UTILIZING THE MNDNR FUNDS.

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

(Added Item) COVID Emergency Service Level Agreement Between the City of Brainerd and Anderson Brothers Construction LLC - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ACCEPT STAFF'S RECOMMENDATION AND ENTER INTO A COVID EMERGENCY SERVICE LEVEL AGREEMENT WITH ANDERSON BROTHERS CONSTRUCTION LLC FOR SNOWPLOWING FOR 2020-2021 SEASON.

Committee Chair Bevans indicated this would be in the event the City is short staffed due to COVID and the contract would take effect to assist in snowplowing. City Engineer Sandy stated Crow Wing County has also offered services if they have adequate staffing that the City could use as well. The agreement with Anderson Brothers could be used as a last resort.

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

(Added Item) MS4 (Municipal Separate Storm Sewer System) Stormwater Program Update - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ENTER INTO AN AGREEMENT WITH HRGREEN IN THE AMOUNT OF \$15,000 TO BEGIN PHASE 1 OF THE SELF AUDIT PORTION OF THE PLAN AS OUTLINED IN THE MEMO FROM HRGREEN.

City Engineer Sandy explained phase one will pair up the efforts of the NPDES (National Pollutant Discharge Elimination System) MS4 General Permit application with the Self-Audit, which will be completed by the end of the year. He indicated this will identify critical needs of the City’s Stormwater Program. He said upon the completion of phase one, we can identify areas where MS4 and SWPPP (Stormwater Pollution Prevention Plan) do not meet the new Permit requirements.

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

Unfinished Business

Final Reading – Proposed Ordinance 1512 – An Ordinance Amending Section 600 of the Brainerd City Code Pertaining to Public Health and Garbage Disposal – City Administrator Bergman Recommends to Dispense with the Actual Reading – Approved

City Engineer Sandy gave a brief review of the changes to the code based on the previous meeting held with City staff and the solid waste haulers that serve Brainerd. He explained the preferred pickup location would be an alley, but many residents do not have an alley, or it would be too difficult to locate the receptacles in the alley.

Mayor Badeaux suggested an exemption application be drafted and available for those situations.

Council discussion took place and questions answered.

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

No one came forward.

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO HOLD THE FINAL READING AND DISPENSE WITH THE ACTUAL READING OF ORDINANCE NO. 1512 - AN ORDINANCE AMENDING SECTION 600 OF THE CITY CODE RELATED TO PUBLIC HEALTH AND GARBAGE DISPOSAL.

Upon roll call, members Pritschet, W. Erickson, T. Erickson, Lambert, Stunek, and Johnson voted “aye”. Member Bevans voted “nay”. The Chair declared the motion carried.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND BEVANS TO ADOPT ORDINANCE NO. 1512 - AN ORDINANCE AMENDING SECTION 600 OF THE CITY CODE RELATED TO PUBLIC HEALTH AND GARBAGE DISPOSAL.

ORDINANCE NO. 1512

Upon roll call, members Pritschet, W. Erickson, T. Erickson, Lambert, Stunek, and Johnson voted "aye". Member Bevans voted "nay". The Chair declared the motion carried.

Order of Agenda - Approved

City Administrator Bergman explained the recommended action from the previous Council meeting was for the order of agenda to apply to all boards and committees, which is indicated in the attached revised version.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BEVANS TO AMEND THE RULES OF PROCEDURE AND DECORUM TO APPLY TO ALL CITY BOARDS AND COMMITTEES AS AMENDED.

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

Committee Recommendations – Recommended by Mayor Badeaux - Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND W. ERICKSON TO APPOINT MS. JANET DECKER AS A RESIDENT BOARD MEMBER TO THE BRAINERD HRA AND MR. MICHAEL DUVAL AS A BOARD MEMBER OF THE BRAINERD HRA.

Council Member Johnson explained the resident board member is an appointment directly from the HRA as required by HUD.

Upon roll call, members Pritschet, W. Erickson, T. Erickson, Lambert, Stunek, and Johnson voted "aye". Member Bevans 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)
pending appointment

Other

Water Tower Fundraising Committee

Parking Commission

New Business

City Hall Annex Heating Repairs - Approved

City Engineer Sandy explained the issues taking place with the four furnaces that are currently in the annex section of the building. He said the two upper level units are not operating and he gave a review of the recommended solutions to the concerns.

MOVED AND SECONDED BY ALDERMEN STUNEK AND BEVANS TO AUTHORIZE STAFF TO PROCEED WITH THE HEATING SYSTEM QUOTE FROM SCR NORTHERN IN THE TOTAL AMOUNT OF \$11,573.

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

Clarification of Term Limits for Committees - Approved

City Administrator Bergman explained the question arose at the last Council meeting as to how to proceed when a person was appointed to fill a committee vacancy mid-term. She said it was discussed the person should be allowed to serve the number of full terms indicated.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO AMEND ANY COMMITTEES THAT HAVE TERMS LIMITS TO READ "A MEMBER SHALL BE ALLOWED TO SERVE THE SPECIFIED NUMBER OF FULL TERMS".

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

Public Forum

The Chair opened the public forum at 8:17 p.m.

No one came forward.

The Chair closed the public forum at 8:17 p.m.

Staff Reports

City Administrator Bergman announced an update was made to the work from home plan due to increased exposure to COVID by City staff. She explained it was decided to resume working from home for those applicable employees, effective today, November 16th and to close City buildings temporarily. She indicated all City services will be available via phone, mail, and email.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND LAMBERT TO RATIFY THE CHANGES TO THE COVID PREPAREDNESS WORK FROM HOME PLAN.

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

City Administrator Bergman indicated the Charter Commission met recently to consider changes to the charter that conflict with state statute. She said this revised document, along with a proposed ordinance, will be brought to the Council for approval and first reading. She also announced the library will be closed to the public and are resuming curbside pick-up for requested library materials with limited hours. They will continue to offer free wi-fi, which is

accessible from their parking lot, they will soon be starting an email service for document printing and will have a limited number of wi-fi hotspots available for check-out.

City Engineer Sandy stated a public survey was sent out recently in order to obtain input regarding the Highway 210 Corridor Study. He encourages everyone to participate to help identify the issues people have while traveling through our City.

Mayor's Report

Mayor Badeaux did not have a report for this evening.

Council Member Reports

All Council Members wished everyone a Happy Thanksgiving.

Council Member Johnson stated the EDA will be meeting via Webex this week, as many committees are transitioning back to remote meetings.

Adjourn to Closed Session Pursuant to MN Statutes 13D.03 to Discuss Labor Negotiation Strategy – 8:26 P.M.

The Council reconvened at 8:53 p.m.

Adjourn to Closed Session Pursuant to MN Statutes 13D.05, Subd. 3(A), To Conduct City Administrator Performance Review – 8:56 P.M.

The Council reconvened at 9:06 p.m.

Adjourn to Budget Workshop, Monday, November 30, 2020 at 6:00 PM – 9:07 P.M.

Jennifer Bergman
City Administrator

Brainerd, MN
November 30, 2020

Pursuant to due call and notice thereof, the Special Meeting of the Brainerd City Council was called to order at 6:00 P.M. by Council President Johnson.

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

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

Deferment of Assessment - Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND STUNEK TO APPROVE THE PENDING APPLICATION FOR DEFERMENT OF ASSESSMENT PAYABLE IN 2021 FOR THE APPLICANT AT PID 41191218, SUBJECT TO FURTHER STAFF REVIEW AND PAYMENT OF THE FILING FEE BY THE RESIDENT.

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

2021 Budget and Levy Discussion

Finance Director Hillman stated the discussion tonight focuses on the Working Funds (General, Public Safety, Parks and Streets), debt and capital, which are the funds the City needs to levy for operations. The preliminary levy was set at \$6,315,337, which was a 4% increase over the 2020 levy (\$6,072,439), and results in \$242,898 of new money. The 2021 preliminary levy results in a calculated City tax rate of 75.390%, which is a 3.942% decrease from the 2020 tax rate of 79.332%.

Finance Director Hillman reviewed the status of the current 2021 budget and highlighted changes that have been made since the preliminary levy was adopted, as well as identified items currently not in the budget or levy. Finance Director Hillman indicated the preliminary levy was adopted with a 2% levy increase for the Library. The Library Board recently found out the payment to Kitchigami for 2021 will be reduced by \$10,000 and the difference in the preliminary levy for the Library and the final request by the Library Board has been included in the capital levy request to help pay for the library parking lot project. The LGA amount certified for 2021 is a \$112,375 increase over the 2020 amount. Although there is no election taking place in 2021, half of the amount to conduct an election is included in the 2021 budget to reduce the peaks and valleys of the City’s levy. The 2021 proposed Capital plan was presented and explained. Finance Director Hillman reviewed the changes to the Parks Department. Updated estimated market value information from the County was presented, as well as the estimated tax rates for other percentages of levy increases for 2021 and the estimated impact to a residential and commercial property assuming no change in estimated market value.

Council discussion was held. Council directed staff to use a 2% increase in the levy for the Budget and Levy Public Hearing on Monday, December 12, 2020 at 6:00 p.m. in Council Chambers.

Adjourn to Closed Session Pursuant to MN Statutes 13D.03 to Discuss Labor Negotiations Strategy – 6:34 P.M.

The Chair reconvened the meeting at 7:44 p.m.

The Chair adjourned the meeting at 7:44 p.m.

Jennifer Bergman
City Administrator

Contractor List

12/02/2020

Contractor Name	Address	Local License #	Licensee Type
ACORN HOME SERVICES LLC MARK OAKS	14075 OX CART TRL (218) 251 4814	2020-0011	General Commerical
KEN'S HEATING & MOBILE HOME SUPPLY Ken Zilverberg	42281 290TH ST (218) 821-6720	2020-0016	Mechanical

Totals: 2

Population: All Records
Licensee.DateRegistered Between 11/13/2020 12:00:00 AM AND 12/2/2020 12:00:00 AM

Brainerd Fire Department

To: Mayor and City Council
From: Tim Holmes, Brainerd Fire Chief
Date: December 1, 2020
Re: November Activity Report

November 2020 was another month unlike any we have experienced before. With the increase in COVID-19 cases and the new restrictions, we have again modified how we are doing things at the fire department. We continue to provide high quality and professional service the community expects with a few modifications. Due to the restrictions we have moved a majority of our training to an online platform and are working to come up with the best way to keep our firefighters trained and current with their certification requirements.

We continue to provide inspection services for several projects in the area, and work with the Building Officials in our communities to make sure projects are able to stay on track. We also have helped a few more businesses with occupancy limits so they are in compliance with the COVID-19 restrictions.

This year we again helped deliver Thanksgiving Meals from the American Legion. They provided over 1,200 meals this year and we were proud to be able to be part of this great event.



WINTER HOLIDAY SAFETY

- Use flameless candles when decorating for the holidays.
- Make sure exit paths and exits are clear of holiday decorations and clutter.
- Cooking for a holiday gathering? Never leave food cooking on the stove unattended.
- Keep a timer with you when baking in the oven so you don't lose track of time; check on items in the oven frequently.

CROW WING COUNTY ALERT



Your safety is our top concern – that's 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.

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.

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

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

Structure Fire	2
Vehicle Fire	1
Medical Assist	3
Vehicle Crash	1
Extrication, Rescue	1
Gas Leak	2
Assist Other Governmental Agency	2
Good Intent, Public Service	2
Unauthorized Burning	3
Mutual Aid Assistance	1
Smoke Scare	1
Alarm System Activation	13
Canceled Enroute	5
Carbon Monoxide Alarm	3
Total	40

City of Brainerd Incident Report

Structure Fire	1
Gas Leak	1
Assist Other Governmental Agency	1
Unauthorized Burning	3
Good Intent, Public Service	1
Smoke Scare	1
Canceled Enroute	3
Alarm System Activation	1
Carbon Monoxide Alarm	2
Total	14

Parks and Recreation Report

December 2020

Park program contracts

The Park Board reviewed the proposed contracts to outsource most of the youth programs to the Brainerd YMCA and Brainerd Community Education. Initially, these will be one-year contracts.

Under the contract, the YMCA will take over the Youth Kickball, Youth Soccer, Lil' Buckaroos, Benchwarmer Basketball and Parks on the Go. Community Education will take over Miracle League, Shetland T-ball, Pinto T-ball, Youth Baseball, Youth Softball and Youth Tennis.

The YMCA and Community Education program responsibilities will include: Program advertising, registration of participants, scheduling of teams, hiring umpires or other game officials as needed, providing coaching staff, providing necessary game equipment (e.g., basketballs, kickballs, soccer balls, jerseys, etc.), provide the City Recreation Coordinator with program information as requested, and maintain control of City scoreboard equipment, including controllers.

The City shall continue to maintain the parks utilized by the programs, including maintenance and cleaning of restrooms. The City will groom and stripe the ball fields and provide bases. With respect to Bane Park, the City will provide Community Education with keys to the ball field, restrooms, the warming house (for storage) and the announcer's booth. The concession stand at Bane Park will continue to be operated by the City.

The City will pay the YMCA \$5,000 and Community Education \$6,000 the first year to run the programs to help cover their administrative costs.

The City will continue to run adult softball, youth and adult Pond Hockey, and special events.

The contracts are expected to be ratified at the Dec. 15 Park Board meeting.

Recreation Coordinator duties

Recreation Coordinator Katie Kaufman gave a presentation to the Park Board to discuss her expected job duties once Director Sailer retires on Dec. 18. The Parks maintenance department will be under the Public Works umbrella, with a one-year trial period. Most youth programs will be outsourced. However, Ms. Kaufman will be expected to handle many of the duties that were handled by the Parks Director. The Park Board decided to have staff meet to review the scope of Ms. Kaufman's future duties and to report back to the Park Board in December.

Memorial Park project

WSB project manager Chris Sonmor met with the Park Board to discuss the upcoming Memorial Park project. He indicated the base package is estimated to be \$930,000 which includes the warming house/pavilion, a large hockey rink designed to have five pickleball courts for summer use, and walkways. An alternate bid would include a smaller hockey rink with a basketball court for summer use. The cost for the package including alternate bids is estimated at \$1.3 million. The splash pad will be bid out separately. Depending on the size of the splash pad and its features, the estimated cost is \$194,000.

Community Action grant

Staff received approval to apply for a \$2,000 Community Action, Community Empowerment Fund, grant. The grant funds would be used to purchase one water bottle filler to help kick start a community wide Re-Think Your Drink campaign. If the grant is received, the plan is to place an outdoor water bottle filler at Gregory Park and, in the future, install outdoor water bottle fillers at Memorial and Lum parks.

Outdoor skating rinks

Staff has been monitoring the governor's latest executive order regarding social gatherings in anticipation of outdoor rinks being flooded for the winter. The executive order is through Dec. 18 but could be extended. Rinks normally are ready for skating just prior to the Christmas. Currently, staff is planning for several scenarios. One scenario is to have the warming houses open but limiting the number of occupants to adhere to social gathering restrictions. The worst-case scenario is to flood the rinks but not have the warming houses open, meaning people could skate during daylight hours.

Staff is presently taking registrations for Pond Hockey in case restrictions regarding organized team practices and games are lifted. If not, registration fees will be refunded.

Staff has been in discussions with Nisswa and Baxter so that all three communities are in line with the same restrictions and access to warming houses.

M E M O

TO: Mayor and Council

FROM: City Administrator Jennifer Bergman

DATE: December 3, 2020

RE: Resolution Accepting Donations & Contributions for 3rd Quarter 2020

Attached is a resolution accepting donations and contributions that have been made to the City of Brainerd for the period of July 1 through September 31, 2020. The City is very appreciative to all who have made these contributions. The funds from the donations and contributions will be used as requested by the donor.

A resolution needs to be adopted with a two-thirds vote of the Council. The item appears on the December 7th 2020 agenda.

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

\pz

MEMO

TO: Finance Director Connie Hillman
FROM: Fire Chief Tim Holmes 
DATE: July 1, 2020
SUBJECT: 2020 – 2nd Quarter Donations



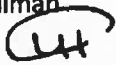
www.ci.brainerd.mn.us

Brainerd Fire Department received the following donation in the 2nd quarter:

- | | | |
|---------------|---|------------------------------|
| • Enbridge | \$2,500.00 | Equipment |
| • Bremer Bank | \$ 100.00 | Open House / Fire Prevention |
| • Office Max | 3 Pallets of Bottle Water for Fire Ground Rehab | |

Feel free to contact me with any questions.

MEMO

TO: Finance Director Connie Hillman
FROM: Fire Chief Tim Holmes 
DATE: October 1, 2020
SUBJECT: 2020 – 3rd Quarter Donations



www.ci.brainerd.mn.us

Brainerd Fire Department received the following donations in the 3rd quarter:

- Brainerd Jaycees \$500
- Office Max 3 Pallets of Bottle Water for Fire Ground Rehab, 1 Box of Face Coverings, Wipes and Hand Sanitizer

Feel free to contact me with any questions.

Brainerd Parks and Recreation

Contributions and Donations July-September 2020

Received From	Receipt Date	Type of Donation	Amount Received
APR Inc	07/07/20	Field banner program-MMP field improvements	250.00
Kiwanis Club of Brainerd	07/07/20	Donation for materials for Kiwanis Park fishing pier	1,448.74
Holly Holm	08/19/20	Donation for Mutt Mitts at Buster Park	26.00
Stewart C. Mills, Jr.	09/08/20	Designated for maintenance/upkeep of Stewart C. Mills, Sr. Field	5,000.00
Denver Boser	09/24/20	Memorial bench-Lum Park	755.00
TOTAL			\$7,479.74

**RESOLUTION
NO. __:20**

**RESOLUTION ACCEPTING DONATIONS AND/OR CONTRIBUTIONS
JULY 1, 2020 THROUGH SEPTEMBER 30, 2020**

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

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

<u>Name of Donor</u>	<u>Amount</u>	<u>Requested Use of Donation or Contribution</u>
----------------------	---------------	--

SEE ATTACHED LIST OF DONORS

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

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

Adopted this ____ day of December, 2020

GABE JOHNSON
President of the Council

Approved this ____ day of December, 2020

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: December 7, 2020

Title of Item: Approval of City Administrator November 2020 Performance Review Summary

☐ 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: HR Director Kris Schubert	Department: Administration/HR
Presenter (Name & Title): n/a - Consent	Estimated Time Needed: n/a - Consent
Summary of Issue: A closed session to conduct City Administrator Jennifer Bergman's performance review was held on November 16, 2020. As required by law, a summary of her performance review is attached.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: This item is included on the consent calendar; therefore, no additional action is needed at this time.	
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>	

CITY ADMINISTRATOR QUARTERLY TALK PERFORMANCE REVIEW SUMMARY

November 16, 2020

The Brainerd City Council completed City Administrator Jennifer Bergman's quarterly talk performance review on November 16, 2020. It was noted that Administrator Bergman started on January 6, 2020 and has been on the job for ten months. Below is a summary of the quarterly talk closed session. Items discussed included:

Things working well:

1. COVID-19 Pandemic Response: Even with all of the COVID challenges, staff has been resilient and focused during the Pandemic. We have modified our Preparedness Plan a few times, tried to coordinate the challenges of COVID especially with the recent spike of COVID cases locally and within our employee group, and we have managed the CARES Act Funding. Since the last review, employees had returned to work at city facilities and effective today, they transitioned back to working from home. Since the first Stay at Home Order, we have been able to purchase necessary equipment with CARES Act funds to help make improvements to our working from home experience.
2. Building relationships, leading courageously and ethical behavior. City Administrator Bergman noted that she believes in empowering staff while providing clear direction, listening to all views before making a decision and providing the Council with thorough information with a recommendation so the Council has the information needed to make decisions and provide direction to staff. City Administrator Bergman has worked diligently to ensure that she gets input from all areas.
3. City Administrator Bergman appreciates when Council and staff keep her informed on what is happening as that is the best support she can receive. She also noted that two-way communication will help us all in the long run.
4. Other items noted was the Charter Review, establishment of goals and objectives, coordination of the interim public works department and communication with staff and Council.

Challenging and/or Additional Support items:

1. The COVID-19 Pandemic required virtual meetings. It was noted that staff has done a great job of transitioning from virtual to in person back to virtual meetings. All agreed that it will be nice when the world is back to some kind of normal.
2. Consider a goal session in 2022 since this year's goals focused on the items identified in the Comp Plan. Bergman would like to focus on citywide goal that include all departments.
3. City Administrator Bergman has tried to attend at least one of most of the city's boards and commission meetings with the exception of the Library Board and Airport Commission. She would like to attend both of those in the next quarter and reach out more to our partners to build relationships externally.
4. Increasing knowledge of collecting bargaining. We currently have four union contracts that we are negotiating and this experience will help her understand her role and prepare for the future.

The Council members concurred with the above assessments and commended Administrator Bergman on her performance during her first ten months.

Dated: 12/7/2020



Brainerd City Council Agenda Request

Requested Meeting Date: December 7, 2020

Title of Item: Resolution Designating Polling Locations for 2021

☐ 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):	Estimated Time Needed:
Summary of Issue: Per MN Statute 204B.16 subd.1 requires all municipalities to designate polling places for each precinct by December 31st each year for the next calendar year regardless if there is an election scheduled for the year or not. Due to COVID, the Council decided to go from eight polling locations to four for the 2020 election. If the Council elected to return to the eight locations for 2021, even though there are no elections scheduled for 2021, the City would need to notify all affected voters.	
Alternatives, Options, Effects on Others/Comments: Rather than causing confusion on where voters would go to vote in 2022, as well as 2020 being a census year and the City will need to redistrict before the next election, Staff's recommendation would be to set the resolution for 2021 as the four polling locations used in 2020. In Staff's opinion and receiving feedback from a couple election judges, combining the polling locations from eight to four worked very well for the 2020 elections. It resulted in needing fewer judges, as well as voters being directed to fewer locations. The difficult part was more at the end of the evening. The polling locations were one location but 2 precincts, so it doubled the reconciliation process. However, with the redistricting from the 2020 census, the Council may want to consider adjusting the precincts to four rather than eight on a permanent basis, which would eliminate the double reconciliation process. The election process has changed significantly with electronic rosters, ballot counters etc. in the recent years. As a result, election workers are able to handle a larger volume of voters per polling location.	
Recommended Action/Motion: Adopt the attached resolution designating polling places for 2021 for the City of Brainerd.	
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>	

RESOLUTION

NO. __:20

ESTABLISHING POLLING PLACES

WHEREAS, per revised Minnesota Statute 204B.16 subd.1 the governing body of each municipality must designate by ordinance or resolution a polling place by December 31st of year year;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Brainerd that the polling location for the calendar year 2021 for the City of Brainerd are:

Ward 1	Church of Jesus Christ of Latter-Day Saints; 101 Buffalo Hills Lane W
Ward 2	Essentia Health Sports Center; 502 Jackson Street
Ward 3	North East Brainerd Fire Station; 1301 Mill Ave
Ward 4	St. Andrew's Catholic Church; 1108 Willow Street

Adopted this ____ day of _____, 2020

GABE JOHNSON
President of the Council

Adopted this ____ day of _____, 2020

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: December 7, 2020

Title of Item: Appeal - 14839 Wonderland Park Road Residential Remodeling Permit Denial

☐ 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: 10 minutes
Summary of Issue: On Friday August 21, 2020, a letter of denial for an Application for Residential Remodeling Permit to transition the existing triplex at 14839 Wonderland Park Road to a 4-plex was issued to property owner Dan Vleck. The reason behind this denial is that 14839 Wonderland Park Road is a legal non-conforming multi-family property in an R-1 (Single-Family Residential) District. Section 515-15-2.D of the Code of Ordinances, "Any non-conformity, including the lawful use or occupation of land or premises existing at the time of adoption of an additional control under this Ordinance, may be continued in the same size and manner, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion, except as specifically provided in this Section." Transitioning the structure from 3 units to 4 units would constitute an expansion of the non-conformity. On Thursday, November 12, a formal letter of appeal from Mr. Vleck was submitted to the Community Development Department. Per Section 515-3-4 of the City Code, this appeal is to be heard by the Board of Zoning Appeals, which is the City Council.	
Alternatives, Options, Effects on Others/Comments: Per Section 515-3-4, "the Board of Zoning Appeals shall act upon all questions as they may arise in the administration of this Ordinance, including the interpretation of zoning maps, and it shall hear and decide appeals from and review any order, requirement, decision, or determination made by an administrative official charged with enforcing the Ordinance," and "may reverse or affirm wholly or partly, or may modify the order, requirement, decision, or determination as in its opinion ought to be made in the premises and to that end shall have all the powers of the officer from whom the appeal was taken and may issue or direct the issuance of a permit. The reasons for the Board's decision shall be stated." In this case, the Board of Zoning Appeals (the City Council) shall determine whether or not Community Development Director Chanski correctly interpreted and applied the requirements within City of Brainerd Zoning Code in making his decision to deny the Application for Residential Remodeling Permit at 14839 Wonderland Park Road.	
Recommended Action/Motion: Affirm, reverse, or modify the determination by Community Development Director Chanski to deny the Application for Residential Remodeling Permit for 14839 Wonderland Park Road for noncompliance with the City of Brainerd Zoning Code.	
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>	



www.ci.brainerd.mn.us

August 21, 2020

Mr. Dan Vleck
14191 Crooked Lake Rd
Deerwood, MN 56444

Dear Mr. Vleck,

I regret to inform you that, upon extensive review, I must deny your Application for Residential Remodeling Permit to transition your rental property located at 14839 Wonderland Park Rd, Brainerd, MN 56401 from 3 units to 4 units.

The reasoning behind my decision is that this property is considered legal non-conforming as the property's use is multi-family, but it is zoned R-1 Single-Family Residential.

Per Section 515-15-2.D of the Code of Ordinances, "Any non-conformity, including the lawful use or occupation of land or premises existing at the time of adoption of an additional control under this Ordinance, may be continued in the same size and manner, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion, except as specifically provided in this Section." Transitioning the structure from 3 units to 4 units would constitute an expansion of the non-conformity.

For this reason, I must deny your Application for Residential Remodeling Permit. If you disagree with my interpretation of the ordinance, you may appeal my decision in writing to the Board of Zoning Appeals, which is the City Council. Otherwise, you may submit a rezoning request to the Planning Commission to have your property rezoned in a manner that would bring it into conformity as a multi-family use.

Sincerely,

David C. Chanski, MPA
Community Development Director

Board of Zoning Appeals

Brainerd City Hall

501 Laurel Street

Brainerd, MN 56401

RECEIVED

NOV 12 2020

CITY OF BRAINERD
ADMINISTRATION

To Whom it May Concern:

I am appealing to the Board of Zoning Appeals regarding an application I made for a permit to remodel a portion of the basement of a triplex at 14839 Wonderland Park Road, Brainerd to make it a four-plex. The application was denied on the grounds of this being considered an "expansion" of a property that is a legal non-conforming use of property zoned R-1 Single-Family Residential (Sect. 515-15-2.D Code of Ordinances).

Description of the property: As shown on the attached Figure 1, 14839 Wonderland Park Road consists of 8 permanent structures on the shore of Rice Lake. The subject property is on the edge of the City limits with properties East and West of the property that are outside City limits, Figure 2. There are single family homes and cabins surrounding the property and multi-family properties down the road to the East, Figure 3. The property consists of three former cabins that are now storage buildings, three small single family cottages that are licensed rental units, a larger single family house that requires renovations before getting a rental license and a triplex, which I'd like to convert into a four unit.

A bit of history: The property was a resort called Duck Inn prior to the 1950's. When the previous owner (Alan Lukens) purchased the property from his grandfather, he converted the property to long term rentals. I purchased the property in August 2019 and plan to continue to rent the units to long term tenants. During purchase negotiations in 2019, the number of rental licenses for the property was increased from 4 to 6 before any offers to purchase the property were made. The City allowed the increase because the owner lived in one of the units and his son lived in another of the units, and as such they weren't required to be licensed rental units. Since purchasing the property and transferring the rental permits to my name, I've done several upgrades on the property including bringing a deck up to code. I also made a request to the Community Development Director to make a 7th unoccupied house on the property into a rental unit. I was granted a verbal approval to move ahead with updates to that house and was told I would be authorized to get a rental license for it when it's completed. The reason given was that the house was previously the owners' residence, so it would not be considered an expansion per the Code cited above.

Cause for Appeal: I'm appealing the decision to deny my permit application to renovate a portion of the triplex into a 4th unit within the building. This part of the basement already has much of the needed plumbing, heating, and electric. The area in question, Figure 4, was previously used by the owner and never finished, with incomplete ceilings, flooring and lacking bathroom and kitchen fixtures. I discussed the zoning with the previous owner and Mr. Lukins said that the City never discussed the zoning with him. It begs the question of why this property which has been used as a multi-family property for many decades was zoned R-1. I'm requesting the Board of Zoning Appeals to either grant a variance from the

Ordinance, which does not allow expansion of the lawful use to allow an additional unit to be permitted, or for the City to rezone the property to multi-family as an administrative correction. It seems to me that an error was made in the zoning and it could be corrected without delay as the property is not in a dense residential area of single family houses, but rather on a block with other multifamily properties on the edge of town. Because of surrounding land uses and the history of this property, I feel it was initially zoned incorrectly. It does not seem reasonable to me to have to go through the time and expense of rezoning to correct this issue. The neighbors already know it's a multifamily property, so any public noticing would be superfluous.

Plans if approved: My desire is to finish the basement unit as shown on attachment 4. It would be a one bedroom, one bathroom apartment with heat, water and electric provided to the tenant with the rent. The rent would be more affordable than the other units on the property, ranging approximately \$600 with all utilities included. This low income housing option on the property would serve a vital need in the community. With the future updates to the aforementioned house on the property and this additional unit in the current tri-plex, I will not be requesting any additional expansion to the housing on the property. These are not new builds, they are merely remodels to add additional housing to existing structures. I have no intention of building additional housing structures on the property.

The City has twice authorized an increase in the number of rental licenses for this property. I'm asking for just one more so I can fully utilize the property to its capacity of 8 rental dwelling units.

Thank you for your consideration.

Sincerely,

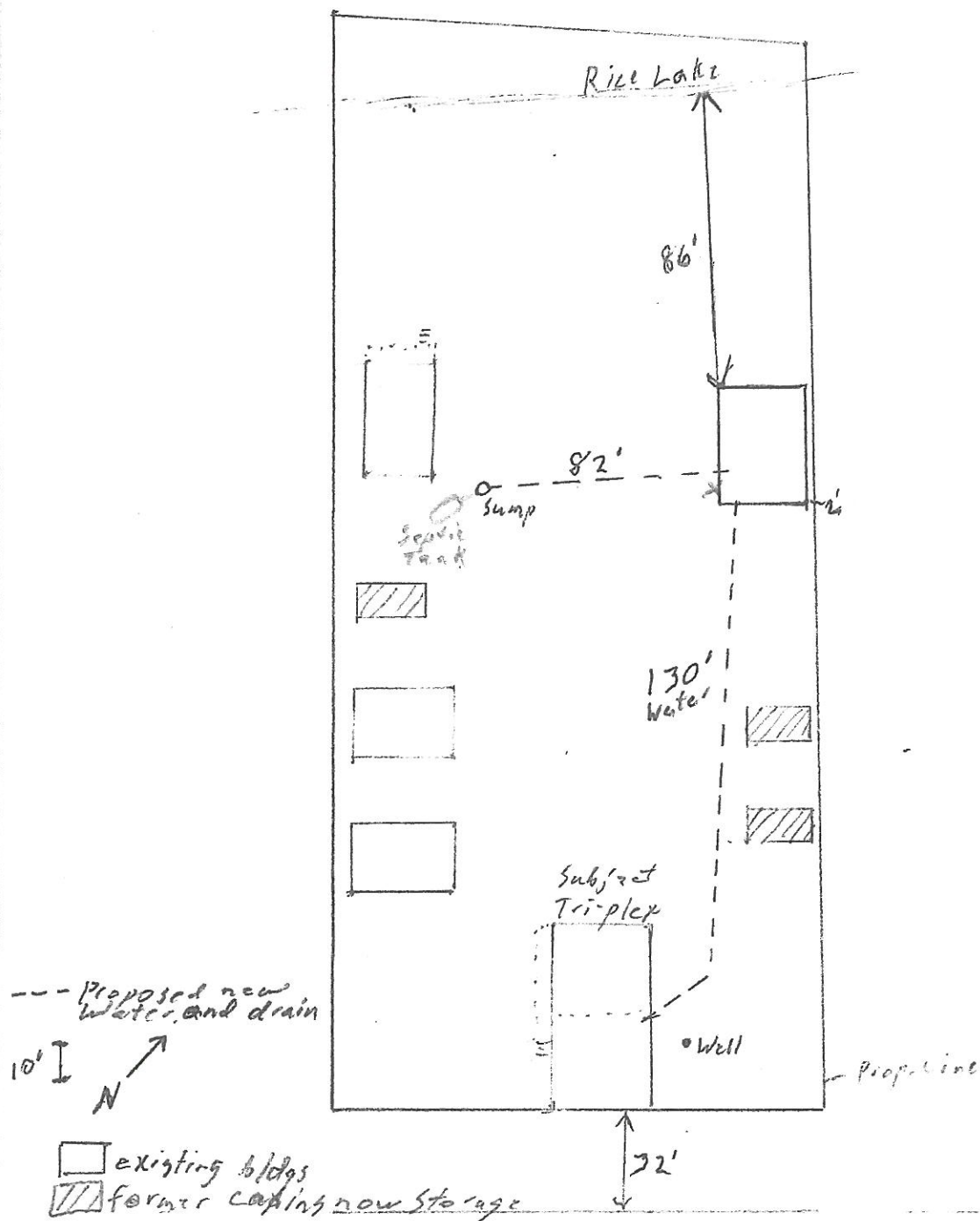
A handwritten signature in black ink, appearing to read "Daniel Vleck", with a stylized, cursive script.

Daniel Vleck

218-821-9166

14191 Crooked Lake Rd.

Deerwood, MN 56444



Google Maps Brainerd

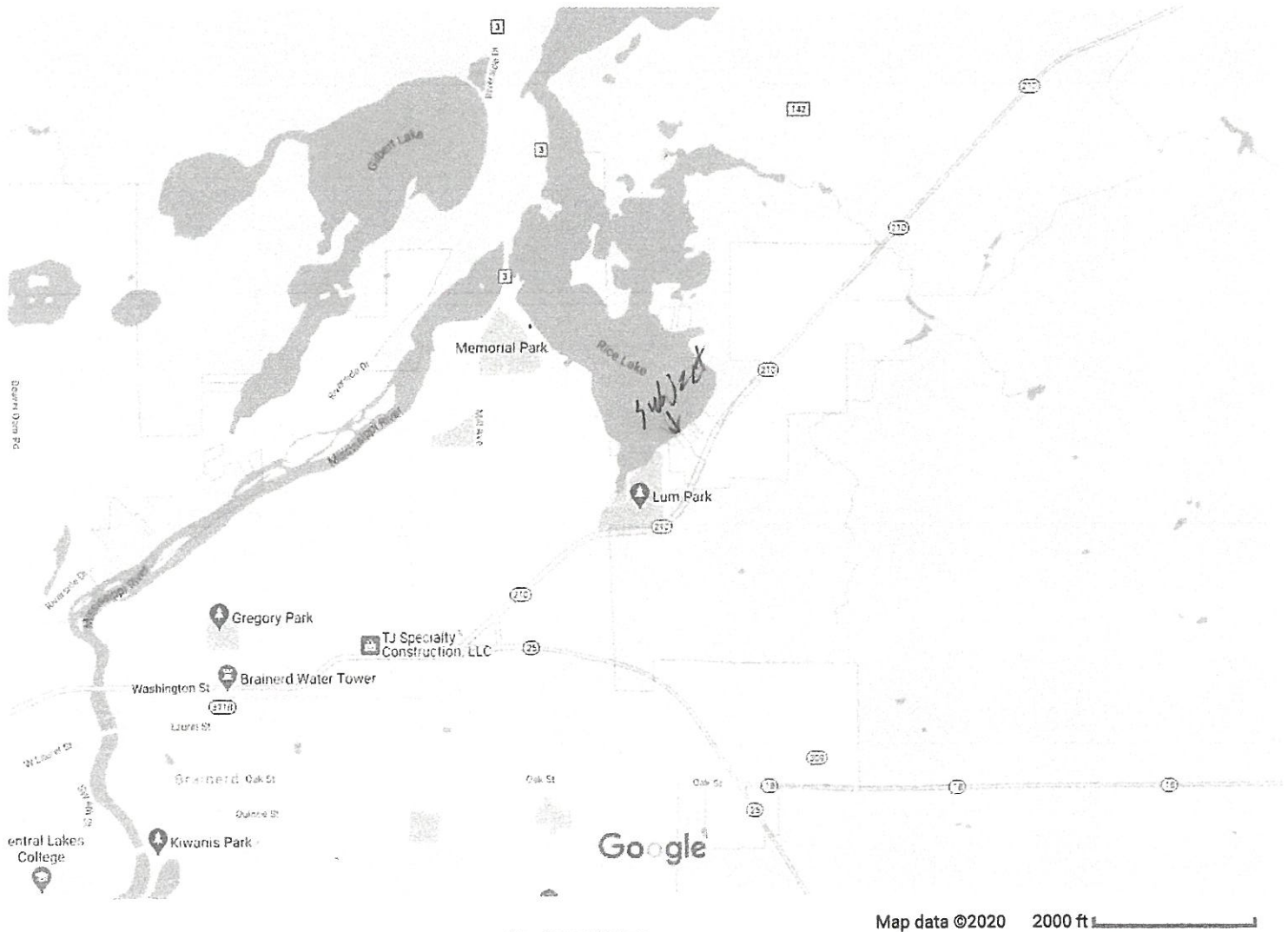
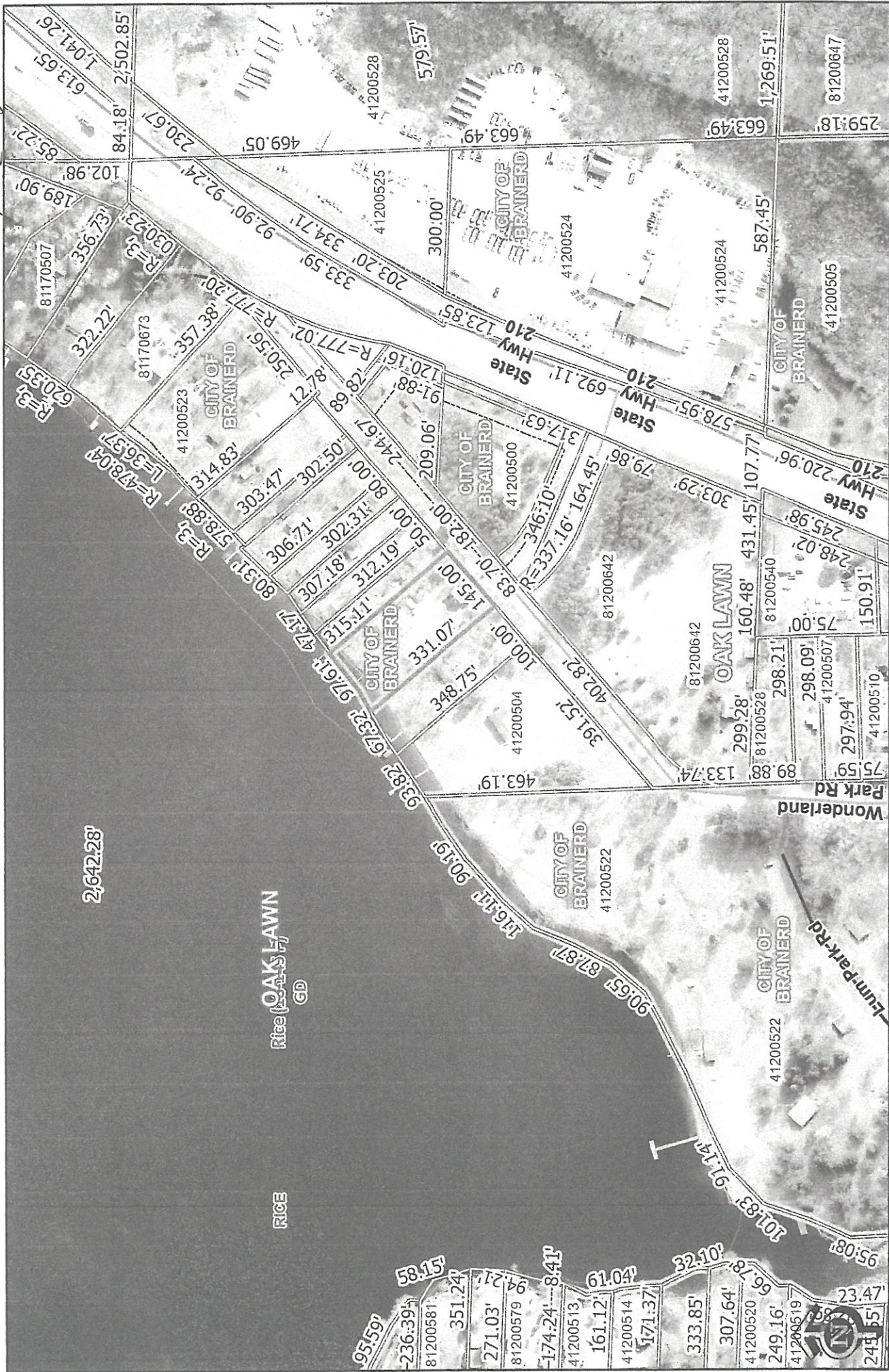
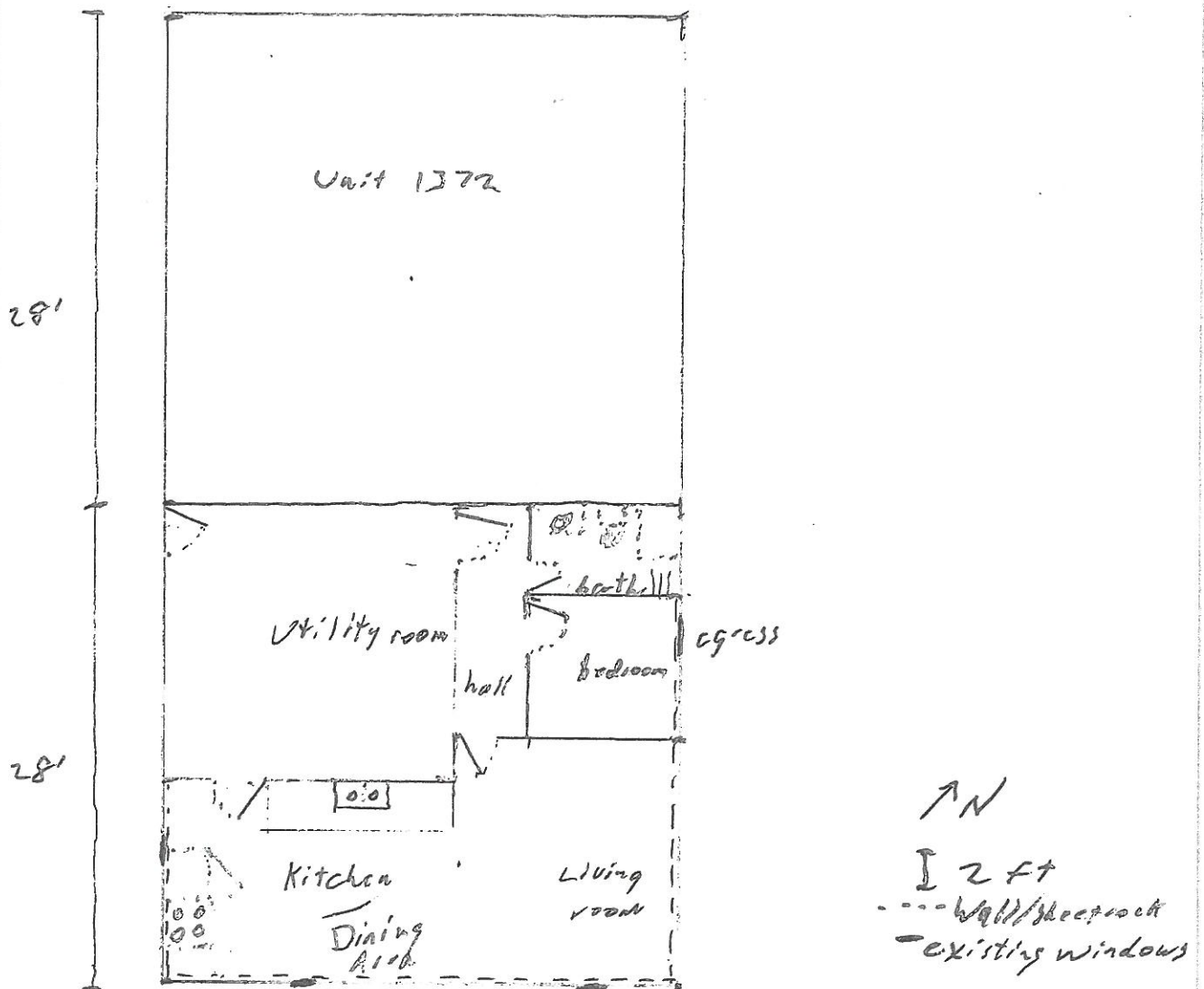


Figure 3



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



Existing electrical
Existing walls/ceiling in bath, hall, bedroom
Existing rough-in plumbing

Needs wall in front of concrete walls
Doors on bath & bedroom
Kitchen cabinets
Kitchen/dining area ceiling
Flooring
Finish mud tape paint existing walls
egress window bedroom



Brainerd City Council Agenda Request

Requested Meeting Date: December 7, 2020

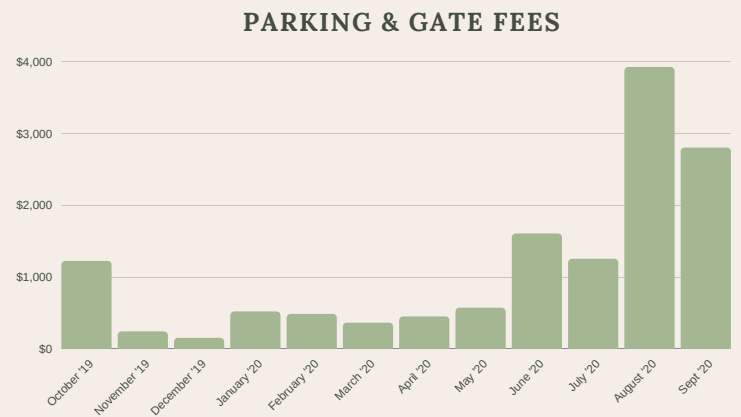
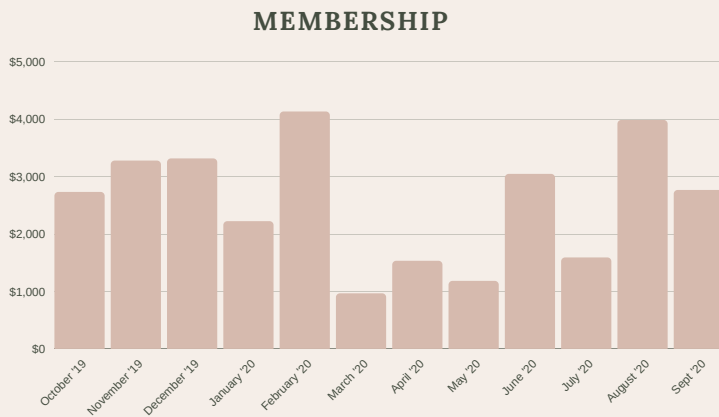
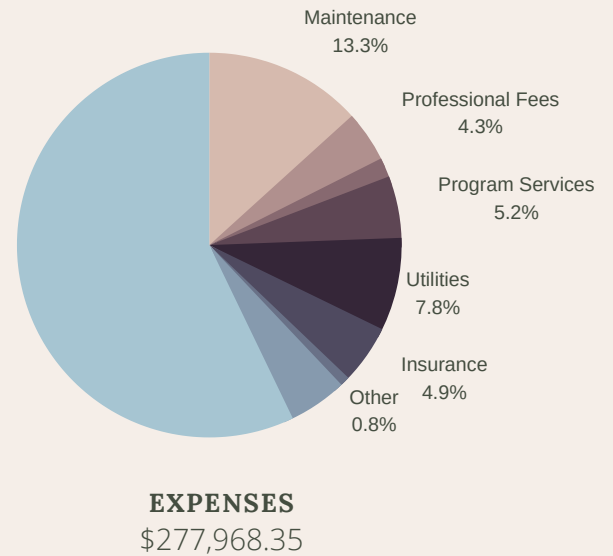
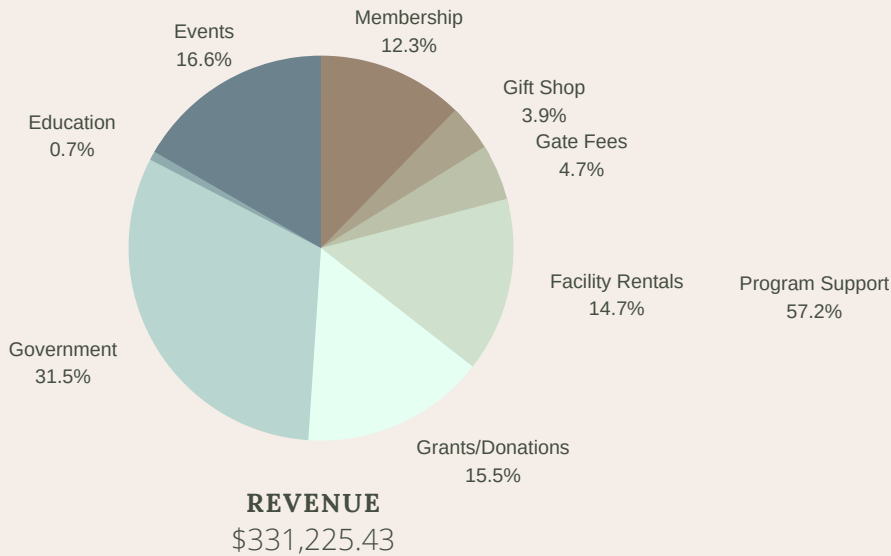
Title of Item: Northland Arboretum Annual Presentation

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) <i>*provide copy of published hearing notice</i> ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Candice Zimmermann, Executive Director	Estimated Time Needed: 10 minutes
Summary of Issue: Pursuant to City Charter Chapter 3; Section 54-H, we will receive from the "Arb" an annual report which includes the current financial statement. Ms. Zimmerman will summarize the activities of the past year and offer status reports on all other activities.	
Alternatives, Options, Effects on Others/Comments:	
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>	

NORTHLAND ARBORETUM

2020 ANNUAL SNAPSHOT

FISCAL YEAR: OCT 2019 - SEPT 2020



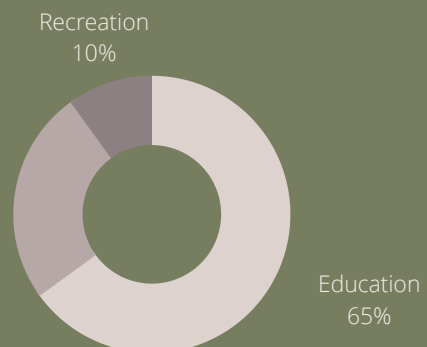
Volunteer
Hours:
1,779

Grant
Revenue:
\$52,730

Community
Donations:
\$40,578

Haunted Trail
2019:
\$41,817

OUR MISSION & IMPACT

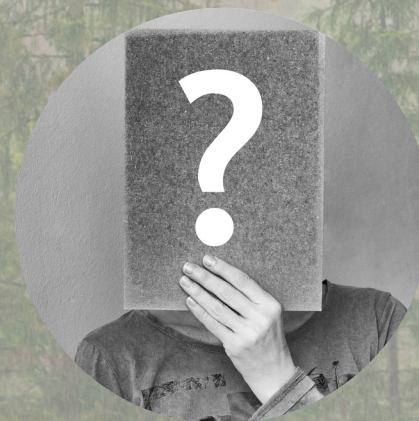




NORTHLAND ARBORETUM

2020 Annual Meeting

Looking to the Future



EXECUTIVE & FINANCE COMMITTEE



Northland Arboretum Board of Directors



Today's Discussion

Our Agency

The Current Landscape

Financials

Community Dashboard

Haunted Trail 2020

Looking Ahead



Innovation distinguishes
between a leader and
a follower.

STEVE JOBS



*Come in and chat
with us!*



CANDICE ZIMMERMANN



KELLY HUGHES



RICK HINES



SHELLY
STANLEY



INTERN
AMANDA OLSON

Your Northland Arboretum Team

Our Mission



EDUCATION

From Gardening 101 classes to Naturally Speaking nature hikes. The Arb offers a variety of workshops and classes that can expand your knowledge of our natural world. We believe that education is the first stepping stone to increasing conservation efforts and preserving our beautiful environment.



RECREATION

The Northland Arboretum offers recreational activities in all four seasons and encourages outdoor physical activity at all ages. Getting youth involved in nature and foster a love of the outdoors at a young age will encourage the next generation to continue conservation efforts and protect our Minnesota landscape.



CONSERVATION

In addition to being a wildlife preserve, the Arboretum is home to unique environments including our Jack Pine Savanna - one of only five such savannas in the state. The Arb works closely with partners such as The Nature Conservancy to ensure we are following best practices in our conservation.

