CITY COUNCIL AGENDA

Brainerd, Minnesota
January 4, 2021
7:30 P.M.
WebEx Teleconference Meeting - Call In Information
CALL TOLL-FREE: 1-844-992-4726
Access Code: 146 699 5555

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

2. **Administer Oath Of Office**

   - Dave Badeaux - Mayor
   - Dave Pritschet - Alderman, Ward 1
   - Tiffany Stenglein - Alderman, Ward 3
   - Tad Erickson - Alderman, At Large
   - Mike O'Day - Alderman, At Large
   - Kevin Stunek - Alderman, At Large

3. **Roll Call**

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

   ___ M. O'Day ___ K. Stunek ___ G. Johnson ___ Mayor Badeaux

4. **Presentations**

   A. **Tower Award Presentations To Retiring Employees Park Director Tony Sailer & Police Chief Corky McQuiston**

5. **Election Of President And Vice President Of The Council For 2021-2022**

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

7. **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 (2020 Year End & January 4, 2021) And Transfers Of Funds**

General Fund to Airport Fund per Budget	$155,500
General Fund to Mayor Contingency Fund per Budget	2,500
General Fund to IT Capital Fund per Budget	20,000
Public Safety Fund to Fire Capital Fund per Budget	188,310
Public Safety Fund to Debt Service Fund per Budget	148,727

Public Safety Fund to Capital Fund per Budget 65,000

Documents:

123020 YEAR END AP INVOICE REGISTER.pdf
010421 COUNCIL AP INVOICE REGISTER.pdf

B. **Approval Of Minutes**
1. Regular Meeting Held on December 21, 2020

Documents:

20201221_CC draft.pdf

C. **Approval Of Licenses**
Contractor Licenses - 22

Documents:

CONTRACTOR LICENSE REPORT - 2020-12-30.pdf

D. **Department Activity Reports**
1. Fire Chief

Documents:

Fire Chief Report.pdf

E. **Appointment Of City Officials Pursuant To City Charter -2021/2022 Term**
1. City Engineer - Paul Sandy, P.E
2. City Building Official - Darrin Deseth
3. City Attorney - Joseph J. Langel

Documents:

Official Appointment.pdf

F. **Police Dept. Biennial Body Camera Audit Report**

Documents:

PD Body Camera.pdf

G. **Designation Of Brainerd Dispatch As Official Newspaper For Calendar Year 2021 Pursuant To City Charter; And Authorize Signature On Contract With The Dispatch**

Documents:

Dispatch.pdf

H. **Designation Of Finance Institutions As Depositories For 2021 Pursuant To City Charter**

Documents:

Financial Institutions.pdf

I. **Adoption Of A Resolution Approving Signature Authorization For 2021 Capital Projects For The Brainerd Lakes Regional Airport**

Documents:

Res - Airport 2021 Capital Projects.pdf

J. **Approval Of Off-Sale Liquor License - Submitted By The American Legion Post #255, 708 Front St., Brainerd - Contingent Upon Fire Department Approval**

8. **Unfinished Business**

A. **Call For Applicants - Informational**

(Applications Available on the City's Website)
(*http://www.ci.brainerd.mn.us/*)
PLEASE NOTE: *THIS INCLUDES ANY EXPIRING TERMS UP FOR REAPPOINTMENT* ***- ALL CURRENT MEMBERS ARE REQUIRED TO REAPPLY***

Mayor Recommended: (terms to expire 12/31 of said year)
Cable TV Advisory Committee - 1 term (Expire 2021) - 1 term (Expire 2022)
Charter Commission - 2 terms (Expire 2024)
Housing & Redevelopment Authority (HRA) - 1 term (Expire 2025)
Park Board - 1 term (Expire 2025)
Public Utilities Commission - 1 term (Expire 2025)
Rental Dwelling License Board of Appeals - 5 terms (Expire 2022)
Transportation Advisory Committee (TAC) - 3 terms (Expire 2022)

Council President Recommended: (terms to expire 12/31 of said year)
Police & Fire Civil Service Commission - 1 term (Expire 2023)

Ad Hoc Committees - Applicants Needed
Water Tower Committee - Two positions available

9. **New Business**

A. **Ratification Of Hiring Police Officer Brandon Anderson**

Documents:

Police Officer Hiring.pdf

B. **Authorize Promotion Of James Kramvik To Assistant Planner**

Documents:

Auth Promotion J. Kramvik.pdf

C. **Authorize Promotion Of Marvin Bush To Street Maintenance III**

Documents:

Auth Promotion M. Bush.pdf

D. **Update On Police Chief Hiring**

Documents:

Update Police Chief.pdf

E. **Appointment Of Acting Police Chief**

Documents:

Appt Acting Police Chief.pdf

F. **Accept Resignation Of Community Service Officer (CSO) Masen Barton**

Documents:

CSO Resignation.pdf

G. **Planning Commission Terms**

Documents:

Planning Commission Terms.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. **Closed Session Pursuant To MN Statutes, 13D.05, Subd. 3(B) For Attorney-Client Privilege To Discuss Tom's Backhoe Service, Inc. V. City Of Brainerd Pending Litigation**

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

Personnel & Finance Committee will not be meeting tonight.

Safety & Public Works Committee will not be meeting tonight.

Visit the City's Website at www.ci.brainerd.mn.us

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

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 12/30/2020 - 12/30/2020
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 0011 - ACE HARDWARE:							
293483							
63639	ACE HARDWARE	12/18/2020	12/30/2020	29.31	0.00	Paid	Y
	SOCKET/SURGE PROTECTOR	pziemer					12/30/2020
225-2220-42210	OPERATING SUPPLIES			29.31			
293600							
63675	ACE HARDWARE	12/23/2020	12/30/2020	13.29	0.00	Paid	Y
	SPRATPAINT/BORING WOOD	pziemer					12/30/2020
225-2220-42210	OPERATING SUPPLIES			13.29			
293658							
63752	ACE HARDWARE	12/29/2020	12/30/2020	21.48	0.00	Paid	Y
	STREET GARAGE FURNACE FILTERS	pziemer					12/30/2020
237-3190-42220	REPAIR & MAINT			21.48			
293603							
63769	ACE HARDWARE	12/23/2020	12/30/2020	30.55	0.00	Paid	Y
	SUPPLIES, MIXED FUEL, SOAP	pziemer					12/30/2020
260-9020-42220	REPAIR & MAINT			30.55			
293420							
63797	ACE HARDWARE	12/16/2020	12/30/2020	19.38	0.00	Paid	Y
	GGP KIOSK SPRAYPAINT	pziemer					12/30/2020
230-5200-42220	REPAIR & MAINT			19.38			
	Total for vendor 0011 - ACE HARDWARE:			114.01	0.00		
Vendor 3523 - ALERT-ALL:							
220120068							
63656	ALERT-ALL CORP	12/23/2020	12/30/2020	409.50	0.00	Paid	Y
	FIRE HELMETS	pziemer					12/30/2020
225-2220-43430	MISCELLANEOUS			409.50			
	Total for vendor 3523 - ALERT-ALL:			409.50	0.00		
Vendor 0039 - AMERIPRIDE LINE:							
2201413252							
63644	ARAMARK UNIFORM	12/17/2020	12/30/2020	60.18	0.00	Paid	Y
	RUGS AND OVERALLS	pziemer					12/30/2020
235-3100-43430	MISCELLANEOUS			60.18			
2201415739							
63753	ARAMARK UNIFORM	12/24/2020	12/30/2020	82.06	0.00	Paid	Y
	RUGS AND OVERALLS	pziemer					12/30/2020
235-3100-43430	MISCELLANEOUS			82.06			

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
2201408847							
63771	ARAMARK UNIFORM	12/04/2020	12/30/2020	81.86	0.00	Paid	Y
	TOWELS AND UNIFORMS	pziemer					12/30/2020
260-9020-42220	REPAIR & MAINT			81.86			
2201411447							
63772	ARAMARK UNIFORM	12/11/2020	12/30/2020	81.86	0.00	Paid	Y
	TOWELS AND UNIFORMS	pziemer					12/30/2020
260-9020-42220	REPAIR & MAINT			81.86			
2201413691							
63773	ARAMARK UNIFORM	12/18/2020	12/30/2020	105.40	0.00	Paid	Y
	TOWELS AND UNIFORMS	pziemer					12/30/2020
260-9020-42220	REPAIR & MAINT			105.40			
2201416153							
63774	ARAMARK UNIFORM	12/25/2020	12/30/2020	68.18	0.00	Paid	Y
	TOWELS AND UNIFORMS	pziemer					12/30/2020
260-9020-42220	REPAIR & MAINT			68.18			
	Total for vendor 0039 - AMERIPRIDE LINE:			479.54	0.00		
Vendor 3382 - API SUPPLY LIFT:							
W4338-3							
63770	API SUPPLY LIFTS INC	12/15/2020	12/30/2020	257.00	0.00	Paid	Y
	SKYJACK ANNUAL INSPECTION	pziemer					12/30/2020
260-9020-42230	REPAIRS-VEHICLES & EQUIP			257.00			
	Total for vendor 3382 - API SUPPLY LIFT:			257.00	0.00		
Vendor 0944 - ASPEN MILLS:							
266073							
63633	ASPEN MILLS	12/16/2020	12/30/2020	413.40	0.00	Paid	Y
	UNIFORM - LEE	pziemer					12/30/2020
225-2220-41113	UNIFORM ALLOWANCE			413.40			
266076							
63634	ASPEN MILLS	12/16/2020	12/30/2020	407.94	0.00	Paid	Y
	UNIFORM - KALIS	pziemer					12/30/2020
225-2220-41113	UNIFORM ALLOWANCE			407.94			
266074							
63635	ASPEN MILLS	12/16/2020	12/30/2020	365.99	0.00	Paid	Y
	UNIFORM - PRASKA	pziemer					12/30/2020
225-2220-41113	UNIFORM ALLOWANCE			365.99			

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
266075							
63636	ASPEN MILLS	12/16/2020	12/30/2020	397.94	0.00	Paid	Y
	UNIFORM - BEESON	pziemer					12/30/2020
225-2220-41113	UNIFORM ALLOWANCE			397.94			
266111							
63637	ASPEN MILLS	12/16/2020	12/30/2020	480.16	0.00	Paid	Y
	UNIFORM - BADGES	pziemer					12/30/2020
225-2220-41113	UNIFORM ALLOWANCE			480.16			
	Total for vendor 0944 - ASPEN MILLS:			2,065.43	0.00		
Vendor 3265 - BARATTO BROTHER:							
C/H FINAL							
63651	BARATTO BROTHERS CONSTRUCTION	12/20/2020	12/30/2020	6,586.58	0.00	Paid	Y
	CITY HALL REMODEL - FINAL	pziemer					12/30/2020
400-1980-45530	PYMTS TO CONTRACTORS			6,586.58			
	Total for vendor 3265 - BARATTO BROTHER:			6,586.58	0.00		
Vendor 0745 - BATTERIES PLUS:							
P34613394							
63662	BATTERIES PLUS	12/16/2020	12/30/2020	17.98	0.00	Paid	Y
	BATTERIES	pziemer					12/30/2020
225-2120-42210	OPERATING SUPPLIES			17.98			
	Total for vendor 0745 - BATTERIES PLUS:			17.98	0.00		
Vendor 2948 - BILL'S GUN SHOP:							
65321							
63663	BILL'S GUN SHOP & RANGE	12/16/2020	12/30/2020	20.00	0.00	Paid	Y
	724 RANGE TIME	pziemer					12/30/2020
225-2120-43330	PROFESSIONAL DEVELOPMENT			20.00			
	Total for vendor 2948 - BILL'S GUN SHOP:			20.00	0.00		
Vendor 1339 - BLUEGLOBES, LLC:							
BRD-54424							
63792	BLUEGLOBES, LLC	12/07/2020	12/30/2020	626.32	0.00	Paid	Y
	RUNWAY LIGHTING PARTS	pziemer					12/30/2020
260-9020-42220	REPAIR & MAINT			626.32			
	Total for vendor 1339 - BLUEGLOBES, LLC:			626.32	0.00		
Vendor 0074 - BRAINERD GENERA:							

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
134608							
63798	BRAINERD GENERAL RENTAL	12/01/2020	12/30/2020	130.00	0.00	Paid	Y
	MILLS FIELD - BOOM LIFT RENTAL	pziemer					12/30/2020
230-5200-42221	R&M-ATHLETIC FIELD MAINT			130.00			
	Total for vendor 0074 - BRAINERD GENERA:			130.00	0.00		
Vendor 0206 - BRAINERD HOUSIN:							
4TH 2020							
63685	BRAINERD HOUSING AUTHORITY	12/28/2020	12/30/2020	5,140.95	0.00	Paid	Y
	4TH QTR 2020 SMALL CITIES NE BRAINERI	pziemer					12/30/2020
202-6324-43300	NE BRAINE PROFESSIONAL SERVICES/ADM			5,140.95			
	Total for vendor 0206 - BRAINERD HOUSIN:			5,140.95	0.00		
Vendor 0085 - BRAINERD POLICE:							
8/27/20							
63666	BRAINERD POLICE DEPT	12/23/2020	12/30/2020	1.20	0.00	Paid	Y
	USPS POSTAGE	pziemer					12/30/2020
225-2120-43322	POSTAGE			1.20			
10/22/20							
63667	BRAINERD POLICE DEPT	12/23/2020	12/30/2020	28.40	0.00	Paid	Y
	UNDERCOVER SUPPLIES/ALCOHOL	pziemer					12/30/2020
223-2140-43432	UNDERCOVER SUPPLIES			28.40			
12/10/20							
63668	BRAINERD POLICE DEPT	12/10/2020	12/30/2020	9.75	0.00	Paid	Y
	UNDERCOVER SUPPLIES - TOBACCO	pziemer					12/30/2020
223-2140-43432	UNDERCOVER SUPPLIES			9.75			
	Total for vendor 0085 - BRAINERD POLICE:			39.35	0.00		
Vendor 0296 - BRAINERD PUBLIC:							
2019 WC							
63681	BRAINERD PUBLIC UTILITIES	12/22/2020	12/30/2020	5,181.00	0.00	Paid	Y
	2019 WORKERS COMP CREDIT	pziemer					12/30/2020
101-0000-20850	DUE TO COMPONENT UNIT			5,181.00			
	Total for vendor 0296 - BRAINERD PUBLIC:			5,181.00	0.00		
Vendor 3393 - CAUGHEY, DARIN:							
12/18/2020							
63646	CAUGHEY, DARIN	12/18/2020	12/30/2020	64.00	0.00	Paid	Y
	CDL RENEWAL REMIBURSMENT	pziemer					12/30/2020

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
235-3100-43430	MISCELLANEOUS			64.00			
	Total for vendor 3393 - CAUGHEY, DARIN:			64.00	0.00		
Vendor 0447 - CDW GOVERNMENT,:							
5251891							
63622	CDW GOVERNMENT, INC	12/09/2020	12/30/2020	46.00	0.00	Paid	Y
	CDWG - STARTECH SSD ADAPTER QTY2	pziemer					12/30/2020
101-1800-42210	OPERATING SUPPLIES			46.00			
	Total for vendor 0447 - CDW GOVERNMENT,:			46.00	0.00		
Vendor 0307 - CENTERPOINT ENE:							
11078538-3/DEC 2020							
63795	CENTERPOINT ENERGY	12/17/2020	12/30/2020	203.52	0.00	Paid	Y
	11/16-12/15 ST 2 UTILITIES	pziemer					12/30/2020
225-2220-43380	UTILITIES			203.52			
60047206/DEC 2020							
63796	CENTERPOINT ENERGY	12/17/2020	12/30/2020	329.99	0.00	Paid	Y
	11/16-12/15 ST 1 UTILITIES	pziemer					12/30/2020
225-2220-43380	UTILITIES			329.99			
	Total for vendor 0307 - CENTERPOINT ENE:			533.51	0.00		
Vendor 3803 - CHEM-AQUA:							
7206484							
63775	CHEM-AQUA	12/15/2020	12/30/2020	182.00	0.00	Paid	Y
	DEC 20 CONTRACT WATER TREATMENT	pziemer					12/30/2020
260-9020-42220	REPAIR & MAINT			182.00			
	Total for vendor 3803 - CHEM-AQUA:			182.00	0.00		
Vendor 0119 - CLAREY'S SAFETY:							
192096							
63632	CLAREY'S SAFETY EQUIPMENT	12/03/2020	12/30/2020	10,116.00	0.00	Paid	Y
	RAM EXTRICATION EQUIPMENT	pziemer					12/30/2020
404-9055-45500	BUILDING CAPITAL			10,116.00			
	Total for vendor 0119 - CLAREY'S SAFETY:			10,116.00	0.00		
Vendor 0122 - COMMUNITY ACTIO:							
2020 EOY							
63808	COMMUNITY ACTION	12/30/2020	12/30/2020	3,799.05	0.00	Paid	Y
	2020 EOY LEVY PAYMENT	pziemer					12/30/2020

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
101-9200-43460	REMIT COMMUNITY ACTION LEVY			3,799.05			
	Total for vendor 0122 - COMMUNITY ACTIO:			3,799.05	0.00		
Vendor 0365 - CRESCENT ELECTR:							
S508574519.001							
63776	CRESCENT ELECTRIC SUPPLY	12/28/2020	12/30/2020	1,915.35	0.00	Paid	Y
	FRANGIBLE COUPLINGS RUNWAY LIGHTING	pziemer					12/30/2020
260-9020-42220	REPAIR & MAINT			1,915.35			
	Total for vendor 0365 - CRESCENT ELECTR:			1,915.35	0.00		
Vendor 0136 - CWC ATTORNEY:							
ICR 20001224							
63676	CWC ATTORNEY	12/17/2020	12/30/2020	33.40	0.00	Paid	Y
	ICR 20001224	pziemer					12/30/2020
223-0000-22800	OTHER LIABILITIES			33.40			
ICR 19014214							
63678	CWC ATTORNEY	12/17/2020	12/30/2020	52.60	0.00	Paid	Y
	ICR 19014214	pziemer					12/30/2020
223-0000-22800	OTHER LIABILITIES			52.60			
	Total for vendor 0136 - CWC ATTORNEY:			86.00	0.00		
Vendor 0132 - CWC HIGHWAY DEP:							
3815							
63624	CWC HIGHWAY DEPT	12/01/2020	12/30/2020	1,791.11	0.00	Paid	Y
	NOV 2020 TRANSIT FUEL	pziemer					12/30/2020
203-9000-42212	MOTOR FUELS			1,791.11			
	Total for vendor 0132 - CWC HIGHWAY DEP:			1,791.11	0.00		
Vendor 3220 - DALCO:							
3719626							
63682	DALCO	12/22/2020	12/30/2020	237.38	0.00	Paid	Y
	CLEANING AND MAINTENANCE SUPPLIES	pziemer					12/30/2020
225-2120-42220	REPAIR & MAINT			237.38			
	Total for vendor 3220 - DALCO:			237.38	0.00		
Vendor 3402 - FLEETPRIDE:							
65375801							
63654	FLEETPRIDE	12/21/2020	12/30/2020	96.73	0.00	Paid	Y
	TRUCK 109 GATE SOLENOID	pziemer					12/30/2020

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
235-3125-42220	REPAIR & MAINT			96.73			
	Total for vendor 3402 - FLEETPRIDE:			96.73	0.00		
Vendor 0186 - GALLS LLC:							
017139742							
63688	GALLS LLC	12/08/2020	12/30/2020	23.79	0.00	Paid	Y
	TRI RELEASE BUCKLES	pziemer					12/30/2020
225-2120-41113	UNIFORM ALLOWANCE			23.79			
	Total for vendor 0186 - GALLS LLC:			23.79	0.00		
Vendor 2377 - GRANITE ELECTRO:							
154006214-1							
63659	GRANITE ELECTRONICS	12/18/2020	12/30/2020	160.60	0.00	Paid	Y
	PAGER REPAIR	pziemer					12/30/2020
225-2220-42220	REPAIR & MAINT			160.60			
	Total for vendor 2377 - GRANITE ELECTRO:			160.60	0.00		
Vendor 3687 - HAATAJA CONTRACTING INC:							
C/H FINAL							
63650	HAATAJA CONTRACTING INC	12/20/2020	12/30/2020	20,482.94	0.00	Paid	Y
	CITY HALL REMODEL - FINAL	pziemer					12/30/2020
400-1980-45530	PYMTS TO CONTRACTORS			20,482.94			
	Total for vendor 3687 - HAATAJA CONTRACTING INC:			20,482.94	0.00		
Vendor 0201 - HEARTLAND TIRE:							
15013144							
63655	HEARTLAND TIRE SERVICE INC	12/21/2020	12/30/2020	59.00	0.00	Paid	Y
	E3 TIRE PATCH	pziemer					12/30/2020
225-2220-42220	REPAIR & MAINT			59.00			
	Total for vendor 0201 - HEARTLAND TIRE:			59.00	0.00		
Vendor 0209 - HEARTLAND TIRE:							
3021990							
63683	HEARTLAND TIRE INC.	12/24/2020	12/30/2020	615.96	0.00	Paid	Y
	SQD 429 TIRES	pziemer					12/30/2020
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			615.96			
	Total for vendor 0209 - HEARTLAND TIRE:			615.96	0.00		
Vendor 0433 - HILLYARD:							

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
604185632							
63777	HILLYARD	12/22/2020	12/30/2020	184.96	0.00	Paid	Y
	JANITORIAL SUPPLIES	pziemer					12/30/2020
260-9020-42220	REPAIR & MAINT			184.96			
604189259							
63778	HILLYARD	12/29/2020	12/30/2020	40.14	0.00	Paid	Y
	JANITORIAL SUPPLIES	pziemer					12/30/2020
260-9020-42220	REPAIR & MAINT			40.14			
	Total for vendor 0433 - HILLYARD:			225.10	0.00		
Vendor 0203 - HOLDEN ELECTRIC:							
PAY REQ 10							
63652	HOLDEN ELECTRIC	12/20/2020	12/30/2020	4,013.75	0.00	Paid	Y
	CITY HALL REMODEL THRU 11/18	pziemer					12/30/2020
400-1980-45530	PYMTS TO CONTRACTORS			4,013.75			
PAY REQ 11							
63653	HOLDEN ELECTRIC	12/20/2020	12/30/2020	3,770.56	0.00	Paid	Y
	CITY HALL REMODEL THRU 11/18/20	pziemer					12/30/2020
400-1980-45530	PYMTS TO CONTRACTORS			3,770.56			
61258							
63779	HOLDEN ELECTRIC	12/04/2020	12/30/2020	385.83	0.00	Paid	Y
	REPLACE LAMP IN ROTATING BEACON	pziemer					12/30/2020
260-9020-43300	PROFESSIONAL SERVICES			385.83			
	Total for vendor 0203 - HOLDEN ELECTRIC:			8,170.14	0.00		
Vendor 1589 - HOTSYMINNESOTA.:							
69503							
63640	HOTSYMINNESOTA.COM	12/17/2020	12/30/2020	270.60	0.00	Paid	Y
	WASH BAY SOAP	pziemer					12/30/2020
237-3190-42220	REPAIR & MAINT			270.60			
	Total for vendor 1589 - HOTSYMINNESOTA.:			270.60	0.00		
Vendor 0213 - INTOXIMETERS IN:							
670181							
63689	INTOXIMETERS INC	12/18/2020	12/30/2020	897.00	0.00	Paid	Y
	QTY 3 INTOXIMETERS	pziemer					12/30/2020
225-2120-42210	OPERATING SUPPLIES			897.00			
	Total for vendor 0213 - INTOXIMETERS IN:			897.00	0.00		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 3421 - JOBSHQ:							
2222681							
63811*	JOBSHQ	12/01/2020	12/30/2020	324.00	0.00	Paid	Y
	NOV 2020 JOB POSTINGS	pziemer					12/30/2020
225-2120-43350	PRINTING/LEGAL PUBLICATION			749.00			
230-5200-43350	PRINTING/LEGAL PUBLICATION			(450.00)			
260-9020-43430	MISCELLANEOUS			25.00			
	Total for vendor 3421 - JOBSHQ:			324.00	0.00		
Vendor 3233 - JOHNSTONE SUPPL:							
S100902167.001							
63780	JOHNSTONE SUPPLY	12/08/2020	12/30/2020	304.56	0.00	Paid	Y
	HVAC FILTERS	pziemer					12/30/2020
260-9020-42220	REPAIR & MAINT			304.56			
	Total for vendor 3233 - JOHNSTONE SUPPL:			304.56	0.00		
Vendor 1512 - KIRVIDA FIRE IN:							
9323							
63630	KIRVIDA FIRE INC	12/17/2020	12/30/2020	557.48	0.00	Paid	Y
	E4 GENERATOR REPAIR	pziemer					12/30/2020
225-2220-42220	REPAIR & MAINT			557.48			
9322							
63631	KIRVIDA FIRE INC	12/17/2020	12/30/2020	229.48	0.00	Paid	Y
	E3 PUMP HOUSE HEATER SWITCH	pziemer					12/30/2020
225-2220-42220	REPAIR & MAINT			229.48			
	Total for vendor 1512 - KIRVIDA FIRE IN:			786.96	0.00		
Vendor 3469 - LAKES AREA MAT:							
20201215 #380							
63799	LAKES AREA MAT SERVICE INC	12/15/2020	12/30/2020	10.08	0.00	Paid	Y
	PARKS NOV MAT SERVICE	pziemer					12/30/2020
230-5200-42220	REPAIR & MAINT			10.08			
	Total for vendor 3469 - LAKES AREA MAT:			10.08	0.00		
Vendor 0313 - LAKES AREA SENI:							
2020 EOY							
63809	LAKES AREA SENIOR CENTER	12/30/2020	12/30/2020	3,873.44	0.00	Paid	Y
	2020 EOY LEVY PAYMENT	pziemer					12/30/2020
101-9200-43461	REMIT SENIOR CITIZEN LEVY			3,873.44			
	Total for vendor 0313 - LAKES AREA SENI:			3,873.44	0.00		

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 12/30/2020 - 12/30/2020
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 0239 - MACQUEEN EQUIPM:							
P31559							
63781	MACQUEEN EQUIPMENT INC	12/16/2020	12/30/2020	3,204.28	0.00	Paid	Y
	HIGHSPEED BROOM JOYSTICK	pziemer					12/30/2020
260-9020-42230	REPAIRS-VEHICLES & EQUIP			3,204.28			
	Total for vendor 0239 - MACQUEEN EQUIPM:			3,204.28	0.00		
Vendor 1753 - MARCO:							
INV8254001							
63623	MARCO	12/14/2020	12/30/2020	2,658.75	0.00	Paid	Y
	MARCO - CISCO UMBRELLA SETUP	pziemer					12/30/2020
101-1800-43300	PROFESSIONAL SERVICES			2,658.75			
INV8267871							
63647	MARCO	12/17/2020	12/30/2020	1,504.00	0.00	Paid	Y
	MARCO - OFFICE 365 SUBSCRIPTION	pziemer					12/30/2020
101-1800-43309	COMPUTER SUPPORT			1,504.00			
INV8272148							
63788	MARCO	12/18/2020	12/30/2020	70.00	0.00	Paid	Y
	CREATE NEW IT USER	pziemer					12/30/2020
260-9020-43309	COMPUTER SUPPORT			70.00			
	Total for vendor 1753 - MARCO:			4,232.75	0.00		
Vendor MISC - MARY GABEL:							
41191190							
63754	MARY GABEL	12/29/2020	12/30/2020	9.30	0.00	Paid	Y
	OVERPAYMENT ON ASSESSMENT 307 19-10B	pziemer					12/30/2020
307-0000-20300	DUE TO TAX PAYER (ASSMENTTS)			9.30			
	Total for vendor MISC - MARY GABEL:			9.30	0.00		
Vendor 2061 - M-B COMPANIES I:							
251428							
63789	M-B COMPANIES INC OF WI	12/01/2020	12/30/2020	1,608.39	0.00	Paid	Y
	SNOWBLOWER CUTTING EDGE	pziemer					12/30/2020
260-9020-42230	REPAIRS-VEHICLES & EQUIP			1,608.39			
	Total for vendor 2061 - M-B COMPANIES I:			1,608.39	0.00		
Vendor 0889 - MENARDS - BAXTE:							

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
46618							
63800	MENARDS - BAXTER	12/17/2020	12/30/2020	5.51	0.00	Paid	Y
	GGP HANDLE FOR MECHANICAL ROOM DOOR	pziemer					12/30/2020
230-5200-42220	REPAIR & MAINT			5.51			
	Total for vendor 0889 - MENARDS - BAXTE:			5.51	0.00		
Vendor 3394 - MIDWEST MACHINE:							
2303770							
63801	MIDWEST MACHINERY CO	12/16/2020	12/30/2020	6.99	0.00	Paid	Y
	FILTER FOR WOOD SPLITTER	pziemer					12/30/2020
230-5200-42220	REPAIR & MAINT			6.99			
	Total for vendor 3394 - MIDWEST MACHINE:			6.99	0.00		
Vendor 0926 - MINNESOTA T'S:							
E 41378							
63673	MINNESOTA T'S	12/23/2020	12/30/2020	35.00	0.00	Paid	Y
	BEANIES	pziemer					12/30/2020
225-2220-41113	UNIFORM ALLOWANCE			35.00			
	Total for vendor 0926 - MINNESOTA T'S:			35.00	0.00		
Vendor 0586 - MN STATE TREASU:							
ICR 20001224							
63677	MN STATE TREASURER	12/17/2020	12/30/2020	16.70	0.00	Paid	Y
	ICR 20001224	pziemer					12/30/2020
223-0000-22800	OTHER LIABILITIES			16.70			
ICR 19014214							
63679	MN STATE TREASURER	12/17/2020	12/30/2020	26.30	0.00	Paid	Y
	ICR 19014214	pziemer					12/30/2020
223-0000-22800	OTHER LIABILITIES			26.30			
	Total for vendor 0586 - MN STATE TREASU:			43.00	0.00		
Vendor 1021 - MOTOROLA:							
8281078117							
63674	MOTOROLA	12/12/2020	12/30/2020	1,786.50	0.00	Paid	Y
	BATTERIES/CHARGER	pziemer					12/30/2020
225-2500-42210	OPERATING SUPPLIES			1,786.50			
	Total for vendor 1021 - MOTOROLA:			1,786.50	0.00		
Vendor 3168 - MOTORS-N-MORE:							

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
28049							
63664	MOTORS-N-MORE	12/18/2020	12/30/2020	101.99	0.00	Paid	Y
	SQD 426 IGNITION COIL	pziemer					12/30/2020
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			101.99			
	Total for vendor 3168 - MOTORS-N-MORE:			101.99	0.00		
Vendor 0273 - NAPA AUTO PARTS:							
369955							
63782	NAPA AUTO PARTS	12/27/2020	12/30/2020	159.95	0.00	Paid	Y
	DEF FLUID 55 GAL	pziemer					12/30/2020
260-9020-42220	REPAIR & MAINT			159.95			
	Total for vendor 0273 - NAPA AUTO PARTS:			159.95	0.00		
Vendor 1153 - NORTHLAND ARBOR:							
2020 EOY							
63810	NORTHLAND ARBORETUM	12/30/2020	12/30/2020	3,798.78	0.00	Paid	Y
	2020 EOY LEVY PAYMENT	pziemer					12/30/2020
101-9200-43462	REMIT ARBORETUM LEVY			3,798.78			
	Total for vendor 1153 - NORTHLAND ARBOR:			3,798.78	0.00		
Vendor 0736 - NORTHLAND FIRE:							
43114							
63628	NORTHLAND FIRE PROTECTION	12/04/2020	12/30/2020	300.00	0.00	Paid	Y
	ANNUAL FIRE ALARM MONITORING	pziemer					12/30/2020
225-2120-43300	PROFESSIONAL SERVICES			300.00			
43261							
63638	NORTHLAND FIRE PROTECTION	12/16/2020	12/30/2020	951.50	0.00	Paid	Y
	SERVICE/RECERTIFICATION EXTINGUISHERS	pziemer					12/30/2020
225-2220-43300	PROFESSIONAL SERVICES			951.50			
	Total for vendor 0736 - NORTHLAND FIRE:			1,251.50	0.00		
Vendor 0444 - OAK LAWN TOWNSH:							
2020							
63687	OAK LAWN TOWNSHIP	12/28/2020	12/30/2020	16.83	0.00	Paid	Y
	MS 414.033 FINAL PAYMENT 2020	pziemer					12/30/2020
101-0000-31010	CURRENT AD VALOREM			16.83			
	Total for vendor 0444 - OAK LAWN TOWNSH:			16.83	0.00		
Vendor 2137 - O'REILLY AUTOMO:							