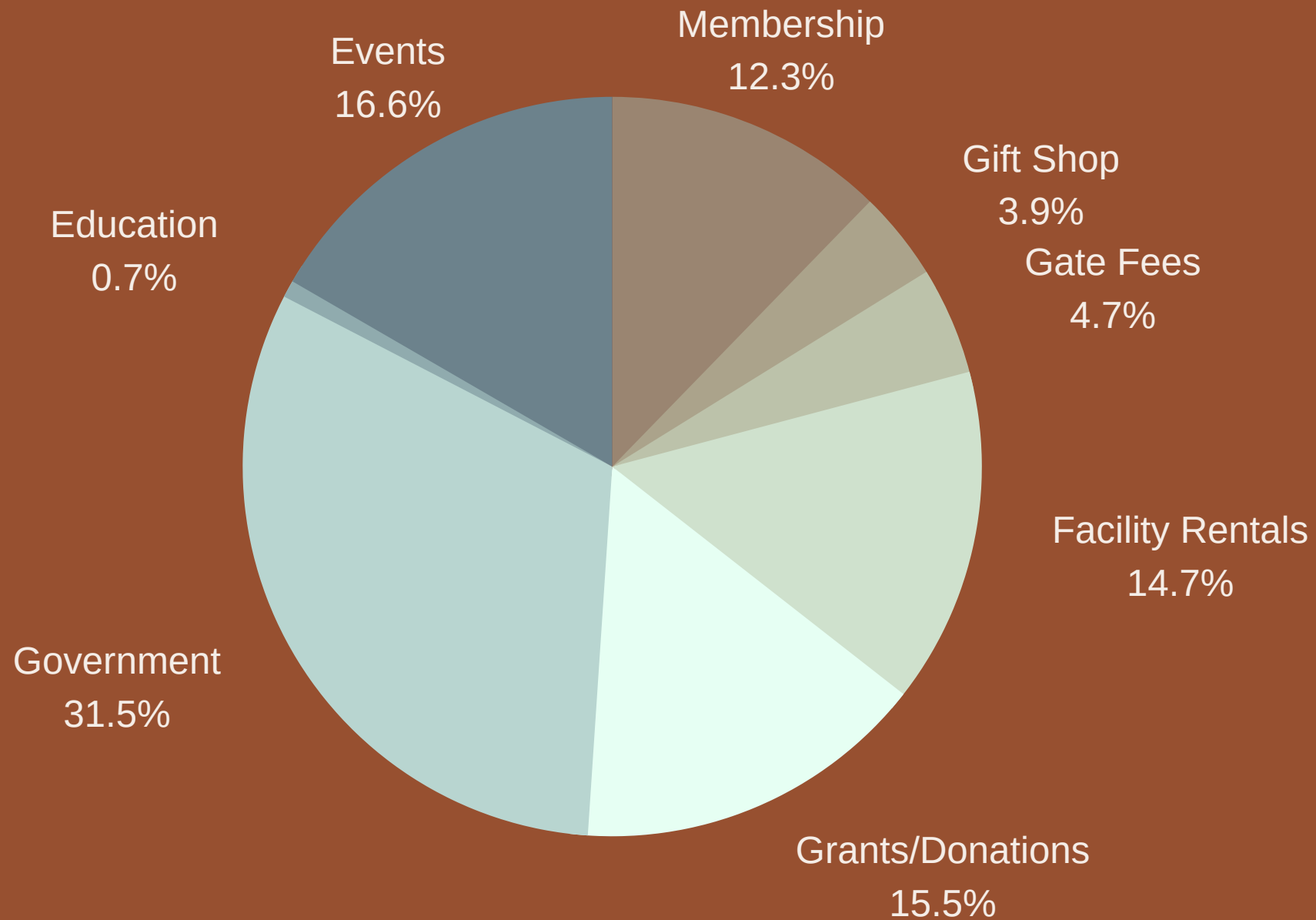


The Current Landscape

SURVIVING DURING A PANDEMIC



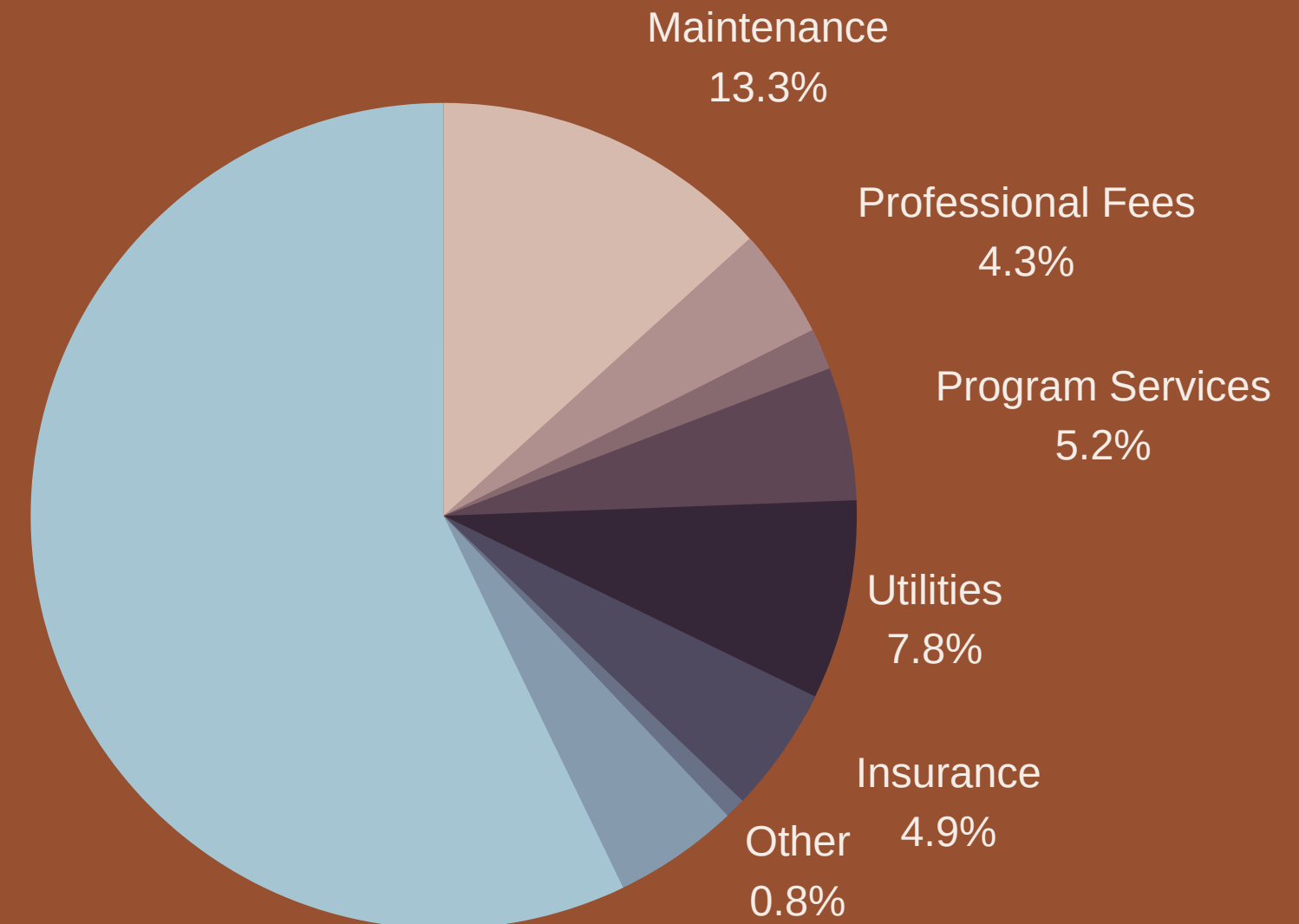
The Financial Dashboard



REVENUE

\$331,225.43

Salary & Taxes
57.2%



EXPENSES

\$277,968.35

2019-2020

Revenue: Membership

CURRENT FEE STRUCTURE

\$15

Student Membership

\$30

Individual Membership



\$40

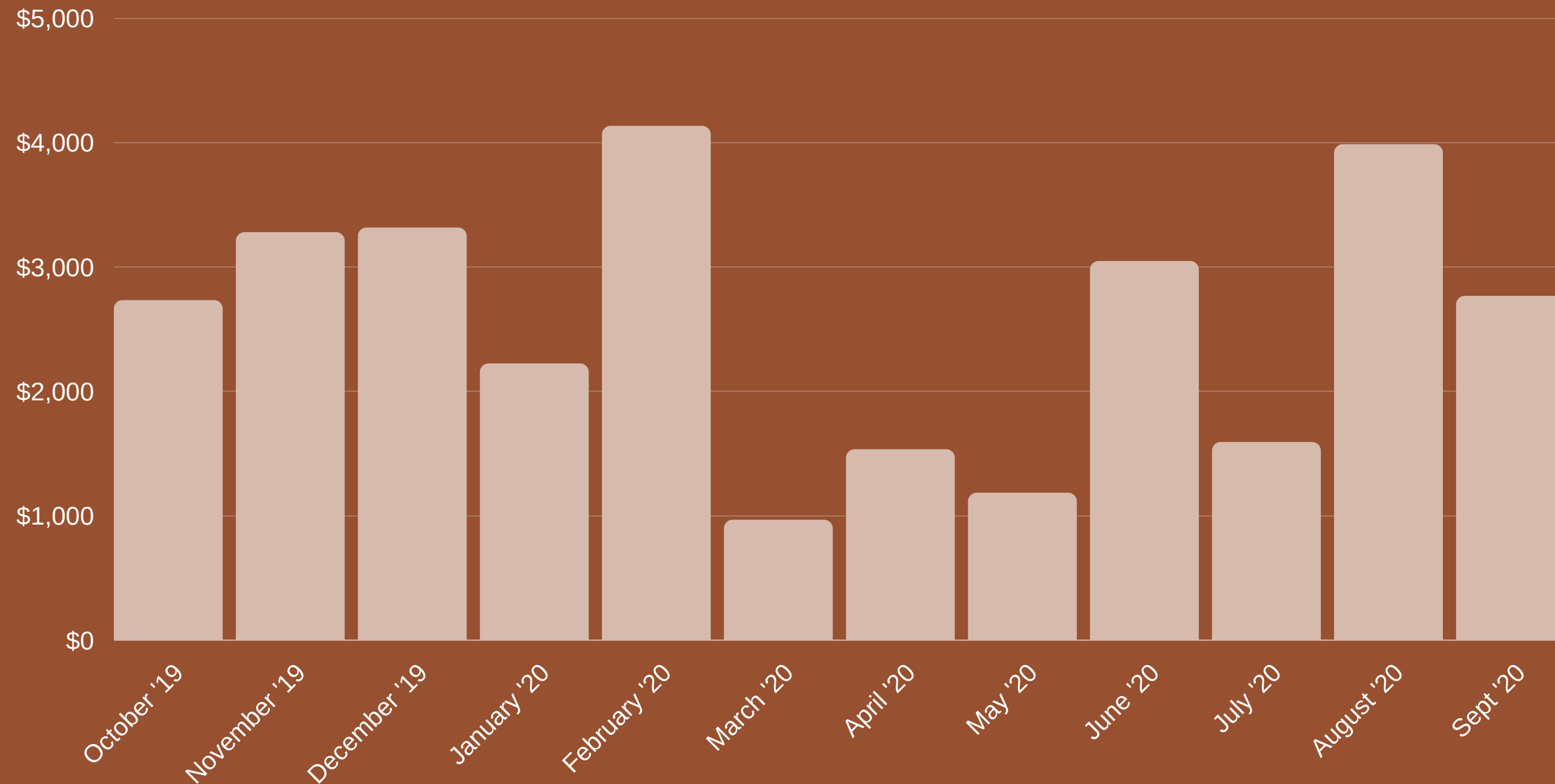
Dual Membership

\$50

Dual + 2 Membership



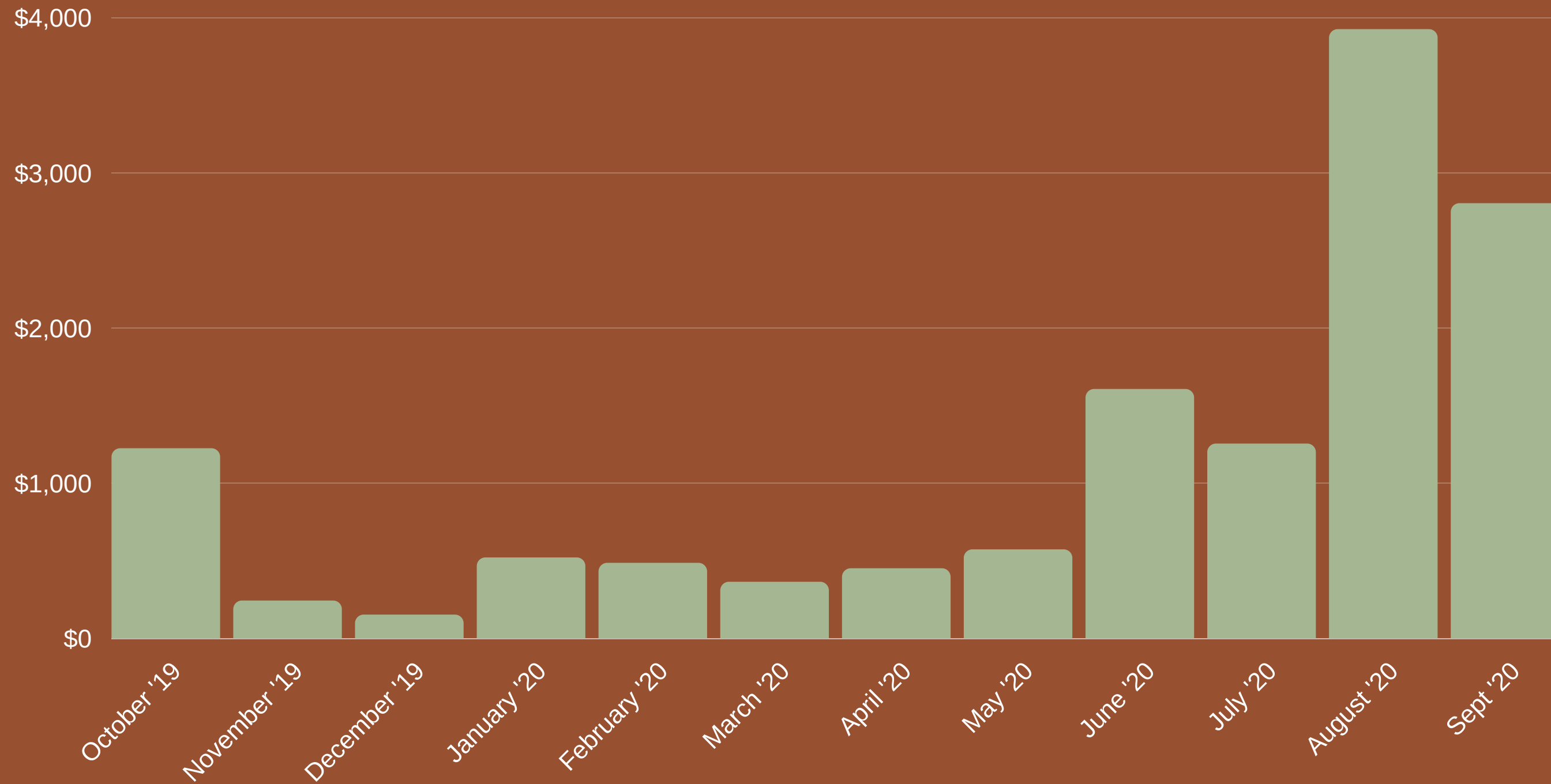
Revenue: Membership



MEMBERSHIP



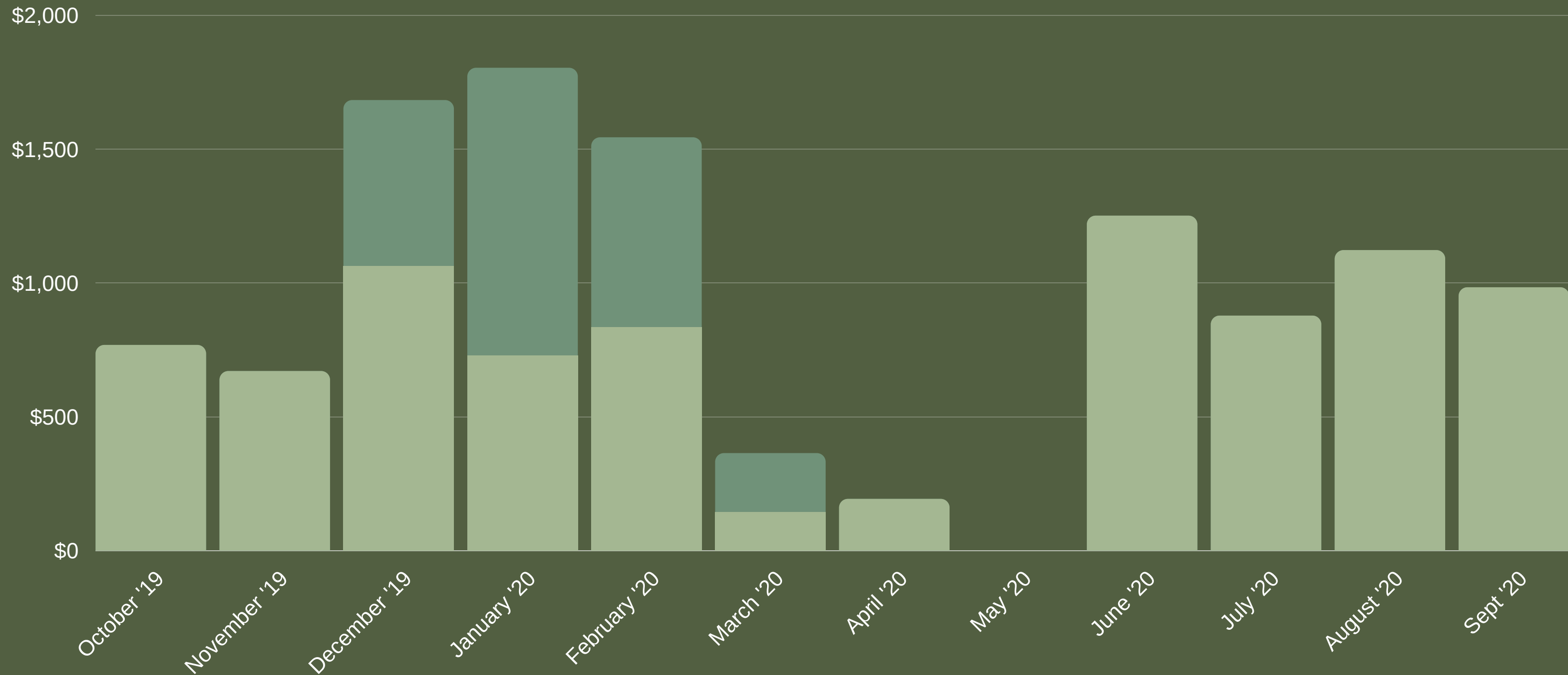
Revenue: Gate Fees



PARKING & GATE FEES

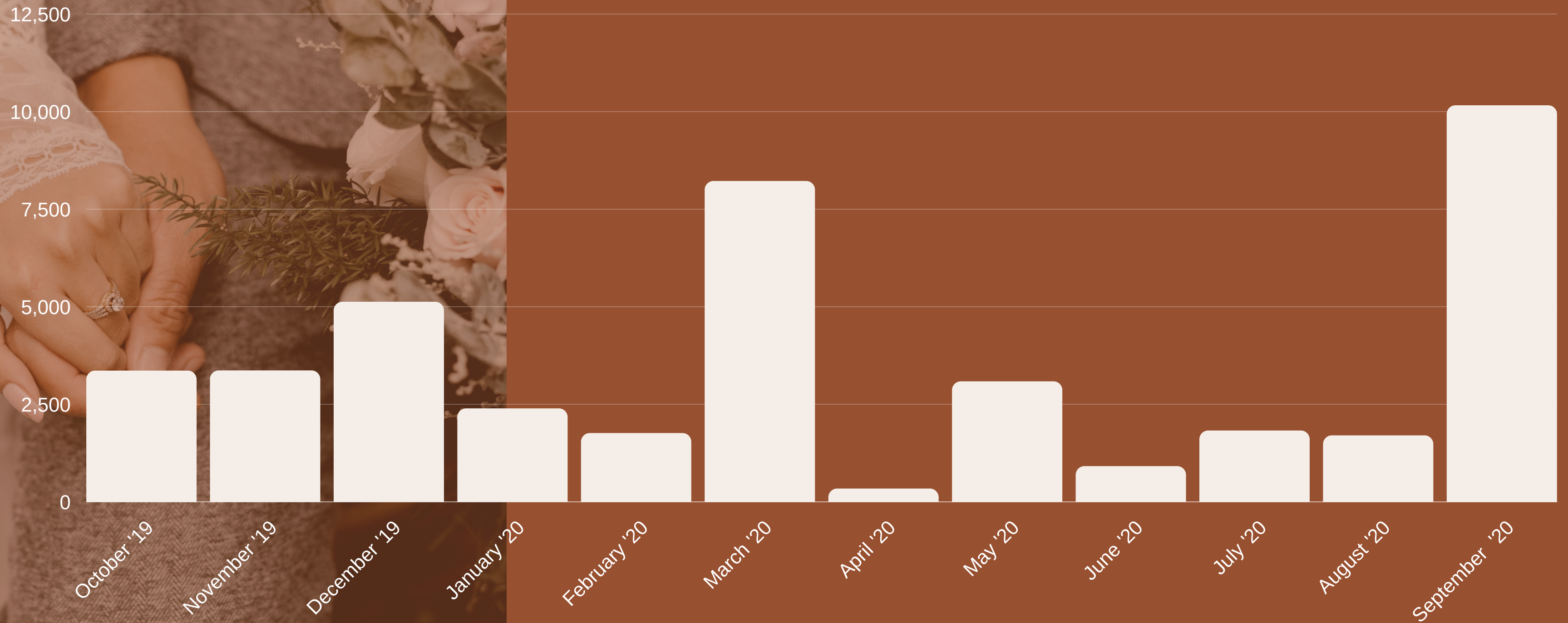


Revenue: Gift Shop



GIFT SHOP & CONSIGNMENT

Revenue: Facility Rentals

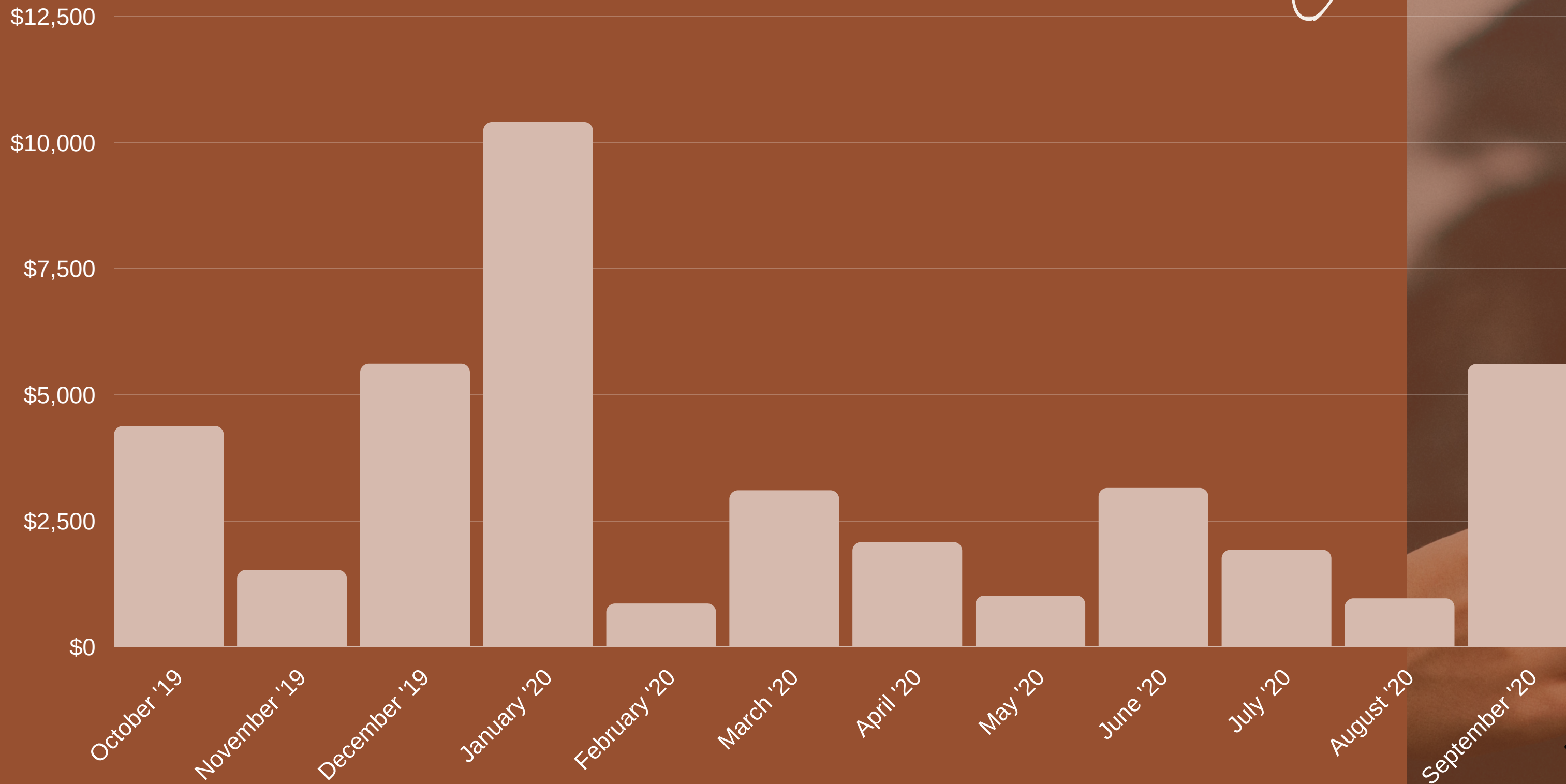


FACILITY RENTALS

Revenue: Grants

- Whole Kids Food Grant (\$3,000 - Victory Garden)
- Brainerd Lakes Area Community Funds (\$3,000 - Victory Garden)
- Payroll Protection Program (\$37,600 - Payroll & Utilities)
- Sourcewell (\$7,680- Internship Reimbursement)
- Master Naturalist Scholarship (\$200 - Master Naturalist Course)
- Crow Wing Energized (\$1, 250 - Victory Garden)

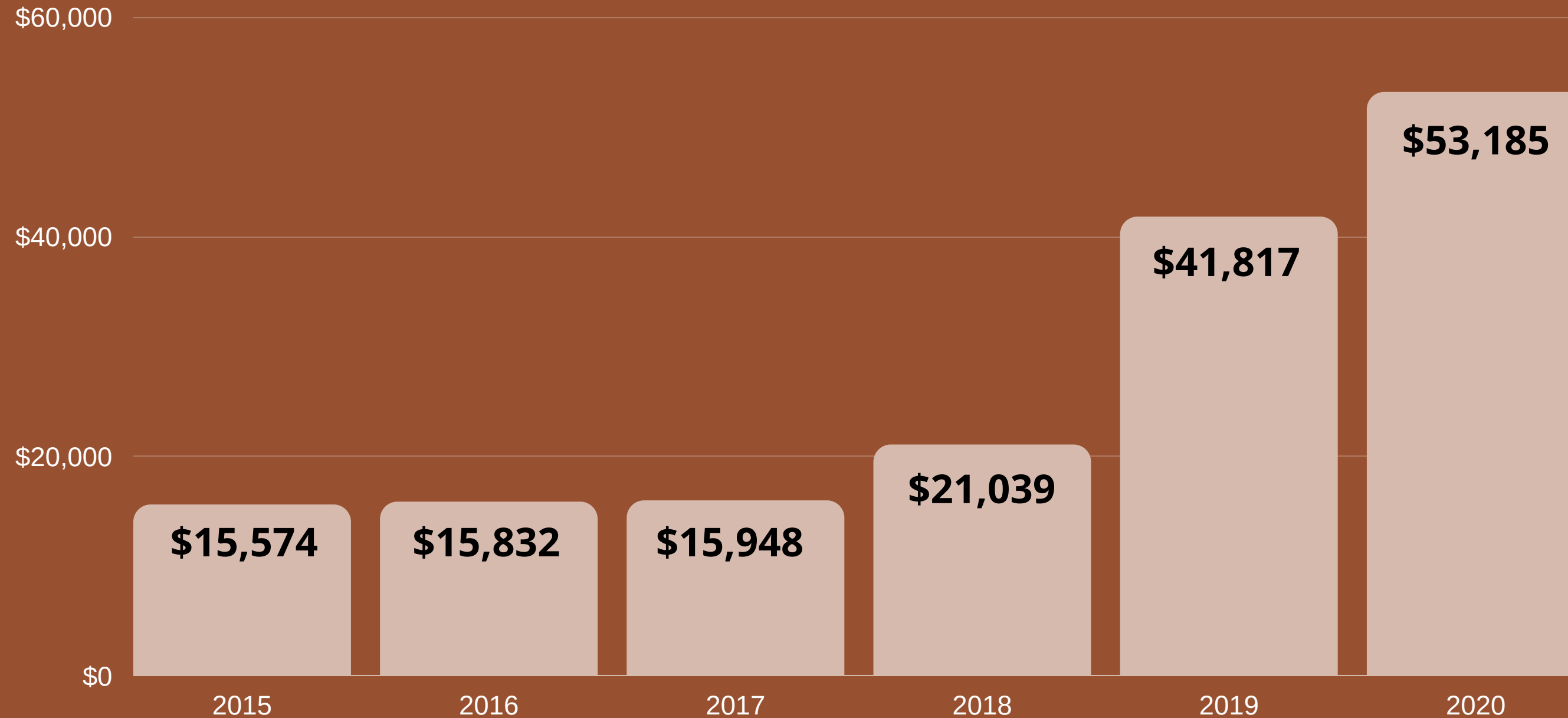
Revenue: Community Donations



DONATIONS & IN-KIND



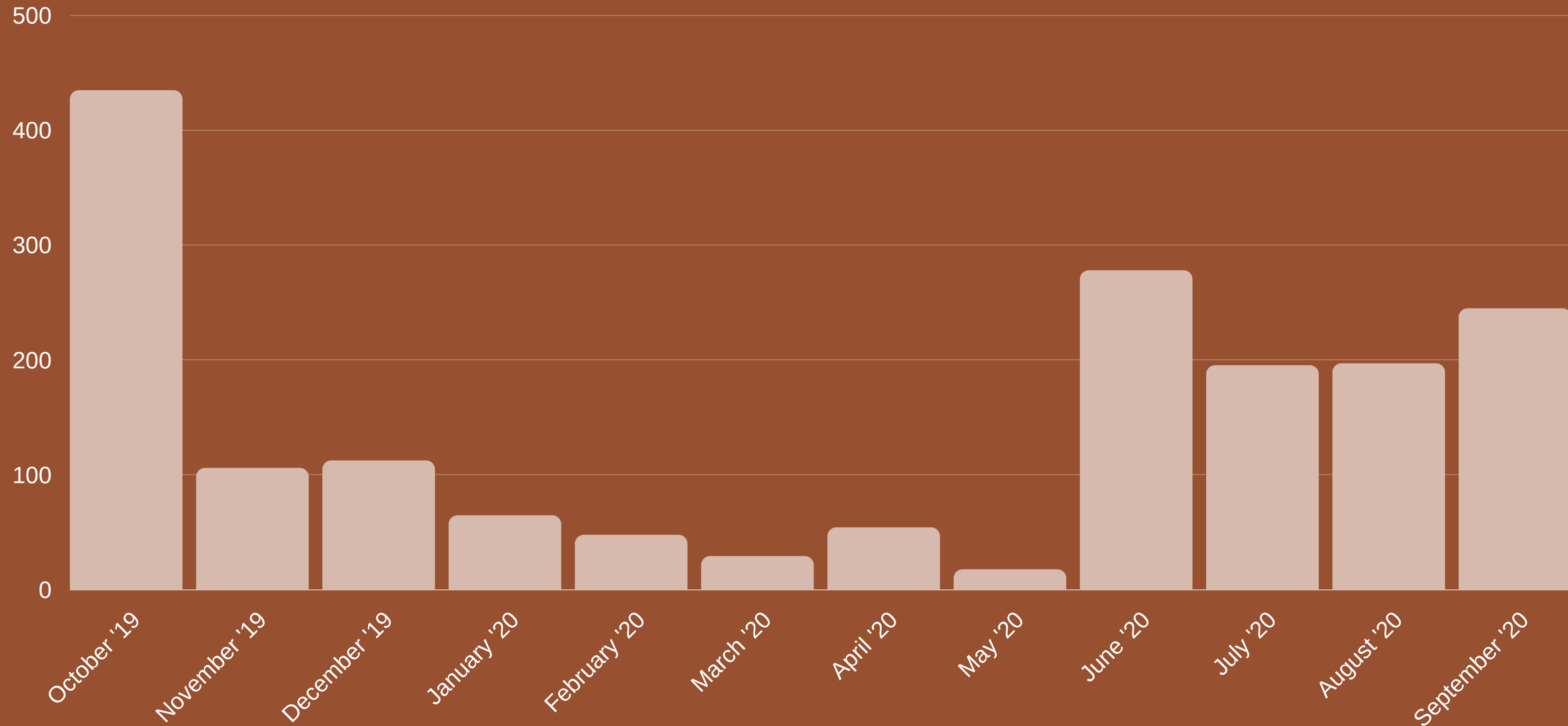
Revenue: Haunted Trail



GROSS REVENUE

- 2 new scare sections
- Added infrastructure
- 2,118 volunteer hours
- 2,600 attendees

Community Dashboard



VOLUNTEER HOURS

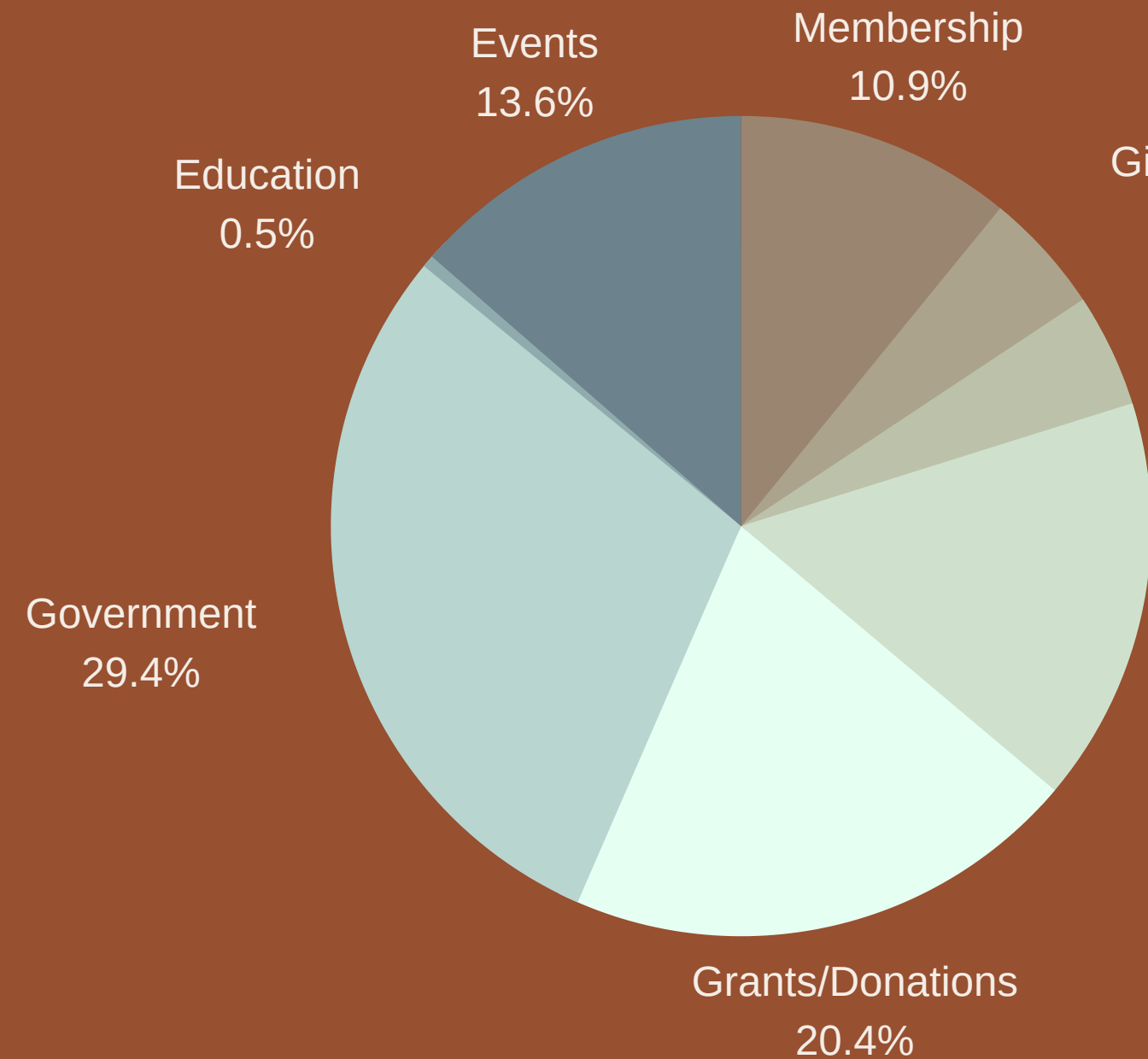
Overall:
1,779
hours



Looking Ahead

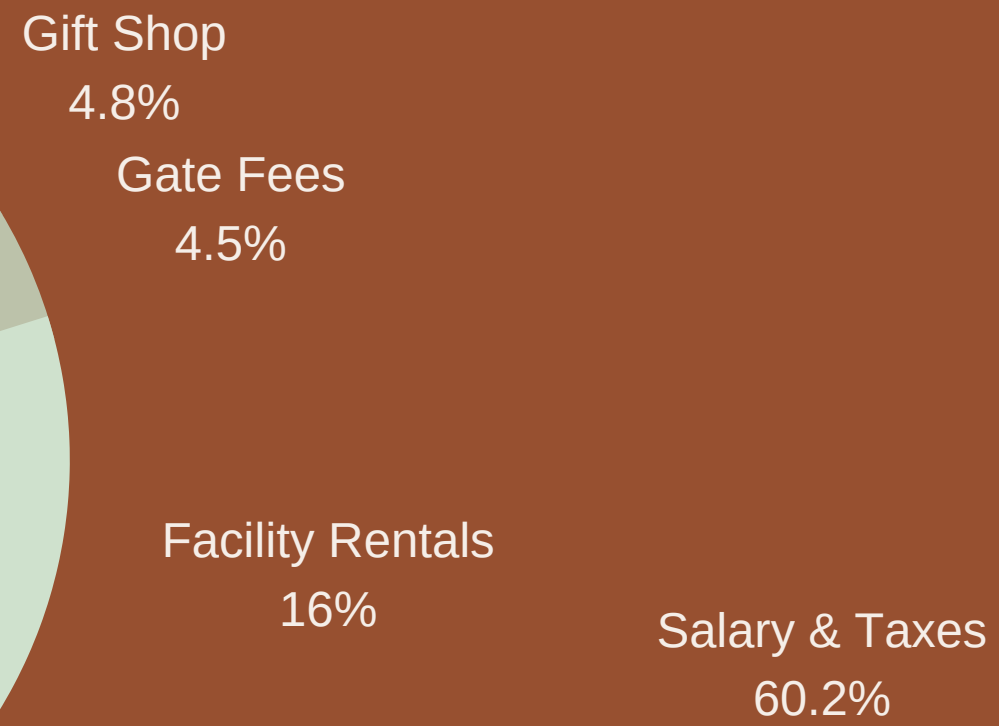


The Financial Dashboard



REVENUE

\$246,629.82



EXPENSES

\$300,654.00

2020-2021

-\$54,024.18

OUR AMENITIES

The Arboretum's grounds and facilities are easily accessible and located in a prime tourist destination for central Minnesota. By dedicating funds to infrastructure and improvements and by marketing strategically, the Arb could become one of the "must-see" recreational spots of the Brainerd-Baxter area. The Arboretum also provides a beautiful backdrop for weddings, events and meetings.

PROGRAMMING

Now more than ever, families will be looking for outdoor activities to do with their children. Getting children engaged at an early age will help continue our mission of conserving Minnesota's beautiful landscapes. We will be seeking to diversify our programming and meeting the needs of all age groups.

PARTNERS

The Arboretum has been fortunate to have long-standing partnerships such as with the local school district, Nordic Ski Club, University of Minnesota Extension, Sertoma and many more. We hope to increase our list of partners so we can expand our reach in the community.

HAUNTED TRAIL FUNDRAISER

The last couple years have seen great improvements to the Haunted Trail fundraiser. The Arboretum will continue to build the event's infrastructure in order to increase the revenue potential of this annual event.

Strengths

MARKETING

The Arboretum has been a hidden gem for too long.

INFRASTRUCTURE

While our grounds and facilities are beautiful, the organization needs to have a solid plan for when replacements are needed. We need to make improvements to some areas of the Arb in order to stay within compliance as well as become a desirable place for weddings and events.

VOLUNTEER RECRUITMENT

The current volunteers at the Arb have been the most dedicated and resilient bunch of individuals. However, we need to focus our efforts on recruitment and maintaining a succession plan for volunteers. Our current volunteers are "burning out" because of the workload and our gardens will suffer if we don't recruit.

UNPREDICTABLE REVENUE STREAMS

As a nonprofit, our revenue can be quite unpredictable. We do have a decent diversification of funds but we can still increase our efforts by looking at new revenue streams such as grants and endowments, not to mention strategies that could increase our current streams.

Opportunities



BE ON OUR BOARD

The Arboretum's Board of Directors needs a diverse group of community members to ensure we are operating in the best way possible. The Board meets once every other month.

SIT ON COMMITTEES

We have committees focused on maintenance, education, events planning, fundraising and more! Typically committees meet only once per month

VOLUNTEER

Volunteer on your own time doing what you love. Spend time outdoors gardening, mowing or helping with special projects. Or you can volunteer indoors by assisting our administrative team

How You Can Help



Brainerd City Council Agenda Request

Requested Meeting Date: December 7, 2020

Title of Item: BPU 2021 Operating and Capital Budget

☐ 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: Todd Wicklund	Department: BPU
Presenter (Name & Title): BPU Commissioners and Staff	Estimated Time Needed: 20 Minutes
Summary of Issue: BPU representatives will be at the council meeting to present BPU's 2021 Operating and Capital Budget. A copy of the budget is attached.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Approve BPU's 2021 Operating and Capital budget as adopted by the Public Utilities Commission at their November 24, 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>	

**BRAINERD PUBLIC UTILITIES
OPERATING BUDGET FOR THE YEAR
ENDED DECEMBER 31, 2021
AND
CAPITAL IMPROVEMENT BUDGET FOR
THE YEARS 2021 THROUGH 2025**

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**BRAINERD PUBLIC UTILITIES
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Capital Improvement Budget

**Brainerd Public Utilities
Capital Improvement Budget
For the Years 2021 Through 2025**

Department	2021	2022	2023	2024	2025	Total
Electric	\$2,073,000	\$1,034,000	\$919,000	\$887,000	\$914,000	\$5,827,000
Water	1,073,000	663,000	657,000	710,000	631,000	3,734,000
Wastewater	1,231,000	378,000	76,000	205,000	49,000	1,939,000
Hydro	491,000	155,000	134,000	71,000	119,000	970,000
Administration	536,600	173,000	37,000	42,000	37,000	825,600
Grand Total	<u>\$ 5,404,600</u>	<u>\$ 2,403,000</u>	<u>\$ 1,823,000</u>	<u>\$ 1,915,000</u>	<u>\$ 1,750,000</u>	<u>\$ 13,295,600</u>

Note: The summary of projects above is net of projects funded with debt financing and/or WAC and SAC.

**Brainerd Public Utilities
Electric Distribution Department
Capital Improvement Budget
For the Years 2021 Through 2025**

Project No.	Project Description	2021	2022	2023	2024	2025	Total
Production System Improvements							
01	Load Management/Time of Use	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 30,000
02	Electric System Model	20,000	20,000		20,000		60,000
03	Reclosures / VFI	50,000		50,000		50,000	150,000
Distribution System Improvements							
01	34.5 KV Distribution Expansion & Improv.	500,000	500,000	500,000	500,000	500,000	2,500,000
02	St. Joes Sub-Station Upgrade	425,000					425,000
03	Underground Service Conversions	50,000	50,000	50,000	50,000	50,000	250,000
04	AMI Upgrade	350,000					350,000
05	System Distribution Transformers	200,000	150,000	150,000	150,000	150,000	800,000
Lighting System Expansion and Improvements							
01	Conversion to Energy Efficient Street Lighting	60,000	50,000	50,000	50,000	50,000	260,000
Special Equipment							
01	34.5 kV Tools	30,000	15,000	15,000	15,000	15,000	90,000
Service Improvements							
01	Service Drop Improvements/Meter Improv.	5,000	5,000	5,000	5,000	5,000	25,000
Safety Equipment							
01	Safety Equipment	50,000	30,000	30,000	30,000	30,000	170,000
Test Equipment							
01	Misc. Line and Meter	30,000	30,000	20,000	15,000	15,000	110,000
02	Misc. Survey Tools		5,000		5,000		10,000
Trucks, Vehicles, and Tools							
01	Aerial Device		350,000		240,000		590,000
02	Chipper/chipper truck	152,000					152,000
03	Locator Truck	42,000					42,000
04	Drill Rig		125,000				125,000
Total Before Debt Financing and Contingencies		1,974,000	1,335,000	875,000	1,085,000	870,000	6,139,000
Projects Funded with Debt Financing			350,000	-	240,000	-	590,000
Total Before Contingencies		1,974,000	985,000	875,000	845,000	870,000	5,549,000
Contingencies		99,000	49,000	44,000	42,000	44,000	278,000
Grand Total		<u>\$ 2,073,000</u>	<u>\$ 1,034,000</u>	<u>\$ 919,000</u>	<u>\$ 887,000</u>	<u>\$ 914,000</u>	<u>\$ 5,827,000</u>

**Brainerd Public Utilities
Water Department
Capital Improvement Budget
For the Years 2021 Through 2025**

Project No.	Project Description	2021	2022	2023	2024	2025	Total
Production System Improvements							
01	Flow Meters For Wells	\$ 5,000		\$ 10,000			\$ 15,000
02	Check Valves For Wells	20,000		15,000			35,000
03	Well Rehab	30,000	30,000	30,000	30,000	30,000	150,000
Water Reservoir/Tanks							
01	Reclamation/Backwash Tank	2,150,000	2,150,000				4,300,000
02	2 Million Gallon Ground Reservoir	2,000,000	2,000,000				4,000,000
							-
Filtration/Treatment Facility Improvements							
01	Filter Bed Improvements	75,000	40,000	40,000	40,000	40,000	235,000
02	Valves/Actuators/Level Indicators	55,000	20,000	20,000	20,000	20,000	135,000
03	Chemical Pumps	6,000	6,000	6,000	6,000	6,000	30,000
04	Pump House Roof	20,000					20,000
05	New Doors throughout plant (3)	6,000					6,000
Distribution System Improvements							
01	Gates/Valves/Hydrants	50,000	50,000	50,000	50,000	50,000	250,000
02	City Watermain Projects	600,000	400,000	400,000	400,000	400,000	2,200,000
Water Service Improvements							
01	Water Service Line Improvements	25,000	15,000	15,000	15,000	15,000	85,000
02	Commercial Water Meter Improvements	20,000	10,000	10,000	10,000	10,000	60,000
Special Equipment							
01	Laboratory Equipment/Scales/Containment	5,000	5,000	5,000	5,000	5,000	25,000
Trucks, Vehicles, and Tools							
01	Service Truck #2				75,000		75,000
02	Water Plant Pick-Up		30,000				30,000
03	Small Tools	5,000					5,000
04	Mini Dump	70,000					70,000
Safety Equipment							
01	Barricades/Warning Equipment/Fall Equip.	5,000	5,000	5,000	5,000	5,000	25,000
02	PPE	5,000	5,000	5,000	5,000	5,000	25,000
Other Improvements							
01	Instrumental & Control System	5,000	5,000	5,000	5,000	5,000	25,000
02	Control Room Remodel	10,000	5,000	5,000	5,000	5,000	30,000
03	Parking Lot Maintenance	5,000	5,000	5,000	5,000	5,000	25,000
Total Before Debt Financing and Contingencies		5,172,000	4,781,000	626,000	676,000	601,000	11,856,000
Projects Funded with Debt Financing/WAC Funds		4,150,000	4,150,000	-	-	-	8,300,000
Total Before Contingencies		1,022,000	631,000	626,000	676,000	601,000	3,556,000
Contingencies		51,000	32,000	31,000	34,000	30,000	178,000
Grand Total		\$ 1,073,000	\$ 663,000	\$ 657,000	\$ 710,000	\$ 631,000	\$ 3,734,000

**Brainerd Public Utilities
Wastewater Treatment Department
Capital Improvement Budget
For the Years 2021 Through 2025**

Project No.	Project Description	2021	2022	2023	2024	2025	Total
Improvements to Building							
01	Energy Improvements Control Building	\$ 20,000	\$ 10,000	\$ 10,000			\$ 40,000
02	Grounds Maintenance	65,000	20,000	15,000			100,000
03	Control Building HVAC	35,000					35,000
Equipment							
01	Sampling Devices/System Flow Meters	10,000	10,000	10,000	10,000	10,000	50,000
02	SBR DO probes	10,000					10,000
Improvements to WWTP							
01	WAS tank Pumps	30,000					30,000
02	One Bank UV Bulbs	22,000		22,000		22,000	66,000
03	SBR Impeller (3)	60,000			40,000		100,000
04	Chemical Building Pumps	25,000					25,000
05	Storage Tank/Future Upgrades	500,000	5,000,000	5,000,000			10,500,000
06	New Lab/Operations Room		10,000				10,000
Improvements to Lift Stations							
01	Control Panels	125,000	125,000				250,000
02	Evergreen / Generator / Fence	200,000	150,000				350,000
03	Main Lift	945,000	2,000,000				2,945,000
Test Equipment							
01	Lab Equipment	10,000	10,000	5,000	5,000	5,000	35,000
Safety Equipment							
01	Personal Protective Equipment	5,000	5,000	5,000	5,000	5,000	25,000
02	Hand Tools	5,000	5,000	5,000	5,000	5,000	25,000
03	Fall Protection at Openings	20,000	15,000				35,000
Trucks and Vehicles							
01	Truck				65,000		65,000
02	Kubota	30,000			65,000		95,000
Total Before Debt Financing and Contingencies		2,117,000	7,360,000	5,072,000	195,000	47,000	14,791,000
Projects Funded with Debt Financing/SAC Funds		945,000	7,000,000	5,000,000	-	-	12,945,000
Total Before Contingencies		1,172,000	360,000	72,000	195,000	47,000	1,846,000
Contingencies		59,000	18,000	4,000	10,000	2,000	93,000
Grand Total		\$ 1,231,000	\$ 378,000	\$ 76,000	\$ 205,000	\$ 49,000	\$ 1,939,000

**Brainerd Public Utilities
Hydro Department
Capital Improvement Budget
For the Years 2021 Through 2025**

Project No.	Project Description	2021	2022	2023	2024	2025	Total
Improvements to Building							
01	Paint - Interior	\$ 5,000					\$ 5,000
02	Paint - Exterior	30,000					30,000
03	Roof Repair	50,000					50,000
Equipment							
01	Fuses/Stocking /Backup Parts/Gauges	13,000	13,000	13,000	13,000	13,000	65,000
02	Sump Pumps/Hydraulic Upgrades	10,000	10,000	5,000			25,000
03	Turbine		1,700,000				1,700,000
04	Generator Maintenance	50,000	50,000	50,000	50,000	50,000	250,000
05	Governor Automation	200,000					200,000
Improvements to Dam Site							
01	Security Updates - Fence	20,000					20,000
02	Gate Maintenance	20,000		20,000		20,000	60,000
03	Grating over Turbine pit	20,000		20,000		20,000	60,000
Safety Equipment							
01	Personal Protective Equipment	5,000		5,000		5,000	15,000
02	Hand Tools	5,000	5,000	5,000	5,000	5,000	25,000
03	Bouy Maintenance	10,000					10,000
Trucks and Vehicles							
01	Forklift		50,000				50,000
Other Improvements							
01	FERC Re-licensing	30,000	20,000	10,000			60,000
Total Before Debt Financing and Contingencies		468,000	1,848,000	128,000	68,000	113,000	2,625,000
Projects Funded with Debt Financing		-	1,700,000	-	-	-	1,700,000
Total Before Contingencies		468,000	148,000	128,000	68,000	113,000	925,000
Contingencies		23,000	7,000	6,000	3,000	6,000	45,000
Grand Total		\$ 491,000	\$ 155,000	\$ 134,000	\$ 71,000	\$ 119,000	\$ 970,000

**Brainerd Public Utilities
Administration Department
Capital Improvement Budget
For the Years 2021 Through 2025**

Project No.	Project Description	2021	2022	2023	2024	2025	Total
Improvements to Service Center							
01	Parking Lot		\$ 5,000		\$ 5,000		\$ 10,000
02	Exterior Security - Fence/Gate/Parking Lot	45,000	25,000				70,000
03	Leased vehicle buy out - 4 vehicles	28,500					28,500
Other Improvements							
01	Custodial/Grounds Keeping Equipment	7,100					7,100
Safety Equipment							
01	Radios	10,000	10,000	10,000	10,000	10,000	50,000
Information Technology Improvements							
01	Computer System Improvements	120,000	25,000	25,000	25,000	25,000	220,000
02	SCADA upgrades	150,000	100,000				250,000
03	Utility software upgrade	150,000					150,000
Total Before Contingencies		510,600	165,000	35,000	40,000	35,000	785,600
Contingencies		26,000	8,000	2,000	2,000	2,000	40,000
Grand Total		<u>\$ 536,600</u>	<u>\$ 173,000</u>	<u>\$ 37,000</u>	<u>\$ 42,000</u>	<u>\$ 37,000</u>	<u>\$ 825,600</u>

2021 Operating Budget

Detail of 2021 Operating Budget

**Brainerd Public Utilities
Summary of 2021 Operating Budget
Combined All Departments**

				2020		2020 Favorable (Unfavorable) Variance	2021 Budget
	2017	Actual 2018	2019	Projected Actual	Budget		
Utility Revenue							
Residential	\$ 8,185,467	\$ 8,890,864	\$ 8,854,987	\$ 9,105,829	\$ 8,922,000	\$ 183,829	9,036,000
Commercial	8,997,827	9,739,808	9,502,677	9,194,544	9,619,200	(424,656)	9,272,400
Large Commercial	5,359,072	5,784,823	5,997,427	5,374,900	5,928,000	(553,100)	5,430,000
City of Brainerd	461,635	521,495	495,162	471,712	502,800	(31,088)	501,000
BPU	838,484	903,407	893,556	858,111	885,000	(26,889)	862,200
Total Utility Revenue	23,842,485	25,840,397	25,743,809	25,005,096	25,857,000	(851,904)	25,101,600
Other Revenue							
Local Option Sales Tax Proceeds - Brainerd	1,004,910	1,011,506	1,083,144	1,161,620	1,012,800	148,820	1,158,000
Local Option Sales Tax Proceeds - Baxter	310,655	322,416	329,847	345,146	327,600	17,546	342,000
Interest Revenue	150,736	158,285	491,353	445,706	136,800	308,906	159,600
Interest Revenue - Notes Receivable	195,055	183,686	158,204	109,143	154,800	(45,657)	139,200
Federal Grant Revenue - Build America Bond	122,452	118,803	104,911	142,993	102,000	40,993	91,200
Other Revenue	734,366	668,437	525,551	289,617	428,400	(138,783)	282,600
Reimbursement of Operating Expenses - Baxter	520,764	583,453	706,158	596,417	606,000	(9,583)	600,000
Contributed Capital	988,568	-	-	-	-	-	-
Total Other Revenue	4,027,506	3,046,586	3,399,168	3,090,643	2,768,400	322,243	2,772,600
Total Revenue	27,869,991	28,886,983	29,142,977	28,095,739	28,625,400	(529,661)	27,874,200
Expenses							
Purchased Power	12,754,343	11,854,449	11,928,124	10,695,165	11,268,000	572,835	11,010,000
Personal Services	3,302,302	3,613,794	3,772,180	4,086,333	3,992,400	(93,933)	4,298,400
Operations and Maintenance	2,100,691	2,395,708	2,267,468	2,211,171	2,222,700	11,529	2,248,200
Employee Benefits	1,475,160	1,415,532	1,366,960	1,238,941	1,494,300	255,359	1,529,100
Other Charges	734,689	771,437	782,859	818,709	737,400	(81,309)	805,500
Depreciation	4,012,872	4,416,341	4,648,026	4,899,500	4,686,000	(213,500)	4,793,400
Interest Expense - Bonds	1,086,409	1,187,070	1,074,127	1,031,021	1,033,800	2,779	924,000
Cash Transfers to City	672,823	691,284	757,394	754,600	762,000	7,400	754,800
Total Expenses	26,139,289	26,345,615	26,597,138	25,735,440	26,196,600	461,160	26,363,400
Change in Net Position	\$ 1,730,702	\$ 2,541,368	\$ 2,545,839	\$ 2,360,299	\$ 2,428,800	\$ (68,501)	\$ 1,510,800

**Brainerd Public Utilities
2021 Operating Budget
Electric Department - Combined**

				2020		2020	
	Actual			Projected		Variance	2021
	2017	2018	2019	Actual	Budget	Positive (Negative)	Budget
Electric Department							
Revenue							
<u>Utility Revenue</u>							
Residential	\$ 5,693,563	\$ 6,293,567	\$ 6,202,888	\$ 6,346,400	\$ 6,216,000	\$ 130,400	\$ 6,282,000
Commercial	7,220,310	7,856,739	7,592,383	7,240,000	7,646,400	(406,400)	7,314,000
Large Commercial	5,359,072	5,784,823	5,997,427	5,374,900	5,928,000	(553,100)	5,430,000
City of Brainerd	361,941	413,594	386,842	353,945	392,400	(38,455)	382,800
BPU	777,474	833,930	827,030	782,987	816,000	(33,013)	790,800
Total Utility Revenue	<u>19,412,360</u>	<u>21,182,653</u>	<u>21,006,570</u>	<u>20,098,232</u>	<u>20,998,800</u>	<u>(900,568)</u>	<u>20,199,600</u>
<u>Other Revenues</u>							
Late Payment Penalties	117,428	118,029	127,435	43,547	120,000	(76,453)	48,000
Permits and Fees	111,268	42,841	41,038	11,011	40,800	(29,789)	12,000
Bad Debt Recoveries	5,760	12,443	12,331	13,564	12,000	1,564	12,000
Interest Revenue	40,957	43,378	93,330	120,897	49,200	71,697	58,800
Rental Revenue	71,155	43,459	39,908	25,300	40,800	(15,500)	27,600
Gain (Loss) on Sale of Capital Assets	102,025	36,609	47,835	(7,252)	-	(7,252)	-
Refunds and Reimbursements	20,938	861	13,070	5,037	1,200	3,837	2,400
Bond Premium	15,357	16,437	15,357	15,360	15,600	(240)	15,600
Other Non-Operating Revenue	88,459	150,590	45,175	38,431	43,200	(4,769)	39,600
Total Other Revenue	<u>573,347</u>	<u>464,647</u>	<u>435,479</u>	<u>265,894</u>	<u>322,800</u>	<u>(56,906)</u>	<u>216,000</u>
Total Revenue	<u>19,985,707</u>	<u>21,647,300</u>	<u>21,442,049</u>	<u>20,364,126</u>	<u>21,321,600</u>	<u>(957,474)</u>	<u>20,415,600</u>
Expenses							
Substation							
Purchased Power	12,754,343	11,854,449	11,928,124	10,695,165	11,268,000	572,835	11,010,000
Total Transmission	12,754,343	11,854,449	11,928,124	10,695,165	11,268,000	572,835	11,010,000
Generation and Distribution							
<u>Personal Services</u>							
Regular Wages	1,198,429	1,317,024	1,439,716	1,548,839	1,756,800	207,961	1,843,200
Overtime Wages	70,828	76,189	146,600	148,392	-	(148,392)	-
Double Overtime Wages	18,412	16,737	22,664	19,381	-	(19,381)	-
Vacation Pay	96,727	90,885	97,635	92,427	-	(92,427)	-
Sick Pay	25,131	45,617	35,420	17,847	-	(17,847)	-
Services to the City	59,510	82,861	44,288	48,441	-	(48,441)	-
Less: Wages Capitalized	(219,183)	(191,205)	(302,212)	(277,963)	(192,000)	85,963	(211,200)
	<u>1,249,854</u>	<u>1,438,108</u>	<u>1,484,111</u>	<u>1,597,364</u>	<u>1,564,800</u>	<u>(32,564)</u>	<u>1,632,000</u>
<u>Operations</u>							
Communications	5,957	10,980	6,729	8,384	7,200	(1,184)	8,400
Utilities	9,131	7,728	8,904	8,303	9,000	697	9,000
Maintenance and Repair - Equipment	63,657	60,120	56,704	78,083	55,800	(22,283)	60,000
Maintenance and Repair - Buildings	3,582	15,752	13,944	7,667	9,600	1,933	8,100
Maintenance and Repair - Other Improvements	54,718	95,538	64,526	-	76,800	76,800	-
Cleaning and Waste Removal	10,877	28,135	13,004	11,610	14,400	2,790	12,000
Testing and Monitoring	4,000	6,440	4,018	2,332	4,800	2,468	4,800
Printing and Publishing	1,291	1,391	766	-	1,200	1,200	600
Consulting Services	9,068	5,520	8,025	8,700	8,400	(300)	7,800
Other Contractual Services	12,373	13,637	16,141	11,737	16,200	4,463	14,100
	<u>174,654</u>	<u>245,241</u>	<u>192,761</u>	<u>136,815</u>	<u>203,400</u>	<u>66,585</u>	<u>124,800</u>
<u>Maintenance</u>							
Small Tools and Supplies	59,335	71,067	89,270	89,867	72,000	(17,867)	77,400
Motor Fuels	28,655	39,517	39,393	29,455	40,200	10,745	37,200
Maintenance and Repair - Equipment	26,225	34,929	31,523	38,740	33,600	(5,140)	34,800
Maintenance and Repair - Buildings	2,936	2,026	2,035	1,411	4,200	2,789	2,400
Maintenance and Repair - Other Improvements	170	170	15,763	87,167	-	(87,167)	70,800
Maintenance and Repair - Street Lights	7,955	15,280	31,212	35,073	18,000	(17,073)	24,000
Other Commodities	12,432	5,956	9,398	8,284	9,600	1,316	9,000
Office Supplies	2,770	636	1,497	1,263	2,400	1,137	1,800
	<u>140,478</u>	<u>169,581</u>	<u>220,091</u>	<u>291,258</u>	<u>180,000</u>	<u>(111,258)</u>	<u>257,400</u>

**Brainerd Public Utilities
2021 Operating Budget
Electric Department - Combined**

			2020		2020	
	2017	2018	2019	Projected Actual	Budget	Variance Positive (Negative)
2021 Budget						
Electric Department (Continued)						
Generation and Distribution (Continued)						
<u>Other Charges</u>						
Dues and Subscriptions	644	137	198	2,639	600	(2,039)
Employee Benefits	12,155	12,890	18,170	14,009	7,200	(6,809)
Pension	214,229	80,475	91,422	109,260	116,400	7,140
Health Insurance	219,429	260,348	264,816	233,653	267,600	33,947
Payroll Taxes	90,007	102,971	104,612	107,143	120,000	12,857
Licenses and Taxes	40,388	43,505	41,314	39,999	37,200	(2,799)
Depreciation	1,653,620	1,772,686	1,945,345	2,061,200	1,968,000	(93,200)
Amortization	12,596	14,214	16,562	25,200	12,000	(13,200)
Travel and Conferences	21,584	37,740	54,087	42,969	49,200	6,231
Miscellaneous	295	922	321	200	600	400
	<u>2,264,947</u>	<u>2,325,888</u>	<u>2,536,847</u>	<u>2,636,272</u>	<u>2,578,800</u>	<u>(57,472)</u>
Total Generation and Distribution	\$ 3,829,933	\$ 4,178,818	\$ 4,433,810	\$ 4,661,709	\$ 4,527,000	\$ (134,709)
Administration						
<u>Personal Services</u>						
Regular Wages	\$ 535,233	\$ 551,625	\$ 583,861	\$ 671,876	\$ 750,000	\$ 78,124
Overtime Wages	6,432	6,919	9,837	10,636	-	(10,636)
Vacation Pay	52,837	54,094	55,000	59,648	-	(59,648)
Sick Pay	12,291	14,065	17,865	12,296	-	(12,296)
Board Member Salaries	6,480	6,480	6,480	6,460	6,000	(460)
	<u>613,273</u>	<u>633,183</u>	<u>673,043</u>	<u>760,916</u>	<u>756,000</u>	<u>(4,916)</u>
<u>Operations</u>						
Communications	34,856	34,273	32,349	36,413	32,400	(4,013)
Utilities	38,257	33,554	31,936	35,512	37,200	1,688
Maintenance and Repair - Equipment	12,002	12,652	13,902	21,663	13,200	(8,463)
Maintenance and Repair - Buildings	8,253	10,795	1,994	3,296	4,800	1,504
Maintenance and Repair - Other Improvements	1,130	141	64	-	1,200	1,200
Cleaning and Waste Removal	1,361	1,120	1,544	1,202	1,800	598
Testing and Monitoring	-	-	1,416	-	1,200	1,200
Printing and Publishing	1,027	4,225	7,059	4,936	3,000	(1,936)
Consulting Services	183,850	252,958	111,269	154,478	126,600	(27,878)
Other Contractual Services	22,550	20,561	22,554	18,885	19,200	315
	<u>303,286</u>	<u>370,279</u>	<u>224,087</u>	<u>276,385</u>	<u>240,600</u>	<u>(35,785)</u>
<u>Maintenance</u>						
Small Tools and Supplies	1,381	2,168	1,334	3,303	1,800	(1,503)
Motor Fuels	3,175	3,947	3,691	3,677	3,600	(77)
Maintenance and Repair - Equipment	1,260	1,656	352	727	1,200	473
Maintenance and Repair - Buildings	1,086	221	3,704	495	2,400	1,905
Maintenance and Repair - Other Improvements	30,947	33,757	32,116	32,391	33,000	609
Other Commodities	428	81	78	159	600	441
Office Supplies	23,491	23,399	37,351	25,207	26,400	1,193
	<u>61,768</u>	<u>65,229</u>	<u>78,626</u>	<u>65,957</u>	<u>69,000</u>	<u>3,043</u>
<u>Other Charges</u>						
Insurance and Bonds	134,192	141,438	144,807	133,187	150,000	16,813
Dues and Subscriptions	63,029	57,763	66,878	72,237	60,000	(12,237)
Employee Benefits	7,994	12,639	13,500	10,365	4,200	(6,165)
Pension	134,365	160,613	88,258	(33,660)	109,800	143,460
Health Insurance	133,091	111,913	116,435	185,133	119,400	(65,733)
Payroll Taxes	42,825	44,405	47,966	51,000	57,600	6,600
Licenses and Taxes	30,285	34,650	35,675	39,061	34,800	(4,261)
Depreciation	109,523	141,768	143,105	158,300	144,000	(14,300)
Travel and Conferences	7,525	12,000	15,385	8,531	13,200	4,669
Miscellaneous	365	421	848	372	600	228
Bank Charges	58,631	76,017	99,783	120,052	79,200	(40,852)
Interest Expense - Other	7,058	5,410	9,722	14,395	8,400	(5,995)
Interest Expense - Bonds	414,422	309,804	281,750	263,405	265,200	1,795
Bond Issuance Costs	102,462	1,437	-	-	-	-
Cash Transfers to City	672,823	691,284	757,394	754,600	762,000	7,400
Bad Debts	31,098	53,493	32,438	38,933	38,400	(533)
	<u>1,949,688</u>	<u>1,855,055</u>	<u>1,853,944</u>	<u>1,815,911</u>	<u>1,846,800</u>	<u>30,889</u>
Total Administration	2,928,015	2,923,746	2,829,700	2,919,170	2,912,400	(6,770)
Total Expenses	19,512,291	18,957,013	19,191,634	18,276,044	18,707,400	431,356
Change in Net Position	\$ 473,416	\$ 2,690,287	\$ 2,250,415	\$ 2,088,082	\$ 2,614,200	\$ (526,118)

**Brainerd Public Utilities
2021 Operating Budget
Electric Department - Distribution**

	Actual			2020		2020 Variance Positive (Negative)	2021 Budget
	2017	2018	2019	Projected Actual	Budget		
Electric Department							
Revenue							
<u>Utility Revenue</u>							
Residential	\$ 5,693,563	\$ 6,293,567	\$ 6,202,888	6,346,400	\$ 6,216,000	\$ 130,400	\$ 6,282,000
Commercial	7,220,310	7,856,739	7,592,383	7,240,000	7,646,400	(406,400)	7,314,000
Large Commercial	5,359,072	5,784,823	5,997,427	5,374,900	5,928,000	(553,100)	5,430,000
City of Brainerd	361,941	413,594	386,842	353,945	392,400	(38,455)	382,800
BPU	777,474	833,930	827,030	782,987	816,000	(33,013)	790,800
Total Utility Revenue	19,412,360	21,182,653	21,006,570	20,098,232	20,998,800	(900,568)	20,199,600
<u>Other Revenues</u>							
Late Payment Penalties	117,428	118,029	127,435	43,547	120,000	(76,453)	48,000
Permits and Fees	111,268	42,841	41,038	11,011	40,800	(29,789)	12,000
Bad Debt Recoveries	5,760	12,443	12,331	13,564	12,000	1,564	12,000
Interest Revenue	40,957	43,378	93,330	120,897	49,200	71,697	58,800
Rental Revenue	71,155	43,459	39,908	25,300	40,800	(15,500)	27,600
Gain (Loss) on Sale of Capital Assets	102,025	36,609	47,835	(7,252)	-	(7,252)	-
Refunds and Reimbursements	20,938	861	13,070	5,037	1,200	3,837	2,400
Other Non-Operating Revenue	84,108	140,882	45,175	38,431	43,200	(4,769)	39,600
Total Other Revenue	553,639	438,502	420,122	250,534	307,200	(56,666)	200,400
Total Revenue	19,965,999	21,621,155	21,426,692	20,348,766	21,306,000	(957,234)	20,400,000
Expenses							
<u>Substation</u>							
Purchased Power	14,249,684	13,254,847	13,139,485	11,857,053	12,528,000	670,947	12,174,000
Total Transmission	14,249,684	13,254,847	13,139,485	11,857,053	12,528,000	670,947	12,174,000
<u>Distribution</u>							
<u>Personal Services</u>							
Regular Wages	913,374	1,008,855	1,104,909	1,168,555	1,332,000	163,445	1,384,800
Overtime Wages	34,977	39,623	107,943	111,580		(111,580)	-
Double Overtime Wages	7,623	4,089	9,292	4,220		(4,220)	-
Vacation Pay	75,767	64,100	67,969	64,828		(64,828)	-
Sick Pay	24,086	44,576	33,165	17,544		(17,544)	-
Services to the City	59,510	82,861	44,288	48,441		(48,441)	-
Less: Wages Capitalized	(219,183)	(191,205)	(302,212)	(277,963)	(192,000)	85,963	(211,200)
	896,154	1,052,899	1,065,354	1,137,205	1,140,000	2,795	1,173,600
<u>Operations</u>							
Communications	4,269	9,186	4,916	5,684	5,400	(284)	6,000
Utilities	8,696	7,287	8,472	7,871	8,400	529	8,400
Maintenance and Repair - Equipment	62,621	55,999	46,920	75,900	50,400	(25,500)	55,200
Maintenance and Repair - Buildings	3,090	15,240	13,432	6,896	8,400	1,504	7,200
Maintenance and Repair - Other Improvements	49,359	95,538	64,526	-	76,800	76,800	-
Cleaning and Waste Removal	10,329	27,614	12,399	11,050	13,800	2,750	11,400
Testing and Monitoring	4,000	6,440	4,018	2,332	4,800	2,468	4,800
Printing and Publishing	1,291	1,391	766	-	1,200	1,200	600
Consulting Services	9,068	5,520	8,025	8,700	6,000	(2,700)	7,800
Other Contractual Services	11,532	12,858	15,490	11,009	15,600	4,591	13,200
	164,255	237,073	178,964	129,442	190,800	61,358	114,600
<u>Maintenance</u>							
Small Tools and Supplies	53,404	65,551	84,602	79,100	66,000	(13,100)	68,400
Motor Fuels	28,514	38,475	37,702	29,440	38,400	8,960	36,000
Maintenance and Repair - Equipment	19,946	27,090	25,892	18,491	25,200	6,709	24,600
Maintenance and Repair - Buildings	537	1,480	1,822	911	1,800	889	1,200
Maintenance and Repair - Other Improvements	170	170	15,763	87,167	-	(87,167)	70,800
Maintenance and Repair - Street Lights	7,955	15,280	31,212	35,073	18,000	(17,073)	24,000
Other Commodities	11,640	5,489	8,209	6,989	8,400	1,411	7,200
Office Supplies	190	473	978	1,247	1,200	(47)	1,200
	122,356	154,008	206,180	258,417	159,000	(99,417)	233,400

**Brainerd Public Utilities
2021 Operating Budget
Electric Department - Distribution**

				2020		2020	
	Actual			Projected		Variance	2021
	2017	2018	2019	Actual	Budget	Positive (Negative)	Budget
Electric Department (Continued)							
Distribution (Continued)							
<u>Other Charges</u>							
Dues and Subscriptions	615	107	167	2,596	600	(1,996)	600
Employee Benefits	9,649	10,211	14,573	12,196	4,800	(7,396)	9,600
Pension	89,615	52,786	66,049	78,820	85,200	6,380	87,600
Health Insurance	143,602	190,746	197,694	156,313	193,200	36,887	153,600
Payroll Taxes	65,983	74,803	75,586	76,801	87,600	10,799	90,000
Licenses and Taxes	804	7,117	10,107	8,256	3,600	(4,656)	6,000
Depreciation	1,440,753	1,491,840	1,656,055	1,744,000	1,662,000	(82,000)	1,680,000
Amortization	12,596	14,214	16,562	25,200	12,000	(13,200)	15,600
Travel and Conferences	21,493	37,707	53,320	38,089	48,000	9,911	40,800
Miscellaneous	273	885	319	200	600	400	600
	1,785,383	1,880,416	2,090,432	2,142,472	2,097,600	(44,872)	2,084,400
Total Distribution	\$ 2,968,148	\$ 3,324,396	\$ 3,540,930	\$ 3,667,536	\$ 3,587,400	\$ (80,136)	\$ 3,606,000
Administration							
<u>Personal Services</u>							
Regular Wages	\$ 501,487	\$ 517,152	\$ 548,544	631,792	\$ 709,200	\$ 77,408	\$ 810,000
Overtime Wages	6,419	6,917	9,837	10,629	-	(10,629)	-
Vacation Pay	49,205	50,442	51,551	55,989	-	(55,989)	-
Sick Pay	12,224	13,939	17,394	12,236	-	(12,236)	-
Board Member Salaries	5,400	5,400	5,400	5,384	4,800	(584)	4,800
	574,735	593,850	632,726	716,031	714,000	(2,031)	814,800
<u>Operations</u>							
Communications	34,856	34,273	32,349	36,413	32,400	(4,013)	36,000
Utilities	38,257	33,554	31,936	35,512	37,200	1,688	36,000
Maintenance and Repair - Equipment	11,900	12,480	13,871	21,663	13,200	(8,463)	16,800
Maintenance and Repair - Buildings	7,147	10,795	1,994	3,296	4,800	1,504	3,600
Maintenance and Repair - Other Improvements	1,130	141	64	-	1,200	1,200	-
Cleaning and Waste Removal	1,299	1,070	1,393	1,202	1,800	598	1,200
Printing and Publishing	1,027	4,225	6,914	4,936	3,000	(1,936)	4,800
Consulting Services	150,894	110,433	77,077	122,497	86,400	(36,097)	77,400
Other Contractual Services	22,496	20,561	22,554	18,610	19,200	590	19,200
	269,006	227,532	188,152	244,129	199,200	(44,929)	195,000
<u>Maintenance</u>							
Small Tools and Supplies	1,285	2,168	1,334	3,303	1,800	(1,503)	1,800
Motor Fuels	3,175	3,947	3,691	3,677	3,600	(77)	3,600
Maintenance and Repair - Equipment	1,260	1,656	352	727	1,200	473	1,200
Maintenance and Repair - Buildings	1,086	221	3,704	495	2,400	1,905	1,200
Maintenance and Repair - Other Improvements	27,475	29,907	28,492	28,640	28,800	160	28,800
Other Commodities	428	81	78	159	600	441	600
Office Supplies	23,437	23,350	37,351	25,207	26,400	1,193	26,400
	58,146	61,330	75,002	62,207	64,800	2,593	63,600
<u>Other Charges</u>							
Insurance and Bonds	74,886	78,674	83,341	71,741	85,200	13,459	74,400
Dues and Subscriptions	62,741	57,719	66,563	72,177	60,000	(12,177)	67,200
Employee Benefits	6,987	11,915	11,979	9,815	3,600	(6,215)	7,200
Pension	95,256	142,473	77,727	(22,631)	97,200	119,831	73,200
Health Insurance	126,031	104,407	107,411	174,805	112,800	(62,005)	175,200
Payroll Taxes	40,057	41,305	44,780	47,729	54,000	6,271	62,400
Licenses and Taxes	30,285	34,614	35,675	39,061	34,800	(4,261)	37,200
Depreciation	108,312	136,786	137,054	151,200	138,000	(13,200)	160,800
Travel and Conferences	7,495	12,000	15,385	8,531	13,200	4,669	13,200
Miscellaneous	365	421	848	372	600	228	600
Bank Charges	48,859	62,945	82,750	117,648	67,200	(50,448)	110,400
Interest Expense - Other	6,271	4,623	8,935	13,608	7,200	(6,408)	9,600
Interest Expense - Bonds	230,677	104,385	91,355	83,567	85,200	1,633	73,200
Bond Issuance Costs	60,235	1,437	-	-	-	-	-
Cash Transfers to City	672,823	691,284	757,394	754,600	762,000	7,400	754,800
Bad Debts	31,098	53,493	32,438	38,933	38,400	(533)	40,800
	1,602,378	1,538,481	1,553,635	1,561,157	1,559,400	(1,757)	1,660,200
Total Administration	2,504,265	2,421,193	2,449,515	2,583,524	2,537,400	(46,124)	2,733,600
Total Expenses	19,722,097	19,000,436	19,129,930	18,108,113	18,652,800	544,687	18,513,600
Change in Net Position	\$ 243,902	\$ 2,620,719	\$ 2,296,762	\$ 2,240,653	\$ 2,653,200	\$ (412,547)	\$ 1,886,400