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
1647-415726							
63665	O'REILLY AUTOMOTIVE STORES INC.	12/17/2020	12/30/2020	16.47	0.00	Paid	Y
	WIPER FLUID	pziemer					12/30/2020
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			16.47			
1647-416672							
63684	O'REILLY AUTOMOTIVE STORES INC.	12/23/2020	12/30/2020	36.47	0.00	Paid	Y
	SQD 427 WIPER BLADES	pziemer					12/30/2020
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			36.47			
1647-414178							
63783	O'REILLY AUTOMOTIVE STORES INC.	12/07/2020	12/30/2020	16.52	0.00	Paid	Y
	EQUIPMENT BELTS	pziemer					12/30/2020
260-9020-42220	REPAIR & MAINT			16.52			
1647-414355							
63784	O'REILLY AUTOMOTIVE STORES INC.	12/08/2020	12/30/2020	30.25	0.00	Paid	Y
	TERMINAL HVAC BELTS	pziemer					12/30/2020
260-9020-42220	REPAIR & MAINT			30.25			
1647-416505							
63785	O'REILLY AUTOMOTIVE STORES INC.	12/22/2020	12/30/2020	68.36	0.00	Paid	Y
	WIPER BLADES	pziemer					12/30/2020
260-9020-42230	REPAIRS-VEHICLES & EQUIP			68.36			
1647-417134							
63786	O'REILLY AUTOMOTIVE STORES INC.	12/27/2020	12/30/2020	19.41	0.00	Paid	Y
	ANTI-FREEZE	pziemer					12/30/2020
260-9020-42220	REPAIR & MAINT			19.41			
	Total for vendor 2137 - O'REILLY AUTOMO:			187.48	0.00		
Vendor 3863 - PREMIER TEST & BALANCE:							
PAY REQ 2							
63661	PREMIER TEST & BALANCE	12/20/2020	12/30/2020	150.00	0.00	Paid	Y
	CITY HALL REMODEL THRU 12/10	pziemer					12/30/2020
400-1980-45530	PYMTS TO CONTRACTORS			150.00			
PAY REQ 1							
63672	PREMIER TEST & BALANCE	12/20/2020	12/30/2020	12,350.00	0.00	Paid	Y
	CITY HALL REMODEL THRU 12/10	pziemer					12/30/2020
400-1980-45530	PYMTS TO CONTRACTORS			12,350.00			
	Total for vendor 3863 - PREMIER TEST & BALANCE:			12,500.00	0.00		
Vendor 3366 - RASINSKI TOTAL:							

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
2390							
63787	RASINSKI TOTAL DOOR SERVICE LLC	12/22/2020	12/30/2020	645.30	0.00	Paid	Y
	NEW HGR KEYS, BAGGAGE DOOR REPAIR	pziemer					12/30/2020
260-9020-43300	PROFESSIONAL SERVICES			645.30			
	Total for vendor 3366 - RASINSKI TOTAL:			645.30	0.00		
Vendor MISC - RICK BJORK:							
41241456							
63793	RICK BJORK	12/30/2020	12/30/2020	938.31	0.00	Paid	Y
	REFUND OVERPAY OF 2019 DTSS/DTSR ASSE	pziemer					12/30/2020
235-0000-36101	SPECIAL ASSMT - COUNTY			650.81			
401-0000-36101	SPECIAL ASSMT - COUNTY			287.50			
	Total for vendor MISC - RICK BJORK:			938.31	0.00		
Vendor 0311 - ROYAL TIRE INC:							
317-43686							
63645	ROYAL TIRE INC	12/16/2020	12/30/2020	31.80	0.00	Paid	Y
	LOADER 115 TIRE VALVE ADAPTORS	pziemer					12/30/2020
237-3190-42220	REPAIR & MAINT			31.80			
	Total for vendor 0311 - ROYAL TIRE INC:			31.80	0.00		
Vendor 3667 - RUBADO, JOE:							
2020 FUEL							
63658	RUBADO, JOE	12/20/2020	12/30/2020	238.45	0.00	Paid	Y
	2020 BATTALION CHIEF FUEL REIMBURSEM	pziemer					12/30/2020
225-2220-42212	MOTOR FUELS			238.45			
	Total for vendor 3667 - RUBADO, JOE:			238.45	0.00		
Vendor 0883 - RUBBELKE, DARYL:							
2020 FUEL							
63657	RUBBELKE, DARYL	12/20/2020	12/30/2020	210.51	0.00	Paid	Y
	2020 BATTALION CHIEF FUEL REIMBURSEM	pziemer					12/30/2020
225-2220-42212	MOTOR FUELS			210.51			
	Total for vendor 0883 - RUBBELKE, DARYL:			210.51	0.00		
Vendor 3768 - SADUSKY RENOVATIONS:							
14							
63791	SADUSKY RENOVATIONS	12/27/2020	12/30/2020	4,219.96	0.00	Paid	Y
	12/1-12/15 INSPECTION SERVICES	pziemer					12/30/2020

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
101-2400-43300	PROFESSIONAL SERVICES			4,219.96			
	Total for vendor 3768 - SADUSKY RENOVATIONS:			4,219.96	0.00		
Vendor 3612 - SEVERSON PORTER:							
ICR20015080							
63641	SEVERSON PORTER LAW	12/22/2020	12/30/2020	420.00	0.00	Paid	Y
	ICR 20015080	pziemer					12/30/2020
224-0000-22800	OTHER LIABILITIES			420.00			
ICR20014263							
63642	SEVERSON PORTER LAW	12/22/2020	12/30/2020	150.00	0.00	Paid	Y
	ICR 20014263	pziemer					12/30/2020
224-0000-22800	OTHER LIABILITIES			150.00			
ICR18009974							
63643	SEVERSON PORTER LAW	12/22/2020	12/30/2020	142.50	0.00	Paid	Y
	ICR 18009974	pziemer					12/30/2020
224-0000-22800	OTHER LIABILITIES			142.50			
	Total for vendor 3612 - SEVERSON PORTER:			712.50	0.00		
Vendor 0150 - SOURCEWELL:							
28532							
63648	SOURCEWELL	12/16/2020	12/30/2020	1,950.00	0.00	Paid	Y
	NOV 2020 PLANNING AND ZONING SERVICES	pziemer					12/30/2020
101-2400-43300	PROFESSIONAL SERVICES			1,950.00			
	Total for vendor 0150 - SOURCEWELL:			1,950.00	0.00		
Vendor 0322 - STREICHERS PROF:							
I1470962							
63669	STREICHERS PROF EQUIP	12/15/2020	12/30/2020	249.99	0.00	Paid	Y
	719AM - INITIAL ISSUE	pziemer					12/30/2020
225-2120-41113	UNIFORM ALLOWANCE			249.99			
I1470995							
63670	STREICHERS PROF EQUIP	12/15/2020	12/30/2020	3.98	0.00	Paid	Y
	719AM - INITIAL ISSUE	pziemer					12/30/2020
225-2120-41113	UNIFORM ALLOWANCE			3.98			
I1471452							
63671	STREICHERS PROF EQUIP	12/17/2020	12/30/2020	1,274.98	0.00	Paid	Y
	719AM - INITIAL ISSUE BODY ARMOR/VES	pziemer					12/30/2020
225-2120-41113	UNIFORM ALLOWANCE			1,274.98			

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
I1472954							
63690	STREICHERS PROF EQUIP	12/23/2020	12/30/2020	94.97	0.00	Paid	Y
	TOURNIQUETS	pziemer					12/30/2020
225-2120-42209	SAFETY EQUIPMENT SUPPLIES			94.97			
I1473018							
63691	STREICHERS PROF EQUIP	12/23/2020	12/30/2020	49.99	0.00	Paid	Y
	724TA INITIAL ISSUE	pziemer					12/30/2020
225-2120-41113	UNIFORM ALLOWANCE			49.99			
	Total for vendor 0322 - STREICHERS PROF:			1,673.91	0.00		
Vendor 0145 - TREAS FIRE RELI:							
12124							
63686	TREAS, FIRE RELIEF ASSOC	12/28/2020	12/30/2020	525.00	0.00	Paid	Y
	50% ACTUARIAL TO BRF FIRE RELIEF ASS(	pziemer					12/30/2020
101-9200-43300	PROFESSIONAL SERVICES			525.00			
	Total for vendor 0145 - TREAS FIRE RELI:			525.00	0.00		
Vendor 0087 - VISIT BRAINERD:							
SEPT 2020							
63625	VISIT BRAINERD	12/18/2020	12/30/2020	2,397.32	0.00	Paid	Y
	SEPT 2020 LODGING TAX	pziemer					12/30/2020
101-9200-43340	LODGING TAX REMIT/PR			2,397.32			
OCT 2020							
63626	VISIT BRAINERD	12/18/2020	12/30/2020	1,810.57	0.00	Paid	Y
	OCT 2020 LODGING TAX	pziemer					12/30/2020
101-9200-43340	LODGING TAX REMIT/PR			1,810.57			
NOV 2020							
63627	VISIT BRAINERD	12/21/2020	12/30/2020	1,172.12	0.00	Paid	Y
	NOV 2020 LODGING TAX	pziemer					12/30/2020
101-9200-43340	LODGING TAX REMIT/PR			1,172.12			
	Total for vendor 0087 - VISIT BRAINERD:			5,380.01	0.00		
Vendor 0346 - WIDSETH SMITH N:							
208204							
63383	WIDSETH SMITH NOLTING	11/22/2020	12/30/2020	7,350.00	0.00	Paid	Y
	CHILDRENS MUSEUM THRU 11/14/2020	pziemer					12/30/2020
400-9050-45530	CAPITAL - OTHER			7,350.00			
	Total for vendor 0346 - WIDSETH SMITH N:			7,350.00	0.00		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 0350 - XCEL ENERGY:							
713066636							
63790	XCEL ENERGY	12/18/2020	12/30/2020	2,849.35	0.00	Paid	Y
	11/11-12/14 AIRPORT TERMINAL HEAT	pziemer					12/30/2020
260-9020-43380	UTILITIES			2,849.35			
	Total for vendor 0350 - XCEL ENERGY:			2,849.35	0.00		
Vendor 0354 - ZIEGLER, INC:							
SW190030342							
63680	ZIEGLER, INC	12/24/2020	12/30/2020	302.72	0.00	Paid	Y
	LOADER 115 TEMP SENSOR	pziemer					12/30/2020
235-3100-42220	REPAIR & MAINT			302.72			
	Total for vendor 0354 - ZIEGLER, INC:			302.72	0.00		
PCard: 2257 U.S. BANK Card Holder: ADMIN							
Vendor 3698 - AMAZON:							
11/25/20 -3							
63701	AMAZON	12/01/2020	12/30/2020	32.35	0.00	Paid	Y
	ALCOHOL WIPES FOR TRACFONE	pziemer					12/30/2020
211-5500-42200	OFFICE SUPPLIES			32.35			
	Total for vendor 3698 - AMAZON:			32.35	0.00		
Vendor 0133 - CWC RECORDER:							
12/16/20							
63734	CWC RECORDER	12/16/2020	12/30/2020	10.00	0.00	Paid	Y
	ONE DAY FEE TO RESEARCH WILLOWS SATI	pziemer					12/30/2020
101-1400-43433	DUES & SUBSCRIPTIONS			10.00			
	Total for vendor 0133 - CWC RECORDER:			10.00	0.00		
Total PCard: 2257 U.S. BANK Card Holder: ADMIN				42.35	0.00		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: AIRPORT							
Vendor 3698 - AMAZON:							
12/27/2020							
63764	AMAZON	12/27/2020	12/30/2020	29.56	0.00	Paid	Y
	SNOWBLOWER LATCH	pziemer					12/30/2020
260-9020-42230	REPAIRS-VEHICLES & EQUIP			29.56			
	Total for vendor 3698 - AMAZON:			29.56	0.00		
Vendor 3834 - CISCO:							
12/03/2020							
63762	CISCO	12/03/2020	12/30/2020	16.13	0.00	Paid	Y
	CISCO MONTHLY WEBEX SUBSCRIPTION	pziemer					12/30/2020
260-9020-43309	COMPUTER SUPPORT			16.13			
	Total for vendor 3834 - CISCO:			16.13	0.00		
Vendor 3311 - CRYSTEEL TRUCK:							
12/24/2020							
63765	CRYSTEEL TRUCK EQUIPMENT	12/24/2020	12/30/2020	180.74	0.00	Paid	Y
	SANDER CHUTE	pziemer					12/30/2020
260-9020-42230	REPAIRS-VEHICLES & EQUIP			180.74			
	Total for vendor 3311 - CRYSTEEL TRUCK:			180.74	0.00		
Vendor MISC - ENCLOSUREHUB:							
12/07/20							
63766	ENCLOSUREHUB	12/07/2020	12/30/2020	155.43	0.00	Paid	Y
	FUEL FARM STORAGE BOX	pziemer					12/30/2020
260-9020-42220	REPAIR & MAINT			155.43			
	Total for vendor MISC - ENCLOSUREHUB:			155.43	0.00		
Vendor 2392 - MENARDS:							
12/2/2020							
63761	MENARDS	12/02/2020	12/30/2020	11.91	0.00	Paid	Y
	HD CORD SWITCH	pziemer					12/30/2020
260-9020-42220	REPAIR & MAINT			11.91			
12/10/2020							
63763	MENARDS	12/10/2020	12/30/2020	11.95	0.00	Paid	Y
	SNOW REMOVAL MARKERS	pziemer					12/30/2020
260-9020-42220	REPAIR & MAINT			11.95			

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: AIRPORT							
	Total for vendor 2392 - MENARDS:			23.86	0.00		
Vendor 3713 - MICROSOFT AZURE:							
12/17/2020							
63767	MICROSOFT AZURE	12/17/2020	12/30/2020	13.48	0.00	Paid	Y
	MSFT OFFICE 365 11/16-12/15	pziemer					12/30/2020
260-9020-43309	COMPUTER SUPPORT			13.48			
12/20/2020							
63768	MICROSOFT AZURE	12/20/2020	12/30/2020	5.37	0.00	Paid	Y
	11/9-12/8/20 MSFT AZURE BACKUP	pziemer					12/30/2020
260-9020-43309	COMPUTER SUPPORT			5.37			
	Total for vendor 3713 - MICROSOFT AZURE:			18.85	0.00		
Total PCard: 2257 U.S. BANK Card Holder: AIRPORT				424.57	0.00		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: COM DEV							
Vendor 3707 - PDL CCAPSCONF5:							
12/4/2020							
63733	PDL CCAPSCONF5	12/04/2020	12/30/2020	425.00	0.00	Paid	Y
	REG. 2021 ANN. INST. FOR BLDG OFFICIA	pziemer					12/30/2020
101-0000-15510	PREPAID OTHER			425.00			
	Total for vendor 3707 - PDL CCAPSCONF5:			425.00	0.00		
Total PCard: 2257 U.S. BANK Card Holder: COM DEV				425.00	0.00		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: ENG							
Vendor 3696 - BOXNET:							
12/14/2020							
63738	BOX	12/14/2020	12/30/2020	25.00	0.00	Paid	Y
	BOXNET SERVICES 12/14/20-1/13/21	pziemer					12/30/2020
401-1415-43430	MISCELLANEOUS			25.00			
	Total for vendor 3696 - BOXNET:			25.00	0.00		
Vendor 3871 - MN STATE COLLEGES & UNIVERSITIES:							
12/10/20							
63758	MN STATE COLLEGES & UNIVERSITIES	12/10/2020	12/30/2020	(250.00)	0.00	Paid	Y
	REFUND FOR OVERPAYMENT TRAINING -COM	pziemer					12/30/2020
401-0000-15510	PREPAID OTHER			(250.00)			
	Total for vendor 3871 - MN STATE COLLEGES & UNIVERSITIES:			(250.00)	0.00		
Vendor 3707 - PDL CCAPSCONF5:							
12/21/20							
63736	PDL CCAPSCONF5	12/21/2020	12/30/2020	150.00	0.00	Paid	Y
	MN TRANSPORTATION CONF 2021 REG. SAN	pziemer					12/30/2020
101-0000-15510	PREPAID OTHER			150.00			
	Total for vendor 3707 - PDL CCAPSCONF5:			150.00	0.00		
Total PCard: 2257 U.S. BANK Card Holder: ENG				(75.00)	0.00		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: FIRE							
Vendor 3866 - 5.11 TACTICAL:							
12/21/20							
63745	5.11 TACTICAL	12/21/2020	12/30/2020	119.99	0.00	Paid	Y
	UNIFORM BOOTS	pziemer					12/30/2020
225-2220-41113	UNIFORM ALLOWANCE			119.99			
	Total for vendor 3866 - 5.11 TACTICAL:			119.99	0.00		
Vendor 3348 - ACTIVE911 INC:							
11/30/2020							
63744	ACTIVE911 INC	12/01/2020	12/30/2020	18.94	0.00	Paid	Y
	911 PAGING	pziemer					12/30/2020
225-2220-43433	DUES & SUBSCRIPTIONS			18.94			
	Total for vendor 3348 - ACTIVE911 INC:			18.94	0.00		
Vendor 3698 - AMAZON:							
12/11/20							
63742	AMAZON	12/11/2020	12/30/2020	59.69	0.00	Paid	Y
	MOUNTING BRACKET	pziemer					12/30/2020
225-2500-42210	OPERATING SUPPLIES			59.69			
12/23/2020							
63743	AMAZON	12/23/2020	12/30/2020	89.47	0.00	Paid	Y
	TRAILER LIGHTS	pziemer					12/30/2020
404-9055-45500	BUILDING CAPITAL			89.47			
12/09/2020							
63748	AMAZON	12/09/2020	12/30/2020	(8.50)	0.00	Paid	Y
	CREDITS FOR SALES TAX PREVIOUS PURCH	pziemer					12/30/2020
225-2220-42210	OPERATING SUPPLIES			(3.94)			
225-2220-42210	OPERATING SUPPLIES			(4.56)			
	Total for vendor 3698 - AMAZON:			140.66	0.00		
Vendor MISC - FIREHOSEDIRECT:							
12/22/2020							
63746	FIREHOSEDIRECT	12/22/2020	12/30/2020	301.62	0.00	Paid	Y
	WATER SOURCE ADAPTORS	pziemer					12/30/2020
225-2220-42210	OPERATING SUPPLIES			301.62			
	Total for vendor MISC - FIREHOSEDIRECT:			301.62	0.00		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: FIRE							
Vendor 2895 - FIRESTORE ONLIN:							
12/23/2020							
63747	FIRESTORE ONLINE INC.	12/23/2020	12/30/2020	1,505.77	0.00	Paid	Y
	TRAILER SCENE LIGHTS-DONATION	pziemer					12/30/2020
404-9055-45550	CAPITAL - VEHICLES			1,505.77			
	Total for vendor 2895 - FIRESTORE ONLIN:			1,505.77	0.00		
Vendor 3865 - FIRST ARRIVING LLC:							
12/18/2020							
63740	FIRST ARRIVING LLC	12/18/2020	12/30/2020	598.00	0.00	Paid	Y
	DASHBOARD HARDWARE DEVICE	pziemer					12/30/2020
225-2500-42210	OPERATING SUPPLIES			598.00			
12/08/2020							
63741	FIRST ARRIVING LLC	12/08/2020	12/30/2020	1,633.80	0.00	Paid	Y
	DASHBOARD SETUP	pziemer					12/30/2020
225-2500-42210	OPERATING SUPPLIES			1,633.80			
	Total for vendor 3865 - FIRST ARRIVING LLC:			2,231.80	0.00		
Vendor MISC - MERRELL:							
12/08/20							
63794	MERRELL	12/08/2020	12/30/2020	100.00	0.00	Paid	Y
	BOOTS	pziemer					12/30/2020
225-2220-41113	UNIFORM ALLOWANCE			100.00			
	Total for vendor MISC - MERRELL:			100.00	0.00		
Vendor 3869 - PRO TOOLS EXPRESS:							
12/21/2020							
63751	PRO TOOLS EXPRESS	12/21/2020	12/30/2020	1,113.50	0.00	Paid	Y
	VACUUM BLOWING HOSE REEL	pziemer					12/30/2020
225-2220-42210	OPERATING SUPPLIES			1,113.50			
	Total for vendor 3869 - PRO TOOLS EXPRESS:			1,113.50	0.00		
Vendor 3864 - TRAFFIC SAFETY STORE:							
12/8/2020							
63739	TRAFFIC SAFETY STORE	12/08/2020	12/30/2020	739.73	0.00	Paid	Y
	BREAKAWAY VESTS	pziemer					12/30/2020
225-2220-42250	PERSONAL PROTECTIVE GEAR			739.73			

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: FIRE							
	Total for vendor 3864 - TRAFFIC SAFETY STORE:			739.73	0.00		
Vendor 3868 - TWO DEVILS TOOLS:							
12/23/2020							
63749	TWO DEVILS TOOLS	12/23/2020	12/30/2020	1,294.00	0.00	Paid	Y
	TRAILER SUPPLIES - DONATION	pziemer					12/30/2020
404-9055-45500	BUILDING CAPITAL			1,294.00			
	Total for vendor 3868 - TWO DEVILS TOOLS:			1,294.00	0.00		
Vendor 3697 - USPS:							
12/03/2020 FD							
63750	USPS	12/03/2020	12/30/2020	111.80	0.00	Paid	Y
	QTY 100 STAMPS	pziemer					12/30/2020
225-2220-43322	POSTAGE			111.80			
	Total for vendor 3697 - USPS:			111.80	0.00		
Total PCard: 2257 U.S. BANK Card Holder: FIRE				7,677.81	0.00		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: IT							
Vendor 3698 - AMAZON:							
12/3/2020 -IT							
63732	AMAZON	12/03/2020	12/30/2020	151.02	0.00	Paid	Y
	11/1-11/30 WEB SERVICES STORAGE	pziemer					12/30/2020
101-1800-43309	COMPUTER SUPPORT			151.02			
11/20/20							
63755	AMAZON	12/01/2020	12/30/2020	406.94	0.00	Paid	Y
	HEADSETS/LOCKBOX COVID	pziemer					12/30/2020
101-1400-42210	OPERATING SUPPLIES			104.97			
230-5200-42210	OPERATING SUPPLIES			35.99			
101-2400-42210	OPERATING SUPPLIES			35.99			
101-1940-43430	MISCELLANEOUS			229.99			
	Total for vendor 3698 - AMAZON:			557.96	0.00		
Vendor 3870 - MYASSETTAG:							
12/18/2020							
63756	SMARTSIGNS	12/29/2020	12/30/2020	(11.85)	0.00	Paid	Y
	SALES TAX CREDIT ON ASSET TAGS	pziemer					12/30/2020
101-1800-42210	OPERATING SUPPLIES			(11.85)			
	Total for vendor 3870 - MYASSETTAG:			(11.85)	0.00		
Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:							
12/17/2020							
63735	ZOOM VIDEO COMMUNICATIONS	12/17/2020	12/30/2020	(4.50)	0.00	Paid	Y
	CREDIT FOR SALES TAX 11/18 PURCHASE	pziemer					12/30/2020
101-1800-43300	PROFESSIONAL SERVICES			(1.50)			
225-2120-43300	PROFESSIONAL SERVICES			(3.00)			
12/18/2020							
63757	ZOOM VIDEO COMMUNICATIONS	12/18/2020	12/30/2020	59.96	0.00	Paid	Y
	12/18-1/17 ZOOM	pziemer					12/30/2020
101-1800-43300	PROFESSIONAL SERVICES			14.99			
225-2120-43300	PROFESSIONAL SERVICES			29.98			
230-5200-43300	PROFESSIONAL SERVICES			14.99			
	Total for vendor 3858 - ZOOM VIDEO COMMUNICATIONS:			55.46	0.00		
Total PCard: 2257 U.S. BANK Card Holder: IT				601.57	0.00		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: LIBRARY							
Vendor 3698 - AMAZON:							
11/25/20							
63699	AMAZON	12/01/2020	12/30/2020	70.67	0.00	Paid	Y
	BATTERIES/CALENDARS	pziemer					12/30/2020
211-5500-42200	OFFICE SUPPLIES			70.67			
12/1/20 -2							
63700	AMAZON	12/01/2020	12/30/2020	12.93	0.00	Paid	Y
	CALENDARDS	pziemer					12/30/2020
211-5500-42200	OFFICE SUPPLIES			12.93			
12/3/2020							
63702	AMAZON	12/03/2020	12/30/2020	27.21	0.00	Paid	Y
	BOOK TAPE	pziemer					12/30/2020
211-5500-42240	LIBRARY MATERIALS			27.21			
12/3/20 -2							
63703	AMAZON	12/03/2020	12/30/2020	3.01	0.00	Paid	Y
	LANDLINE PHONE CORD	pziemer					12/30/2020
211-5500-42200	OFFICE SUPPLIES			3.01			
12/3/20 - 3							
63704	AMAZON	12/03/2020	12/30/2020	3.01	0.00	Paid	Y
	2ND LANDLINE PHONE CORD	pziemer					12/30/2020
211-5500-42200	OFFICE SUPPLIES			3.01			
12/3/20 -4							
63705	AMAZON	12/03/2020	12/30/2020	12.86	0.00	Paid	Y
	A6 ENVELOPES TO MAIL LIBRARY CARDS	pziemer					12/30/2020
211-5500-42200	OFFICE SUPPLIES			12.86			
	Total for vendor 3698 - AMAZON:			129.69	0.00		
Vendor MISC - MAILCHIMP:							
12/04/20							
63707	MAILCHIMP	12/04/2020	12/30/2020	30.99	0.00	Paid	Y
	MAIL CHIMP MONTHLY FEE	pziemer					12/30/2020
211-5503-43430	MISC - USE OF HOLDEN TRUST			30.99			
	Total for vendor MISC - MAILCHIMP:			30.99	0.00		
Vendor MISC - TRACFONE:							

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: LIBRARY							
12/7/20							
63708	TRACFONE	12/07/2020	12/30/2020	22.81	0.00	Paid	Y
	TRACFONE 1000 MINUTES	pziemer					12/30/2020
211-5501-43430	MISC - SPECIFIED DONATION USE			22.81			
11/24/20							
63709	TRACFONE	12/01/2020	12/30/2020	11.92	0.00	Paid	Y
	TRACFONE 500 MINUTES	pziemer					12/30/2020
211-5501-43430	MISC - SPECIFIED DONATION USE			11.92			
	Total for vendor MISC - TRACFONE:			34.73	0.00		
Vendor 3697 - USPS:							
12/12/20							
63697	USPS	12/12/2020	12/30/2020	2.80	0.00	Paid	Y
	BOOK MAILED TO STAFF FOR BOOK CLUB	pziemer					12/30/2020
211-5500-43322	POSTAGE			2.80			
12/18/2020							
63698	USPS	12/18/2020	12/30/2020	22.00	0.00	Paid	Y
	STAMPS FOR NEW LIBRARY CARDS	pziemer					12/30/2020
211-5500-43322	POSTAGE			22.00			
12/7/20							
63706	USPS	12/07/2020	12/30/2020	22.00	0.00	Paid	Y
	STAMPS FOR VOLUNTEER MAILING	pziemer					12/30/2020
211-5501-43430	MISC - SPECIFIED DONATION USE			22.00			
	Total for vendor 3697 - USPS:			46.80	0.00		
Total PCard: 2257 U.S. BANK Card Holder: LIBRARY				242.21	0.00		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: PARKS							
Vendor 3719 - FLEET FARM:							
12/02/2020							
63802	FLEET FARM	12/02/2020	12/30/2020	129.99	0.00	Paid	Y
	OUTDOOR GEAR - J. LYONS	pziemer					12/30/2020
230-5200-42210	OPERATING SUPPLIES			129.99			
	Total for vendor 3719 - FLEET FARM:			129.99	0.00		
Total PCard: 2257 U.S. BANK Card Holder: PARKS				129.99	0.00		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE							
Vendor 3698 - AMAZON:							
11/25/2020 PD							
63710	AMAZON	12/01/2020	12/30/2020	258.40	0.00	Paid	Y
	SAFETY TOWN SUPPLIES/EQUIPMENT	pziemer					12/30/2020
225-2120-43430	B-LAKEZ T MISCELLANEOUS			258.40			
11/25/20 PD 2							
63711	AMAZON	12/01/2020	12/30/2020	345.73	0.00	Paid	Y
	SAFETY TOWN EQUIPMENT/SUPPLIES	pziemer					12/30/2020
225-2120-43430	B-LAKEZ T MISCELLANEOUS			345.73			
11/25/20 PD 3							
63712	AMAZON	12/01/2020	12/30/2020	659.94	0.00	Paid	Y
	SAFETY TOWN SUPPLIES/EQUIPMENT	pziemer					12/30/2020
225-2120-43430	B-LAKEZ T MISCELLANEOUS			659.94			
11/25/20 PD 4							
63713	AMAZON	12/01/2020	12/30/2020	1,099.00	0.00	Paid	Y
	SAFETY TOWN SUPPLIES/EQUIPMENT	pziemer					12/30/2020
225-2120-43430	B-LAKEZ T MISCELLANEOUS			1,099.00			
12/2/20							
63717	AMAZON	12/02/2020	12/30/2020	13.99	0.00	Paid	Y
	NOTARY STAMP - J. MCCULLOUGH	pziemer					12/30/2020
225-2120-42200	OFFICE SUPPLIES			13.99			
12/10/2020							
63723	AMAZON	12/10/2020	12/30/2020	19.98	0.00	Paid	Y
	DIGITAL SCALE	pziemer					12/30/2020
225-2120-42210	OPERATING SUPPLIES			19.98			
12/15/20							
63728	AMAZON	12/15/2020	12/30/2020	537.51	0.00	Paid	Y
	INITIAL ISSUE 724TA +2	pziemer					12/30/2020
225-2120-41113	UNIFORM ALLOWANCE			537.51			
	Total for vendor 3698 - AMAZON:			2,934.55	0.00		
Vendor 3706 - BEST BUY:							
12/01/20							
63715	BEST BUY	12/01/2020	12/30/2020	49.98	0.00	Paid	Y
	PHONE HEADSETS FOR TELEWORK COVID	pziemer					12/30/2020
225-2120-42200	OFFICE SUPPLIES			49.98			
	Total for vendor 3706 - BEST BUY:			49.98	0.00		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE							
Vendor 3702 - CHEWY.COM:							
12/26/2020							
63731	CHEWY.COM	12/26/2020	12/30/2020	60.12	0.00	Paid	Y
	K9 SUPPLIES - DOG FOOD	pziemer					12/30/2020
225-2128-43430	MISC - K9 PROGRAM			60.12			
	Total for vendor 3702 - CHEWY.COM:			60.12	0.00		
Vendor 2734 - MINNESOTA SHERI:							
12/23/2020							
63729	MINNESOTA SHERIFF'S ASSOCIATION	12/23/2020	12/30/2020	80.00	0.00	Paid	Y
	703 DATA PRACTICES TRAINING	pziemer					12/30/2020
225-2120-43330	PROFESSIONAL DEVELOPMENT			80.00			
	Total for vendor 2734 - MINNESOTA SHERI:			80.00	0.00		
Vendor 0664 - MN POST BOARD:							
12/14/2020							
63726	MN POST BOARD	12/14/2020	12/30/2020	92.24	0.00	Paid	Y
	724TA - POST LICENSE	pziemer					12/30/2020
225-2120-43433	DUES & SUBSCRIPTIONS			92.24			
	Total for vendor 0664 - MN POST BOARD:			92.24	0.00		
Vendor MISC - NU CPS REGISTRATION:							
12/22/2020							
63737	NU CPS REGISTRATION	12/22/2020	12/30/2020	1,000.00	0.00	Paid	Y
	703 SUPERVISION OF POLICE PERSONNEL T	pziemer					12/30/2020
225-0000-15510	PREPAID OTHER			1,000.00			
	Total for vendor MISC - NU CPS REGISTRATION:			1,000.00	0.00		
Vendor 0322 - STREICHERS PROF:							
12/14/2020							
63727	STREICHERS PROF EQUIP	12/14/2020	12/30/2020	25.49	0.00	Paid	Y
	718 UNIFORM GLOVES	pziemer					12/30/2020
225-2120-41113	UNIFORM ALLOWANCE			25.49			
	Total for vendor 0322 - STREICHERS PROF:			25.49	0.00		
Vendor 3703 - TRANSUNION RISK:							