**Brainerd Public Utilities
2021 Operating Budget
Electric Department - Generation**

	Actual			2020		2020	
	2017	2018	2019	Projected Actual	Budget	Variance Positive (Negative)	2021 Budget
Electric Department - Generation							
Revenue							
<u>Other Revenues</u>							
Bond Premium	\$ 15,357	\$ 16,437	\$ 15,357	\$ 15,360	\$ 15,600	\$ (240)	\$ 15,600
Other Non-Operating Revenue	4,351	9,708	-	-	-	-	-
Total Other Revenue	19,708	26,145	15,357	15,360	15,600	(240)	15,600
Expenses							
Substation							
Purchased Power	(1,495,341)	(1,400,398)	(1,211,361)	(1,161,888)	(1,260,000)	(98,112)	(1,164,000)
Generation							
<u>Personal Services</u>							
Regular Wages	285,055	308,169	334,807	380,284	424,800	44,516	458,400
Overtime Wages	35,851	36,566	38,657	36,812		(36,812)	-
Double Overtime Wages	10,789	12,648	13,372	15,161		(15,161)	-
Vacation Pay	20,960	26,785	29,666	27,599		(27,599)	-
Sick Pay	1,045	1,041	2,255	303		(303)	-
	353,700	385,209	418,757	460,159	424,800	(35,359)	458,400
<u>Operations</u>							
Communications	1,688	1,794	1,813	2,700	1,800	(900)	2,400
Utilities	435	441	432	432	600	168	600
Maintenance and Repair - Equipment	1,036	4,121	9,784	2,183	5,400	3,217	4,800
Maintenance and Repair - Buildings	492	512	512	771	1,200	429	900
Maintenance and Repair - Other Improvements	5,359	-	-	-	-	-	-
Cleaning and Waste Removal	548	521	605	560	600	40	600
Testing and Monitoring	-	-	1,416	-	1,200	1,200	-
Printing and Publishing	-	-	145	-	-	-	-
Consulting Services	-	-	-	-	2,400	2,400	-
Other Contractual Services	841	779	651	728	600	(128)	900
	10,399	8,168	15,358	7,373	13,800	6,427	10,200
<u>Maintenance</u>							
Small Tools and Supplies	5,931	5,516	4,668	10,767	6,000	(4,767)	9,000
Motor Fuels	141	1,042	1,691	15	1,800	1,785	1,200
Maintenance and Repair - Equipment	6,279	7,839	5,631	20,249	8,400	(11,849)	10,200
Maintenance and Repair - Buildings	2,399	546	213	500	2,400	1,900	1,200
Other Commodities	792	467	1,189	1,295	1,200	(95)	1,800
Office Supplies	2,580	163	519	16	1,200	1,184	600
	18,122	15,573	13,911	32,841	21,000	(11,841)	24,000
<u>Other Charges</u>							
Dues and Subscriptions	29	30	31	43	-	(43)	-
Employee Benefits	2,506	2,679	3,597	1,813	2,400	587	2,400
Pension	124,614	27,689	25,373	30,440	31,200	760	34,800
Health Insurance	75,827	69,602	67,122	77,340	74,400	(2,940)	75,600
Payroll Taxes	24,024	28,168	29,026	30,341	32,400	2,059	34,800
Licenses and Taxes	39,584	36,388	31,207	31,743	33,600	1,857	32,400
Depreciation	212,867	280,846	289,290	317,200	306,000	(11,200)	319,200
Travel and Conferences	91	33	767	4,880	1,200	(3,680)	3,600
Miscellaneous	22	37	2	-	-	-	-
	479,564	445,472	446,415	493,800	481,200	(12,600)	502,800
Total Generation	\$ 861,785	\$ 854,422	\$ 894,441	\$ 994,173	\$ 940,800	\$ (53,373)	\$ 995,400

**Brainerd Public Utilities
2021 Operating Budget
Electric Department - Generation**

	Actual			2020		2020	
	2017	2018	2019	Projected Actual	Budget	Variance Positive (Negative)	2021 Budget
Electric Department - Generation (Continued)							
Administration							
Personal Services							
Regular Wages	\$ 33,746	\$ 34,473	\$ 35,317	40,084	\$ 40,800	\$ 716	\$ 43,200
Overtime Wages	13	2	-	7	-	(7)	-
Vacation Pay	3,632	3,652	3,449	3,659	-	(3,659)	-
Sick Pay	67	126	471	60	-	(60)	-
Board Member Salaries	1,080	1,080	1,080	1,076	1,200	124	1,200
	38,538	39,333	40,317	44,885	42,000	(2,885)	44,400
Operations							
Maintenance and Repair - Equipment	102	172	31	-	-	-	-
Maintenance and Repair - Buildings	1,106	-	-	-	-	-	-
Cleaning and Waste Removal	62	50	151	-	-	-	-
Consulting Services	32,956	142,525	34,192	31,981	40,200	8,219	31,800
Other Contractual Services	54	-	-	275	-	(275)	-
	34,280	142,747	34,374	32,256	40,200	7,944	31,800
Maintenance							
Small Tools and Supplies	96	-	-	-	-	-	-
Maintenance and Repair - Other Improvements	3,472	3,850	3,624	3,751	4,200	449	4,200
Office Supplies	54	49	-	-	-	-	-
	3,622	3,899	3,624	3,751	4,200	449	4,200
Other Charges							
Insurance and Bonds	59,306	62,764	61,466	61,445	64,800	3,355	62,400
Dues and Subscriptions	288	44	315	60	-	(60)	-
Employee Benefits	1,007	724	1,521	550	600	50	600
Pension	39,109	18,140	10,531	(11,029)	12,600	23,629	6,000
Health Insurance	7,060	7,506	9,024	10,328	6,600	(3,728)	10,200
Payroll Taxes	2,768	3,100	3,186	3,271	3,600	329	3,600
Licenses and Taxes	-	36	-	-	-	-	-
Depreciation	1,211	4,982	6,051	7,100	6,000	(1,100)	9,000
Travel and Conferences	30	-	-	-	-	-	-
Bank Charges	9,772	13,072	17,033	2,404	12,000	9,596	3,000
Interest Expense - Other	787	787	787	787	1,200	413	1,200
Interest Expense - Bonds	183,745	205,419	190,395	179,839	180,000	161	166,800
Bond Issuance Costs	42,227	-	-	-	-	-	-
	347,310	316,574	300,309	254,754	287,400	32,646	262,800
Total Administration	423,750	502,553	378,624	335,646	373,800	38,154	343,200
Total Expenses	(209,806)	(43,423)	61,704	167,931	54,600	(113,331)	174,600
Change in Net Position	\$ 229,514	\$ 69,568	\$ (46,347)	\$ (152,571)	\$ (39,000)	\$ 113,091	\$ (159,000)

**Brainerd Public Utilities
2021 Operating Budget
Water Department**

				2020		2020	
	Actual			Projected	Budget	Variance	2021
	2017	2018	2019	Actual		Positive (Negative)	Budget
Water Department							
Revenue							
<u>Utility Revenue</u>							
Residential	\$ 1,156,153	\$ 1,217,805	\$ 1,256,745	\$ 1,365,007	\$ 1,302,000	\$ 63,007	\$ 1,356,000
Commercial	1,028,646	1,113,974	1,141,336	1,230,469	1,184,400	46,069	1,232,400
City of Brainerd	89,718	98,198	99,273	107,868	99,600	8,268	108,000
BPU	60,485	68,893	65,923	74,525	68,400	6,125	70,800
Total Utility Revenue	<u>2,335,002</u>	<u>2,498,870</u>	<u>2,563,277</u>	<u>2,777,869</u>	<u>2,654,400</u>	<u>123,469</u>	<u>2,767,200</u>
<u>Other Revenues</u>							
Late Payment Penalties	20,092	19,333	21,433	7,361	20,400	(13,039)	8,400
Permits and Fees	7,450	6,275	5,978	3,200	6,000	(2,800)	4,800
Local Option Sales Tax Proceeds - Baxter	250,536	260,013	266,013	278,352	264,000	14,352	276,000
Bad Debt Recoveries	7,357	7,195	426	248	3,000	(2,752)	2,400
Interest Revenue	1,394	60,656	106,817	41,523	21,600	19,923	25,200
Water Availability Charges	-	29,750	-	-	-	-	-
Bond Premium	44,748	60,093	65,781	65,712	65,400	312	65,400
Gain (Loss) on Sale Capital Assets	8,327	835	1,605	(2,227)	-	(2,227)	-
Refunds and Reimbursements	8,599	-	(6,054)	591	-	591	-
Other Revenue	23,377	36,774	33,181	15,221	14,400	821	14,400
Contributed Capital	<u>988,568</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Revenue	<u>1,360,448</u>	<u>480,924</u>	<u>495,180</u>	<u>409,981</u>	<u>394,800</u>	<u>15,181</u>	<u>396,600</u>
Total Revenue	<u>3,695,450</u>	<u>2,979,794</u>	<u>3,058,457</u>	<u>3,187,851</u>	<u>3,049,200</u>	<u>138,651</u>	<u>3,163,800</u>
Expenses							
<u>Production</u>							
<u>Personal Services</u>							
Regular Wages	183,203	187,773	196,765	254,079	291,600	37,521	334,800
Overtime Wages	22,854	24,422	24,384	23,777	-	(23,777)	-
Double Overtime Wages	-	-	-	-	-	-	-
Vacation Pay	13,546	15,894	15,857	15,413	-	(15,413)	-
Sick Pay	2,226	2,055	2,048	2,929	-	(2,929)	-
	<u>221,829</u>	<u>230,144</u>	<u>239,054</u>	<u>296,199</u>	<u>291,600</u>	<u>(4,599)</u>	<u>334,800</u>
<u>Operations</u>							
Communications	2,838	2,859	2,835	2,953	3,000	47	3,000
Utilities	105,150	110,410	111,000	108,916	112,800	3,884	110,400
Maintenance and Repair - Equipment	1,960	1,920	5,580	3,237	3,600	363	3,600
Maintenance and Repair - Buildings	329	-	-	2,784	-	(2,784)	600
Maintenance and Repair - Other Improvements	188	-	-	-	-	-	-
Cleaning and Waste Removal	1,645	1,582	221	-	600	600	-
Testing and Monitoring	529	126	2,127	2,669	600	(2,069)	3,600
Printing and Publishing	-	-	-	-	-	-	-
Consulting Services	-	-	-	-	1,800	1,800	-
	<u>112,639</u>	<u>116,897</u>	<u>121,763</u>	<u>120,560</u>	<u>122,400</u>	<u>1,840</u>	<u>121,200</u>
<u>Maintenance</u>							
Small Tools and Supplies	5,185	8,022	10,385	13,368	7,200	(6,168)	9,600
Maintenance and Repair - Equipment	7,461	13,803	7,893	10,781	9,600	(1,181)	9,600
Maintenance and Repair - Buildings	1,222	1,288	1,116	297	1,800	1,503	1,200
Maintenance and Repair - Other Improvements	-	-	-	-	-	-	-
Other Commodities	32,178	21,193	14,374	31,460	21,600	(9,860)	28,800
Office Supplies	226	-	580	12	600	588	-
	<u>46,272</u>	<u>44,306</u>	<u>34,348</u>	<u>55,919</u>	<u>40,800</u>	<u>(15,119)</u>	<u>49,200</u>
<u>Other Charges</u>							
Employee Benefits	1,597	1,601	3,229	610	1,200	590	900
Pension	21,628	14,222	14,785	17,229	21,600	4,371	25,200
Health Insurance	52,969	58,342	64,879	83,833	72,000	(11,833)	80,400
Payroll Taxes	15,228	15,704	16,061	16,127	21,600	5,473	25,200
Licenses and Taxes	145	169	520	683	600	(83)	600
Depreciation	224,151	235,094	248,316	273,200	258,000	(15,200)	279,600
	<u>315,718</u>	<u>325,132</u>	<u>347,790</u>	<u>391,682</u>	<u>375,000</u>	<u>(16,682)</u>	<u>411,900</u>
Total Production	<u>696,458</u>	<u>716,479</u>	<u>742,955</u>	<u>864,359</u>	<u>829,800</u>	<u>(34,559)</u>	<u>917,100</u>
Distribution							
<u>Personal Services</u>							
Regular Wages	314,428	300,148	300,646	310,860	316,800	5,940	430,800
Overtime Wages	5,203	9,975	33,056	34,153	-	(34,153)	-
Double Overtime Wages	4,985	4,221	2,631	460	-	(460)	-
Vacation Pay	23,374	23,573	26,724	30,744	-	(30,744)	-
Sick Pay	10,775	10,486	11,026	9,545	-	(9,545)	-
Less: Wages Capitalized	<u>(11,126)</u>	<u>(42,413)</u>	<u>(9,737)</u>	<u>(32,888)</u>	<u>(18,000)</u>	<u>14,888</u>	<u>(21,600)</u>
	<u>347,639</u>	<u>305,990</u>	<u>364,346</u>	<u>352,875</u>	<u>298,800</u>	<u>(54,075)</u>	<u>409,200</u>
<u>Operations</u>							
Communications	2,644	4,242	2,788	3,223	3,000	(223)	3,600
Utilities	61,488	67,870	70,663	67,919	72,000	4,081	69,600
Maintenance and Repair - Equipment	28,095	14,554	18,582	23,460	19,200	(4,260)	20,400
Maintenance and Repair - Buildings	1,560	8,815	5,827	3,417	4,800	1,383	4,200
Maintenance and Repair - Other Improvements	26,277	32,305	35,494	16,969	24,000	7,031	19,200
Cleaning and Waste Removal	1,405	2,314	2,025	4,853	1,800	(3,053)	3,600
Testing and Monitoring	1,032	1,167	877	-	1,200	1,200	1,200
Printing and Publishing	175	270	147	117	600	483	600
Consulting Services	34,800	108,430	91,000	44,258	40,800	(3,458)	68,400
Other Contractual Services	811	1,001	1,086	747	1,800	1,053	1,200
	<u>\$ 158,287</u>	<u>\$ 240,968</u>	<u>\$ 228,489</u>	<u>\$ 164,963</u>	<u>\$ 169,200</u>	<u>\$ 4,237</u>	<u>\$ 192,000</u>

**Brainerd Public Utilities
2021 Operating Budget
Water Department**

				2020		2020 Variance Positive (Negative)	2021 Budget
	Actual	Actual	Actual	Projected Actual	Budget		
	2017	2018	2019				
Water Department (Continued)							
Distribution (Continued)							
<u>Maintenance</u>							
Small Tools and Supplies	\$ 27,000	\$ 42,331	\$ 20,877	18,621	\$ 24,000	\$ 5,379	\$ 20,400
Motor Fuels	13,750	14,939	14,789	14,741	15,600	859	15,600
Maintenance and Repair - Equipment	11,936	8,094	4,837	3,813	6,000	2,187	4,800
Maintenance and Repair - Buildings	233	457	947	451	1,200	749	1,200
Maintenance and Repair - Other Improvements	-	-	-	-	-	-	-
Other Commodities	3,696	1,930	4,151	2,416	3,600	1,184	3,600
Office Supplies	-	28	985	-	600	600	-
	<u>56,615</u>	<u>67,779</u>	<u>46,586</u>	<u>40,043</u>	<u>51,000</u>	<u>10,957</u>	<u>45,600</u>
<u>Other Charges</u>							
Dues and Subscriptions	20	36	76	889	-	(889)	900
Employee Benefits	2,830	2,804	3,232	1,681	1,200	(481)	1,800
Pension	33,895	22,758	22,405	23,364	24,000	636	32,400
Health Insurance	58,728	62,083	70,646	71,735	78,000	6,265	69,600
Payroll Taxes	22,800	22,752	24,122	22,628	24,000	1,372	32,400
Licenses and Taxes	9,090	9,052	7,432	8,195	7,200	(995)	8,400
Depreciation	553,403	715,794	758,213	802,500	786,000	(16,500)	780,000
Travel and Conferences	7,137	8,653	5,397	1,687	6,000	4,313	5,400
Miscellaneous	333	246	170	-	600	600	-
	<u>688,236</u>	<u>844,178</u>	<u>891,693</u>	<u>932,679</u>	<u>927,000</u>	<u>(5,679)</u>	<u>930,900</u>
Total Distribution	<u>1,250,777</u>	<u>1,458,915</u>	<u>1,531,114</u>	<u>1,490,560</u>	<u>1,446,000</u>	<u>(44,560)</u>	<u>1,577,700</u>
Administration							
<u>Personal Services</u>							
Regular Wages	202,418	207,324	217,684	247,857	249,600	1,743	284,400
Overtime Wages	2,634	2,940	4,146	4,788	-	(4,788)	-
Vacation Pay	19,239	19,583	20,220	22,249	-	(22,249)	-
Sick Pay	(1,475)	5,722	7,847	4,773	-	(4,773)	-
Board Member Salaries	2,160	2,160	2,160	2,153	2,400	247	2,400
	<u>224,976</u>	<u>237,729</u>	<u>252,057</u>	<u>281,821</u>	<u>252,000</u>	<u>(29,821)</u>	<u>286,800</u>
<u>Operations</u>							
Communications	10,840	10,473	9,842	11,381	10,800	(581)	11,400
Utilities	13,488	12,342	12,129	13,195	13,200	5	13,800
Maintenance and Repair - Equipment	5,156	5,268	7,518	8,356	6,000	(2,356)	7,800
Maintenance and Repair - Buildings	3,791	8,024	1,994	3,199	3,000	(199)	3,600
Maintenance and Repair - Other Improvements	531	141	42	-	600	600	-
Cleaning and Waste Removal	845	772	939	672	900	228	600
Printing and Publishing	266	1,425	2,199	1,591	1,200	(391)	1,800
Consulting Services	37,316	27,399	50,523	5,839	27,600	21,761	27,600
Other Contractual Services	6,348	5,302	6,077	5,136	6,000	864	6,000
	<u>78,581</u>	<u>71,146</u>	<u>91,263</u>	<u>49,368</u>	<u>69,300</u>	<u>19,932</u>	<u>72,600</u>
<u>Maintenance</u>							
Small Tools and Supplies	563	1,682	933	2,080	900	(1,180)	1,200
Maintenance and Repair - Equipment	898	1,508	312	281	900	619	600
Maintenance and Repair - Buildings	635	390	1,255	432	1,200	768	600
Maintenance and Repair - Other Improvements	10,345	11,652	10,705	10,772	11,400	628	10,800
Other Commodities	422	-	77	143	-	(143)	-
Office Supplies	7,928	7,499	11,901	7,765	8,400	635	7,800
	<u>20,791</u>	<u>22,731</u>	<u>25,183</u>	<u>21,472</u>	<u>22,800</u>	<u>1,328</u>	<u>21,000</u>
<u>Other Charges</u>							
Insurance and Bonds	51,029	53,415	52,513	51,892	54,000	2,108	52,800
Dues and Subscriptions	7,724	7,082	7,892	8,381	7,200	(1,181)	7,800
Employee Benefits	1,842	2,808	4,550	776	1,800	1,024	1,200
Pension	21,930	50,763	31,631	(7,951)	37,200	45,151	36,000
Health Insurance	49,996	53,086	59,294	61,151	58,800	(2,351)	69,600
Payroll Taxes	16,402	16,681	17,630	17,381	19,200	1,819	22,800
Licenses and Taxes	1,035	2,535	4,457	2,118	3,000	882	3,000
Depreciation	43,216	53,813	53,905	58,400	54,000	(4,400)	61,200
Travel and Conferences	398	244	993	62	600	538	600
Miscellaneous	-	-	-	2,269	-	(2,269)	1,200
Bank Charges	19,544	25,769	35,126	36,329	28,800	(7,529)	36,000
Interest - Other	965	769	504	790	900	110	600
Interest - Bonds	84,799	284,686	277,217	264,665	267,000	2,335	232,800
Bond Issuance Costs	-	41,162	-	-	-	-	-
Bad Debts	3,191	2,348	2,581	4,448	3,000	(1,448)	3,600
	<u>302,071</u>	<u>595,161</u>	<u>548,293</u>	<u>500,711</u>	<u>535,500</u>	<u>34,789</u>	<u>529,200</u>
Total Administration	<u>626,419</u>	<u>926,767</u>	<u>916,796</u>	<u>853,372</u>	<u>879,600</u>	<u>26,228</u>	<u>909,600</u>
Total Expenses	<u>2,573,654</u>	<u>3,102,161</u>	<u>3,190,865</u>	<u>3,208,291</u>	<u>3,155,400</u>	<u>(52,891)</u>	<u>3,404,400</u>
Change in Net Position	<u>\$ 1,121,796</u>	<u>\$ (122,367)</u>	<u>\$ (132,408)</u>	<u>\$ (20,440)</u>	<u>\$ (106,200)</u>	<u>\$ 85,760</u>	<u>\$ (240,600)</u>

**Brainerd Public Utilities
2021 Operating Budget
Wastewater Department**

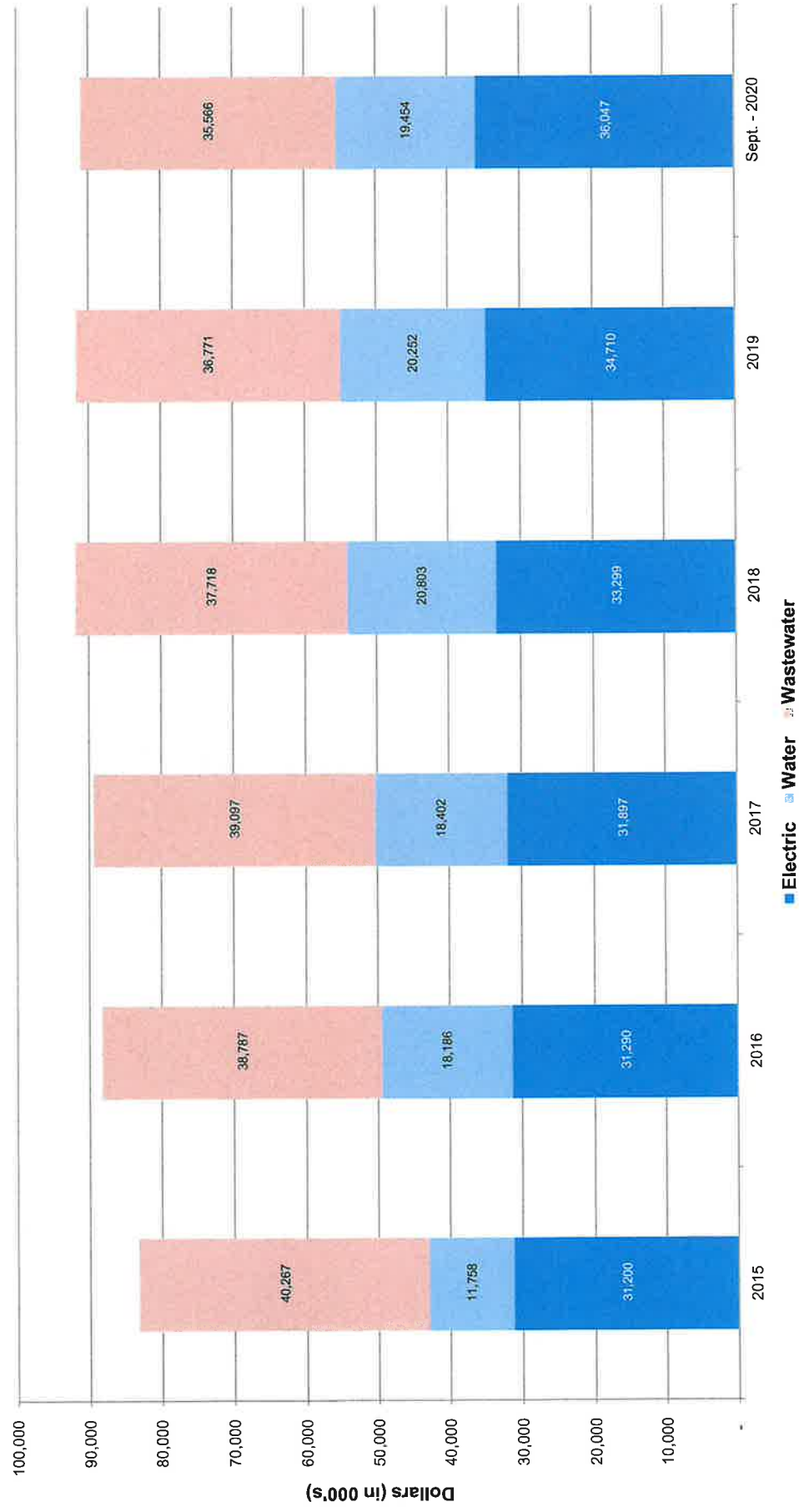
				2020		2020	
	Actual			Projected		Variance	
	2017	2018	2019	Actual	Budget	Positive (Negative)	2021 Budget
Wastewater Department							
Revenue							
<u>Utility Revenue</u>							
Residential	\$ 1,335,751	\$ 1,379,492	\$ 1,395,354	1,394,423	\$ 1,404,000	\$ (9,577)	\$ 1,398,000
Commercial	748,871	769,095	768,958	724,075	788,400	(64,325)	726,000
City of Brainerd	9,976	9,703	9,047	9,899	10,800	(901)	10,200
BPU	525	584	603	599	600	(1)	600
Total Utility Revenue	<u>2,095,123</u>	<u>2,158,874</u>	<u>2,173,962</u>	<u>2,128,995</u>	<u>2,203,800</u>	<u>(74,805)</u>	<u>2,134,800</u>
<u>Other Revenues</u>							
Late Payment Penalties	29,546	28,376	33,778	11,855	30,000	(18,145)	13,800
Local Option Sales Tax Proceeds - Brainerd	1,004,910	1,011,506	1,083,144	1,161,620	1,012,800	148,820	1,158,000
Local Option Sales Tax Proceeds - Baxter	60,119	62,403	63,834	66,794	63,600	3,194	66,000
Bad Debt Recoveries	1,150	337	721	451	-	451	-
Interest Revenue - Investments	108,385	54,251	291,206	283,287	66,000	217,287	75,600
Sewer Availability Charges	-	7,138	-	-	-	-	-
Gain (Loss) on Sale Capital Assets	20,681	15,501	-	17,376	-	17,376	-
Refunds and Reimbursements	303	(2,675)	308	420	-	420	-
Interest Revenue - Notes Receivable	195,055	183,686	158,204	109,143	154,800	(45,657)	139,200
Federal Grant Revenue - Build America Bond	122,452	118,803	104,911	142,993	102,000	40,993	91,200
Bond Premium	7,787	8,540	9,657	9,660	9,600	60	9,600
Other Revenue	22,559	29,696	16,588	14,752	6,000	8,752	6,600
Reimbursement of Operating Expenses - Baxter	520,764	583,453	706,158	596,417	606,000	(9,583)	600,000
Contributed Capital	-	-	-	-	-	-	-
Total Other Revenue	<u>2,093,711</u>	<u>2,101,015</u>	<u>2,468,509</u>	<u>2,414,767</u>	<u>2,050,800</u>	<u>363,967</u>	<u>2,160,000</u>
Total Revenue	<u>4,188,834</u>	<u>4,259,889</u>	<u>4,642,471</u>	<u>4,543,762</u>	<u>4,254,600</u>	<u>289,162</u>	<u>4,294,800</u>
Expenses							
Treatment							
<u>Personal Services</u>							
Regular Wages	258,093	336,341	307,402	336,827	409,200	72,373	346,800
Overtime Wages	35,909	50,323	76,744	71,409	-	(71,409)	-
Vacation Pay	21,980	23,269	19,970	14,565	-	(14,565)	-
Sick Pay	5,355	10,084	4,626	2,613	-	(2,613)	-
	<u>321,337</u>	<u>420,017</u>	<u>408,742</u>	<u>425,415</u>	<u>409,200</u>	<u>(16,215)</u>	<u>346,800</u>
<u>Operations</u>							
Communications	2,290	2,852	2,015	3,645	2,400	(1,245)	3,600
Utilities	532,016	587,436	573,196	541,203	564,000	22,797	552,000
Maintenance and Repair - Equipment	43,000	46,906	54,767	21,321	48,000	26,679	42,000
Maintenance and Repair - Buildings	505	2,833	3,796	3,792	3,000	(792)	3,600
Maintenance and Repair - Other Improvements	1,908	2,158	-	-	2,400	2,400	-
Cleaning and Waste Removal	5,292	5,077	3,941	3,473	3,600	127	3,600
Testing and Monitoring	21,075	28,772	34,712	43,731	48,000	4,269	48,000
Printing and Publishing	1,804	440	3,116	499	600	101	600
Consulting Services	-	2,882	-	11,335	27,600	16,265	28,800
Other Contractual Services	3,359	2,413	2,343	1,305	2,400	1,095	1,800
	<u>611,249</u>	<u>681,769</u>	<u>677,886</u>	<u>630,304</u>	<u>702,000</u>	<u>71,696</u>	<u>684,000</u>
<u>Maintenance</u>							
Small Tools and Supplies	10,241	11,975	21,456	17,888	13,200	(4,688)	18,000
Motor Fuels	10,901	15,160	14,297	15,229	13,200	(2,029)	14,400
Maintenance and Repair - Equipment	26,965	30,880	33,851	48,688	28,800	(19,888)	42,000
Maintenance and Repair - Buildings	3,871	417	8,195	368	2,400	2,032	1,200
Maintenance and Repair - Other Improvements	1,030	1,265	1,056	896	1,200	304	1,200
Other Commodities	29,966	22,068	18,079	51,851	25,200	(26,651)	42,000
Office Supplies	1,865	3,386	7,552	6,332	4,800	(1,532)	5,400
	<u>84,839</u>	<u>85,151</u>	<u>104,486</u>	<u>141,252</u>	<u>88,800</u>	<u>(52,452)</u>	<u>124,200</u>
<u>Other Charges</u>							
Dues and Subscriptions	209	244	74	463	600	137	600
Employee Benefits	3,634	4,737	4,771	535	2,400	1,865	2,400
Pension	72,622	29,092	25,297	30,581	31,200	619	26,400
Health Insurance	52,003	76,680	76,113	75,088	91,200	16,112	73,200
Payroll Taxes	23,083	30,165	28,159	29,629	31,200	1,571	26,400
Licenses and Taxes	16,664	20,581	21,513	23,428	20,400	(3,028)	23,400
Depreciation	1,277,569	1,287,930	1,287,610	1,318,000	1,260,000	(58,000)	1,267,200
Travel and Conferences	2,983	6,831	4,168	3,745	4,800	1,055	4,800
Miscellaneous	12	20	108	68	-	(68)	-
	<u>1,448,779</u>	<u>1,456,280</u>	<u>1,447,813</u>	<u>1,481,537</u>	<u>1,441,800</u>	<u>(39,737)</u>	<u>1,424,400</u>
Total Treatment	<u>2,466,204</u>	<u>2,643,217</u>	<u>2,638,927</u>	<u>2,678,508</u>	<u>2,641,800</u>	<u>(36,708)</u>	<u>2,579,400</u>
Lift Stations							
<u>Personal Services</u>							
Regular Wages	82,781	103,711	97,093	95,688	147,600	51,912	142,800
Overtime Wages	11,664	14,566	19,841	18,451	-	(18,451)	-
Vacation Pay	6,970	7,833	7,358	6,391	-	(6,391)	-
Sick Pay	1,508	2,367	1,405	1,177	-	(1,177)	-
	<u>102,923</u>	<u>128,477</u>	<u>125,697</u>	<u>121,707</u>	<u>147,600</u>	<u>25,893</u>	<u>142,800</u>
<u>Operations</u>							
Communications	2,792	3,669	2,960	3,485	3,000	(485)	3,600
Utilities	97,760	109,023	114,263	106,319	114,000	7,681	108,000
Maintenance and Repair - Equipment	23,734	5,693	7,543	4,708	15,600	10,892	12,000
Maintenance and Repair - Buildings	6,225	129	-	-	2,400	2,400	-
Maintenance and Repair - Other Improvements	-	-	75	-	-	-	-
Cleaning and Waste Removal	8,189	9,088	9,048	10,255	9,000	(1,255)	10,800
Consulting Services	-	2,287	-	21,250	14,400	(6,850)	31,200
Other Contractual Services	300	270	271	827	-	(827)	-
	<u>\$ 139,000</u>	<u>\$ 130,159</u>	<u>\$ 134,160</u>	<u>\$ 146,843</u>	<u>\$ 158,400</u>	<u>\$ 11,557</u>	<u>\$ 165,600</u>

**Brainerd Public Utilities
2021 Operating Budget
Wastewater Department**

	Actual			2020		2020	
	2017	2018	2019	Projected Actual	Budget	Variance Positive (Negative)	2021 Budget
Wastewater Dept. (Continued)							
Lift Stations (Continued)							
Maintenance							
Small Tools and Supplies	\$ 2,380	\$ 931	\$ 1,366	2,240	\$ 4,200	\$ 1,960	\$ 2,400
Motor Fuels	3,086	3,947	7,017	3,677	4,200	523	4,200
Maintenance and Repair - Equipment	15,532	6,769	3,684	1,529	15,600	14,071	8,400
Maintenance and Repair - Buildings	-	-	-	-	9,000	9,000	6,000
Maintenance and Repair - Other Improvements	2,370	-	-	-	-	-	-
Other Commodities	815	-	326	-	-	-	-
	24,183	11,647	12,393	7,447	33,000	25,553	21,000
Other Charges							
Employee Benefits	1,098	896	1,527	150	600	450	1,200
Pension	23,261	8,624	7,424	9,284	10,800	1,516	10,800
Health Insurance	23,353	28,929	30,504	31,671	34,800	3,129	30,600
Payroll Taxes	7,147	8,668	8,530	8,771	11,400	2,629	11,400
Licenses and Taxes	139	69	76	120	-	(120)	-
Depreciation	132,818	177,521	182,022	192,900	186,000	(6,900)	195,600
Miscellaneous	-	-	-	-	-	-	-
	187,816	224,707	230,083	242,895	243,600	705	249,600
	453,922	494,990	502,333	518,892	582,600	63,708	579,000
Total Lift Stations							
Administration							
Personal Services							
Regular Wages	186,502	190,781	194,171	220,784	270,000	49,216	284,400
Overtime Wages	2,201	2,291	3,002	3,428	-	(3,428)	-
Vacation Pay	19,494	19,835	19,500	19,620	-	(19,620)	-
Sick Pay	10,114	5,079	6,297	4,052	-	(4,052)	-
Board Member Salaries	2,160	2,160	2,160	2,153	2,400	247	2,400
	220,471	220,146	225,130	250,037	272,400	22,363	286,800
Operations							
Communications	10,186	10,243	9,543	9,781	10,200	419	10,200
Utilities	12,354	10,535	9,850	11,116	10,800	(316)	11,400
Maintenance and Repair - Equipment	1,197	1,135	2,025	3,961	1,500	(2,461)	2,400
Maintenance and Repair - Buildings	2,211	498	-	-	600	600	-
Maintenance and Repair - Other Improvements	668	-	1,080	-	-	-	-
Printing and Publishing	-	1,623	1,862	1,092	900	(192)	1,200
Consulting Services	43,104	30,019	29,451	19,176	27,600	8,424	29,400
Other Contractual Services	4,891	4,980	5,753	3,525	4,800	1,275	4,800
	74,611	59,033	59,564	48,652	56,400	7,748	59,400
Maintenance							
Maintenance and Repair - Equipment	-	-	-	-	-	-	-
Maintenance and Repair - Other Improvements	7,295	9,700	10,593	9,900	10,800	900	10,800
Other Commodities	-	-	-	-	-	-	-
Office Supplies	6,143	4,092	5,189	4,032	4,800	768	4,800
	13,438	13,792	15,782	13,932	15,600	1,668	15,600
Other Charges							
Insurance and Bonds	66,091	70,608	72,106	75,599	75,600	1	78,000
Dues and Subscriptions	11,205	10,733	11,460	13,127	10,800	(2,327)	11,400
Employee Benefits	1,880	2,859	4,402	550	1,500	950	2,400
Pension	49,802	48,461	29,694	(11,768)	38,400	50,168	34,800
Health Insurance	48,251	51,320	57,414	63,269	57,600	(5,669)	63,600
Payroll Taxes	15,086	15,243	15,482	15,713	20,400	4,687	21,600
Licenses and Taxes	1,753	367	74	64	900	836	600
Depreciation	18,572	31,735	29,510	35,000	30,000	(5,000)	40,800
Amortization of Deferred Charges	-	-	-	-	-	-	-
Travel and Conferences	298	122	-	-	-	-	-
Miscellaneous	-	-	-	136	-	(136)	-
Bank Charges	19,544	25,198	33,396	40,365	24,000	(16,365)	40,800
Interest Expense - Other	966	769	504	877	600	(277)	1,200
Interest Expense Bonds	587,188	592,580	515,160	502,951	501,600	(1,351)	451,200
Bond Issuance Costs	-	1,882	-	-	-	-	-
Bad Debts	4,062	3,386	3,701	5,200	3,600	(1,600)	4,200
	824,698	855,263	772,903	741,083	765,000	23,917	750,600
Total Administration	1,133,218	1,148,234	1,073,379	1,053,705	1,109,400	55,695	1,112,400
Total Expenses	4,053,344	4,286,441	4,214,639	4,251,104	4,333,800	82,696	4,270,800
Change in Net Position	\$ 135,490	\$ (26,552)	\$ 427,832	\$ 292,658	\$ (79,200)	\$ 371,858	\$ 24,000

Graphical Information and Operating Statistics of 2021 Operating Budget

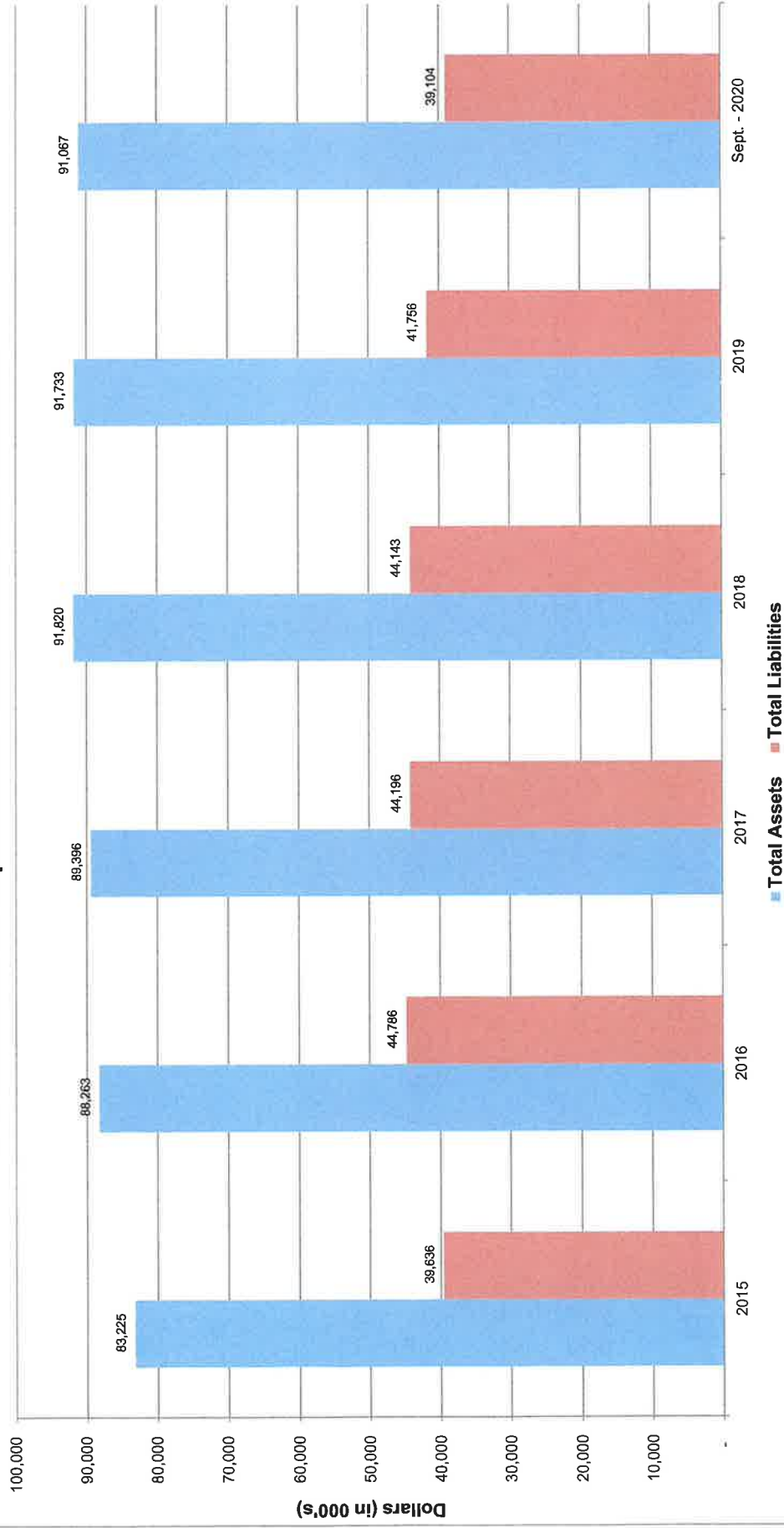
BPU Combined All Departments - Total Assets



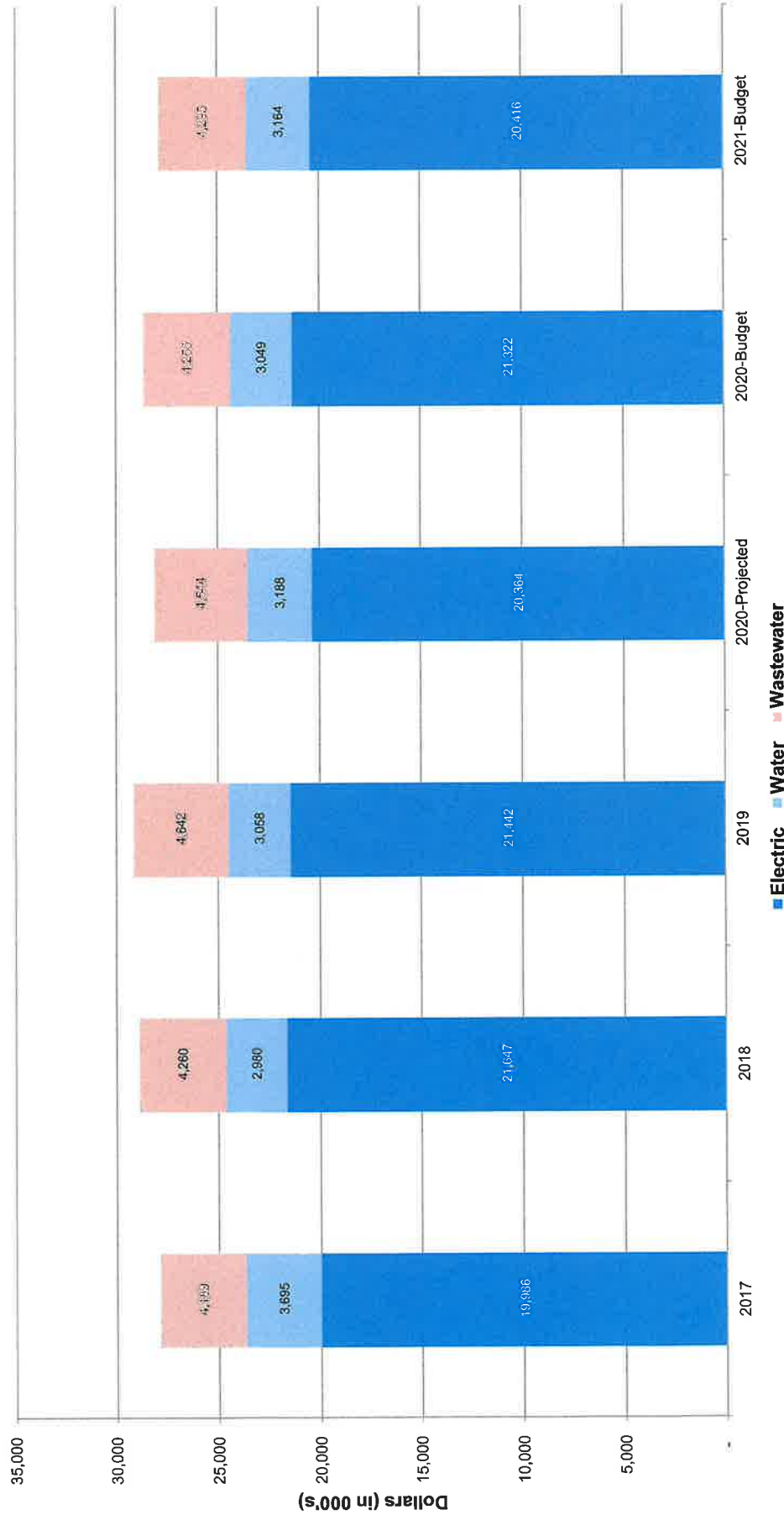
BPU Combined All Departments - Total Liabilities



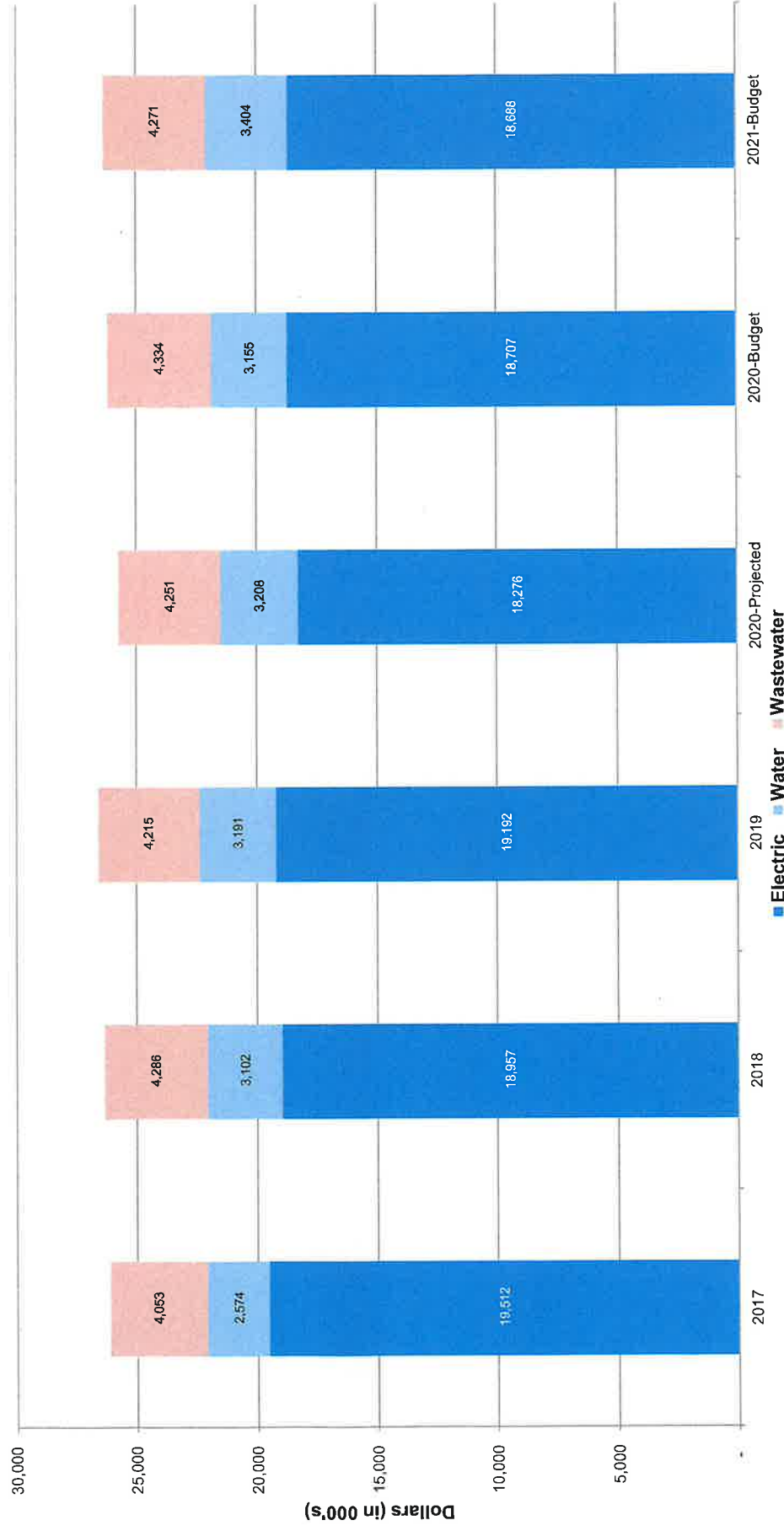
BPU Combined All Departments - Total Assets and Liabilities



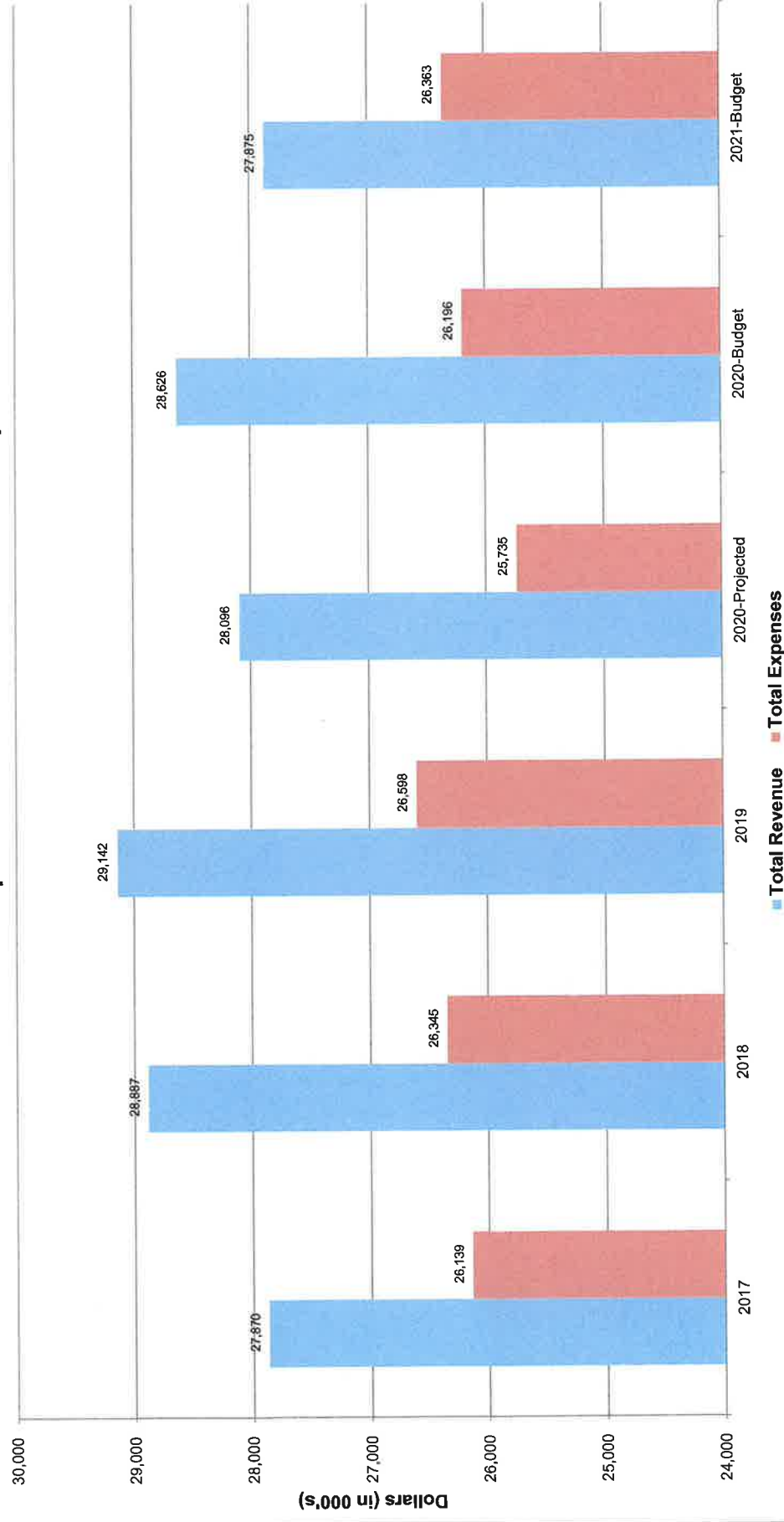
BPU Combined All Departments - Total Revenue



BPU Combined All Departments - Total Expenses



BPU Combined All Departments - Total Revenue and Expenses



Brainerd Public Utilities
Operating Statistics For All Departments
For the Years Ended December 31, 2020, 2019, 2018, 2017, and 2016

	Projected 2020	2019	2018	2017	2016
Electric Department					
<u>kWh Sales (In Thousands)</u>					
kWh Purchased from Power Provider	162,073	167,222	170,684	165,645	166,984
Hydro Generation - Net	17,523	17,744	19,081	19,401	19,644
Line Loss/Billing Time Differences	(6,892)	(6,574)	(6,521)	(6,535)	(6,294)
kWh Billed to Customers	172,704	178,392	183,244	178,511	180,334
<u>kW Demand Sales (In Thousands)</u>					
kW Purchased from Power Provider	347	357	359	344	346
Hydro Generation	28	28	28	29	29
Line Loss/Billing Time Differences	(29)	(17)	(37)	(21)	(19)
kW Billed to Customers	346	368	350	352	356
<u>System Peak (In Megawatts)</u>	35.0	37.9	36.5	37.1	38.6
<u>Utility Revenue (In Thousands)</u>	\$ 20,098	\$ 21,007	\$ 21,183	\$ 19,412	\$ 18,159
<u>Average Revenue Per kWh</u>	\$ 0.116	\$ 0.118	\$ 0.116	\$ 0.109	\$ 0.101
<u>Number of Customers</u>	8,200	8,151	8,096	8,039	7,986

Water Department					
<u>Gallon Sold (In Thousands)</u>					
Pumped to Distribution System	488,166	473,439	465,743	482,159	492,846
System Loss/Billing Time Differences	(100,597)	(87,503)	(72,502)	(93,863)	(92,620)
Gallons Billed to Customers	387,569	385,936	393,241	388,296	400,226
<u>System Monthly Peak Sales (In Thousands)</u>	51,566	44,712	43,816	45,013	45,447
<u>Utility Revenue (In Thousands)</u>	\$ 2,778	\$ 2,563	\$ 2,499	\$ 2,335	\$ 2,254
<u>Average Revenue Per 1,000 Gallons Sold</u>	\$ 7.168	\$ 6.641	\$ 6.355	\$ 6.013	\$ 5.632
<u>Number of Customers</u>	4,833	4,798	4,766	4,720	4,675

Wastewater Treatment Department					
<u>Gallon Processed and Sold (In Thousands)</u>					
Processed at Treatment Plant	771,916	808,631	751,581	844,303	764,803
City of Baxter	(237,984)	(242,875)	(231,632)	(240,704)	(211,195)
System Loss/Billing Time Differences	(204,209)	(226,809)	(184,104)	(268,569)	(219,290)
Gallons Billed to BPU Customers	329,723	338,947	335,845	335,030	334,318
<u>System Monthly Peak Processed (In Thousands)</u>	74,660	73,131	71,575	83,022	83,331
Reimbursement of Expenses - Baxter (In Thousands)	\$ 596	706	583	521	436
<u>BPU Customer Utility Revenue (In Thousands)</u>	\$ 2,129	\$ 2,174	\$ 2,159	\$ 2,095	\$ 2,035
<u>Average Revenue Per 1,000 Gallons Sold</u>	\$ 6.457	\$ 6.414	\$ 6.429	\$ 6.253	\$ 6.087
<u>Number of Customers</u>	4,791	4,753	4,710	4,675	4,625

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

December 7, 2020

6:45 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 844-992-4726

Access Code: 146 359 9023

1. Resolution – SP 1814-08 – S 6th Street Reconstruction FY2022 – Consideration of MnDOT Municipal Consent
2. Resolution – SP 1814-08 – S 6th Street Reconstruction FY2022 – Establish Right-of-Way for Storm Pond Construction
3. Alley Garbage Can Placement Exemption Criteria



Brainerd City Council Agenda Request

Requested Meeting Date: December 7, 2020

Title of Item: Resolution - SP 1814-08 - S 6th Street Reconstruction Municipal Consent

☐ 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: 15 Minutes
Summary of Issue: Over the past few years, staff has been working with MnDOT to complete the layout of S 6th Street from Joseph Street to Greenwood Street. A couple of public open house events have been held in regard to the proposed reconstruction and sidewalk construction related to the project. Luke Wehseler, the MnDOT Project Manager, will be on the Webex call to answer any questions that the Committee and Council may have about the project. The Council received this layout back on November 24th so that you could look before the meeting. We will also put this up on the screen during the meeting.	
Alternatives, Options, Effects on Others/Comments: The layout of the trunk highway is not changing. The 3-lane section will remain for the portion between Greenwood Street and Joseph Street. Concrete medians are being added in areas along the roadway where left turn lanes are not present or not needed. You will recall, the City was awarded federal funding for the installation of a sidewalk from where it leaves off at Joseph Street to Buffalo Hills Lane. The City subsequently turned that federal grant money over to MnDOT, in which they agreed to perform the design and cover the 20% construction cost match for the sidewalk construction along this route so that the sidewalk would be no additional expense to the City. I have also attached a preliminary look at what the City will be responsible for in regards to cost share once the project commences. Utility replacements consist of a couple of water crossings in which BPU needs replaced and some exploratory investigation of a watermain leak at the intersection of Industrial Park Road and TH 371B. MnDOT intends on re-aligning Greenwood Street at the intersection of the highway during this project and paving the section of the re-alignment. The City has elected to finish paving Greenwood Street up to Woodland Hills Lane as a locally funded project as part of the MnDOT project. Most cost share items related to this project (except utility work) are eligible for state aid reimbursement, as it is work on a trunk highway. Greenwood Street is also a State Aid Street. MnDOT and City Staff will be able to answer any questions the Committee and Council may have. If the Council feels good about the adoption of the resolution at this meeting, it is attached to this request. The other option is to receive additional public input and schedule a public hearing at the December 21, 2021 City Council meeting. At the public input meetings, there was not a lot of opposition or comments related to the layout of the highway. Most comments had to deal with the sidewalk and retaining wall construction near Greenwood Street and long term maintenance, in which staff can present at the meeting.	
Recommended Action/Motion: Staff recommends one of the two following motions: 1. Adopt the attached resolution that approves the final layout as presented. 2. A motion scheduling a public hearing to receive public comment on the proposed layout of S 6th Street at the December 21, 2020 Council meeting at 7:30 PM.	
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>	

Cost Share Items for TH 371B (SP 1814-08)

Lighting:

Buffalo Hills to Joseph – City owns and BPU will move as appropriate during project. Will place in 5' BLVD between walk and curb and gutter. No cost to be included in the project as BPU will provide service separate of project.

13 lights south of Buffalo Hills – MnDOT could pay the cost for upgrades/improvements as they are currently MnDOT lights. BPU/City would need to be responsible for maintenance and operation. City will determine if they would like those lights to remain and be responsible for them and be part of the overall City system.

Andrew Street – One light at that intersection which is enough for the City and will remain as-is

Greenwood – One light on power pole at that intersection. See the need to two lights. BPU will work with the City to install and maintain the lights at this intersection.

Utilities:

Ronald Street – Section under 371B to mainline will be replaced. City will replace watermain on Ronald up to the Alley. Local costs will be all costs under TH 371B subgrade and all city utility and roadway items.

Birchridge Drive – Section under 371B will be replaced. Local costs will be all costs under TH 371B subgrade and all city utility and roadway items.

Industrial Park Road – Will add to plans to dig up and patch from valves in Industrial Park Road to the south but also add provisions to replace if needed. This will be all local costs beyond the TH 371B reconstruct.

Signal:

New signal with flashing yellow. City will pay 25% (1 of the four legs) of this at a total estimated signal cost of \$250,000.

Greenwood Realignment:

MnDOT will pay for the grading and ROW of the realignment. City will pay for the pavement up to TH 371B.

Sidewalks/Trails/Boulevards:

The City will maintain the trails/sidewalks on this project including retaining wall needed. Boulevard is designed as a 5' grass between walk and roadway. Any additional treatment or aesthetics will be local costs.

Storm Sewer/Ponding:

MnDOT will construct and maintain storm sewer. Local cost is formulated by percentage of contributing area to storm sewer/ponds that are outside of MnDOT's ROW.

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

A RESOLUTION FOR LAYOUT APPROVAL

WHEREAS, the Commissioner of Transportation has prepared a final layout for State Project 1814-06 on Trunk Highway 371B, from 0.1 mile South of 70th Avenue to Joseph Street within the City of Brainerd for Highway 371B improvements; and seeks the approval thereof as described in Minnesota Statutes 161.162 and 161.167; and

WHEREAS, said final layout is on file in the District 3 Minnesota Department of Transportation office, Baxter, Minnesota being marked as Layout No. 2 S.P. 1814-08, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRAINERD, that said final layout for the improvement of said Trunk Highway within the corporate limits be and is hereby approved.

Adopted this 7th day of December 2020

GABE JOHNSON
President of the Council

Approved this 8th day of December 2020

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: December 7, 2020

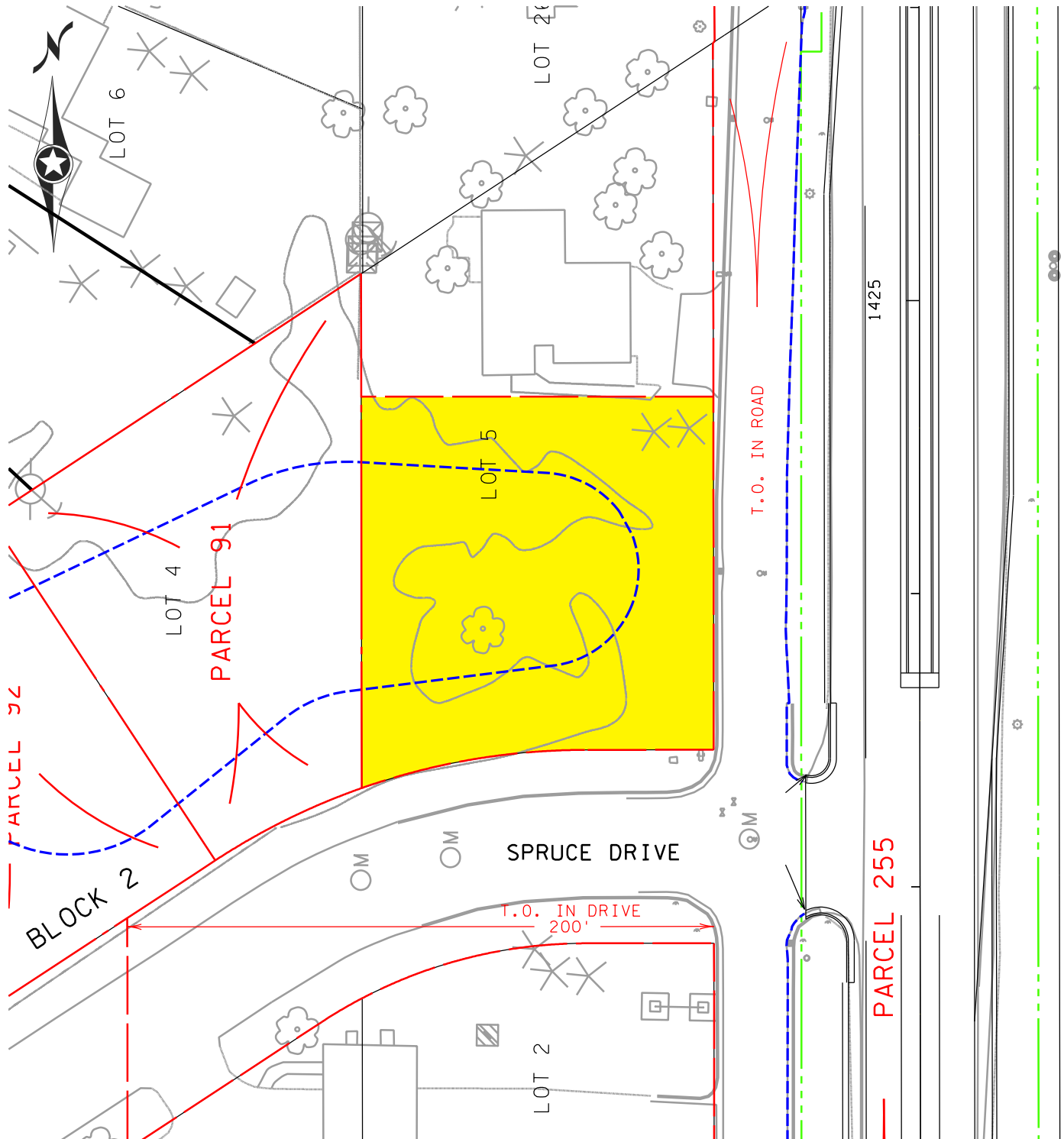
Title of Item: Res - Establish Right-of-Way in Brainerd, Minnesota

☐ 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 a parcel sketch and resolution in which designates a City-owned parcel and stormwater basin as MnDOT right-of-way for construction of S 6th Street and the expansion/improvement of the stormwater basin.	
Alternatives, Options, Effects on Others/Comments: The City and MnDOT have been working on this joint stormwater project since the discussion about the reconstruction of S 6th Street began. Currently, the City has some issues with flooding in the area near the West Frontage Road and Spruce Drive. The City dug this "surge" basin to help with the flooding issues at this intersection. MnDOT has a need to receive additional stormwater from the reconstruction of S 6th Street, and is willing to participate in a joint stormwater basin construction with the City. The City would turn over and designate the parcel the City owns at the northwest corner of Spruce and the Frontage road to MnDOT as right-of-way so that they may spend trunk highway funds on the construction. MnDOT also intends on inquiring additional parcels to the west to expand the basin to meet both the City and MnDOT's needs for retention and flood mitigation in this area.	
Recommended Action/Motion: Staff recommends adopting the attached resolution in which dedicates Lot 5, Block 2 South Edgewood Addition to the public as road and utility Right-of-Way.	
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>	

Control Section: 1809 (371=27) 901
State Project: 1814-08RW
Owner: City of Brainerd

County: Crow Wing

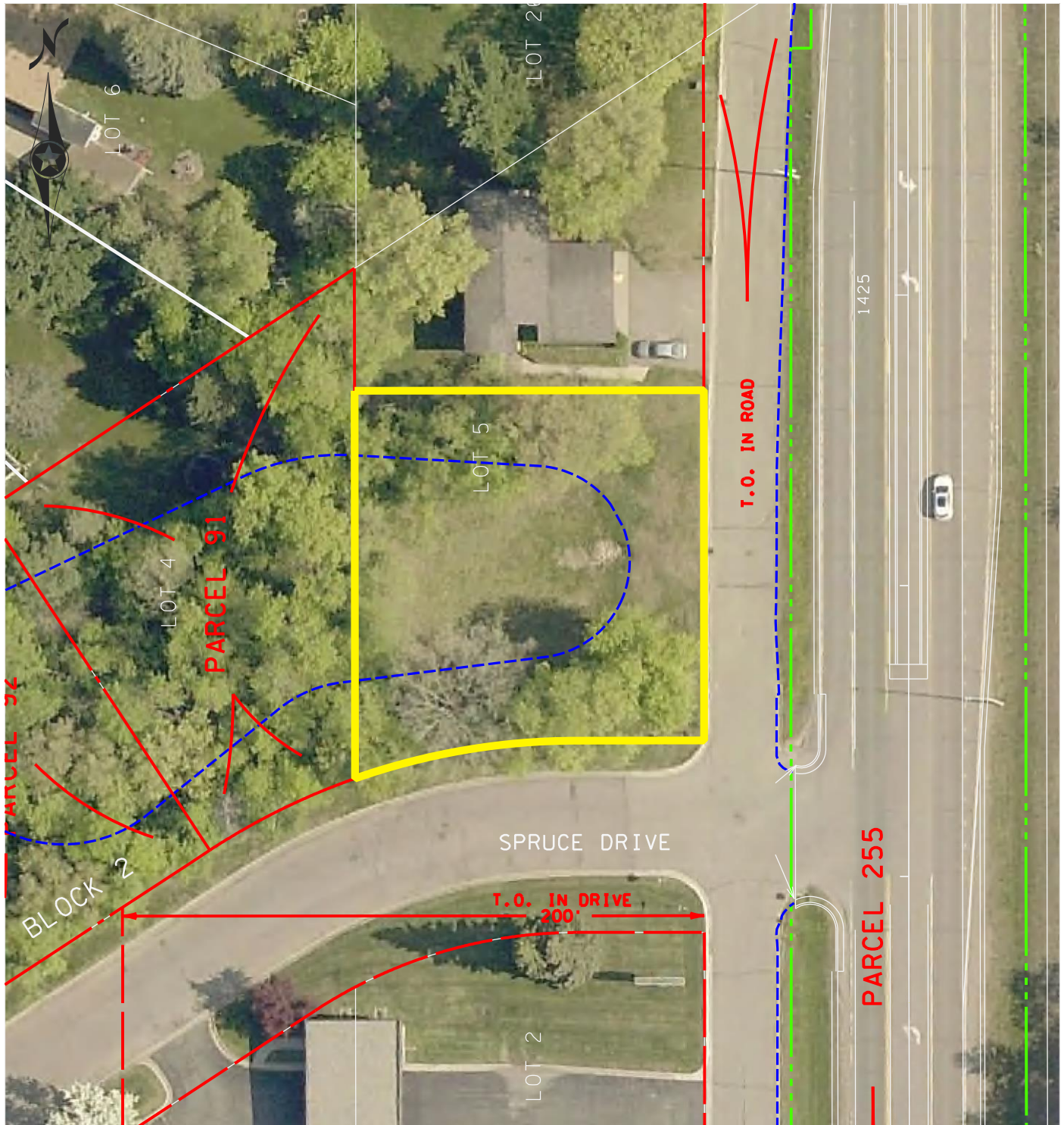
Exhibit A
Sheet 1 of 2
Scale 1 inch = 50 ft.



Control Section: 1809 (371=27) 901
State Project: 1814-08RW
Owner: City of Brainerd

County: Crow Wing

Exhibit A
Sheet 2 of 2
Scale 1 inch = 50 ft.



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

A RESOLUTION TO ESTABLISH RIGHT-OF-WAY IN BRAINERD, MINNESOTA

WHEREAS, The City of Brainerd (the "City") owns real property described as follows:

"Lot 5, Block 2, South Edgewood Addition, according to the plat thereof on file and of record in the office of the Registrar of Titles in and for said county and state; EXCEPT THAT PART DESCRIBED AS FOLLOWS: Commencing at the Southeast corner Lot 5, Block 2, South Edgewood Addition; thence North along the East line of Lot 5, 120.49 feet to the place of beginning of the tract to be described; thence due West to the West Line of Lot 5; thence North to the Northwest corner of said Lot 5; thence northeasterly along the North line of Lot 5, 143.29 feet to the Northeast corner of said Lot 5; thence South to the point of beginning."

WHEREAS, as a result of the Minnesota Department of Transportation's project to reconstruct Minnesota Highway 371B ("Business 371"), the City finds that part of the Property is needed for a public Right-of-Way, such part being legally described as follows:

Lot 5, Block 2, South Edgewood Addition, according to the plat thereof on file and of record in the office of the Registrar of Titles in and for said county and state; EXCEPT THAT PART DESCRIBED AS FOLLOWS: Commencing at the Southeast corner Lot 5, Block 2, South Edgewood Addition; thence North along the East line of Lot 5, 120.49 feet to the place of beginning of the tract to be described; thence due West to the West Line of Lot 5; thence North to the Northwest corner of said Lot 5; thence northeasterly along the North line of Lot 5, 143.29 feet to the Northeast corner of said Lot 5; thence South to the point of beginning.; and

WHEREAS, the City finds that dedication of the new Right-of-Way is consistent with Brainerd's Ordinances and Plans.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRAINERD, that the City of Brainerd hereby dedicates the new Right-of-Way, as legally described above, to the public as road and utility Right-of-Way.

Adopted this 7th day of December 2020

GABE JOHNSON
President of the Council

Approved this 8th day of December 2020

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: December 7, 2020

Title of Item: Grabage Can Placement Exemption Criteria

☐ 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
Submitted by: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 15 Minutes
Summary of Issue: At the last council meeting, the City Council adopted the revised garbage collection ordinance. One of the big changes was the can placement for many properties in Brainerd would change from the street to the alley, unless they are exempted from the ordinance based on criteria. The criteria ideas are below for Committee and Council consideration.	
Alternatives, Options, Effects on Others/Comments: The City Engineer and Community Development Director met and came up with the following criteria for exemption that we believe will cover most, if not all cases for requested exemption: 1. Non-adequate garage or driveway access. Adequate access is defined as an area an owner or tenant would, on a regular basis, reasonably maintain during the year for purposes of accessing their property for parking, access, or storage needs. An exemption to the alley pickup would be granted if the owner or tenant did not have adequate access to place a can out. 2. For properties without a driveway from the street or alley, an exemption would be granted if physical barriers to can placement exist. A barrier is defined as any physical object (ie fence without a gate, garage) that do not allow for a direct route for placement of the garbage receptacle from the residence to the alley. 3. An exemption would be granted if an owner or tenant must traverse across other private properties or public right-of-way to place a can due to barriers or being landlocked. An exemption application would simply be the property address, a reason for exemption, signature lines (one for applicant, one for City staff), and a diagram showing us where they will place their can. If the exemption was granted, the City would send the applicant a letter and the approved application so that if they change haulers, they would be able to present that to the new hauler. Haulers have been working on sending the City information on addresses they feel do not have alley access and should receive exemption automatically. The haulers have also indicated they would be sending letters out to both those customers that have alley access that choose to put their can on the streets of the new ordinance and the potential for fines if the property owner is found to be non-compliant and has not received an exemption to alley placement. Staff and haulers feel this will be an on-going process that could last a winter season. It was mutually agreed that we want to ensure that people are properly notified and have the opportunity to apply for the exemption if they meet the criteria.	
Recommended Action/Motion: Staff would like discussion on any other criteria that the Committee or Council see fit for exemption and would like the Committee and Council to adopt said exemption criteria.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

**ORDINANCE
NO. 1512**

**AN ORDINANCE AMENDING SECTION 600 OF THE
BRAINERD CITY CODE PERTAINING TO PUBLIC HEALTH AND GARBAGE DISPOSAL**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That Section 600.05 be amended by deleting the first paragraph of the Section in its entirety and substituting in lieu thereof the following:

600.05 Garbage Containers. Every owner of any dwelling, house and boarding house, and every owner or occupant of any restaurant or any place of business, having garbage to dispose of shall provide one or more fly tight containers sufficient to receive all garbage which may accumulate between the times of collection. All garbage and rubbish accumulating between the times of collection shall be placed in the containers. Collection days are to be determined by the Hauler; however, garbage and refuse containers shall be placed out for collection no earlier than 6:00 P.M. the day before collection and removed by the end of the day of collection. Garbage and refuse containers shall be placed for collection at one place at ground level on the property and accessible to the alley from which collection is made. Street collection shall be allowed if the City and Hauler mutually agree and determine that alley access is not adequate, available, or suited for garbage collection. The City and all licensed Haulers shall meet annually to discuss solid waste collection in the City of Brainerd and any issues that may arise as such throughout the calendar year. The Haulers shall provide the City, for the purposes of enforcement, garbage and refuse pickup days (including holiday pickup policies) for each customer within the City limits of Brainerd along with an up to date list of mutually agreed street collection customers.

SECTION TWO: That Section 600.07 Subd. 2 be amended by deleting the first paragraph of the Section in its entirety and substituting in lieu thereof the following:

Subd. 2. Application; Fees; Procedure. Any person desiring to license a vehicle or vehicles with which to collect garbage shall make application for the same to the city clerk treasurer upon a form prescribed by the Council. The application shall set forth the name and address of the applicant and a list of the equipment which is proposed to be used in such collection. Before, a license is issued, the applicant shall, if the application is approved by the council, deposit with the City Clerk-Treasurer a surety bond in the penal sum of \$1,000 conditioned that the license will faithfully and continuously provide garbage collection service specified in the application as modified by the council and under the conditions imposed by the ordinances of the City and the lawful orders, rules and regulations of the board of health. If the surety bond is approved by the Council, the Clerk-Treasurer shall issue and deliver the license. A license fee for each vehicle in the amount fixed by Chapter X of this Code to be licensed shall accompany the application. No license for any vehicle shall be issued to other than the registered owner thereof. No license issued hereunder shall be for a longer period than one year. All licenses expire annually on December 31st. Licenses within the limits of the City of Brainerd shall be limited to 4 licenses as of January 1, 2021. License preference will be given to those Haulers that were licensed in the year prior with the City of Brainerd. If an application is not submitted for licensure by a Hauler from the previous calendar year, that license to operate refuse and garbage collection in the City of Brainerd will become available to the next eligible applicant.

SECTION THREE: That Section 600.11 be amended by deleting the first paragraph of the Section in its entirety and substituting in lieu thereof the following:

600.11 Collection Schedule. Each licensed collector shall make available collections of garbage on the following basis:

- a) Daily from hotels, restaurants, boarding houses, and other commercial establishments.
- b) Once weekly from residential dwellings. This, however, does not preclude more frequent collections of garbage if desired by the customer or required by the volume of garbage.

SECTION FOUR: That Section 600.17 be amended by deleting the first paragraph of the Section in its entirety and substituting in lieu thereof the following:

600.17 Recycling. All garbage haulers licensed to do business in the City shall offer collection of recyclables to all residential dwelling units including single family, duplexes, multi-family, apartment complexes and mobile homes. All recyclables shall be placed for collection in containers provided by the Hauler and approved by the City for each residential account. A residential dwelling unit shall be defined as a single-family home, duplex, multi-family, apartment complex or mobile home. Said containers shall be located at one place at ground level on the property on the dates agreed to between the customer and Hauler and shall be accessible to the alley from which collection is made. Street collection shall be allowed if the City and Hauler mutually agree and determine that alley access is not adequate, available, or suited for garbage collection. The City and all licensed Haulers shall meet annually to discuss solid waste collection in the City of Brainerd and any issues that may arise as such throughout the calendar year. Recyclables shall include the following: paper, corrugated cardboard, food boxes, glass, plastic containers, aluminum cans, metal cans and other materials defined by agreement between the Hauler and City. Collection of recyclables shall be made at least every other week. The Hauler shall be responsible for picking up and disposing of recyclable materials at an approved Recycling Center. The appropriation of SCORE funding, if any, paid to licensed garbage haulers shall be based their percent of total recycling tonnage for the City of Brainerd as reported by Crow Wing County. An individual residential dwelling unit shall be defined as each residential living unit in a single-family home, duplex, multi-family, apartment complex or mobile home.

Adopted this _____ day of _____, 2020

GABE JOHNSON
President of the Council

Approved this _____ day of _____, 2020

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Published: One Time – November 18, 2020

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

December 7, 2020

6:45 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 844-992-4726

Access Code: 146 164 2857

1. Approve Hiring of Allyson Timmons as Police Records Management Technician
2. Approve Hiring of Tyler Aistrop as Police Officer
3. Approve Hiring of Paid On-Call Firefighters
4. Loan Subordination Requests
5. Assistant Planner Position
6. Fire Department Purchase of a New Fire Engine
7. Non-Working Fund 2021 Budget Discussion
8. 2021 Budget and Levy



Brainerd City Council Agenda Request

Requested Meeting Date: December 7, 2020

Title of Item: Approve Hiring of Allyson Timmons as Police Records Management Tech

☐ 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 & Corky McQuiston	Department: Human Resources/Police
Presenter (Name & Title): Kris Schubert & Corky McQuiston	Estimated Time Needed: 5 minutes
Summary of Issue: Earlier this year, a Police Records Management Technician resigned. We received 38 applications and Staff conducted 9 interviews for this position. A conditional job offer was negotiated with Ms. Allyson Timmons at Step 1 of the Police Records Management Tech wage grid.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Motion to ratify the hiring of Allyson Timmons as a Police Records Management Technician, starting at Step 1 (\$20.69 per hour) effective November 16, 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> \$ <u>\$20.69 per hour</u> <i>Is this budgeted?</i> ☒ Yes ☐ No The costs will be absorbed within the current budget. <i>Please Explain:</i>	



Brainerd City Council Agenda Request

Requested Meeting Date: December 7th, 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 Tyler Aistrop has successfully completed the pre-employment screening process. He is scheduled to start his first day of employment on Monday, December 14th. Tyler will start 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 Aistrop will put our current licensed staffing level at 23 officers for the budgeted for 27. The pre-employment screening for the next candidate on the current eligibility list is completed. Tentative progression of the existing officers in Field Training should put us at mid to late January for a starting date for the 24th officer.	
Recommended Action/Motion: Affirm hiring Police Tyler Aistrop, starting at LELS 2020 Step 1 rate of \$27.43/hour, with a starting date of December 14th, 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> The position is with in the department's current budget.	



Brainerd City Council Agenda Request

Requested Meeting Date: December 7th, 2020

Title of Item: Approve Hiring of Paid On-Call Firefighters

☐ 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: Paid On-call Firefighter candidates Beeson, Kalis, Lee, and Praska have all completed their pre-employment requirements and started with the fire department on 12/1/2020.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Affirm the hiring of Paid On-call Firefighters; Drew Beeson, Randy Kalis, Rick Lee, and Henry Praska.	
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: December 7, 2020

Title of Item: Deferred Loan Subordination Requests

☐ 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: Mr. Ed Mattson, owner of 214 S 8th Street, and Mr. Brian Englund, owner of property at 1723 Oak Street, have deferred loans with the City from the SCDP grant that was done in Downtown and Southeast Brainerd respectively. Both deferred loans are forgivable at 10% each year, and due upon transfer of ownership. Mr. Mattson's deferred loan was in the amount of \$87,395.70 and the balance is \$61,177 through September 13, 2021 (year 4, 30% forgivable). Mr. Englund's deferred loan was in the amount of \$15,018.89 and the balance is \$7,509.45 through August 24, 2021 (year 6, 50% forgivable). Both individuals are looking at refinancing. The City is currently in second position and would retain second position behind the primary mortgages.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: To approve the deferred loan subordination requests for owners of property 214 S 8th Street and 1723 Oak Street.	
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: December 7, 2020

Title of Item: Assistant Planner Position

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) *provide copy of published hearing notice ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Kris Schubert & David Chanski	Department: Human Resources/Community Development
Presenter (Name & Title): Kris Schubert & David Chanski	Estimated Time Needed: 10 minutes
Summary of Issue: During the 2021 budget process, Staff proposed creating a new Assistant Planner position - please see the attached job description. This position will assist Community Development Director Chanski in Planning & Zoning (P & Z) related duties such as the Department's initial contact for P & Z questions, application administration, staff report development for the Planning Commission and City Council (as needed), and routine plan reviews. This position is included in the 2021 proposed budget and Staff would like to start the hiring process to have this individual on board as soon as possible in 2021. Staff is recommending that this position only be posted internally at this time as a current employee meets all of the qualifications for the position. Please note the IBEW Administrative Support Union contract requires that job vacancies be posted for 10-working days so we are planning to present a recommendation at the January 4th, Council meeting.	
Alternatives, Options, Effects on Others/Comments: During recent union negotiations, we requested that the IBEW Administrative Support Union consider a MOA setting the wages for this position. The Union agreed to the recommended wage; therefore, attached is a Memorandum of Agreement (MOA) presented to the Union for consideration. At this time, we have not received a signed MOA from the Union; however, the MOA verbiage almost identical to previous MOAs with this union when we created other positions. We are hoping to have a signed MOA from the Union to present at the Council meeting.	
Recommended Action/Motion: Staff's recommended action is: 1. To authorize Staff to begin the hiring process for the Assistant Planner position and that the position only be posted internally at this time. 2. To approve the MOA between the City of Brainerd and the IBEW Administrative Support Union setting the wage for the Assistant Planner position.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ <u>unknown</u> Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> This position is included in the 2021 proposed budget.	



Assistant Planner

Department: Community Development

FLSA Status: Non-Exempt

General Definition of Work

Performs a variety of technically specialized administrative planning & zoning while supporting the general operations of the Community Development Department. Work is performed under the supervision of the Community Development Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Department's point of contact for public regarding Planning & Zoning related issues.
- Guides applicants through the planning and zoning application process; review and evaluate planning and zoning applications for compliance with the zoning ordinance, city code and comprehensive plan; review, evaluate, and approve building development plans for compliance with conditions of approval and ordinance requirements.
- Maintains a working understanding of the City's Comprehensive Plan, Zoning and Subdivision ordinances and other City codes and assists the Community Development Department in the implementation and enforcement thereof as required by the Community Development Director.
- Collects and reviews applications for Rezoning, Conditional Use Permits, Variances, Preliminary Plat and Final Plat, and Fence Permits, and prepares Staff Reports for review by Community Development Director. Reviews such applications for building elements that may require further review by the Building Official or other Department staff.
- Advises builders, developers, architects, engineers, surveyors and property owners on ordinance requirements and provide technical assistance when needed.
- Oversees shoreland management and floodplain management related duties.
- Investigates complaints and makes routine inspections to determine compliance with Property Maintenance Codes, Zoning Code, and other applicable laws and ordinances; and assists in the prosecution of violators of regulations.
- Serves as the City Tree Inspector.
- Attends City Council and Planning Commission meetings as needed and directed by the Community Development Director.
- Drafts and assembles supporting documents for Planning Commission and City Council.
- Drafts and assembles Planning & Zoning related reports.
- Performs various other tasks and duties as assigned.

Assistant Planner

Page 2

Knowledge, Skills, and Abilities

- Understanding of zoning and subdivision laws, ordinance requirements, policies and procedures pertaining to the land use application approval process.
- Knowledge of state and federal laws relating to planning and community development.
- Knowledge of comprehensive planning, zoning, subdivision ordinance administration, landscaping practices, and real estate development including laws governing the acquisition thereof.
- Logical thinker with ability to solve practical and complex problems, applying common sense, industry best practices, and organizational policies to interpret and independently carry out tasks with varying levels of direction.
- Ability to communicate courteously and tactfully, both orally and in writing, by representing the City in a positive and professional manner at all times with an internal/external customer-driven attitude; Maintains effective working relationships with coworkers, the general public, local, State and Federal agencies, private businesses and developers, elected officials, committee members, and property owners. Remains calm and professional under difficult, sensitive, stressful/hostile situations; or when dealing with diverse individuals.
- Demonstrates strong organizational and time management skills with attention to detail. Must be able to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Ability to read maps, blueprints, building plans, and to interpret utility location drawings and legal descriptions of real estate.
- Ability to maintain a high level of confidentiality regarding sensitive information and compliance with data practice laws.
- Familiarity with applications and software/hardware packages including but not limited to Word, Excel, PowerPoint, GIS systems, and permitting software such as BS&A.

Education, Experience and Special Requirements

- Bachelor's degree with coursework in urban design and planning. Other degrees and coursework in public administration, landscape architecture, GIS, or a related field will be considered.
- Two (2) or more years of experience performing planning & zoning administration, permit reviews, and/or inspections.
- At least four (4) years of experience OR a combination of two (2) years of education and at least two (2) years of experience in the above areas or a closely related field may be considered as a substitute for the bachelor's degree requirement.
- Experience using geographical information systems (GIS).
- Ability to obtain a Minnesota Certified Tree Inspector certification within six (6) months of employment.
- Must possess a valid driver's license or have the ability to obtain one prior to employment.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires reaching with hands and arms, frequently requires sitting, speaking or hearing and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: December 2, 2020

Memorandum of Agreement

This Memorandum of Agreement (hereinafter, "MOA") is entered into between the City of Brainerd (hereinafter, "City") and the International Brotherhood of Electrical Workers, Local No. 31 (hereinafter, "Union"), on behalf of the Administrative Support bargaining unit. The City and the Union are hereinafter referred to collectively as the "parties," and individually as a "party."

WHEREAS, the City and Union are parties to a 2019-2020 collective bargaining agreement (hereinafter, "CBA"). Article 9 of the CBA stipulates pay schedules for classifications;

WHEREAS, after the CBA went into effect, the City created a new Assistant Planner position that was not previously included in the CBA; and

WHEREAS, the City and Union have agreed to a wage for the Assistant Planner position.

NOW, THEREFORE, IN CONSIDERATION OF the mutual covenants and agreements contained in this MOA and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the parties hereto agree as follows:

1. To amend Article 9 – Wages, Section 1, of the CBA specifically to include the following wage grid for the Assistant Planner position in the 2019-2020 contract:

Assistant Planner								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2020	25.15	26.41	27.66	28.92	30.18	31.44	32.70	33.95

2. This MOA will be in effect for the duration of the CBA.
3. The parties agree that the Assistant Planner position will, in all other respects, be subject to the CBA.
4. The City and the Union agree that this MOA will not result in the payment of back pay to any employee.
5. The City and the Union acknowledge that this MOA shall not be deemed to constitute a precedent or create a past practice which would be applicable to any other member of the bargaining unit or classification identified in the CBA or be admissible in any arbitration proceeding or other proceeding involving a dispute between the parties as evidence of a precedent or past practice. This MOA may not be used as evidence—whether in negotiations, arbitration, or other proceeding—or otherwise be used in any manner to interpret the CBA, or to seek similar benefits for any City employee(s) other than the employee(s) hired for the Assistant Planner, either through arbitration, negotiation, or other means.
6. The City and the Union agree that this MOA constitutes the entire agreement between the parties with respect to the payment of wages for the Assistant Planner position. No party has relied upon any oral statements or promises that are not set forth in this document. The terms of this MOA are contractual and supersede any and all prior agreements between the Parties relating to the subject matter of this MOA. No waiver or modification of any provision of this MOA is valid unless it is in writing and signed by all parties.

7. This MOA shall be construed to have been drafted equally by the parties.

By signing below, each party specifically acknowledges that it has read this Memorandum of Agreement and that it understands and agrees it is legally bound by all terms of the Memorandum of Agreement.

IN WITNESS whereof the parties have hereunto set their hands the date and year affixed below.

FOR THE CITY OF BRAINERD

FOR INTERNATIONAL BROTHERHOOD
OF ELECTRICAL WORKERS, LOCAL
NO. 31

Jennifer Bergman, City Administrator

Will Keyes, Business Manager

Date

Date



Brainerd City Council Agenda Request

Requested Meeting Date: December 7th, 2020

Title of Item: Fire Department Purchase of a New Fire Engine

☐ 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: Request authorization to proceed with the process of purchasing a new fire engine. This engine is on the fire capital plan for replacement and the plan has been discussed at the Fire Advisory Board meetings. This new engine will match the engine purchased in 2016.	
Alternatives, Options, Effects on Others/Comments: H-GAC process is very similar to Sourcewell. All contracts have been awarded by virtue of a public competitive procurement process compliant with state statutes. The estimated cost of the proposed truck, through the H-GAC process, is \$643,000. Summary of the H-GAC process: 1. Finalize apparatus spec and pricing. 2. Upon acceptance of price and spec, manufacturer will translate the content into the HGAC published base model and options. 3. Manufacturer will provide us with pricing sheets that we will forward to HGAC for their review. 4. Upon HGAC review and price verification, we will provide a Purchase Order or letter of intent to purchase. 5. HGAC will respond with order confirmation. The replacement of this truck is in the fire capital plan and the plan has been discussed at the Fire Advisory Board meetings.	
Recommended Action/Motion: Authorize Fire Chief Holmes to proceed with the purchase of a new fire engine using the HGAC purchasing process.	
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> \$ 643,000 <i>Is this budgeted?</i> ☒ Yes ☐ No \$643,000 from the Fire Capital Fund. <i>Please Explain:</i>	



Brainerd City Council Agenda Request

Requested Meeting Date: December 7, 2020

Title of Item: Non-Working Funds 2021 Budget Discussion

☐ 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: 15 Minutes
Summary of Issue: Please see the attached memo from Staff and attached proposed budgets for the Transit, Library, Recycling, Parking Lot, Permanent Improvement, Mayor's Contingency, Hydrant Rental & Electric Current, Sanitary and Storm Sewer Funds.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Review of budgets and direction on the Parking Lot Fund.	
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>	

MEMO



TO: Mayor and Council

FROM: Finance Director Connie Hillman

DATE: December 3, 2020

RE: Non-Working Funds 2021 Budget Discussion

The Council has had several discussions about the working funds – General, Public Safety, Parks, and Streets – as the operations of these funds are supported by property taxes as well as the capital fund. However, there are other funds that the Council has historically officially adopted a budget for as well. These funds, with the exception of the EDA, will be discussed below. The EDA is scheduled to meet Thursday, December 10, 2020 to finalize the budget.

Transit Fund:

The Transit Fund accounts for government grant revenues which are restricted for the expenditures of the City's dial-a-ride transportation system operation. Transit is funded through state and federal grants and ridership fees. MnDOT required a 2020-2021 budget to be prepared last year, so the 2021 budget reflect projections done in July of 2019.

Library Fund:

The Library Fund accounts for the tax levy revenue requested by the Library from the City and to track the City's cost of maintaining the building. The 2021 budget reflects the actions of the Library Board on November 24, 2020. As discussed at the November 30th budget workshop, Kitchigami reduced the required payment for 2021 by \$10,000, which resulted in the Library Board by a motion of 5-4 to reduce the City of Brainerd's levy request. We believe this is a one-time reduction. Therefore, rather than impacting the levy, the difference in the preliminary levy and the levy request by the board will go into the City's capital fund and will be used to help pay for the library parking lot project in 2021.

Recycling Fund:

The Recycling Fund accounts for revenue from Crow Wing County's SCORE funds that are restricted for the City's recycling program. The Fund also accounts for the revenue and costs of the used oil recycling facility located at the fire department. 100% of the SCORE funds received were distributed to the garbage haulers licensed with the City. For 2020 and for 2021, the City will not receive any SCORE funds from the County. The amount budgeted to be received in free-will offerings, does not cover the cost of the charge for collection of the used anti-freeze and filters as well as the dumpster that is also provided. In speaking with the City Engineer, the facility promotes water quality and

reduces the possibility of pollutants entering our waterways from illegal dumping or spills. Therefore, to balance the budget a transfer of \$1,500 will be made from the Storm Sewer fund.

City Parking Lots Fund:

The City Parking Lots Fund accounts for all charges for services from parking lot rentals which are committed to maintaining the City's paid parking lots. The Council adjusted rental rates a little over a year ago. It wasn't quite enough to cover the costs of estimated future maintenance/capital items, however, it was progress. In 2021, the Laurel Street pay lot is scheduled to be resurfaced along with several other City owned parking lots.

The 2020 expenditures will exceed revenue resulting in the fund balance projections to be a larger deficit for 2020 and 2021 than shown on the attachment. The Council had free parking in the paid lots for April – June which resulted in approximately \$11,900 in lost revenue and the amount the Parking Lot fund owes for downtown snow and special services actually amounted to \$30,151 rather than \$22,000. This all leads to the question of how should the Council address the negative fund balance in the fund. A couple of solutions could be (or a combination of all three):

- Have the Capital Fund pay for the resurfacing of the entire Laurel Street lot. Technically, the Parking Lot should pay for the portion of resurfacing the lot that is attributable to the paid parking spaces. However, in looking at the history of the Parking Lot fund, funds had been used in the past to pave non-pay lots. This could impact the amount needed to levy for capital items.
- Let it play out for a couple of years and see how the impact of the rate adjustments done in 2019 impact the fund.
- Look at adjusting the rates. Several items come into play with adjusting the rates:
 - o Can the pay lots sustain an increase in rates?
 - o How does the pandemic impact a rate increase?
 - o Is this something that the Parking Commission should address?

Permanent Improvement Fund:

The Permanent Improvement Fund was established by authority of the City Charter to account for the property tax levy which is committed for paying the portion of the cost for improving streets and alleys assessed upon the City. The amount of the property tax collected is equivalent to the value of 2 Mills. The funds are transferred out of the Permanent Improvement fund into the Construction Fund (401).

Mayor's Contingency Fund:

The Mayor's Contingency Fund was established by authority of the City Charter to account for local government aid which is committed for the use of the Mayor in paying

expenditures incurred by the Mayor in promoting the best interest of the City. Any funds not used by the end of the year are transferred back to the General Fund.

Hydrant Rental & Electric Current Fund:

The Hydrant Rental and Electric Current Fund was established by authority of the City Charter to account for the property tax levy; which is committed to provide payment for rent for water drawn from hydrants for the needs and use of the City and for rates for the lighting of the streets and electric power for City use to Brainerd Public Utilities. The funds are all transferred out of the Fund and into the Working Funds.

Sanitary Sewer Collection Fund:

The Sanitary Sewer Collection Fund is a proprietary fund. A proprietary fund is a business-like fund of a local government and uses the full accrual method of accounting. The Sanitary Sewer Collection Fund provides for the operation and maintenance of the wastewater collections. The fund charges user fees to those served by the system.

It was budgeted in 2020 that the City would perform a rate study. However, this did not get done, so it is budgeted to be completed in 2021. A smoke test is also scheduled to be performed in 2021. The budget reflects the R&M portion of the road construction projects that are associated with the sanitary sewer collection system. The capital portion of the construction projects are not in the budget as this fund is a proprietary fund. The cost of these projects as well as associated principal debt payments come into play when we do the rate study and cash flow analysis.

Storm Sewer Collection Fund:

The Storm Sewer Fund is also proprietary fund. The Storm Sewer Fund provides for the maintenance of the City's storm sewer system. The fund charges user fees to those served by the system.

When the City hires a consultant to perform a rate study, the consultant looks at both the Sanitary and Storm Sewer user fees. Accounting and budgeting for the Storm Sewer Fund is the same as the Sanitary Sewer Fund. Additional professional services projects budgeted in the Storm Sewer Fund for 2021 include an MS4 and SWPPP Update, and a gully prioritization and study in the Buffalo Hills area.

If you have any questions before the meeting, please contact me.

TRANSIT FUND

	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2021 Budget</u>
Revenues			
Property Taxes	-	-	-
Grants & Aids	1,144,794	1,101,473	1,219,397
Intergovernmental	18,016	17,000	14,400
Charges for Services	143,642	179,377	175,588
Other Revenue	7,305	3,000	5,000
Total Revenues	<u>1,313,757</u>	<u>1,300,850</u>	<u>1,414,385</u>
Expenditures			
Personnel Services	128,933	194,863	189,588
Supplies	98,276	113,589	117,778
Services	908,627	907,398	929,219
Capital	84,208	85,000	187,000
Total Expenditures	<u>1,220,043</u>	<u>1,300,850</u>	<u>1,423,585</u>
Other Sources (Uses)			
Transfer In (Out)	-	-	-
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	<u>93,714</u>	<u>-</u>	<u>(9,200)</u>
Fund Balance - Jan 1st	163,306	257,020	257,020
Fund Balance - Dec 31st	257,020	257,020	247,820

LIBRARY FUND

	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2021 Budget</u>
Revenues			
Property Taxes	147,709	154,123	146,851
Other Taxes	1,927	1,503	-
Interest	4,060	-	-
Contributions & Donations	104,179	-	-
Other Revenue	5,410	-	-
Total Revenues	263,284	155,626	146,851
Expenditures			
Supplies	5,279	6,596	16,400
Services	146,329	143,030	122,451
Capital	1,398	6,000	8,000
Total Expenditures	153,006	155,626	146,851
Other Sources (Uses)			
Transfer In (Out)	-	-	-
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	-	-	-
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	110,278	-	-
Fund Balance - Jan 1st	230,838	341,116	341,116
Fund Balance - Dec 31st	341,116	341,116	341,116

RECYCLING FUND

	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2021 Budget</u>
Revenues			
Property Taxes	-	-	-
Intergovernmental	16,000	-	-
Used Oil Revenue	471	600	600
Other Revenue	61	-	5
Total Revenues	<u>16,532</u>	<u>600</u>	<u>605</u>
Expenditures			
Services	13,768	-	-
Used Oil Expenditures	1,096	1,000	1,100
Other	697	700	700
Total Expenditures	<u>15,561</u>	<u>1,700</u>	<u>1,800</u>
Other Sources (Uses)			
Transfer In (Out)	-	-	1,500
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	<u>-</u>	<u>-</u>	<u>1,500</u>
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	<u>971</u>	<u>(1,100)</u>	<u>305</u>
Fund Balance - Jan 1st	107	1,078	(22)
Fund Balance - Dec 31st	1,078	(22)	283

PARKING LOT FUND

	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2021 Budget</u>
Revenues			
Property Taxes	-	-	-
Charges for Services	34,406	44,000	44,000
Other Revenue	2	-	-
Total Revenues	<u>34,408</u>	<u>44,000</u>	<u>44,000</u>
Expenditures			
Personnel Services	41	4,055	-
Supplies	174	100	100
Services	15,116	17,292	16,457
Capital	-	-	30,000
Total Expenditures	<u>15,331</u>	<u>21,447</u>	<u>46,557</u>
Other Sources (Uses)			
Transfer In (Out)	(34,211)	(22,000)	(22,000)
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	<u>(34,211)</u>	<u>(22,000)</u>	<u>(22,000)</u>
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	<u>(15,134)</u>	<u>553</u>	<u>(24,557)</u>
Fund Balance - Jan 1st	479	(14,655)	(14,102)
Fund Balance - Dec 31st	(14,655)	(14,102)	(38,659)

PERMANENT IMPROVEMENT FUND

	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2021 Budget</u>
Revenues			
Property Taxes	344,504	368,564	406,532
Other Taxes	4,376	-	-
Total Revenues	<u>348,879</u>	<u>368,564</u>	<u>406,532</u>
Expenditures			
Personnel Services	-	-	-
Supplies	-	-	-
Services	-	-	-
Capital	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Other Sources (Uses)			
Transfer In (Out)	(348,955)	(368,564)	(406,532)
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	<u>(348,955)</u>	<u>(368,564)</u>	<u>(406,532)</u>
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	<u>(75)</u>	<u>-</u>	<u>-</u>
Fund Balance - Jan 1st	5,150	5,075	5,075
Fund Balance - Dec 31st	5,075	5,075	5,075

MAYOR'S CONTINGENCY FUND

	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2021 Budget</u>
Revenues			
Property Taxes	-	-	-
Other Taxes	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures			
Personnel Services	-	-	-
Supplies	-	-	-
Services	244	2,500	2,500
Capital	-	-	-
Total Expenditures	<u>244</u>	<u>2,500</u>	<u>2,500</u>
Other Sources (Uses)			
Transfer In (Out)	2,500	2,500	2,500
Other Sources (Uses)	(2,256)	-	-
Total Other Sources (Uses)	<u>244</u>	<u>2,500</u>	<u>2,500</u>
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Jan 1st	-	-	-
Fund Balance - Dec 31st	-	-	-

HYDRANT RENTAL & ELECTRIC CURRENT FUND

	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2021 Budget</u>
Revenues			
Property Taxes	170,233	184,282	201,766
Other Taxes	2,289	-	-
Brainerd Public Utilities Sale Allocation	757,394	762,300	735,404
Total Revenues	929,916	946,582	937,170
Expenditures			
Personnel Services	-	-	-
Supplies	-	-	-
Services	-	-	-
Capital	-	-	-
Total Expenditures	-	-	-
Other Sources (Uses)			
Transfer In (Out)	(929,954)	(946,582)	(937,170)
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	(929,954)	(946,582)	(937,170)
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	(38)	-	-
Fund Balance - Jan 1st	2,575	2,537	2,537
Fund Balance - Dec 31st	2,537	2,537	2,537

SANITARY SEWER ENTERPRISE FUND

	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2021 Budget</u>
Operating Revenues			
Charges for Services	850,582	700,000	850,000
Total Revenues	<u>850,582</u>	<u>700,000</u>	<u>850,000</u>
Operating Expenditures			
Salaries and Benefits	115,842	164,241	172,428
Professional Services	22,761	5,500	75,500
Repairs and Maintenance	79,704	46,000	90,000
Insurance	5,035	5,276	4,956
Lease Payments	-	-	-
Depreciation	476,739	405,000	480,000
Materials and Supplies	5,473	6,800	9,400
Miscellaneous	2,250	2,000	7,100
Total Operating Expenses	<u>707,804</u>	<u>634,817</u>	<u>839,384</u>
Operating Income (Loss)	<u>142,778</u>	<u>65,183</u>	<u>10,616</u>
Nonoperating Revenues (Expenses)			
Intergovernmental	202,165	226,000	200,000
Gain (Loss) on Disposal of Asset	-	1,000	-
Interest Income	-	-	-
Interest Expense and Fiscal Charges	(114,322)	(134,545)	(80,373)
Contributed Capital	-	-	-
Total Nonoperating Revenue (Exp.)	<u>87,843</u>	<u>92,455</u>	<u>119,627</u>
Change in Net Position Before Transfers	<u>230,621</u>	<u>157,638</u>	<u>130,243</u>
Transfers In (Out)	130,161	-	-
Change in Net Position	<u><u>360,782</u></u>	<u><u>157,638</u></u>	<u><u>130,243</u></u>
Net Position- Beginning of Year	7,470,541	7,831,323	7,988,961
Net Position - End of Year	7,831,323	7,988,961	8,119,204

STORM SEWER ENTERPRISE FUND

	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2021 Budget</u>
Operating Revenues			
Charges for Services	469,058	425,000	460,000
Total Revenues	<u>469,058</u>	<u>425,000</u>	<u>460,000</u>
Operating Expenditures			
Salaries and Benefits	40,196	65,462	44,516
Professional Services	31,403	91,000	158,000
Repairs and Maintenance	53,275	64,700	96,000
Insurance	2,518	2,638	2,478
Depreciation	249,013	250,000	250,000
Materials and Supplies	-	-	-
Miscellaneous	1,927	1,500	1,800
Total Operating Expenses	<u>378,332</u>	<u>475,300</u>	<u>552,794</u>
Operating Income (Loss)	<u>90,726</u>	<u>(50,300)</u>	<u>(92,794)</u>
Nonoperating Revenues (Expenses)			
Intergovernmental	788,051	16,000	112,000
Interest Income	-	-	-
Interest Expense and Fiscal Charges	(5,333)	(7,400)	(546)
Total Nonoperating Revenue (Exp.)	<u>782,718</u>	<u>8,600</u>	<u>111,454</u>
Change in Net Position Before Transfers	<u>873,444</u>	<u>(41,700)</u>	<u>18,660</u>
Transfers In (Out)	-	-	(1,500)
Change in Net Position	<u>873,444</u>	<u>(41,700)</u>	<u>17,160</u>
Net Position- Beginning of Year	5,826,078	6,699,522	6,657,822
Net Position - End of Year	6,699,522	6,657,822	6,674,982



Brainerd City Council Agenda Request

Requested Meeting Date: December 7, 2020

Title of Item: 2021 Budget and Levy

☐ 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: 10 Minutes
Summary of Issue: At the November 30, 2020 workshop, the consensus of the Council was to prepare the public hearing presentation with a 2% increase to the levy. Since then, Staff has made additional adjustments to the budget. Please see the attached staff memo.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Additional discussion and consensus of the levy to be presented at the December 12, 2020 public hearing meeting.	
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>	

MEMO



TO: Mayor and Council

FROM: City Administrator Jennifer Bergman
Finance Director Connie Hillman

DATE: December 3, 2020

RE: 2021 Budget and Levy

At the November 30, 2020 workshop, the status of the 2021 budget and levy showed the levy could be reduced by \$4,182 or .07% from the 2020 levy for a balanced budget. The next morning, it was discovered that Staff had not taken into account the transfer of revenue to fund the new mechanic position (see attached minutes from February 3, 2020). This results in \$91,000 being transferred into the street department and a positive change to the levy.

Additional Changes to Wages:

While reviewing the motion from the meeting, Staff increased the budget for the backfilling of the Maintenance II position (budgeted effective date of 7/1/21), and increased the amount that was in the budget for differential pay in the streets department. Staff gets differential when performing duties out of their current class. For example, a Maintenance I employee performing Maintenance II work. This resulted in an increase to the budget of approximately \$3,800.

The overall change was therefore a positive change of \$87,200. Now the levy could be lowered by \$91,336 or 1.50% from the 2020 levy.

2021 Benefit Elections:

Staff then updated the budget for the 2021 health insurance elections. Below recaps the city staff's changes:

From Family \$2,800 to Family \$1,400 Plan	2
From Family \$2,800 to Single \$2,800 Plan	1
From Single \$2,800 to Single \$1,400 Plan	5
From Single \$2,800 to Family \$2,800 Plan	2
From Single \$2,800 to Single \$7,000 Plan	1
From Family \$2,800 to Opt Out	2

The net effect on the working funds budget for 2021 was a positive (or overall decrease of expenditures) of approximately \$29,500.

Updated Overview:

Attached is an updated summary of the current budget and levy. The overview is a comparison of actual 2019, the adopted budget for 2020 and the current proposed budget for 2021 as well as a column highlighted in grey showing the status of the budget and levy when Council adopted the 2021 preliminary levy in September at a 4% increase.

The summary shows that for 2021, the levy could be decreased by \$120,832 or 1.99% from the 2020's levy for a balanced budget since we are using the \$102,000 "levy stabilizer".

Given the updated budget numbers, this item is on the December 7, 2020 council meeting for discussion if the Council desires to change its consensus from Monday night to present a 2% increase to the levy for the public hearing.

% Change in Levy	Current Stabilizer \$'s	As of 11/30 Workshop Stabilizer \$'s	Estimated Tax Rate
			79.332% (2020)
4% increase	\$363,730	\$247,080	75.390%
2% increase	242,281	125,631	73.935%
1% increase	181,556	64,906	73.212%
.5% increase	151,194	34,544	72.849%
0% increase	120,832	4,182	72.486%
-2% decrease	0		71.042%

There are a lot of unknowns. Attached is a copy of the slide that was discussed Monday night. At this point, Staff's recommendation would be to go somewhere between a 0 and 1% increase.

If you have any questions before the meeting, please contact me.

Request for Additional Street Department Employee and Funding Opportunity - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON, DULY CARRIED, TO AUTHORIZE STAFF TO CHANGE THE STATE AID MAINTENANCE ALLOCATION TO UP TO 25% BEGINNING IN YEAR 2021 AND TO AUTHORIZE THE TRANSFER OF STATE AID FUNDS FROM CONSTRUCTION FUND 401 TO STREET AND SEWER FUND 235 ON AN ANNUAL BASIS TO COVER THE BASE WAGE AND BENEFITS OF THE NEW MAINTENANCE III POSITION IN PERPETUITY.

City Engineer Sandy explained the details of the funding for the state aid system, the current and future maintenance allocation and the request for the additional maintenance staff member.

Council Member Johnson asked if there is a negative result of increasing the state aid funding from \$1,500 per mile to a 25% maintenance allocation. City Engineer Sandy stated the future construction allocation would be reduced which is used to repay past projects.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON, DULY CARRIED, TO FILL THE MAINTENANCE III MECHANIC POSITION ON OR ABOUT NOVEMBER 15, 2020.

Safety and Public Works Committee Report

Improvement 17-08 Change Order 1 - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE APPLICATION FOR CHANGE ORDER 1 ON IMPROVEMENT 17-08 AS PRESENTED CONTINGENT UPON THE APPROVAL OF PERSONNEL AND FINANCE AUTHORIZING THE PAYMENT TO THE CONTRACTOR.

Improvement 19-05 – 2019 Striping Project Final Pay Estimate Number 1 - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE PAYMENT TO CROW WING COUNTY IN THE AMOUNT OF \$15,673 FOR IMPROVEMENT 19-05 - 2019 STRIPING PROJECT.

Committee Chair Bevans explained the increase in cost is due to a 1% overrun attributed to materials exceeding the estimated quantities.

ISD181 Harrison Elementary Sewer Easement - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION TO APPROVE EXECUTION OF THE ATTACHED EASEMENT AND AUTHORIZE PROPER SIGNATURES ON THE EASEMENT DOCUMENT.

February 3, 2020

What do we know

For every 1% Change in the Levy for 2021 is equal to \$60,724.

~~If we didn't have the "levy stabilizer" for 2021, we would be looking at needing a 1.61% increase in the levy for a balanced budget.~~

3 out of the 6 City unions contracts are not settled for 2021.

Final Park Board budget request for 2021 is unknown.

~~Open enrollment elections have not been taken into account for the 2021 budget.~~

Impact to LGA for 2021 and beyond.

Permit revenue will likely need to decrease again in 2022.

2022 will be the first year staff is eligible to move to a merit step.

2021 Levy Overview
As of 12/3/2020

	Actual 2019	Adopted Budget 2020	Current Proposed Budget 2021	Difference in Budgets	% Difference	Preliminary Budget 2021
TOTAL OPERATING EXPENDITURES						
Personnel Services	6,734,102	7,086,778	7,102,453	15,675	0.22%	7,255,549
Supplies	486,396	473,000	511,550	38,550	8.15%	509,050
Services	2,471,928	2,536,425	2,531,501	(4,924)	-0.19%	2,542,478
Transfers Out	410,170	348,843	533,681	184,838	52.99%	447,371
Total Expenditures	10,102,596	10,445,046	10,679,185	234,139	2.24%	10,754,448
TOTAL CAPITAL	1,267,687	1,155,927	1,266,281	110,354	9.55%	1,255,927
TOTAL DEBT LEVY	1,264,850	1,264,451	912,211	(352,240)	-27.86%	912,211
OTHER LEVIES						
Perm Improvement	349,350	368,564	403,532	34,968	9.49%	409,790
Hydrant	174,675	184,282	201,766	17,484	9.49%	204,895
Sr Center/Arb/Community Action	260,746	276,423	302,649	26,226	9.49%	307,343
Library	150,364	154,123	146,851	(7,272)	-4.72%	157,205
EDA	124,351	127,817	133,789	5,972	4.67%	133,789
Airport	155,500	155,500	155,500	-	0.00%	155,500
Total Other Levies	1,214,986	1,266,709	1,344,087	77,378	6.11%	1,368,522
TOTAL ESTIMATED EXPENDITURES	13,850,119	14,132,133	14,201,764	69,631	0.49%	14,291,109
TOTAL REVENUE - NON PROPERTY TAX						
Other Taxes	(308,729)	(279,000)	(285,000)	6,000	-2.15%	(285,000)
Licenses & Permits	(732,706)	(552,390)	(437,845)	(114,545)	20.74%	(437,845)
Grants & Aids	(4,728,163)	(4,900,340)	(5,016,526)	116,186	-2.37%	(5,017,795)
Revenue from Other Gov'ts	(223,677)	(203,970)	(188,308)	(15,662)	7.68%	(188,308)
Charges for Services	(923,020)	(1,034,912)	(985,008)	(49,904)	4.82%	(1,050,138)
Fines & Forfeitures	(138,484)	(138,000)	(127,000)	(11,000)	7.97%	(127,000)
Other Revenues	(1,306,634)	(1,018,082)	(1,012,470)	(5,612)	0.55%	(1,015,599)
Transfers In	(22,929)	(20,000)	(111,000)	91,000	-455.00%	(20,000)
Total Revenues	(8,384,342)	(8,146,694)	(8,163,157)	16,463	-0.20%	(8,141,685)
(USE)/ADDITION TO FUND BALANCE						
Election		(15,000)	15,000	(30,000)		15,000
Levy Stabilizer		102,000	(102,000)	204,000		(102,000)
Estimated Levy	5,465,777	6,072,439	5,951,607	(120,832)	-1.99%	6,062,424
Actual Levy / <i>Proposed</i>	5,895,572	6,072,439	5,951,607			6,315,337
% Increase		3.00%	-1.99%			4.00%
						242,898



Brainerd City Council Agenda Request

Requested Meeting Date: December 7, 2020

Title of Item: Conditional Use Permit - Lincoln Education Level IV Spec Education Facility - 400 Quince St.

☐ 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: Scott Whittemore has submitted a request on behalf of Independent School District #181 for a Conditional Use Permit for the Lincoln Education Level IV Special Education Facility at 400 Quince St., Brainerd, MN 56401. This project will entail demolishing approximately 41,000 sq. ft. of the existing building and remodeling the remaining 71,900 sq. ft. to be utilized by the Lincoln Education Center, STARS, and Paul Bunyan Transition Plus programs. The project will utilize the existing building at 400 Quince Street, which is currently being utilized as the Brainerd High School South Campus.	
Alternatives, Options, Effects on Others/Comments: The Planning Commission considered this CUP request during their regular meeting on November 18. Upon review, the Commission voted unanimously to recommend approval of this CUP request with conditions that the landscape plan on the east side of the proposed parking lot be brought back to the Planning Commission for approval and that the lighting plan showing the use of 3000K lights be brought back to the Planning Commission for approval. The Commission's motion also cited staff's findings-of-fact.	
Recommended Action/Motion: Motion to approve the Conditional Use Permit for the Lincoln Education Level IV Special Education Facility at 400 Quince St., citing staff's findings-of-fact and the conditions that a landscape plan on the east side of the proposed parking lot be brought back to the Planning Commission for approval and that a lighting plan showing the use of 3000K lights be brought back to the Planning Commission for approval.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



City Planning Department

City Hall – 501 Laurel Street
Brainerd, MN 56401
218-828-2309/Fax 218-828-2316
www.ci.brainerd.mn.us

Receipt # _____

Check # _____

Date Paid: _____

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

RESIDENTIAL

CONDITIONAL USE PERMIT

☐

(\$250.00)

REZONING

☐

(\$300.00)

VARIANCE

☐

(\$250.00)

COMMERCIAL

☒

(\$400.00 + \$500.00 escrow deposit)

☐

(\$500.00)

☐

(\$400.00 + \$500.00 escrow deposit)

PROPERTY ADDRESS: 400 Quince Street, Brainerd MN 56401

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: See attached.
(attach description if lengthy)

Property Owner Name: Independent School District 181, Brainerd Public Schools

Street Address: 804 Oak Street **City:** Brainerd **State:** MN **Zip Code:** 56401

Phone Number: 218-454-6900 **Fax:** _____ **E-mail:** _____

Applicant Name: (If different than Property Owner) Scott Whittemore

Street Address: 110 NW 3rd Street **City:** Brainerd **State:** MN **Zip Code:** 56401

Phone Number: 320-293-6137 **Fax:** _____ **E-mail:** scott.whittemore@ics-builds.com

Description of Request: Conditional use application for the Lincoln Education Level IV Special Education Facility.
This project will entail demolishing approximately 41,000 sqft of the existing building and remodeling the remaining 71,900 sqft to be utilized by the Lincoln Education Center, STARS, and Paul Bunyan Transition Plus programs. The project will utilize the existing building at 400 Quince Street, which is currently being utilized as the Brainerd High School South Campus.

DocuSigned by:

R. Thiesse

11/4/2020

Property Owner Signature

Date

F6DB4FE37D4C412... Reid Thiesse

(Please print name)

Scott Whittemore

Digitally signed by Scott Whittemore
DN: cn=US, E=scott.whittemore@ics-consult.com, O=ICS Consulting Inc., OU=Solutions, CN=Scott Whittemore
Reason: I am approving this document
Created: 11/04/2020 16:45:42
Date: 2020.11.04 16:45:42 06107

11/04/2020

Applicant Signature

Date

Scott Whittemore

(Please print name)

(OVER)

MEMO



TO: Planning Commission

FROM: David Chanski, Community Development Director

DATE: November 18, 2020

RE: CUP – Lincoln Education Level IV Special Education Facility

Scott Whittemore has submitted a request on behalf of Independent School District #181 for a Conditional Use Permit for the Lincoln Education Level IV Special Education Facility at 400 Quince St., Brainerd, MN 56401.

This project will entail demolishing approximately 41,000 sq. ft. of the existing building and remodeling the remaining 71,900 sq. ft. to be utilized by the Lincoln Education Center, STARS, and Paul Bunyan Transition Plus programs. The project will utilize the existing building at 400 Quince Street, which is currently being utilized as the Brainerd High School South Campus

Findings of Fact

1. 400 Quince St. is in a R-1 (Single-Family Residential) District.
2. Per [Section 515-54-5.F](#) of the Code of Ordinances, public schools are permitted as a conditional use in R-1 Districts provided that:
 - a. The site accesses a major collector.
 - i. 400 Quince St. is located at the intersection of S. 5th St. and Quince St.
 - b. The site is landscaped in accordance with [Section 20](#) of this Ordinance.
 - i. The applicant has submitted a landscaping plan.
 1. Plan can be found on page L1.01 of their submitted documents.
 - c. Off-street parking is provided in accordance with [Section 22](#) of this Ordinance.
 - i. K-12 schools are exempt from minimum off-street parking requirements.
 - ii. All other aspects of the applicant's parking plan seem to conform with Section 515-22.
 - d. Off-street loading and service entrances are provided as regulated by [Section 23](#) of this Ordinance.
 - i. All aspects of the applicant's off-street loading and service entrances seem to conform with the Section 515-23.
 - e. Emergency vehicle access is provided to and within the site.
 - i. Emergency vehicle access has been approved by both the Police Chief and Fire Chief.

3. The proposed light poll height of 23 feet was approved by the City Council on [June 3, 2019](#).
 - a. The motion adopted by the City Council reads as “An understanding between ISD #181 and the City that the lights for the south and lower parking lots for the High School are approved at 23-feet going forward.”
 - b. Photometric plans can be found on the final two pages of the applicant’s submitted documents.
4. The City Engineer has provided the following comments regarding the applicant’s stormwater and ESC plan.
 - a. Project applicant indicates an existing impervious coverage of 25.5 acres and a proposed impervious coverage of 26 acres. Applicant has provided for a stormwater infiltration basin sized to the maximum extent practicable that is calculated to treat 3.81" of runoff from the contributing area. Analysis shows that there may be a net decrease in stormwater runoff from the site, which in turn, will help the City's stormwater system in the long term.
 - b. Project will require an NPDES permit. The permit will require the applicant meet water quality and erosion control standards as outlines in Section 725 of Brainerd City Code.
 - c. For purposes of the CUP, the stormwater and ESC plan is approved. The City should receive a copy of NPDES permit coverage as part of the building permit process to ensure the applicant has met the requirements of the National Pollutant Discharge Elimination System.
 - d. The City concurs with the analysis performed by the applicant in regards to temporary stormwater basin, as the ultimate development exceeds 5-acres of disturbed area, there are multiple runoff points in which preclude the need for a temporary basin.

As of this writing, no parties have contacted the Community Development Department with questions about this CUP application.

Staff Opinion

Staff recommends approval of the CUP application.

SURVEY MONUMENTS	
	BENCH MARK
	FOUND CIM
	FOUND CPNT.
	FOUND JLM
	FOUND LATH
	FOUND PIPE
	FOUND READING
	STAKED CIM
	STAKED CPNT.
	STAKED JLM
	STAKED PIPE

EXISTING TOPO SYMBOLS	
	AC UNIT
	FENCE POST
	FLAG POLE
	GUARD POST
	GUY ANCHOR
	GUY POLE
	HANDICAP SYMBOL
	MAILBOX
	SHRUB
	SIGN DOUBLE POST
	SIGN SINGLE POST
	TREE CONIFER
	TREE DECIDUOUS
	TREE STUMP
	TV DISH
	WETLAND SYMBOL
	YARD LIGHT

EXISTING UTILITY MUNICIPAL SYMBOLS	
	APRON
	LIFT STATION
	SANITARY CLEANOUT
	SANITARY MANHOLE
	STORM CATCH BASIN
	STORM INLET

EXISTING UTILITY MUNICIPAL SYMBOLS (cont.)	
	STORM MANHOLE
	WATER CURB STOP
	WATER HANDHOLE
	WATER HYDRANT
	WATER MANHOLE
	WATER METER
	WATER VALVE
	WATER WELL
UTILITY	UTILITY SIZE & TYPE

EXISTING UTILITY PRIVATE SYMBOLS	
	ELEC GROUND LIGHT
	ELEC HANDHOLE
	ELEC LIGHT POLE
	ELEC MANHOLE
	ELEC METER
	ELEC PEDESTAL
	ELEC POLE
	ELEC SIGNAL
	ELEC TRANSFORMER BOX
	GAS METER
	GAS VALVE
	LP TANK
	TELE HANDHOLE
	TELE MANHOLE
	TELE PEDESTAL
	TELE POLE
	TV HANDHOLE
	TV PEDESTAL

SOIL BORING SYMBOLS	
	LASER-INDUCED FLUORESCENCE BORING
	LYSIMETER
	MONITOR WELL
	PERC TEST
	PIEZOMETER
	RECOVERY WELL
	SOIL BORING
	SOIL VAPOR POINT
	VAPOR SURVEY POINT

PROPOSED UTILITY MUNICIPAL SYMBOLS	
	APRON PROPOSED
	SANITARY CLEANOUT PROPOSED
	SANITARY LIFT STATION PROPOSED
	SANITARY LIFT STATION VALVE MANHOLE PROPOSED
	SANITARY MANHOLE PROPOSED
	SANITARY PLUG PROPOSED
	STORM CATCH BASIN PROPOSED
	STORM MANHOLE PROPOSED
	WATER 11 1/4° BEND PROPOSED
	WATER 22 1/2° BEND PROPOSED
	WATER 45° BEND PROPOSED
	WATER 90° BEND PROPOSED
	WATER CAP PROPOSED
	WATER CROSS PROPOSED
	WATER CURB STOP PROPOSED
	WATER HYDRANT PROPOSED
	WATER REDUCER PROPOSED
	WATER SLEEVE PROPOSED
	WATER TEE PROPOSED
	WATER VALVE PROPOSED

PROPOSED UTILITY PRIVATE SYMBOLS	
	ELEC LIGHT POLE PROPOSED

EROSION CONTROL SYMBOLS	
	SURFACE DRAINAGE ARROW
	STORM DRAIN INLET PROTECTION

TRAFFIC CONTROL DEVICES & SYMBOLS	
	TRAFFIC CONTROL SIGN (1 POST)
	TRAFFIC CONTROL SIGN (2 POST)
	TYPE III BARRICADE
	DRUM CHANNELIZER
	FLASHING ARROW OR MESSAGE BOARD

EXISTING TOPOGRAPHIC LINES	
	CENTER LINE
	EDGE OF WOODS
	FENCE BARB WIRE
	FENCE CHAIN LINK
	FENCE WOOD
	FORCEMAIN
	OVERHEAD CABLE TV
	OVERHEAD ELECTRIC
	OVERHEAD TELE
	RAILROAD
	RETAINING WALL
	SANITARY SEWER
	SANITARY SEWER SERVICE
	STORM SEWER
	STORM SEWER DRAIN TILE
	UNDERGROUND CABLE TV
	UNDERGROUND ELECTRIC
	UNDERGROUND FIBER OPTIC
	UNDERGROUND GAS
	UNDERGROUND TELE
	WATERMAIN
	WATERMAIN SERVICE
	WETLAND EDGE

R/W, LOT & EASEMENTS LINES	
	BUILDING SETBACK LINE
	LOT LINE PROPOSED
	EASEMENT LINE
	EASEMENT LINE PROPOSED
	LOT LINE
	MNDOT CONTROLLED ACCESS LINE
	RIGHT OF WAY EXISTING
	RIGHT OF WAY PROPOSED

PROPOSED CONSTRUCTION LINES	
	FENCE CHAIN LINK PROPOSED
	FENCE WOOD PROPOSED
	FENCE BARB WIRE PROPOSED
	FORCEMAIN PROPOSED
	SANITARY SEWER PROPOSED
	SANITARY SERVICE PROPOSED
	STORM SEWER PROPOSED
	STORM SEWER DRAIN TILE PROPOSED
	WATERMAIN PROPOSED
	WATERMAIN SERVICE PROPOSED

EROSION CONTROL LINES	
	BALE CHECK
	BIO ROLL
	SILT FENCE
	SILT FENCE TYPE HEAVY DUTY
	SILT FENCE TYPE MACHINE SLICED
	SILT FENCE TYPE PREASSEMBLED
	FLOTATION SILT CURTAIN

HATCH PATTERN AND SHADING LEGEND	
	RANDOM RIPRAP
	SOD
	SEED
	HYDRAULIC STABILIZER
	EROSION CONTROL BLANKET
	TEMP. ROCK CONSTRUCTION ENTRANCE
	BUILDING WALL HATCH
	BITUMINOUS SURFACE
	CONCRETE SURFACE
	GRAVEL SURFACE
	EASEMENT PATTERN

DOCUMENTATION SYMBOLS	
	SECTION ARROW - SECTION NUMBER TOP; PAGE OF SECTION BOTTOM



WIDSETH



www.woldae.com | 651.227.7773

Project Name:



BRAINERD HIGH
SCHOOL SOUTH
CAMPUS
REMODEL

Project Location:
400 QUINCE STREET
BRAINERD, MN

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or report was prepared by me or under my
direct supervision, and that I am a duly
Licensed Architect under the laws of the
State of Minnesota.