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE							
12/01/2020							
63720	TRANSUNION RISK	12/01/2020	12/30/2020	50.00	0.00	Paid	Y
	INVESTIGATIONS/PARKING TICKET COLLEC	pziemer					12/30/2020
225-2120-42210	OPERATING SUPPLIES			50.00			
	Total for vendor 3703 - TRANSUNION RISK:			50.00	0.00		
Vendor 3697 - USPS:							
11/27/20							
63714	USPS	12/01/2020	12/30/2020	9.20	0.00	Paid	Y
	POSTAGE - PD	pziemer					12/30/2020
225-2120-43322	POSTAGE			9.20			
12/01/20							
63716	USPS	12/01/2020	12/30/2020	6.95	0.00	Paid	Y
	POSTAGE - PD	pziemer					12/30/2020
225-2120-43322	POSTAGE			6.95			
12/02/2020							
63718	USPS	12/02/2020	12/30/2020	4.60	0.00	Paid	Y
	POSTAGE -PD	pziemer					12/30/2020
225-2120-43322	POSTAGE			4.60			
12/02/2020 PD 2							
63719	USPS	12/02/2020	12/30/2020	6.95	0.00	Paid	Y
	POSTAGE	pziemer					12/30/2020
225-2120-43322	POSTAGE			6.95			
12/03/20							
63721	USPS	12/03/2020	12/30/2020	4.60	0.00	Paid	Y
	POSTAGE - PD	pziemer					12/30/2020
225-2120-43322	POSTAGE			4.60			
12/03/2020							
63722	USPS	12/03/2020	12/30/2020	110.00	0.00	Paid	Y
	200 POSTAGE STAMPS	pziemer					12/30/2020
225-2120-43322	POSTAGE			110.00			
12/10/2020							
63724	USPS	12/10/2020	12/30/2020	4.00	0.00	Paid	Y
	POSTAGE - PD	pziemer					12/30/2020
225-2120-43322	POSTAGE			4.00			

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE							
12/11/20							
63725	USPS	12/11/2020	12/30/2020	13.00	0.00	Paid	Y
	POSTAGE - PD	pziemer					12/30/2020
225-2120-43322	POSTAGE			13.00			
12/23/20							
63730	USPS	12/23/2020	12/30/2020	3.80	0.00	Paid	Y
	POSTAGE -PD	pziemer					12/30/2020
225-2120-43322	POSTAGE			3.80			
	Total for vendor 3697 - USPS:			163.10	0.00		
Total PCard: 2257 U.S. BANK Card Holder: POLICE				4,455.48	0.00		
# of Invoices: 172	# Due: 0	Totals:		146,313.86	0.00		
# of Credit Memos: 4	# Due: 0	Totals:		(274.85)	0.00		
Net of Invoices and Credit Memos:				146,039.01	0.00		
* 1 Net Invoices have Credits Totalling:				(450.00)			

--- TOTALS BY GL DISTRIBUTION ---

101-0000-15510	PREPAID OTHER	575.00
101-0000-20850	DUE TO COMPONENT UNIT	5,181.00
101-0000-31010	CURRENT AD VALOREM	16.83
101-1400-42210	OPERATING SUPPLIES	104.97
101-1400-43433	DUES & SUBSCRIPTIONS	10.00
101-1800-42210	OPERATING SUPPLIES	34.15
101-1800-43300	PROFESSIONAL SERVICES	2,672.24
101-1800-43309	COMPUTER SUPPORT	1,655.02
101-1940-43430	MISCELLANEOUS	229.99
101-2400-42210	OPERATING SUPPLIES	35.99
101-2400-43300	PROFESSIONAL SERVICES	6,169.96
101-9200-43300	PROFESSIONAL SERVICES	525.00
101-9200-43340	LODGING TAX REMIT/PR	5,380.01
101-9200-43460	REMIT COMMUNITY ACTION LEVY	3,799.05
101-9200-43461	REMIT SENIOR CITIZEN LEVY	3,873.44
101-9200-43462	REMIT ARBORETUM LEVY	3,798.78
202-6324-43300	PROFESSIONAL SERVICES/ADM	5,140.95
203-9000-42212	MOTOR FUELS	1,791.11
211-5500-42200	OFFICE SUPPLIES	134.83
211-5500-42240	LIBRARY MATERIALS	27.21
211-5500-43322	POSTAGE	24.80
211-5501-43430	MISC - SPECIFIED DONATION USE	56.73
211-5503-43430	MISC - USE OF HOLDEN TRUST	30.99
223-0000-22800	OTHER LIABILITIES	129.00
223-2140-43432	UNDERCOVER SUPPLIES	38.15
224-0000-22800	OTHER LIABILITIES	712.50

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
225-0000-15510		PREPAID OTHER		1,000.00			
225-2120-41113		UNIFORM ALLOWANCE		2,165.73			
225-2120-42200		OFFICE SUPPLIES		63.97			
225-2120-42209		SAFETY EQUIPMENT SUPPLIES		94.97			
225-2120-42210		OPERATING SUPPLIES		984.96			
225-2120-42220		REPAIR & MAINT		237.38			
225-2120-42221		SQUAD CAR REPAIR SUPPLIES		770.89			
225-2120-43300		PROFESSIONAL SERVICES		326.98			
225-2120-43322		POSTAGE		164.30			
225-2120-43330		PROFESSIONAL DEVELOPMENT		100.00			
225-2120-43350		PRINTING/LEGAL PUBLICATION		749.00			
225-2120-43430		MISCELLANEOUS		2,363.07			
225-2120-43433		DUES & SUBSCRIPTIONS		92.24			
225-2128-43430		MISC - K9 PROGRAM		60.12			
225-2220-41113		UNIFORM ALLOWANCE		2,320.42			
225-2220-42210		OPERATING SUPPLIES		1,449.22			
225-2220-42212		MOTOR FUELS		448.96			
225-2220-42220		REPAIR & MAINT		1,006.56			
225-2220-42250		PERSONAL PROTECTIVE GEAR		739.73			
225-2220-43300		PROFESSIONAL SERVICES		951.50			
225-2220-43322		POSTAGE		111.80			
225-2220-43380		UTILITIES		533.51			
225-2220-43430		MISCELLANEOUS		409.50			
225-2220-43433		DUES & SUBSCRIPTIONS		18.94			
225-2500-42210		OPERATING SUPPLIES		4,077.99			
230-5200-42210		OPERATING SUPPLIES		165.98			
230-5200-42220		REPAIR & MAINT		41.96			
230-5200-42221		R&M-ATHLETIC FIELD MAINT		130.00			
230-5200-43300		PROFESSIONAL SERVICES		14.99			
230-5200-43350		PRINTING/LEGAL PUBLICATION		(450.00)			
235-0000-36101		SPECIAL ASSMT - COUNTY		650.81			
235-3100-42220		REPAIR & MAINT		302.72			
235-3100-43430		MISCELLANEOUS		206.24			
235-3125-42220		REPAIR & MAINT		96.73			
237-3190-42220		REPAIR & MAINT		323.88			
260-9020-42220		REPAIR & MAINT		4,026.60			
260-9020-42230		REPAIRS-VEHICLES & EQUIP		5,348.33			
260-9020-43300		PROFESSIONAL SERVICES		1,031.13			
260-9020-43309		COMPUTER SUPPORT		104.98			
260-9020-43380		UTILITIES		2,849.35			
260-9020-43430		MISCELLANEOUS		25.00			
307-0000-20300		DUE TO TAX PAYER (ASSMENTTS)		9.30			
400-1980-45530		PYMTS TO CONTRACTORS		47,353.83			
400-9050-45530		CAPITAL - OTHER		7,350.00			
401-0000-15510		PREPAID OTHER		(250.00)			
401-0000-36101		SPECIAL ASSMT - COUNTY		287.50			
401-1415-43430		MISCELLANEOUS		25.00			
404-9055-45500		BUILDING CAPITAL		11,499.47			
404-9055-45550		CAPITAL - VEHICLES		1,505.77			

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			34,061.43	0.00		
	202 - SCDP GRANTS			5,140.95	0.00		
	203 - TRANSIT FUND			1,791.11	0.00		
	211 - LIBRARY FUND			274.56	0.00		
	223 - DRUG FORFEITURE			167.15	0.00		
	224 - DUI FORFEITURE			712.50	0.00		
	225 - PUBLIC SAFETY FUND			21,241.74	0.00		
	230 - PARK & RECREATION FUND			(97.07)	0.00		
	235 - STREET & SEWER FUND			1,256.50	0.00		
	237 - SANITARY SEWER FUND			323.88	0.00		
	260 - AIRPORT FUND			13,385.39	0.00		
	307 - 2020A GO IMPR BONDS			9.30	0.00		
	400 - CAPITAL PROJECTS FUND			54,703.83	0.00		
	401 - CONSTRUCTION FUND			62.50	0.00		
	404 - FIRE DEPARTMENT CAPITAL			13,005.24	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			8,311.94	0.00		
	1400 - ADMINISTRATION			114.97	0.00		
	1415 - 14:15 AIRPORT UTILITY EXT			25.00	0.00		
	1800 - IT/GIS			4,361.41	0.00		
	1940 - CITY HALL			229.99	0.00		
	1980 - CITY HALL REMODEL			47,353.83	0.00		
	2120 - POLICE DEPARTMENT			8,113.49	0.00		
	2128 - K-9 PROGRAM			60.12	0.00		
	2140 - DRUG FORFEITURE			38.15	0.00		
	2220 - FIRE DEPARTMENT			7,990.14	0.00		
	2400 - COMMUNITY DEVL/INSPECTION			6,205.95	0.00		
	2500 - CIVIL DEFENSE			4,077.99	0.00		
	3100 - S & S MAINTENANCE			508.96	0.00		
	3125 - SNOW REMOVAL			96.73	0.00		
	3190 - SANITARY SEWER EXPENSE			323.88	0.00		
	5200 - PARK MAIN/ADMINISTRATION			(97.07)	0.00		
	5500 - LIBRARY-BUDGETED			186.84	0.00		
	5501 - SPECIFIED DONATION USE			56.73	0.00		
	5503 - HOLDEN TRUST DONATION USE			30.99	0.00		
	6324 - NE SCDP GRANT			5,140.95	0.00		
	9000 - TRANSIT FUND			1,791.11	0.00		
	9020 - AIRPORT M & O			13,385.39	0.00		
	9050 - CAPITAL PROJECTS-MISC			7,350.00	0.00		
	9055 - FIRE DEPARTMENT CAPITAL			13,005.24	0.00		
	9200 - UNALLOCATED			17,376.28	0.00		

2020 YEAR END ACCOUNTS PAYABLE REGISTER 12/30/2020

TOTAL: 146,039.01

THE ABOVE LISTED ACCOUNTS PAYABLE DISBURSEMENTS HAVE BEEN REVIEWED AND HEREBY APPROVED:

KEVIN STUNEK	TAD ERICKSON	DAVE PRITSCHET

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 01/04/2021 - 01/04/2021
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 0447 - CDW GOVERNMENT,:							
5764266							
63814	CDW GOVERNMENT, INC	12/21/2020	12/31/2020	3,753.54	3,753.54	Open	N
	CDWG - DELL 5510 LAPTOPS	pziemer					12/31/2020
	229-0000-45500 CAPITAL OUTLAY			3,753.54			
	Total for vendor 0447 - CDW GOVERNMENT,:			3,753.54	3,753.54		
Vendor 0307 - CENTERPOINT ENE:							
5942870-6/DEC 2020							
63819	CENTERPOINT ENERGY	12/17/2020	12/31/2020	548.84	548.84	Open	N
	11/16-12/15 CITY HALL UTILITIES	pziemer					12/31/2020
	101-1940-43380 UTILITIES			548.84			
6031615-5/DEC 2020							
63820	CENTERPOINT ENERGY	12/17/2020	12/31/2020	252.18	252.18	Open	N
	11/16-12/15 ANNEX UTILITIES	pziemer					12/31/2020
	101-1940-43380 UTILITIES			252.18			
5956221-5/DEC 2020							
63821	CENTERPOINT ENERGY	12/17/2020	12/31/2020	132.22	132.22	Open	N
	11/16-12/15 PD UTILITIES	pziemer					12/31/2020
	225-2120-43380 UTILITIES			132.22			
5974635-4/DEC 020							
63822	CENTERPOINT ENERGY	12/17/2020	12/31/2020	535.72	535.72	Open	N
	11/16-12/15 STREETS UTILITIES	pziemer					12/31/2020
	235-3100-43380 UTILITIES			535.72			
	Total for vendor 0307 - CENTERPOINT ENE:			1,468.96	1,468.96		
Vendor 3800 - ENVIROTECH:							
63472/STREETS							
63692	ENVIROTECH	12/28/2020	01/06/2021	238.00	238.00	Open	N
	JAN 2021 STREET DEPT CLEANING	pziemer					01/06/2021
	235-3100-43300 PROFESSIONAL SERVICES			238.00			
63472/FIRE							
63694	ENVIROTECH	12/28/2020	01/06/2021	238.00	238.00	Open	N
	JAN 2021 FD CLEANING SERVICE	pziemer					01/06/2021
	225-2220-43300 PROFESSIONAL SERVICES			238.00			
63472/CITY HALL							
63695	ENVIROTECH	12/28/2020	01/06/2021	1,765.00	1,765.00	Open	N
	JAN 2021 CITY HALL CLEANING SERVICES	pziemer					01/06/2021
	101-1940-43300 PROFESSIONAL SERVICES			1,765.00			
	Total for vendor 3800 - ENVIROTECH:			2,241.00	2,241.00		
Vendor 3574 - ESO:							

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
ESO-45998								
63825	ESO SOLUTIONS, INC.		12/12/2020	01/07/2021	6,355.10	6,355.10	Open	N
	2021 FIREHOUSE SOFTWARE		pziemer					01/07/2021
	225-2220-43309	COMPUTER TECHNICAL SUPPORT			529.59			
	225-0000-15510	PREPAID OTHER			5,825.51			
		Total for vendor 3574 - ESO:			6,355.10	6,355.10		
Vendor 3469 - LAKES AREA MAT:								
20201208 #520								
63815	LAKES AREA MAT SERVICE INC		12/08/2020	12/31/2020	41.44	41.44	Open	N
	PD FLOOR MATS		pziemer					12/31/2020
	225-2120-43300	PROFESSIONAL SERVICES			41.44			
20201222 #520								
63816	LAKES AREA MAT SERVICE INC		12/22/2020	12/31/2020	41.44	41.44	Open	N
	PD FLOOR MATS		pziemer					12/31/2020
	225-2120-43300	PROFESSIONAL SERVICES			41.44			
20201222 #522								
63817	LAKES AREA MAT SERVICE INC		12/22/2020	12/31/2020	42.56	42.56	Open	N
	CITY HALL FLOOR MATS		pziemer					12/31/2020
	101-1940-43410	RENTAL EXPENSE			42.56			
20201208 #522								
63818	LAKES AREA MAT SERVICE INC		12/08/2020	12/31/2020	42.56	42.56	Open	N
	CITY HALL FLOOR MATS		pziemer					12/31/2020
	101-1940-43410	RENTAL EXPENSE			42.56			
		Total for vendor 3469 - LAKES AREA MAT:			168.00	168.00		
Vendor 3627 - LAKES AREA WILD:								
DEC 2020								
63823	LAKES AREA WILDLIFE CONTROL		12/31/2020	12/31/2020	1,768.00	1,768.00	Open	N
	DEC 2020 ANIMAL CONTROL		pziemer					12/31/2020
	225-2700-43300	PROFESSIONAL SERVICES			1,768.00			
		Total for vendor 3627 - LAKES AREA WILD:			1,768.00	1,768.00		
Vendor 2308 - LHB INC.:								
190190.00-1								
63828	LHB INC.		12/01/2020	12/31/2020	3,620.00	3,620.00	Open	N
	WATER TOWER PROFESSIONAL SVCS 5/23/2(		pziemer					12/31/2020
190190.00-2								
63829	LHB INC.		12/01/2020	12/31/2020	7,240.00	7,240.00	Open	N
	WATER TOWER PROF, SVCS THRU 8/21/202(		pziemer					12/31/2020