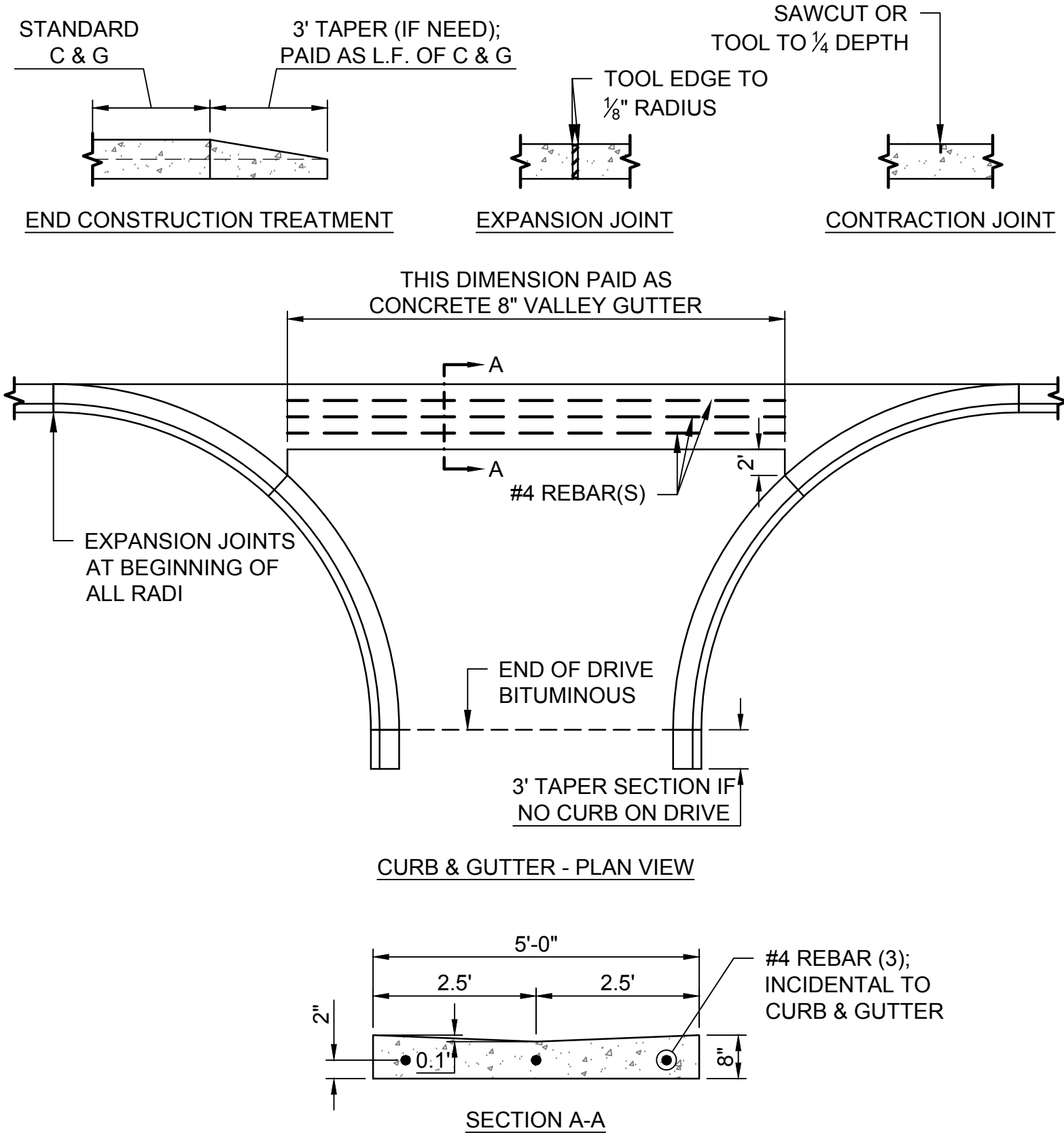
Signature: _____
Printed Name: TIMOTHY T. RAMERTH
Date: MM/DD/YYYY Reg. No.:41966

Project Information:
Project No. : 028180083.030
Drawn By : JWR
Checked By : TTR
Date : NOVEMBER
2020
File Name:

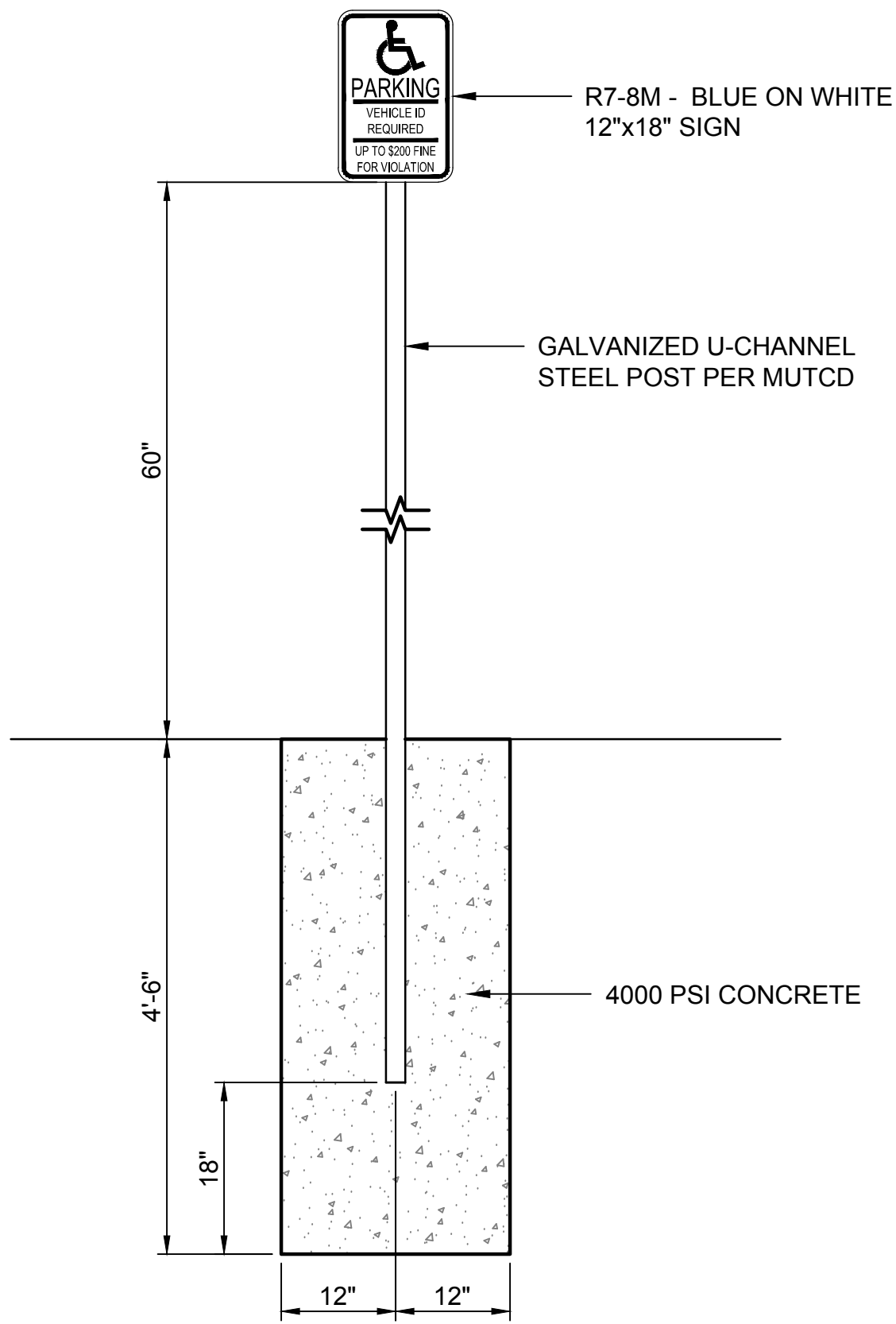
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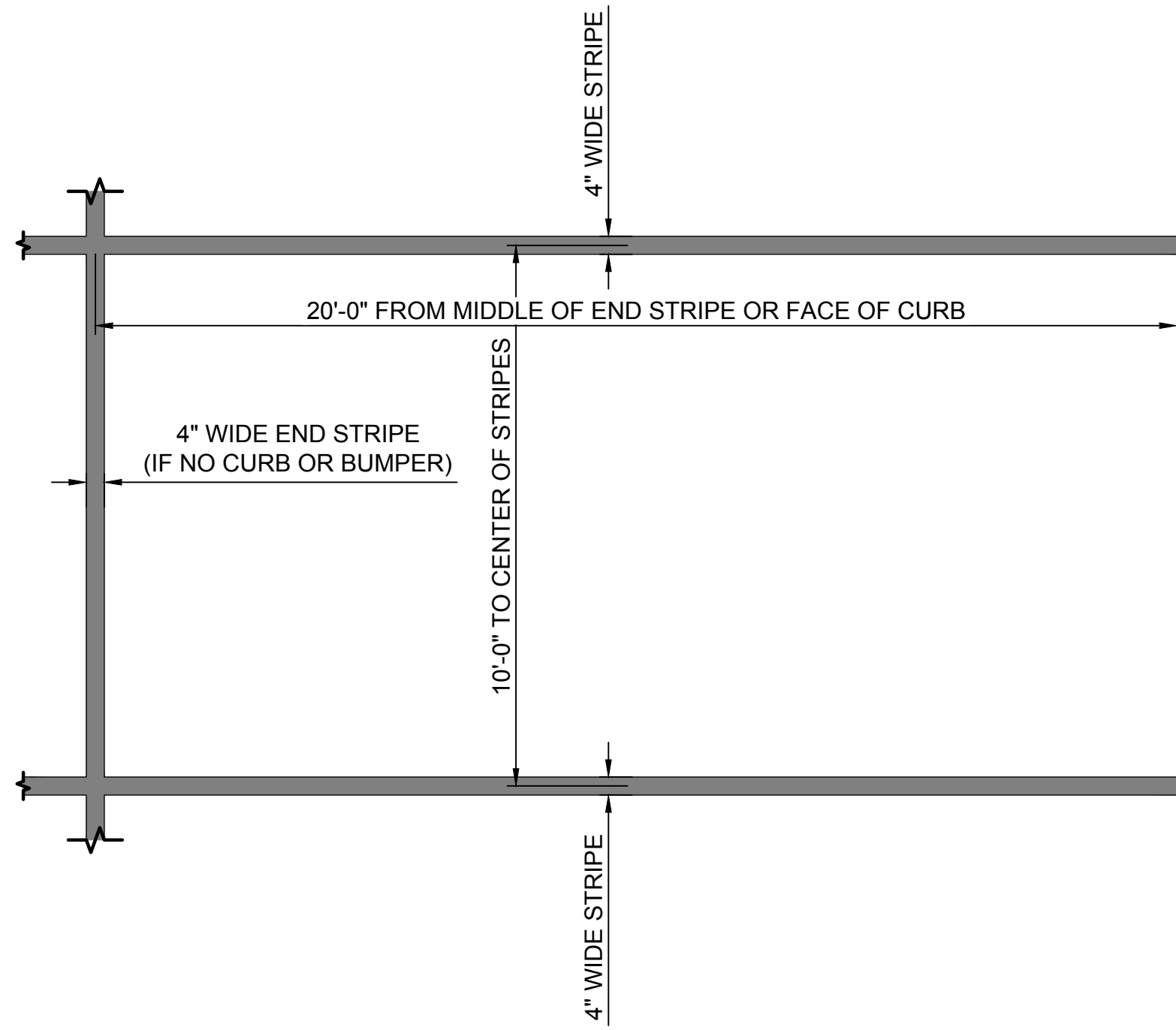
CUP SUBMITTAL - 11/04/20



CURB & GUTTER WITH 5' VALLEY GUTTER DETAIL
SCALE: NONE

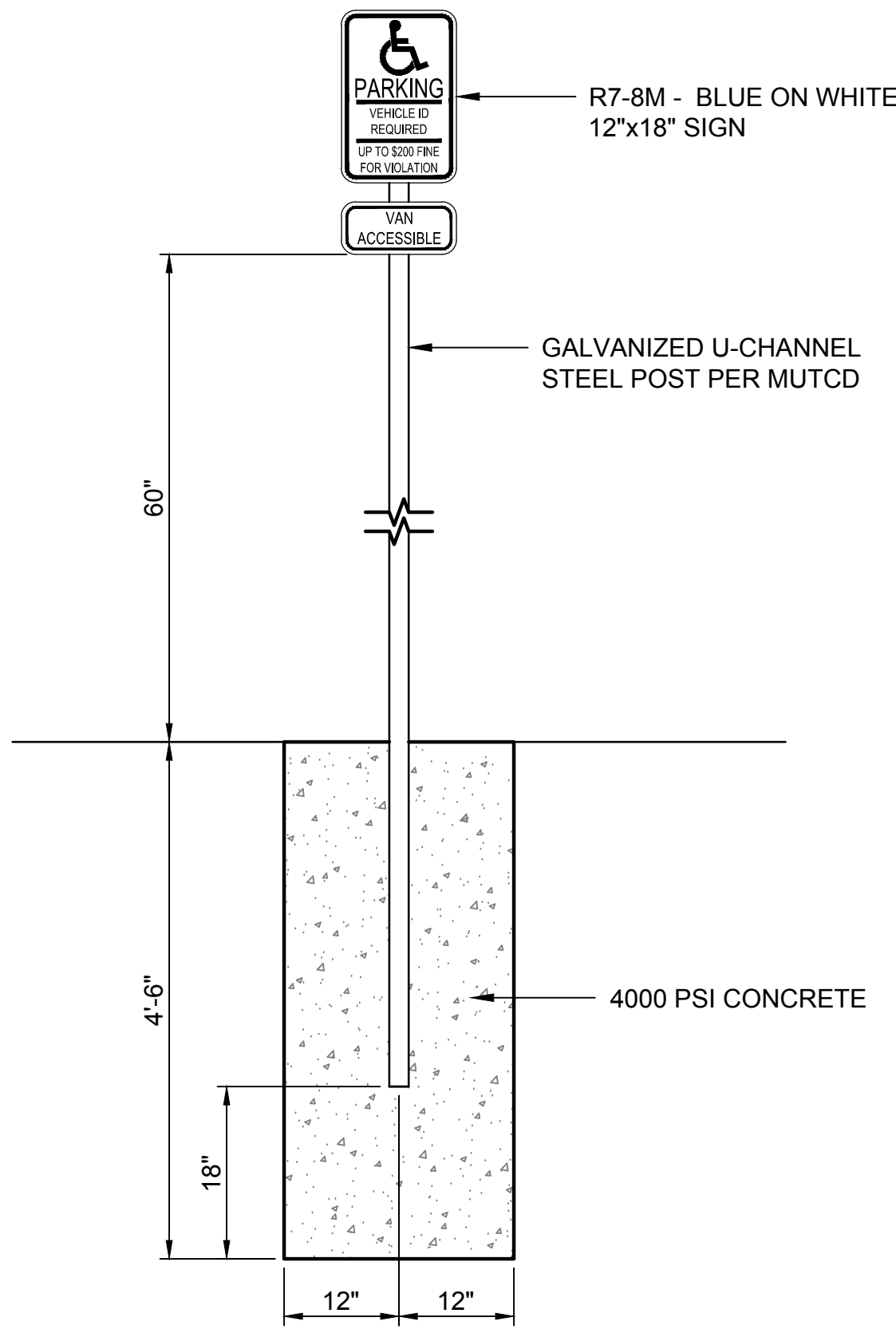


TYPICAL ACCESSIBLE PARKING ADVISORY SIGN WITH POST DETAIL
SCALE: NONE

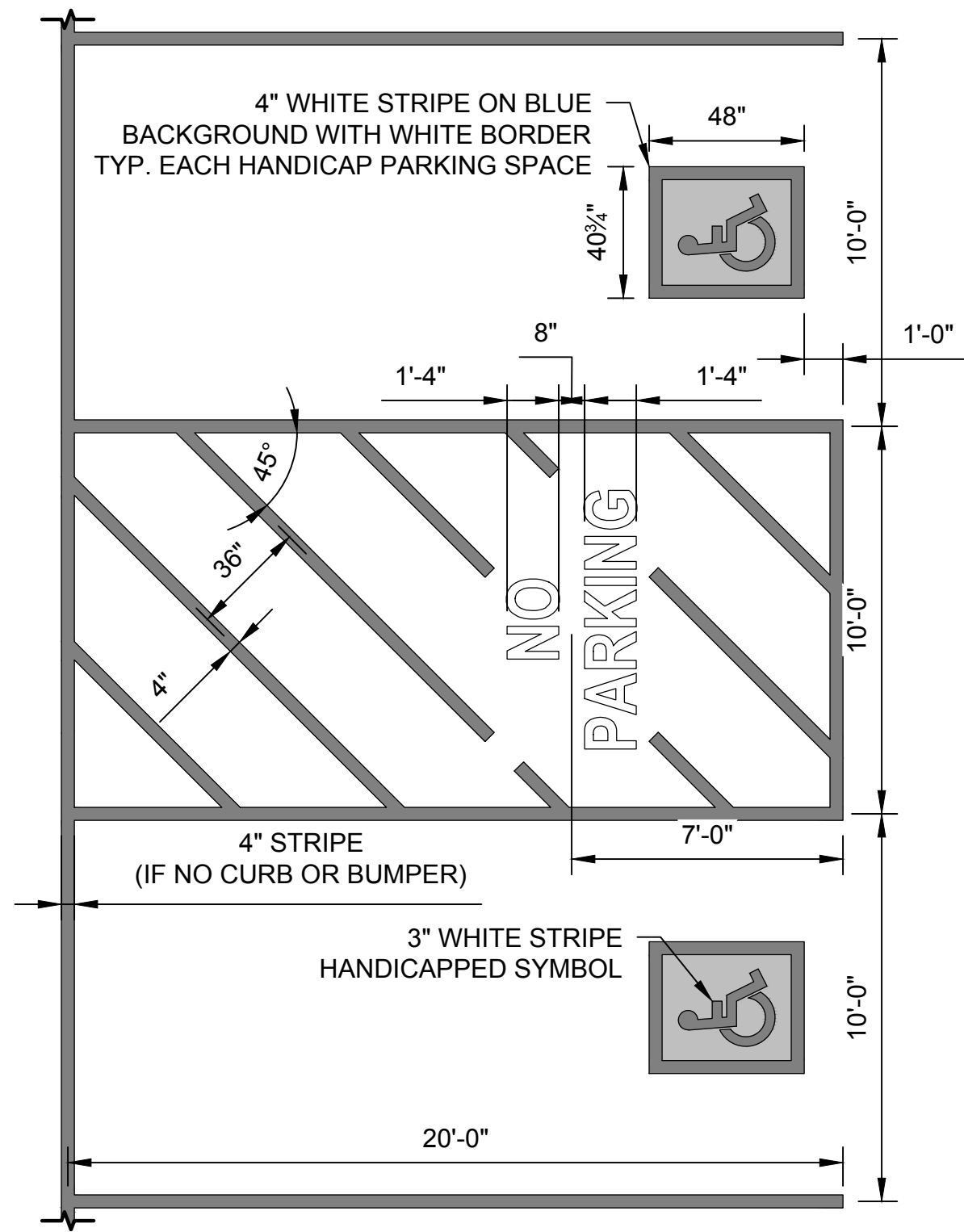


NOTE:
ALL PAINT USED FOR STRIPING SHALL CONFORM TO STANDARD MNDOT REQUIREMENTS AS OUTLINED IN MNDOT SPECIFICATION No. 3591. COLOR SHALL BE BRIGHT WHITE.

PARKING LOT STRIPING DETAIL
SCALE: NONE

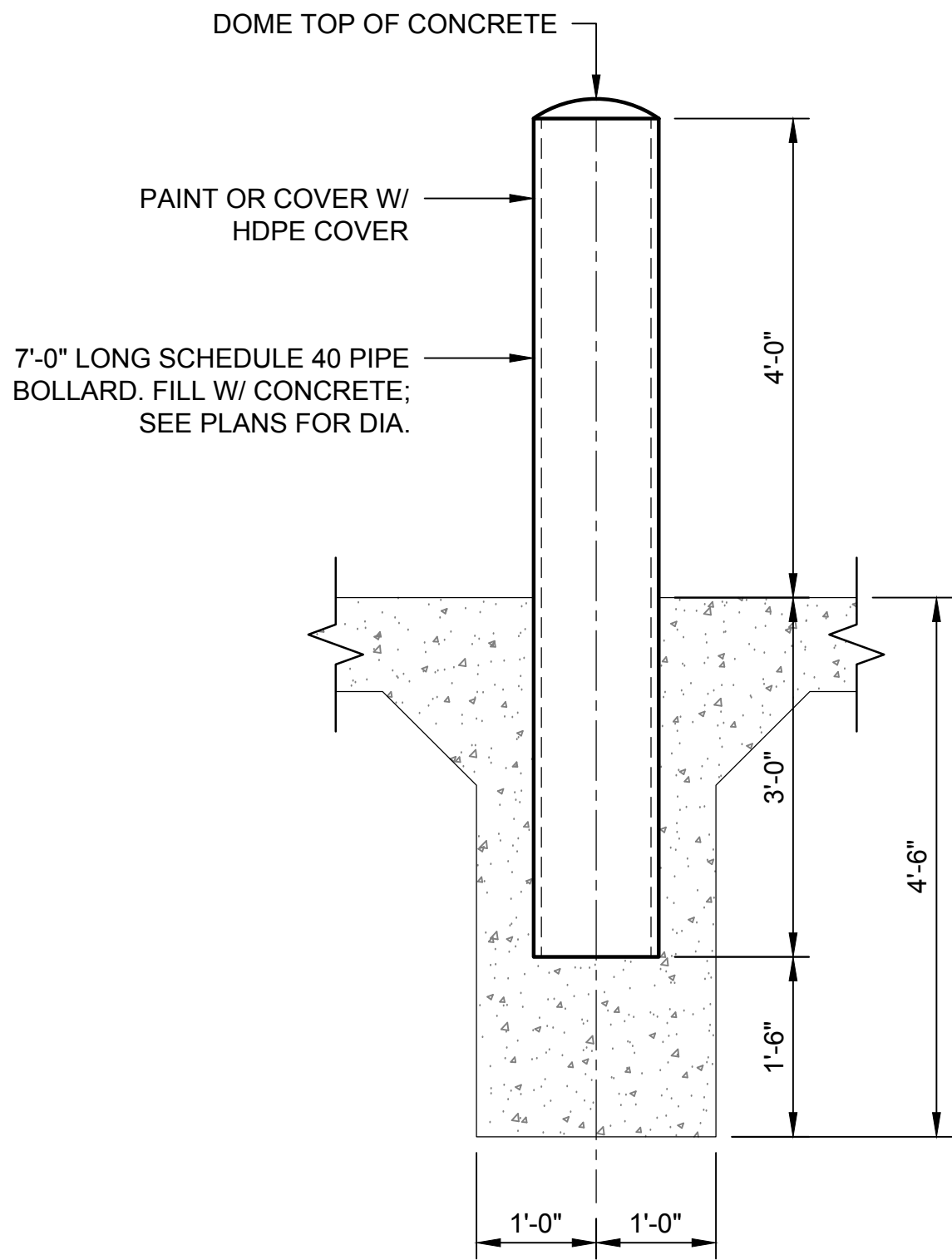


TYPICAL VAN ACCESSIBLE PARKING ADVISORY SIGN WITH POST DETAIL
SCALE: NONE

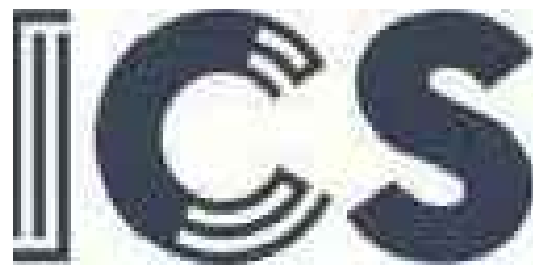


NOTE:
ALL PAINT USED FOR STRIPING SHALL CONFORM TO STANDARD MNDOT REQUIREMENTS AS OUTLINED IN MNDOT SPECIFICATION No. 3591. COLOR SHALL BE BRIGHT WHITE.

ACCESSIBLE STALL STRIPING DETAIL
SCALE: NONE



CAST IN PLACE EXTERIOR BOLLARD DETAIL
SCALE: NONE



WIDSETH



www.woldae.com | 651.227.7773

Project Name:



BRAINERD HIGH SCHOOL SOUTH CAMPUS REMODEL

Project Location:
400 QUINCE STREET
BRAINERD, MN

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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Architect under the laws of the State of Minnesota.

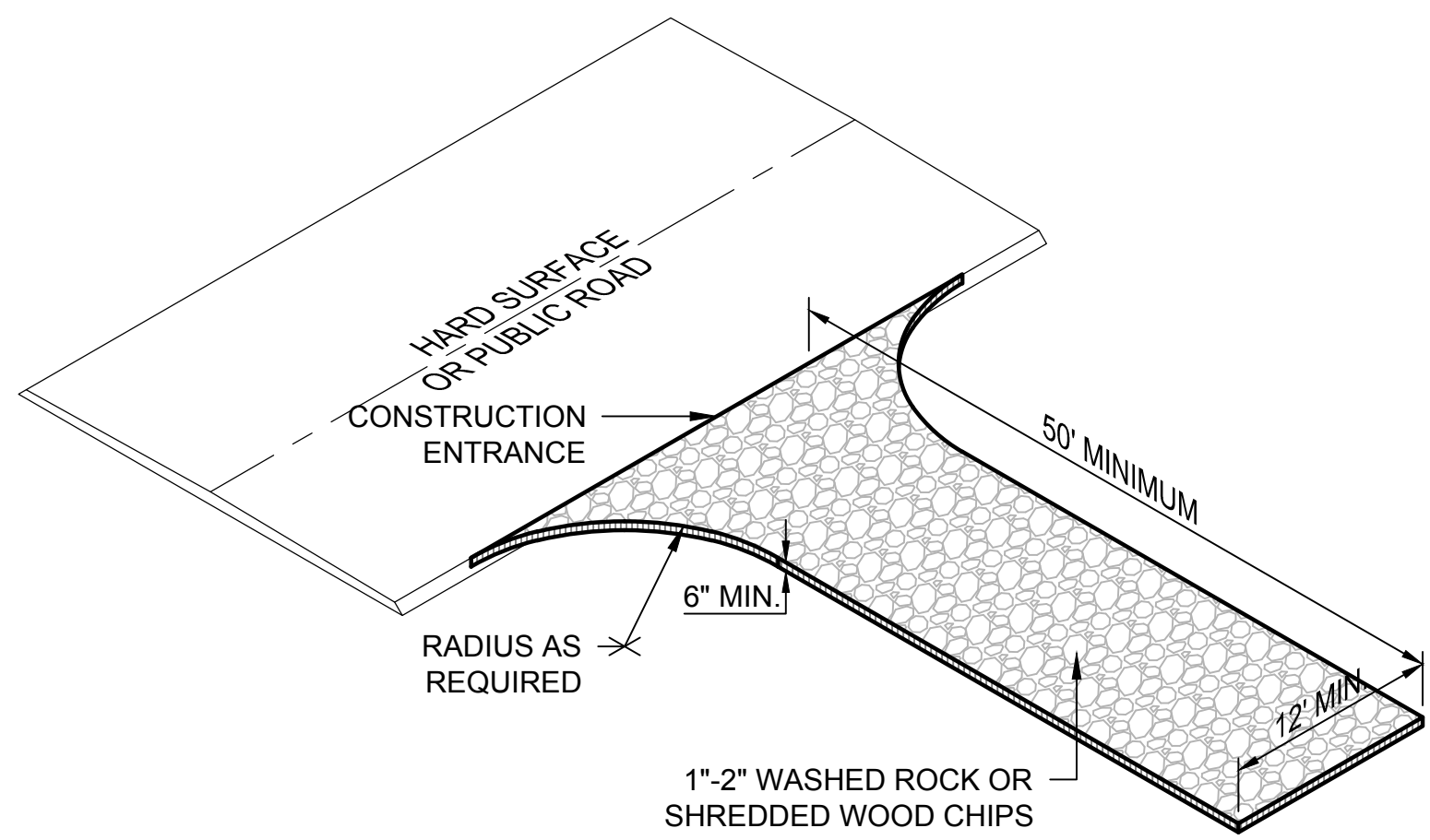
Signature: _____
Printed Name: **TIMOTHY T. RAMERTH**
Date: **MM/DD/YYYY** Reg. No: **41966**

Project Information:
Project No. : **028180083.030**
Drawn By : **JWR**
Checked By : **TTR**
Date : **NOVEMBER 2020**
File Name:

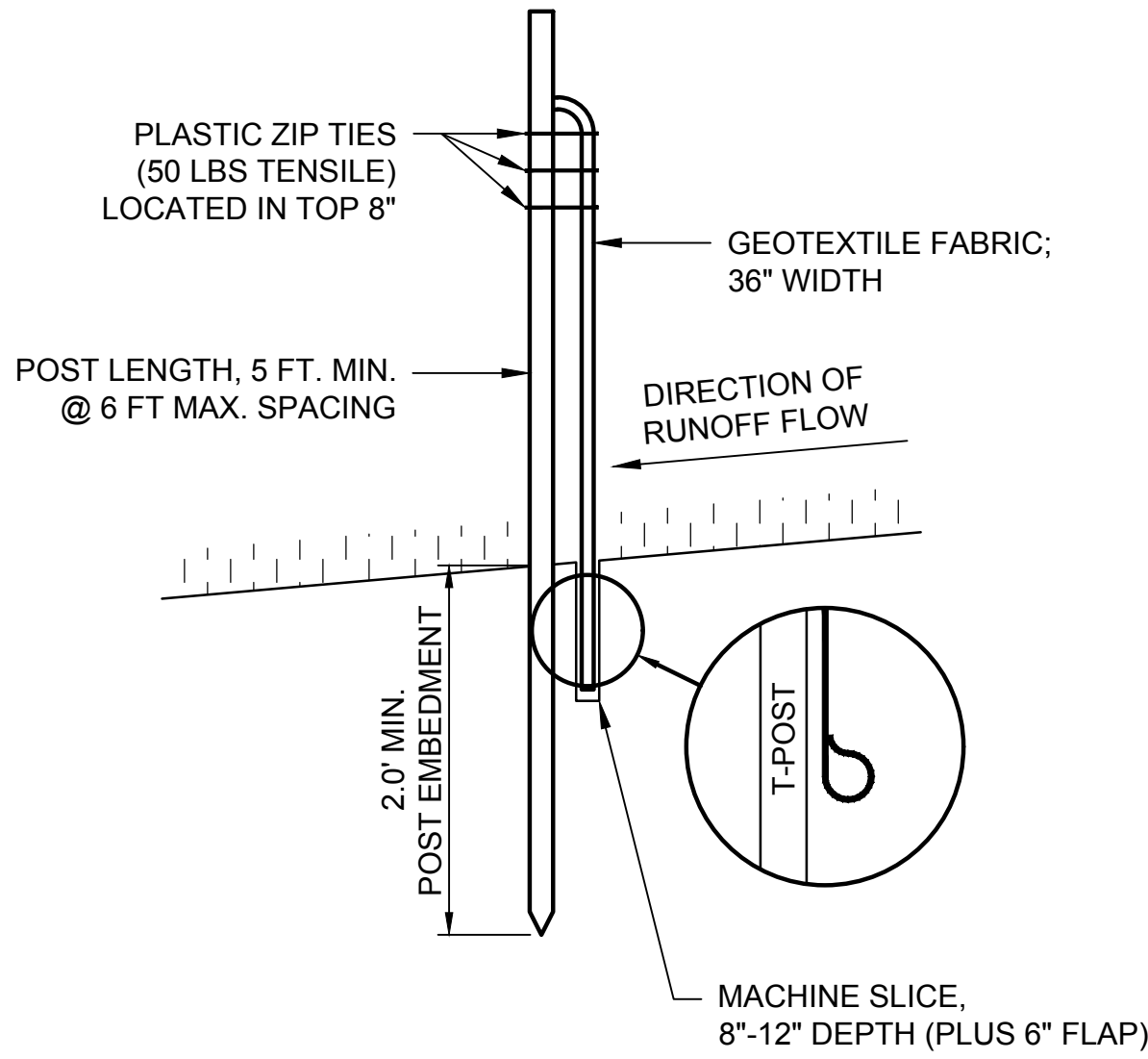
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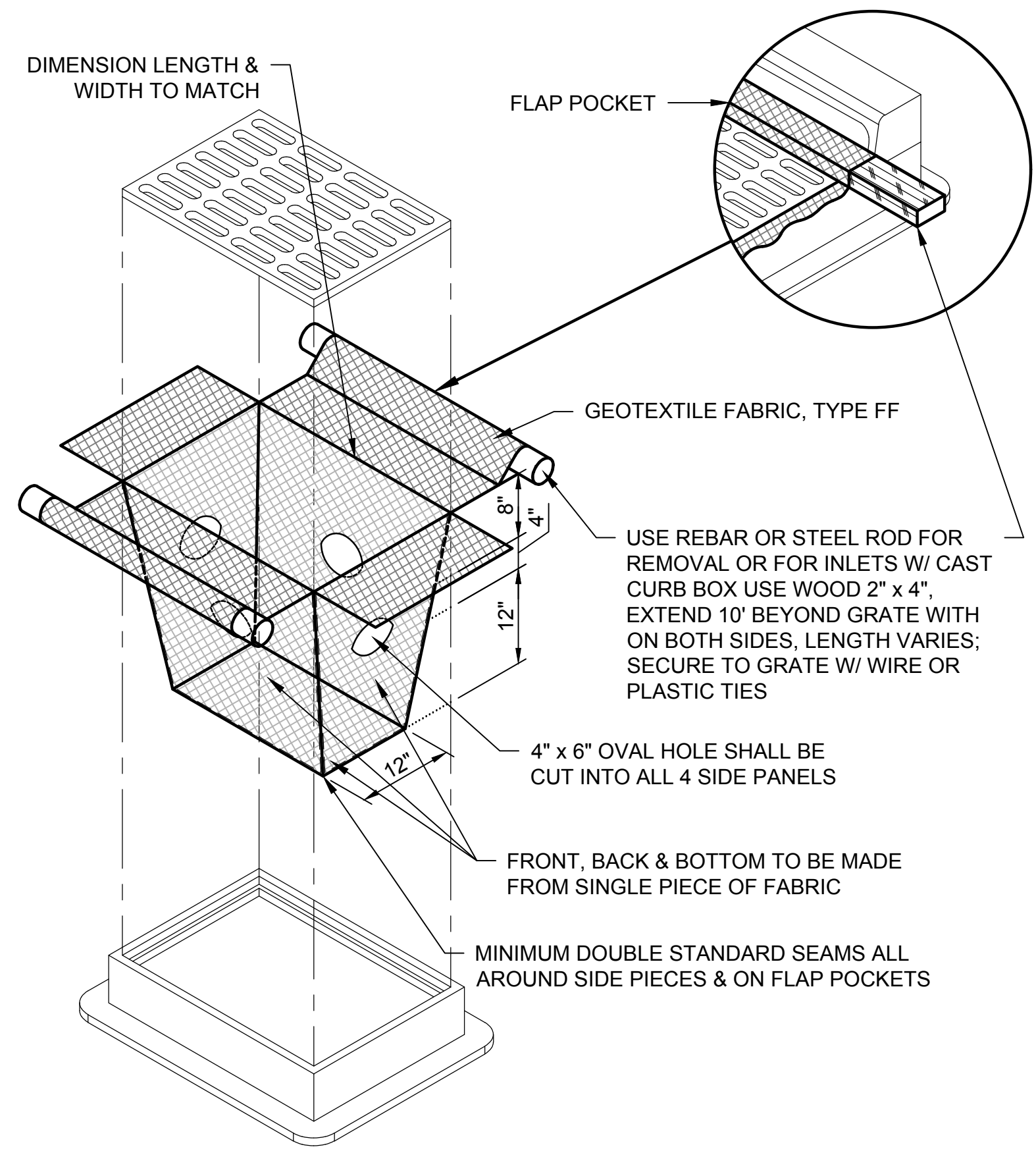
CUP SUBMITTAL - 11/04/20



TEMPORARY ROCK CONSTRUCTION ENTRANCE
SCALE: NONE

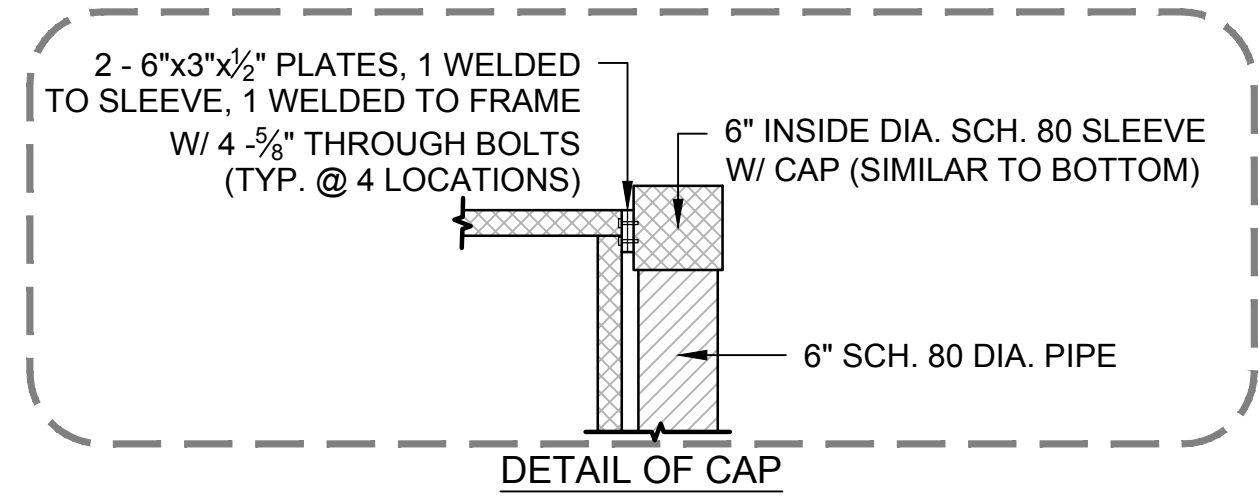


SILT FENCE DETAIL - MACHINE SLICED
SCALE: NONE

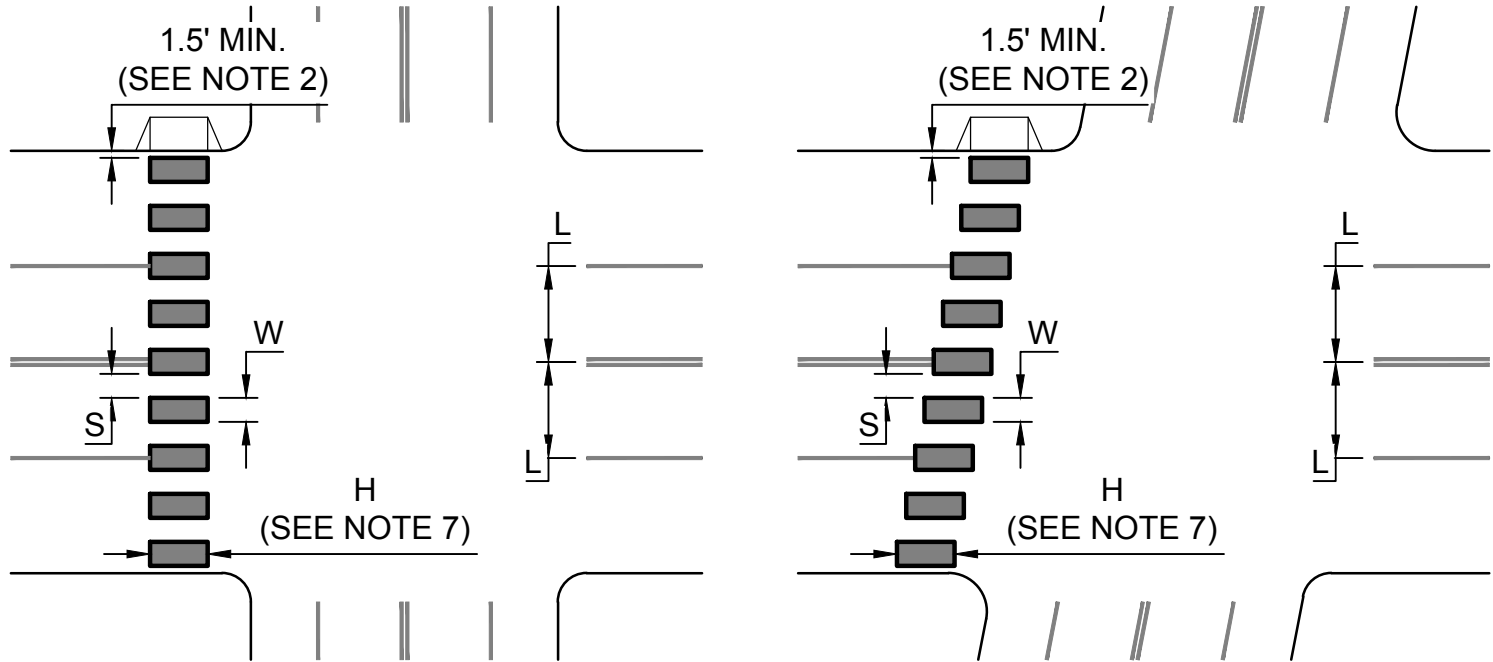


INLET PROTECTION DETAIL - FABRIC
SCALE: NONE

CROSSWALK MARKING DIMENSIONS TABLE				
(L) WIDTH OF INSIDE LANE	(W) WIDTH OF PAINTED AREA	(S) WIDTH OF SPACE	ALTERNATE (W) WIDTH OF PAINTED AREA	ALTERNATE (S) WIDTH OF SPACE
9'	2.0'	2.5'	--	--
10'	2.5'	2.5'	2.0'	3.0'
11'	2.5'	3.0'	2.0'	3.5'
12'	3.0'	3.0'	2.5'	3.5'
13'	3.0'	3.5'	--	--

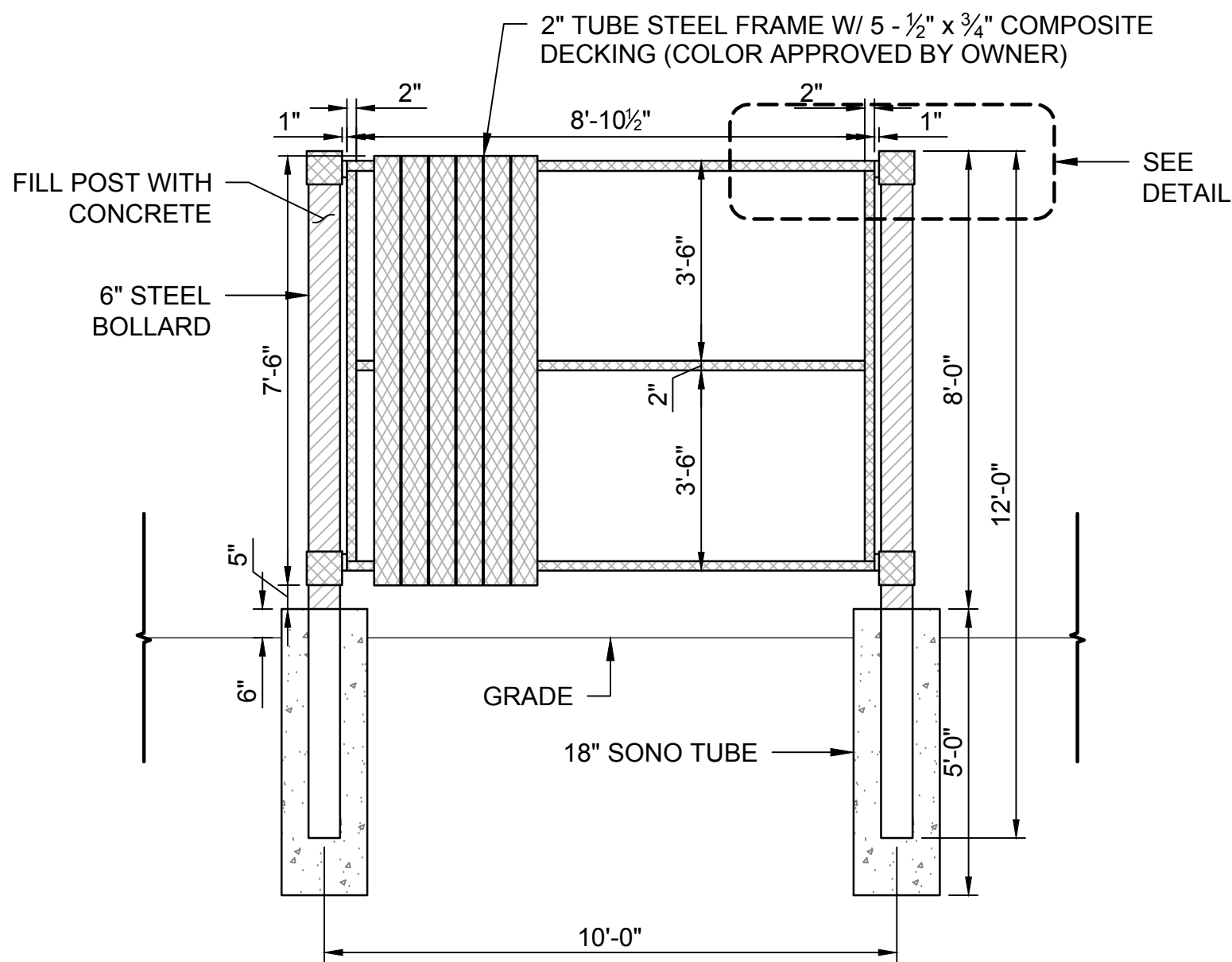


DETAIL OF CAP

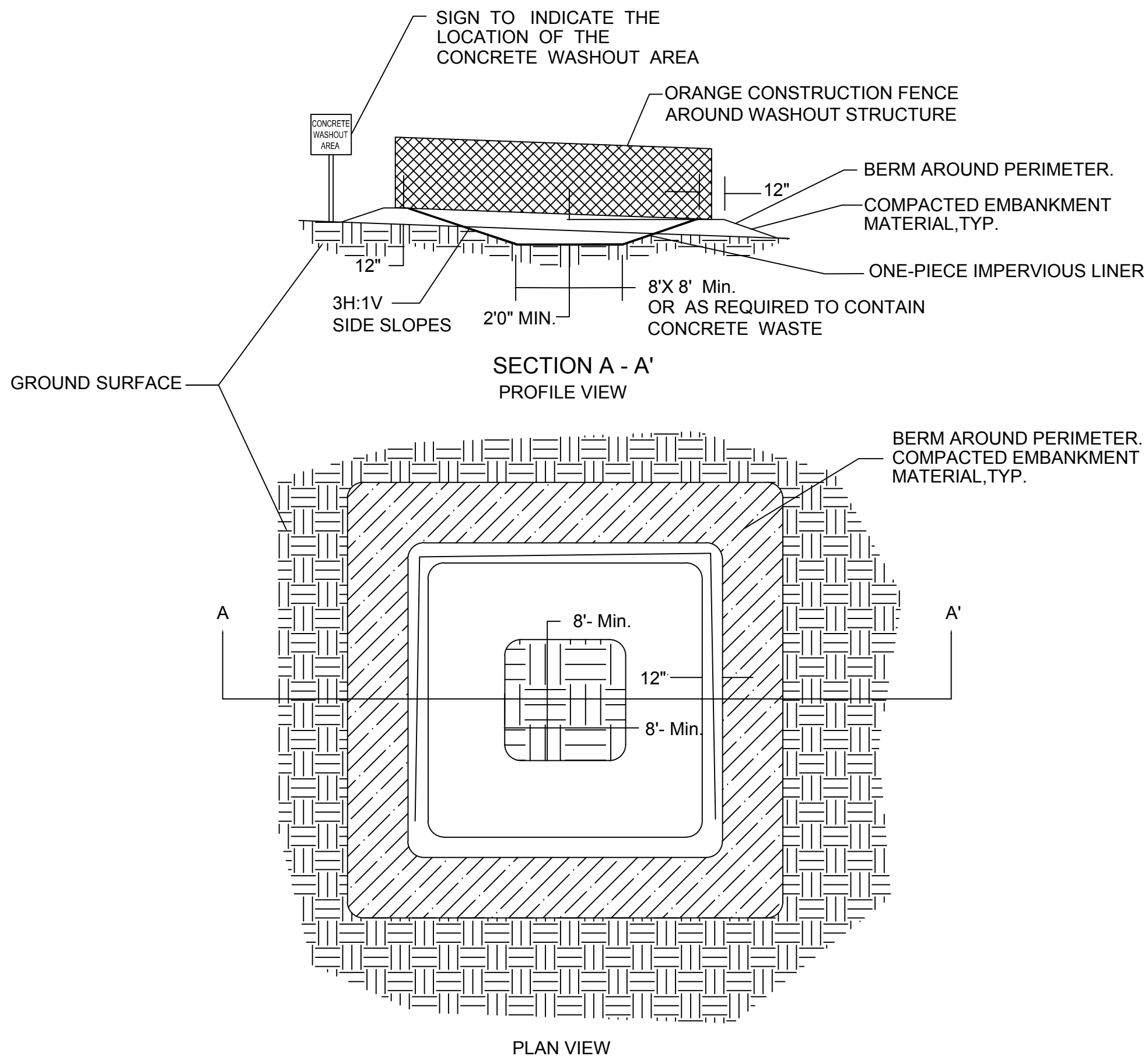


- NOTES:
1. PAINTED AREAS TO BE CENTERED ON CENTERLINE AND LANE LINES.
 2. A MINIMUM OF 1.5 FT. CLEAR DISTANCE SHALL BE LEFT ADJACENT TO THE CURB FACE. IF LAST PAINTED AREA FALLS INTO THIS DISTANCE IT MUST BE OMITTED.
 3. ON TWO LANE TWO WAY STREETS, USE SPACING SHOWN FOR AN 11 FT. INSIDE LANE.
 4. FOR DIVIDED ROADWAYS, ADJUSTMENTS IN SPACING OF THE BLOCKS SHOULD BE MADE IN THE MEDIAN SO THAT THE BLOCKS ARE MAINTAINED IN THEIR PROPER LOCATION ACROSS THE TRAVELED PORTION OF THE ROADWAY.
 5. AT SKEWED CROSSWALKS, THE BLOCKS ARE TO REMAIN PARALLEL TO THE LANE LINES AS SHOWN.
 6. THE BLOCKS SHALL BE PLACED SO THAT THEY ARE NOT LOCATED IN THE WHEEL PATH OF THE VEHICLES.
 7. THE BLOCKS SHALL BE A MINIMUM OF 6' LONG AND AT LEAST AS LONG AS THE TRUNCATED DOMES, FOR FANNED TRUNCATED DOMES THE BLOCKS SHALL BE AT LEAST AS LONG AS THE APPROACHING SIDEWALK OR SHARED USE PATH.
 8. THE ALTERNATE (W) AND (S) MAY BE USED WHEN BLOCKS LONGER THAN 6' (H) ARE USED.

PEDESTRIAN CROSSWALK MARKINGS DETAIL
SCALE: NONE



POLY FENCE DETAIL
SCALE: NONE



- NOTES:
1. CONCRETE WASHOUT AREA SHALL BE INSTALLED PRIOR TO ANY CONCRETE PLACEMENT ON SITE.
 2. VEHICLE TRACKING CONTROL IS REQUIRED AT CONCRETE WASHOUT ENTRANCE IF ACCESS TO CONCRETE WASHOUT AREA IS OFF PAVEMENT
 3. THE CONCRETE WASHOUT AREA SHALL BE REPAIRED AND/OR ENLARGED AS NECESSARY TO MAINTAIN CAPACITY FOR WASTE CONCRETE.
 4. WASTE MATERIAL FROM CONCRETE WASHOUT OPERATIONS MUST BE REMOVED AND LEGALLY DISPOSED OF WHEN IT HAS ACCUMULATED TWO-THIRDS OF THE WET STORAGE CAPACITY OF THE STRUCTURE.
 5. AT THE END OF CONSTRUCTION, ALL CONCRETE SHALL BE REMOVED FROM THE SITE AND LEGALLY DISPOSED OF AT AN APPROVED SITE.
 6. WHEN THE CONCRETE WASHOUT AREA IS REMOVED, THE DISTURBED AREA SHALL BE SEEDED AND MULCHED OR OTHERWISE STABILIZED IN A MANNER ACCEPTED BY THE ENGINEER.

CONCRETE WASHOUT AREA
NO SCALE



WIDSETH



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Project Name:



**BRAINERD HIGH
SCHOOL SOUTH
CAMPUS
REMODEL**

Project Location:
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I hereby certify that this plan, specification,
or report was prepared by me or under my
direct supervision, and that I am a duly
Licensed Architect under the laws of the
State of Minnesota.

Signature: _____
Printed Name: **TIMOTHY T. RAMERTH**
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Project Information:
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File Name:

Sheet Title:
CIVIL DETAILS

Sheet Number:
C2.02

CUP SUBMITTAL - 11/04/20



WIDSETH



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Project Name:



BRAINERD HIGH
SCHOOL SOUTH
CAMPUS
REMODEL

Project Location:
400 QUINCE STREET
BRAINERD, MN

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I hereby certify that this plan, specification,
or report was prepared by me or under my
direct supervision, and that I am a duly
Licensed Architect under the laws of the
State of Minnesota.

Signature: _____
Printed Name: TIMOTHY T. RAMERTH
Date: MM/DD/YYYY Reg. No. 41966

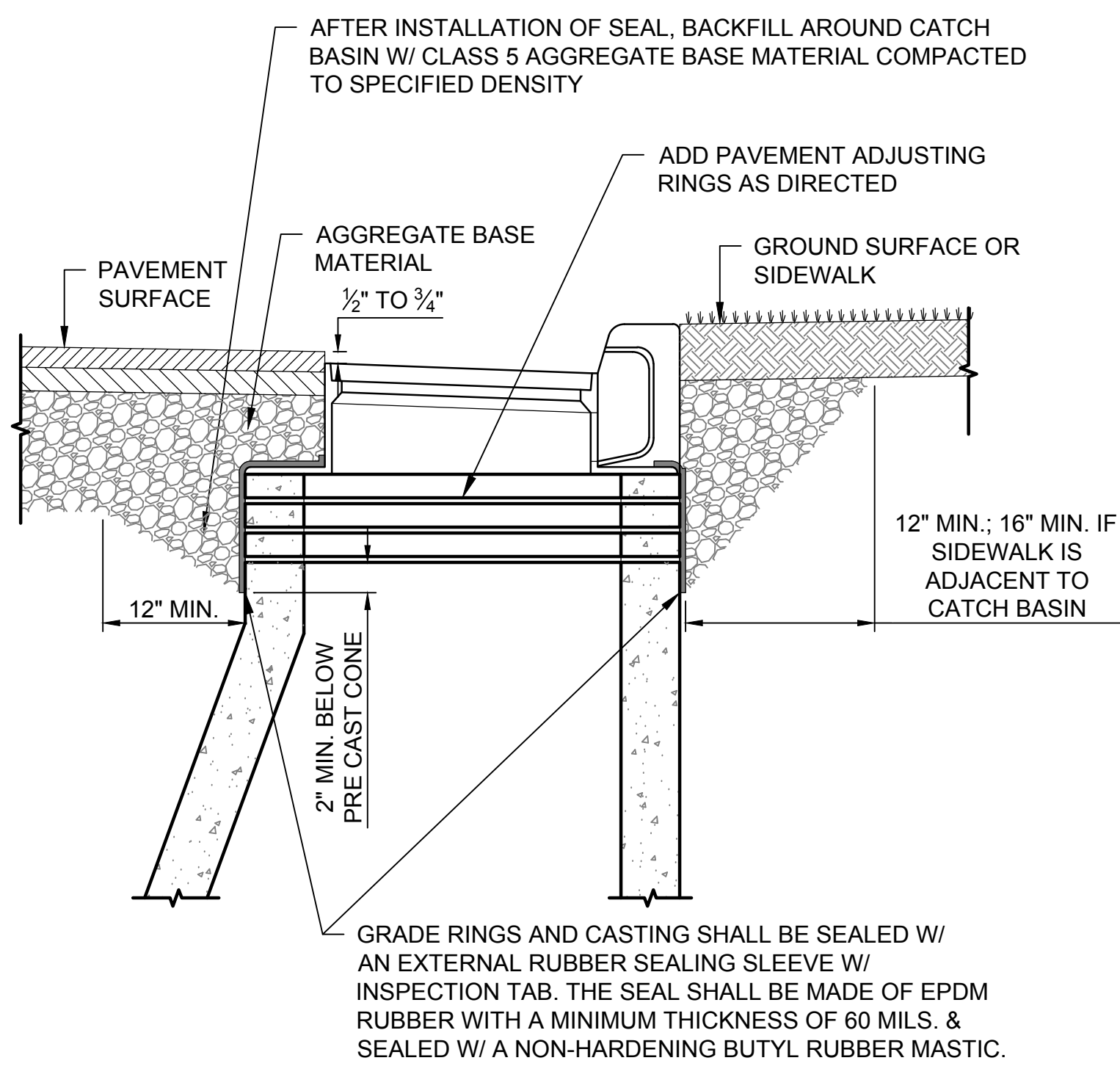
Project Information:
Project No. : 028180083.030
Drawn By : JWR
Checked By : TTR
Date : NOVEMBER 2020
File Name:

Sheet Title:
CIVIL DETAILS

Sheet Number:

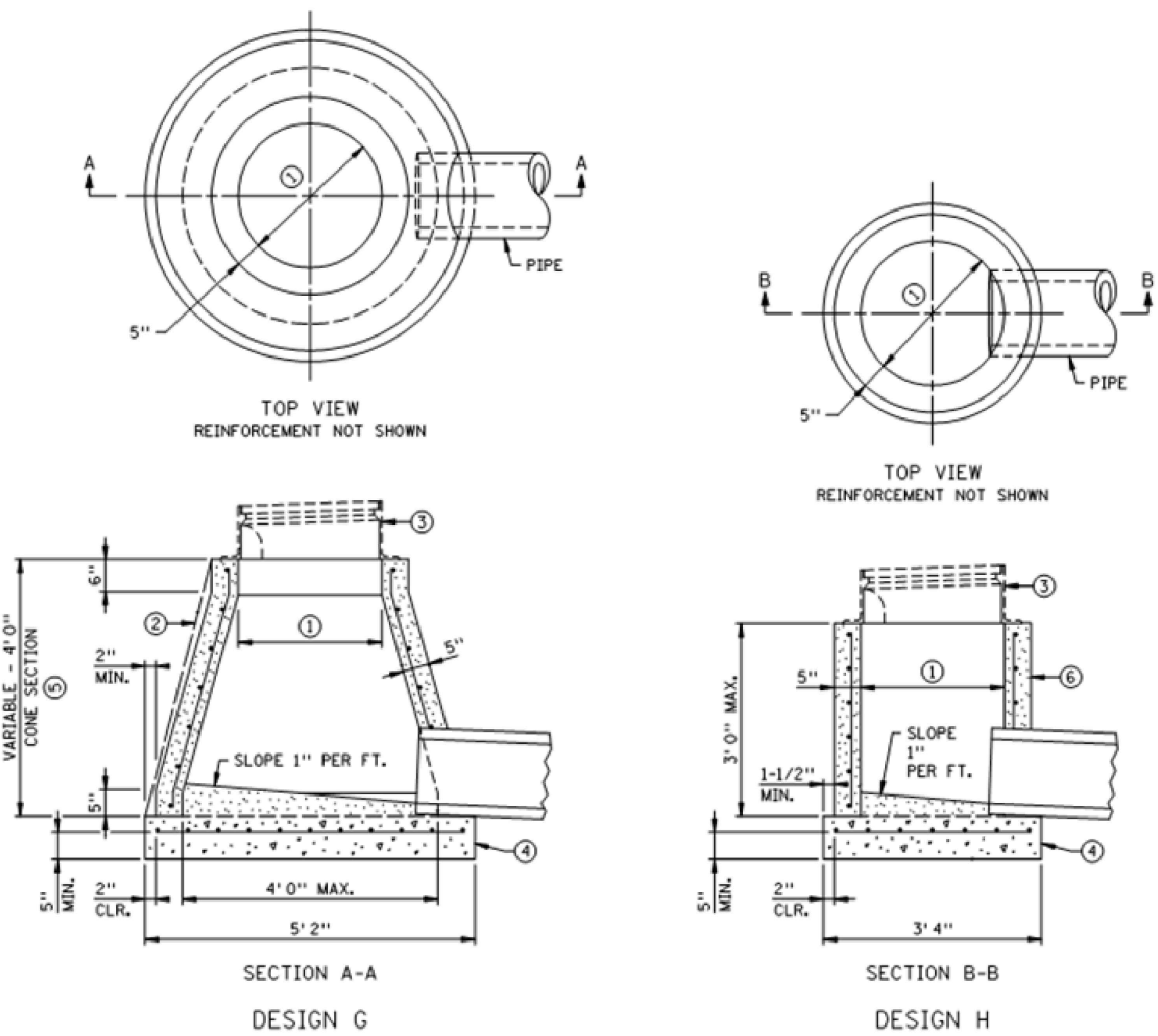
C2.03

CUP SUBMITTAL - 11/04/20



ADJUSTING RING & SEAL DETAIL - STORM SEWER CATCH BASIN AT CURB

SCALE: NONE

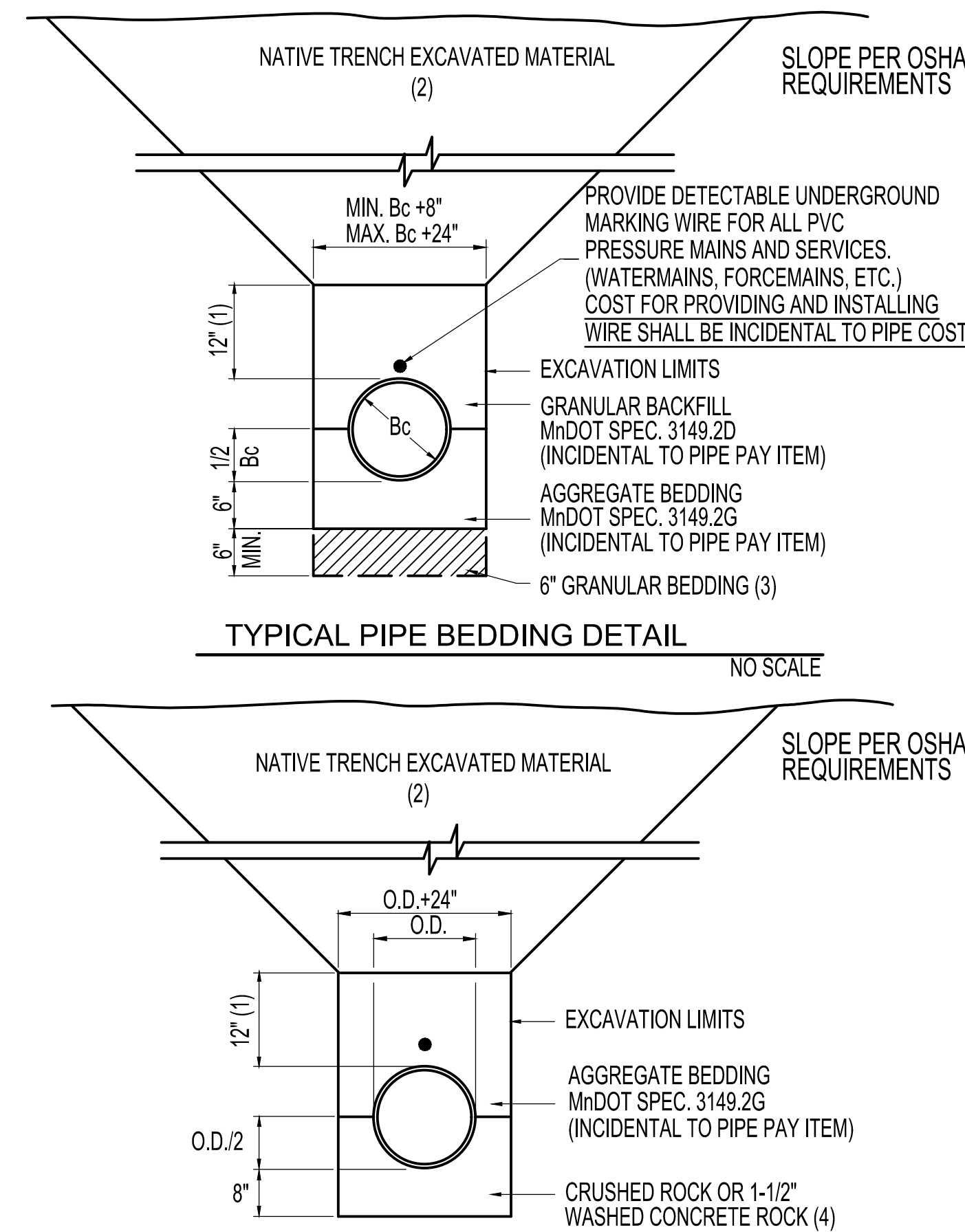


PIPE SEALING DETAIL

SCALE: NONE

NOTES:

- (1) IF THIS DIMENSION DECREASES THE BEDDING CONDITIONS WILL CHANGE. A HIGHER LEVEL BEDDING CONDITION SHALL BE SOLELY AT THE CONTRACTOR'S EXPENSE.
- (2) GRANULAR MATERIAL WILL BE CONSIDERED AS AN INCIDENTAL ITEM.
- (3) FOR ROCK OR OTHER INCOMPRESSIBLE MATERIALS, THE TRENCH SHOULD BE OVER EXCAVATED A MINIMUM OF 6\"/>
- (4) THIS PROCEDURE IS NOT INTENDED TO REPLACE DEWATERING SYSTEMS IN WET CONDITIONS.



SPECIAL PIPE BEDDING DETAIL FOR
TRENCH STABILIZATION WHERE REQUIRED

NO SCALE

NOTES:

REINFORCING: SINGLE LINE STEEL WIRE FABRIC HAVING AN AREA OF NOT LESS THAN 0.12 SQ. IN. PER FOOT OF HEIGHT.

- ① 2\"/>
- ② A STRAIGHT TAPERED WALL IS ACCEPTABLE.
- ③ REFER TO PLAN FOR CASTINGS REQUIRED. USE ADJUSTING RINGS WHERE NECESSARY. SEE STANDARD PLATES INDEX. CASTING AND PRECAST CONC. ADJUSTING RINGS SHALL BE SET ON FULL MORTAR BEDS.
- ④ 8 IN. POURED CONCRETE BASE. BASE REINFORCEMENT: 0.12 SQ. IN. PER FT. IN EACH DIRECTION. AN APPROVED ALTERNATE PRECAST CONCRETE BASE MAY BE USED.

⑤ HEIGHT OF STRUCTURE MAY BE INCREASED UP TO 1 FT. BY THE USE OF A PRECAST SECTION OR CONCRETE BLOCK CONSTRUCTION ABOVE THE CONE SECTION. SEE STANDARD PLATE 4002 FOR BLOCK CONSTRUCTION.