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	Total for vendor 2308 - LHB INC.:			10,860.00	10,860.00		
Vendor 1753 - MARCO:							
INV8133811							
63008	MARCO	11/05/2020	01/07/2021	600.00	600.00	Open	N
	MARCO - FIRE CAMERAS MISC INSTALLATIO	pziemer					01/07/2021
	101-1800-42210 OPERATING SUPPLIES			600.00			
INV8259478							
63621	MARCO	12/15/2020	12/30/2020	470.84	470.84	Open	N
	MARCO - WEBEX LICENSES	pziemer					12/30/2020
	101-1800-43309 COMPUTER SUPPORT			470.84			
	Total for vendor 1753 - MARCO:			1,070.84	1,070.84		
Vendor 3234 - MID-STATES ORGA:							
43104-2333							
63759	MID-STATES ORGANIZED CRIME INFO	12/14/2020	01/07/2021	200.00	200.00	Open	N
	2021 MEMBERSHIP FEE	pziemer					01/07/2021
	225-2120-43433 DUES & SUBSCRIPTIONS			200.00			
	Total for vendor 3234 - MID-STATES ORGA:			200.00	200.00		
Vendor 0521 - PITNEY BOWES IN:							
3104469897							
63826	PITNEY BOWES INC	12/30/2020	01/07/2021	651.24	651.24	Open	N
	10/30/2020 - 1/29/2021 POSTAGE LEASE	pziemer					01/07/2021
	101-1940-43331 LEASE PAYMENTS			651.24			
	Total for vendor 0521 - PITNEY BOWES IN:			651.24	651.24		
Vendor 3342 - QUADIENT:							
58096338							
63803	QUADIENT	12/15/2020	01/07/2021	105.45	105.45	Open	N
	1/14/21-4/13/21 FINAL PARKS POSTAGE M	pziemer					01/07/2021
	230-5200-43331 LEASE PAYMENTS			105.45			
	Total for vendor 3342 - QUADIENT:			105.45	105.45		
Vendor 2664 - RTVISION, INC.:							
2020-101269							
63760	RTVISION, INC.	12/01/2020	01/07/2021	3,300.00	3,300.00	Open	N
	ANNUAL LICENSE 2/1/21-1/31/22	pziemer					01/07/2021
	101-0000-15500 PREPAID EXPENSE			3,300.00			
	Total for vendor 2664 - RTVISION, INC.:			3,300.00	3,300.00		
Vendor 3612 - SEVERSON PORTER:							

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
DEC 2020							
63824	SEVERSON PORTER LAW	12/31/2020	12/31/2020	15,938.69	15,938.69	Open	N
	DEC 2020 PROSECUTION AGREEMENT	pziemer					12/31/2020
	225-2127-43310 MISDEMEANOR PROSECUTOR			15,938.69			
	Total for vendor 3612 - SEVERSON PORTER:			15,938.69	15,938.69		
Vendor 3872 - TACTICAL:							
2000226							
63827	TACTICAL	12/01/2020	12/31/2020	295.00	295.00	Open	N
	TACTICAL RESCUE LADDER	pziemer					12/31/2020
	225-2220-42210 OPERATING SUPPLIES			295.00			
	Total for vendor 3872 - TACTICAL:			295.00	295.00		
Vendor 2924 - VERIZON WIRELES:							
9869225109							
63813	VERIZON WIRELESS	12/15/2020	12/31/2020	245.07	245.07	Open	N
	11/16-12/15 IPADS	pziemer					12/31/2020
	225-2220-43321 TELEPHONE			245.07			
	Total for vendor 2924 - VERIZON WIRELES:			245.07	245.07		
Vendor 1095 - VIKING ELECTRIC:							
S004271827.001							
63812	VIKING ELECTRIC SUPPLY	12/17/2020	01/07/2021	24.04	24.04	Open	N
	ST GARAGEE SOUTH DOOR EXTERIOR LIGHT	pziemer					01/07/2021
	237-3190-42220 REPAIR & MAINT			24.04			
	Total for vendor 1095 - VIKING ELECTRIC:			24.04	24.04		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
# of Invoices: 26	# Due: 26	Totals:		48,444.93	48,444.93		
# of Credit Memos: 0	# Due: 0	Totals:		0.00	0.00		
Net of Invoices and Credit Memos:				48,444.93	48,444.93		

--- TOTALS BY GL DISTRIBUTION ---

101-0000-15500	PREPAID EXPENSE	3,300.00	
101-1800-42210	OPERATING SUPPLIES	600.00	
101-1800-43309	COMPUTER SUPPORT	470.84	
101-1940-43300	PROFESSIONAL SERVICES	1,765.00	
101-1940-43331	LEASE PAYMENTS	651.24	
101-1940-43380	UTILITIES	801.02	
101-1940-43410	RENTAL EXPENSE	85.12	
225-0000-15510	PREPAID OTHER	5,825.51	
225-2120-43300	PROFESSIONAL SERVICES	82.88	
225-2120-43380	UTILITIES	132.22	
225-2120-43433	DUES & SUBSCRIPTIONS	200.00	
225-2127-43310	MISDEMEANOR PROSECUTOR	15,938.69	
225-2220-42210	OPERATING SUPPLIES	295.00	
225-2220-43300	PROFESSIONAL SERVICES	238.00	
225-2220-43309	COMPUTER TECHNICAL SUPPORT	529.59	
225-2220-43321	TELEPHONE	245.07	
225-2700-43300	PROFESSIONAL SERVICES	1,768.00	
229-0000-45500	CAPITAL OUTLAY	3,753.54	
230-5200-43331	LEASE PAYMENTS	105.45	
235-3100-43300	PROFESSIONAL SERVICES	238.00	
235-3100-43380	UTILITIES	535.72	
237-3190-42220	REPAIR & MAINT	24.04	

--- TOTALS BY FUND ---

101 - GENERAL FUND	7,673.22	7,673.22
225 - PUBLIC SAFETY FUND	25,254.96	25,254.96
229 - PANDEMIC GRANTS	3,753.54	3,753.54
230 - PARK & RECREATION FUND	105.45	105.45
235 - STREET & SEWER FUND	773.72	773.72
237 - SANITARY SEWER FUND	24.04	24.04

--- TOTALS BY DEPT/ACTIVITY ---

0000 -	12,879.05	12,879.05
1800 - IT/GIS	1,070.84	1,070.84
1940 - CITY HALL	3,302.38	3,302.38
2120 - POLICE DEPARTMENT	415.10	415.10
2127 - MISDEMEANOR PROSECUTOR	15,938.69	15,938.69
2220 - FIRE DEPARTMENT	1,307.66	1,307.66
2700 - ANIMAL CONTROL	1,768.00	1,768.00
3100 - S & S MAINTENANCE	773.72	773.72
3190 - SANITARY SEWER EXPENSE	24.04	24.04
5200 - PARK MAIN/ADMINISTRATION	105.45	105.45

01/04/2021 COUNCIL INVOICE REGISTER TOTAL AP: $48,444.93

THE ABOVE LISTED ACCOUNTS PAYABLE DISBURSEMENTS HAVE BEEN REVIEWED AND HEREBY APPROVED:

_____	_____	_____
KEVIN STUNEK	TAD ERICKSON	DAVE PRITSCHET

Brainerd, MN
December 21, 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 PRITSCHET TO APPROVE THE 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 T. ERICKSON TO APPROVE THE CONSENT CALENDAR.

A. Approval of Bills - Approved

B. Approval of the Minutes of the Regular Meeting held on December 7, 2020, the Minutes of the Police Chief Interview Meeting Held on December 10, 2020 and the Minutes of the Budget Public Hearing held on December 14, 2020 - Approved

C. Approval of Licenses - Approved

Contractor Licenses – 90
Garbage Hauler Licenses – 4 Renewals
Tobacco Licenses – 20 Renewals
Taxicab Licenses – 1 Renewal
Second Hand Auto Licenses – 2 Renewals
Second Hand Good Licenses – 1 Renewal

Contingent Upon Fire Department Inspection
Taxicab Licenses – 1 Renewal
Second Hand Auto Licenses – 6 Renewals
Second Hand Goods License – 1 Renewal
Pawnbrokers Licenses – 2 Renewals

D. Department Activity Reports - Approved

1. Police Chief
2. Finance Director

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

Mayor Badeaux announced all Health Care Workers of Crow Wing County and their families have been nominated to receive the Community Member of the Month award for December. Council Member Pritschet stated those in our healthcare system and their families are very appreciated in our community and the City would like to present them as Community Members of the Month.

Mayor Badeaux presented Tower Awards to the two departing Council Members, Jan Lambert and Wayne Erickson and thanked them for their service to the City of Brainerd. Council Members Lambert and Erickson thanked everyone for the award and were honored to be receiving them.

Council Member Stunek welcomed the Executive Director of Brainerd Community Action, Dave Badeaux and President, Kim Rollins who gave a brief update of the 2021 budget and financial statement. They thanked the Council for the support and are looking forward to future events.

Council Committee Reports

Safety & Public Works Committee Report

Improvement 17-08 – Garfield Safe Routes to School – Final Pay Application - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE PAYMENT OF THE FINAL PAY APPLICATION TO CONCRETE IDEA INC. IN THE FINAL PROJECT AMOUNT OF $1,137,123 ($72,601 THIS ESTIMATE).

Committee Chair Bevans stated this project came in at 1.6% under budget with 90% of the costs being paid by state and federal 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.

Personnel and Finance Committee Report

Ratify Community Service Officer (CSO) Hiring - Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND T. ERICKSON TO RATIFY THE HIRING OF ANDREW LOUKS FOR THE POSITION OF COMMUNITY SERVICE OFFICER (CSO), EFFECTIVE JANUARY 4, 2021 AT THE STARTING WAGE OF $11.67/HOUR.

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

Public Hearing and Resolution – SP 1814-08 – S 6th Street Reconstruction FY2022 – Consideration of MnDOT Municipal Consent – Adopted Resolution No. 56:20

City Engineer Sandy explained the details of the MnDOT project from Joseph Street to Greenwood Street. He indicated Mr. Luke Wehseler, project manager for MnDOT was present for the meeting and available to answer questions.

The Chair opened the public hearing at 7:52 p.m.

The Chair recognized Mr. Jeremy Doyle, 147 Birchridge Drive who asked about the ability to turn left off Birchridge Drive and Paul Street once the median is installed. It was determined the median being installed will not affect the ability to turn left.

The Chair closed the public hearing at 7:56 p.m.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND T. ERICKSON TO ADOPT A RESOLUTION THAT APPROVES THE FINAL LAYOUT AS PRESENTED FOR THE S 6TH STREET RECONSTRUCTION FROM JOSEPH STREET TO GREENWOOD STREET

RESOLUTION NO. 56:20

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.

Final Reading – Proposed Ordinance 1513 – An Ordinance Amending the Brainerd City Charter – City Administrator Bergman Recommends to Dispense with the Actual Reading - Approved

The Chair opened the public hearing at 7:58 p.m.

No one came forward.

The Chair closed the public hearing at 7:58 p.m.

MOVED AND SECONDED BY ALDERMEN BEVANS AND STUNEK TO HOLD AND DISPENSE WITH THE FINAL READING OF PROPOSED ORDINANCE NO. 1513 AMENDING THE BRAINERD CITY CHARTER AS PRESENTED.

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 T. ERICKSON TO ADOPT ORDINANCE NO. 1513 AMENDING THE BRAINERD CITY CHARTER AS PRESENTED.

ORDINANCE NO. 1513

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 Levy and Budget – Adopted Resolution No. 57:20

The Chair recognized Park Board Vice-President Kevin Yeager, who stated the Park Board has voted to reduce their initial budget request due to the restructuring of the parks department. He said the Park Board thanked the Council for their assistance and guidance with the restructure.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BEVANS TO ADOPT A RESOLUTION SETTING THE CITY LEVY AT $6,133,163 WHICH IS A 1% INCREASE OVER 2020 AND THE HRA LEVY AT $136,519.

RESOLUTION NO. 57:20

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 PRITSCHET AND STUNEK TO SET THE 2021 BUDGETS AS PRESENTED.

Council Member Bevans disagrees with setting the budget as presented due to the large amount of funding that is allocated to BLAEDC each year.

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

Committee Recommendations – Recommended by Mayor Badeaux

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO APPOINT WAYNE ERICKSON TO THE CABLE TV ADVISORY COMMITTEE AND THE PARKING COMMISSION AND TO RE-APPOINT MICHAEL DUVAL TO THE BRAINERD HRA.

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

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

Mayor Recommended: (terms to expire on 12/31 of said year)
Cable TV Advisory Committee – 1 term (Expire 2021) - 2 terms (Expire 2022) – *one appointment pending*
Charter Commission – 2 terms (Expire 2020)

Ad Hoc Committees – Applicants Needed
Water Tower Fundraising Committee – Two positions available
Parking Commission – One position available – *pending appointment*

New Business

Police Chief Job Offer – Approved

Council Member Pritschet recommended all Council Members write down their choice, say the candidate's name and show it to the camera for an accurate vote.

- Council Member Pritschet – Voted for George Vinson
- Council Member Bevans - Voted for George Vinson
- Council Member W. Erickson – Voted for Brent Baloun
- Council Member T. Erickson – Voted for George Vinson
- Council Member Lambert – Voted for George Vinson
- Council Member Stunek – Voted for Brent Baloun
- Council Member Johnson - Voted for George Vinson

City Administrator Bergman stated George Vinson received five votes and Brent Baloun received two votes, resulting in George Vinson being the selected candidate.

Mr. Gary Weiers from DDA gave an update to the next steps for the conditional job offer and the negotiation process to George Vinson for the position of Police Chief.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND PRITSCHET TO APPOINT THE PERSONNEL AND FINANCE COMMITTEE TO ASSIST STAFF AND MR. WEIERS TO ADDRESS QUESTIONS DURING THE JOB OFFER NEGOTIATION PROCESS.

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.

Amend Interim Organizational Chart for the Interim Public Works Department - Approved

City Administrator Bergman stated the Park Board directed staff to review the tasks of Recreation Coordinator Kaufman and the Parks Director position and to amend the organizational chart accordingly. She explained this is an interim change, effective December 19, 2020 through December 18, 2021.

Mr. Yeager explained the Recreation Coordinator will essentially have two definitive scopes of work, the recreational programs as one and the parks and maintenance as another. He said this was the reasoning behind assigning this one position to report to both the Park Board and the City Engineer, depending on the task.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND PRITSCHET TO APPROVE THE INTERIM CHANGE TO THE ORGANIZATIONAL CHART AS PRESENTED.

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 8:32 p.m.

No one came forward.

The Chair closed the public forum at 8:33 p.m.

Staff Reports

None

Mayor's Report

Mayor Badeaux wished everyone a Merry Christmas!

Council Member Reports

Council Member Bevans stated he visited the shops located at the NP Center and encouraged everyone to stop in and shop local for Christmas this year.

Council Member W. Erickson thanked Staff and Council members for the great experience he has had serving on the City Council and what a great team of people the City has.

Council Member Pritschet thanked both Jan Lambert and Wayne Erickson for their knowledge and service to the community.

Council Member Stunek agreed with the comments made and wished everyone a Merry Christmas.

Council Member T. Erickson thanked Jan Lambert and Wayne Erickson for their service and welcomed the incoming Council Members.

Council Member Lambert agreed with everything said and is grateful for the opportunity she had to serve. She also requested permission to continue to serve on the Rental Housing Ordinance Review Committee, as they are nearing completion. The Council agreed and approved her request.

Council Member Johnson thanked Jan Lambert and Wayne Erickson for their service. He stated everyone should visit the stores downtown as they have so much to offer.

Adjourn to Closed Session Pursuant to MN Statutes 13D.03 to Discuss Labor Negotiation Strategy – 8:41 p.m.

The Council reconvened at 9:26 p.m.

Adjourn to Closed Session Pursuant to MN Statute 13D.05, Subd. 3(B), Attorney-Client Privilege for Discussion of the Carlson v. City of Brainerd Assessment Appeal – 9:27 p.m.

The Council reconvened at 9:38 p.m.

The Chair adjourned the meeting at 9:38 p.m.

_____

Jennifer Bergman
City Administrator

Brainerd Fire Department

To: Mayor and City Council

From: Tim Holmes, Brainerd Fire Chief

Date: December 31, 2020

Re: December Activity Report

As 2020 comes to an end, I want to thank everyone for all their support throughout this year. We have seen some difficult times, but we have been able to stay strong and positive. We have an excellent team and they are very committed to this wonderful community.

December was another month with changes and having to adapt. All our training has been online apart from some training with our new Self-Contained Breathing Apparatus (SCBA). This new equipment should be in service in early 2021.

We started a program sponsored by Crow Wing Energize with funding from Sourcewell, The Road to Resilience from the First Twenty. A program focused on the overall health and wellness of our firefighters and all members of our communities. We are excited about the opportunity to be part of this program.

I want to thank the Brainerd Fire Department Relief Association for their generous donation to purchase an insulation vacuum and a trailer to haul the equipment. The insulation vacuum will be used for overhaul and will make our operations much more efficient and thorough. The insulation vacuum is also intended to decrease the amount of damage to a structure during the overhaul process when insulation needs to be removed from a structure.

FM/DC Cox continues to be busy with fire inspections throughout our coverage area. He has continued to help businesses with questions related to COVID-19 restrictions.

2020 has been a challenging year but we are grateful for all the opportunities we have had and we look forward to 2021.