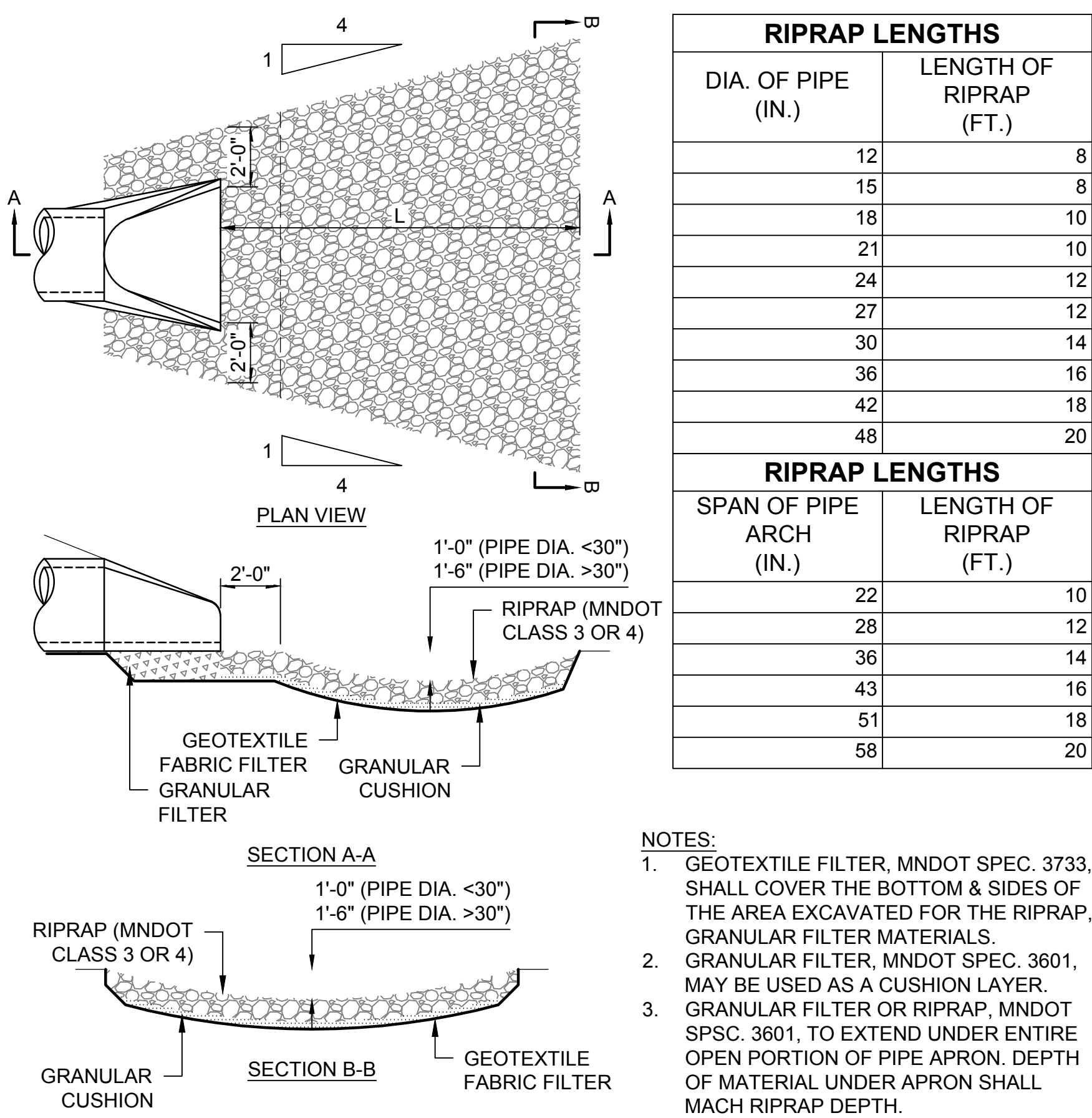
⑥ AS AN ALTERNATE, BRICK OR CONCRETE BLOCK MASONRY MAY BE USED. FOR MATERIALS & CONSTRUCTION METHODS, SEE STANDARD PLATE 4002. CONE SECTION DETAILS OF 4002 DO NOT APPLY.

DESIGN G
DESIGN H

INVERT ELEVATION & SIZE TABLE		
ITEM	SIZE OR ELEVATION	DESCRIPTION
A	1205.94	OUTLET PIPE INVERT ELEVATION
B	1209.00	OVERFLOW STRUCTURE ELEVATION LOWER
C	1210.00	OVERFLOW STRUCTURE ELEVATION UPPER
X	12"	OUTLET PIPE DIAMETER

POND OUTLET CONTROL STRUCTURE DETAIL

SCALE: NONE

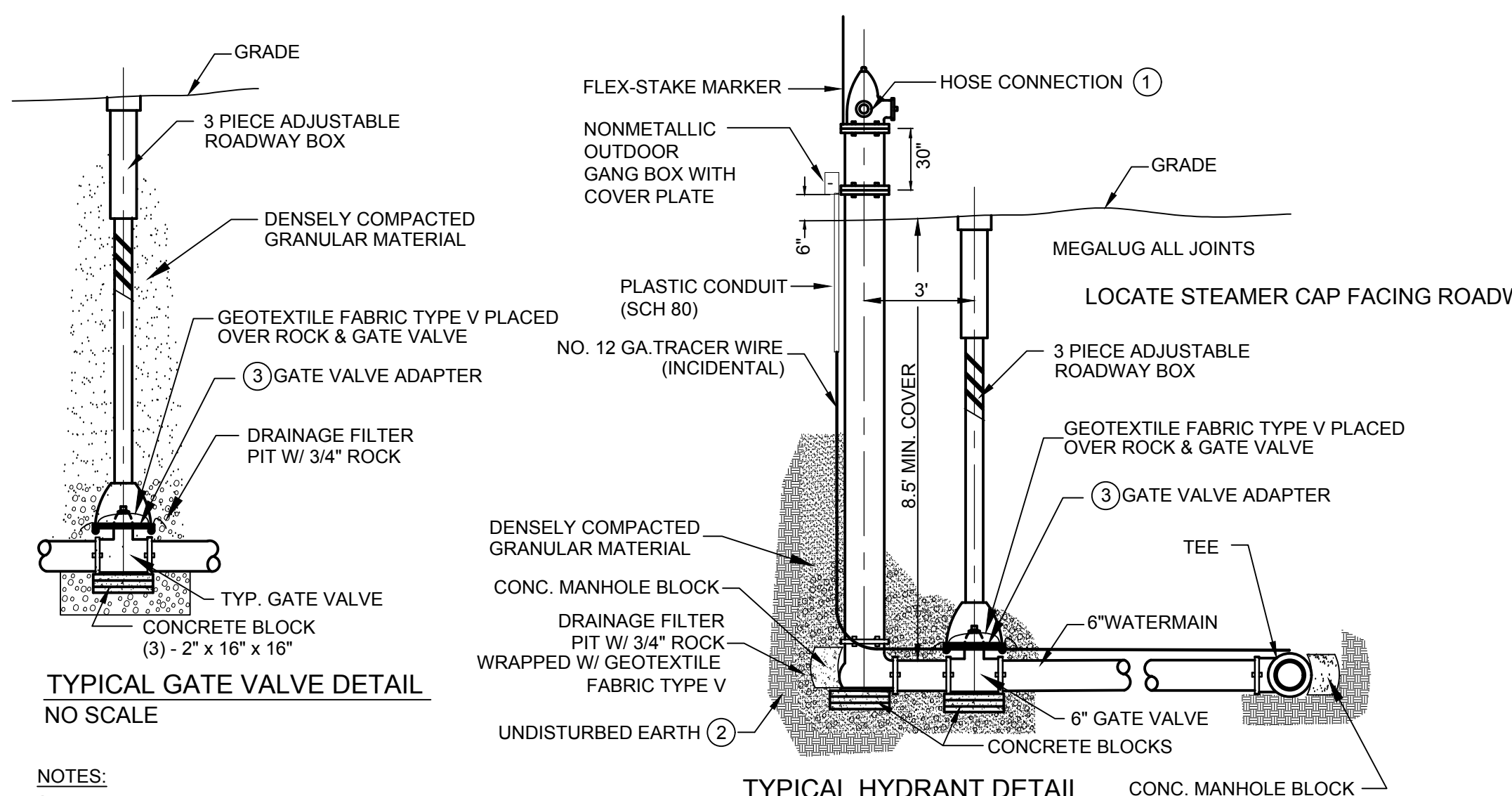


RIPRAP AT RCP OUTLETS DETAIL

SCALE: NONE

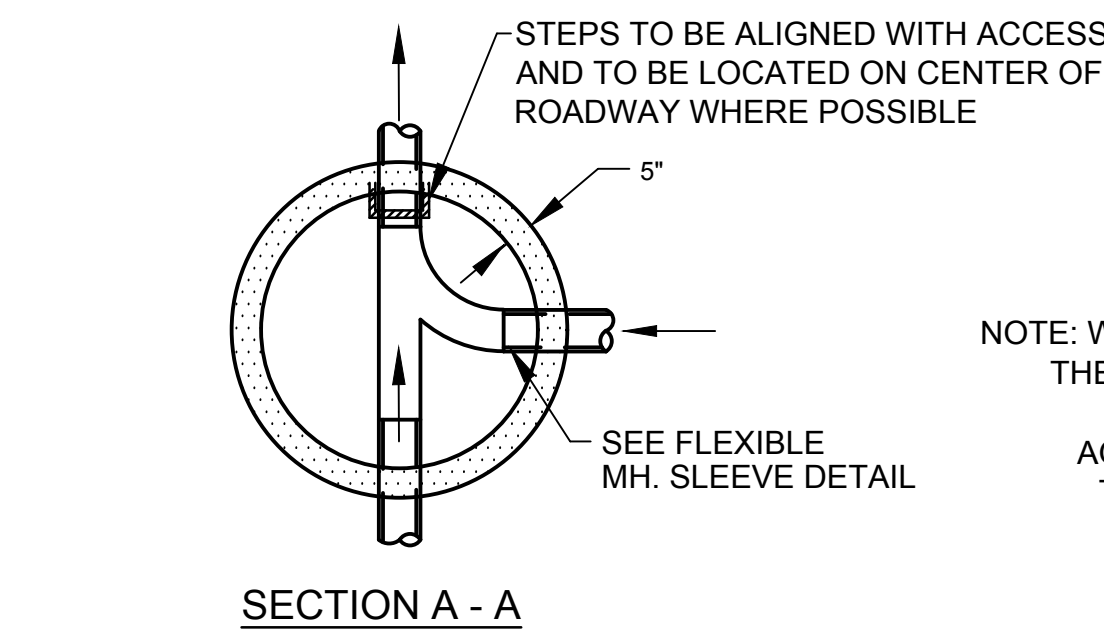
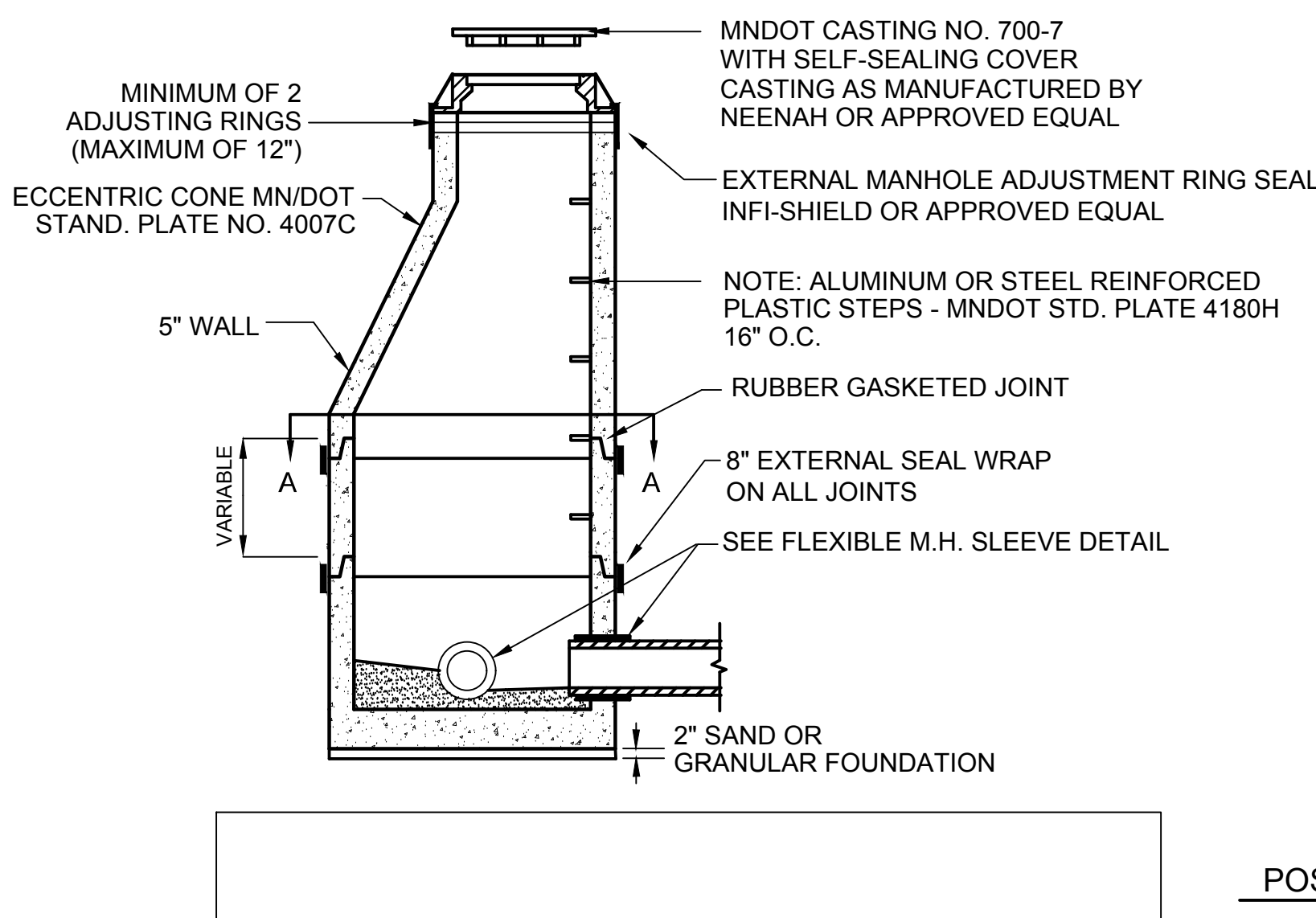
NOTES:

1. GEOTEXTILE FILTER, MNDOT SPEC. 3733, SHALL COVER THE BOTTOM & SIDES OF THE AREA EXCAVATED FOR THE RIPRAP. GRANULAR FILTER MATERIALS.
2. GRANULAR FILTER, MNDOT SPEC. 3601, MAY BE USED AS A CUSHION LAYER. GRANULAR FILTER OR RIPRAP, MNDOT SPSC. 3601, TO EXTEND UNDER ENTIRE OPEN PORTION OF PIPE APRON. DEPTH OF MATERIAL UNDER APRON SHALL MATCH RIPRAP DEPTH.

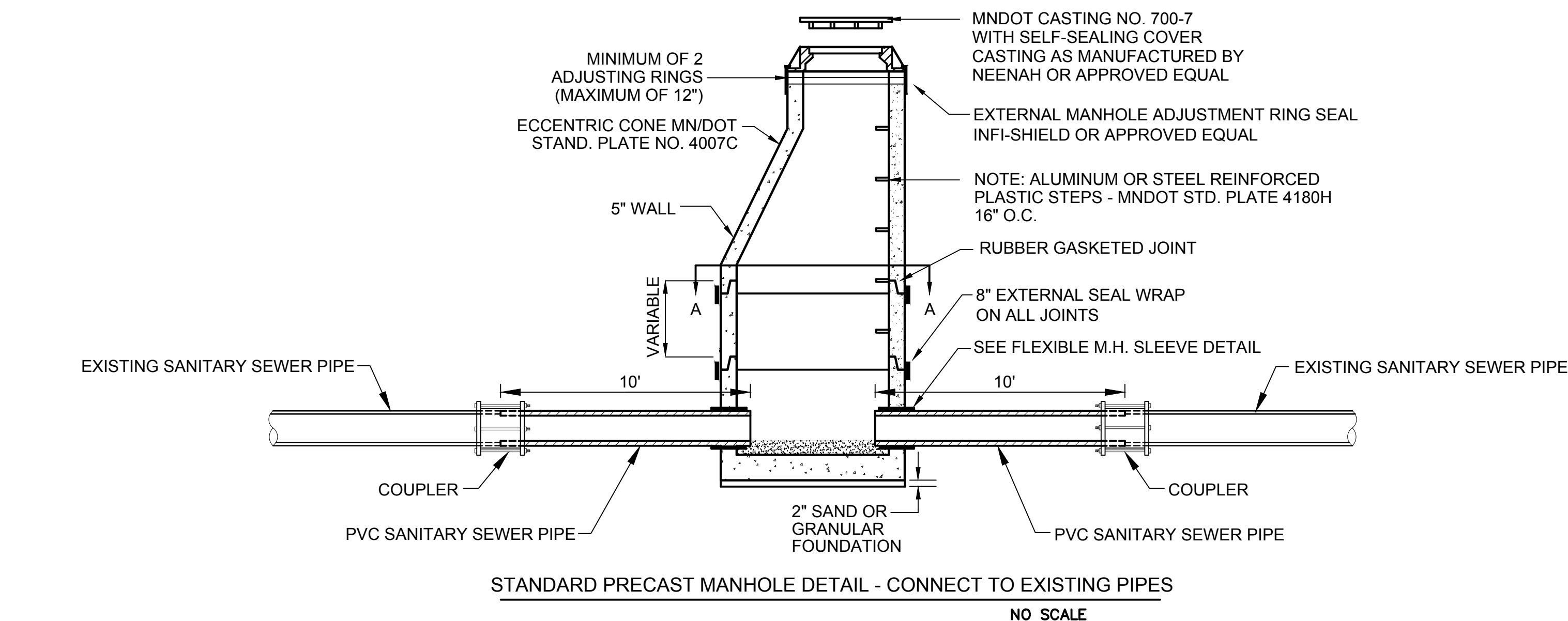


- NOTES:
- 1) VERIFY DIAMETER OF HOSE CONNECTIONS, PUMPER CONNECTION, OPERATING NUT SIZE AND SHAPE, AND CONNECTION THREADING WITH OWNER, FURNISH KEEPER CHAINS.
 - 2) IN IMPERVIOUS SOIL, SUCH AS CLAY, EXCAVATE A DRAINAGE PIT 2' IN DIAMETER, 3' IN DEPTH BELOW HYD BASE & FILL WITH FILTER AGGREGATE. COMPACT UNDER & AROUND HYD. BASE UP TO 6\"/>

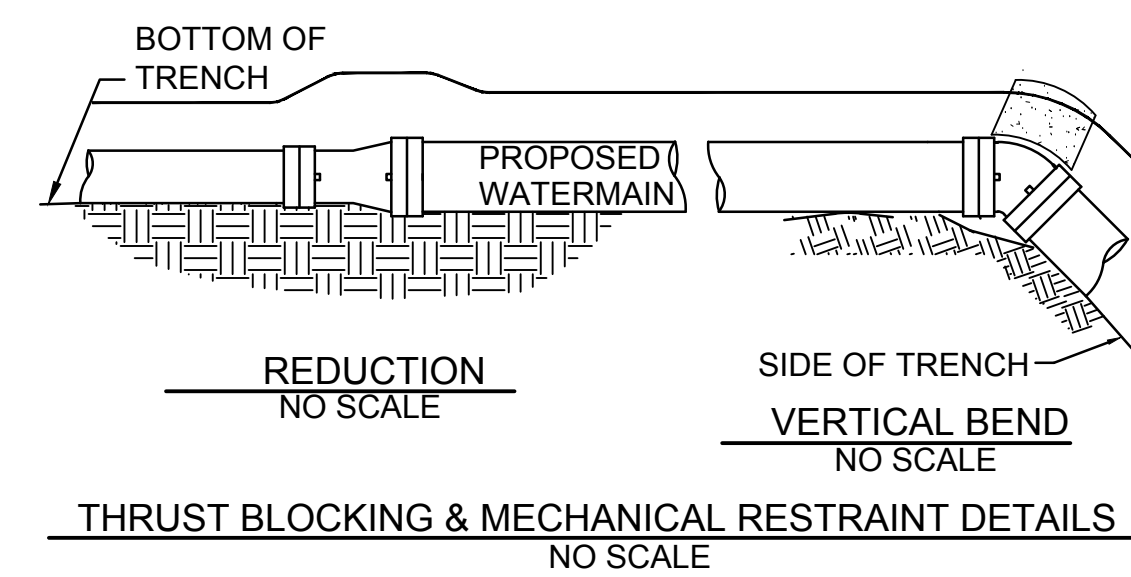
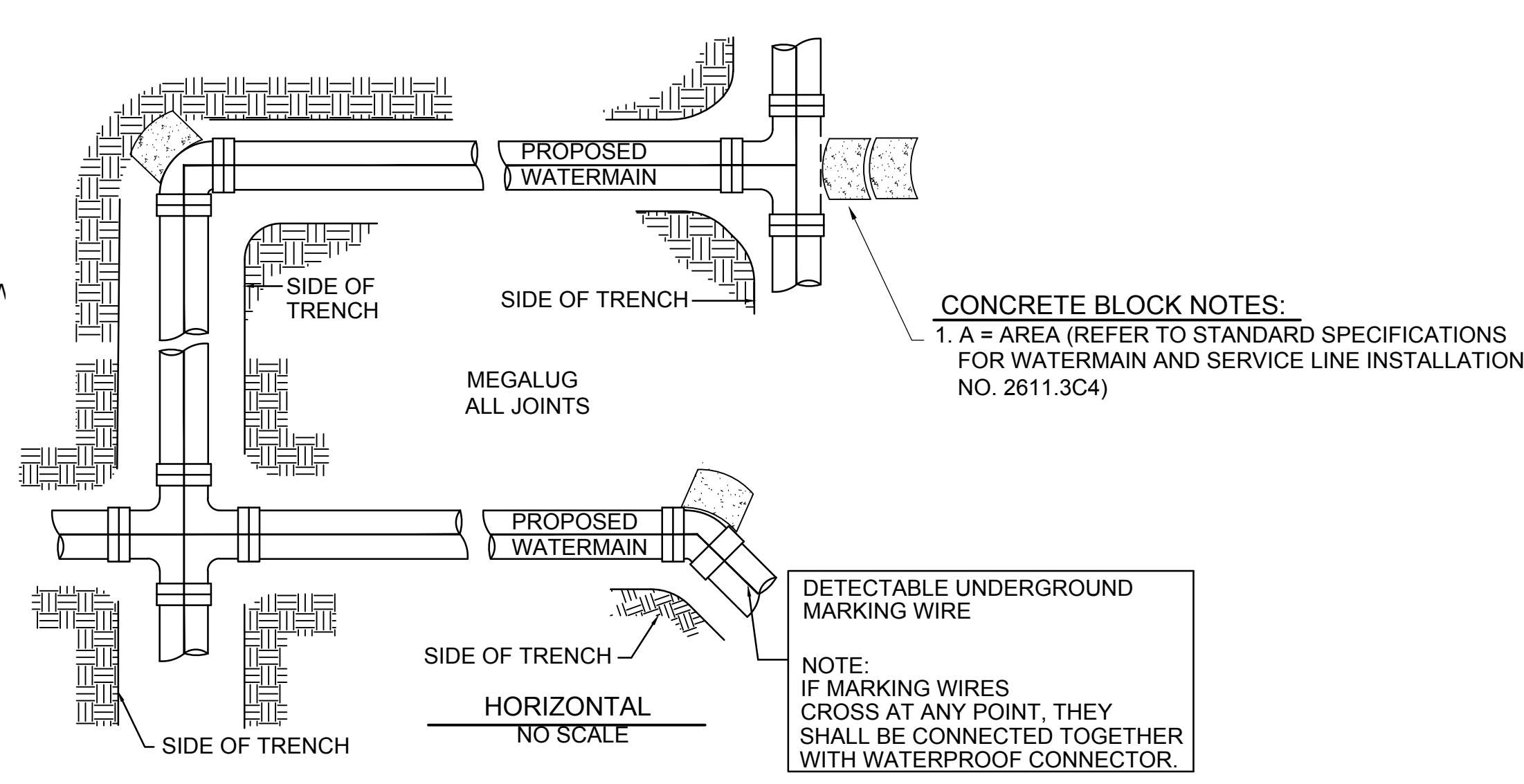
TYPICAL HYDRANT & DEAD END HYDRANT DETAILS
NO SCALE



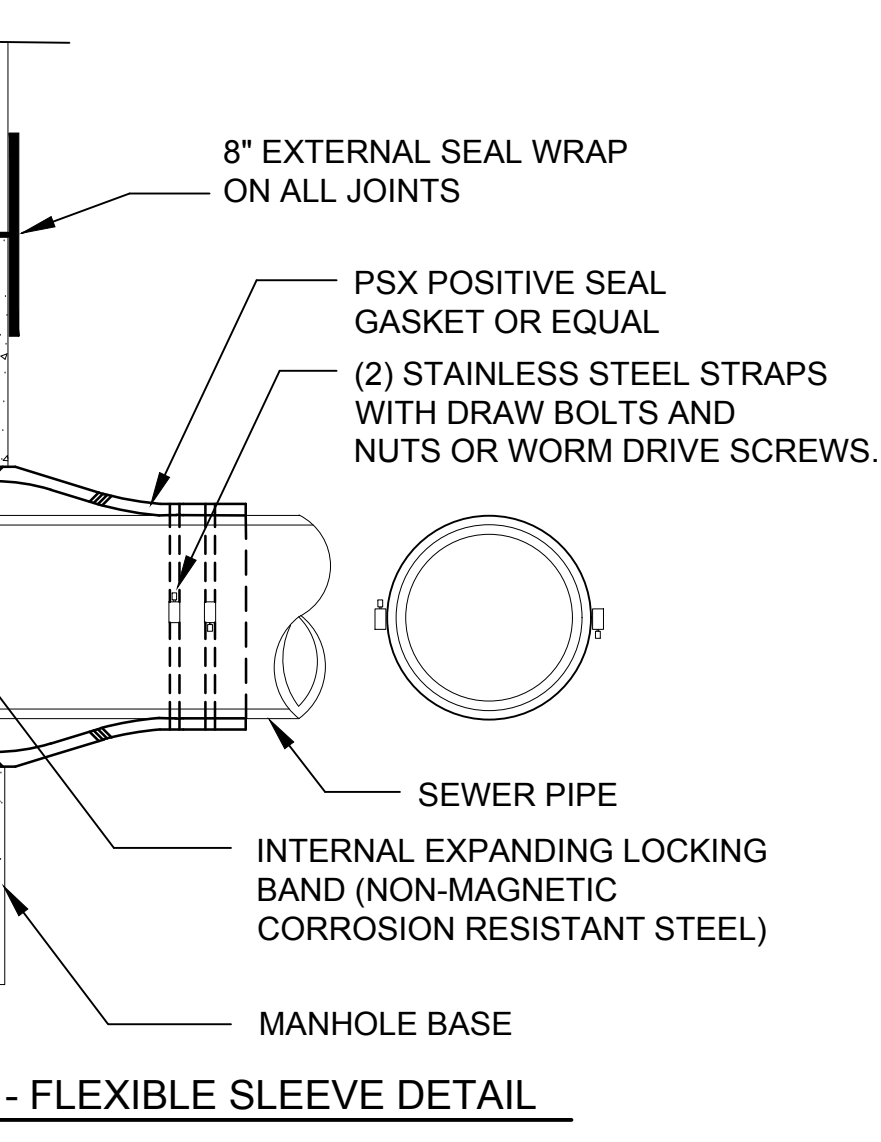
STANDARD PRECAST MANHOLE DETAIL
NO SCALE



STANDARD PRECAST MANHOLE DETAIL - CONNECT TO EXISTING PIPES
NO SCALE



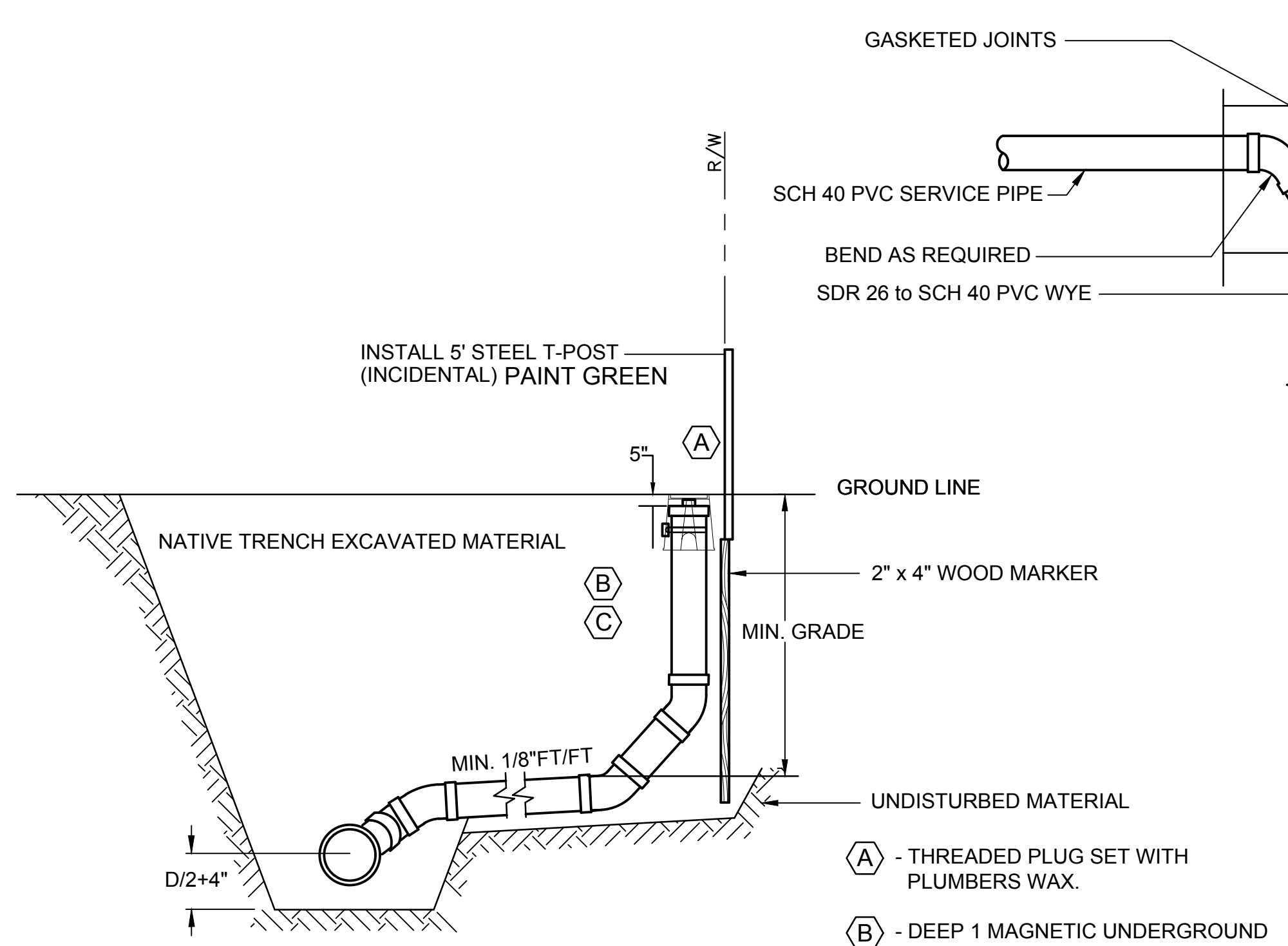
THRUST BLOCKING & MECHANICAL RESTRAINT DETAILS
NO SCALE



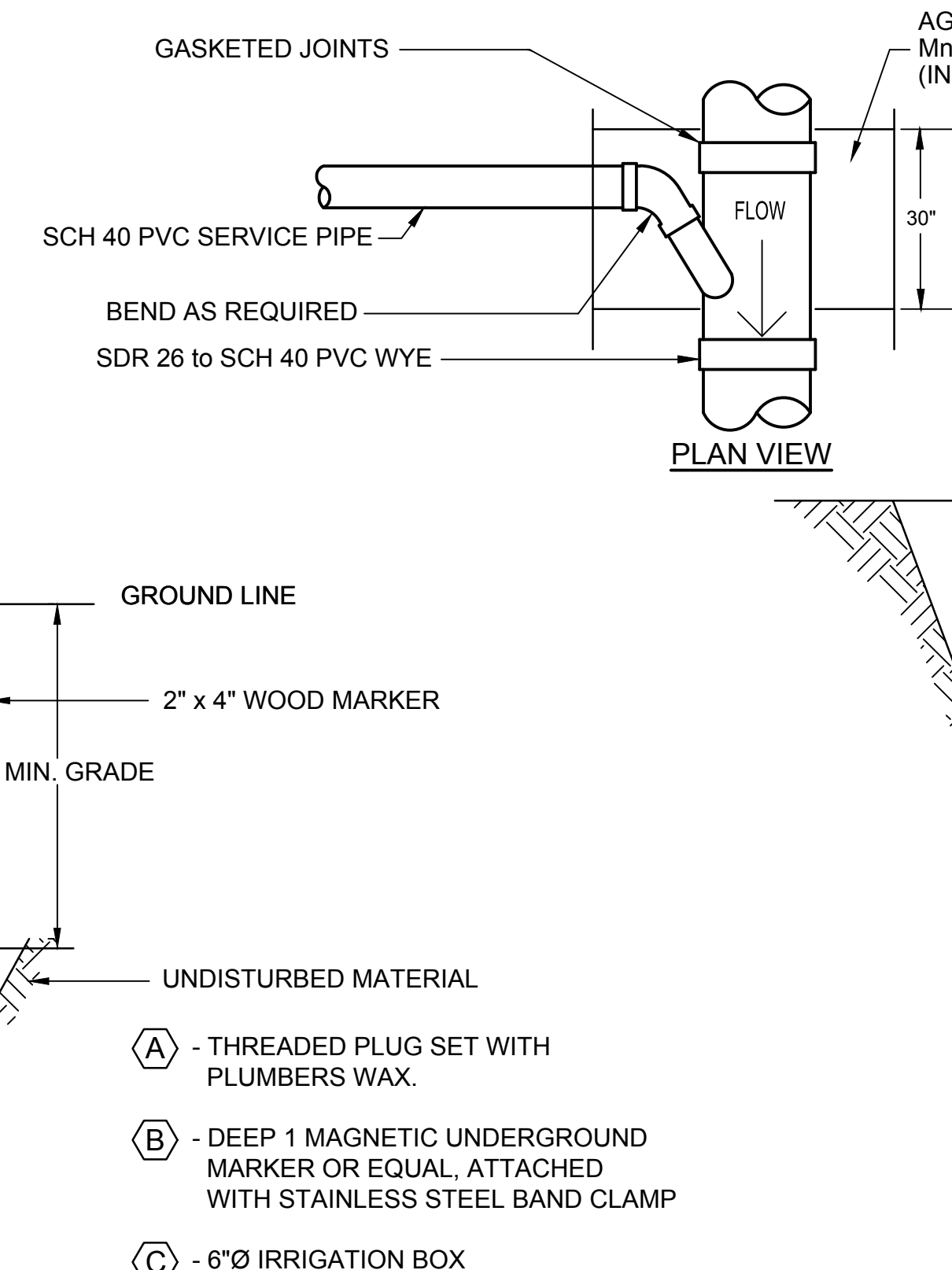
POSITIVE MECHANICAL SEAL - FLEXIBLE SLEEVE DETAIL

SEALANT DETAIL

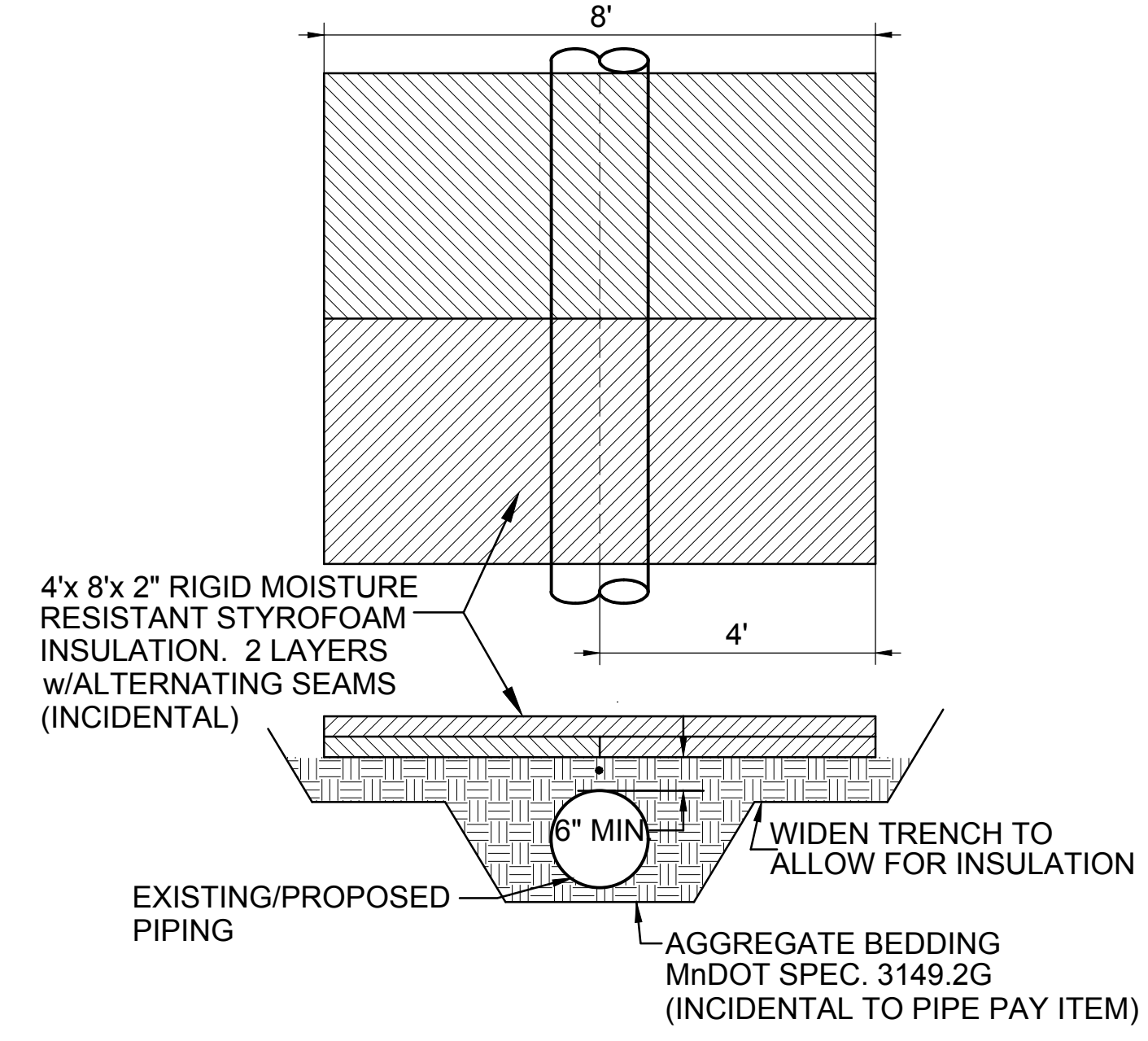
SANITARY SEWER MANHOLES - ROADWAYS



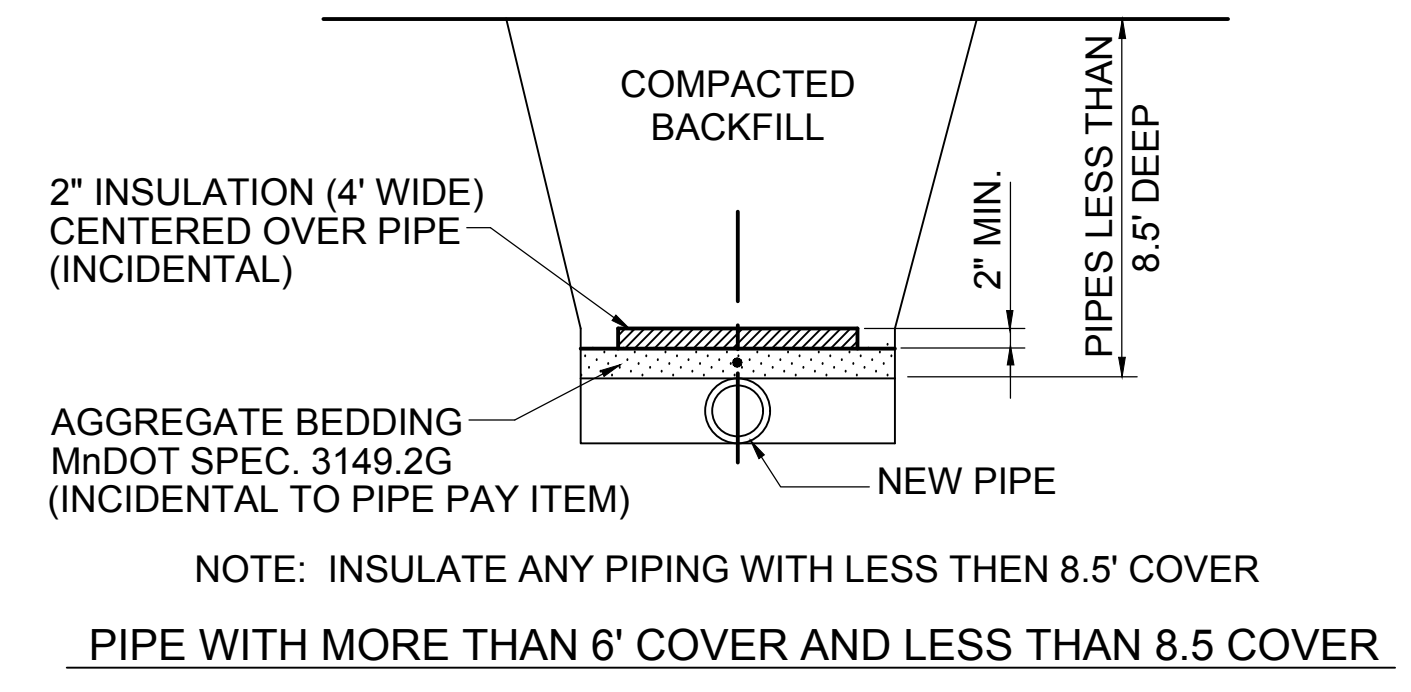
TYPICAL SERVICE CONNECTION
WHERE COVER OVER PIPE IS 12.00 FEET OR LESS.



TYPICAL SERVICE CONNECTION
WHERE COVER OVER PIPE IS GREATER THAN 12.00 FEET



PIPE INSULATION DETAIL
NO SCALE



PIPE INSULATION DETAIL
NO SCALE

Project Name:



BRAINERD HIGH SCHOOL SOUTH CAMPUS REMODEL

Project Location:
400 QUINCE STREET
BRAINERD, MN

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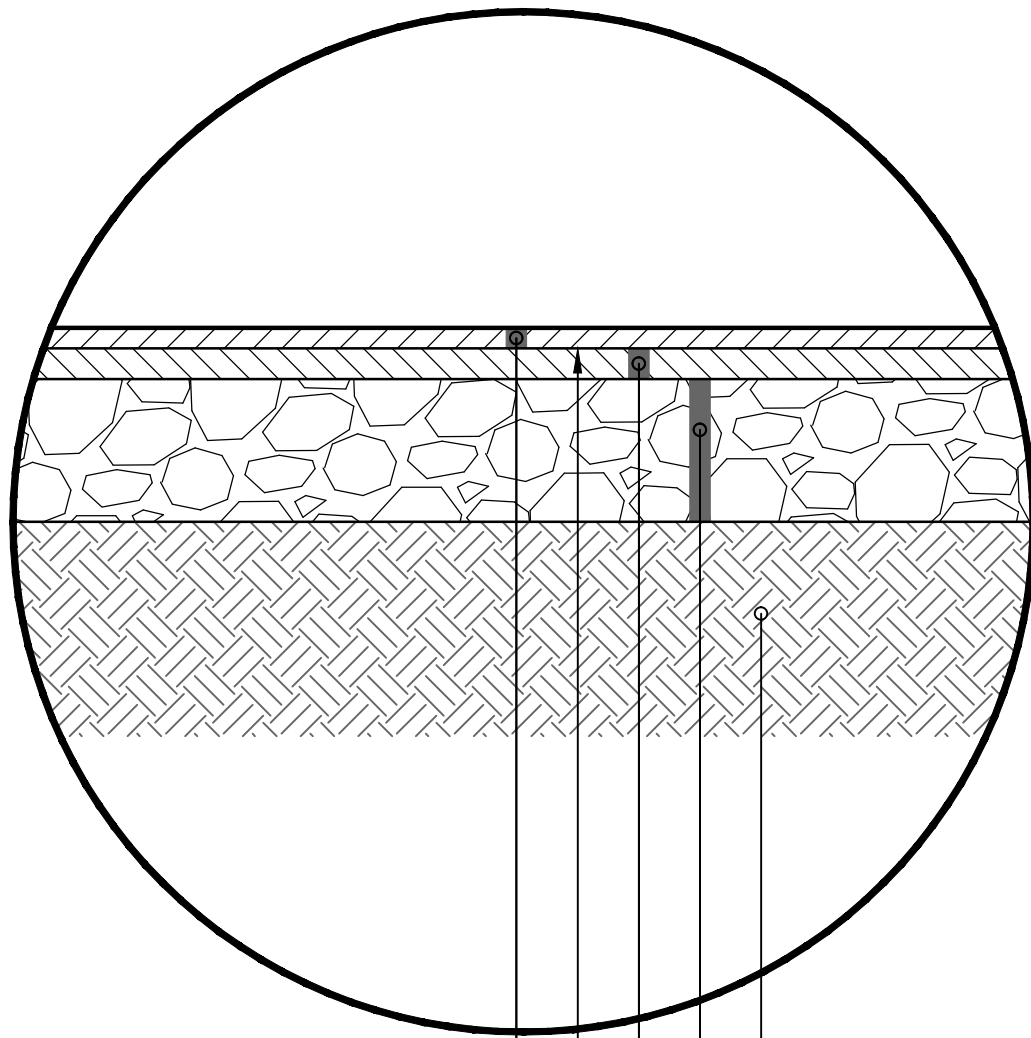
Signature:
Printed Name: TIMOTHY T. RAMERTH
Date: MM/DD/YYYY Reg. No. 41966

Project Information:
Project No. : 028180083.030
Drawn By : JWR
Checked By : TTR
Date : NOVEMBER 2020
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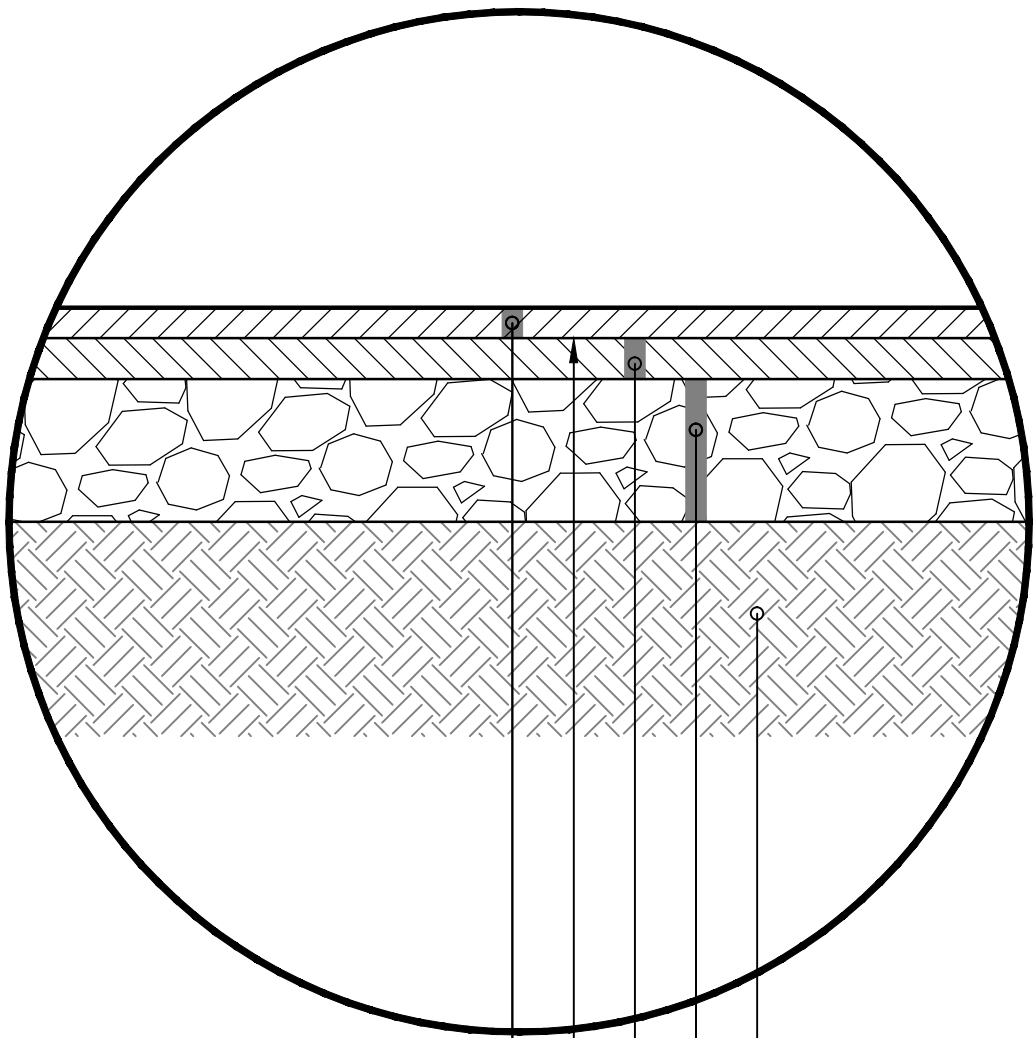
Sheet Number:
C2.04

CUP SUBMITTAL - 11/04/20



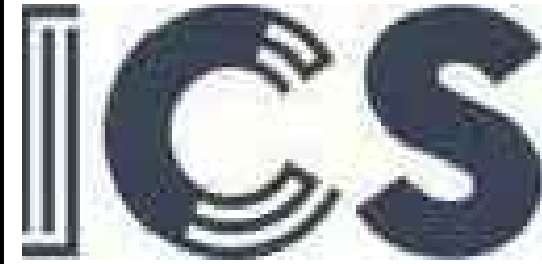
1 1/2" BITUMINOUS WEARING
COURSE SPWEA 340C
BITUMINOUS MATERIAL FOR TACK COAT
1 1/2" BITUMINOUS NON-WEARING COURSE SPWEA 340C
6"AGGREGATE CLASS 5
SCARIFY & COMPACT SUBGRADE

LIGHT DUTY BITUMINOUS PAVING SECTION
SCALE: NONE



2" BITUMINOUS WEARING
COURSE SPWEA 340C
BITUMINOUS MATERIAL FOR TACK COAT
2" BITUMINOUS NON-WEARING COURSE SPWEC 340C
8"AGGREGATE CLASS 5
SCARIFY & COMPACT SUBGRADE

HEAVY DUTY BITUMINOUS PAVING SECTION
SCALE: NONE



WIDSETH



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Project Name:



BRAINERD HIGH
SCHOOL SOUTH
CAMPUS
REMODEL

Project Location:
400 QUINCE STREET
BRAINERD, MN

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or report was prepared by me or under my
direct supervision, and that I am a duly
Licensed Architect under the laws of the
State of Minnesota.

Signature: _____
Printed Name: TIMOTHY T. RAMERTH
Date: MM/DD/YYYY Reg. No.:41966

Project Information:
Project No. : 028180083.030
Drawn By : JWR
Checked By : TTR
Date : NOVEMBER
2020
File Name:

Sheet Title:
CIVIL DETAILS

Sheet Number:
C2.05

CUP SUBMITTAL - 11/04/20

STORM WATER POLLUTION PREVENTION PLAN NARRATIVE:

Project Location:

Brainerd High School is an existing school facility located North West of the intersection of South 5th St and Quince St in Brainerd, Minnesota. A site location map has been provided detailing the location of the proposed improvements

Existing Site Description:

The site consists of a school, bituminous parking surface, concrete walks, sports fields and surfacing, and grass. The school property is accessed by South 5th St and Quince St. The site currently drains in all directions into City storm sewer system and a stormwater basin located near the sports fields.

Proposed Site Description:

The proposed improvements consist of multiple additions to the main building, new sidewalks, additional parking for students and staff and a stormwater basin. The property is approximately 67.4 acres in size and maintains approximately 25.5 acres of that in impervious surface coverage. There will be residential houses removed along with the Lincoln Education Center. Under the proposed conditions, the site will maintain approximately 26 acres of impervious surface coverage. The total area of impervious surface will increase but will be less than one acre of new impervious surface coverage. Stormwater treatment is required not required from an NPDES standpoint, however, the City of Brainerd has stormwater regulations that require stormwater treatment for the proposed improvements. An infiltration basin will be constructed as part of the proposed improvements on the south side of the proposed parking on the east side of South 5th Street to reduce the peak runoff rates to the existing stormwater infrastructure in South 5th Street. The infiltration basin has been maximized to the extent possible and will retain a runoff volume equivalent to 3.81" of runoff from the contributing drainage area or 1" of runoff from 0.5 acres of impervious surfaces. The runoff estimates are based on Atlas 14 rainfall data. A stormwater management plan has been developed and is available upon request and shall be considered part of this SWPPP. The total land disturbance will be approximately 17.0 acres.

The project will be disturbing more than 5 acres; however, disturbed areas will not be draining to a single discharge point to exceed 5 acres; therefore, temporary sediment control basins are not needed.

The proposed site consists of Grayalm Loamy Sand, Lougee-Barber-Guida Complex, and Zimmerman-Urban Land Complex. The existing and proposed drainage areas will be altered by the proposed development and onsite stormwater infiltration will be utilized to offset the increased impervious surface, based on City stormwater regulations. Only small modifications will be incorporated to the interior drainage area boundaries to maximize the amount of runoff that will be directed to the infiltration basin constructed.

Runoff will not be pretreated prior to entering the infiltration basin, as there will be inadequate room to facilitate such measures.

Receiving Waters:

Water Body ID	Water Body Name	Type	Special Water	Impaired Water
N/A	Mississippi River	River	Y	Y

Dates of Construction:

The project will be started Summer 2019, with construction being completed in Fall 2022.

Contact Information:

Owner:

ISD 181
Contact: Laine Larson
Address: 804 Oak Street
Brainerd, MN 56401
Email: laine.larson@isd181.org
Phone: (218) 454-6900

Contractor:

[Company] TBD
[Contact]
[Address]
[City, State Zip]
[Email]
[Phone]

Estimated Erosion Prevention and Sediment Control Quantities

Item	Estimated Quantity
Stabilized Construction Entrances	5 EA
Seeding	2 AC
Category 3 Erosion Control Blanket	1870 SQ.FT.
Silt Fence	2650 LIN. FT.
Riprap	20 CU.YD

Dewatering:

It is anticipated that dewatering will be required during portions of the utility installation. The discharge for dewatering can be directed to the city storm sewer system, but measures shall be taken so that erosion does not occur at the discharge of the dewater pipe.

Total disturbed area within project areas are as follows:

Project Disturbed Area =	14 AC
Existing Impervious =	8.2 AC
Proposed Impervious Area =	9.6 AC
Temporary Seeding =	14 AC

Unique Storm Water Management Features

The Mississippi River is within one mile of the project site and will receive stormwater runoff from the site. The Mississippi River has been identified as a special water and has an impairment in this section. Sections 23.98, 23.10 and 23.11 apply to this permit and have been incorporated herein.

TMDL Implementation Plans Containing Storm Water Requirements

No TMDL Implementation Plans currently exist for the receiving waters on this project.

Long Term Maintenance

Brainerd ISD 181 will be responsible for the long-term maintenance of the infiltration basin practices. The infiltration basin shall be inspected annually. The infiltration basin shall be cleaned and restored to design grade after one half of the storage volume has been filled with sediment. The outlet shall be monitored and repaired for any erosion or defects that may develop.

Erosion Control Supervisor Requirements

The Contractor must identify an Erosion Control Supervisor (ECS) who is knowledgeable and experienced in the application of erosion and sediment control Best Management Practices (BMP's). The ECS must work with the Contractor to oversee and implement the SWPPP, and the installation, inspection, and maintenance of erosion and sediment control BMP's before, during and after construction. The Contractor/ECS is required to comply with the training requirements in Part III.A of the NPDES Permit. The permittee(s) shall ensure that employees are properly trained in the following areas with certification proof provided at the pre-construction conference.

SWPPP Preparation:

Name: Timothy T. Ramerth
Dates of Training: January 29, 2018
Instructors Name providing Training: John Chapman, Rebecca Forman
Content of Training (incl. hours): Erosion and Stormwater Management Certification - 6 hours
Certification Expires: 5/31/2021

Site Manager:

Name: _____
Dates of Training: _____
Instructors Name providing Training: _____
Content of Training (incl. hours): _____

BMP Installer:

Name: _____
Dates of Training: _____
Instructors Name providing Training: _____
Content of Training (incl. hours): _____

The Contractor/ECS shall develop a chain of responsibility with all operators on the site to ensure that the SWPPP will be implemented and stay in effect until the project site has undergone Final Stabilization in accordance with Part IV.G of the NPDES Permit and a Notice of Termination (NOT) has been submitted to the MPCA in accordance with Part I.I.C of the NPDES Permit. The Contractor/ECS must routinely inspect the entire construction site at least once every seven days during active construction and within 24 hours after a rainfall event greater than 0.5 inch in 24 hours. The Contractor shall take action to eliminate any deficiencies found during these inspections and contact the MPCA if contaminated stormwater has reached any surface water. The Contractor must provide 2 rain gauges to be installed on the construction site. Inspections, maintenance and documentation must be in accordance with the NPDES Permit Part I.V.E. See Part II.D of the NPDES Permit for record retention requirements. Copies of the inspection records are to be submitted to the Engineer.

The Contractor/ECS must amend the SWPPP as necessary to include additional requirements, such as additional or modified BMP's, designed to correct problems or address situations in accordance with Part III.A.5 of the NPDES Permit.

Individual Site Plans will be required by the E.C. Supervisor as deemed necessary. Refer to MnDOT 1717.

A daily inspection log will be required by the E.C. Supervisor of all sediment, erosion and materials on site (ie: chemicals, etc.). This log shall be presented daily to the observer on site and kept current.

The E.C. Supervisor shall provide an inlet staging schedule and protection plan for the entire project. This plan and schedule shall be presented to the engineer at the pre-construction conference. Minimum requirements of the plan and schedule shall include:

- date of proposed inlet protection device installation
- protection device utilized
- estimated duration of device in operation
- schedule of subsequent devices that will be utilized for inlet protection

The contractor shall have a petroleum release plan and shall have all necessary materials on hand to implement the plan. All employees shall be trained in implementation of the plan. The MPCA shall be informed of any petroleum spills.

STORM WATER POLLUTION PREVENTION PLAN NOTES:

Construction Practices to Minimize Storm Water Contamination

- Stockpiles should be constructed away from slopes and natural drainage ways.
- Collected solid waste, sediment, asphalt and concrete millings, floating debris, paper, plastic, fabric, construction and demolition debris and other wastes must be disposed of properly and must comply with MPCA disposal requirements.
- No construction materials can be buried on site.
- Licensed sanitary waste management handler must dispose of sanitary waste.
- Fertilizers must be stored in covered locations.
- Restricted access to chemical storage areas must be provided to prevent vandalism.
- All chemicals must be stored in locked containers when not in use.
- Oil, gasoline, paint and any hazardous substances must be properly stored, including secondary containment, to prevent spills, leaks or other discharge
- Storage and disposal of hazardous waste must be in compliance with MPCA regulations.
- Vehicles must be monitored for leaks and preventative maintenance scheduled.
- Spill kits must be available during equipment fueling and maintenance operations.
- External washing of trucks and other construction vehicles must be limited to a defined area of the site. Runoff must be contained and waste properly disposed of. No engine degreasing is allowed on site.
- Asphalt substances must be applied according to manufactures recommendations.
- Spray guns must be cleaned on removable surfaces such as tarpaulins.
- Contractor/Erosion Control Supervisor must make a spill response plan before the application of any chemical that may be harmful to the environment.
- All spills must be reported immediately. Spill cleanup materials must be available on site. Material shall include but not limited to brooms, mops, rags, gloves, absorbent material, sand plastic and metal containers. Spills that reach storm water conveyance systems connected to a Water of the State must be immediately reported to the MPCA State Duty Officer.
- Contractor must control weeds on the entire project site.
- Form release oil must be applied over a pallet covered with absorbent material to collect excess fluid. The absorbent material shall be replaced when saturated.
- Dust control must be provided as conditions warrant.
- If this project is not stabilized before winter conditions stop construction activities, it shall be the contractor's responsibility to ensure sediment does not reach a water of the state. A written plan of this activity shall be presented to the engineer 1 month before expected project shut down for the season occurs. This plan shall include but not be limited to:
 - date of proposed bmp employment
 - duration of bmp's employed
 - schedule of subsequent bmp's employed

Temporary and Permanent Erosion Control Practices

BMP's proposed for temporary and permanent erosion control are shown on the erosion control plan sheets and are further identified as follows:

Temporary Erosion Control Methods

All disturbed soil areas shall be temporarily mulched with Type 1 mulch within 7 days if the area is not being actively worked. Temporary seed mix 22-111 at a rate of 31 lbs/ac of Pure Live Seed will be used only in cases where disturbed soil areas are anticipated to remain unworked in excess of 7 days prior to placement of Type 1 mulch at 2 tons per acre.

Permanent Erosion Control Methods

Permanent erosion control will be achieved by using Seed Mixture 25-131 at a rate of 220 lbs/ac of Pure Live Seed, Type 1 Commerical Grade Fertilizer with a composition of 10-10-10 at a rate of 300 lbs/ac, and Hydraulic Soil Stabilizer, Type 5 at a rate of 2100 lbs/ac on all disturbed construction areas.

Temporary Sediment Control Methods

Silt fence or windrowed topsoil will be used as the primary control. Biorolls will be used as secondary control along each side of roadway at all low points and areas of high velocity drainage to prevent sediment from draining off roadway.

Rock construction entrances shall be placed at all locations construction vehicles will be exiting the project area.

Unique Environmental Concerns

There are wetlands that are adjacent to the project. Special care shall be taken to minimize impacts to the surrounding wetlands.

Timing of BMP Installation

Erosion and sediment control BMP's must be installed as necessary to minimize erosion from disturbed surfaces and capture sediment onsite. All BMP's must conform to 2018 Permit Reference 8 and 9 of the NPDES Permit.

Erosion Prevention Practices

The Contractor/ECS is responsible for the Erosion Prevention Practices contained in Part IV.B of the NPDES Permit. The Contractor/ECS must plan for and implement appropriate construction phasing, vegetative buffer strips, horizontal slope grading and other construction practices that minimize erosion. The location of areas not to be disturbed must be delineated (marked) on the development site before work begins.

All exposed soil areas must be stabilized as soon as possible to limit soil erosion but in no case later than 7 days after the construction activity in that portion of the site has temporarily or permanently ceased.

The normal wetted perimeter of any temporary or permanent drainage ditch or swale that drains water from any portion of the construction site, or diverts water around the construction site, must be stabilized within 200 lineal feet from the property edge, or from the discharge into any surface water. Stabilization must be complete within 24 hours after connecting to surface water.

Pipe outlets must be provided with temporary or permanent energy dissipation within 24 hours after connection to a surface water.

Sediment Control Practices

The Contractor/ECS is responsible for the Sediment Control Practices contained in Part IV.C of the NPDES Permit. Sediment Control Practices must be installed on all down gradient perimeters before any upgradient land disturbing activities begin. There shall be no unbroken slope length greater than 75 feet for slopes with a grade of 3:1 or steeper. These practices must remain in place until Final Stabilization has been established in accordance with Part IV.G of the NPDES Permit.

The timing of installation of Sediment Control Practices may be adjusted to accommodate short-term activities such as clearing or grubbing, or passage of vehicles. Short-term activities must be completed as quickly as possible and the practices must be installed immediately after the activity is completed. However, the Sediment Control Practices must be installed before the next precipitation event even if the activity is not complete.

All storm drain inlets must be protected by appropriate BMP's during construction until all sources with potential for discharging to the inlet have been stabilized. Inlet protection may be removed if a specific safety concern has been identified and the procedure in Part IV.C.4 of the NPDES Permit is followed.

Temporary soil stockpiles must have super duty silt fence or other effective sediment controls, and cannot be placed in surface waters, including stormwater conveyances such as curb and gutter systems, or conduit and ditches unless there is a bypass for stormwater.

Vehicle tracking of sediment from the construction site must be minimized by BMP's such as stone or wood chip pads, concrete or steel wash racks, or equivalent systems. Street sweeping with collection must be used if such BMP's are not adequate to prevent sediment from being tracked onto the street (see Part IV.E.4.d of the NPDES Permit).

Dewatering related to the construction activity must comply with Part IV.D of the NPDES Permit. Dewatering discharge that may have turbid or sediment laden discharge must be discharged to a temporary or permanent sedimentation basin on the project site whenever possible and BMP's must be

implemented to prevent water containing sediment or other pollutants from being discharged to a Water of the State.

Contractor may construct temporary sedimentation basins in accordance with Part III.B of the NPDES Permit.

Pollution Prevention:

Each contractor on site is individually responsible for maintaining a clean and safe work site. The person responsible shall dispose of all solid waste properly and in compliance with the MPCA disposal requirements. Solid waste includes but is not limited to: collected sediment, asphalt and concrete millings, floating debris, paper, plastic, fabric, construction and demolition debris. The person responsible shall be responsible for all hazardous materials during construction. Oil, gasoline, grease, paint and other hazardous substances must be properly stored, including secondary containment, to prevent spills, leaks and unwanted discharges. Restricted access to storage areas must be provided to prevent vandalism. Storage and disposal of hazardous waste must be in accordance with the MPCA regulations. External washing of trucks and other construction equipment is prohibited on this project site.

Concrete washout site: all liquid and solid wastes generated by concrete washout operations must be contained in a leak proof containment facility or impermeable liner. A compacted clay liner that does not allow washout liquids to enter the ground water is considered an impermeable liner. Another option to provide an impermeable basin in sandy soils is to construct a basin 18 inches deep with a minimum size of 12 feet by 14 feet. The basin should then be lined with a 10-mil poly liner that is secured on the perimeter. The liquid and solid wastes must not contact the ground, and there must not be runoff from the concrete washout operations or areas. Liquid and solid wastes must be disposed of properly and in compliance with the MPCA regulations. A sign must be installed adjacent to each washout facility to inform concrete equipment operators to utilize the proper facilities.

The following telephone numbers are provided for assistance to the contractors and are not necessarily comprehensive; it is the responsibility of the individual contractor to make sure of proper notification.

Poison Control (800) 222-1222
24 Hour Spill Emergency (800) 422-0798

Payment

Cost for permanent and temporary erosion and sediment control measures shown on the plans will be included in lump sum bid prices. The costs to maintain and remove these devices shall be incidental to the bid. The cost for temporary seeding, soil stabilization, or any additional temporary erosion and sediment control devices shall be paid according to MN/DOT Spec. 2573.4 or 2575.5 as applicable. All costs for documentation required by the Permit shall be incidental to other items unless a specific bid item is established.

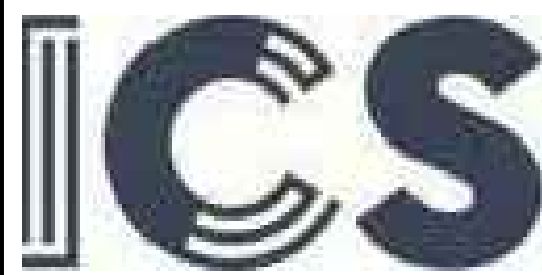
Contacts

Agency	Permit	Name	Phone Number
MPCA	NPDES	Jeremy Sanoski	(218) 316-3888
Brainerd	City	Paul Sandy	(218) 828-2307
SWPPP Design	WSN	Tim Ramerth	(218) 316-3653
EC Supervisor			

Amendments to the SWPPP:

Date:

- 1.
- 2.
- 3.
- 4.
- 5.



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Project Name:



BRAINERD HIGH SCHOOL SOUTH CAMPUS REMODEL

Project Location:
400 QUINCE STREET
BRAINERD, MN

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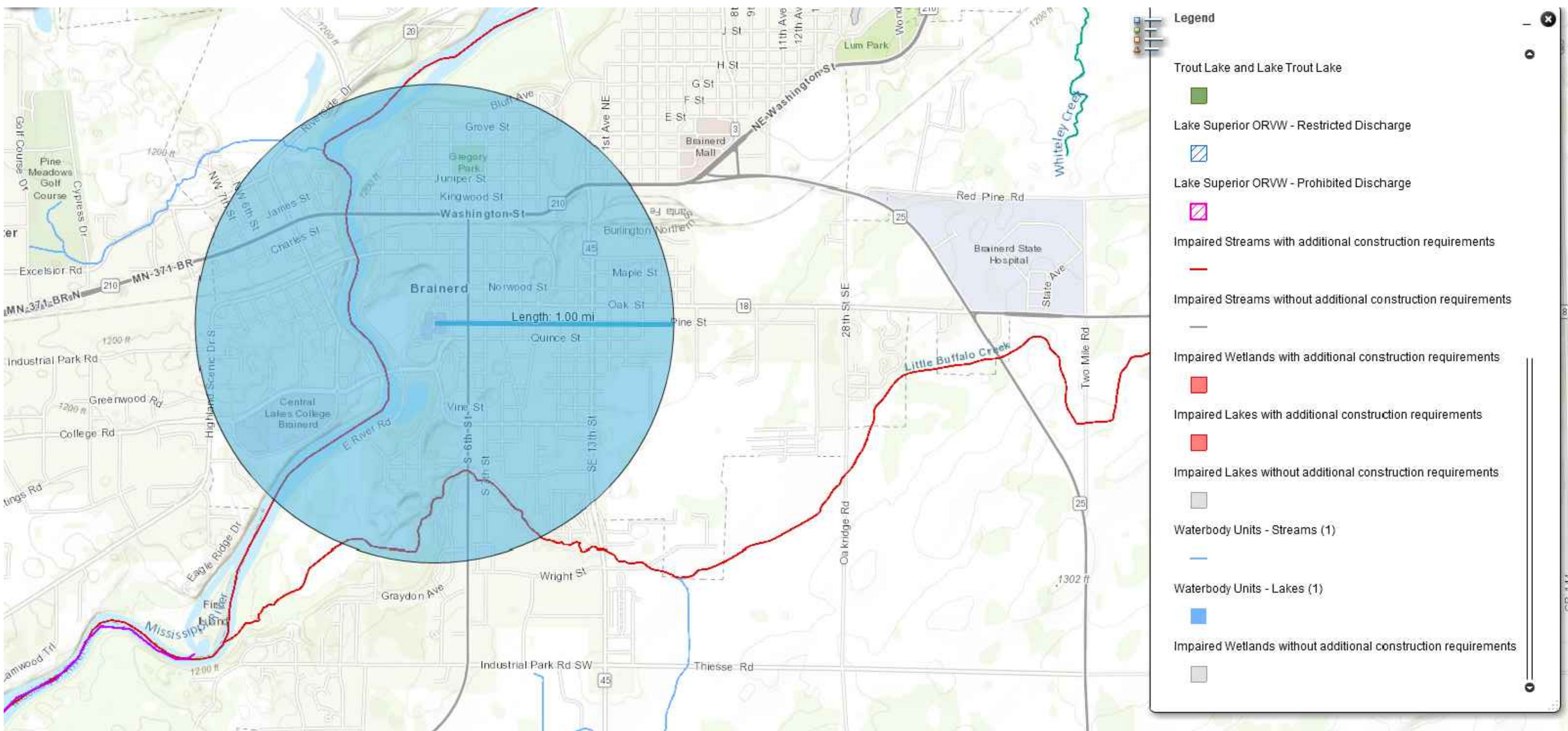
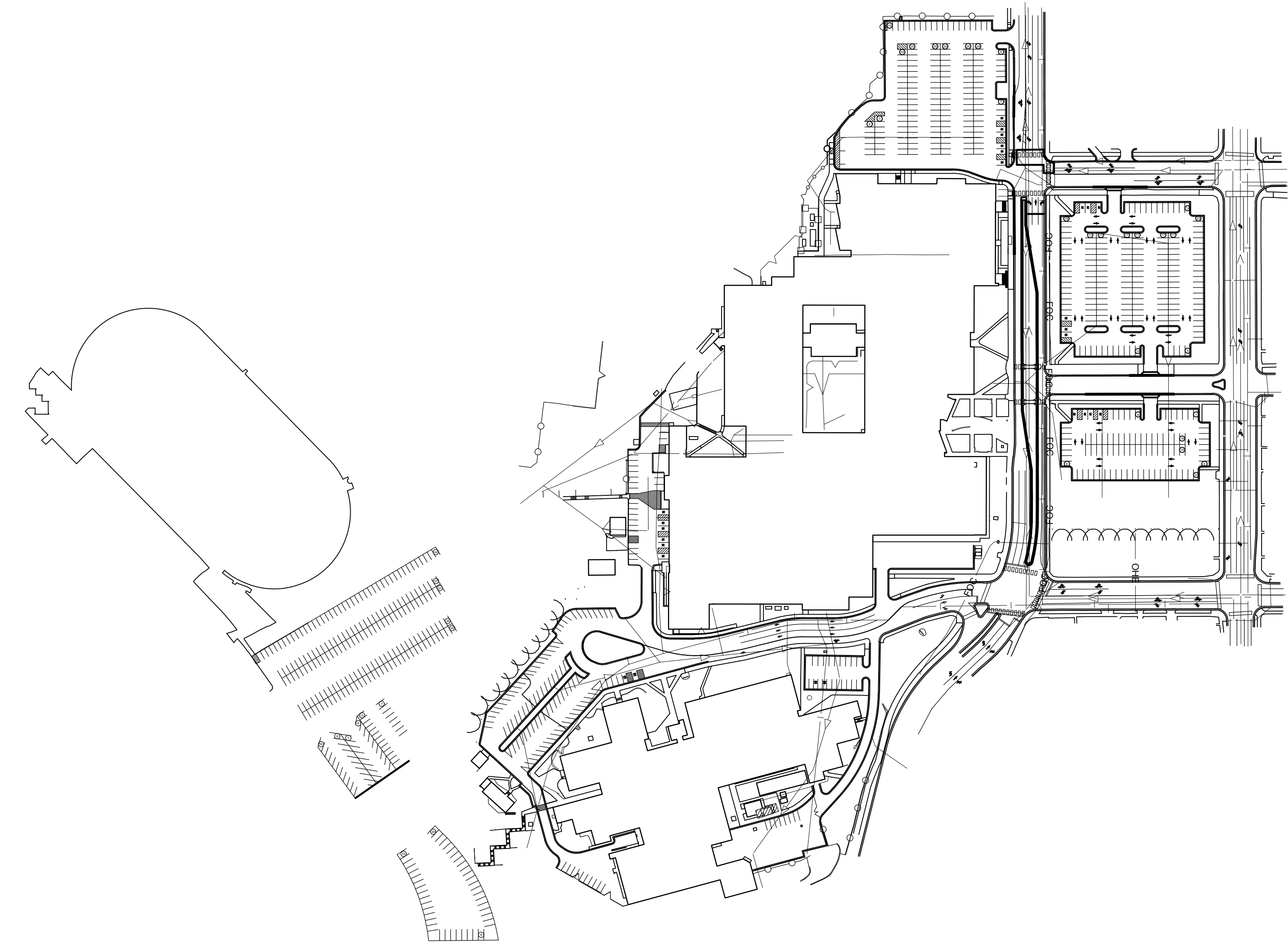
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Date: MM/DD/YYYY Reg. No: 41966

Project Information:
Project No. : 028180083.030
Drawn By : JWR
Checked By : TTR
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File Name:

Sheet Title:
SWPPP NARRATIVE

Sheet Number:
C3.01

CUP SUBMITTAL - 11/04/20



Soil Map—Crow Wing County, Minnesota

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
D49D	Graycalm loamy sand, 12 to 25 percent slopes	11.5	28.7%
D53B	Lougee-Barber-Guida complex, 0 to 6 percent slopes	5.2	12.9%
D69B	Zimmerman-Urban land complex, 0 to 6 percent slopes	23.5	58.5%
Totals for Area of Interest		40.1	100.0%



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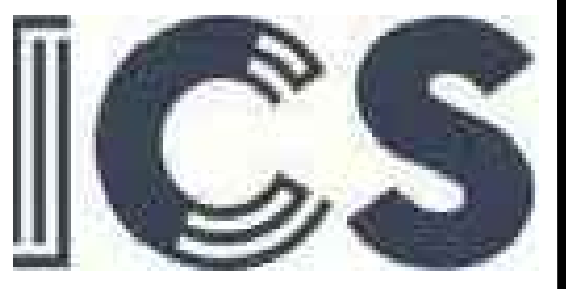
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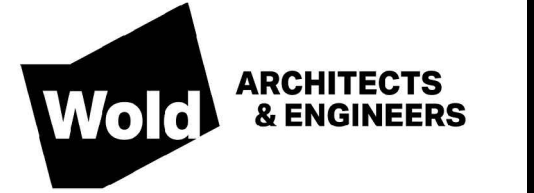
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SWPPP MAPS

Sheet Number:
C3.02

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BRAINERD HIGH
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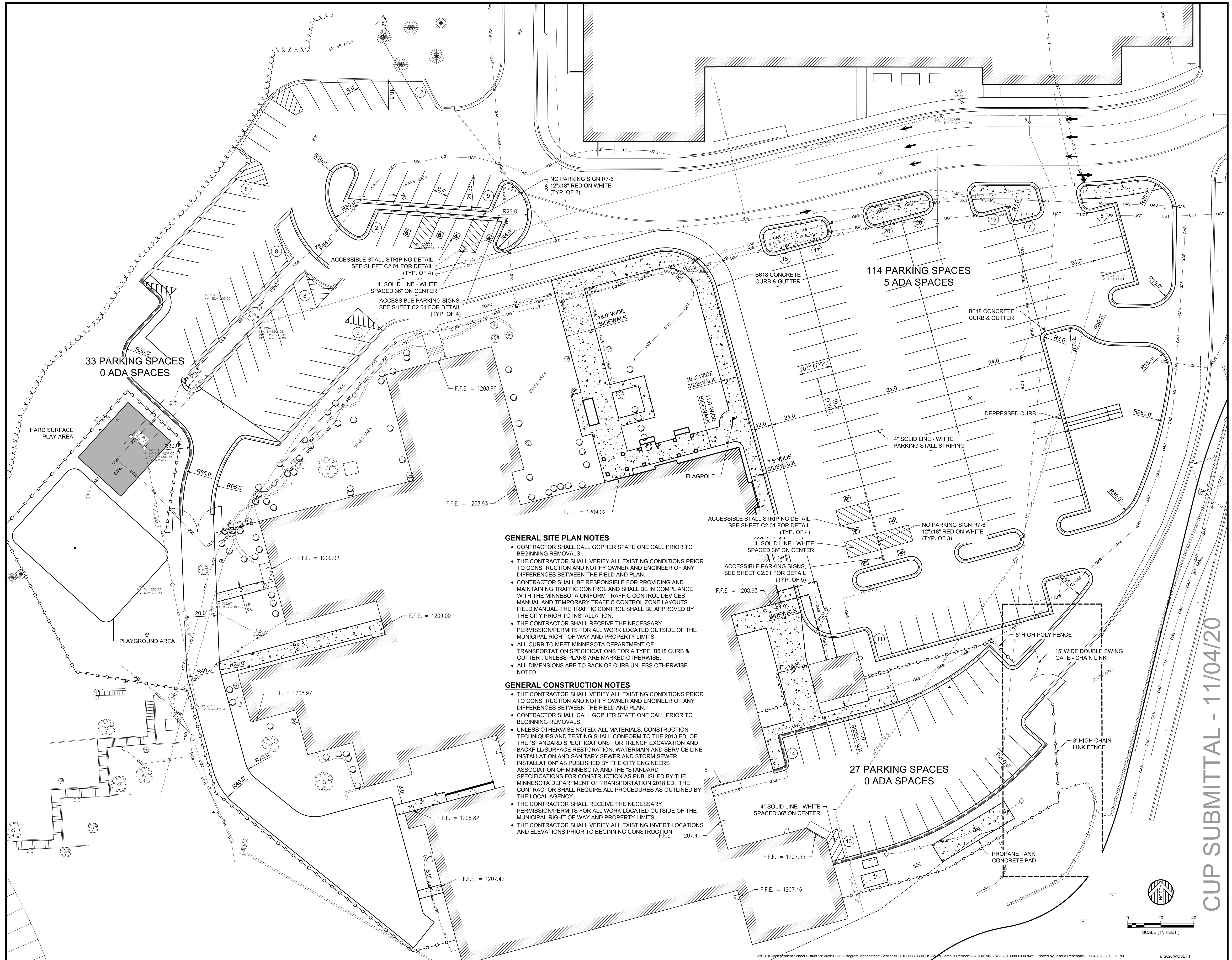
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Project Information:
Project No. : 028180083.030
Drawn By : JWR
Checked By : TTR
Date : NOVEMBER 2020
File Name:

Sheet Title:
SITE PLAN

Sheet Number:

C5.01



GENERAL SITE PLAN NOTES

- CONTRACTOR SHALL CALL GOPHER STATE ONE CALL PRIOR TO BEGINNING REMOVALS.
- THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY OWNER AND ENGINEER OF ANY DIFFERENCES BETWEEN THE FIELD AND PLAN.
- CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL AND SHALL BE IN COMPLIANCE WITH THE MINNESOTA UNIFORM TRAFFIC CONTROL DEVICES MANUAL AND TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS FIELD MANUAL. THE TRAFFIC CONTROL SHALL BE APPROVED BY THE CITY PRIOR TO INSTALLATION.
- THE CONTRACTOR SHALL RECEIVE THE NECESSARY PERMISSION/PERMITS FOR ALL WORK LOCATED OUTSIDE OF THE MUNICIPAL RIGHT-OF-WAY AND PROPERTY LIMITS.
- ALL CURB TO MEET MINNESOTA DEPARTMENT OF TRANSPORTATION SPECIFICATIONS FOR A TYPE "B618 CURB & GUTTER", UNLESS PLANS ARE MARKED OTHERWISE.
- ALL DIMENSIONS ARE TO BACK OF CURB UNLESS OTHERWISE NOTED.

GENERAL CONSTRUCTION NOTES

- THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY OWNER AND ENGINEER OF ANY DIFFERENCES BETWEEN THE FIELD AND PLAN.
- CONTRACTOR SHALL CALL GOPHER STATE ONE CALL PRIOR TO BEGINNING REMOVALS.
- UNLESS OTHERWISE NOTED, ALL MATERIALS, CONSTRUCTION TECHNIQUES AND TESTING SHALL CONFORM TO THE 2013 ED. OF THE "STANDARD SPECIFICATIONS FOR TRENCH EXCAVATION AND BACKFILL/SURFACE RESTORATION, WATERMAIN AND SERVICE LINE INSTALLATION AND SANITARY SEWER AND STORM SEWER INSTALLATION" AS PUBLISHED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA AND THE "STANDARD SPECIFICATIONS FOR CONSTRUCTION AS PUBLISHED BY THE MINNESOTA DEPARTMENT OF TRANSPORTATION 2018 ED. THE CONTRACTOR SHALL REQUIRE ALL PROCEDURES AS OUTLINED BY THE LOCAL AGENCY.
- THE CONTRACTOR SHALL RECEIVE THE NECESSARY PERMISSION/PERMITS FOR ALL WORK LOCATED OUTSIDE OF THE MUNICIPAL RIGHT-OF-WAY AND PROPERTY LIMITS.
- THE CONTRACTOR SHALL VERIFY ALL EXISTING INVERT LOCATIONS AND ELEVATIONS PRIOR TO BEGINNING CONSTRUCTION.



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Project Name:



BRAINERD HIGH
SCHOOL SOUTH
CAMPUS
REMODEL

Project Location:
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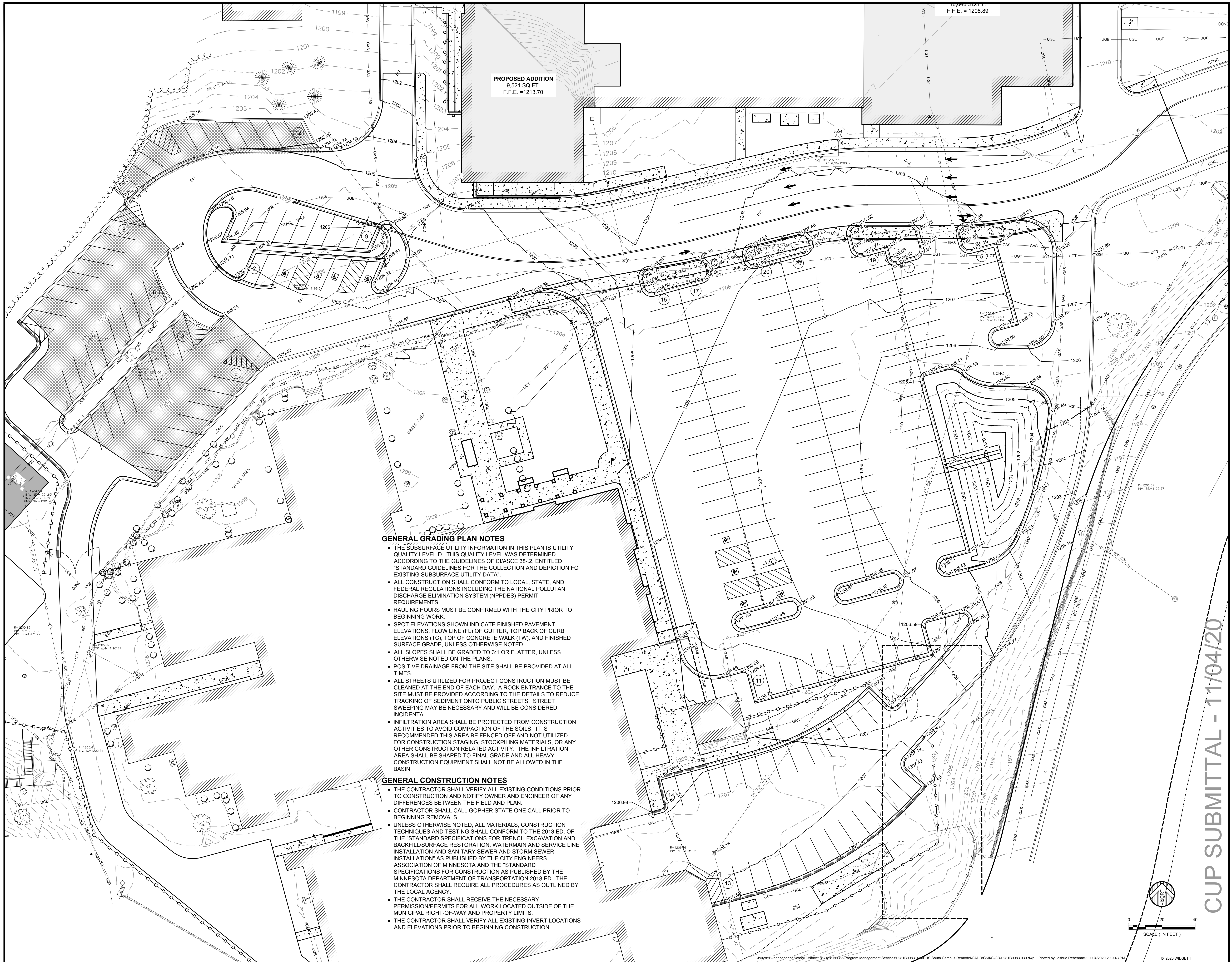
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Printed Name: TIMOTHY T. RAMERTH
Date: MM/DD/YYYY Reg. No: 41966

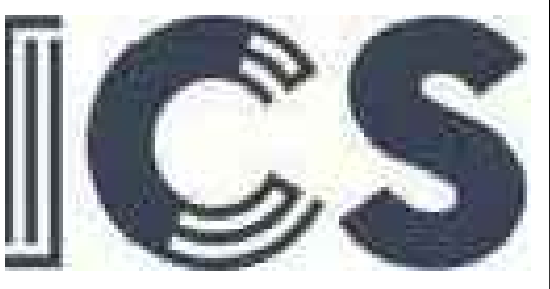
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Sheet Title:
GRADING PLAN

Sheet Number:

C6.01





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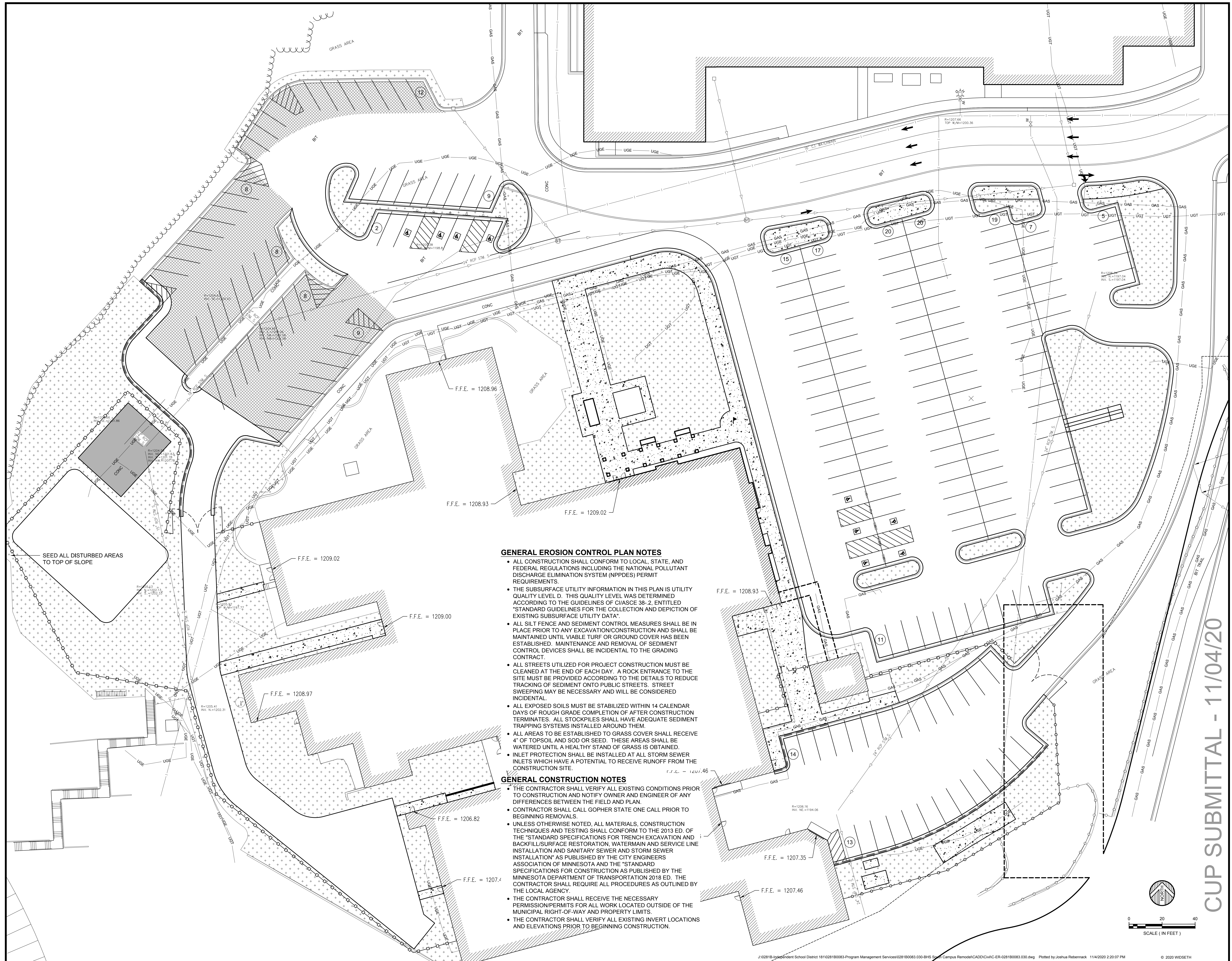
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Project Information:
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Drawn By : JWR
Checked By : TTR
Date : NOVEMBER 2020
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Sheet Title:
EROSION CONTROL PLAN

Sheet Number:

C7.01

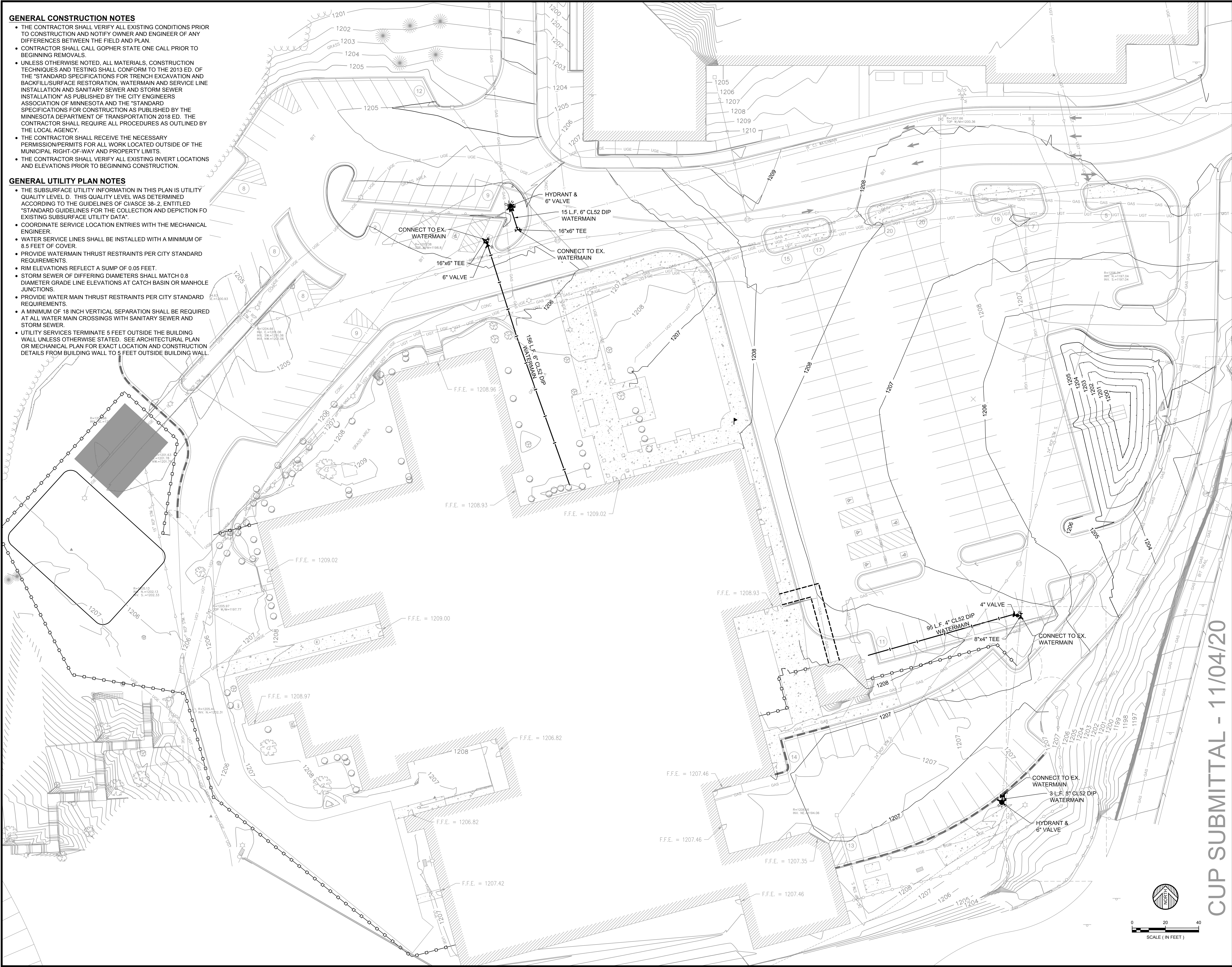


GENERAL EROSION CONTROL PLAN NOTES

- ALL CONSTRUCTION SHALL CONFORM TO LOCAL, STATE, AND FEDERAL REGULATIONS INCLUDING THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS.
- THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CIASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".
- ALL SILT FENCE AND SEDIMENT CONTROL MEASURES SHALL BE IN PLACE PRIOR TO ANY EXCAVATION/CONSTRUCTION AND SHALL BE MAINTAINED UNTIL VIABLE TURF OR GROUND COVER HAS BEEN ESTABLISHED. MAINTENANCE AND REMOVAL OF SEDIMENT CONTROL DEVICES SHALL BE INCIDENTAL TO THE GRADING CONTRACT.
- ALL STREETS UTILIZED FOR PROJECT CONSTRUCTION MUST BE CLEANED AT THE END OF EACH DAY. A ROCK ENTRANCE TO THE SITE MUST BE PROVIDED ACCORDING TO THE DETAILS TO REDUCE TRACKING OF SEDIMENT ONTO PUBLIC STREETS. STREET SWEEPING MAY BE NECESSARY AND WILL BE CONSIDERED INCIDENTAL.
- ALL EXPOSED SOILS MUST BE STABILIZED WITHIN 14 CALENDAR DAYS OF ROUGH GRADE COMPLETION OF AFTER CONSTRUCTION TERMINATES. ALL STOCKPILES SHALL HAVE ADEQUATE SEDIMENT TRAPPING SYSTEMS INSTALLED AROUND THEM.
- ALL AREAS TO BE ESTABLISHED TO GRASS COVER SHALL RECEIVE 4" OF TOPSOIL AND SOD OR SEED. THESE AREAS SHALL BE WATERED UNTIL A HEALTHY STAND OF GRASS IS OBTAINED.
- INLET PROTECTION SHALL BE INSTALLED AT ALL STORM SEWER INLETS WHICH HAVE A POTENTIAL TO RECEIVE RUNOFF FROM THE CONSTRUCTION SITE.

GENERAL CONSTRUCTION NOTES

- THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY OWNER AND ENGINEER OF ANY DIFFERENCES BETWEEN THE FIELD AND PLAN.
- CONTRACTOR SHALL CALL GOPHER STATE ONE CALL PRIOR TO BEGINNING REMOVALS.
- UNLESS OTHERWISE NOTED, ALL MATERIALS, CONSTRUCTION TECHNIQUES AND TESTING SHALL CONFORM TO THE 2013 ED. OF THE "STANDARD SPECIFICATIONS FOR TRENCH EXCAVATION AND BACKFILL SURFACE RESTORATION, WATERMAIN AND SERVICE LINE INSTALLATION AND SANITARY SEWER AND STORM SEWER INSTALLATION" AS PUBLISHED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA AND THE "STANDARD SPECIFICATIONS FOR CONSTRUCTION AS PUBLISHED BY THE MINNESOTA DEPARTMENT OF TRANSPORTATION 2018 ED. THE CONTRACTOR SHALL REQUIRE ALL PROCEDURES AS OUTLINED BY THE LOCAL AGENCY.
- THE CONTRACTOR SHALL RECEIVE THE NECESSARY PERMISSION/PERMITS FOR ALL WORK LOCATED OUTSIDE OF THE MUNICIPAL RIGHT-OF-WAY AND PROPERTY LIMITS.
- THE CONTRACTOR SHALL VERIFY ALL EXISTING INVERT LOCATIONS AND ELEVATIONS PRIOR TO BEGINNING CONSTRUCTION.



- GENERAL CONSTRUCTION NOTES**
- THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY OWNER AND ENGINEER OF ANY DIFFERENCES BETWEEN THE FIELD AND PLAN.
 - CONTRACTOR SHALL CALL GOPHER STATE ONE CALL PRIOR TO BEGINNING REMOVALS.
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 - THE CONTRACTOR SHALL VERIFY ALL EXISTING INVERT LOCATIONS AND ELEVATIONS PRIOR TO BEGINNING CONSTRUCTION.

- GENERAL UTILITY PLAN NOTES**
- THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF GIASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION FO EXISTING SUBSURFACE UTILITY DATA".
 - COORDINATE SERVICE LOCATION ENTRIES WITH THE MECHANICAL ENGINEER.
 - WATER SERVICE LINES SHALL BE INSTALLED WITH A MINIMUM OF 8.5 FEET OF COVER.
 - PROVIDE WATERMAIN THRUST RESTRAINTS PER CITY STANDARD REQUIREMENTS.
 - RIM ELEVATIONS REFLECT A SUMP OF 0.05 FEET.
 - STORM SEWER OF DIFFERING DIAMETERS SHALL MATCH 0.8 DIAMETER GRADE LINE ELEVATIONS AT CATCH BASIN OR MANHOLE JUNCTIONS.
 - PROVIDE WATER MAIN THRUST RESTRAINTS PER CITY STANDARD REQUIREMENTS.
 - A MINIMUM OF 18 INCH VERTICAL SEPARATION SHALL BE REQUIRED AT ALL WATER MAIN CROSSINGS WITH SANITARY SEWER AND STORM SEWER.
 - UTILITY SERVICES TERMINATE 5 FEET OUTSIDE THE BUILDING WALL, UNLESS OTHERWISE STATED. SEE ARCHITECTURAL PLAN OR MECHANICAL PLAN FOR EXACT LOCATION AND CONSTRUCTION DETAILS FROM BUILDING WALL TO 5 FEET OUTSIDE BUILDING WALL.



WIDSETH



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Project Name:



BRAINERD HIGH SCHOOL SOUTH CAMPUS REMODEL

Project Location:
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Date: MM/DD/YYYY Reg. No.:41966

Project Information:
Project No. : 028180083.030
Drawn By : JWR
Checked By : TTR
Date : NOVEMBER 2020
File Name:

Sheet Title:
UTILITY PLAN

Sheet Number:
C8.01

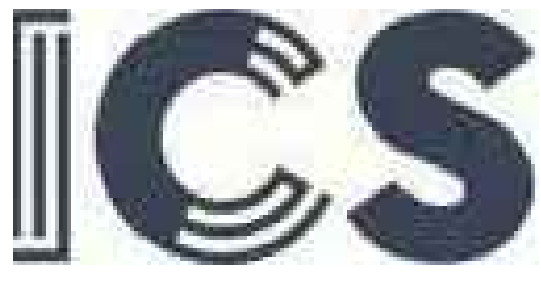
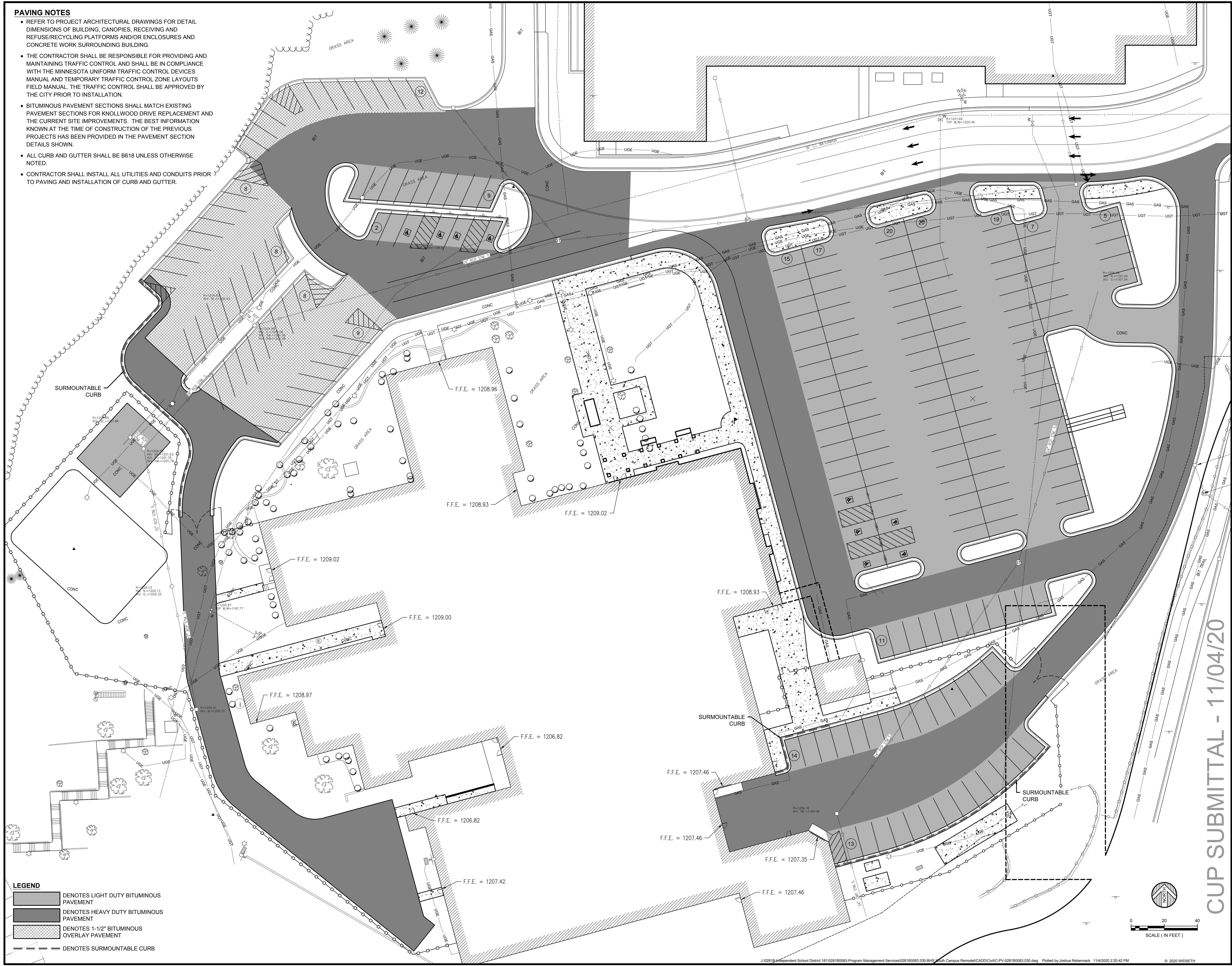
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PAVING NOTES

- REFER TO PROJECT ARCHITECTURAL DRAWINGS FOR DETAIL DIMENSIONS OF BUILDING, CANOPIES, RECEIVING AND REFUSE/RECYCLING PLATFORMS AND/OR ENCLOSURES AND CONCRETE WORK SURROUNDING BUILDING.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL AND SHALL BE IN COMPLIANCE WITH THE MINNESOTA UNIFORM TRAFFIC CONTROL DEVICES MANUAL AND TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS FIELD MANUAL. THE TRAFFIC CONTROL SHALL BE APPROVED BY THE CITY PRIOR TO INSTALLATION.
- BITUMINOUS PAVEMENT SECTIONS SHALL MATCH EXISTING PAVEMENT SECTIONS FOR KNOLLWOOD DRIVE REPLACEMENT AND THE CURRENT SITE IMPROVEMENTS. THE BEST INFORMATION KNOWN AT THE TIME OF CONSTRUCTION OF THE PREVIOUS PROJECTS HAS BEEN PROVIDED IN THE PAVEMENT SECTION DETAILS SHOWN.
- ALL CURB AND GUTTER SHALL BE B618 UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL INSTALL ALL UTILITIES AND CONDUITS PRIOR TO PAVING AND INSTALLATION OF CURB AND GUTTER.

LEGEND

- DENOTES LIGHT DUTY BITUMINOUS PAVEMENT
- DENOTES HEAVY DUTY BITUMINOUS PAVEMENT
- DENOTES 1-1/2" BITUMINOUS OVERLAY PAVEMENT
- DENOTES SURMOUNTABLE CURB



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Project Location:
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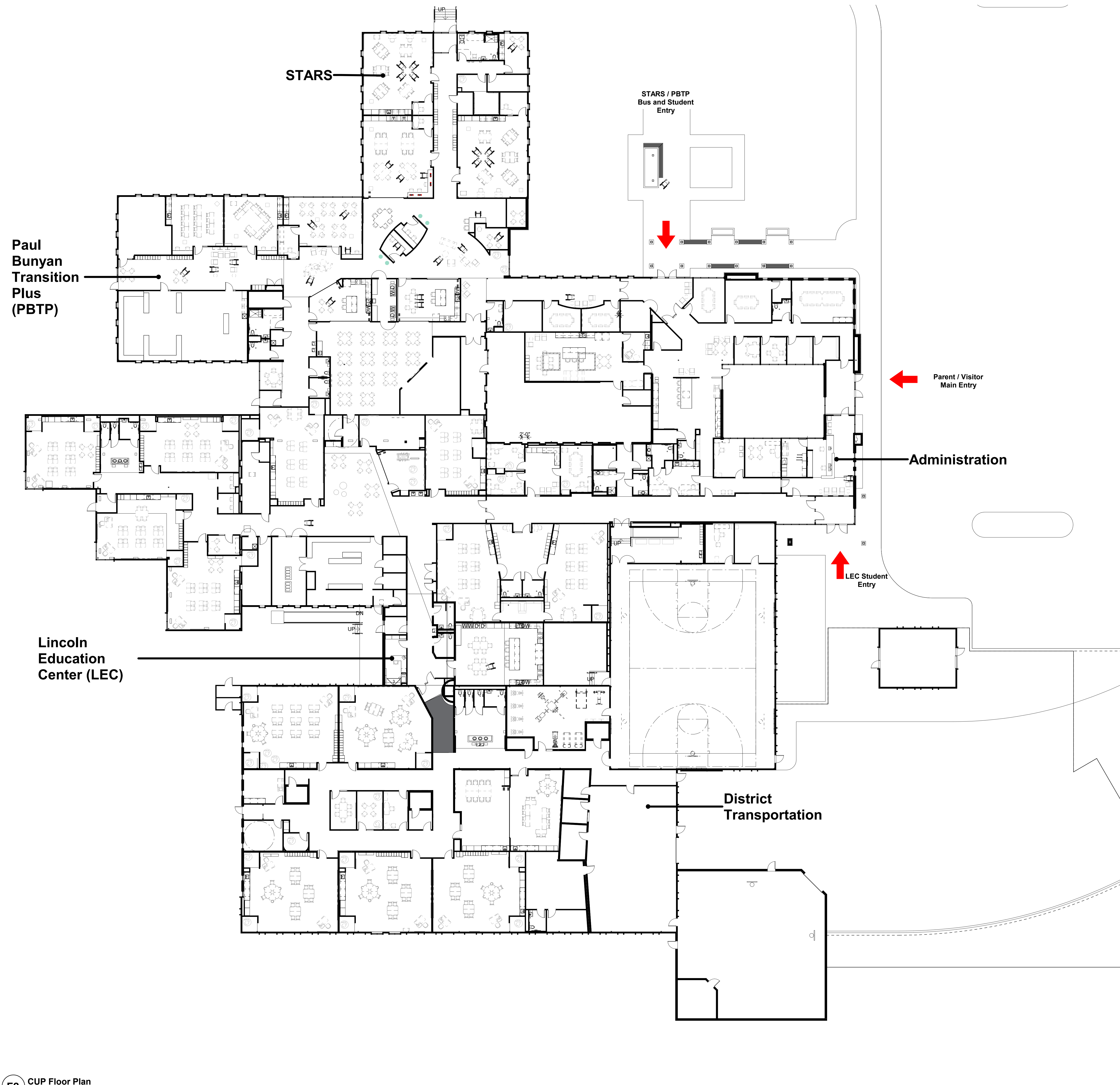
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CUP SUBMITTAL - 11/04/20



Sheet Number:
L1.01



F2 CUP Floor Plan
1/16" = 1'-0"

NOT FOR CONSTRUCTION



Blaine, MN | Duluth, MN | Sault Rapids, MN
Park Rapids, MN | Fargo, ND | Sioux Falls, SD | Monticello, PA



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Project Name:



ISD 181 - LEVEL
IV, SOUTH
CAMPUS
RENOVATION

Project Location:
702 S 5th Street
Brainerd, MN 56401

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Revisions		
Description	Date	Num

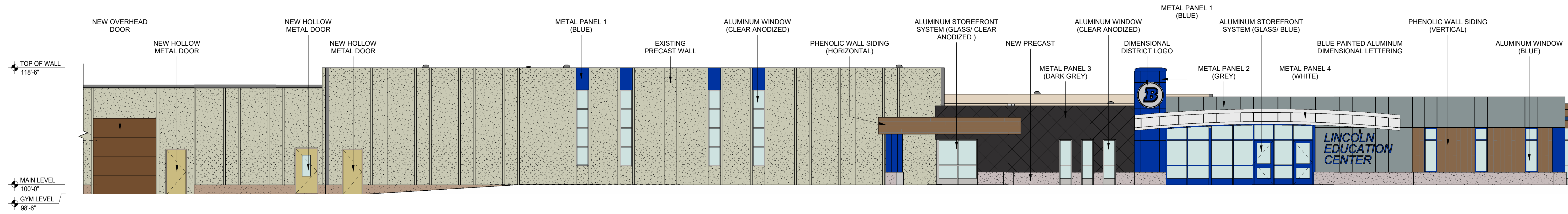
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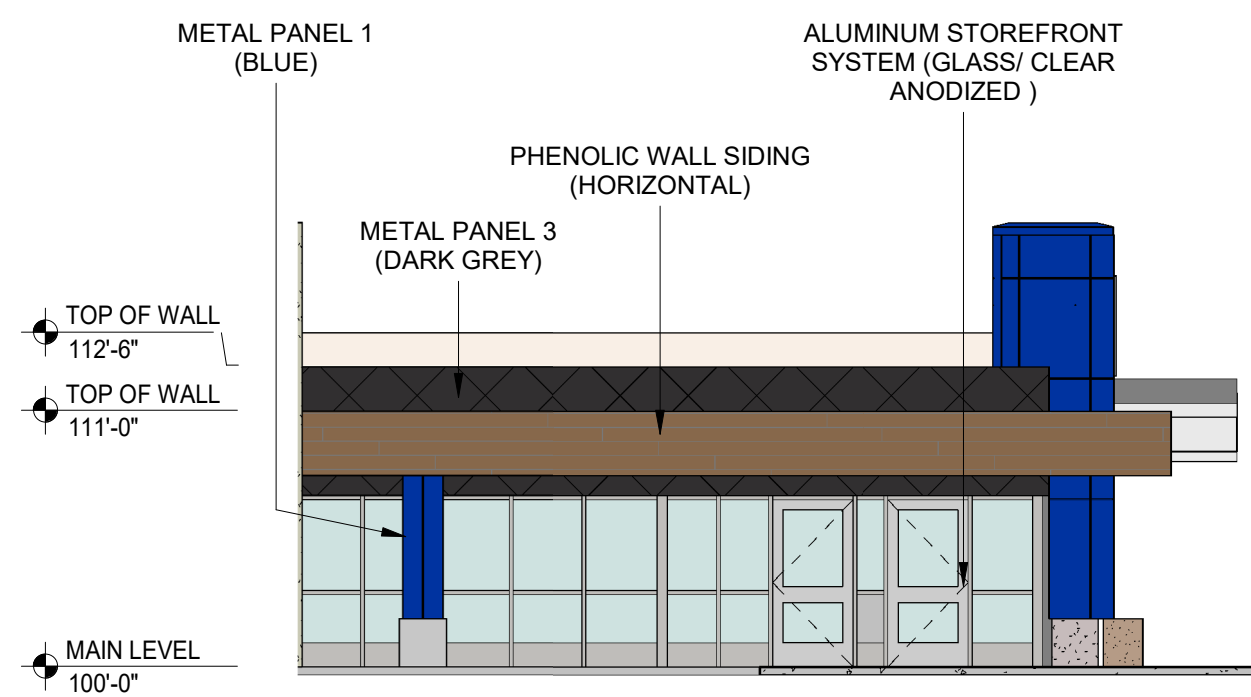
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Project No. : 202062
Drawn By :
Checked By :
Date : 11/04/20

Sheet Title:
CUP - Floor Plan

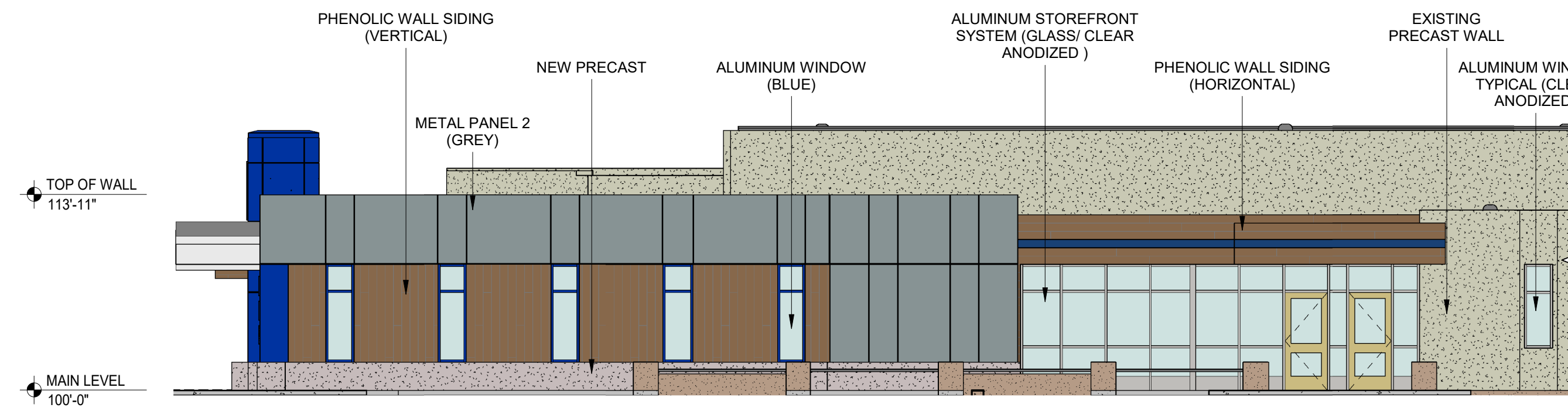
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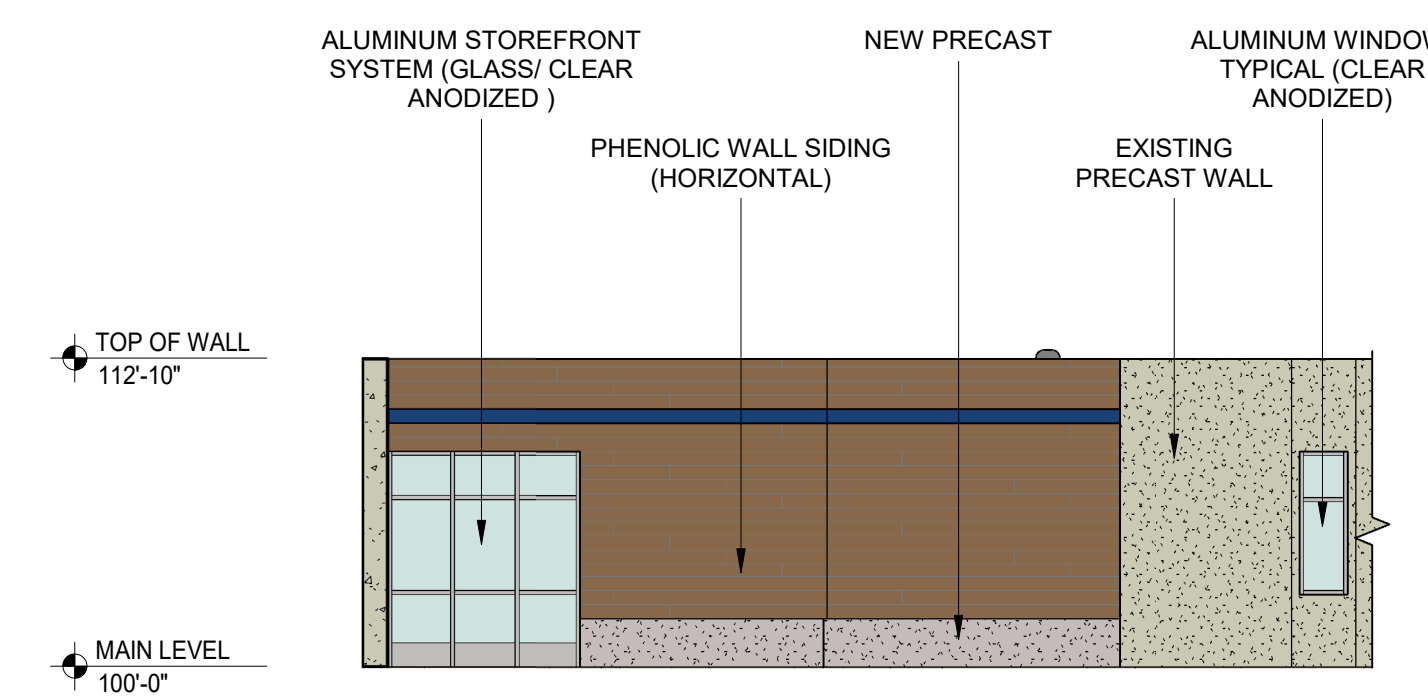
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1/8" = 1'-0"



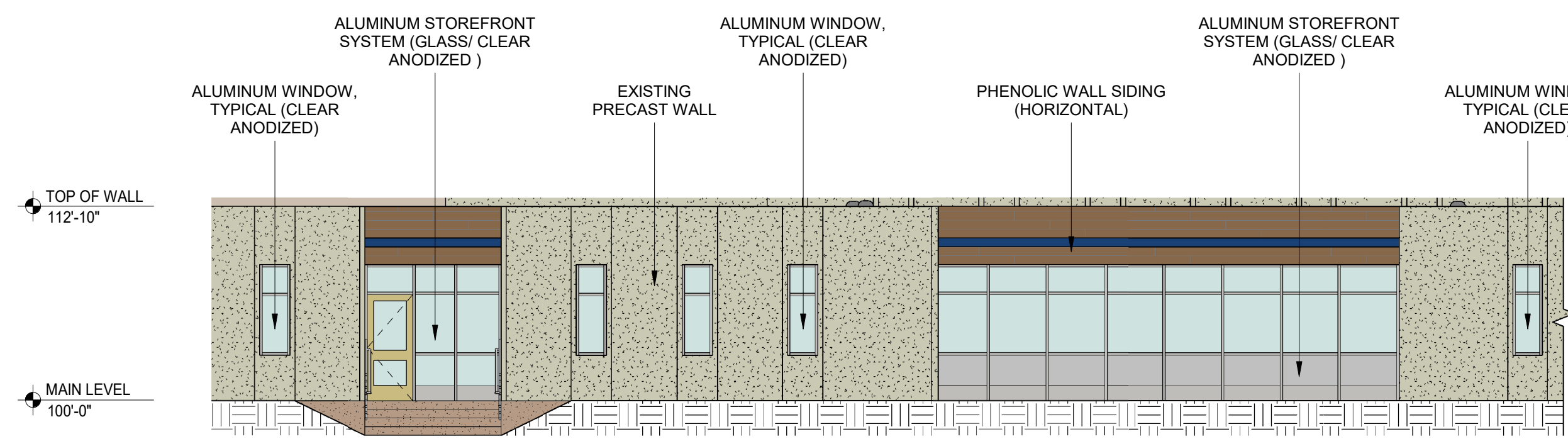
C1a LEC ENTRY ELEVATION
1/8" = 1'-0"



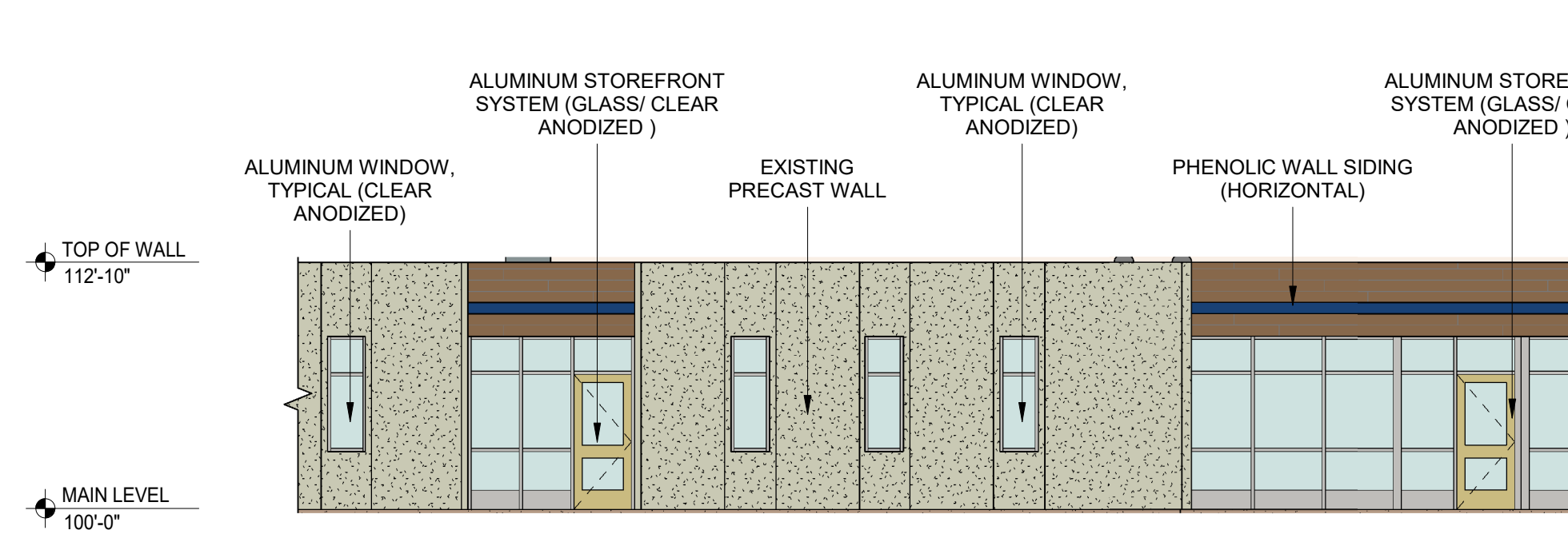
C3 STARS/ PAUL BUNYAN MAIN ENTRANCE
1/8" = 1'-0"



C7 PAUL BUNYAN - WEST
1/8" = 1'-0"



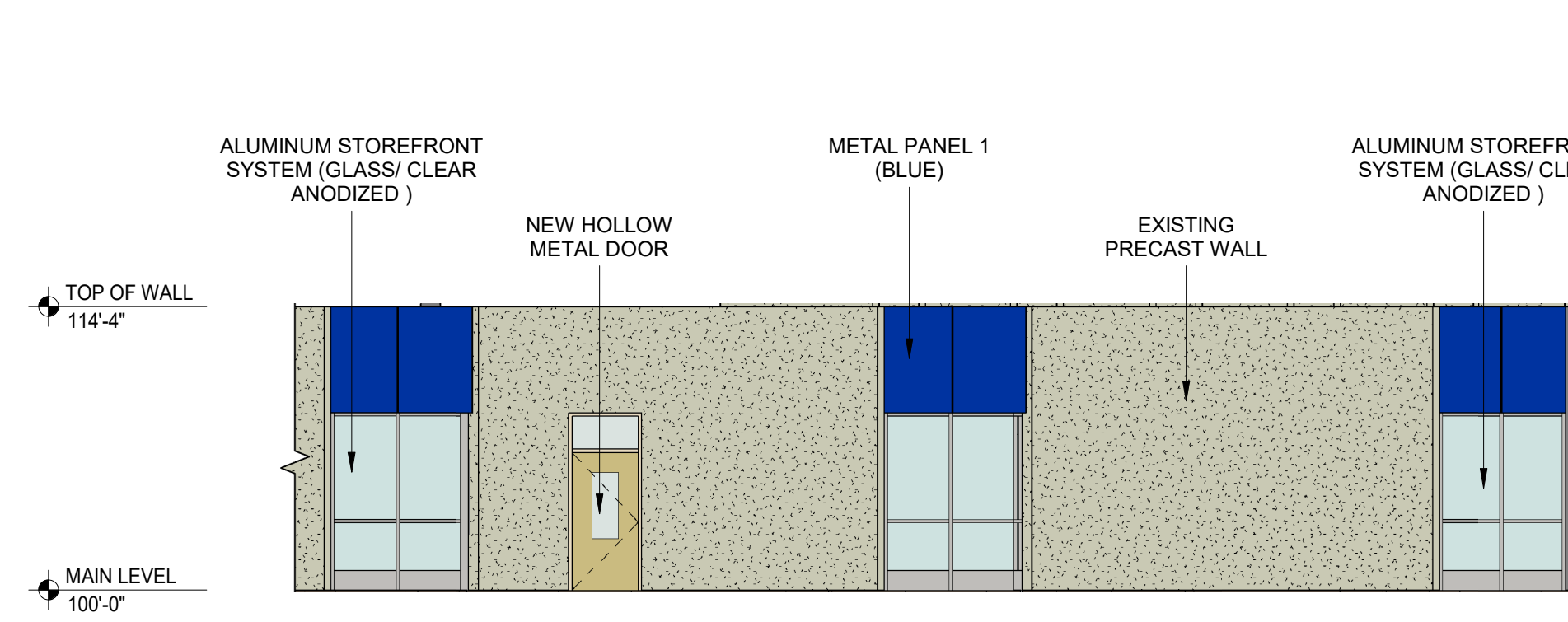
D1 PAUL BUNYAN - NORTH
1/8" = 1'-0"



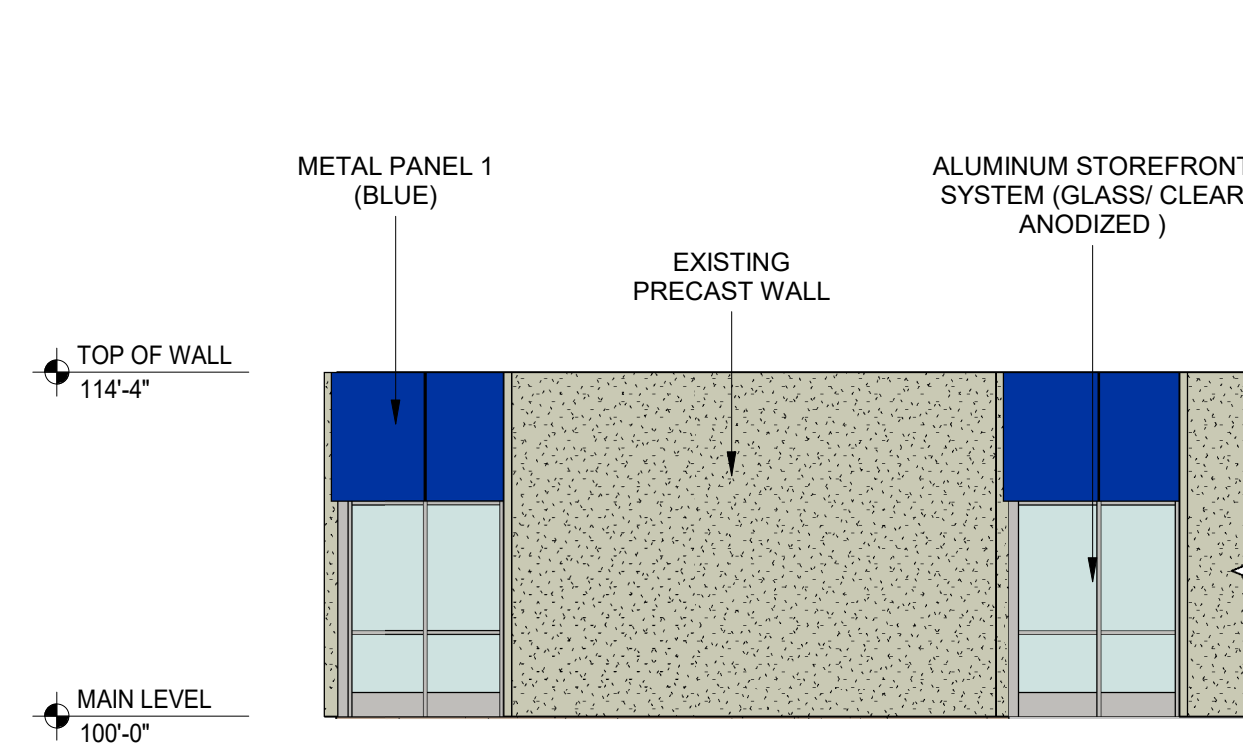
D4 PAUL BUNYAN - EAST
1/8" = 1'-0"