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

Structure Fire	2
Vehicle Fire	1
Medical Assist	2
Vehicle Crash	1
Extrication, Rescue	1
Gas Leak	1
Assist Other Governmental Agency	2
Good Intent, Public Service	5
Mutual Aid Assistance	1
Smoke Scare	3
Alarm System Activation	9
Canceled Enroute	2
Carbon Monoxide Alarm	3
Total	**33**

City of Brainerd Incident Report

Structure Fire	2
Extrication, Rescue	1
Medical Assist	1
Gas Leak	1
Assist Other Governmental Agency	1
Good Intent, Public Service	3
Smoke Scare	2
Canceled Enroute	1
Alarm System Activation	4
Carbon Monoxide Alarm	1
Total	**17**

Brainerd City Council
Agenda Request

Requested Meeting Date: January 4, 2021

Title of Item: Appointment of City Officials Pursuant to City Charter - 2021/2022 Term

☐ 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: Jennifer Bergman	**Department:** Administration
Presenter (Name & Title): N/A	**Estimated Time Needed:**

Summary of Issue:

Pursuant to Chapter 2, Section 7 of the City Charter: ".....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 Official for two year terms...." Attached are letters from City Engineer Sandy and Building Official Deseth requesting reappointment. The contract with Ratwik, Roszak & Maloney was approved at the September 21, 2020 council meeting for 2021 and 2022 which listed Joseph J. Langel as the primary attorney for the City.

Alternatives, Options, Effects on Others/Comments:

This chapter and section of the City Charter is being reviewed by the Charter Commission and Council. It lists several other positions that are to be appointed for a one year term, yet historically the Council has not done so and the terms are longer than a year.

Recommended Action/Motion:

Reappoint Mr. Paul Sandy as the City Engineer, Mr. Darrin Deseth as the City Building Official and officially appoint Mr. Joseph Langel as the City Attorney for 2021 and 2022.

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

Please Explain:

January 4, 2021

The Honorable Mayor Badeaux
City Council Members
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

RE: Reappointment

Dear Mayor and Council Members,

In accordance with Section 7, Chapter 2 of the Brainerd City Charter, the City Council at its first regular meeting in January of each odd numbered year appoints the City Attorney, City Engineer and Building Official for two-year terms. Pursuant to this requirement, I am requesting reappointment to the position of City Engineer for the term January 1, 2021 through December 31, 2022.

Sincerely,

Paul G. Sandy, PE
City Engineer

December 29, 2020

The Honorable Mayor Badeaux
City Council Members
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

RE: Reappointment

Dear Mayor and Council Members,

In accordance with Section 7, Chapter 2 of the Brainerd City Charter, the City Council at its first regular meeting in January of each odd numbered year appoints the City Attorney, City Engineer and Building Official for two-year terms. Pursuant to this requirement, I am requesting reappointment to the position of Building Official for the term January 1, 2021 through December 31, 2022.

Sincerely,

Darrin L. Deseth
Building Official

Brainerd City Council
Agenda Request

Requested Meeting Date: January 4th, 2021

Title of Item: Police Dept. Biennial Body Camera Audit Report

☑ 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: Police Chief McQuiston	**Department:** Police
Presenter (Name & Title): Police Chief McQuiston	**Estimated Time Needed:**

Summary of Issue:

Our second biennial mandated audit has been completed. State statute requires that in addition to the audit being completed every two years, a copy of the audit report be provided to the governing body of the law enforcement agency and to the Legislative Commission on Data Practices and Personal Data Privacy within 60-days of it's completion. Included is a copy of the audit findings report.

Alternatives, Options, Effects on Others/Comments:

The audit found one discrepancy in our policy. While we conduct quarterly reviews and audits of random recordings of all officers, and have records to show this process has been completed, our current policy does not list this requirement in accordance with Minnesota State Statue 626.8473 for Portable Recording Systems. We have made this update to our current policy adopting language from the LMC suggested policy.

Recommended Action/Motion:

This is for informational purposes only and the council is not required to take any action.

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

Please Explain:

INDEPENDENT AUDIT REPORT

Chief Corky McQuiston
Brainerd Police Department
225 E. River Rd.
Brainerd, MN 56401

Dear Chief McQuiston:

An independent audit of the Brainerd Police Department's Portable Recording System (PRS) was conducted on October 16, 2020. The objective of the audit was to verify Brainerd Police Department's compliance with Minnesota Statutes §§13.825 and 626.8473.

Data elements the audit includes:

Minnesota Statute §13.825

- Data Classification
- Retention of Data
- Access by Data Subjects
- Inventory of Portable Recording System Technology
- Use of Agency-Issued Portable Recording Systems
- Authorization to Access Data
- Sharing Among Agencies

Minnesota Statute §626.8473

- Public Comment
- Body-worn Camera Policy

The Brainerd Police Department is located in Crow Wing County, Minnesota and employs twenty-one (21) peace officers. The Brainerd Police Department utilizes Axon body-worn cameras and Evidence.com cloud-based evidence management storage. The audit covers the period November 14, 2018, through October 16, 2020.

Audit Requirement: Data Classification

Determine that the data collected by PRSs are appropriately classified.

Brainerd Police Department PRS data is presumptively private. A report produced from Evidence.com for all PRS data collected during the time period November 15, 2018, through October 16, 2020, was created. All data collected during the specified time period is classified as private or non-public data. The Brainerd Police Department had no incidents of the discharge of a firearm by a peace officer, use of force that resulted in substantial bodily harm, requests from data subjects for the data to be made accessible to the public, or court orders directing the agency to release the PRS data to the public.

No discrepancies noted.

Audit Requirement: Retention of Data

Determine that the data collected by PRS's are appropriately retained and destroyed in accordance with statutes.

The Brainerd Police Department utilizes the General Records Retention Schedule for Minnesota Cities and agency specified retention periods in Evidence.com. At the conclusion of a PRS recording, officers assign meta data, including an Evidence.com category, to the recording. Each Evidence.com category has an associated retention period. Upon reaching its retention date, evidence is systematically deleted. Deletion of the data is captured in the audit trail.

Randomly selected records from the Evidence Created Report were reviewed, and the date and time the data was created was verified against the deletion date. Each of the records were deleted or maintained in accordance with the record retention. Randomly selected records were verified against audit trail reports, and each record was deleted or maintained in accordance with the record retention. Records selected were from the time period November 15, 2018, through October 16, 2020. The Brainerd Police Department had received no requests from data subjects to retain PRS data beyond the applicable retention period.

The agency Sergeants monitor PRS data for proper categorization to ensure PRS data are appropriately retained and destroyed.

No discrepancies noted.

Audit Requirement: Access by Data Subjects

Determine that individuals who are the subject of collected data have access to the data, and if the data subject requests a copy of the data, other individuals who do not consent to its release must be redacted.

PRS data is available and access may be requested by submission of a City of Brainerd Police Department Data Request Form. During the time period November 15, 2018, through October 16, 2020, the Brainerd Police Department had received neither requests to view PRS data nor requests for copies of PRS video from data subjects.

No discrepancies noted.

Audit Requirement: Inventory of Portable Recording System Technology

Determine the total number of recording devices owned and maintained by the agency; a daily record of the total number of recording devices actually deployed and used by officers, the policies and procedures for use of portable recording systems by required by section 626.8473; and the total amount of recorded audio and video collected by the portable recording system and

maintained by the agency, the agency's retention schedule for the data, the agency's procedures for destruction of the data, and that the data are available to the public.

Brainerd Police Department's PRS inventory consists of 26 devices. An inventory search in Evidence.com on October 16, 2020, detailed the number of recording devices owned and maintained by the agency. The inventory included the device model, serial number, device name, and officer assigned to the device.

The Brainerd Police Department has established and enforces a PRS policy that governs the use of portable recording systems by peace officers while in the performance of their duties. The Department's PRS policy requires officers to conduct a function test of their PRS at the beginning of each shift and to report any failure to his/her supervisor.

During implementation of the PRS program, peace officers were trained on the use of the portable recording system by an Axon trainer. New officers are trained as part of their field training program.

A review of randomly selected dates from the patrol schedule were verified against the Evidence.com Evidence Created Report and confirmed that officers are wearing and activating their PRSs. A review of the total number of PRS videos created per quarter and a comparison to calls for service shows a consistent collection of PRS data.

Evidence.com queries detail the total amount of PRS data created, stored/maintained, and deleted. The Brainerd Police Department utilizes the General Records Retention Schedule for Minnesota Cities and agency specified retention periods in Evidence.com. PRS video is fully deleted from Evidence.com upon reaching its scheduled deletion date. Meta data and audit trails are maintained in Evidence.com after deletion of PRS audio and video.

PRS data is available upon request, and access may be requested by submission of a City of Brainerd Police Department Data Request Form.

No discrepancies noted.

Audit Requirement: Use of Agency-Issued Portable Recording Systems

Determine if peace officers are only allowed to use portable recording systems issued and maintained by the officer's agency.

The Brainerd Police Department's PRS policy states that peace officers are prohibited from using personally owned recording devices while on-duty without the express consent of the Shift Sergeant.

No discrepancies noted.

Audit Requirement: Authorization to Access Data

Determine if the agency complies with sections 13.05, Subd. 5, and 13.055 in the operation of portable recording systems and in maintaining portable recording system data.

Sergeants conduct quarterly random reviews of PRS data to ensure categorization accuracy. Sergeants report their findings to the Chief of Police.

User access to PRS data is managed by the assignment of roles and permissions in Evidence.com. Permissions are based on staff work assignments. Roles and Permissions are administered by the Chief of Police and Lieutenant and permissions are based on staff work assignments. Access to Evidence.com is password protected and requires dual authentication.

The agency's PRS and Records Maintenance and Release policies governs access to and sharing of data. User access to PRS data is captured in the audit trail.

The Brainerd Police Department has had no security breaches, and the most recent BCA CJIS security audit was conducted in April of 2019.

When PRS data is deleted from Evidence.com, its contents cannot be determined.

No discrepancies noted.

Audit Requirement: Sharing Among Agencies

Determine if nonpublic PRS data is shared with other law enforcement agencies, government entities, or federal agencies.

The Brainerd Police Department's PRS policy prohibits the distribution of PRS data except for authorized legitimate department business purposes. Agencies requesting access submit a written request and data is shared via an Evidence.com secure link. Secure electronic sharing of data within Evidence.com is captured in the audit trail. An Evidence.com Sharing Audit Report and the Records Management System dissemination log document the sharing of data.

No discrepancies noted.

Audit Requirement: Biennial Audit

Determine if the agency maintains records showing the date and time the portable recording system data were collected, the applicable classification of the data, how the data are used, and whether data are destroyed as required.

Evidence.com and the Evidence.com Evidence Created Report document the date and time portable recording system data were collected and deleted per retention. All PRS data collected from the time period November 15, 2018, through October 16, 2020, is classified as private or non-public data. The Evidence.com audit trail and Sharing Audit Report document how the data are used. The audit trail is maintained in Evidence.com after deletion of video. The

Evidence.com audit trail documents each and every action taken from the creation of the recording to its deletion, as well as access to the audit trail after PRS has been deleted.

No discrepancies noted.

Audit Requirement: Portable Recording System Vendor

Determine if portable recording system data stored in the cloud, is stored in accordance with security requirements of the United States Federal Bureau of Investigation Criminal Justice Information Services Division Security Policy 5.4 or its successor version.

An Axon CJIS Compliance White paper outlines the specific security policies and practices for Evidence.com and how they are compliant with the CJIS Security Policy. Axon has signed the CJIS Security Addendum in all states and has performed statewide CJIS-related vendor requirements in Minnesota. Axon has incorporated the CJIS Security Addendum by reference into the Axon Master Services and Purchase Agreement. Axon maintains signed CJIS Security Addendum certification pages for Axon personnel. Authorized Axon personnel are required to complete Level 4 CJIS Security Training upon assignment and biennially thereafter.

No discrepancies noted.

Audit Requirement: Public Comment

Determine if the law enforcement agency provided an opportunity for public comment before it purchased or implemented a portable recording system and if the governing body with jurisdiction over the budget of the law enforcement agency provided an opportunity for public comment at a regularly scheduled meeting.

The Brainerd Police Department solicited for public comment on the purchase, implementation, and proposed policy of a PRS system. The Brainerd City Council held a public hearing at their September 5, 2017, meeting.

No discrepancies noted.

Audit Requirement: Body-worn Camera Policy

Determine if a written policy governing the use of portable recording systems has been established and is enforced.

The Brainerd Police Department has established and enforces a PRS policy. The policy was compared to the requirements of Minn. Stat. § 626.8473. The agency's policy includes all minimum requirements of Minn. Stat. § 626.8473, Subd. 3. with the exception of supervisory or internal audits and reviews. The PRS policy is posted on the agency's website.

Discrepancy noted.

This report was prepared exclusively for the City of Brainerd and Brainerd Police Department by Lynn Lembcke Consulting. The findings in this report are impartial and based on information and documentation provided and examined.

Dated: December 18, 2020

Lynn Lembcke Consulting

Lynn Lembcke

Brainerd City Council
Agenda Request

Requested Meeting Date: January 4, 2021

Title of Item: Designation of Brainerd Dispatch as Official Newspaper & Approve Contract

☐ 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: Connie Hillman	**Department:** Finance
Presenter (Name & Title): n/a	**Estimated Time Needed:**

Summary of Issue:

Pursuant to City Charter Section 25: "The Council shall annually at its first meeting of the year designate a legal newspaper of general circulation in the City as its official newspaper in which shall be published Ordinances and other matters required by law to be so published as well as such other matters as the Council may deem it in the public interest to have published in this manner."

Alternatives, Options, Effects on Others/Comments:

The Dispatch also offers the City a reduced rate per inch based on the volume. If we don't reach the volume in the agreement, the next year's rate will be based on a lower volume level. For 2020, the agreement was based on a volume of $10,000 and a rate of $12.41 per inch. Our actual volume was approximately $14,402. The 2021 agreement with the Dispatch is based on a new volume level of $15,000 and a rate of $12.12 per inch. The open rate for 2021 is $14.60, which is also the same as 2020 and 2019. The agreement with the Dispatch is attached.

Recommended Action/Motion:

Approve the Brainerd Dispatch as the legal newspaper and authorize signature of the agreement with the Dispatch with a rate per inch of $12.12 for 2021.

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

Please Explain: A fixed dollar amount was budgeted for publications.

BRAINERD DISPATCH

SERVING THE BRAINERD LAKES AREA AND CENTRAL MINNESOTA SINCE 1881

December 11, 2020

The City of Brainerd

You signed a **$10,000** contract with us last year, but you actually purchased **$14101.81** worth of advertising from January 1 through December 10, 2020. It is time to decide if you would like to sign a contract with us again for 2021.

My recommendation based on your history with us, would be that you sign a contract for **$15,000** this year. That would entitle your office to a rate of **$12.12** per inch for your legal notices, which is your principle type of advertising, rather than the open rate of **$14.60** per inch.

I filled out a **$15,000** contract for you. If that sounds like it would work for you, please sign both contracts, keep 1 copy and mail the other one back to me. Feel free to call me if you have any questions, 855-5804.

Sincerely,

Ann Windorski
Legal Advertising Coordinator

Enclosures

506 James Street • P.O. Box 974, Brainerd, Minnesota 56401 • (218) 829-4705 • 1-800-432-3703 • Fax (218) 829-7735
dailyads@brainerddispatch.com • www.brainerddispatch.com

BRAINERD DISPATCH

pineandlakes ECHO JOURNAL

ANNUAL CONTRACT

BUSINESS PARTNERSHIPS
WITH REAL SOLUTIONS

2021

#316123

Advertiser: City of Brainerd

Brainerd Dispatch/Echo Publishing is hereby authorized to publish retail display advertising or classified advertising in our products for one year from the above date and continuing thereafter as provided by this agreement. Classified display refers to those non-line ad formats which are placed within the classified section of Brainerd Dispatch/Echo Publishing products. Retail display advertising refers to those non-line ad formats which run elsewhere in our products.

The Advertiser agrees to purchase $ 15,000 or a frequency of_____of advertising services from us during the next twelve months.

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Accepted for Dispatch/Echo: Ann Windorski Signed: Ann Windorski

Advertiser: City of Brainerd Signed: _____

(Owner or Authorized Representative)

Date: _____

Comments: _____

Brainerd City Council
Agenda Request

Requested Meeting Date: January 4, 2021

Title of Item: Designation of Financial Institutions as Depositories 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 1st Reading **provide copy of published hearing notice*
Submitted by: Connie Hillman	**Department:** Finance
Presenter (Name & Title): n/a	**Estimated Time Needed:**

Summary of Issue:

Pursuant to City Charter Section 54-B: "The City Council shall designate a bank or banks within the State of Minnesota to be a depository or depositories of moneys of the City in accordance with state statute." At this time, the following list represents the depositories for 2021: Bremer Bank, Wells Fargo, First Western Bank & Trust, US Bankcorp, Deerwood Bank, Neighborhood National Bank, RBC Capital Markets, LLC, 4M Money Market, Moreton Capital Markets, and PMA Financial Network, Inc.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

The recommended action is to approve the above noted entities at this time as depositories for 2021.

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

Please Explain:

Brainerd City Council
Agenda Request

Requested Meeting Date: January 4, 2021

Title of Item: Res - Signature Authorization for 2021 Capital Project - Airport

☐ 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: Connie Hillman/Steve Wright	**Department:** Finance/Airport
Presenter (Name & Title): N/A	**Estimated Time Needed:**

Summary of Issue:

Annually the City adopts a resolution authorizing the Chairman or Vice Chairman of the Airport Commission to be the representative of the City of Brainerd, and to sign any and all documents relating to 2021 capital projects of the airport and any amendments that may arise. A proposed resolution is attached.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Adopted the proposed attached resolution.

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

Please Explain:

RESOLUTION
NO. xx:21

SIGNATURE AUTHORIZATION FOR 2021 CAPITAL PROJECTS FOR THE BRAINERD LAKES REGIONAL AIRPORT

BE IT RESOLVED that the Chairman and/or Vice Chairman of the Brainerd Lakes Regional Airport Commission is hereby authorized and directed to act as the authorized representative of the City of Brainerd for all 2021 capital projects for airport operations, and the same is hereby authorized and directed to execute and affix his/her signature to any and all required documents pertinent thereto, and all amendments thereof.

Adopted this 4th day of January, 2021

_____
xxx
President of the Council

Approved this 5th day of January, 2021

_____
DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Brainerd City Council
Agenda Request

Requested Meeting Date: January 4, 2021

Title of Item: Authorize Promotion of James Kramvik to Assistant Planner

☐ 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: Community Development Director	**Department:** Community Development
Presenter (Name & Title): David & Kris	**Estimated Time Needed:** 5 minutes

Summary of Issue:

On December 7th, 2020, the City Council authorized staff to conduct the hiring process for the Assistant Planner position. As a qualified internal candidate for the position was identified, it was posted exclusively internally. One application was received, and, upon review, staff is requesting that the City Council approve the promotion of Zoning Specialist/Permit Tech James Kramvik to Assistant Planner at Step 1, effective January 5, 2021.

Alternatives, Options, Effects on Others/Comments:

As a reminder, the Assistant Planner is made possible through a reorganization of the vacant Housing Inspector position in the Community Development Department. By promoting Mr. Kramvik from Zoning Specialist/Permit Tech to Assistant Planner, this does result in a vacancy in the Zoning Specialist/Permit Tech position. Staff is also seeking authorization from the City Council to conduct the hiring process to fill the position, but as an Administrative Specialist 2, which is the position Laurie Johnson served in prior to her retirement in September 2019.

Recommended Action/Motion:

1) Motion to authorize the promotion of James Kramvik to Assistant Planner at Step 1 ($25.15 per hour), effective January 5, 2021.

2) Motion to authorize staff to conduct the hiring process for an Administrative Specialist 2 position to replace the vacant Zoning Specialist/Permit Tech position.

Financial Impact:

Is there a cost associated with this request: ☑ Yes ☐ No

What is the total cost, with tax and shipping $ unknown

Is this budgeted? ☑ Yes ☐ No

Please Explain: This is a budgeted position. The wage shown is based on the 2020 wage grid in the IBEW Adm Support Union contract. The wage grid will be adjusted when the 2021 IBEW Adm Support union contract is settled.

Brainerd City Council
Agenda Request

Requested Meeting Date: January 4, 2021

Title of Item: Authorize Promotion of Marvin Bush to Street Maintenance III

☐ 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: Kris Schubert & Paul Sandy	**Department:** Human Resources & Engineering
Presenter (Name & Title): Kris Schubert & Paul Sandy	**Estimated Time Needed:** 5 minutes

Summary of Issue:

On February 3, 2020, the Council authorized Staff to hire a Street Department Maintenance III Mechanic position to be effective on 11/15/2020. We conducted an internal job posting and one employee applied - Marvin Bush who is currently a Street Maintenance II employee. In July, Mr. Bush suffered a work comp injury and was recently cleared to return to work with no restrictions. Staff is recommending that Marvin be promoted to the Street Maintenance III position effective January 5, 2021 at Step 3 of the Street Maintenance III Wage Grid ($27.66 per hour).

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to approve the promotion of Marvin Bush to Street Maintenance III effective January 5, 2021 at Step 3 of the Street Maintenance III Wage Grid ($27.66 per hour).

Financial Impact:

Is there a cost associated with this request: ☑ Yes ☐ No

What is the total cost, with tax and shipping $ unknown

Is this budgeted? ☑ Yes ☐ No

Please Explain: This is a budgeted position. The wage shown is based on the 2020 wage grid in the IUOE Street Department Union contract. The wage grid will be adjusted when the 2021 IUOE Street union contract is settled.

Brainerd City Council
Agenda Request

Requested Meeting Date: January 4, 2021

Title of Item: Update on Police Chief Hiring

☐ 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: Kris Schubert	**Department:** Human Resources
Presenter (Name & Title): HR Director Kris Schubert	**Estimated Time Needed:** 10 minutes

Summary of Issue:

At the December 21, 2020 Council meeting, the Council authorized a conditional job offer to George Vinson. On Monday, December 28th, Mr. Vinson officially withdrew from consideration for the position - see his attached letter. Based on Mr. Vinson's letter, Staff is recommending that the Council officially withdraw its conditional job offer to Mr. Vinson for the Police Chief position.

Alternatives, Options, Effects on Others/Comments:

Attached is a list of the top three candidates as certified by the Civil Service Commission for the Council's hiring consideration. At this time, the additional actions that Council could take are:

1. Make a conditional job offer to either Brent Baloun or Victor Siebeneck III.
2. Ask the Civil Service Commission to certify the #4 candidate (Chad Worden) for hiring consideration as well.
3. Request a second interview for Mr. Baloun, Mr. Siebeneck, and/or Mr. Worden. Please note that if the Council wants to interview/consider Mr. Worden, they must also approve item #2 above.

Gary Weiers from DDA will attend the 1/4/2021Council meeting virtually if there are questions.

Recommended Action/Motion:

1. Motion to officially withdraw the City's conditional job offer to Mr. George Vinson for the Police Chief position.
2. Motion to approve any combination of the additional action items noted in the above Alternatives Section.

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

Please Explain:

Mrs Bergman, Mayor Badeaux, and the Brainerd City Council,

I am incredibly grateful for the opportunity to be a part of your police chief hiring process. When I applied for the position two months ago, I had no realistic thought of placing high on the list let alone being offered the position. When I was in law enforcement skills training at Alex Tech in 2003, I never dreamt of being able to be a police chief in Brainerd. Honestly, I would have considered the opportunity a top 5 career aspiration.

Throughout this process I've learned a great deal about governmental process and I've learned a lot about myself. This has been one of the hardest decisions I've ever made in my life. Unfortunately, because of COVID, I didn't get the opportunity to sit across a table from each of you, look you in the eye, and tell you who I am; nor did I get the same opportunity to learn who you are. A decision of this magnitude is certainly life changing. And at age 40, I cannot afford (figuratively and literally) to get it wrong.

When Mr. Gary Weires from the hiring firm called to extend the offer, I was a little surprised on what/how that all came to be. Using insight from Mr. Weires, it has become clear to me an agreement on this isn't likely.

After a great deal of thought, multiple trips to Brainerd, many conversations with my wife, family and friends as well as praying to God; I've decided to very respectfully withdraw from the Brainerd Police Chief selection process. I feel bad about the inconvenience this causes you but I know you have other very skilled people on the list that will make a great Brainerd PD Chief. I wish you all the very best, Brainerd will always hold a special place in my heart.

Most Respectfully,

George H Vinson

December 14, 2020

Mr. Dave Badeaux, Mayor
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Dear Mayor Badeaux:

The Police & Fire Civil Service Commission is pleased to certify to you the first three names on the current Police Chief Eligibility List. They are as follows:

	Candidate	Score
1.	George Vinson	86.90
2.	Brent Baloun	79.40
3.	Victor Siebeneck III	70.15

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

Sincerely,

CITY OF BRAINERD

Raymond A. Charpentier, Chair
Police & Fire Civil Service Commission

/ks
cc: City Administrator Bergman
Police Chief McQuiston

Brainerd City Council
Agenda Request

Requested Meeting Date: January 4, 2021

Title of Item: Appointment of Acting Police Chief

☐ 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: Kris Schubert	**Department:** Human Resources
Presenter (Name & Title): HR Director Kris Schubert	**Estimated Time Needed:** 5 minutes

Summary of Issue:

Police Chief McQuiston will be officially retired as of January 16, 2021. Since we are still negotiating a job offer for our Police Chief position and it is unknown when the new Chief will be on board, Staff is recommending that we appoint Deputy Police Chief Mike Bestul as the Acting Police Chief effective January 16, 2021, and until a new Chief is on board. Our Employee Policy Manual (EPM), in summary, states that an employee designated as an Acting Department Head shall be compensated at the rate of pay of the lowest step on the wage grid for the Department Head position that would represent an increase in pay for the employee. Deputy Chief Bestul's 2021 wage will be $46.66 per hour. In reviewing the EPM and the Police Chief wage grid, Deputy Chief Bestul would be placed on Step 2 of the 2021 Police Chief's Wage Grid which is $47.22 per hour. This results in a $.56 per hour increase for Deputy Chief Bestul to assume the additional duties and responsibilities. Attached is a copy of the Police Chief's wage grid.

Alternatives, Options, Effects on Others/Comments:

Deputy Chief Bestul has requested to be placed at Step 3 of the Police Chief's Wage Grid during the Acting Police Chief appointment. Step 3 would be $49.47 per hour or an additional $2.81 per hour over his normal wage. Staff understands Deputy Chief Bestul's request; however, since it is a deviation from policy, the request needs consideration from the Council. Deputy Chief Bestul will be present virtually for the January 4, 2021 meeting if there are any questions regarding this request.

Recommended Action/Motion:

Motion to appoint Deputy Police Chief Mike Bestul as Acting Police Chief effective January 16, 2021, and until a new Police Chief is on board; further, Bestul's rate of pay for this temporary appointment shall be at Step XX (to be determined by Council) of the 2021 Police Chief Wage Grid.

Financial Impact:

Is there a cost associated with this request: ☑ Yes ☐ No

What is the total cost, with tax and shipping $ unknown

Is this budgeted? ☑ Yes ☐ No

Please Explain: Funding for the wage adjustment for this temporary appointment is available since a new Police Chief is not on board yet.

RESOLUTION
No. 33:19

WHEREAS, on January 7, 2019, the City Council adopted Resolution No. 02:19 setting the 2019-2021 wages for Department Heads and Non-Union Supervisors.

WHERES, Staff noted when the information was presented to Council that it would like to review possible wage adjustments for the Police Chief and City Engineer positions when all union contracts were settled to address concerns raised by those individuals relative to the market average wages for their positions.

WHEREAS all 2019 union contracts have now been approved and a review has been completed.

BE IT RESOLVED by the Council of the City of Brainerd to amend Resolution No. 02:19 by adjusting the wage tables included in Resolution 02:19 for the Police Chief and City Engineer positions and inserting in lieu thereof the following wage grids:

City Engineer, Police Chief	*Step 1*	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*	*Step 7*	*Step 8*
1/1/2019	42.80	44.95	47.09	49.23	51.36	53.50	55.64	57.78
1/1/2020	43.66	45.84	48.03	50.21	52.39	54.57	56.75	58.94
1/1/2021	44.97	47.22	49.47	51.72	53.96	56.21	58.46	60.71

BE IT FURTHER RESOLVED that said Department Head employees will be placed in the following steps as of January 1, 2019. The current employee's initial placement in the salary schedule reflects the closest step to their actual salary as of December 31, 2018.

Position	Name	Step
City Engineer	Sandy	3
Police Chief	McQuiston	5

BE IT FURTHER RESOLVED that City Engineer Sandy's 2019 wage will be set at $47.56 per hour, as described in Wage Resolution No. 2:19 since that wage is greater than the Step 3 rate. Additionally, City Engineer Sandy will not be eligible for the Step D Salary Administration Plan adjustment originally scheduled for June 1, 2019.

Adopted this 6th day of May, 2019.

GABE JOHNSON
President of the Council

Approved this 7th day of May, 2019.

EDWIN L. MENK
Mayor

ATTEST: Cassandra Torstenson
CASSANDRA TORSTENSON
City Administrator

Brainerd City Council
Agenda Request

Requested Meeting Date: January 4th, 2021

Title of Item: Community Service Officer Resignation

☐ 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: CHIEF MCQUISTON	**Department:** POLICE
Presenter (Name & Title): CHIEF MCQUISTON	**Estimated Time Needed:** 2 MINUTES

Summary of Issue:

On December 21st, we received the attached letter dated December 17th from Community Service Officer Masen Barton that he was resigning effective January 1st, 2021. We are working on soliciting applications and will come back to the council requesting authorization to fill this vacancy at a later time with a candidates name.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Accept Community Service Officer Barton's resignation with regret.

No further action requested 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

Please Explain:

12/17/2020

To whom this may concern:

I, Masen Barton will be resigning my duties as a Community Service Officer for the Brainerd Police Department. Over the past several months with the Brainerd Police Department I have gained exceptional knowledge in different areas to improve myself not only as a person but with a team as well. I am working fulltime and am starting school back up and I do not want to hold a spot from someone that may benefit more from then I will. My last day as a Community Service Officer will be January 1st, 2021. I have tried to come up with ways to make this work, but I could not. Thank you for your time.

Sincerely, Masen Barton

Brainerd City Council
Agenda Request

Requested Meeting Date: January 4, 2021

Title of Item: Planning Commission Terms

☐ 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: Community Development Director	**Department:** Community Development
Presenter (Name & Title): David Chanski, CDD	**Estimated Time Needed:** 5 minutes

Summary of Issue:

The Planning Commission has requested that the City Council discuss the organization of commissioner terms on the Planning Commission. Currently, 3 terms expire on 12/31/2021 and 3 terms expire on 12/31/22. The 7th seat on the Commission is held by the Council Liaison, who is a voting member of the Commission.

Should there be turnover as terms expire (5/6 commissioners, excluding the council liaison, have changed since 2018), the Planning Commission believes that such turnover across such a short period of time could be very disruptive to the continuity of the Planning Commission and the issues and/or projects the Commission is working on.

Alternatives, Options, Effects on Others/Comments:

Please see the attached memo for more information.

Recommended Action/Motion:

Staff is requesting Council's consideration of this matter.

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

Please Explain:

M E M O

TO: Mayor and City Council

FROM: David Chanski, Community Development Director

DATE: January 4, 2021

RE: Planning Commission Terms

During the Planning Commission meeting on November 18, 2020, the Planning Commission held a discussion regarding the terms of service for Commissioners.

The Planning Commission's concern is that 3 members of the Commission have their terms expire at the end of 2021 and a further 3 at the end of 2022 (the council liaison is appointed by the Council President every two years). Should there be turnover as terms expire (5/6 commissioners, excluding the council liaison, have changed since 2018), the Commission believes that such turnover across such a short period of time could be very disruptive to the continuity of the Planning Commission and the issues/projects the Commission is working on.

The Commission directed staff to bring this forward to the City Council for discussion, and staff believes that the January 4, 2021 City Council meeting would be an astute time for the Council to hold this discussion prior to council committee appointments and commission appointments being considered during the Council's January 19 meeting.

Commissioner terms as they currently stand are (excluding the council liaison):

- Expiring 12/31/2021
  - Mike Duval
  - Chris Foley
  - Theresa Woodward
- Expiring 12/31/2022
  - Matt Kallroos
  - Don Gorham
  - Kevin Yeager

Potential reorganization of terms could be as follows:

- Expiring 12/31/21
  - Chris Foley
  - Theresa Woodward
- Expiring 12/31/22
  - Mike Duval (extending term 1 year)
  - Matt Kallroos

- Expiring 12/31/23
    - Don Gorham (extending term 1 year)
    - Kevin Yeager (extending term 1 year)

Under such a reorganization, terms would remain as 3-year terms but with 2 terms expiring each year.

Staff is requesting Council's consideration of this matter.