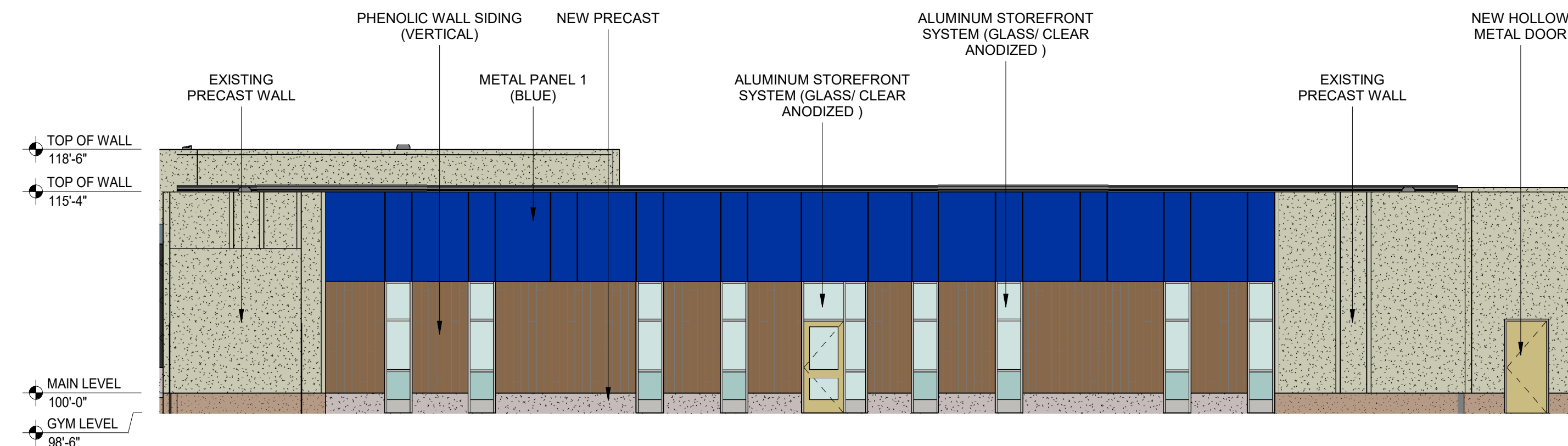
D7 HIGH SCHOOL EXIT - EAST
1/8" = 1'-0"



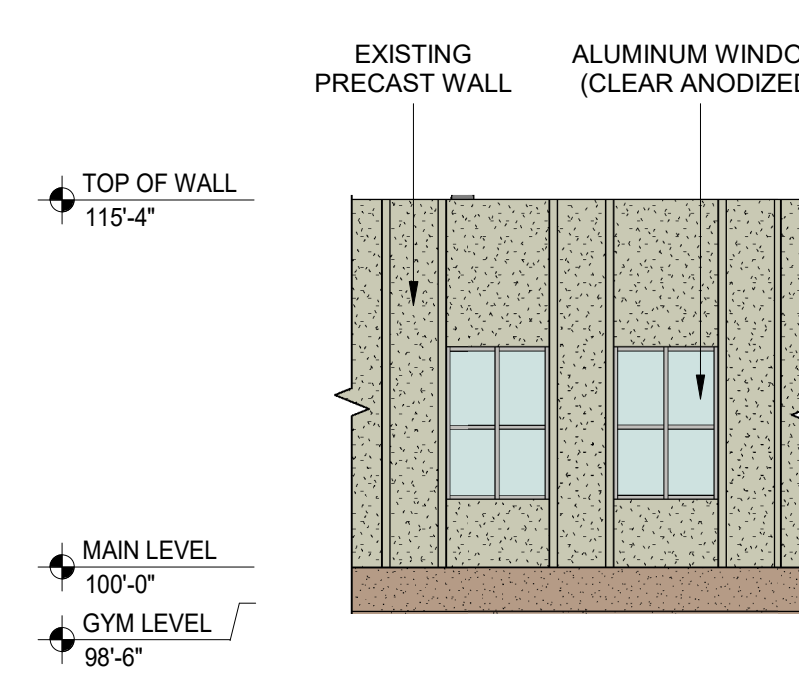
E1 HIGH SCHOOL CLASSROOMS - EAST
1/8" = 1'-0"



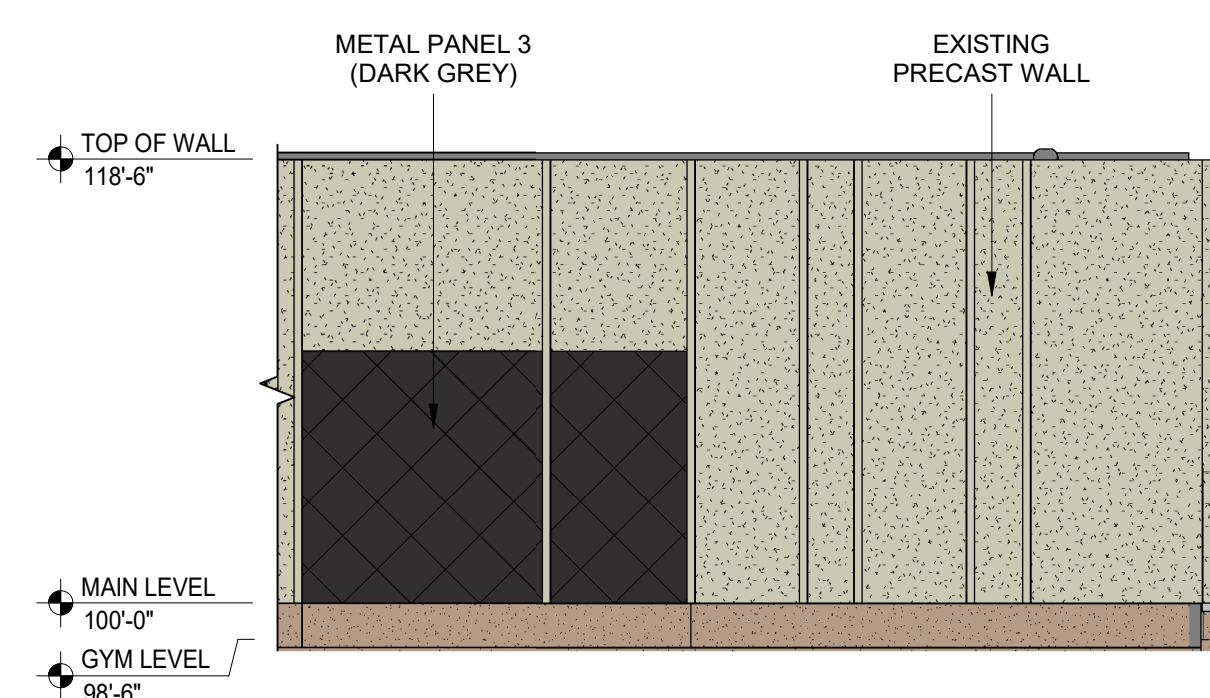
E3 HIGH SCHOOL CLASSROOMS - SOUTH
1/8" = 1'-0"



E5 MIDDLE SCHOOL - EAST
1/8" = 1'-0"



F5 MIDDLE SCHOOL - SOUTH
1/8" = 1'-0"



F7 GYM - SOUTH
1/8" = 1'-0"

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Project Name:



ISD 181 - LEVEL
IV, SOUTH
CAMPUS
RENOVATION

Project Location:
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Brainerd, MN 56401

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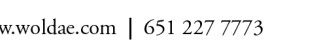
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Project No.: 202062
Drawn By:
Checked By:
Date: 9/11/2020

Sheet Title:
EXTERIOR ELEVATIONS

Sheet Number:
CUP 2



Project Location:
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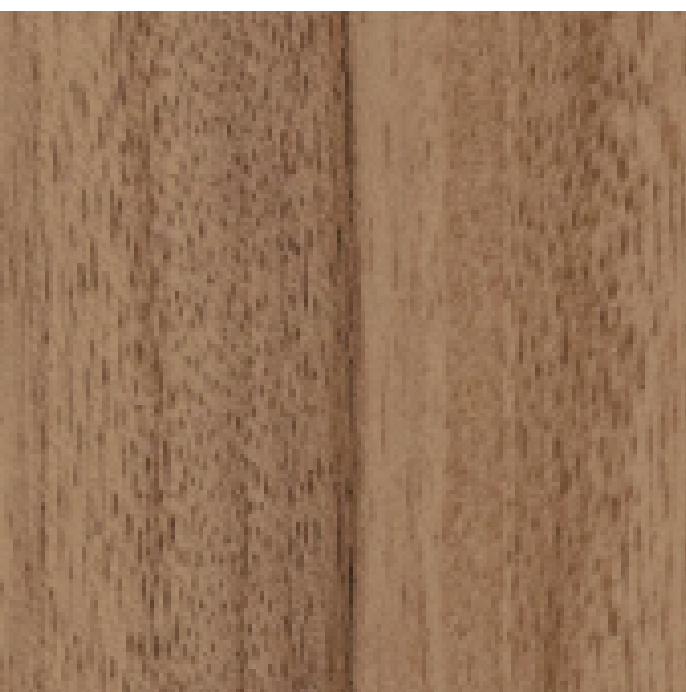
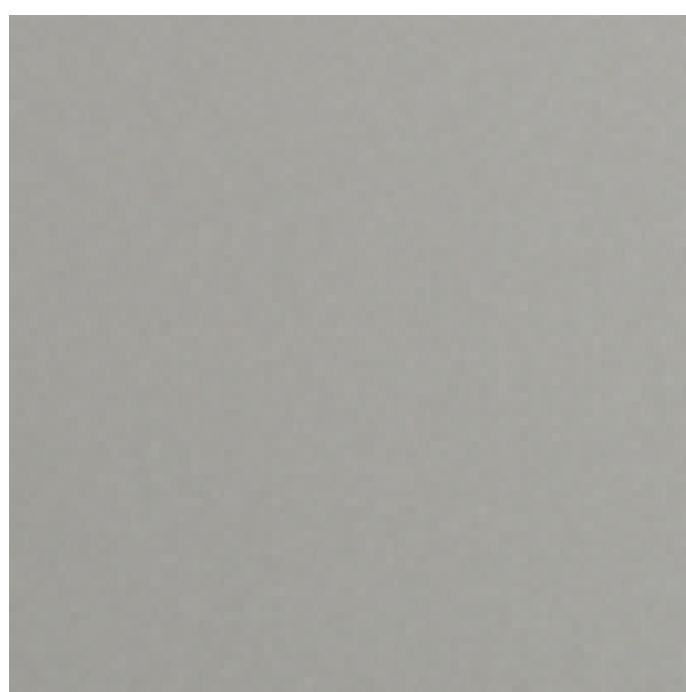
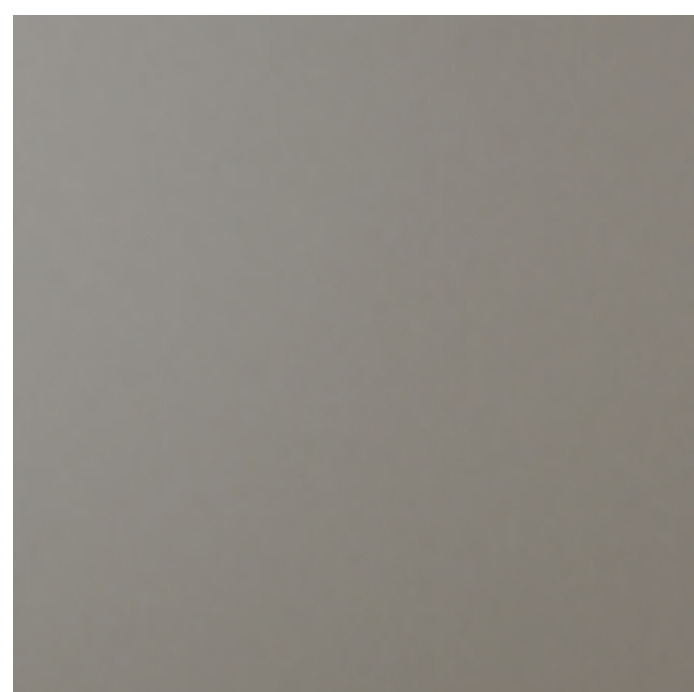
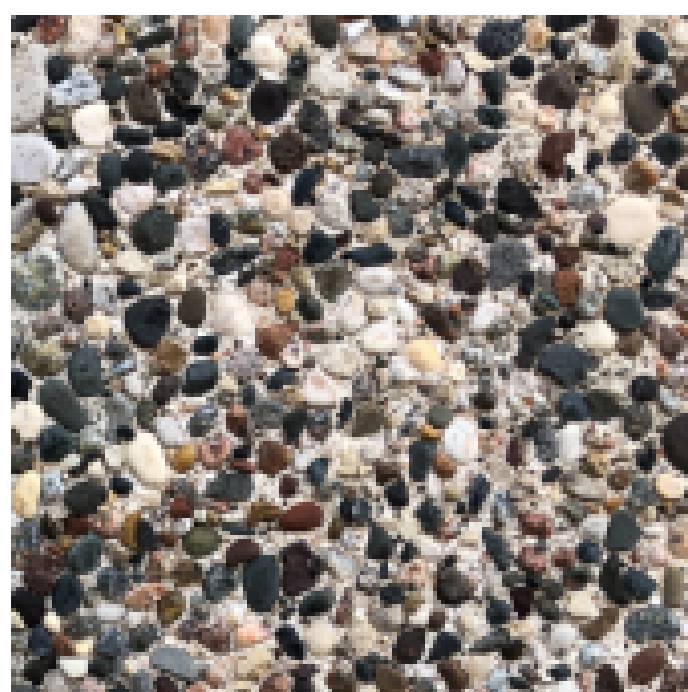
Project Information:

te : 11/04/20

Abstract The purpose of this study was to determine whether there were differences in the prevalence of self-reported depression between men and women who had been exposed to violence by intimate partners. Data from the National Longitudinal Study of Women's Health are used. Results show that among women who reported being sexually abused by their current or former partner, 10% reported having experienced depression during the past year compared to 6% of those who did not report sexual abuse. Among women who reported physical abuse, 17% reported experiencing depression during the past year compared to 9% of those who did not report physical abuse. These results suggest that exposure to violence by intimate partners is associated with higher rates of self-reported depression.

FLUID 2

2015



NOT FOR CONSTRUCTION



D-Series Size 0 LED Area Luminaire



Specifications

EPA:	0.95 ft ² (0.09 m ²)
Length:	26" (661mm)
Width:	13" (330mm)
Height:	3" (76mm)
Height:	7" (178mm)
Weight:	16 lbs (7.2kg)
Weight (max):	16 lbs (7.2kg)

Ordering Information

EXAMPLE: DSK0 LED P6 40K T3M MVOLT SPA NLTAIR2 PIRHN DOBBD

Series		LEDs	Color Temperature	Distribution	Voltage	Mounting	
DSK0 LED	Forward optics		30K	3000 K	T15	Type II short (Asymmetric)	SP1
	P1	P4	10K	4000 K	T15	Type II medium	
	P2	P5	50K	5000 K	T2M	Type II wide	204
	P3	P6			REC	Back lighting	204
	Recessed optics		30K	3000 K	T35	Type II short	RFA
	P4	P7	T35	Type II short	T3M	Type II medium	
	P5	P8	T35	Type II short	T3M	Type II medium	SP1
	P6	P9	T35	Type II short	T3M	Type II medium	SP1
	P7	P10	T35	Type II short	T3M	Type II medium	SP1
	P8	P11	T35	Type II short	T3M	Type II medium	SP1



ARC2 LED Architectural Wall Luminaire



Specifications

Depth (D1):	9.25"
Depth (D2):	7.5"
Height:	5"
Width:	14"
Weight:	11 lbs (without options)

ARC LED Family Overview

Luminaire	Standard EM, 0°C	Cold EM, -20°C	P1	P2	P3	P4	P5
ARC1 LED	4W	—	1,500	2,000	3,000	—	—
ARC2 LED	4W	8W	1,500	2,000	3,000	4,000	6,500

Ordering Information

EXAMPLE: ARC2 LED P2 40K MVOLT PE DOBBD

Series	Package	Color Temperature	Voltage	Options	Finish
ARC2 LED	P1	1,500 Lumens	30K	3000K	MVOLT
	P2	2,000 Lumens	40K	4000K	347
	P3	3,000 Lumens	50K	5000K	347
	P4	4,000 Lumens	50K	5000K	347
	P5	6,500 Lumens	50K	5000K	347
	SWH	Emergency battery backup, CE compliant (40, 0°C min)			
	EMC	Emergency battery backup, CE compliant (40, -20°C min)			
	PE	Button type photocell for dusk-to-dawn operation			
	DMG	0-10V dimming wires, pre-drilled for use with an external control system (not included)			
	SPRAY	UV spray protection			



Radean Post Top LED Area Luminaire



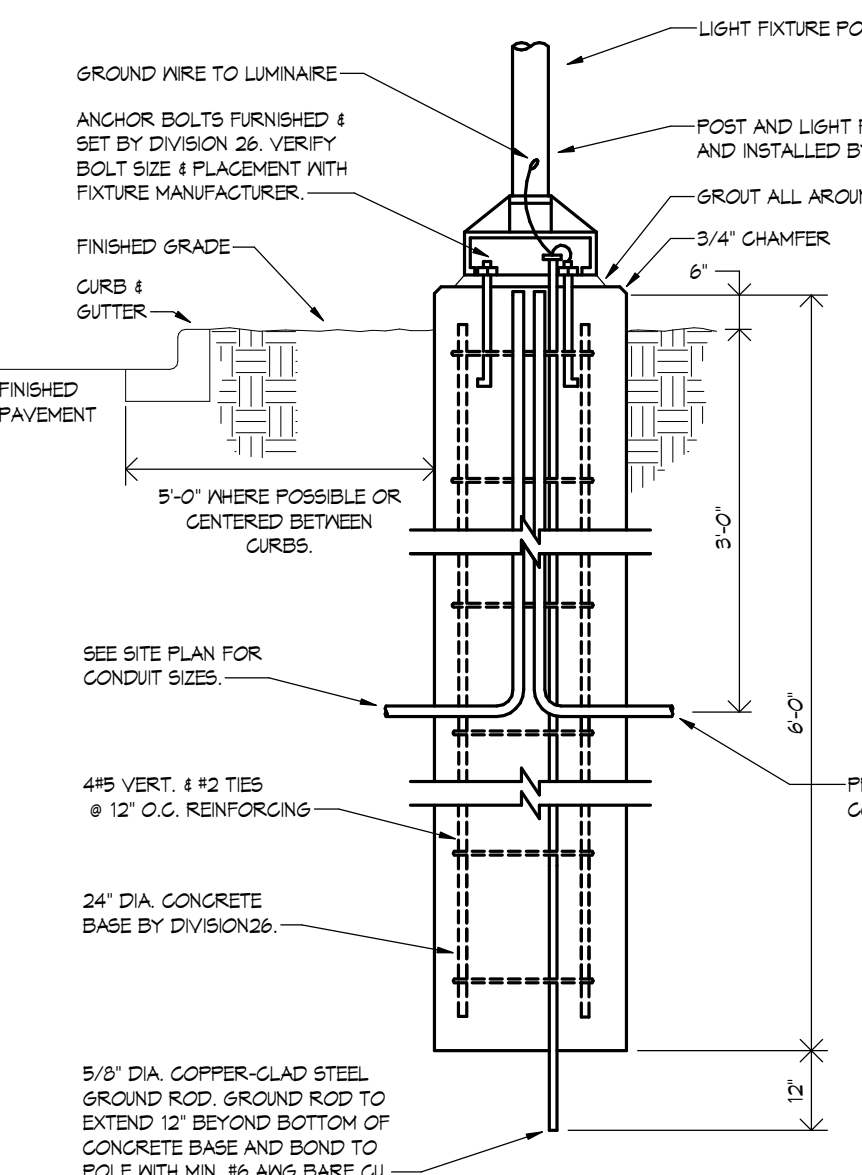
Specifications

EPA:	1.02 ft ² (0.105 m ²)
Length:	24" (61cm)
Width:	24" (61cm)
Height:	4" (10.16cm)
Luminaire Height:	26" (66.04cm)
Weight:	38lbs (17.24kg)

Ordering Information

EXAMPLE: RADPT LED P3 30K SYM MVOLT PT4 PIR DNAXD

Series	Performance package	Color temperature	Distribution	Voltage	Mounting
RADPT LED	P1	1,000 Lumens	30K	3000K	SYM
	P2	2,000 Lumens	30K	3000K	SYM
	P3	3,000 Lumens	30K	3000K	SYM
	P4	4,000 Lumens	30K	3000K	SYM
	P5	5,000 Lumens	30K	3000K	SYM
	SYM	Symmetric type II			
	ASY	Asymmetric type IV			
	PATH	Pathway type II			
	DNAXD	Dark bronze			
	DNALD	Dark			

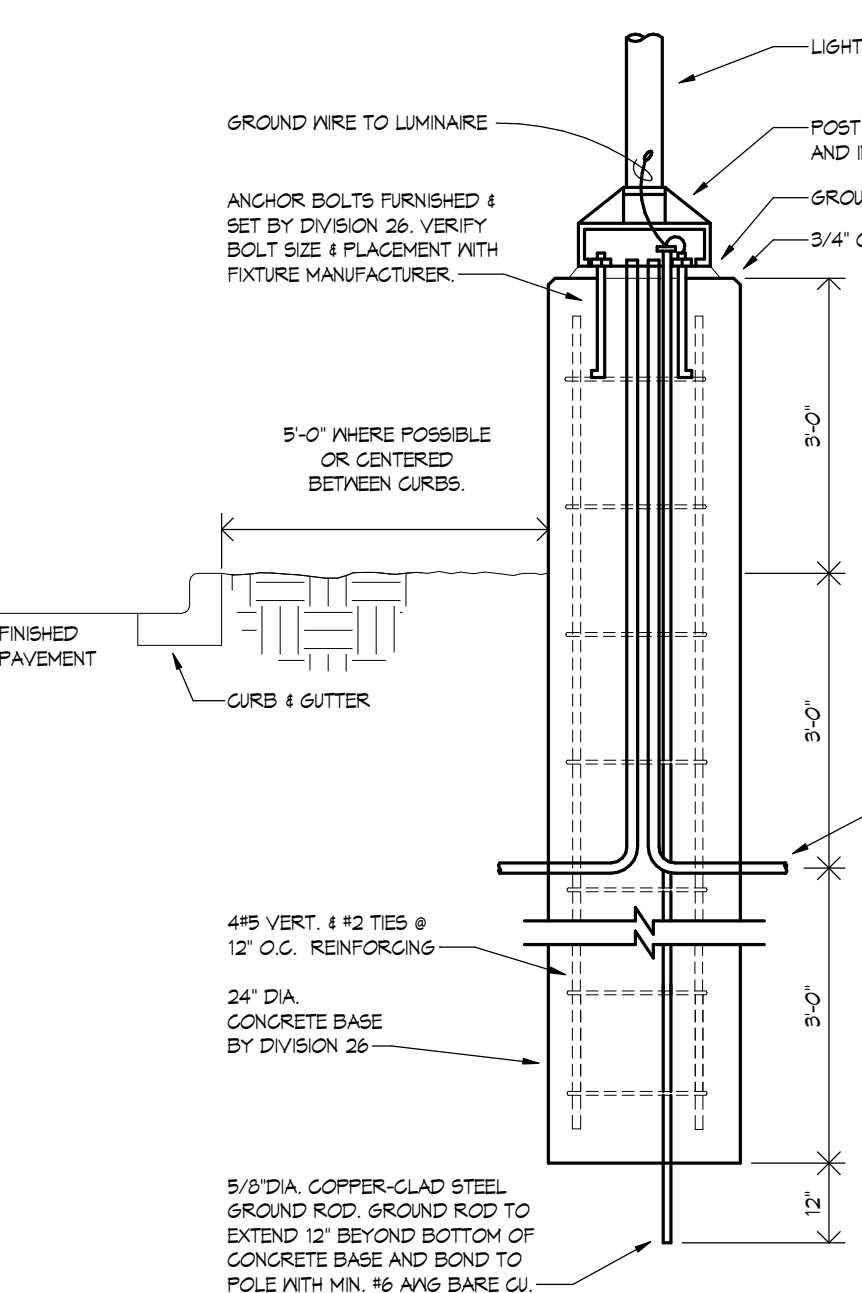


LIGHT POLE BASE DETAIL NOTES:

- SEE SITE PLAN FOR LOCATIONS AND QUANTITY.
- CUT CONDUIT FLUSH WITH TOP SURFACE OF CONCRETE BASE.
- PROVIDE 6'-0" OF COILED WIRE AT TOP OF EACH BASE.
- PROVIDE SPARE 1/2" PVC FROM EACH BOLLARD BASE.
- CONCRETE BASE PROVIDED BY E.C.
- SEE LUMINAIRES, GROUNDING AND BONDING SPECIFICATION SECTIONS.
- PROVIDE VIBRATION DAMPENERS FOR ALL POLES/POSTS.
- ALL POLES/POSTS SHALL HAVE HANDHOLES NEAR BASE.

3 SEMI FLUSH LIGHT POLE BASE DETAIL

SCALE: NTS

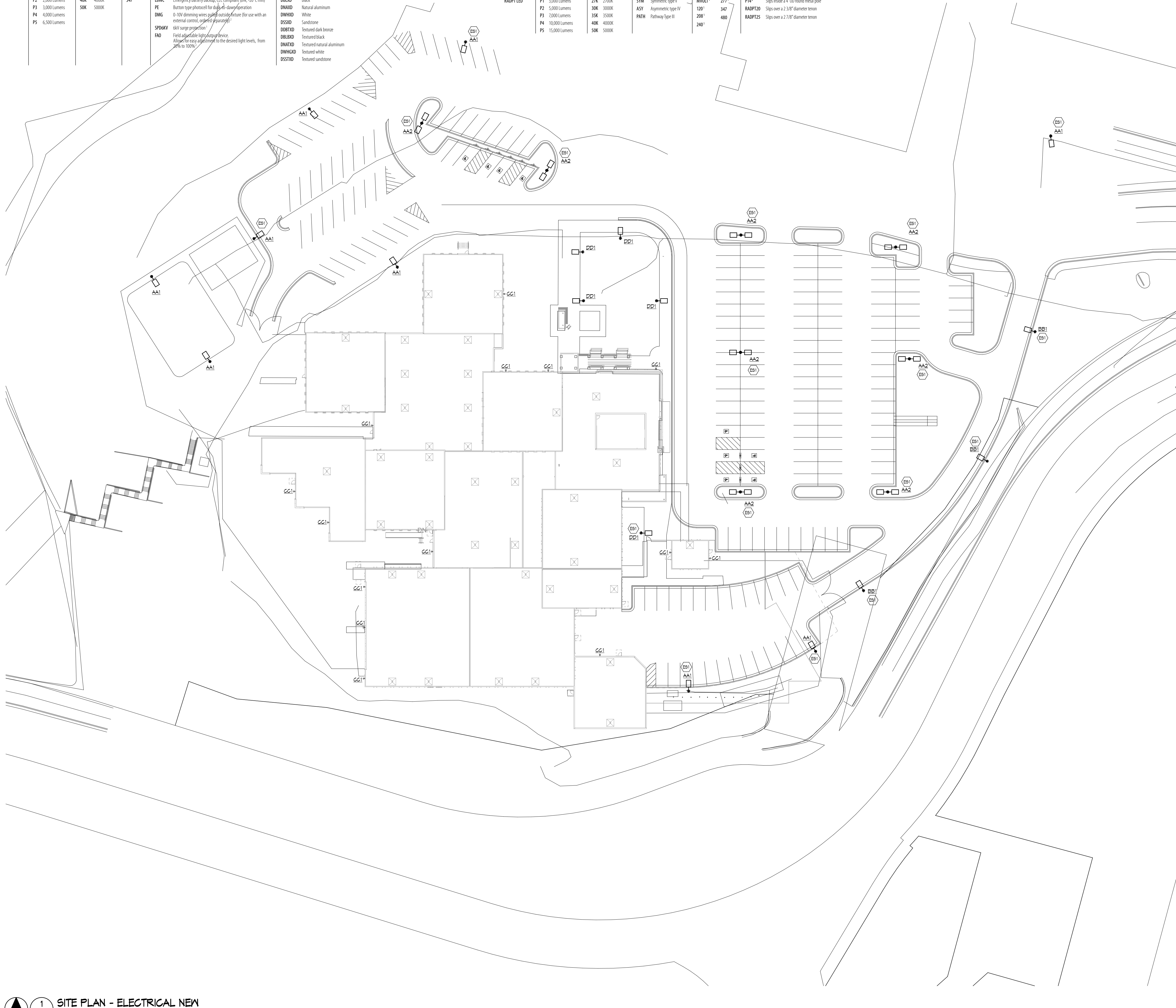


LIGHT POLE BASE DETAIL NOTES:

- SEE SITE PLAN FOR LOCATIONS AND QUANTITY.
- CUT CONDUIT FLUSH WITH TOP SURFACE OF CONCRETE BASE.
- PROVIDE 6'-0" OF COILED WIRE AT TOP OF EACH BASE.
- PROVIDE SPARE 1/2" PVC FROM EACH BOLLARD BASE.
- CONCRETE BASE PROVIDED BY E.C.
- SEE LUMINAIRES, GROUNDING AND BONDING SPECIFICATION SECTIONS.
- PROVIDE VIBRATION DAMPENERS FOR ALL POLES/POSTS.
- ALL POLES/POSTS SHALL HAVE HANDHOLES NEAR BASE.

2 ABOVE GRADE LIGHT POLE BASE DETAIL

SCALE: NTS



1 SITE PLAN - ELECTRICAL NEW

SCALE: 1" = 40'-0"

ELECTRICAL SITE NOTES:

- ALL EXTERIOR LIGHTING CIRCUITS SHALL BE 10AMP, 120VAC GROUND IN 1/4" CONDUIT MINIMUM.
- ROUTE SITE LIGHTING THRU TIME SWITCH CONTROLLED CONTROLLER. SEE EXTERIOR LIGHTING CONTROL DETAILS.

ELECTRICAL SHEET NOTES:

- SEE DETAIL 2/EO.02 FOR CONCRETE BASE AT THIS LOCATION. UNLESS NOTED OTHERWISE REFER TO DETAIL 2/EO.02 FOR ALL OTHER CONCRETE BASES.



Blaine, MN | Duluth, MN | St. Paul, MN
Park Rapids, MN | Fargo, ND | Sioux Falls, SD | Mediac, PA



www.woldae.com | 651.227.7773



Project Name:



ISD 181 - Level IV, South Campus

PRELIMINARY NOT FOR CONSTRUCTION

Project Location:
702 S 5th Street
Brainerd, MN 56401

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Description	Date	Num

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Signature:
Printed Name: Elec Engineer
Date: 09/11/20 Reg. No.: #####

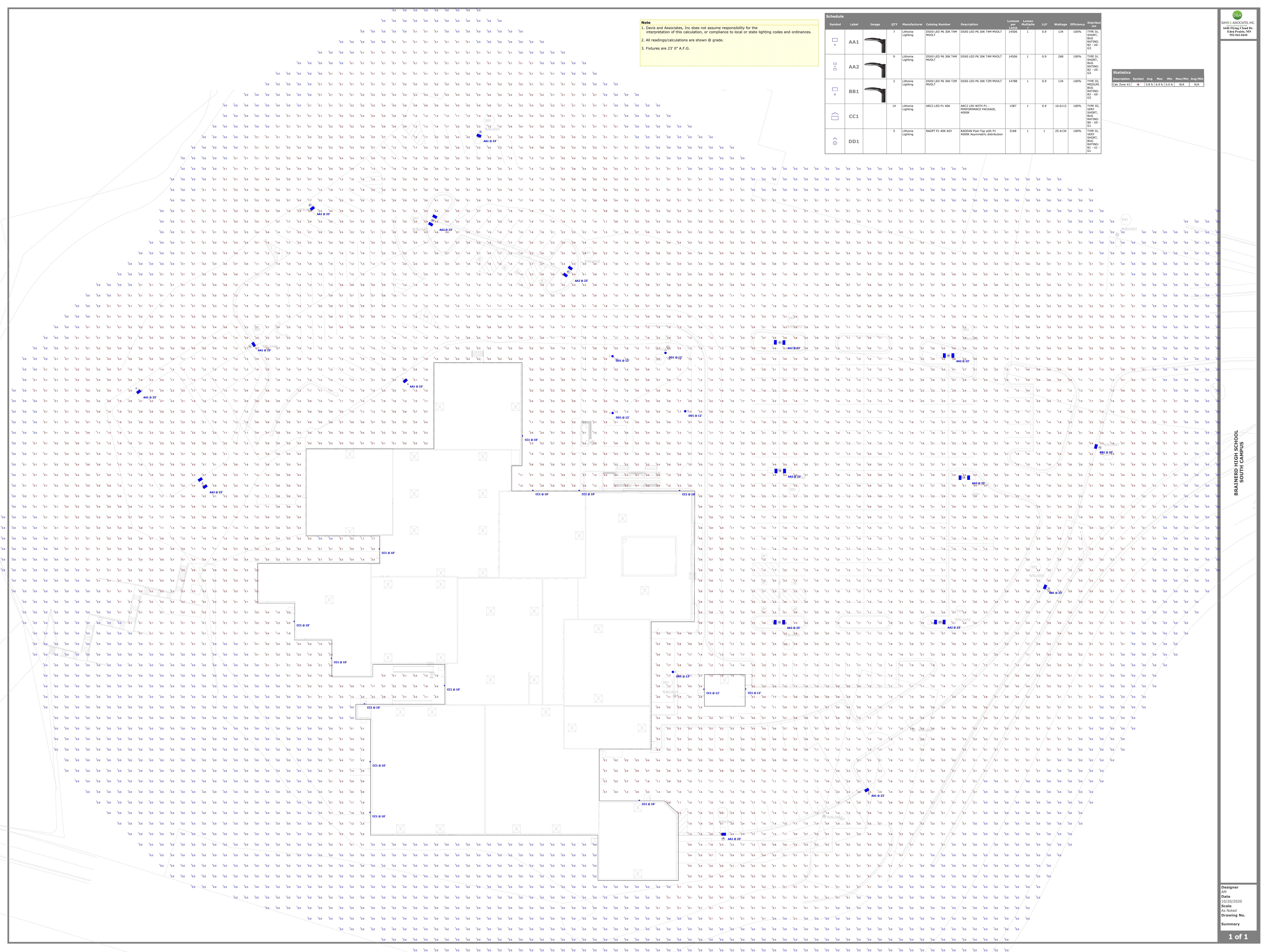
Project Information:
Project No.: 202062

Drawn By:
Checked By:
Date: 09/11/20

Sheet Title:
SITE PLAN - ELECTRICAL

Sheet Number:

E0.002



Note
1. Davis and Associates, Inc does not assume responsibility for the interpretation of this calculation, or compliance to local or state lighting codes and ordinances.
2. All readings/calculations are shown @ grade.
3. Fixtures are 23' 0" A.F.G.

Schedule										Lumens per Lamp	Lumen Multiple	LLF	Wattage	Efficiency	Distribution
Symbol	Label	Image	QTY	Manufacturer	Catalog Number	Description									
	AA1		7	Lithonia Lighting	DSX0 LED P6 30K T4M WVOLET	DSX0 LED P6 30K T4M WVOLET				14506	1	0.9	134	100%	TYPE IV, SHORT, BUG RATING: B2 - U0 - G3
	AA2		9	Lithonia Lighting	DSX0 LED P6 30K T4M WVOLET	DSX0 LED P6 30K T4M WVOLET				14506	1	0.9	268	100%	TYPE IV, SHORT, BUG RATING: B2 - U0 - G3
	BB1		2	Lithonia Lighting	DSX0 LED P6 30K T2M WVOLET	DSX0 LED P6 30K T2M WVOLET				14788	1	0.9	134	100%	TYPE III, MEDIUM, BUG RATING: B3 - U0 - G3
	CC1		14	Lithonia Lighting	ARC2 LED P1 40K	ARC2 LED WITH P1 - PERFORMANCE PACKAGE, 400K				1587	1	0.9	18.6112	100%	TYPE III, VERT. SHORT, BUG RATING: B0 - U0 - G1
	DD1		5	Lithonia Lighting	RADPT P1 40K ASY	RADEAN Post-Top with P1 400K Asymmetric distribution				3168	1	1	25.4134	100%	TYPE IV, VERT. SHORT, BUG RATING: B1 - U1 - G1

Statistics						
Readings	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Calc Zone #2	+	18.5 f	5.9 f	0.0 f	N/A	N/A

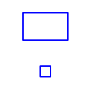
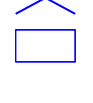
Davis & Associates, Inc.
4445 River Chalk Dr.
Eden Prairie, MN
95244-4410

BRAINARD HIGH SCHOOL
SOUTH CAMPUS

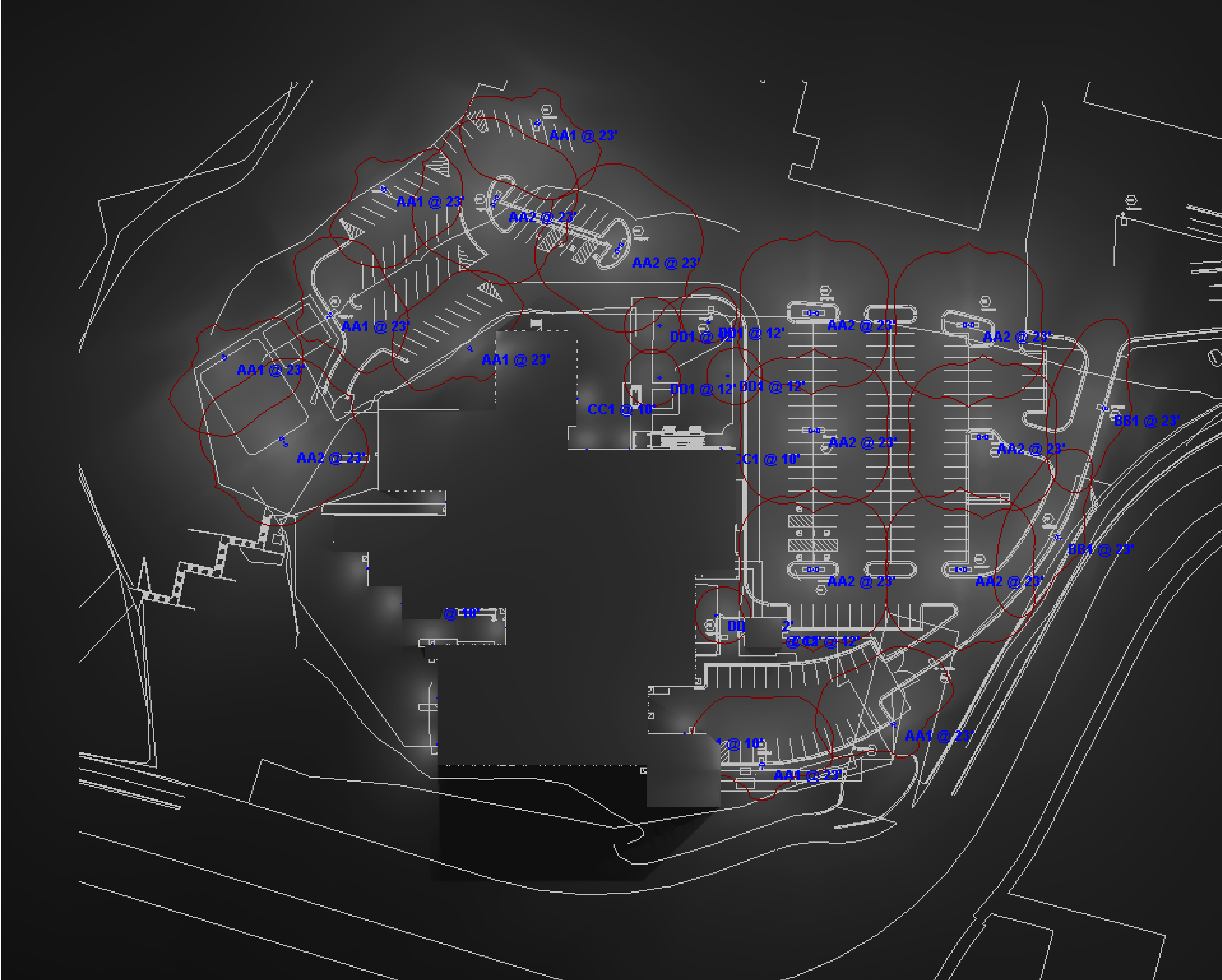
Designer
AM
Date
10/20/2020
Scale
As Noted
Drawing No.

Summary

Note
1. Davis and Associates, Inc does not assume responsibility for the interpretation of this calculation, or compliance to local or state lighting codes and ordinances.
2. All readings/calculations are shown @ grade.
3. Fixtures are 23' 0" A.F.G.

Schedule										Lumens per Lamp	Lumen Multiple	LLF	Wattage	Efficiency	Distribu- tion
Symbol	Label	Image	QTY	Manufacturer	Catalog Number	Description									
	AA1		7	Lithonia Lighting	DSX0 LED P6 30K T4M MVOLT	DSX0 LED P6 30K T4M MVOLT				14506	1	0.9	134	100%	TYPE IV, SHORT, BAG RATING: B3 - U0 - G3
	AA2		9	Lithonia Lighting	DSX0 LED P6 30K T4M MVOLT	DSX0 LED P6 30K T4M MVOLT				14506	1	0.9	268	100%	TYPE IV, SHORT, BAG RATING: B3 - U0 - G3
	BB1		2	Lithonia Lighting	DSX0 LED P6 30K T2M MVOLT	DSX0 LED P6 30K T2M MVOLT				14788	1	0.9	134	100%	TYPE III, MEDIUM, BAG RATING: B3 - U0 - G3
	CC1		14	Lithonia Lighting	ARC2 LED P1 40K	ARC2 LED WITH P1 - PERFORMANCE PACKAGE, 4000K				1587	1	0.9	18.612	100%	TYPE III, VERY SHORT, BAG RATING: B0 - U0 - G1
	DD1		5	Lithonia Lighting	RADPT P1 40K ASY	RADEAN Post-Top with P1 4000K Asymmetric distribution				3168	1	1	25.4134	100%	TYPE IV, VERY SHORT,

Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Calc Zone #2	+	0.8 fc	5.9 fc	0.0 fc	N/A	N/A



View #1





Brainerd City Council Agenda Request

Requested Meeting Date: December 7, 2020

Title of Item: Consideration for Adopting the International Property Maintenance Code

☐ 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: 10 minutes
Summary of Issue: The Rental Housing Ordinance Committee, chaired by Alderwoman Lambert, has spent most of the last two years taking an in-depth look at Section 425 of the City Code, which is the Rental Housing Maintenance Code. The Committee, which is made up of a number of City staff, landlords, and property managers, has worked through every paragraph of Section 425 with a fine tooth comb to ensure the ordinance's efficacy in regulating rental housing within the city. The Committee has requested that staff bring their findings before the City Council for discussion and direction.	
Alternatives, Options, Effects on Others/Comments: Please see attached memo.	
Recommended Action/Motion: Direct staff to draft an ordinance for consideration by the City Council, repealing Section 450 of the City Code in its entirety and portions of Section 425 related to property maintenance, replacing them both with the International Property Maintenance Code.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

MEMO



TO: Mayor and City Council

FROM: David Chanski, Community Development Director

DATE: 12/7/2020

RE: Consideration for Adopting the International Property Maintenance Code

Background

The Rental Housing Ordinance Committee, chaired by Alderwoman Lambert, has spent most of the last two years taking an in-depth look at Section 425 of the City Code, which is the Rental Housing Maintenance Code. The Committee, which is made up of a number of City staff, landlords, and property managers, has worked through every paragraph of Section 425 with a fine tooth comb to ensure the ordinance's efficacy in regulating rental housing within the city. The Committee has requested that staff bring their findings before the City Council for discussion and direction.

Findings

The Rental Housing Ordinance Committee started their evaluation of the ordinance by reviewing Section 425.2020, which regulates Conduct on Licensed Premises, as many of the public issues that have occurred with rentals within the community are results of unfavorable activities that have occurred at some mismanaged rentals. Upon completing their update of the Section 425.2020, the Committee commenced to review the remaining sections of the ordinance with special attention being given to licensing and inspections.

During this review process, former Building Official Chuck Arvidson brought the International Property Maintenance Code (IPMC) to the Committee's attention. It was his opinion that the IPMC covered the vast majority of both Section 425 and Section 450 (the Property Maintenance Code), both of which have much of the same standards as the IPMC, and that the IPMC could effectively replace property maintenance standards in both Sections. After Chuck's retirement, the Committee continued their review of Section 425, ultimately agreeing that adoption of the IPMC with the inclusion of the Committee's recommended revisions to the existing Conduct on Licensed Premises and Licensing sections would be in the best interests of the City.

The IPMC would streamline the City Code, condensing two sections into one while also being much more user friendly. The Code would also automatically update anytime a new version of the IPMC is published with updated property maintenance standards (similar to the change that was made when the City Council voted to amend Section 400: State Building Code).

Recommendation

Having thoroughly reviewed Section 425 paired with much discussion and debate while considering the benefits of adopting the International Property Maintenance Code, the Rental Housing Ordinance Committee recommends that the City Council consider repealing Section 450 of the City Code in its entirety and portions of Section 425 related to property maintenance, replacing them both with the International Property Maintenance Code.

Here is the link to view the code.

<https://codes.iccsafe.org/content/IPMC2018/preface>



Brainerd City Council Agenda Request

Requested Meeting Date: December 7, 2020

Title of Item: First Reading - Proposed Ordinance 1513 - Ordinance Amending the Brainerd City Charter

☐ 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: Administrator Bergman and Attorney Langel	Department: Administration
Presenter (Name & Title): Administrator Bergman and Attorney Langel	Estimated Time Needed: 15 minutes
Summary of Issue: The Charter Commission met on September 29th to discuss the review of the Charter. They decided to review the Charter in phases, with the first phase focusing on those provisions that are either duplicative of, or inconsistent with, State law. The subsequent phases will look at those provisions that are outdated and those that, as a matter of policy, should be considered for modification. The Commission directed the City Attorney to proceed with the first phase and provide a redlined copy of the changes. The Charter Commission met again on November 5th and reviewed the recommendations. The Commission approved a motion to forward the recommended changes to the City Council for approval by ordinance. Because there are many recommended changes, the redlined version was sent to all Council members on November 6th so Council would have a longer period of time to review the changes.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Motion to hold/dispense with the first reading of Proposed Ordinance No. 1513; an ordinance amending the Brainerd City Charter.	
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>	

**ORDINANCE
NO. 1513**

AN ORDINANCE AMENDING THE BRAINERD CITY CHARTER

THE COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That Sections 4, 5, 7, 9, 10, 11, 12, 13, 15, 16, and 18B of Chapter Two: Officers and Elections are revised as shown with added language underlined and deleted language ~~struck out~~.

CITY CHARTER - CHAPTER TWO
OFFICERS AND ELECTIONS

SECTION 4: When more than twice the number of individuals file to be elected to a municipal office, a primary election shall be conducted and the returns made and results canvassed consistent with the general laws of the State of Minnesota pertaining to primaries. The regular City election for the election of City officers shall be held on the first Tuesday after the first Monday of November in each even numbered year; and all general laws of the State of Minnesota, relating to the election of City officers and the primaries thereof, shall, so far as applicable, apply to and govern all nominations and elections under this Charter, and all special elections, and are hereby adopted as a part of this Charter, the same as if herein specifically reenacted. The judges, clerks and other officers of election at the then last general election for state officers shall be the judges, clerks and other officers of all ~~general and~~ special City elections, except that the City Council shall appoint additional officers as permitted by law and when any such officers are absent or unable to act, the City Council shall, at least two weeks before an election, appoint officers in their stead. Election returns shall be made and results canvassed consistent with the general laws of the State of Minnesota pertaining to general elections.

SECTION 5. The term of office of every officer elected under this Charter, unless otherwise provided for, shall commence on the first ~~Monday~~ secular day of January following the election and shall continue for a term of four years and until his or her successor is elected and qualified.

SECTION 7. The City Administrator shall be chosen by the Council for an indefinite term solely on the basis of training, experience and administrative qualifications ~~and need not be a resident of the City of Brainerd at the time of appointment, but shall be a resident of the City of Brainerd within a reasonable time following appointment.~~ At its first regular meeting in January of each odd-numbered year the Council shall, by majority vote, appoint the City Attorney, City Engineer and Building Inspector for ~~two~~ two-year terms. At its first regular meeting in January of each year, the Council shall similarly appoint other officers for terms of one year. All terms

shall commence at the time of appointment and continue until successors to the appointed offices are appointed and qualified.

SECTION 9. Any elective or appointive officer provided for by this Charter having entered upon the duties of the office may resign the same ~~by and with the consent of the City council; provided, that any member of a board may resign with the consent of such board.~~ Any elective or appointive officer changing residence from the City, or any Alderman from the ward for which elected or appointed, ~~or any such officer who shall refuse or neglect to enter upon the discharge of the duties of the office for ten days after the beginning of the term for which elected or appointed to fill,~~ shall be deemed to have vacated ~~or abandoned~~ such office.

SECTION 10. Every person appointed to any office by the City Council or Mayor ~~or elected to any office by the people,~~ may be removed from such office by a vote of two thirds of all the Aldermen authorized to be elected. But any officer ~~or~~ elected by the people or appointed by the Mayor shall not be removed except for cause, nor unless first furnished with a copy of the charges, nor until such person shall have reasonable opportunity to be heard in person, or by counsel in his or her defense.

The Council shall fix the time and place for the hearing of such officer, of which not less than ten days' notice shall be given to such officer ~~and to the Aldermen,~~ and shall have the power to compel the attendance of witnesses and the production of papers, and to hear and determine the case ~~;~~ and if such officer shall refuse or neglect to appear and answer such charges, the City Council may declare such office vacant. Among such causes shall be continued absence by Aldermen a member of a board without leave, from three successive regular meetings of ~~the Council, or a member of a board from the meeting of~~ such board, or neglect of duty of any officer.

SECTION 11. Any person shall not be eligible to any appointed office under this Charter who has ever been convicted of a felony or is not at the time of his ~~election or~~ appointment a qualified elector of the City of Brainerd or who is at such time interested in any contract with the City of Brainerd to which the person is a party, either individually or as a member of a firm, or as director or other managing officer of a corporation.

SECTION 12. Whenever any vacancy shall occur in any elective or appointive office, ~~either by death, resignation, removal or failure of election, or failure to qualify, or otherwise,~~ such vacancy shall be filled by the City Council in the manner provided for appointments by the City Council; except that the ~~n~~ members of the Public Utilities Commission, the Board of Health, the Park Board and the Library Board, shall be appointed by the Mayor and confirmed by the City Council.

All ~~elective~~ officers so appointed shall hold their respective offices ~~until the next regular City election, and all appointive officers so appointed shall hold office~~ for the balance of the unexpired terms.

SECTION 13. Every person elected or appointed to any office under the provisions of this Charter shall before entering upon the duties of the office take and subscribe an oath of office and file the same with the City ~~Administrator~~Clerk. The Administrator and such other officers as the City Council shall require and as shall be required by the provisions of this Charter, shall severally, before they enter upon the duties of their respective offices, execute to the City of Brainerd, bonds in such amounts as the Council shall prescribe, conditioned that such officers will faithfully perform the duties of their respective offices, and account for and turn over all money and other property, coming into the officer's hands. Such bond and the expense thereof, if a surety bond, shall be paid by the City.

All official bonds shall be approved by the City Council and be kept on file in the office of the City Administrator.

SECTION 15. The compensation of all elective and appointive officers of the City shall be fixed by ~~a resolution of the City Council~~ordinance as permitted by State Statute.

SECTION 16. The Mayor shall be the chief executive of the City and see that the laws of the state and the ordinances of the City are duly observed and enforced within the City and that all other officers of the City discharge their duties. The Mayor shall be ~~an~~ ex-officio ~~a~~ member of the City Council, for the purpose only of casting the deciding vote upon any question before said Council when the Aldermen composing the said Council present and voting are equally divided thereupon. The Mayor shall from time to time give the City Council such information and recommend such measures as the Mayor deems to be in the best interest of the City. The Mayor shall sign all bonds, contracts, warrants, ordinances, resolutions and such other papers and documents as may be made or executed on behalf of the City. All Ordinances and Resolutions shall before they take effect be presented to the Mayor, and if the Mayor approves thereof shall sign the same, and such as the Mayor shall not sign, shall be returned to the Council with the Mayor's objection thereto, by depositing the same with the City Administrator to be presented to the City Council at its next meeting.

Upon the return of any ordinance or Resolution by the Mayor, the vote by which the same was passed shall be deemed to have been reconsidered, and the question shall be again put upon the passage of the same notwithstanding the objections of the Mayor, and if upon such vote the City Council shall pass the same by a vote of two-thirds of all the members of the Council, it shall have the same effect as if approved by the Mayor. If any ordinance or Resolution shall not be returned by the Mayor within five days, Sundays and holidays excepted, after it shall have been presented to the Mayor, the same shall have the same force and effect as if approved by the Mayor. In case the Mayor shall be guilty of willful oppression, corrupt partially or other malfeasance in the discharge of the duties of the office the Mayor shall be liable to indictment and on conviction thereof shall be punished by a fine of not more than Five Hundred (\$500.00) Dollars, ~~and the court shall have the power to add to the judgment of fine that the Mayor be removed from office.~~

SECTION 18B. A petition signed by electors entitled to vote for a successor of the officer sought to be removed equal in number to at least twenty-five ~~percentum~~ percent of the entire vote for all candidates for the office, the incumbent of which is sought to be removed, cast at the last preceding regular municipal election, demanding an election of a successor of the person sought to be removed, shall be addressed to the Council and presented to the City ~~Administrator~~Clerk; provided, that the petition shall contain a general statement of the ground for which the removal is sought.

SECTION TWO: That Section 18C of Chapter Two: Officers and Elections be amended by striking the whole thereof.

SECTION THREE: That Section 18D and 18E of Chapter Two: Officers and Elections be revised as shown with added language underlined and deleted language ~~struck out~~.

SECTION 18D. If the petition shall be found to be sufficient the Administrator shall transmit the same to the Council without delay. If the petition shall be found to be sufficient the City Council shall order, and fix a date for holding the said election at the next election date authorized by state law that is, not less than ~~thirty-seventy-seven (77)~~ days ~~nor more than forty days~~ from the date of the Administrator's certificate to the Council that a sufficient petition is filed. The Council shall make or cause to be made publication of notice, and all arrangements for holding such election, provided, that in the published call for the election there shall be printed in not more than 200 words the reason for demanding the recall of the officer as set forth in the recall petition, and in not more than 200 words the officer may justify his or her course in office: and said election shall be conducted, returned, and the result thereof declared, in all respects, as are other City elections.

SECTION 18E. At an election on removal, the question on the ballot shall be in substantially the following form: "Shall (Name) elected (appointed) to the office of (title) be removed from that office?" If a majority of voters at the election vote in the affirmative, the officer shall be recalled and removed. The officer sought to be removed shall be deemed a candidate, and, unless the officer resigns the officer's name shall be printed on the ballot without nomination. The nomination of other candidates shall be the same as the nomination of candidates for any regular City election for the office of which the incumbent is sought to be removed. The officer sought to be removed shall continue in office until the canvass of the returns of such recall election by the Council, and if the incumbent fails at such election to receive the highest number of votes, the officer shall be deemed removed from office and the candidate at such election receiving the highest number of votes shall be deemed the successor in office for the unexpired term. Such successful candidate except the recalled officer, shall qualify within ten days thereafter or the said office shall be deemed vacant. Said recalled officer shall yield said office on demand to the successor.

SECTION FOUR: That Section 27 of Chapter Two: Officers and Elections-Duties of City Officers be revised as shown with added language underlined and deleted language ~~struck out~~.

DUTIES OF CITY OFFICERS

SECTION 27. Except as provided by state law, No City officer shall be directly or indirectly interested in any contract of any character with the City or any department or board thereof, either as vendor, purchaser, contractor, employer, employee or otherwise. All contracts made in violation of this section shall be void, and no money shall be paid on account thereof, or any warrants issued. Any officer who shall issue or pay any such warrants knowing that the same are in violation of the terms of this section shall be guilty of a misdemeanor; and any officer violating the provisions of this section shall forfeit the office and the office shall thereby become vacant upon a finding and conviction thereof, as provided in Section Ten of this Chapter.

SECTION FIVE: That Section 32 of Chapter Two: Officers and Elections-Duties of City Council be revised as shown with added language underlined and deleted language ~~struck out~~.

DUTIES OF THE CITY COUNCIL

SECTION 32. The City Council shall have the management and control of all the finances and property of the City and of all the departments thereof subject to the other provisions of this Charter. However, no real estate belonging to the City shall be sold or disposed of unless so ordered by two thirds vote of all the members of the City Council; and provided that neither the water works nor the electric light plant, nor any other public utility, which shall hereafter be owned by the city, shall be sold, leased, mortgaged or otherwise disposed of unless authorized to do so by a four-sevenths majority of the qualified electors of said City.

The City Council shall in addition to the powers herein vested in them have power and authority to make, enact, ordain, establish, publish, enforce, order, modify, amend and repeal all such ordinances, resolutions, rules, by-laws and regulations for the government and good order of the City, for the suppression of vice and intemperance, and for the prevention of crime, as they shall deem expedient. They shall have the power to provide for the imprisonment and safe keeping of all persons arrested or charged with any offense. It is the Council's duty to make all rules and, regulations providing for the use of a prison.

The City Council shall have full power and authority to declare and impose penalties and punishments, and to enforce the same against any person or persons who may violate any of the provisions of any ordinance, resolution, rule or by-law passed or ordained by them: and all such ordinances, resolutions, rules and by-laws are hereby declared to be and have the force of law, and for the said purposes shall have authority by ordinance, resolution or by-laws, to the extent permitted by law.

SECTION SIX: That the first through thirty-fifth paragraphs shown in Section 32 of Chapter Two: Officers and Elections-Duties of City Council be amended by striking the whole thereof.

SECTION SEVEN: That Section 33 of Chapter Two: Officers and Elections-Duties of City Council be revised as shown with added language underlined and deleted language ~~struck out~~.

SECTION 33. The City Council may create an ordinance which may impose punishment for the breach of ~~any any~~ Ordinance of the City to impose a fine and imprisonment as permitted by state law.

SECTION EIGHT: That Section 39 of Chapter Two: Officers and Elections-Duties of City Council be amended by striking the whole thereof.

SECTION NINE: That Section 42 of Chapter Three: Finances be revised as shown with added language underlined and deleted language ~~struck out~~.

CITY CHARTER – CHAPTER THREE

FINANCES

SECTION 42. The fiscal year of the City shall ~~commence on the first secular day of January each year~~ be the calendar year.

SECTION TEN: That Section 46, No. 11 and Section 47 of Chapter Three: Finances be revised as shown with added language underlined and deleted language ~~struck out~~.

SECTION 46. The City Council shall annually levy taxes to provide for the following specifically designated funds and the general fund:

No. (11). A PERMANENT IMPROVEMENT REVOLVING FUND. Except as provided in respect of other specific funds defined in this Section 46, or hereinafter otherwise declared in this particular subdivision there shall be paid into this fund all moneys received on special assessments heretofore or hereafter levied by the City for local improvements, and also all the proceeds of the sale of permanent improvement REVOLVING fund bonds. Out of this fund shall be paid, as they fall due, all permanent-improvement-revolving fund bonds and the installments on contracts for all such public improvements as are to be paid in whole or in part by assessments against property benefited thereby, except as hereinabove otherwise provided, and also excepting contracts for sewers, on which contracts for sewers payments shall be made in accordance with the provisions of Chapter 312, General Laws 1903, and amendments thereof. The City Council is authorized, in its discretion, to cause to be paved, re-paved or otherwise improved, any street or alley or any portion thereof in the City, or any gutter along side any street or alley, or any portion thereof, in such manner as it may direct. In the case of first paving or any other original or primary improvement, every lot or parcel

of real property fronting or abutting thereon, and subject to special assessment for such improvement, shall be assessed for an amount equal to the cost of such first paving or other original or primary improvement on the same side of the street or alley to the center thereof: provided, that whenever the City Council shall deem any such first paving or other original or primary improvement to be generally beneficial to the public at large, the City Council may pay, or cause to be paid, thereon from the general fund an amount not exceeding twenty-five per cent (25%\$) of the cost and expense thereof, and assess the abutting property, as above defined, for the other seventy-five per cent (75%) or more of such cost and expense. In the case of repaving or other local improvement, of the kind hereinbefore mentioned, subsequent to the first, original or primary improvement of like character in any such street or alley, every lot or parcel of real property, then and there subject to special assessment for local improvements, fronting or abutting on any such re-paving or improvement subsequent to the first or original improvement of like character, laid or made on the same side of the street or alley, exclusive of street intersection, shall be assessed for an amount equal to two thirds of the cost thereof to the center of the street. All other expense or cost of such repaving or other local improvement subsequent to the first or original improvement, of the character above defined, shall be paid out of the permanent improvement fund, and in case of shortage in that fund the requisite sum shall be advanced and paid out of the general fund. To provide for the expense and cost of any such improvement, not payable out of the permanent improvement fund, the City Council shall, in due order, adopt special assessment rolls. The special assessments hereunder against abutting property shall be payable in ten (10) semi-annual installments, at times when general taxes become due and payable according to law, and commencing with the first payment of such general taxes immediately after the time of adoption of any such special assessment may pay the entire amount thereof, or any remaining portion, at any earlier time.

No interest shall be imposed upon any such special assessment until the first Monday in January next following actual commencement of the work of improvement, for which the assessment shall have been adopted, where such work shall have been actually commenced subsequent to the first Monday in the next preceding month of July: and, in case any such work be actually commenced subsequent to the first Monday in January of any year, no interest shall be imposed upon the special assessment therefor until the first Monday in July of that year. Whenever, under such circumstances, the work on any such improvement shall have been actually commenced, it shall be the duty of the City Engineer, or other person superintending the work, to forthwith furnish the City Administrator with a statement in writing describing the particular work and showing such date of actual commencement thereof, and thereupon the city Administrator shall file with the County Auditor, and with the County Treasurer, respectively, the proper certificate of the City Administrator describing the particular improvement, specifying the rate of interest, and stating the date from which the same shall be computed, in accordance with the foregoing provisions. The County Treasurer shall collect such interest and pay the same over to the City Treasurer.

SECTION 47. That annual amount to be levied for general taxation in any year for all said funds, shall not exceed the amounts as established by state statute. There shall be a levy of one-half mill on the assessed valuation of City taxable property over and above any Charter limitations and ~~total~~ levy limitations ~~pursuant to Minnesota Statutes 275.50 to 275.56 as amended~~ set forth in state statute, commencing for the levy year 1976 and continuing each levy year thereafter for a Community Action Program. The value of the mill levy shall be converted to a tax rate percentage by using a formula as established by the Minnesota Department of Revenue and calculated by the County Auditor.

SECTION ELEVEN: That Section 50 of Chapter Three: Finances be amended by striking the whole thereof.

SECTION TWELVE: That Section 54-G and 54-H of Chapter Three: Finances be revised as shown with added language underlined and deleted language ~~struck out~~.

SECTION 54-G. There shall be a levy of one-half mill on the assessed valuation of City taxable property over and above any Charter limitations and ~~total~~ levy limitations ~~set forth in state statute pursuant to Minnesota Statutes, Sections 275.50 to 275.56, as amended~~, for the 1982 levy collectible in 1983 and continuing each levy year hereafter, for the establishment and maintenance of a program for the benefit of senior citizens or to subsidized non-profit senior citizens organization. The value of the mill levy shall be converted to a tax rate percentage by using a formula as established by the Minnesota Department of Revenue and calculated by the County Auditor.

SECTION 54-H. There shall be a levy of 1/2 mill on the assessed valuation of taxable property in the City commencing at the ~~earliest~~ earliest levy year after adoption of this amendment and continuing each levy year thereafter for the Northland Arboretum and Paul Bunyan Conservation Area. Before funding from the City is transmitted, an annual financial statement for the prior fiscal year shall be provided by the Northland Arboretum and Paul Bunyan Conservation Area to the City Council showing revenues and expenditures to ensure proper use of funds. The value of the mill levy shall be converted to a tax rate percentage by using a formula as established by the Minnesota Department of Revenue and calculated by the County Auditor.

SECTION THIRTEEN: That Chapter Four: Police Department be amended by striking the whole thereof.

SECTION FOURTEEN: That Sections 63 and 64 of Chapter Five: Fire Department be amended by striking the whole thereof.

SECTION FIFTEEN: That Sections 89 and 90 of Chapter Six: Streets be amended by striking the whole thereof.

SECTION SIXTEEN: That Chapter Seven: Sewers be amended by striking the whole thereof.

SECTION SEVENTEEN: That Section 107 of Chapter Eight: Public Utilities Commission be revised as shown with added language underlined and deleted language ~~struck out~~.

SECTION 107. Subject to state law, The Commission shall have power to fix all rates and compensation to be paid by consumers of water and electric light and power, and to make and enforce such rules, regulations and penalties as they may deem proper to affect such collections and to protect all property and rights pertaining to the said departments.

SECTION EIGHTEEN: That Sections 123 and 129 of Chapter Eleven: General Provisions be amended by striking the whole thereof.

SECTION NINETEEN: Upon passage, this ordinance becomes effective 90 days after its publication.

Adopted this _____ day of December, 2020

GABE JOHNSON
President of the Council

Approved this _____ day of December, 2020

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator