

CITY COUNCIL AGENDA

Brainerd, Minnesota

TUESDAY, January 19, 2021

7:30 P.M.

WebEx Teleconference Meeting - Call In Information

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

Access Code: 146 681 9267

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

2. **Roll Call**

___ D. Pritschet ___ T. Stenglein ___ T. Erickson ___ M. O'Day

___ K. Stunek ___ G. Johnson ___ K. Bevans ___ Mayor Badeaux

3. **Pledge Of Allegiance**

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

5. **Consent Calendar**

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

A. **Approval Of Bills**

Documents:

011821 COUNCIL AP REGISTER.pdf

B. **Approval Of Minutes**

1. Regular Meeting Held on January 4, 2021

Documents:

20210104_CC draft.pdf

C. **Approval Of Licenses**

Contractor Licenses - 21

Documents:

2021-1-13 Contractor License Report.pdf

D. **Department Activity Reports**

1. Police Chief

2. Finance Director

Documents:

Police Chief Report.pdf

6. Council Committee Reports

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

WebEx Teleconference Information

- Call Toll-Free: 844-992-4726
- Access Code: 146 967 2094

Documents:

20210119_PF.pdf

1. Shared Services Agreement Between The City And Economic Development Authority (EDA)

Documents:

Shared Services.pdf

2. Consider Police Officer Resignation

Documents:

Police Officer Resignation.pdf

3. Approve Memorandum Of Understanding For Kulzer Grievance Settlement

Documents:

MOU Kulzer.pdf

4. Consider Next Steps On Police Chief Hiring

Documents:

Police Chief.pdf

5. Discussion Of Proration Of The School Resource Officer Contract For 2020-2021 School Year

Documents:

SRO Contract.pdf

6. 2021 Workers' Compensation Renewal - Informational

Documents:

Workers Comp Renewal.pdf

7. League Of Minnesota Cities Insurance Trust (LMCIT) Liability Coverage Waiver Form

Documents:

LMCIT Waiver Form.pdf

B. Safety And Public Works Committee - 6:30 P.M.

WebEx Teleconference Information

- Call Toll-Free: 844-992-4726
- Access Code: 146 453 3479

Documents:

20210119_SPW.pdf

1. Consider Request To Use Sourcewell And Gordian Procurement Process - Street Garage Addition

Documents:

Sourcewell and Gordian Procurement.pdf

2. Consider Authorization To Bid - Improvement 19-01 - NW 4th Street Reconstruction

Documents:

NW 4th Street Auth to Bid.pdf

3. Presentation - Funding Mechanisms And Outstanding Projects FY 2021

Documents:

SPW Presentations.pdf

4. Presentation - 5-Year Street And Sewer Capital Improvement Plan

7. Unfinished Business

A. Consider Appointments Of City Council Board/Commission Liaisons

Documents:

Liaison Appts.pdf

B. Committee Resignations - Accept With Regret

- Jerry Sinner, Economic Development Authority (EDA)

C. Committee Recommendations - Recommended By Mayor Badeaux

- W. Merritt Bussiere - Cable TV Advisory Committee - Term to Expire 12/31/2021
- Kara Schaefer - Park Board - Term to Expire 12/31/2022
- Mark O'Day - Public Utilities Commission (PUC) - Term to Expire 12/31/2025
- Michael Duval - Rental Dwelling License Board of Appeals - Term to Expire 12/31/2022
- Linda Marsh - Rental Dwelling License Board of Appeals - Term to Expire 12/31/2022
- Doug Stenberg - Transportation Advisory Committee (TAC) - Term to Expire 12/31/2022

Documents:

Bussiere - Cable TV.pdf
Schaefer - Park Board.pdf
ODay - PUC.pdf
Duval - BOA.pdf
Marsh - BOA.pdf
Stenberg - TAC.pdf

D. 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) *pending appointment* - 1 term (Expire 2022)

Charter Commission - 2 terms (Expire 2024)

Housing & Redevelopment Authority (HRA) - 1 term (Expire 2025) *pending appointment*

Park Board - 1 term (Expire 2025) *pending appointment*

Public Utilities Commission - 1 term (Expire 2025) *pending appointment*

Rental Dwelling License Board of Appeals - 5 terms (Expire 2022) 2 *pending appointments*

Transportation Advisory Committee (TAC) - 3 terms (Expire 2022) *pending appointment*

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

Economic Development Authority (EDA) - 1 term (Expire 2025) - 1 term (Expire 2026)

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

8. **Public Forum**

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

9. **Staff Reports**

(Verbal: Any Updates since Packet)

10. **Mayor's Report**

11. **Council Member Reports**

12. **Adjourn To 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**

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

14. **Adjourn To Closed Session Pursuant To MN Statutes 13D.05, Subd. 3 (A), To Conduct City Administrator Performance Review**

Personnel & Finance Committee will meet at 6:45 P.M.

WebEx Teleconference Call In Info:

Call Toll-Free: 844-992-4726

Access Code: 146 967 2094

Safety & Public Works Committee will meet at 6:30 P.M.

WebEx Teleconference Call In Info:

Call Toll-Free: 844-992-4726

Access Code: 146 453 3479

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"

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0011 - ACE HARDWARE:							
293804 63852	ACE HARDWARE REPLACEMENT BATTERIES 237-3190-42220	01/05/2021 pziemer	01/20/2021	44.90 44.90	44.90	Open	N 01/20/2021
293859 63908	ACE HARDWARE SHOP MECHANICAL SUPPLIES 235-3100-42220	01/07/2021 pziemer	01/20/2021	42.66 42.66	42.66	Open	N 01/20/2021
293776 63930	ACE HARDWARE COUPLERS 225-2220-42210	01/04/2021 pziemer	01/20/2021	6.74 6.74	6.74	Open	N 01/20/2021
Total for vendor 0011 - ACE HARDWARE:				94.30	94.30		
Vendor 2846 - AMERICAN WELDIN:							
07548659 63948	AMERICAN WELDING-GAS INC WELDING GAS/SUPPLIES 400-9050-45530	01/04/2021 pziemer	01/20/2021	3,573.15 3,573.15	3,573.15	Open	N 01/20/2021
Total for vendor 2846 - AMERICAN WELDIN:				3,573.15	3,573.15		
Vendor 0039 - AMERIPRIDE LINE:							
2201417918 63863	ARAMARK UNIFORM RUGS AND OVERALLS 235-3100-43430	12/31/2020 pziemer	01/20/2021	60.18 60.18	60.18	Open	N 12/31/2020
2201421091 63893	ARAMARK UNIFORM RUGS AND OVERALLS 235-3100-43430	01/07/2021 pziemer	01/20/2021	82.06 82.06	82.06	Open	N 01/20/2021
Total for vendor 0039 - AMERIPRIDE LINE:				142.24	142.24		
Vendor 3489 - APWA-MN CHAPTER:							
18455 - 2021 63895	APWA-MN CHAPTER P. SANDY MEMBERSHIP 4/1/21-3/31/22 101-1700-43433 101-0000-15500	01/05/2021 pziemer	01/20/2021	900.00 675.00 225.00	900.00	Open	N 01/20/2021
Total for vendor 3489 - APWA-MN CHAPTER:				900.00	900.00		
Vendor 3859 - ASL INTERPRETING SERVICES INC:							

01/14/2021 11:39 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 2/19

EXP CHECK RUN DATES 01/18/2021 - 01/18/2021

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
21.00006 63875	ASL INTERPRETING SERVICES INC JAN 2021 CHARGE FOR VRI SERVICES 225-2120-43300 PROFESSIONAL SERVICES Total for vendor 3859 - ASL INTERPRETING SERVICES INC:	01/04/2021 pziemer	01/20/2021	20.00 20.00 20.00	20.00 20.00	Open	N 01/20/2021
Vendor 0944 - ASPEN MILLS:							
266615 63924	ASPEN MILLS 2020 UNIFORM - PRASKA 225-2220-41113 UNIFORM ALLOWANCE	12/29/2020 pziemer	01/20/2021	39.68 39.68	39.68	Open	N 12/31/2020
266908 63925	ASPEN MILLS 2020 UNIFORM - BEESON 225-2220-41113 UNIFORM ALLOWANCE	12/28/2020 pziemer	01/20/2021	56.95 56.95	56.95	Open	N 12/31/2020
266910 63926	ASPEN MILLS 2020 BUDGET - PRASKA UNIFORM 225-2220-41113 UNIFORM ALLOWANCE	12/26/2020 pziemer	01/20/2021	66.97 66.97	66.97	Open	N 12/31/2020
266909 63927	ASPEN MILLS 2020 UNIFORM - PRASKA 225-2220-41113 UNIFORM ALLOWANCE	12/28/2020 pziemer	01/20/2021	66.97 66.97	66.97	Open	N 12/31/2020
266907 63928	ASPEN MILLS 2020 UNIFORM 225-2220-41113 UNIFORM ALLOWANCE Total for vendor 0944 - ASPEN MILLS:	12/28/2020 pziemer	01/20/2021	56.95 56.95 287.52	56.95 287.52	Open	N 12/31/2020
Vendor 2740 - AT&T MOBILITY:							
X01032021/PD 63940	AT&T MOBILITY ACCT 287287520356 DEC 2020 DEPT CELL 225-2120-43309 COMPUTER TECHNICAL SUPPORT 225-2120-43321 TELEPHONE Total for vendor 2740 - AT&T MOBILITY:	12/25/2020 pziemer	01/20/2021	2,067.18 802.83 1,264.35 2,067.18	2,067.18	Open	N 12/31/2020
Vendor 2838 - AXON ENTERPRISE:							
SI-1706104 63876	AXON ENTERPRISE, INC. 724BA- INITIAL ISSUE 225-2120-41113 UNIFORM ALLOWANCE	12/26/2020 pziemer	01/20/2021	1,286.00 1,286.00	1,286.00	Open	N 12/31/2020

01/14/2021 11:39 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 3/19

EXP CHECK RUN DATES 01/18/2021 - 01/18/2021

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
Total for vendor 2838 - AXON ENTERPRISE:				1,286.00	1,286.00		
Vendor 0745 - BATTERIES PLUS:							
P353829994							
63877	BATTERIES PLUS	01/07/2021	01/20/2021	59.88	59.88	Open	N
	BATTERIES (CR123)	pziemer					01/20/2021
	225-2120-42210	OPERATING SUPPLIES		59.88			
Total for vendor 0745 - BATTERIES PLUS:				59.88	59.88		
Vendor 0065 - BOYER TRUCKS RO:							
87896R							
63861	BOYER TRUCKS ROGERS	01/04/2021	01/20/2021	743.09	743.09	Open	N
	HYDRAULIC FITTINGS BENCH/ADJ CRAWLER	pziemer					01/20/2021
	235-3100-42220	REPAIR & MAINT		743.09			
86760RX3							
63862	BOYER TRUCKS ROGERS	01/04/2021	01/20/2021	59.12	59.12	Open	N
	HYDRAULIC FITTINGS	pziemer					01/20/2021
	235-3100-42220	REPAIR & MAINT		59.12			
89458R							
63905	BOYER TRUCKS ROGERS	01/08/2021	01/20/2021	33.32	33.32	Open	N
	REPLACEMENT HYDRAULIC FITTINGS	pziemer					01/20/2021
	235-3100-42220	REPAIR & MAINT		33.32			
89302R							
63921	BOYER TRUCKS ROGERS	01/11/2021	01/20/2021	287.89	287.89	Open	N
	SHOP CREEPER/HYDRAULIC HOSE CHOP SAW	pziemer					01/20/2021
	235-3100-42220	REPAIR & MAINT		287.89			
Total for vendor 0065 - BOYER TRUCKS RO:				1,123.42	1,123.42		
Vendor 0078 - BRAINERD LAKES:							
184							
63917	BRAINERD LAKES AREA DEV C	12/31/2020	01/20/2021	39,250.00	39,250.00	Open	N
	2020 2ND HALF FUNDING	pziemer					12/31/2020
	295-6510-43300	PROFESSIONAL SERVICES		39,250.00			
Total for vendor 0078 - BRAINERD LAKES:				39,250.00	39,250.00		
Vendor 0296 - BRAINERD PUBLIC:							
DEC 2020/FD							
63896	BRAINERD PUBLIC UTILITIES	12/30/2020	01/20/2021	2,521.46	2,521.46	Open	N
	11/24-12/24 FD UTILITIES	pziemer					12/31/2020
	225-2220-43381	BPU UTILITIES		2,521.46			

01/14/2021 11:39 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 01/18/2021 - 01/18/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 4/19

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
DEC 2020/PD							
63897	BRAINERD PUBLIC UTILITIES 11/24-12/24 PD UTILITIES 225-2120-43381	12/30/2020 pziemer	01/20/2021	3,242.49	3,242.49	Open	N 12/31/2020
	BPU UTILITIES			3,242.49			
DEC 2020/STREETS							
63898	BRAINERD PUBLIC UTILITIES 11/24-12/24 STREETS UTILITIES 235-3100-43381	12/30/2020 pziemer	01/20/2021	24,170.93	24,170.93	Open	N 12/31/2020
	BPU UTILITIES			24,170.93			
DEC 2020/PARKS							
63899	BRAINERD PUBLIC UTILITIES 11/24-12/24 PARKS UTILITIES 230-5200-43381	12/30/2020 pziemer	01/20/2021	3,303.32	3,303.32	Open	N 12/31/2020
	BPU UTILITIES			3,303.32			
DEC 2020/ENG							
63900	BRAINERD PUBLIC UTILITIES 11/24-12/24 ENG UTILITIES 101-1940-43381	12/30/2020 pziemer	01/20/2021	2,150.62	2,150.62	Open	N 12/31/2020
	BPU UTILITIES			1,119.94			
	BPU UTILITIES			248.02			
	BPU UTILITIES			43.49			
	BPU UTILITIES			76.71			
	BPU UTILITIES			36.00			
	UTILITIES			626.46			
DEC 2020/LIBRARY							
63901	BRAINERD PUBLIC UTILITIES 11/24-12/24 LIBRARY UTILITIES 211-5500-43381	12/30/2020 pziemer	01/20/2021	1,223.50	1,223.50	Open	N 12/31/2020
	BPU UTILITIES			1,223.50			
REMIT 1/14/21							
63962	BRAINERD PUBLIC UTILITIES REMIT COLLECTED LOCAL SALES TAX THRU 251-9360-43467	01/14/2021 pziemer	01/20/2021	89,750.83	89,750.83	Open	N 01/20/2021
	REMIT LOCAL SALES TAX COLLECT			89,750.83			
	Total for vendor 0296 - BRAINERD PUBLIC:			126,363.15	126,363.15		
Vendor 3541 - BRAINERD ROTARY:							
11180	BRAINERD ROTARY BERGMAN QTR 1 2021 DUES 101-1400-43433	01/01/2021 pziemer	01/20/2021	100.00	100.00	Open	N 01/20/2021
	DUES & SUBSCRIPTIONS			100.00			
	Total for vendor 3541 - BRAINERD ROTARY:			100.00	100.00		
Vendor 0816 - BUSH, MARVIN:							
12/28/2020	BUSH, MARVIN REIMBURSE BOOTS 50% 2020 237-3190-43430	12/28/2020 pziemer	01/20/2021	99.50	99.50	Open	N 12/31/2020
	MISCELLANEOUS			99.50			

01/14/2021 11:39 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 5/19

EXP CHECK RUN DATES 01/18/2021 - 01/18/2021

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	Jrnalized Post Date
Total for vendor 0816 - BUSH, MARVIN:				99.50	99.50		
Vendor 0102 - CANON FINANCIAL:							
26047036 63952	CANON FINANCIAL SERVICE FD COPIER CONTRACT 1/20/21-2/19/21 225-2220-43331	01/13/2021 pziemer	01/20/2021	67.27	67.27	Open	N 01/20/2021
	LEASED PAYMENTS			67.27			
26047037 63953	CANON FINANCIAL SERVICE LIB COPIER CONTRACT 1/20/21-2/19/21 211-5505-43430	01/13/2021 pziemer	01/20/2021	100.06	100.06	Open	N 01/20/2021
	MISC - COPY MACHINE PYMTS			100.06			
Total for vendor 0102 - CANON FINANCIAL:				167.33	167.33		
Vendor 0447 - CDW GOVERNMENT, :							
5838350 63854	CDW GOVERNMENT, INC CDWG - STARTECH 4PORT USB HUB 101-1800-42210	12/22/2020 pziemer	01/20/2021	36.43	36.43	Open	N 12/31/2020
	OPERATING SUPPLIES			36.43			
5866851 63855	CDW GOVERNMENT, INC CDWG - STARTECH USB CABLES 101-1800-42210	12/23/2020 pziemer	01/20/2021	13.88	13.88	Open	N 12/31/2020
	OPERATING SUPPLIES			13.88			
6182062 63936	CDW GOVERNMENT, INC DELL MONITORS X5 CISCO IP PHONE 101-1800-42210 101-2400-42210 235-3100-42210	01/05/2021 pziemer	01/20/2021	1,567.73	1,567.73	Open	N 01/20/2021
	OPERATING SUPPLIES			538.04			
	OPERATING SUPPLIES			760.67			
	OPERATING SUPPLIES			269.02			
Total for vendor 0447 - CDW GOVERNMENT, :				1,618.04	1,618.04		
Vendor 0307 - CENTERPOINT ENE:							
5933799-8/DEC 20 63939	CENTERPOINT ENERGY PARKS NOV-DEC HEATING 230-5200-43380 230-5200-43380	12/17/2020 pziemer	01/20/2021	286.75	286.75	Open	N 12/31/2020
	UTILITIES			134.46			
	UTILITIES			152.29			
6032449-8/ DEC 2020 63955	CENTERPOINT ENERGY 11/16/20-12/15/20 LIBRARY HEAT 211-5500-43380	12/17/2020 pziemer	01/20/2021	690.01	690.01	Open	N 12/31/2020
	UTILITIES			690.01			
Total for vendor 0307 - CENTERPOINT ENE:				976.76	976.76		

01/14/2021 11:39 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 01/18/2021 - 01/18/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 6/19

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 2905 - CLEAN PLUS INC:							
2101026 63879	CLEAN PLUS INC NITRILE GLOVES 225-2120-42209	01/05/2021 pziemer	01/20/2021	435.71	435.71	Open	N 01/20/2021
	SAFETY EQUIPMENT SUPPLIES			435.71			
	Total for vendor 2905 - CLEAN PLUS INC:			435.71	435.71		

Vendor 3378 - COLLINS BROTHER:

20-64503 63957	COLLINS BROTHERS TOWING ICR 20015080 DUI TOW 224-2150-42210	12/06/2020 pziemer	01/20/2021	40.00	40.00	Open	N 12/31/2020
	OPERATING SUPPLIES			40.00			
20-64774 63958	COLLINS BROTHERS TOWING ICR 20015322 DRUG TOW 223-2140-42210	12/11/2020 pziemer	01/20/2021	40.00	40.00	Open	N 12/31/2020
	OPERATING SUPPLIES			40.00			
20-64803 63959	COLLINS BROTHERS TOWING ICR 20015375 DUI TOW 224-2150-42210	12/13/2020 pziemer	01/20/2021	40.00	40.00	Open	N 12/31/2020
	OPERATING SUPPLIES			40.00			
20-64993 63960	COLLINS BROTHERS TOWING ICR 20015471 DUI TOW 224-2150-42210	12/15/2020 pziemer	01/20/2021	40.00	40.00	Open	N 12/31/2020
	OPERATING SUPPLIES			40.00			
	Total for vendor 3378 - COLLINS BROTHER:			160.00	160.00		

Vendor 0122 - COMMUNITY ACTIO:

2021 1ST HALF 63832	COMMUNITY ACTION REMT 1ST HALF 2021 ESTIMATED LEVY 101-9200-43460	01/06/2021 pziemer	01/20/2021	48,000.00	48,000.00	Open	N 01/20/2021
	REMIT COMMUNITY ACTION LEVY			48,000.00			
	Total for vendor 0122 - COMMUNITY ACTIO:			48,000.00	48,000.00		

Vendor 0132 - CWC HIGHWAY DEP:

3923 63937	CWC HIGHWAY DEPT DEC 2020 TRANSIT FUEL 203-9000-42212	12/31/2020 pziemer	01/20/2021	1,926.38	1,926.38	Open	N 12/31/2020
	MOTOR FUELS			1,926.38			
	Total for vendor 0132 - CWC HIGHWAY DEP:			1,926.38	1,926.38		

Vendor 0135 - CWC TREASURER:

01/14/2021 11:39 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 7/19

EXP CHECK RUN DATES 01/18/2021 - 01/18/2021

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
3851/CITY HALL							
63886	CWC TREASURER	12/28/2020	01/20/2021	959.57	959.57	Open	N
	4TH QTR 2020 REIMB EXPENSES	pziemer					12/31/2020
	101-1940-42220	REPAIR & MAINT		780.95			
	101-1940-42220	REPAIR & MAINT		178.62			
3851/FD							
63887	CWC TREASURER	12/28/2020	01/20/2021	628.99	628.99	Open	N
	4TH QTR 2020 REIMB EXPENSES	pziemer					12/31/2020
	225-2220-42221	R&M BUILDING		628.99			
3851/PD							
63888	CWC TREASURER	12/28/2020	01/20/2021	133.74	133.74	Open	N
	4TH QTR 2020 REIMB EXPENSES	pziemer					12/31/2020
	225-2120-42220	REPAIR & MAINT		133.74			
3851/LIB							
63889	CWC TREASURER	12/28/2020	01/20/2021	952.40	952.40	Open	N
	4TH QTR 2020 REIMB EXPENSES	pziemer					12/31/2020
	211-5500-43400	REPAIR & MAINT LABOR		952.40			
JAN 2021							
63890	CWC TREASURER	01/01/2021	01/20/2021	8,050.00	8,050.00	Open	N
	SHARED SERVICES	pziemer					01/20/2021
	211-5500-43430	MISCELLANEOUS		625.00			
	101-9200-43300	PROFESSIONAL SERVICES		7,425.00			
	Total for vendor 0135 - CWC TREASURER:			10,724.70	10,724.70		
Vendor 2898 - DIGITAL HORIZON:							
1853							
63923	DIGITAL HORIZONS	12/23/2020	01/20/2021	320.00	320.00	Open	N
	EOC SCREEN INSTALLATION	pziemer					12/31/2020
	400-9050-45530	CAPITAL - OTHER		320.00			
	Total for vendor 2898 - DIGITAL HORIZON:			320.00	320.00		
Vendor 3395 - EMERGENCY RESPO:							
16706							
63961	MACQUEEN EMERGENCY	01/06/2021	01/20/2021	285,817.78	285,817.78	Open	N
	SCBA QTY 34	pziemer					01/20/2021
	404-9055-45500	BUILDING CAPITAL		285,817.78			
	Total for vendor 3395 - EMERGENCY RESPO:			285,817.78	285,817.78		
Vendor 0170 - FASTENAL COMPAN:							
MNBAX242039							
63906	FASTENAL COMPANY	01/06/2021	01/20/2021	7.10	7.10	Open	N
	GREASE ZIRKS	pziemer					01/20/2021

01/14/2021 11:39 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 8/19

EXP CHECK RUN DATES 01/18/2021 - 01/18/2021

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
	235-3125-42220	REPAIR & MAINT		7.10			
	Total for vendor 0170 - FASTENAL COMPAN:			7.10	7.10		
Vendor 0200 - HEARTLAND ANIMA:							
12/31/2020							
63934	HEARTLAND ANIMAL RESCUE	12/31/2020	01/20/2021	2,480.00	2,480.00	Open	N
	DEC 2020 ADMIN FEE/BOARDING	pziemer					12/31/2020
	225-2700-43430	MISCELLANEOUS		668.00			
	225-2700-43300	PROFESSIONAL SERVICES		1,812.00			
	Total for vendor 0200 - HEARTLAND ANIMA:			2,480.00	2,480.00		
Vendor 3202 - INNOVATIVE OFFI:							
IN3226417							
63946	INNOVATIVE OFFICE SOLUTIONS LLC	01/12/2021	01/20/2021	178.12	178.12	Open	N
	TONER (JM)	pziemer					01/20/2021
	225-2120-42210	OPERATING SUPPLIES		178.12			
	Total for vendor 3202 - INNOVATIVE OFFI:			178.12	178.12		
Vendor 2791 - INTEGRITY EMPLO:							
BC104							
63920	INTEGRITY EMPLOYEE BENEFITS, LLC	01/04/2021	01/20/2021	1,900.00	1,900.00	Open	N
	1/1/21-12/31/21 ONLINE BENEFIT ENROLIP	pziemer					01/20/2021
	101-1400-43309	COMPUTER TECHNICAL SUPPORT		909.87			
	260-9020-43430	MISCELLANEOUS		80.28			
	101-0000-14100	DUE FROM COMPONENT UNIT		682.39			
	101-0000-14100	DUE FROM COMPONENT UNIT		227.46			
	Total for vendor 2791 - INTEGRITY EMPLO:			1,900.00	1,900.00		
Vendor 3874 - JEREMY FYLE:							
30939							
63903	ADVANCED DRAIN CLEANING INC	01/04/2021	01/20/2021	225.00	225.00	Open	N
	1302 PARK ST - TELEVISE LINE - CITY IP	pziemer					01/20/2021
	237-3190-42220	REPAIR & MAINT		225.00			
	Total for vendor 3874 - JEREMY FYLE:			225.00	225.00		
Vendor MISC - KAYLA BOLLIG:							
P021066							
63878	KAYLA BOLLIG	01/07/2021	01/20/2021	25.00	25.00	Open	N
	REFUND FOR OVERPAYMENT OF PARKING TI	pziemer					01/20/2021
	225-2120-35102	PARKING FINES		25.00			
	Total for vendor MISC - KAYLA BOLLIG:			25.00	25.00		

01/14/2021 11:39 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 9/19

EXP CHECK RUN DATES 01/18/2021 - 01/18/2021

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 0313 - LAKES AREA SENI:							
2021 1ST HALF							
63831	LAKES AREA SENIOR CENTER	01/06/2021	01/20/2021	48,000.00	48,000.00	Open	N
	REMIT 1ST HALF 2021 ESTMATED LEVY	pziemer					01/20/2021
	101-9200-43461	REMIT SENIOR CITIZEN LEVY		48,000.00			
	Total for vendor 0313 - LAKES AREA SENI:			48,000.00	48,000.00		
Vendor 0237 - LOCATORS - SUPP:							
0289520-IN							
63859	LOCATORS - SUPPLIES INC	01/05/2021	01/20/2021	377.96	377.96	Open	N
	BRUSHING FALL PROTECTION	pziemer					01/20/2021
	235-3100-42220	REPAIR & MAINT		377.96			
0289548-IN							
63891	LOCATORS - SUPPLIES INC	01/06/2021	01/20/2021	193.19	193.19	Open	N
	SHOP NITRIL GLOVES	pziemer					01/20/2021
	235-3100-42220	REPAIR & MAINT		193.19			
0289569-IN							
63904	LOCATORS - SUPPLIES INC	01/07/2021	01/20/2021	255.77	255.77	Open	N
	FALL PROTECTION LANYARD	pziemer					01/20/2021
	235-3100-42220	REPAIR & MAINT		255.77			
	Total for vendor 0237 - LOCATORS - SUPP:			826.92	826.92		
Vendor 3876 - LYNN LEMBCKE CONSULTING:							
21-004							
63947	LYNN LEMBCKE CONSULTING	01/10/2021	01/20/2021	1,250.00	1,250.00	Open	N
	BWC AUDIT	pziemer					01/20/2021
	225-2120-43300	PROFESSIONAL SERVICES		1,250.00			
	Total for vendor 3876 - LYNN LEMBCKE CONSULTING:			1,250.00	1,250.00		
Vendor 1753 - MARCO:							
INV8295669							
63857	MARCO	12/29/2020	01/20/2021	3,060.00	3,060.00	Open	N
	OFFICE 365/DUO IMPLEMENTATION	pziemer					12/31/2020
INV8295545							
63858	MARCO	12/29/2020	01/20/2021	0.00	0.00	Void	N
	CLOUD MEETINGS	pziemer					12/31/2020
CM476815							
63935	MARCO	12/31/2020	01/20/2021	(1,154.78)	(1,154.78)	Open	N
	CREDIT FOR INV8100223	pziemer					12/31/2020
	229-0000-45500	CAPITAL OUTLAY		(1,154.78)			

01/14/2021 11:39 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 01/18/2021 - 01/18/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 10/19

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 1753 - MARCO:				1,905.22	1,905.22		
Vendor 3394 - MIDWEST MACHINE:							
2313043 63892	MIDWEST MACHINERY CO CHAINSAW CHAINS AND FILES 235-3100-42220	01/06/2021 pziemer	01/20/2021	42.25	42.25	Open	N 01/20/2021
	REPAIR & MAINT			42.25			
Total for vendor 3394 - MIDWEST MACHINE:				42.25	42.25		
Vendor 0260 - MN BUREAU OF CR:							
0000638700 63872	MN BUREAU OF CRIM APPREHENSION CJDN CONNECT 4TH QTR 2020 225-2120-43321	12/31/2020 pziemer	01/20/2021	390.00	390.00	Open	N 12/31/2020
	TELEPHONE			390.00			
Total for vendor 0260 - MN BUREAU OF CR:				390.00	390.00		
Vendor 0270 - MN DEPT LABOR &:							
4TH QTR 2020 63949	MN DEPT LABOR & INDUSTRY BLDG PERMIT SURCHARGES 4TH QTR 2020 101-0000-21800	01/12/2021 pziemer	01/20/2021	2,999.18	2,999.18	Open	N 12/31/2020
	SURCHARGE PAYABLE TO STATE			2,999.18			
Total for vendor 0270 - MN DEPT LABOR &:				2,999.18	2,999.18		
Vendor 0418 - MN POLICE CHIEF:							
11434 63873	MN CHIEF'S OF POLICE ASSO 2021 MEMBERSHIP RENEWAL 225-2120-43433	12/31/2020 pziemer	01/20/2021	386.00	386.00	Open	N 01/20/2021
	DUES & SUBSCRIPTIONS			386.00			
Total for vendor 0418 - MN POLICE CHIEF:				386.00	386.00		
Vendor 3168 - MOTORS-N-MORE:							
28089 63880	MOTORS-N-MORE SQD 429 OIL CHANGE 225-2120-42221	01/06/2021 pziemer	01/20/2021	23.00	23.00	Open	N 01/20/2021
	SQUAD CAR REPAIR SUPPLIES			23.00			
Total for vendor 3168 - MOTORS-N-MORE:				23.00	23.00		
Vendor 2062 - NARDINI FIRE EQ:							
IN00159334 63922	NARDINI FIRE EQUIPMENT CO INC 2020 SPIRNKLER SYSTEM INSPECTION 225-2220-43300	12/30/2020 pziemer	01/20/2021	250.00	250.00	Open	N 12/31/2020
	PROFESSIONAL SERVICES			250.00			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
		Total for vendor 2062 - NARDINI FIRE EQ:		250.00	250.00		
Vendor 1153 - NORTHLAND ARBOR:							
2021 1ST HALF 63830	NORTHLAND ARBORETUM 2021 1ST HALF ESTIMATED LEVY PAYMENT 101-9200-43462	01/06/2021 pziemer REMIT ARBORETUM LEVY	01/20/2021	48,000.00 48,000.00	48,000.00	Open	N 01/20/2021
		Total for vendor 1153 - NORTHLAND ARBOR:		48,000.00	48,000.00		
Vendor 0284 - OFFICE SHOP:							
1090672 63950	OFFICE SHOP COPY PAPER - CITY HALL 101-1940-42200	01/12/2021 pziemer OFFICE SUPPLIES	01/20/2021	293.17 293.17	293.17	Open	N 01/20/2021
1090672-1 63951	OFFICE SHOP 3 RING INDEX 101-1940-42200	01/13/2021 pziemer OFFICE SUPPLIES	01/20/2021	2.48 2.48	2.48	Open	N 01/20/2021
314333-0 63956	OFFICE SHOP TONER - LIBRARY 211-5505-43430	12/29/2020 pziemer MISC - COPY MACHINE PYMTS	01/20/2021	104.94 104.94	104.94	Open	N 12/31/2020
		Total for vendor 0284 - OFFICE SHOP:		400.59	400.59		
Vendor 2137 - O'REILLY AUTOMO:							
1647-417404 63938	O'REILLY AUTOMOTIVE STORES INC. SHOP VEHICLES 230-5200-42220	12/29/2020 pziemer REPAIR & MAINT	01/20/2021	31.74 31.74	31.74	Open	N 12/31/2020
		Total for vendor 2137 - O'REILLY AUTOMO:		31.74	31.74		
Vendor 3436 - PRODUCTIVE ALTE:							
INV00066146 63931	PRODUCTIVE ALTERNATIVES DEC 2020 THIRD PARTY SERVICES 203-9000-42212 203-9000-43401 203-9000-43440	12/31/2020 pziemer MOTOR FUELS VEHICLE REPAIRS TRANSIT SERVICE CONTRACT PY	01/20/2021	61,718.56 2,515.71 3,386.88 55,815.97	61,718.56	Open	N 12/31/2020
		Total for vendor 3436 - PRODUCTIVE ALTE:		61,718.56	61,718.56		
Vendor 2487 - RAILROAD MANAGE:							

01/14/2021 11:39 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 12/19

EXP CHECK RUN DATES 01/18/2021 - 01/18/2021

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
431885 63910	RAILROAD MANAGEMENT COMPANY LICENSE #302048 4/16/21-4/15/22 238-3160-43430	12/23/2020 pziemer	01/20/2021	650.00	650.00	Open	N 01/20/2021
	MISCELLANEOUS			650.00			
	Total for vendor 2487 - RAILROAD MANAGE:			650.00	650.00		

Vendor 3413 - RATWIK, ROSZAK:

NOV 2020

63932	RATWIK, ROSZAK AND MALONEY NOV 2020 SERVICES/RETAINER 101-1610-43301 101-0000-14100 260-9020-43304 101-1610-43301 401-1415-43300 401-1901-43300 401-1609-43300 101-0000-14100	12/31/2020 pziemer	01/20/2021	9,829.07	9,829.07	Open	N 12/31/2020
	CITY ATTORNEY			3,965.00			
	DUE FROM COMPONENT UNIT			210.00			
	LEGAL PROFESSIONAL SERVICES			75.00			
	CITY ATTORNEY			1,855.48			
	PROFESSIONAL SERVICES			1,973.75			
	PROFESSIONAL SERVICES			165.00			
	PROFESSIONAL SERVICES			1,518.06			
	DUE FROM COMPONENT UNIT			66.78			
	Total for vendor 3413 - RATWIK, ROSZAK:			9,829.07	9,829.07		

Vendor 3410 - ROUTE MATCH SOF:

45272

63860	ROUTE MATCH SOFTWARE LLC ANNUAL DATA PLANS X10 3/1/21-2/28/22 203-9000-43309 203-0000-15510	01/01/2021 pziemer	01/20/2021	1,800.00	1,800.00	Open	N 01/20/2021
	COMPUTER TECHINCAL SUPPORT			150.00			
	PREPAID OTHER			1,650.00			
	Total for vendor 3410 - ROUTE MATCH SOF:			1,800.00	1,800.00		

Vendor 3875 - SAFARILAND, LLC:

I20-162175

63919	SAFARILAND, LLC 40MM IMPACT SPONGES - LESS SALES TAX 225-2120-42210	12/19/2020 pziemer	01/20/2021	692.99	692.99	Open	N 01/20/2021
	OPERATING SUPPLIES			692.99			
	Total for vendor 3875 - SAFARILAND, LLC:			692.99	692.99		

Vendor 0322 - STREICHERS PROF:

CM287850

63881	STREICHERS PROF EQUIP 724BA - INITIAL ISSUE CREDIT 225-2120-41113	12/30/2020 pziemer	01/20/2021	(64.99)	(64.99)	Open	N 12/31/2020
	UNIFORM ALLOWANCE			(64.99)			
I1473822 63882	STREICHERS PROF EQUIP 724BA INITIAL ISSUE	12/29/2020 pziemer	01/20/2021	971.78	971.78	Open	N 12/31/2020

01/14/2021 11:39 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 13/19

EXP CHECK RUN DATES 01/18/2021 - 01/18/2021

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	Jrnalized Post Date
	225-2120-41113	UNIFORM ALLOWANCE		971.78			
I1474039 63883	STREICHERS PROF EQUIP 724BA INITIAL ISSUE 225-2120-41113	12/30/2020 pziemer	01/20/2021	64.99	64.99	Open	N 12/31/2020
	225-2120-41113	UNIFORM ALLOWANCE		64.99			
I1474050 63884	STREICHERS PROF EQUIP 724BA INITIAL ISSUE 225-2120-41113	12/30/2020 pziemer	01/20/2021	23.98	23.98	Open	N 12/31/2020
	225-2120-41113	UNIFORM ALLOWANCE		23.98			
I1473555 63885	STREICHERS PROF EQUIP 702-704-707-721 BODY ARMOR/VEST 225-2120-41113	12/29/2020 pziemer	01/20/2021	4,291.78	4,291.78	Open	N 12/31/2020
	225-2120-41113	UNIFORM ALLOWANCE		4,291.78			
I1474517 63918	STREICHERS PROF EQUIP 724BA INTITIAL ISSUE 225-2120-41113	01/04/2021 pziemer	01/20/2021	169.98	169.98	Open	N 01/20/2021
	225-2120-41113	UNIFORM ALLOWANCE		169.98			
I1475630 63929	STREICHERS PROF EQUIP BA INITIAL ISSUE 225-2120-41113	12/29/2020 pziemer	01/20/2021	324.95	324.95	Open	N 12/31/2020
	225-2120-41113	UNIFORM ALLOWANCE		324.95			
Total for vendor 0322 - STREICHERS PROF:				5,782.47	5,782.47		

Vendor 0329 - TOMS BACKHOE SE:

17426 63853	TOMS BACKHOE SERVICE INC 12/30/20 SNOW REMOVAL BASE PLUS 3 IN(pziemer 235-3125-43402	12/31/2020	01/20/2021	11,884.62	11,884.62	Open	N 12/31/2020
	235-3125-43402	DOWNTOWN SNOW REMOVAL		11,884.62			
17414 63856	TOMS BACKHOE SERVICE INC 12/24/20 SNOW REMOVAL BASE PLUS 2 ADI(pziemer 235-3125-43402	12/29/2020	01/20/2021	10,121.51	10,121.51	Open	N 12/31/2020
	235-3125-43402	DOWNTOWN SNOW REMOVAL		10,121.51			
Total for vendor 0329 - TOMS BACKHOE SE:				22,006.13	22,006.13		

Vendor 1612 - US BANK:

5975687 63902	US BANK 2012A GO IMP BONDS 316-7950-46620	12/24/2020 pziemer	01/20/2021	500.00	500.00	Open	N 01/20/2021
	316-7950-46620	PAYING AGENT FEES		500.00			
5983025 63909	US BANK 2011A GO IMP BONDS	12/24/2020 pziemer	01/20/2021	500.00	500.00	Open	N 01/20/2021

01/14/2021 11:39 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 14/19

EXP CHECK RUN DATES 01/18/2021 - 01/18/2021

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
	313-7920-46620	PAYING AGENT FEES		500.00			
		Total for vendor 1612 - US BANK:		1,000.00	1,000.00		

Vendor 0344 - WASTE PARTNERS:

0CX04674 63866	WASTE PARTNERS INC DEC 2020 STREETS WASTE REMOVAL 235-3100-43380	12/31/2020 pziemer UTILITIES	01/20/2021	87.75 87.75	87.75	Open	N 12/31/2020
0CX04677 63867	WASTE PARTNERS INC DEC 2020 DWNTWN WASTE REMOVAL 401-1003-43300	12/31/2020 pziemer PROFESSIONAL SERVICES	01/20/2021	161.46 161.46	161.46	Open	N 12/31/2020
0CX04675 63868	WASTE PARTNERS INC DEC 2020 FD WASTE REMOVAL 225-2220-43380	12/31/2020 pziemer UTILITIES	01/20/2021	93.60 93.60	93.60	Open	N 12/31/2020
0CX04676 63869	WASTE PARTNERS INC DEC 2020 CITY HALL WASTE REMOVAL 101-1940-43380	12/31/2020 pziemer UTILITIES	01/20/2021	98.50 98.50	98.50	Open	N 12/31/2020
0CX04678 63870	WASTE PARTNERS INC DEC 2020 PD WASTE REMOVAL 225-2120-43380	12/31/2020 pziemer UTILITIES	01/20/2021	112.75 112.75	112.75	Open	N 12/31/2020
0CX04679 63871	WASTE PARTNERS INC DEC 2020 WASTE OIL 227-3230-43428	12/31/2020 pziemer USED OIL RECYCLING EXPENSE	01/20/2021	58.50 58.50	58.50	Open	N 12/31/2020
0CX00333 63954	WASTE PARTNERS INC DEC 2020 LIBRARY WASTE REMOVAL 211-5500-43380	12/31/2020 pziemer UTILITIES	01/20/2021	101.16 101.16	101.16	Open	N 12/31/2020
		Total for vendor 0344 - WASTE PARTNERS:		713.72	713.72		

Vendor 3199 - WEX BANK:

69318024/STREETS 63912	WEX BANK DEC 2020 STREET DEPT FUEL 235-3125-42212	12/31/2020 pziemer MOTOR FUELS	01/20/2021	4,520.06 4,520.06	4,520.06	Open	N 12/31/2020
69318024/FD 63913	WEX BANK DEC 2020 FIRE DEPT FUEL	12/31/2020 pziemer	01/20/2021	443.43	443.43	Open	N 12/31/2020

01/14/2021 11:39 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 15/19

EXP CHECK RUN DATES 01/18/2021 - 01/18/2021

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	Jrnalized Post Date
	225-2220-42212	MOTOR FUELS		443.43			
69318024/PARKS 63914	WEX BANK DEC 2020 PARKS FUEL 230-5200-42212	12/31/2020 pziemer	01/20/2021	829.40	829.40	Open	N 12/31/2020
		MOTOR FUELS		829.40			
69318024/COM DEV 63915	WEX BANK DEC 2020 COM DEV FUEL 101-2400-42212	12/31/2020 pziemer	01/20/2021	22.50	22.50	Open	N 12/31/2020
		MOTOR FUELS		22.50			
69318024/POLICE 63916*	WEX BANK DEC 2020 POLICE DEPT FUEL 225-2220-42212	12/31/2020 pziemer	01/20/2021	2,810.63	2,810.63	Open	N 12/31/2020
		MOTOR FUELS		2,881.93			
		MOTOR FUELS		(71.30)			
	Total for vendor 3199 - WEX BANK:			8,626.02	8,626.02		

Vendor 0354 - ZIEGLER, INC:

PC190100649 63907	ZIEGLER, INC GRADER 113 AIR DRYER 235-3125-42220	01/08/2021 pziemer	01/20/2021	846.14	846.14	Open	N 01/20/2021
		REPAIR & MAINT		846.14			
PR190009689 63911	ZIEGLER, INC HYDRAULIC HOSE RETURN 235-3100-42220	01/09/2021 pziemer	01/20/2021	(50.45)	(50.45)	Open	N 01/20/2021
		REPAIR & MAINT		(50.45)			
PC190100748 63933	ZIEGLER, INC CAT COOLANT 235-3100-42220	01/12/2021 pziemer	01/20/2021	169.32	169.32	Open	N 01/20/2021
		REPAIR & MAINT		169.32			
	Total for vendor 0354 - ZIEGLER, INC:			965.01	965.01		

# of Invoices:	104	# Due:	103	Totals:	749,887.35	749,887.35
# of Credit Memos:	3	# Due:	3	Totals:	(1,270.22)	(1,270.22)
Net of Invoices and Credit Memos:					748,617.13	748,617.13

* 1 Net Invoices have Credits Totalling: (71.30)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	1,186.63
101-0000-15500	PREPAID EXPENSE	225.00
101-0000-21800	SURCHARGE PAYABLE TO STATE	2,999.18
101-1400-43309	COMPUTER TECHNICAL SUPPORT	909.87
101-1400-43433	DUES & SUBSCRIPTIONS	100.00
101-1610-43301	CITY ATTORNEY	5,820.48

01/14/2021 11:39 AM

User: pziemmer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 16/19

EXP CHECK RUN DATES 01/18/2021 - 01/18/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
101-1700-43433	DUES & SUBSCRIPTIONS			675.00			
101-1800-42210	OPERATING SUPPLIES			588.35			
101-1940-42200	OFFICE SUPPLIES			295.65			
101-1940-42220	REPAIR & MAINT			959.57			
101-1940-43380	UTILITIES			98.50			
101-1940-43381	BPU UTILITIES			1,367.96			
101-2400-42210	OPERATING SUPPLIES			760.67			
101-2400-42212	MOTOR FUELS			22.50			
101-9200-43300	PROFESSIONAL SERVICES			7,425.00			
101-9200-43381	BPU UTILITIES			120.20			
101-9200-43460	REMIT COMMUNITY ACTION LEVY			48,000.00			
101-9200-43461	REMIT SENIOR CITIZEN LEVY			48,000.00			
101-9200-43462	REMIT ARBORETUM LEVY			48,000.00			
203-0000-15510	PREPAID OTHER			1,650.00			
203-9000-42212	MOTOR FUELS			4,442.09			
203-9000-43309	COMPUTER TECHINCAL SUPPORT			150.00			
203-9000-43401	VEHICLE REPAIRS			3,386.88			
203-9000-43440	TRANSIT SERVICE CONTRACT PY			55,815.97			
211-5500-43380	UTILITIES			791.17			
211-5500-43381	BPU UTILITIES			1,223.50			
211-5500-43400	REPAIR & MAINT LABOR			952.40			
211-5500-43430	MISCELLANEOUS			625.00			
211-5505-43430	MISC - COPY MACHINE PYMTS			205.00			
223-2140-42210	OPERATING SUPPLIES			40.00			
224-2150-42210	OPERATING SUPPLIES			120.00			
225-2120-35102	PARKING FINES			25.00			
225-2120-41113	UNIFORM ALLOWANCE			7,068.47			
225-2120-42209	SAFETY EQUIPMENT SUPPLIES			435.71			
225-2120-42210	OPERATING SUPPLIES			930.99			
225-2120-42220	REPAIR & MAINT			133.74			
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
225-2120-43300	PROFESSIONAL SERVICES			1,270.00			
225-2120-43309	COMPUTER TECHNICAL SUPPORT			802.83			
225-2120-43321	TELEPHONE			1,654.35			
225-2120-43380	UTILITIES			112.75			
225-2120-43381	BPU UTILITIES			3,242.49			
225-2120-43433	DUES & SUBSCRIPTIONS			386.00			
225-2220-41113	UNIFORM ALLOWANCE			287.52			
225-2220-42210	OPERATING SUPPLIES			6.74			
225-2220-42212	MOTOR FUELS			3,254.06			
225-2220-42221	R&M BUILDING			628.99			
225-2220-43300	PROFESSIONAL SERVICES			250.00			
225-2220-43331	LEASED PAYMENTS			67.27			
225-2220-43380	UTILITIES			93.60			
225-2220-43381	BPU UTILITIES			2,521.46			
225-2700-43300	PROFESSIONAL SERVICES			1,812.00			
225-2700-43430	MISCELLANEOUS			668.00			
227-3230-43428	USED OIL RECYCLING EXPENSE			58.50			
229-0000-45500	CAPITAL OUTLAY			(1,154.78)			
230-5200-42212	MOTOR FUELS			829.40			
230-5200-42220	REPAIR & MAINT			31.74			
230-5200-43380	UTILITIES			286.75			
230-5200-43381	BPU UTILITIES			3,303.32			
235-3100-42210	OPERATING SUPPLIES			269.02			
235-3100-42220	REPAIR & MAINT			2,154.12			
235-3100-43380	UTILITIES			87.75			
235-3100-43381	BPU UTILITIES			24,170.93			

01/14/2021 11:39 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 01/18/2021 - 01/18/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 17/19

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	235-3100-43430	MISCELLANEOUS		142.24			
	235-3125-42212	MOTOR FUELS		4,520.06			
	235-3125-42220	REPAIR & MAINT		853.24			
	235-3125-43402	DOWNTOWN SNOW REMOVAL		22,006.13			
	236-3180-43381	BPU UTILITIES		36.00			
	237-3190-42220	REPAIR & MAINT		269.90			
	237-3190-43430	MISCELLANEOUS		99.50			
	238-3160-43430	MISCELLANEOUS		650.00			
	251-9360-43467	REMIT LOCAL SALES TAX COLLECT		89,750.83			
	260-9020-43304	LEGAL PROFESSIONAL SERVICES		75.00			
	260-9020-43430	MISCELLANEOUS		80.28			
	295-6510-43300	PROFESSIONAL SERVICES		39,250.00			
	313-7920-46620	PAYING AGENT FEES		500.00			
	316-7950-46620	PAYING AGENT FEES		500.00			
	400-9050-45530	CAPITAL - OTHER		3,893.15			
	401-1003-43300	PROFESSIONAL SERVICES		161.46			
	401-1003-43380	UTILITIES		626.46			
	401-1415-43300	PROFESSIONAL SERVICES		1,973.75			
	401-1609-43300	PROFESSIONAL SERVICES		1,518.06			
	401-1901-43300	PROFESSIONAL SERVICES		165.00			
	404-9055-45500	BUILDING CAPITAL		285,817.78			

01/14/2021 11:39 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 01/18/2021 - 01/18/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 18/19

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			167,554.56	167,554.56		
	203 - TRANSIT FUND			65,444.94	65,444.94		
	211 - LIBRARY FUND			3,797.07	3,797.07		
	223 - DRUG FORFEITURE			40.00	40.00		
	224 - DUI FORFEITURE			120.00	120.00		
	225 - PUBLIC SAFETY FUND			25,674.97	25,674.97		
	227 - RECYCLING FUND			58.50	58.50		
	229 - PANDEMIC GRANTS			(1,154.78)	(1,154.78)		
	230 - PARK & RECREATION FUND			4,451.21	4,451.21		
	235 - STREET & SEWER FUND			54,203.49	54,203.49		
	236 - PARKING LOT FUND			36.00	36.00		
	237 - SANITARY SEWER FUND			369.40	369.40		
	238 - STORM SEWER FUND			650.00	650.00		
	251 - LOCAL OPTION SALES TAX			89,750.83	89,750.83		
	260 - AIRPORT FUND			155.28	155.28		
	295 - EDA FUND			39,250.00	39,250.00		
	313 - SINKING 2011A GO			500.00	500.00		
	316 - 2012A GO ISSUE			500.00	500.00		
	400 - CAPITAL PROJECTS FUND			3,893.15	3,893.15		
	401 - CONSTRUCTION FUND			4,444.73	4,444.73		
	404 - FIRE DEPARTMENT CAPITAL			285,817.78	285,817.78		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			4,906.03	4,906.03		
	1003 - 10:03 DWNTWN MAIN CNTRACT			787.92	787.92		
	1400 - ADMINISTRATION			1,009.87	1,009.87		
	1415 - 14:15 AIRPORT UTILITY EXT			1,973.75	1,973.75		
	1609 - 16:09 BUFFALO HILLS RECON			1,518.06	1,518.06		
	1610 - LEGAL-CIVIL ATTORNEY			5,820.48	5,820.48		
	1700 - ENGINEERING			675.00	675.00		
	1800 - IT/GIS			588.35	588.35		
	1901 - 19:01 NW 4TH STREET IMPR			165.00	165.00		
	1940 - CITY HALL			2,721.68	2,721.68		
	2120 - POLICE DEPARTMENT			16,085.33	16,085.33		
	2140 - DRUG FORFEITURE			40.00	40.00		
	2150 - DUI FORFEITURE			120.00	120.00		
	2220 - FIRE DEPARTMENT			7,109.64	7,109.64		
	2400 - COMMUNITY DEVL/INSPECTION			783.17	783.17		
	2700 - ANIMAL CONTROL			2,480.00	2,480.00		
	3100 - S & S MAINTENANCE			26,824.06	26,824.06		
	3125 - SNOW REMOVAL			27,379.43	27,379.43		
	3160 - STORM SEWER EXPENSE			650.00	650.00		

01/14/2021 11:39 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 01/18/2021 - 01/18/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 19/19

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY DEPT/ACTIVITY ---							
	3180 - PARKING LOTS EXPENSE			36.00	36.00		
	3190 - SANITARY SEWER EXPENSE			369.40	369.40		
	3230 - RECYCLING EXPENSE			58.50	58.50		
	5200 - PARK MAIN/ADMINISTRATION			4,451.21	4,451.21		
	5500 - LIBRARY-BUDGETED			3,592.07	3,592.07		
	5505 - TAXABLE FEES			205.00	205.00		
	6510 - ECONOMIC DEVELOPMENT AUTH			39,250.00	39,250.00		
	7920 - SINKING 2011A GO			500.00	500.00		
	7950 - SINKING 2012A GO			500.00	500.00		
	9000 - TRANSIT FUND			63,794.94	63,794.94		
	9020 - AIRPORT M & O			155.28	155.28		
	9050 - CAPITAL PROJECTS-MISC			3,893.15	3,893.15		
	9055 - FIRE DEPARTMENT CAPITAL			285,817.78	285,817.78		
	9200 - UNALLOCATED			151,545.20	151,545.20		
	9360 - LOCAL OPTION SALES TAX			89,750.83	89,750.83		

THE ABOVE LISTED ACCOUNTS PAYABLE DISBURSEMENTS HAVE BEEN REVIEWED AND HEREBY

APPROVED:

GABE JOHNSON

KEVIN STUNEK

TIFFANY STENGLEIN

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.

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

Administer Oath of Office

City Administrator Bergman administered the Oath of Office to the following:

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

Upon roll call, the following members were noted as present: Pritschet, Bevans, Stenglein, Erickson, O'Day, Stunek, and Johnson. Mayor Badeaux was also noted as present.

Presentations

Mayor Badeaux presented Tower Awards to retiring Police Chief Corky McQuiston and Parks Director Tony Sailer. He praised Tony Sailer with the hard work and dedication for our parks and for the ability to pivot directions at a moment's notice. Mayor Badeaux shared a memory he had of Corky McQuiston when he first became an elected official and commended him for his leadership over the many years of service. Both Mr. Sailer and Mr. McQuiston thanked City Council members past and present, staff, and fellow coworkers for the support and awards.

Election of President and Vice President of the Council for 2021-2022

Council President Johnson asked for nominations for Council President and Vice President for calendar years 2021 and 2022.

Alderman Stunek nominated Alderman Bevans to serve as Council President

Alderman Bevans nominated Alderman Johnson to serve as Council Vice President.

As there were no other nominations, Council President Johnson closed nominations and asked for a voice vote to elect Alderman Bevans as Council President and Alderman Johnson as Vice President.

All members voted "aye". No member voted "nay". The Chair declared the nominations passed.

Approval of the Agenda - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND PRITSCHET, DULY CARRIED, TO AMEND THE AGENDA BY ADDING ITEM 9H. APPOINTMENT OF COUNCIL COMMITTEES FOR 2021-2022 UNDER NEW BUSINESS.

Approval of Consent Calendar - Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND STUNEK, DULY CARRIED, TO APPROVE THE CONSENT CALENDAR.

A. Approval of Bills (2020 Year End & January 4, 2021) And Transfers of Funds - Approved

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

B. Approval of the Minutes of the Regular Meeting held on December 21, 2020 - Approved

C. Approval of Licenses - Approved

Contractor Licenses – 22

D. Department Activity Reports - Approved

1. Fire Chief

E. Appointment of City Officials Pursuant to City Charter – 2021/2022 Term - Approved

1. City Engineer – Paul Sandy, P.E.
2. City Building Official – Darrin Deseth
3. City Attorney – Joseph J. Langel

F. Police Dept. Biennial Body Camera Audit Report - Approved

G. Designation of Brainerd Dispatch as Official Newspaper for Calendar Year 2021 Pursuant to City Charter; and Authorize Signature on Contract with the Dispatch - Approved

H. Designation of Finance Institutions as Depositories for 2021 Pursuant to City Charter - Approved

I. Adoption of a Resolution Approving Signature Authorization for 2021 Capital Projects for the Brainerd Lakes Regional Airport – Adopted Resolution 01:21

J. Approval of Off-Sale Liquor License – Submitted by the American Legion Post #255, 708 Front St., Brainerd – Contingent Upon Fire Department Approval - Approved

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

Unfinished Business

Call for Applicants – Informational:

(Application Information at www.ci.brainerd.mn.us/boards/)

PLEASE NOTE: THIS INCLUDES ANY EXPIRING TERMS UP FOR REAPPOINTMENT - ALL CURRENT MEMBERS ARE REQUIRED TO REAPPLY

Mayor Recommended: (terms to expire on 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 Fundraising Committee – Two positions available

New Business

Ratification of Hiring Police Officer Brandon Anderson - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO AFFIRM HIRING OF POLICE OFFICER BRANDON ANDERSON, STARTING AT LELS 2021 STEP 1 RATE OF \$28.26/HOUR, WITH A STARTING DATE OF JANUARY 25, 2021.

Authorize Promotion of James Kramvik to Assistant Planner - Approved

MOVED AND SECONDED BY ALDERMEN STUNEK AND O'DAY TO AUTHORIZE THE PROMOTION OF JAMES KRAMVIK TO ASSISTANT PLANNER AT STEP 1 (\$25.15 PER HOUR), EFFECTIVE JANUARY 5, 2021.

Council member Johnson stated he will be voting against the motion, as he was told at previous council meetings this position would not be created.

Members Pritschet, Stenglein, Erickson, O'Day, Stunek, and Bevans voted "aye". Member Johnson voted "nay". The Chair declared the motion carried.

MOVED AND SECONDED BY ALDERMEN ERICKSON AND STENGLEIN TO AUTHORIZE STAFF TO CONDUCT THE HIRING PROCESS FOR AN ADMINISTRATIVE SPECIALIST 2 POSITION TO REPLACE THE VACANT ZONING SPECIALIST/PERMIT TECH POSITION.

Community Development Director Chanski indicated this position would essentially be the last position held by Laurie Johnson prior to her retirement.

Members Pritschet, Stenglein, Erickson, O'Day, Stunek, and Bevans voted "aye". Member Johnson voted "nay". The Chair declared the motion carried.

Authorize Promotion of Marvin Bush to Street Maintenance III - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND PRITSCHET, DULY CARRIED, 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).

Update of Police Chief Hiring - Approved

HR Director Schubert explained Mr. Gary Weiers from DDA will be giving the update to the Council.

Mr. Weiers gave a brief update of the negotiations that were discussed with Mr. George Vinson and Mr. Vinson's letter withdrawing from the City's conditional job offer that was extended to him. Mr. Weiers stated he has been in contact with the next available candidate, Mr. Brent Baloun, who is still interested in the position but only at Step 6 of the wage grid.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN STUNEK AND ERICKSON TO APPROVE A CONDITIONAL JOB OFFER TO MR. BRENT BALOUN AT STEP 6 AND THE \$2,000 RELOCATION EXPENSE.

Council member Stunek withdrew his motion with Council member Erickson in agreement.

MOVED AND SECONDED BY ALDERMEN STUNEK AND ERICKSON TO APPROVE A CONDITIONAL JOB OFFER TO MR. BRENT BALOUN AT STEP 6 AND OFFICIALLY WITHDRAW THE CITY'S CONDITIONAL JOB OFFER TO MR. GEORGE VINSON.

Members Pritschet, Erickson, O'Day, Stunek, Johnson, and Bevans voted "aye". Member Stenglein voted "nay". The Chair declared the motion carried.

Appointment of Acting Police Chief - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPOINT ACTING DEPUTY CHIEF BESTUL AS AN INTERIM 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 3 OF THE 2021 POLICE CHIEF WAGE GRID.

HR Director Schubert stated the Employee Policy Manual indicates Deputy Chief Bestul should start at the lowest step of the Police Chief wage grid, which is Step 2. However, placing him at that step would only increase his wage by \$.56/hour. She said it is recommended to appoint him at Step 3, which would be a \$2.81/hour wage increase. Police Chief McQuiston concurred, due to the increase in responsibility and job duties.

Accept Resignation of Community Service Officer (CSO) Masen Barton – Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND ERICKSON, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF COMMUNITY SERVICE OFFICER (CSO) MASEN BARTON.

Planning Commission Terms – Direction Given

Community Development Director Chanski explained the Planning Commission is concerned with the current term expiration dates. He indicated three of the members will expire in 2021, and the remaining three will expire in 2022. The Commission felt these terms should be staggered more evenly due to the large projects they are working on.

Council discussion took place, and it was determined for staff to bring the current policy back to the Council with suggested changes.

(Added Item) Appointment of Council Committees - Approved

Council President Bevans nominated the following members to the Personnel and Finance Committee and the Safety Public Works Committee:

Personnel and Finance Committee

Kevin Stunek, Tiffany Stenglein, and Gabe Johnson as Chair

Safety and Public Works Committee

Dave Pritschet, Tad Erickson, and Michael O'Day as Chair

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPOINT THE MEMBERS TO THE COMMITTEES AS INDICATED ABOVE.

Public Forum

The Chair opened the public forum at 8:20 p.m.

No one came forward.

The Chair closed the public forum at 8:21 p.m.

Staff Reports

City Administrator Bergman indicated she has completed Performance Evaluations for Department Heads and stated the evaluation form could use a few minor changes for future

reviews. She stated she will have the framework for her performance review available at the January 19, 2021 Council meeting and requests a closed session after that meeting.

City Engineer Sandy thanked the Council for the additional two-year appointment as City Engineer.

Community Development Director Chanski indicated he has completed two years with the City and thanked the Council for the opportunity. He said the Parking Commission has started to meet and will meet the third Thursday each month at 4:00 p.m.

Mayor's Report

Mayor Badeaux stated a fellow classmate who went on to become a teacher has asked him to speak at his economics class about the City and financials. He thanked the Council for the work that has been done in the past to make his presentation to the class a positive one. Mayor Badeaux said one of his goals as Mayor is to speak to as many students as possible about our great city.

Council Member Reports

Council member Stunek thanked the street crews for the great job plowing.

Council member Johnson thanked the Council for the opportunity to serve as Council President the last two years and wished good luck to the new committee appointees.

Council member Erickson welcomed the new members to the Council.

Council member Bevans announced the EDA meeting will be taking place on Thursday, January 7th at 7:30 a.m. via WebEx teleconference.

Council member O'Day is looking forward to being involved as a City Council member.

Adjourn to Closed Session Pursuant to MN Statute 13D.05, Subd. 3(B), Attorney-Client Privilege To Discuss Tom's Backhoe Services, Inc. v. City of Brainerd Pending Litigation – 8:30 p.m.

The Council reconvened at 8:51 p.m.

Adjourn to Closed Session Pursuant to MN Statutes 13D.03 to Discuss Labor Negotiation Strategy – 8:54 p.m.

The Council reconvened at 9:09 p.m.

The Chair adjourned the meeting at 9:10 p.m.

Jennifer Bergman
City Administrator

Contractor List

01/13/2021

Contractor Name	Address	Local License #	Licensee Type
BARATTO BROTHERS CONSTRUCTION INC MATTHEW RADNIECKI	13872 SHAFER RD (218) 692-1070	2021-0023	General Commercial
BRYANS PLUMBING AND HEATING L BRYAN KEEHR	8218 COUNTY ROAD 144 (218) 537-7462	2021-0028	Plumbing Contractor
CENTERPOINT ENERGY RESOURCES CORP DBA CENTERPOINT E EMILY SUPPES	700 W LINDEN AVE (763) 512-2764	2021-0041	Mechanical
CLIMATE AIR INC SCOTT FISCHER	1301 10TH ST N (320) 255-0641	2021-0042	Mechanical
ELLINGSON PLUMBING HEATING AC & ELECTRICAL Shane Johnston	2510 BROADWAY ST S (320) 762-8645	2021-0025	Plumbing Contractor
HEARTLAND GLASS COMPANY, LLC RYAN JORGERSON	401 SUNDIAL DR (320) 259-1679	2021-0005	Glass/glazing
J/R'S PLUMBING INC JASON DANIELS	24689 CTY RD 11 (218) 232 8829	2021-0026	Plumbing Contractor
JOHNS REFRIGERATION John D. Gosch	12821 20TH AVE SW (218) 829-1349	2021-0040	Mechanical
LANDWERX LLC JUSTIN SCOTT RUDOLPH	16035 CARLSON LAKE RD (218) 831-3435	2021-0014	Excavator
MCDOWALL COMPANY John McDowall	1431 PROSPER DR (320) 251-8640	2021-0037	Mechanical
MINNESOTA HOME IMPROVEMENTS LLC ANDREW FISCHER	PO BOX 248 (320) 761 3224	2021-0016	General Commerical
NORTHERN AIR PLUMBING & HEATING LLC JOSEPH BATES	273 WESTWOOD DR (218) 927-6828	2021-0044	Mechanical

Contractor List

01/13/2021

Contractor Name	Address	Local License #	Licensee Type
R J MECHANICAL INC BRAD KRAMER	901 N INDUSTRIAL PARK RD PO BOX 373 (320) 679-0602	2021-0004	High Pressure Piping Business
RANDYS PLUMBING & HEATING Randy Smelter	8216 INDUSTRIAL PARK RD (218) 829-5736	2021-0024	Plumbing Contractor
RARDIN CONSTRUCTION, INC. JAY RARDIN	10990 COUNTY ROAD 77 SW (218) 829-6507	2021-0024	General Commercial
ROSS LEWIS SIGN COMPANY INC Ross Lewis	2201 BARDWELL DR NW (218) 751-1204	2021-0006	Sign Erector
SCHAFER BUILDING MAINTENANCE Randy Schafer	6037 85TH ST NE (320) 387-3205	2021-0005	Commercial Roofing
SCHILLING MECHANICAL LLC Greg Schilling	1687 KOERING RD (320) 360-2030	2021-0039	Mechanical
SPORTSMANS PLUMBING HEATING AND AIR CONDITIONING LLC CLAYTON HAGEMAN	12705 STATE 64 SW (218) 831-8720	2021-0018	Plumbing Contractor
TELCOM CONSTRUCTION, LLC MICHAEL BRUNNER	2218 E 200TH STREET PO BOX 189 (320) 547-1099	2021-0005	Utilities Construction
THE JAMAR COMPANY James Palumbo	4701 MIKE COLALILLO DR (218) 628-6122	2021-0038	Mechanical

Totals: 21

Population: All Records

Licensee.DateRegistered Between 12/31/2020 12:00:00 AM AND 1/13/2021 12:00:00 AM

**BRAINERD POLICE DEPARTMENT
MEMORANDUM**

TO: Brainerd City Council
FROM: Police Chief Corky McQuiston
DATE: 01-12-21
RE: Monthly Report



December Training



December departmental training involved a five-module on-line training system from TrueNorth Constitutional Policing. Each module is approximately 50 minutes in duration. This training was promoted and endorsed by the League of Minnesota Cities.

This unique training involved instructional lessons, followed by interactive "Compass Point" scenarios with variable outcomes based on how officers make decisions and allows officers to work through the scenarios making different choices and experience different outcomes.

Each module is then followed by a test that is scored.

The five modules were:

1. A Noble Calling
2. A Revolution to a Constitution
3. Justice for All
4. Rules of Fair Play
5. The Stories They'll Tell

Some goals of the training were:

1. For Officers to be able to differentiate between Substantive and Procedural Due Process
2. Describe the constitutional obligation to bring forward evidence that might be helpful to the defense
3. Identify officers' due process obligations to provide factually accurate reports and testimony

Two other important concepts covered were:

Noble Service

- › Make a Daily Commitment to Do the Right Thing
- › Take a Stand on Constitutional Policing
- › Rest Up to Defeat Ethical Challenges
- › Stop and Think When There's Time to Safely Do So
- › Watch Out for Moral Wiggle Room
- › Admit Your Mistakes



STEP 1

Think things through



STEP 2

Focus on behaviors



STEP 3

Ask not assume



STEP 4

Review your decisions



Sergeant John Davis attend the virtual conference conducted by Daigle Law Group from December 1st to the 3rd. Eric Daigle is a world renowned expert on Use of Force and Police Policy. He specializes in Civil Rights litigation and as a Law Enforcement Operations Consultant. He frequently is called to testify as an Expert Witness in major court cases regarding police use of force.

Components of this training included:

- Use of Force Tracking and Assessment
- Policy, Training and Supervision
- Leadership for a Lifetime
- De-Escalation and Mental Health Response
- Current Trends in Use of Force
- Crowd Control
- The Duty to Intervene & Bystander Liability
- Supreme Court Updates
- In-Custody Deaths & Appropriate Breathing

Police Pursuit Incidents in December



Officers were involved in two short pursuit incidents in December. On both occasions the pursuits were ended very quickly by Supervisor's Discretion, with supervisors directing the officers to end the pursuits.

The first incident was on Friday December 11th, and started at shortly after 5 pm. Officers received information from an off-duty probation agent to check on report of a male passed out in vehicle in the Walgreens' parking lot. The report was the male had been slumped over the steering wheel of a black Chevy truck that was running for about 20 minutes.

As officers knocked on the truck window attempting to wake the male up, he put the truck into drive and started leaving the parking lot as officers yelled for the driver to stop. The vehicle sped out of the parking lot pulling out into traffic causing other vehicles to brake abruptly to avoid a collision. The vehicle then continued west on Jackson Street at a high rate of speed and onto Excelsior Road into Baxter. Because of the speed and high volume of traffic the Patrol Sergeant immediately radioed all officers to terminate the pursuit and it was ended in less than two minutes.

The vehicle was later located abandoned in Baxter and impounded for investigators to execute a search warrant on and process in an attempt to identify the driver. Police Investigators and the Patrol Sergeant continued to conduct significant follow-up as the vehicle had been sold and the registration not transferred. They were able to ultimately identify the driver and have forwarded the information to the County Attorney for charges against the driver of Fleeing a Peace Officer in a Motor Vehicle, 5th Degree Controlled Substance Possession, and Reckless Driving.

The second incident occurred on December 19th at about 8:20 pm. This incident involved a deputy who was trying to stop a vehicle that had pulled into Stoneybrook. The driver of that vehicle was an adult female known to officers as Ashley Benedict. Officers were attempting to stop Benedict as she had warrants for her arrest. Benedict refused to stop after driving through Stoneybrook mobile home park and back out to SE 13th Street. The Patrol Sergeant again radioed Brainerd Officers to terminate the pursuit since the subject was known to officers.

These are two excellent examples of staff making a quick decision not to pursue fleeing vehicles and lowering the danger they present to our community, knowing that they will still be able to make arrests and have the offenders charged at a later time.

Body Worn Camera Data Report



Month	Number of Videos	Hours of Videos	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos Per Day
November	1668	371 Hours	665 GB	398 MB	13.37 Minutes	54
December	1731	370 Hours	662 GB	382 MB	12.83 Minutes	55

Conduct on Premises Activity Report for December

ICR	Date Reported	Title	Address	Summary
20015102	12/07/20	Conduct on Premises	712 1 st Avenue NE	Conduct on Premises
20015406	12/14/20	Conduct on Premises	1203 Campus Drive W	Conduct on Premises-Subsequent Incident. 1 st Notification not verified prior to 2 nd instance. No Written Management Plan Requested

Monthly Police Activity

December	2020	2019
ICRs	1390	1460
Citations (Inc. Parking)	263	295
Part I and Part II Crimes Reported	**	212

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

** Note: Transitioning to NIBRS reporting

91 parking tickets were issued in the month of December with the following dispositions:

3	Dismissed
0	Business Validations
39	Paid in Full
1	Partial Payments Received
48	No Payment Received

Revenue Recapture Receipts:

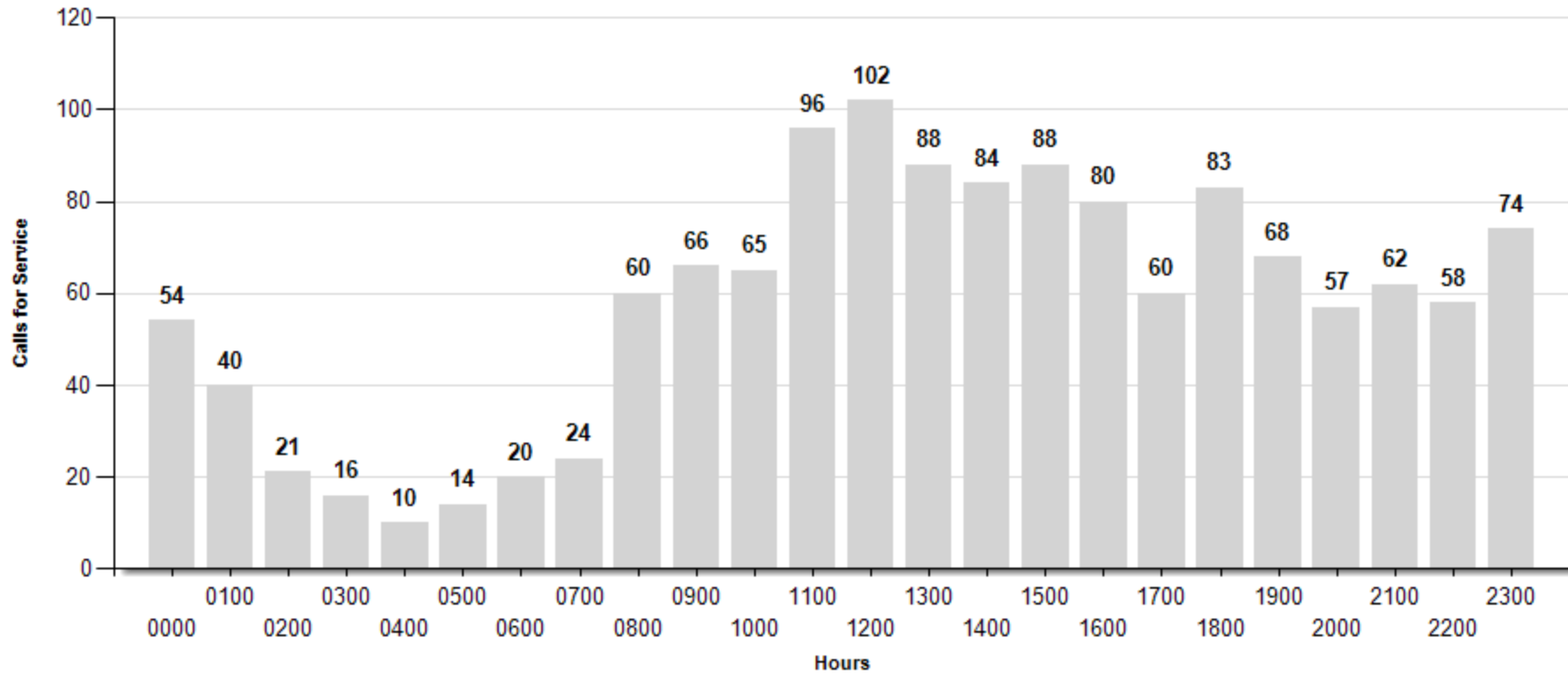
To Date: \$ 56,144.58
In 2020: \$ 8,304.50



Calls for Service Hourly

12/1/2020 to 12/31/2020

Total Calls: 1427



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

January 19, 2021

6:45 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 844-992-4726

Access Code: 146 967 2094

1. Shared Services Agreement Between the City and Economic Development Authority (EDA)
2. Consider Police Officer Resignation
3. Approve Memorandum of Understanding for Kulzer Grievance Settlement
4. Consider Next Steps on Police Chief Hiring
5. Discussion of Proration of the School Resource Officer Contract for 2020-2021 School Year
6. 2021 Workers' Compensation Renewal – Informational
7. League of Minnesota Cities Insurance Trust (LCMIT) Liability Coverage Waiver



Brainerd City Council Agenda Request

Requested Meeting Date: January 19, 2021

Title of Item: Shared Services Agreement Between The City and EDA

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Community Development Director	Department: Community Development
Presenter (Name & Title): David Chanski, CDD	Estimated Time Needed: 5 minutes
Summary of Issue: The Brainerd Economic Development Authority (EDA) has budgeted \$30,000 in its 2021 budget to pay the City of Brainerd for administrative services. The payment of services for 2021 is \$2,500 less than the payment of \$32,500 in 2020. Per legal counsel, a shared services agreement between the City and the EDA should be approved by both the EDA and the City prior to services being conducted and payments being made. The EDA Board of Commissioners approved the attached Shared Services Agreement during their meeting on Thursday, January 4.	
Alternatives, Options, Effects on Others/Comments: Services provided to the EDA by the City include but are not limited to: - Prepare an annual budget for approval by the EDA Board, and oversee the overall financial management of the EDA, - Schedule EDA Board meetings, prepare Agendas and materials, attend Board meetings - Guide developers, business owners, property owners, and the like through the development and redevelopment process - Work in cooperation with the Brainerd Lakes Economic Development Corporation and Brainerd Housing and Redevelopment Authority to advance economic development and redevelopment within the Brainerd community	
Recommended Action/Motion: Motion to approve the 2021 Shared Services Agreement between the Brainerd Economic Development Authority and the City of Brainerd for services to be rendered by the City in the amount of \$30,000.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> The City shall receive payment from the EDA in the amount of \$30,000. One half shall be paid by July 1 and one half by December 1.	

SHARED SERVICES AGREEMENT

This agreement is entered into this ____ day of _____, 2021; between the City of Brainerd, a municipal corporation, and the Brainerd Economic Development Authority (EDA), a public body, corporate and politic.

WHEREAS, the EDA needs administrative and support staff services to fulfill its statutory duties; and

WHEREAS, City has the professional and administrative capacity to support the EDA; and

WHEREAS, the City historically provided these services to the EDA; and

WHEREAS, the parties desire to enter into an agreement memorializing the existing arrangement between them.

NOW, THEREFORE, IT IS HEREBY AGREED THAT:

I. Scope of Service

On behalf of the EDA, the City will provide the following services, consistent with State law and the directives of the EDA:

- a. Oversee the overall financial management of the EDA by working closely with the EDA Board of Commissioners
- b. Prepare an annual budget for approval by the EDA Board
- c. Operate per the approved budget, oversee accounts payable, and prepare checks on behalf of the EDA Board
- d. Communicate potential problems to the EDA Board and offer viable solutions
- e. Schedule EDA Board meetings, prepare Agendas and materials (including program/project reports, fiscal reports, resolutions and minutes), attend Board meetings
- f. Maintain all records of the EDA per laws and regulations
- g. The City will use its own computer hardware and software programs for maintaining the EDA's financial records
- h. Work in cooperation with the Brainerd Lakes Economic Development Corporation and Brainerd Housing and Redevelopment Authority to advance economic development and redevelopment within the Brainerd community
- i. Guide developers, business owners, property owners, and the like through the development and redevelopment process
- j. Other projects as directed by the EDA Board

II. Compensation

In consideration for the services rendered by the City, the EDA shall compensate the City \$30,000 annually, to be paid bi-annually by July 1 and December 1.

III. Term

The term of this agreement shall be for a period of one year commencing on the 1st day of January 2021 and terminating on the 31st day of December 2021. This agreement shall automatically renew for successive one-year terms thereafter unless one of the parties hereto provides at least 60 days' notice of its intent to terminate this agreement at the end of the then current term. However, either party may terminate this agreement for any reason upon 60 day advance written notice. In the event either party terminates this

agreement before its expiration any fees owed to the Brainerd HRA will be prorated through the last day of the 60-day termination period.

IV. Indemnification

To the fullest extent permitted by law, the City agrees to defend, indemnify and hold harmless the EDA, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the City's negligence or the City's failure to perform its obligations under this Agreement.

V. Compliance with Laws

The City shall abide by all Federal, State or local laws, statutes, ordinances, rules and regulations now in effect, or hereafter adopted, pertaining to this Agreement or the subject matter of this Agreement. This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in the County of Crow Wing, State of Minnesota.

VI. Independent Contractor Status

The City is an independent Contractor and nothing herein contained shall be construed to create the relationship of an employer and employee between EDA and City employees. The City shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services. The City also acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due the City and that it is the City's sole obligation to comply with applicable provisions of all Federal and State tax laws.

VII. Authorized Representative

Notification required to be provided pursuant to this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this Agreement or in a modification of this Agreement.

<i>City of Brainerd</i>	<i>Brainerd EDA</i>
City Administrator	Chair
Jennifer Bergman	Jerry Sinner
501 Laurel Street	501 Laurel Street
Brainerd, MN 56401	Brainerd, MN 56401

VIII. Severability

The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable such rendering shall not affect the validity and enforceability of the remainder of this Agreement unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to either party.

IX. Modifications

The EDA and the City hereby acknowledge that they have read this Agreement and affirmatively states and represents that they understand its contents. Further, that the above constitutes the entire agreement by and between the EDA and the City and is binding upon themselves, their heirs, assigns and successors in interest and any alterations, variations, modifications or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by

the authorized representatives of the EDA and the City.

Approved this the ____ day of _____ 2021.

Brainerd Economic Development Authority

By: _____
JERRY SINNER
CHAIR

City of Brainerd

By: _____
JENNIFER BERGMAN
CITY ADMINISTRATOR



Brainerd City Council Agenda Request

Requested Meeting Date: January 19th, 2021

Title of Item: Consider Police 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 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: CHIEF MCQUISTON	Department: POLICE
Presenter (Name & Title): ACTING CHIEF BESTUL	Estimated Time Needed: 5 MINUTES
Summary of Issue: On January 6th, Police Officer Tyler Aistrop submitted a Letter of Resignation effective immediately. Tyler was just hired and started on December 14th 2020. We are requesting the council accept his resignation with regret. The retirement of Chief McQuiston and the resignation of Officer Aistrop puts police staffing levels back to 22 of the 27 budgeted positions filled. Council previously ratified new Police Officer Brandon Anderson to start on January 25th, which puts the level to 23.	
Alternatives, Options, Effects on Others/Comments: The Civil Service Commission met on January 5th and certified the next three available candidates on the current Police Officer Eligibility List. Conditional Job Offer Letters were sent to the next two candidates and police staffing is making arrangements to begin the preemployment screening process. Police staff will return to the P & F Committee at a future date for hiring ratification of those candidates.	
Recommended Action/Motion: Accept Police Officer Tyler Aistrop's resignation with regret.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

January 5, 2021

Tyler Aistrop

2834 Atwood Drive,

St.Cloud MN 56301

Dear Chief McQuiston,

Please accept this letter as my formal resignation from my position as police officer.

I have really enjoyed my time working here and appreciate the opportunity that you and the Brainerd Police Department have given me to develop my professional skills and my career.

Respectfully,

Tyler Aistrop

A handwritten signature in black ink, appearing to be 'Tyler Aistrop', with a long, sweeping horizontal stroke extending to the right.



Brainerd City Council Agenda Request

Requested Meeting Date: January 19, 2021

Title of Item: Approve Memorandum of Understanding for Kulzer Grievance Settlement

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Kris Schubert	Department: Human Resources
Presenter (Name & Title): HR Director Kris Schubert	Estimated Time Needed: 5 minutes
Summary of Issue: 2021 is the first year that our LELS (Police Officers) and Teamster (Police Sergeants & Lieutenant) union members are eligible to advance to Step 7 on their respective wage grids. When Lt. Kulzer was promoted to Lieutenant in April 2020, he was placed on Step 6 of the Lieutenant wage grid. He also received an "exceeds" expectations on his 2020 Performance Evaluation for his Lieutenant duties. Lt. Kulzer felt that he was eligible to advance to Step 7 in 2021 as he met the contract requirements for the advancement (at Step 6, received an "exceeds" expectation review while on Step 6, and he had two previous reviews since 2019).	
Alternatives, Options, Effects on Others/Comments: In our Union contracts, it currently states that in order to advance to Step 7, an employee must be on Step 6 and obtain another "exceeds expectations" with two prior "achieves expectations" on their annual performance evaluation in any given three-year cycle beginning January 1, 2019. When the language was negotiated, it did not contain a clarification that the annual reviews had to be in the employee's currently-held position. The attached MOU provides that clarification going forward and also settles Lt. Kulzer's grievance allowing him to advance to Step 7 effective January 1, 2021. Please note that Staff has included this clarification in all union contract negotiations that are in progress; further, we plan to present this clarification as a recommended revision to our Employee Policy Manual in the near future.	
Recommended Action/Motion: Motion to approve the Memorandum of Understanding between the City of Brainerd and Teamsters Local No. 346 to settle the Kulzer Grievance by allowing Lt. Kulzer to advance to Step 7 effective January 1, 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 <u>Please Explain:</u> Lt. Kulzer's Step 7 adjustment will be absorbed within the 2021 Police Department budget.	

MEMORANDUM OF UNDERSTANDING
City of Brainerd and Teamsters Local No. 346

This Settlement Agreement is entered into between the City of Brainerd (“City”) and Teamsters Local No. 346 (“Union”) representing a member of the supervisory employees’ unit of the City’s Police Department (“Grievant”).

WHEREAS, the City and the Union are parties to a collective bargaining agreement (“CBA”) in effect from January 1, 2019, through December 31, 2021; and

WHEREAS, the Article 12 and Appendix A of the CBA contain a wage grid for employees and language discussing advancement on the wage grid; and

WHEREAS, Section 12.1(d) of the CBA provides that, “[i]n order to advance to Step 7 [of the wage grid], an employee must be on Step 6 and obtain two “achieves expectations” and one “exceeds expectations” on their annual performance evaluation in any given three-year cycle beginning January 1, 2019;” and

WHEREAS, Section 12.1(e) of the CBA provides that “[i]n order to advance to Step 8 [of the wage grid] an employee must be on Step 7 and obtain another “exceeds expectations” with two prior “achieves expectations” on their annual performance evaluation in any given three-year cycle; and

WHEREAS, at the time the above-referenced language in Article 12 was negotiated between the City and the Union, the promotional position within the bargaining unit was vacant; and

WHEREAS, after the ratification of the CBA; the Grievant was promoted to a promotional position within the bargaining unit; and

WHEREAS, on December 15, 2020, the Union filed a grievance on behalf of the Grievant alleging that the City violated the CBA by placing the Grievant on Step 6 of the promotional position’s wage grid, instead of Step 7; and

WHEREAS, the City and the Union are desirous of clarifying their understanding of Article 12 and Appendix A of the CBA as they apply to promotional positions.

NOW, THEREFORE, the parties hereto have agreed as follows:

1. The Grievant shall be placed on Step 7 of the promotional position’s wage grid effective January 1, 2021.
2. The Grievant’s 2019 and 2020 performance reviews shall be counted as “achieves expectations” with regard to potential advancement to Step 8 of the promotional position’s wage grid; meaning that the Grievant will be eligible to advance to Step 8 of the promotional position’s wage grid effective January 1, 2022, if the Grievant receives an “exceeds expectations” on the 2021 performance review.

3. The City and the Union agree that, with the exception of the Grievant—as described in Paragraphs 1 and 2 of this Memorandum—Sections 12.1(d) and 12.1(e) of the CBA shall read as follows:

12.1(d): In order to advance to Step 7, an employee must be on Step 6 and obtain two “achieves expectations” and one “exceeds expectations” on their annual performance evaluation for their currently held position in any given three-year cycle beginning January 1, 2019.

12.1(e): In order to advance to Step 8, an employee must be on Step 7 and obtain another “exceeds expectations” with two prior “achieves expectations” on their annual performance evaluation for their currently held position in any given three-year cycle.

4. The grievance referenced above shall be dismissed with prejudice.

IN WITNESS THEREOF, the parties have caused this Settlement Agreement to be executed this ____ day of _____, 2021.

For Teamsters Local No. 426



Les Kundo, Business Agent

For City of Brainerd

City Administrator

Union Steward



Brainerd City Council Agenda Request

Requested Meeting Date: January 19, 2021

Title of Item: Consider Next Steps on Police Chief Hiring Process

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☒ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Jennifer Bergman & Kris Schubert	Department: Adm/HR
Presenter (Name & Title): Jennifer Bergman & Kris Schubert	Estimated Time Needed: 10 minutes
Summary of Issue: Police Chief candidate Brent Baloun withdrew from consideration for our Police Chief position on January 8th. At this time, Deputy Chief Mike Bestul has been appointed by the Council as Acting Police Chief effective January 16th due to Chief McQuiston's retirement; however, this temporary appointment cannot exceed 30 days without examination by the Civil Service Commission as required by MN Statute 419.06(8). Staff considered possible options that included: 1. Consider a conditional job offer to Candidate #3 Victor Siebeneck; 2. Explore the option of Chief McQuiston extending his retirement date; 3. Continue with Council's plan to have an Acting Police Chief and immediately repost the position; 4. Utilize an Acting Police Chief for an extended period of time and wait to repost the position until either July 2021 or January 2022. Please note that for either Option 3 or 4, by State Statute, the Council will need to request that the Civil Service Commission conduct an Acting Police Chief examination process since the Acting Police Chief position will last longer than 30 days.	
Alternatives, Options, Effects on Others/Comments: Staff's recommendation is Option #4 with a January 2022 reposting date for the Police Chief position. This recommendation also includes a periodical review of how things are going during this interim period i.e. at six months with a re-evaluation if necessary.	
Recommended Action/Motion: Staff's recommended motion is to utilize Option #4 as described above; further, to request that the Civil Service Service Commission conduct an Acting Police Chief examination process as required by State law for entities that utilize a Civil Service Commission.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



Brainerd City Council Agenda Request

Requested Meeting Date: January 19, 2021

Title of Item: Discussion of Proration SRO Contract Amount for 2020-2021 School Year

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman & Interim Police Chief Bestul	Estimated Time Needed: 5 Minutes
Summary of Issue: The City is contracted by the ISD 181 to provide a school resource officer (SRO). The contract amount for the 2020-2021 school year is \$76,500. The City billed the school district in December for half of the contract amount. Staff was contacted by the school asking if the City would consider a reduction to the 2020-2021 school year due to school not being in session as a result of COVID-19. Staff reviewed the agreement (attached) and feel that a reduction to the contract for the 2020-2021 school year would be appropriate based on the language in Section 2.	
Alternatives, Options, Effects on Others/Comments: When the schools were closed, the officer schedule as the SRO was re-assigned as a patrol officer. Due to being short staffed, having the SRO officer as a patrol officer helped the City. The High School went to distance learning November 5. SRO officer was in SRO training through November 6. The number of school days in November starting Monday, November 9 was 13, and the number of school days in December were 17. Couple of options to calculate the reduction: \$76,500 / 9 months = \$8,500 per month * 1.75 months = \$14,875 \$76,500 / 173 days = \$442.20 per day * 30 school days scheduled from 11/9-12/31/2020 = \$13,265.90. Since the SRO would have been at the school if needed when needed, and for simplicity, staff recommends round the reduction to \$13,000. Staff believes that the School District will ask for a reduction for the 2nd 1/2 of the 2020-2021 school year as well, Council may want to discuss how to handle the 2nd 1/2 billing now as well. K-2, and special ed go back to in-person on January 19th, whereas the high school doesn't go back to the hybrid model until February 16th.	
Recommended Action/Motion: Authorize staff to reduce the school resource officer contract amount with ISD 181 for the 1st 1/2 billing for the 2020-2021 school year by \$13,000. Authorize Staff to reduce the second 1/2 billing using the per day rate, and use the number of days that none of the schools were in distance learning mode.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>\$13,000</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i>	

**Contract for School Resource Officer
Between the
City of Brainerd
and
Independent School District No. 181, Brainerd, Minnesota**

THIS CONTRACT, made and entered into this 17th day of September, 2019, by and between the City of Brainerd, hereinafter referred to as the ("City"), and Independent School District No. 181, Brainerd, Minnesota, hereafter referred to as the ("District"), is entered into under Minnesota law.

WHEREAS, the District has the management, jurisdiction, and control of Brainerd Public Schools, at all sites ("School"), situated within the City; and

WHEREAS, the District has the implied power to provide for the protection of life and property at the School; and

WHEREAS, the City has the power to provide for the protection of life and property within the City; and

WHEREAS, it has been determined that it is in the public interest to have additional protection furnished to the School above that which is presently being furnished by the City under its general obligation to provide protection;

NOW, THEREFORE, the District and the City do hereby agree and contract as follows:

1) PURPOSE

This Contract is to address the need for the presence of one law enforcement School Resource Officer ("SRO") to be assigned by the Chief of Police to work in and around the School. The SRO will provide instruction and law enforcement school liaison services to the District as set forth in this Contract.

2) SERVICES PROVIDED

The services of at least one full-time duly certified police officer of the Police Department of the City shall be furnished by the City to the School **eight (8) hours** of each day beginning the first day of the regular school year through the last day of the regular school year, **excepting the days when students are not in attendance for up to 173 days** per school year.

It shall be the primary function of each SRO, while on duty at the School, to take reasonable steps and employ lawful and accepted police measures for the protection of life and property of the School.

3) OFFICER EMPLOYED BY THE CITY

Each such SRO shall, while on duty at the School, remain at all times under the direct control and supervision of the Chief of Police of the City and shall in no sense be considered an employee of the District. The Chief of Police shall, in supervising each such SRO, confer with the administration of the School as to the manner in which such SRO shall, in any given circumstance, perform the functions assigned. The Police Chief will confer with District Administration on the selection of each such SRO assigned to the School.

The City shall furnish each such SRO with all necessary police equipment, including a cell phone and an automobile when needed in the judgment of the Chief of Police, to enable the proper performance of the duties assigned under this Contract. At least one SRO shall, while on duty at the School, be stationed full-time on the campus of the School, and shall devote the entire time performing the duties assigned.

The City shall provide workers' compensation coverage for each such SRO.

4) INDEMNIFICATION AND INSURANCE

The City agrees to indemnify and hold harmless the District for actions and representations made by its assigned SRO which occur in the performance of the terms of this Contract or their employment duties, and the results thereof, to the extent authorized by law.

During the term of this Contract, the City shall, at its own expense, maintain an insurance policy that shall be endorsed to add the District as additional insureds with respect to liability for bodily injury, property damage, or personal injury caused in whole or in part by the acts or omissions of the City. Evidence of procurement of the insurance policy shall be provided to the District on a yearly basis.

5) STUDENT DATA PRIVACY

The City and District agree to abide by the Minnesota Government Data Practices Act ("MGDPA"), as well as any other applicable federal, state, and local laws and ordinances. The District will share information and records with the SRO in accordance with applicable law, and both parties agree that all data collected, created, received, maintained, or disseminated pursuant to this Contract will be done in accordance with the MGDPA.

6) DURATION AND COST

The amount to be paid to the City in full payment for all services furnished by the City pursuant to this Contract shall be as follows:

2019-20	\$75,000
2020-21	\$76,500

Payment of the annual amounts will be evenly divided and paid in December and June of each year.

The annual cost shall be prorated to a daily cost based on 173 school days in the academic year. This daily rate shall be used as a base rate for additional contracted time which may be agreed to by the parties hereto.

The initial term of this Contract shall be the 2019-20 and 2020-21 school years and shall automatically renew each school year thereafter, unless terminated pursuant to the procedure herein provided. This Contract may be terminated at any time by mutual consent of the parties hereto, and it shall be terminated not less than thirty (30) days following the presentation of written notice by either party to the other contracting party.

IN WITNESS WHEREOF, this Contract has been executed by the duly authorized officers of the respective parties this 17th day of September, 2019.

CITY OF BRAINERD

By

Mayor

By

City Administrator

INDEPENDENT SCHOOL DISTRICT
NO. 181, BRAINERD, MINNESOTA

By

Chairperson

By

Clerk

Amended Approved 2020-21 Calendar

8/24/2020

	S	M	T	W	TH	F	S	In Session	Paid Legal Holidays	Workshop
Aug	23	24	25	26	27	28	29	8/24 - 9/4 - Optional Move In Time**		
	30	31						(2 days swapped out from end of May 2021 - Special Education Staff, Harrison, Nisswa, Baxter and some BHS, Garfield and Riverside Staff.)		3.5
Sep			1	2	3	4	5	Workshop 8/31-9/3 (1/2 day 9/3)		
	6	7	8	9	10	11	12	Labor Day 9/7	4	1
	13	14	15	16	17	18	19		5	
	20	21	22	23	24	25	26		5	
	27	28	29	30					3	
									17	
Oct					1	2	3		2	
	4	5	6	7	8	9	10		5	
	11	12	13	14	15	16	17	EM Conference 10/15-16	3	1
	18	19	20	21	22	23	24		5	
	25	26	27	28	29	30	31		5	
									20	
Nov	1	2	3	4	5	6	7		5	
	8	9	10	11	12	13	14		5	
	15	16	17	18	19	20	21	End of 1st Trimester (55 days)	5	
	22	23	24	25	26	27	28	Thanksgiving 11/26-27	3	
	29	30						Inservice 11/30	0	1
									18	
Dec			1	2	3	4	5		4	
	6	7	8	9	10	11	12		5	
	13	14	15	16	17	18	19		5	
	20	21	22	23	24	25	26	Three Hour Early Out 12/23	3	
	27	28	29	30	31			Christmas Break 12/24-1/3	0	
									17	
Jan						1	2		0	
	3	4	5	6	7	8	9		5	
	10	11	12	13	14	15	16	End of 1st Semester (82 days)	5	
	17	18	19	20	21	22	23	Inservice 1/18	4	
	24	25	26	27	28	29	30		5	1
	31								19	
Feb		1	2	3	4	5	6		5	
	7	8	9	10	11	12	13		5	
	14	15	16	17	18	19	20	President's Day	4	
	21	22	23	24	25	26	27	End of 2nd Trimester (55 days)	5	
	28								19	
Mar		1	2	3	4	5	6		5	
	7	8	9	10	11	12	13		5	
	14	15	16	17	18	19	20		5	
	21	22	23	24	25	26	27		5	
	28	29	30	31					3	
									23	
Apr					1	2	3	Good Friday 4/2	1	
	4	5	6	7	8	9	10	Easter Monday	4	
	11	12	13	14	15	16	17		5	
	18	19	20	21	22	23	24		5	
	25	26	27	28	29	30			5	
									20	
May						1		BHS Graduation 5/21		
	2	3	4	5	6	7	8	End of 3rd Trimester (58 days)	5	
	9	10	11	12	13	14	15	KinderFriend Day 5/20	5	
	16	17	18	19	20	21	22	End of 2nd Semester (86 days)	5	
	23	24	25	26	27	28	29	2 days Moving / 3 days PD**	0	0.5
	30	31						Memorial Day 5/31	15	
									1	
									168	
									4	
										7

E-Learning days will be used for up to five days as per School Board approved resolution.

**Staff who utilize two moving days in August 2020 will have site PD on 5/24-5/25 and District PD on 5/26.

Staff who utilize moving days in May will do so on 5/24-5/25. They will have District PD on 5/26 and site PD on 5/27-5/28.



Brainerd City Council Agenda Request

Requested Meeting Date: January 19, 2021

Title of Item: 2021 Workers' Compensation Renewal - Informational

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 5 Minutes
Summary of Issue: Staff recently received the 2021 workers' comp renewal information that was effective 1/1/2021. For 2021 the budgeted workers' comp expense is \$294,731 for the City and \$279,809 for the working fund (General, Public Safety, Parks and Streets), using an experience modification of 1.00, and 15% assumed increase in premium rates. The renewal came in with an experience modification of .79. Using the actual renewal rates, the 2021 budget would have been \$237,893 for the City and \$227,192 for the working funds. A work comp premium audit is done every year and since we don't know overtime, or hours work for the year, the above figures are comparing what was adopted to what would have been adopted if final rates were known in December.	
Alternatives, Options, Effects on Others/Comments: The City and BPU have a joint worker' comp insurance plan. There are several reasons for a change in premium: a change to payroll, rates themselves, and the experience modification (mod) adjustment. The experience mod adjustment plays a pretty significant impact. To determine the experience mod adjustment, a 3 year look back period is utilized. For 2021 the 3 year look back is 2019, 2018, and 2017. The City's experience mod was .78, 1.16, 1.0, 1.10, 1.07, 1.39, and 1.21 for 2020, 2019, 2018, 2017, 2016, 2015 and 2014 respectively. Ideally, the City wants to be a 1.0 or below.	
Recommended Action/Motion: Informational, no action required	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ <u>See above</u> Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u>	



Brainerd City Council Agenda Request

Requested Meeting Date: January 19, 2021

Title of Item: LMCIT Liability Coverage Waiver Form

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☒ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 2 Minutes
Summary of Issue: Annually the City needs to decide whether or not to waive the statutory tort limits. The waiver form is attached for your review. Historically the City has elected not to waive the statutory tort limit. By doing so, the City is limited by the statute to no more than \$500,000 per claimant and \$1.5 million per occurrence for tort claims. By choosing to waive the statutory limit, a claimant could recover up to the standard limit of \$2 million rather than the statutory limit of \$500,000 per claimant. It is also the recommendation of our local insurance agents to not waive the statutory tort limit as well.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: The recommended motion would be to approve and submit the liability coverage waiver form with "does not waive" the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 option selected.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ <u>Unknown</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> The cost of not waiving the tort limit is not know, it is part of the amount the City annually budgets for general liability insurance.	

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to psstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:

City of Brainerd

Check one:

☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

☐ The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: January 19, 2021

Signature: _____

Position: City Administrator

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

January 19, 2021

6:30 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 844-992-4726

Access Code: 146 453 3479

1. Consider Request to Use Sourcewell and Gordian Procurement Process – Street Garage Addition
2. Consider Authorization to Bid - Improvement 19-01 – NW 4th Street Reconstruction
3. Presentation – Funding Mechanisms and Outstanding Projects
4. Presentation – 5-Year Street and Sewer Capital Improvement Plan



Brainerd City Council Agenda Request

Requested Meeting Date: January 19, 2021

Title of Item: Street Garage Addition – Request to Use Sourcewell and Gordian Procurement

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: During the winter of 2020/2021, staff has been working with Widseth on the design and specifications for the Street and Sewer Addition at the Street Department located at 724 Thiesse Drive. There is currently b \$468,109 included in the 2021 budget for the construction of this addition. The addition is needed for the move of the Parks Maintenance staff to the Street Department in order to consolidate operations and increase efficiencies within the departments and like positions.	
Alternatives, Options, Effects on Others/Comments: On a typical project, the City would utilize a competitive bidding process in which we would design plans and specifications for the addition on the building, advertise the plans and specifications, and qualified building contractors would submit sealed bids to be opened on a certain date with their proposed pricing on the work. The City would typically select the lowest responsible bidder for the work. This process, called Gordian eziQC, allows the City to select a Contractor that has gone through the competitive bidding process through Sourcewell. This contractor would submit quantities of work into the Gordian system from the plans and specifications created by the City and architect, a multiplier is added based on the Contractor's submitted quantities (this multiplier is based on the region the work is being completed and the cost in which the contractor needs to make a profit), and tabulated to produce a final cost for the building. Gordian is the owner of RSMeans, which is a catalog of estimated costs to do just about any type of construction work you can think of. These costs are taken using the industry averages and a multiplier is applied based on the region the work is being done. This Gordian process with local contractors is just a micro-chasm of this overall process Gordian already does with RSMeans. This saves the City money through not having to pay for bidding process with the architect and can move directly into the contract process with the selected contractor and also saves us approximately 2 months of competitive bidding. We have been notified by pre-cast concrete suppliers (in which we need for the building) that they are at least 20-weeks out for delivery of pre-cast wall panels. This process will allow for us to move on with a contractor directly and get materials ordered for the project so we can finish it in 2021. Staff has had meetings with Widseth, Hy-Tec, and Gordian to discuss logistics already, and would like to continue with using Hy-Tec as the contractor for this project. Mike Angland from Widseth will be available at the meeting to discuss any questions the committee may have about the process.	
Recommended Action/Motion: Staff recommends authorizing the use of this procurement process through Sourcewell and Gordian and utilizing Hy-Tec as it's general contractor for the building addition construction.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

Control Costs and Get Started Immediately with ezIQC®

ezIQC is a great solution to avoid the complications of traditional procurement, issue POs quickly, satisfy local bidding requirements, and it's conveniently available through cooperative purchasing networks.

Cooperative Purchasing Member

ezIQC is available through national and regional cooperative purchasing networks, allowing you immediate access to competitively awarded contractors

End of the Year Funding

Sometimes, owners scramble at the end of the fiscal year to commit available funds or risk losing the money. ezIQC projects can be scoped and priced quickly, allowing the owner to obligate the funds.

Time-Sensitive Projects and Emergency Work

For tight deadlines, ezIQC contractors are ready, can respond immediately, and will be paid the preset competitive prices. No negotiating high emergency rates.

Small or Medium Projects

These projects can be scoped, priced and completed quickly. They are ideal for ezIQC.

Planning for Limited Scheduling Windows

With ezIQC, projects can be scoped and priced well in advance of limited scheduling windows for completing the work, such as school breaks.

Punch List Work on Traditionally Bid Projects

Complete the outstanding portions of work for a traditionally bid project.

Replacement-In-Kind Projects

These projects generally require little design work and can be scoped and priced quickly. Using ezIQC saves the time and cost of preparing full plans and specifications and conducting a formal bid process.

Fuzzy Scope Projects

The contractor – the expert in that type of work – can help facility owners define the scope of work.

Whether using a federal or state grant or a fixed budget, using transparent and fixed unit prices can prepare a Price Proposal to maximize the work for the allotted budget. With traditional bidding, if the prices exceed the available budget, the project must be redesigned and rebid.

Projects with a Fixed Budget

Supplement In-House Expertise

ezIQC contractors can supplement and work with in-house staff to complete projects. In addition, Gordian experts provide proposal reviews to ensure accuracy.

Project Backlog

Use ezIQC to quickly eliminate your backlog of pending work, including maintenance and repair projects.

Advance Work for Large Projects

When planning for a large construction project, ezIQC can be used to perform preliminary work such as demolition, hazardous material abatement and site work.

When should I use ezIQC?

The Gordian Group's precise data is a key element to the success of our efficient and cost-effective construction procurement solutions. Our solutions help facility and infrastructure owners save time and effort, and avoid disputes and project delays, all while saving 8-15% on project costs. Gordian's highly-detailed Construction Task Catalogs (CTCs) contribute to these savings with local and accurate pricing on client-specific products.

Gordian wrote the book on precise and local construction cost and material data, and we have invested our resources into keeping this data updated and accurate. The Gordian Group's team of certified cost estimators, along with our field staff, meticulously developed and maintain the most robust collection of labor, material and equipment data and associate costs in existence today. Our Construction Cost Database includes over 260,000 construction tasks in over 180 labor categories and 2,900 different pieces of equipment with associated costs for all areas of construction, helping to establish detailed pricing for projects before they even begin.

KEY BENEFITS

- LOCAL, ACCURATE PRICES
- DETAILED TASK DESCRIPTION
- NO PRICE AVERAGING
- DEMOLITION COSTS INCLUDED
- QUANTITY DISCOUNTS
- CUSTOMIZED INCLUSION OF TASKS + MATERIALS REQUESTED BY CLIENT

ACCURATE PRICES; NOT ESTIMATES

Gordian's cost database is regularly updated using a clearly-defined, rigorous process to provide accurate, local and current costs for our CTCs. The prices in Gordian's CTCs use local prevailing wage rates and are based on local labor, material and equipment costs. Instead of applying city cost indexes found in estimating guides to adjust national prices to local prices, the costs in the CTCs are obtained directly from local subcontractors and supplies, as well as our comprehensive database. Price averaging from regional factors can result in unbalanced pricing. The local unit prices found in the CTCs, however, make it easy to develop an accurate cost for each Job Order. Local and accurate pricing also gives bidders confident in the pricing structure, reduces risk, and leads to more competition and lower bids. Gordian's CTCs include demolition prices, which are key to renovation, repair and replacement work. The omission of the demolition price in estimating guides requires the owner to negotiate a price for even the simplest task.

DETAILED TASK DESCRIPTIONS

Our CTCs are part of the contract, and as so, we take the time, detail and care to make it as accurate as possible. Estimating guides are general and use generic task descriptions meant for construction estimates, not contracts. Our system helps owners and contractors create highly specific documents, reducing pricing ambiguity, confusion, and even claims.

Each task in the CTC has a detailed description, an easily recognized unit of measure, a price to install the item and a price to demolish the item. Gordian's CTCs are customized for each owner, and can feature approved products and materials. Specific products listed by manufacturer and model number eliminate any questions about what product is required.

Many tasks in the CTCs include modifiers, which adjust the price for variations in materials or for quantity discounts. When dealing with tasks such as painting, drywall and ceiling tiles, increased quantities significantly reduce a contractor's cost. Those savings are passed along to the owners through Gordian's CTCs.



Exterior Improvements	32	32
Bases, Ballasts, And Paving	32 10	
Unit Paving	32 14	

MINOR CSI	UOM	DESCRIPTION	TOTAL DIRECT UNIT COST	DEMOLITION UNIT COST
CSI MASTERFORMAT FULL DESCRIPTION OF TASK PRICE INCLUDES LABOR, MATERIAL + EQUIPEMENT FOR YOUR LOCATION DEMOLITION PRICE				
32 16		Curbs, Gutters, Sidewalks, And Driveways (32 10)		
32 16 13		Curbs And Gutters (32 16) Note: Includes transition. Demolition Includes two saw cuts (each end) of curbs and gutters for lengths up to 100'. See CSI section 02 41 19 13-0043 for additional saw cuts within the 100'.		
32 16 13 13		Cast-In-Place Concrete Curbs And Gutters (32 16 13) Note: Includes concrete, forms, rebar, chairs (where necessary), expansion joints.		
32 16 13 13-0001		Concrete Curb, Cast In Place (32 16 13 13) Note: Includes delivered concrete, forms, rebar, chairs (where necessary), expansion joints, finish and curing.		
32 16 13 13-0002	LF	6" X 12" Cast In Place Concrete Curb For Up To 20, Add For >20 To 50, Add For >50 To 100, Add For >100 To 1,000, Deduct For >1,000, Deduct	7.18 4.03 2.27 0.88 -0.88 -1.50	3.23
32 16 13 13-0003	LF	6" X 12" Cast In Place Concrete Curb - Radius For Up To 20, Add For >20 To 50, Add For >50 To 100, Add For >100 To 1,000, Deduct For >1,000, Deduct	8.18 4.63 2.61 1.01 -1.01 -1.72	3.72

NO COST NEGOTIATIONS, NO HASSLE

Using national price averages found in general estimating guides complicates the pricing process and open the door to cost overages. This places an undue administrative burden on the owner's staff, who will have to negotiate for accurate pricing and verify that the quantity, bid factor, price column and city factor are accurate.

Vague task descriptions, inaccurate pricing and missing tasks put a strain on the owner-contractor relationship, as the parties must negotiate through tough pricing issues. The clear, comprehensive and specific pricing in Gordian's CTCs allows the parties to establish firm and fixed prices without dispute.

Our certified cost engineers have accessed Gordian's comprehensive cost database to develop more than 2,500 CTCs specifically designed for our client's construction procurement programs. This database is continuously growing and updated as we develop and customize more CTCs for our clients. Access our precise data via our CTCs to experience the full benefits of Gordian's time and cost-saving solutions.

THE GORDIAN GROUP

The Gordian Group is the pioneer of Job Order Contracting and a number of related construction-procurement systems. Gordian combines industry leading expertise, cutting-edge software and the world's largest, locally-priced construction task database to deliver rapid deployment and long-term cost savings in the repair, alteration and construction of buildings and infrastructure. Over \$1.4 billion per year construction work is now being completed annually with Gordian's intelligent solutions.



6 Simple Steps to Smarter Construction Procurement

Bring speed and efficiency to the construction procurement process with ezIQC®. Available through cooperative purchasing networks, ezIQC provides access to competitively awarded contractors. By following the simple steps below, ezIQC allows you to get your project started quickly.

Step 1



Joint Scope Meeting

Once project information is received, Gordian will contact you to schedule a Joint Scope Meeting at the site to help you and the contractor agree on the details of the work to be performed. This meeting allows the contractor to inspect the site and ask questions before submitting a Price Proposal, helping to eliminate misunderstandings and mistakes. This upfront, open communication often results in more cost-effective, collaborative solutions.

Step 2



Detailed Scope of Work

Gordian helps you prepare a Detailed Scope of Work that describes the work the contractor will perform. The Detailed Scope of Work will be sent along with the Request for Proposal to the contractor.

Step 3



Price Proposal

The contractor prepares a Price Proposal by selecting the appropriate tasks from Gordian's Construction Task Catalog® (CTC). The contractor submits the Price Proposal along with a construction schedule and list of proposed local contractors.

Step 4



Price Proposal Review

Gordian reviews the Price Proposal to ensure the contractor has selected the appropriate tasks and quantities and will ask the contractor to make any required changes. The reviewed Price Proposal is submitted for your final review.

Step 5



Purchase Issue Ordered

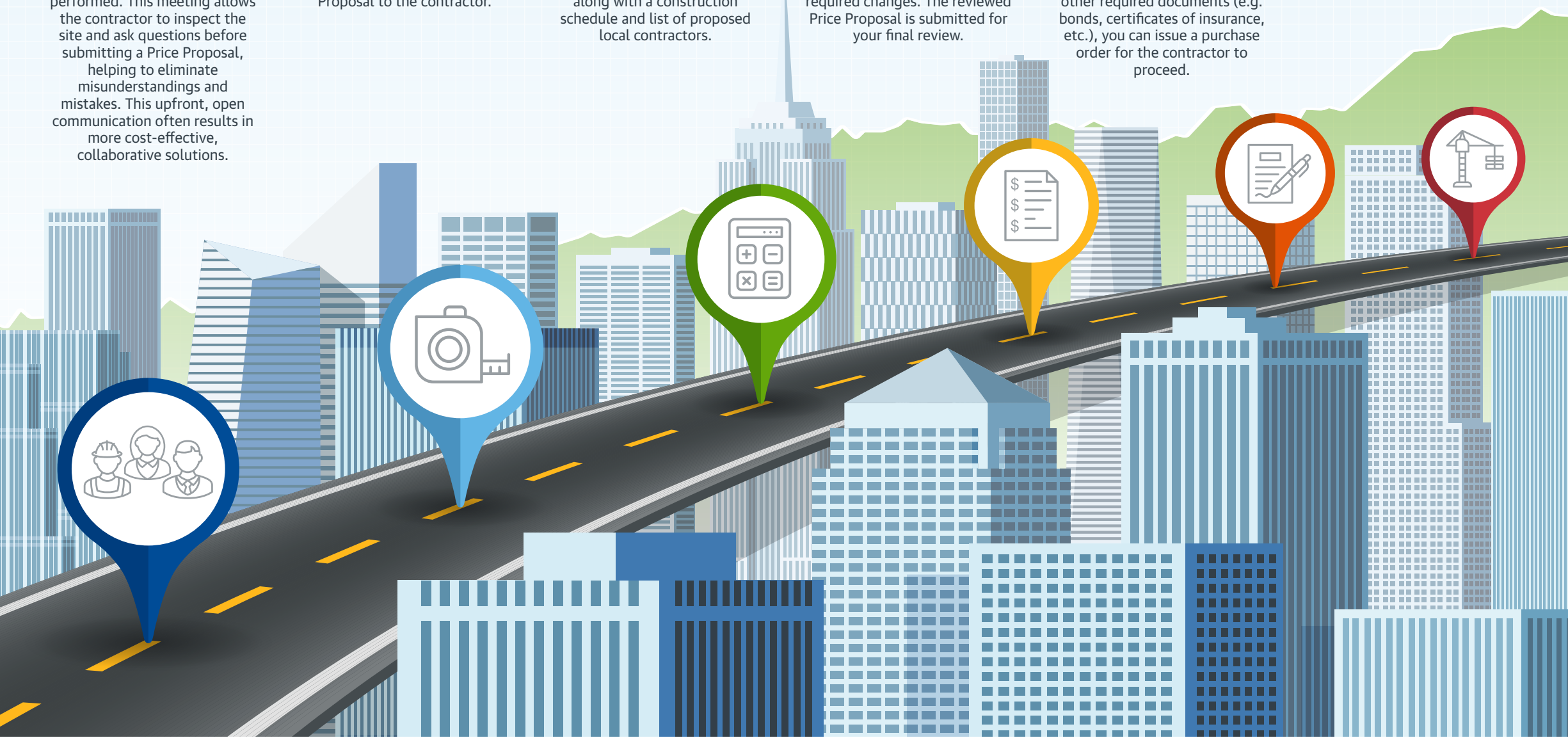
Once you are 100 percent satisfied with the Price Proposal, construction schedule, proposed subcontractors and have received and approved any other required documents (e.g. bonds, certificates of insurance, etc.), you can issue a purchase order for the contractor to proceed.

Step 6



Construction Starts

The contractor begins work. Site inspections and construction management follow your standard processes.



Construction Procurement

A guide to immediate construction
contractors in Minnesota

A smart alternative for your construction project



Contract # 071415-GGI

You get quick access to competitively awarded local contractors. Our experts guide you through every step.

When you need repairs, renovations, upgrades, or even new construction started quickly, Sourcewell indefinite quantity construction contracts are the smart alternative. With access to local contractors, you can trade the time and expense of traditional procurement for speed, efficiency, and volume-discount pricing. Our construction vendor Gordian uses its exclusive eziQC process and field experts to guide you through every step. You can get started on your project immediately and issue purchase orders within days—all while satisfying your local procurement requirements. Visit www.sourcewell-mn.gov/eziqc for more information.

Features

- Simple project initiation
- Readily available, competitively awarded contractors
- Preset construction pricing
- Immediate access to local, competitively awarded construction contracts
 - Indefinite delivery indefinite quantity (IDIQ) construction contracts
- Expert review of price proposal
- Assistance with scope of work development
- Streamlined change-order process



Benefits

- Time savings
- Reduced procurement and administrative cost
- Increased cost control
- Price proposal accuracy
- Higher quality of work

*See data on back page.

eziQC construction process



Construction can start within 10-15 days on some smaller projects.

Actual time through this process depends on the amount of construction/planning needed and availability of chosen contractors.



Widening your
construction
window

Repairs, renovations, or new construction. We can help you get started today.

Minnesota winters and school calendars shorten construction schedules, but we can help you maximize building time with Sourcewell construction contractors. By using our awarded construction vendor Gordian and its proven ezIQ system, now is the perfect time to take care of those new or backlogged projects. ezIQ is a fast and easy way to procure construction services. By establishing local, competitively awarded contracts through Sourcewell, ezIQ provides immediate access to local contractors who already know area building codes, industry best practices, and the harsh realities of ever-changing Minnesota weather. Already have a project in mind? Our team will be happy to guide you through each step of the process or answer any questions you have.

For questions about ezIQ, contact:

Kellie Erickson

Business Development Representative

218-296-1722

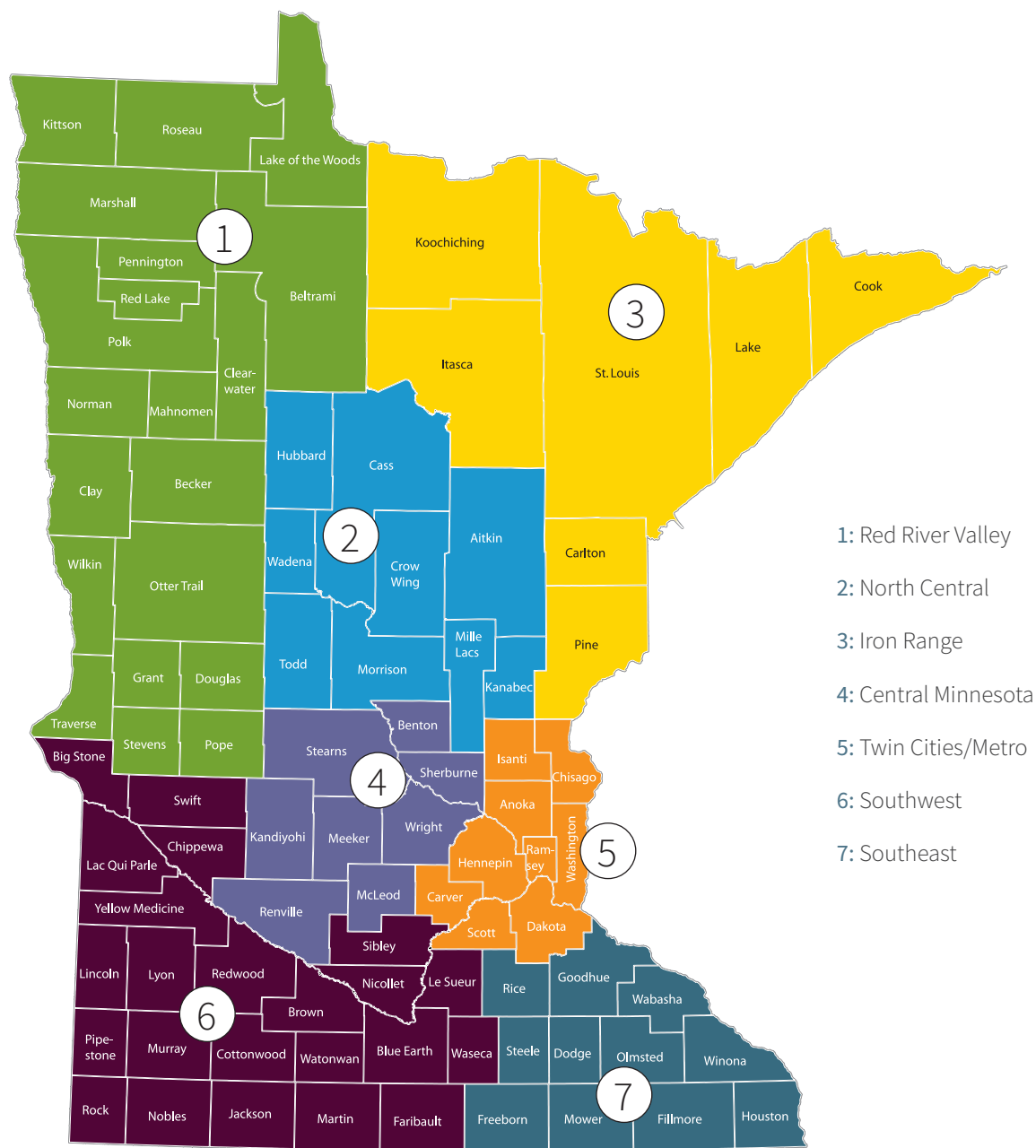
k.erickson@gordian.com

GORDIAN[®]
Building knowledge

Sourcewell
Formerly NRP
Awarded Contract

Contract # 071415-GGI

Contract service areas



Minnesota statewide awarded contractors

General Contractors



Hy-Tec Construction of Brainerd, Inc.



Innovative Builders of Alexandria, Inc.



Jamar Company



Kaski, Inc.



Kraus-Anderson Construction Company



LS Black Construction



Nor-Son



Solid Rock Construction



RAK Construction, Inc



Paving



Anderson Brothers Construction Company



Bitiminous Roadways, Inc.



Mid Minnesota Hot Mix, Inc.



Roofing



McDowall Company



Minnesota Exteriors



Utility/Civil Construction

JJD Companies

JJD Companies



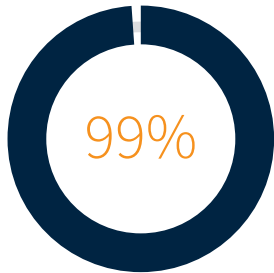
LS Black Construction



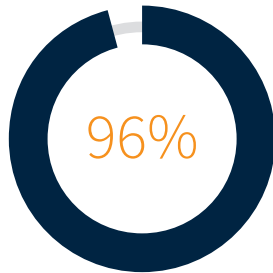
Let's look at the latest numbers

According to the latest construction industry research*, people are 60% more satisfied with the indefinite delivery indefinite quantity (IDIQ) construction projects compared to traditional design-bid-build construction.

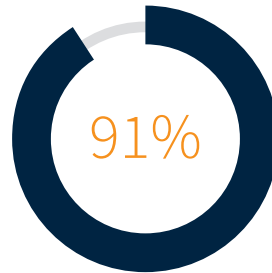
Other benefits of previously procured construction projects:



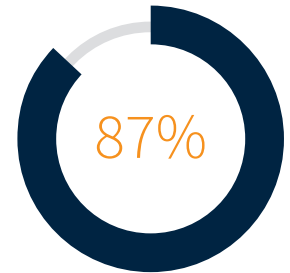
Recommended



Satisfactory Results

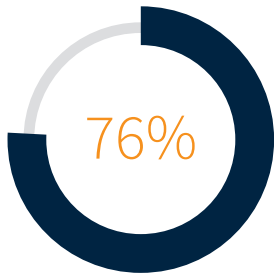


On Budget



On Time

Increased efficiency — procurement, design, construction, post construction:



24% reduction compared to
other construction methods

Administrative costs

*From a 2016 study from Arizona State University about indefinite delivery indefinite quantity construction contracting.

For information about Sourcewell, contact:

Zach Heidmann

Contract Administrator

218-895-4195

zach.heidmann@sourcewell-mn.gov

Sourcewell 
Formerly NJPA

www.sourcewell-mn.gov

Sourcewell

Traditional construction procurement methods can be a lengthy and costly process. Gordian's ezIQ solution establishes local, competitively-bid prices upfront and eliminates the need to bid each project separately. When you need to get repairs, renovations, upgrades or even new construction underway quickly, ezIQ, available through Sourcewell, allows you to access competitively awarded contractors to get started on your project immediately. With ezIQ, you can avoid the red tape of traditional procurement, issue POs in days and still satisfy your local competitive bidding requirements.

Features

- Immediate access to local, competitively awarded construction contracts
- Expert review of Price Proposal
- Assistance with scope of work development
- Streamlined change order process
- Readily available pre-qualified contractors
- Simple project initiation
- Preset construction pricing

Benefits

- Time savings
- Price certainty
- Reduced procurement and administrative costs
- Price Proposal accuracy
- Increased cost control
- Higher quality of work

A smart alternative for your construction project

ezIQ is the easy and intelligent way to buy construction services at competitive prices. Take advantage of cooperative volume discounts from contracts that have already been competitively awarded. With access to local contractors through Sourcewell, you can trade the time and expense of traditional procurement for speed, efficiency and the power of group buying.

Our team of expert field personnel will guide you through each step of the ezIQ process, providing oversight to ensure cost and timing efficiencies are maximized right from the start.

Get Started

- 1 | Go to ezIQ.com
- 2 | Enter your contact information and brief project description
- 3 | We will contact you and walk you through the process



A simple process

1. Joint Scope Meeting: Once project information is received, we will contact you to schedule a Joint Scope Meeting at the project site to help you and the contractor agree on the details of the work to be performed. This meeting allows the contractor to inspect the site and ask questions before submitting a Price Proposal, helping to eliminate the misunderstandings and mistakes that lead to most change orders. This upfront, open communication invites suggestions for value engineering and often results in more cost-effective, collaborative solutions.

2. Detailed Scope of Work: We'll help you prepare a Detailed Scope of Work that describes the work the contractor will perform. The Detailed Scope of Work will be sent along with the Request for Proposal to the ezIQC contractor.

3. Price Proposal: Next, the contractor prepares a Price Proposal by selecting the appropriate tasks from Gordian's Construction Task Catalog®. Cost is determined through this straightforward equation:

$$\text{Task unit price} \times \text{the required quantities} \times \text{the contractor's competitively-bid adjustment factor}$$

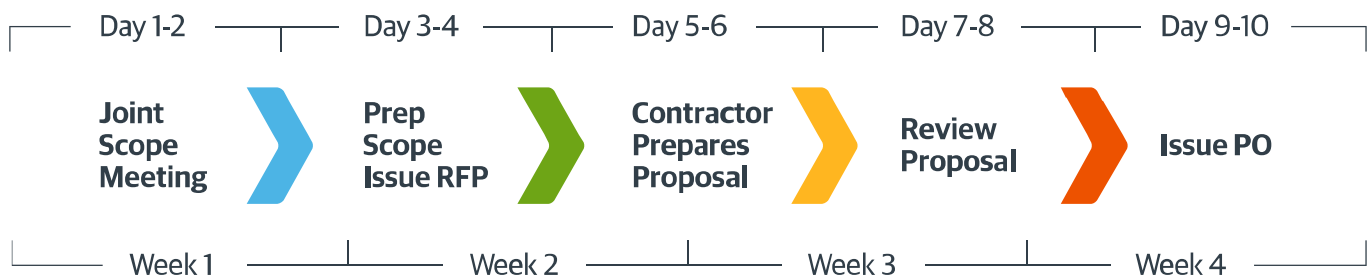
The contractor submits the Price Proposal along with a construction schedule and a list of proposed local subcontractors.

4. Price Proposal Review: Our seasoned field personnel will review the Price Proposal to make sure the contractor has selected the appropriate tasks and quantities and will ask the contractor to make any required changes. Only then will the Price Proposal be submitted for your final review.

5. Purchase Order: When you are 100 percent satisfied with the Price Proposal, construction schedule and proposed subcontractors, you can ask the contractor to submit any required payment and performance bonds and certificates of insurance on your standard forms. If the bonds and insurance are acceptable, you simply issue a purchase order for the contractor to proceed. The construction is now ready to begin in a fraction of the time that you normally spend to procure a project.

6. Construction: Site inspections and construction management follow your standard process. When necessary changes arise, you have the flexibility to change the scope of work with ezIQC. Extra work and changes are priced using the preset unit prices in the Construction Task Catalog for your specific area. There is no need to negotiate change orders. Contractors are motivated to provide a high quality project, as the opportunity for future work is tied to their current performance.

5-10 Working Days: Small, Straightforward Project



30 Days: Larger, More Complex Project

For more information, contact Kellie Erickson at k.erickson@thegordiangroup.com or 2182961772.



Brainerd City Council Agenda Request

Requested Meeting Date: January 19, 2021

Title of Item: Improvement 19-01 - NW 4th Street Reconstruction - Authorization to Bid

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is a final cost estimate, the final layout, and the advertisement for bids for the NW 4th Street Reconstruction project for construction year 2021.	
Alternatives, Options, Effects on Others/Comments: The City of Brainerd was awarded \$800,000 in Local Road Improvement Program funding for the safety improvements in NW 4th Street identified in the Bolton and Menk Traffic study performed. The improvements consist of lane reconfiguration to one northbound lane and 3 southbound lanes to rid the split phasing at the signal at Washington Street to improve traffic conditions on both Washington Street and NW 4th Street. The improvements also consist of a full median from Washington Street to Jackson Street to prohibit left hand turning traffic onto NW 4th Street. The Jackson Street intersection consists of a single lane roundabout to improve traffic flow and conditions at this intersection. The City worked with Crow Wing County on the turnback of NW 4th Street from a County Road to a City Street. This was a County State Aid Highway, and since it is now the City's responsibility, is a City State Aid Street, and thus eligible for State Aid funding. The State Aid funding will be used to cover any and all eligible costs over and above the \$800,000 awarded in LRIP. This project will go in hand with the NW 3rd Street and Jackson Street improvements to the east of this project, in which the council elected to move forward with to improve access in the area behind the Ace Hardware strip mall. The total overall project estimated costs before bids are solicited is \$1,083,516.60. So it is approximated that \$800,000 will be paid through LRIP and \$283,516.60 will be paid through the City's State Aid account. In the turnback process, the County also paid the City for a future mill and overlay and striping of this roadway. While the mill and overlay is not needed yet, the City intends on re-striping the roadway to a 3-lane section up to Beaver Dam Road as part of this project to slow speeds.	
Recommended Action/Motion: Staff recommends authorizing the bidding phase of this project and approving the attached advertisement for bids for the NW 4th Street project with a projected bid opening of February 17, 2021 at 10:00 AM.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> This project is a 2021 capital improvement project.	

ADVERTISEMENT FOR BIDS

NW 4TH STREET IMPROVEMENTS
SP 1805-85, SAP 108-103-010, SAP 108-129-003, SAP 108-594-001

CITY OF BRAINERD
BRAINERD, MN

RECEIPT AND OPENING OF PROPOSALS: Proposals for the work described below will be received online through QuestCDN.com until 10:00 am on February 17th, 2021 at which time the bids will be opened and publicly read at the office of the City Administrator, City of Brainerd, 501 Laurel Street, Brainerd, MN 56401.

DESCRIPTION OF WORK: The work includes the construction of approximately:

2900 CU YD of Aggregate Base	7000 LN FT of Concrete Curb & Gutter
3000 TON of Bituminous Paving	1 ACRE of Turf Establishment
650 LN FT of Storm Sewer	12,000 LN FT of Pavement Striping
18000 SQ FT of Concrete Walks and Driveways	

together with numerous related items of work, all in accordance with Plans and Specifications. This project is subject to Prevailing Wage Rates, Truck Rentals, Disadvantaged Business Enterprise Goals, Targeted Group Business Program Goals, and Veteran-Owned Small Business, Equal Employment Opportunity Provisions, Buy American Iron and Steel Provisions, and Responsible Contractor Certification.

COMPLETION OF WORK: All work under the Contract must be complete by October 15, 2021.

PLAN HOLDERS LIST, ADDENDUMS AND BID TABULATION: The plan holders list, addendums and bid tabulations will be available for download on-line at www.bolton-menk.com or www.questcdn.com.

TO OBTAIN BID DOCUMENTS: Complete digital project bidding documents are available at www.bolton-menk.com or www.questcdn.com. You may view the digital plan documents for free by entering Quest project # 7505123 on the website's Project Search page. Documents may be downloaded for \$45.00. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in free membership registration, viewing, downloading, and working with this digital project information.

BID SUBMITTAL: A bid shall be submitted online no later than the date and time prescribed. For this project, the City will only be accepting online electronic bids through QuestCDN. To access the electronic bid form, download the project document and click online bidding button at the top of the advertisement. Prospective bidders must be on the plan holders list through QuestCDN for bids to be accepted.

BID SECURITY: A Proposal Bond in the amount of not less than 5 percent of the total amount bid, drawn in favor of City of Brainerd shall accompany each bid.

OWNER'S RIGHTS RESERVED: The Owner reserves the right to reject any or all bids and to waive any irregularities and informalities therein and to award the Contract to other than the lowest bidder if, in their discretion, the interest of the Owner would be best served thereby.

DATED: _____ **/s/** Jennifer Bergman
City Administrator

Published:

Finance and Commerce: 1/26/2021, 2/2/2021, 2/9/2021
QuestCDN: 1/27/2021
Brainerd Dispatch: 1/27/2021, 2/3/2021, 2/10/2021

*****END OF SECTION*****

ENGINEERS ESTIMATE
NW 4TH STREET IMPROVEMENTS
CITY OF BRAINERD, MINNESOTA
S.A.P. 108-103-010, S.A.P. 108-129-003, S.A.P. 108-594-001
B11.118093
January 13, 2021

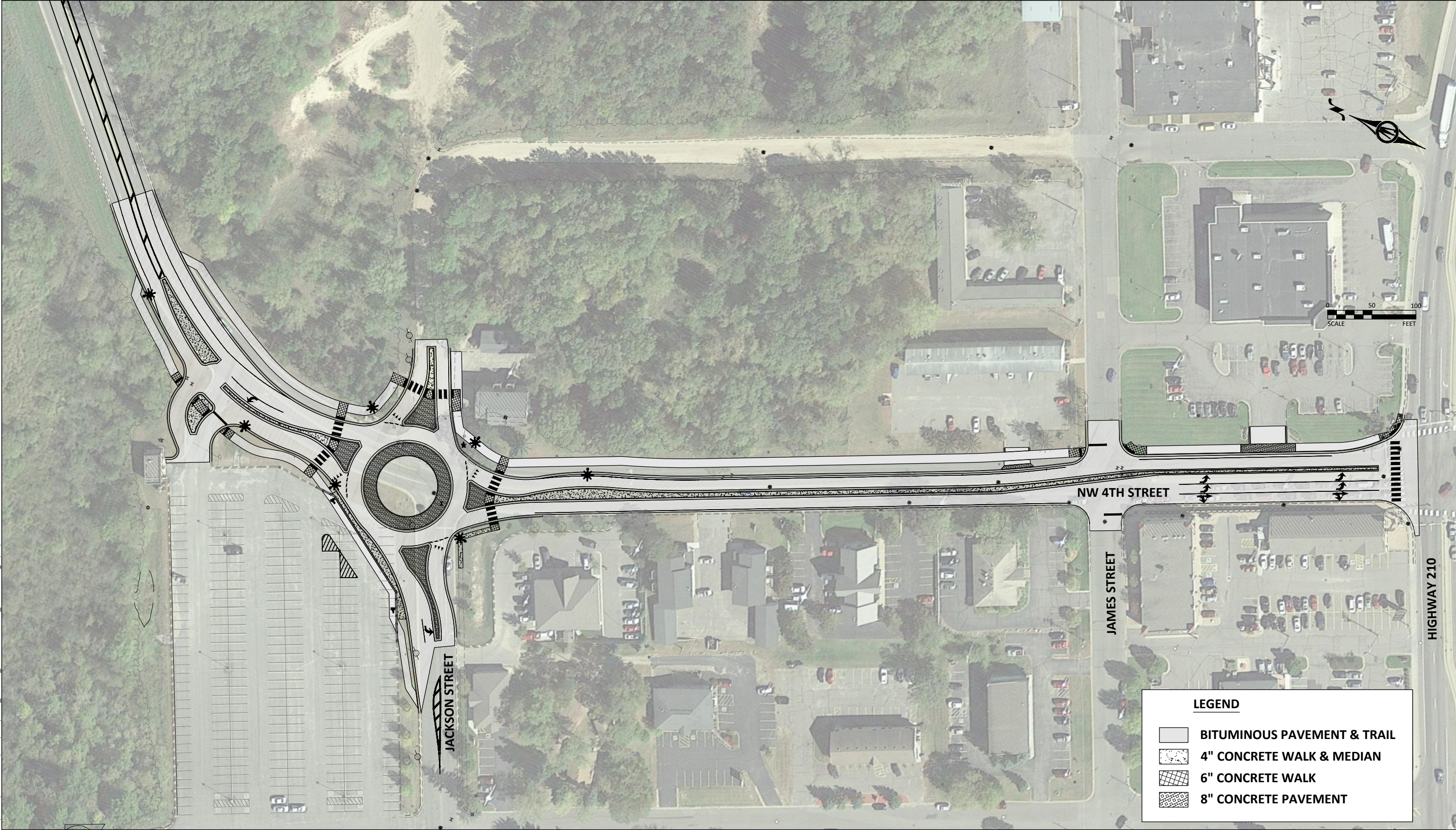
ITEM	MN/DOT SPEC.	NOTE	ITEM	UNIT	UNIT PRICE	S.A.P. 108-103-010		S.A.P. 108-129-003		S.A.P. 108-594-001		TOTAL QUANTITY	TOTAL COST
						ESTIMATED QUANTITIES	TOTAL ESTIMATED COST	ESTIMATED QUANTITIES	TOTAL ESTIMATED COST	ESTIMATED QUANTITIES	TOTAL ESTIMATED COST		
1	2021.501		MOBILIZATION	LUMP SUM	\$45,000.00	0.88	\$39,600.00	0.07	\$3,150.00	0.05	\$2,250.00	1.0	\$45,000.00
2	2101.524		CLEARING	TREE	\$1,000.00			3	\$3,000.00			3	\$3,000.00
3	2101.524		GRUBBING	TREE	\$1,000.00			3	\$3,000.00			3	\$3,000.00
4	2102.503		PAVEMENT MARKING REMOVAL	LIN FT	\$3.00	4200	\$12,600.00					4200	\$12,600.00
5	2104.502		REMOVE STORM MANHOLE OR CATCH BASIN	EACH	\$250.00	9	\$2,250.00					9	\$2,250.00
6	2104.502		REMOVE SIGN	EACH	\$200.00	13	\$2,600.00					13	\$2,600.00
7	2104.503		REMOVE CURB & GUTTER	LIN FT	\$3.00	2543	\$7,629.00	415	\$1,245.00	20	\$60.00	2978	\$8,934.00
8	2104.503		REMOVE SEWER PIPE (STORM)	LIN FT	\$10.00	437	\$4,370.00					437	\$4,370.00
9	2104.504		REMOVE CONCRETE WALK	SQ FT	\$5.00	1439	\$7,195.00	160	\$800.00			1599	\$7,995.00
10	2104.504		REMOVE BITUMINOUS PAVEMENT	SQ YD	\$3.00	10849	\$32,547.00	609	\$1,827.00	96	\$288.00	11554	\$34,662.00
11	2105.507		COMMON EXCAVATION	CU YD	\$12.00	5016	\$60,192.00	399	\$4,788.00	285	\$3,420.00	5700	\$68,400.00
12	2211.507	1	AGGREGATE BASE, CLASS 5	CU YD	\$23.00	2557	\$58,811.00	216	\$4,968.00	141	\$3,243.00	2914	\$67,022.00
13	2231.604		BITUMINOUS PATCH SPECIAL	SQ YD	\$35.00	120	\$4,200.00			64	\$2,240.00	184	\$6,440.00
14	2360.509	2	TYPE SP 9.5 WEAR COURSE MIX (2,B)	TON	\$65.00	2620	\$170,300.00	210	\$13,650.00	125	\$8,125.00	2955	\$192,075.00
15	2501.502		15" RC PIPE APRON	EACH	\$500.00	2	\$1,000.00					2	\$1,000.00
16	2503.503		12" RC PIPE SEWER	LIN FT	\$50.00	344	\$17,200.00					344	\$17,200.00
17	2503.503		15" RC PIPE SEWER	LIN FT	\$60.00	130	\$7,800.00					130	\$7,800.00
18	2503.503		48" RC PIPE SEWER	LIN FT	\$120.00	77	\$9,240.00					77	\$9,240.00
19	2503.503		54" RC PIPE SEWER	LIN FT	\$140.00	118	\$16,520.00					118	\$16,520.00
20	2503.602		CONNECT TO EXISTING STORM SEWER	EACH	\$2,000.00	5	\$10,000.00					5	\$10,000.00
21	2503.608		DUCTILE IRON FITTINGS	POUNDS	\$25.00	80	\$2,000.00					80	\$2,000.00
22	2504.602		CONNECT TO EXISTING WATERMAIN	EACH	\$3,000.00	3	\$9,000.00					3	\$9,000.00
23	2504.602		HYDRANT	EACH	\$4,500.00	1	\$4,500.00					1	\$4,500.00
24	2504.602		ADJUST VALVE BOX	EACH	\$200.00	4	\$800.00					4	\$800.00
25	2504.602		6" GATEVALVE & BOX	EACH	\$2,500.00	1	\$2,500.00					1	\$2,500.00
26	2504.602		8" GATEVALVE & BOX	EACH	\$3,000.00	1	\$3,000.00					1	\$3,000.00
27	2504.603		6" PVC WATERMAIN	LIN FT	\$100.00	3	\$300.00					3	\$300.00
28	2504.603		8" PVC WATERMAIN	LIN FT	\$100.00	8	\$800.00					8	\$800.00
29	2506.502		CASTING ASSEMBLY	EACH	\$500.00	13	\$6,500.00					13	\$6,500.00
30	2506.502		ADJUST FRAME & RING CASTING	EACH	\$250.00	11	\$2,750.00					11	\$2,750.00
31	2506.503		CONSTRUCT DRAINAGE STRUCTURE DESIGN N	LIN FT	\$450.00	38.17	\$17,176.50					38.2	\$17,176.50
32	2506.503		CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	LIN FT	\$1,000.00	5.56	\$5,560.00					5.6	\$5,560.00
33	2506.503		CONSTRUCT DRAINAGE STRUCTURE DES 84-4020	LIN FT	\$1,200.00	7.2	\$8,640.00					7.2	\$8,640.00
34	2506.503		CONSTRUCT DRAINAGE STRUCTURE DES 108-4020	LIN FT	\$1,400.00	7.79	\$10,906.00					7.8	\$10,906.00
35	2511.507		RANDOM RIPRAP CLASS III	CU YD	\$75.00	8	\$600.00					8	\$600.00
36	2521.518		4" CONCRETE WALK	SQ FT	\$4.00	7449	\$29,796.00	956	\$3,824.00	261	\$1,044.00	8666	\$34,664.00
37	2521.518		6" CONCRETE WALK	SQ FT	\$6.00	1984	\$11,904.00			537	\$3,222.00	2521	\$15,126.00
38	2521.518		8" CONCRETE WALK SPECIAL	SQ FT	\$12.00	4650	\$55,800.00	890	\$10,680.00	1020	\$12,240.00	6560	\$78,720.00
39	2531.503		CONCRETE CURB AND GUTTER DESIGN B612	LIN FT	\$20.00	855	\$17,100.00	145	\$2,900.00			1000	\$20,000.00
40	2531.503		CONCRETE CURB AND GUTTER DESIGN B624	LIN FT	\$20.00	4245	\$84,900.00	329	\$6,580.00	290	\$5,800.00	4864	\$97,280.00
41	2531.503		CONCRETE CURB AND GUTTER DESIGN S524	LIN FT	\$30.00	629	\$18,870.00	247	\$7,410.00	124	\$3,720.00	1000	\$30,000.00
42	2531.504		8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$70.00	81	\$5,670.00					81	\$5,670.00
43	2531.618		TRUNCATED DOMES	SQ FT	\$50.00	309	\$15,450.00			76	\$3,800.00	385	\$19,250.00
44	2540.602		STONE MONUMENT	EACH	\$350.00	9	\$3,150.00					9	\$3,150.00
45	2563.601		DETOUR SIGNING	LS	\$15,000.00	0.88	\$13,200.00	0.07	\$1,050.00	0.05	\$750.00	1	\$15,000.00
46	2563.601		TRAFFIC CONTROL	LS	\$29,000.00	0.88	\$25,520.00	0.07	\$2,030.00	0.05	\$1,450.00	1	\$29,000.00
47	2564.602	3,4	INSTALL SIGN TYPE SPECIAL	EACH	\$1,500.00	4	\$6,000.00					4	\$6,000.00

ENGINEERS ESTIMATE
NW 4TH STREET IMPROVEMENTS
CITY OF BRAINERD, MINNESOTA
S.A.P. 108-103-010, S.A.P. 108-129-003, S.A.P. 108-594-001
B11.118093
January 13, 2021

ITEM	MN/DOT SPEC.	NOTE	ITEM	UNIT	UNIT PRICE	S.A.P. 108-103-010		S.A.P. 108-129-003		S.A.P. 108-594-001		TOTAL QUANTITY	TOTAL COST
						ESTIMATED QUANTITIES	TOTAL ESTIMATED COST	ESTIMATED QUANTITIES	TOTAL ESTIMATED COST	ESTIMATED QUANTITIES	TOTAL ESTIMATED COST		
48	2564.618	3	SIGN TYPE C	SQ FT	\$20.00	194.23	\$3,884.60	26.54	\$530.80	41.15	\$823.00	235.4	\$4,707.60
49	2565.616	(A) 5	REVISE SIGNAL SYSTEM	SYS	\$44,000.00	1	\$44,000.00					1	\$44,000.00
50	2571.524		CONIFEROUS TREE, 6' HT B&B	TREE	\$650.00	3	\$1,950.00					3	\$1,950.00
51	2571.525		DECIDUOUS SHRUB, NO 5 CONT	SHRUB	\$130.00	15	\$1,950.00					15	\$1,950.00
52	2571.527		ORNAMENTAL GRASS, NO 1 CONT	PLANT	\$25.00	106	\$2,650.00					106	\$2,650.00
53	2571.527		PERENNIAL, NO 1 CONT	PLANT	\$25.00	335	\$8,375.00					335	\$8,375.00
54	2573.503		SILT FENCE, TYPE MS	LIN FT	\$3.00	1246	\$3,738.00					1246	\$3,738.00
55	2573.502		STORM DRAIN INLET PROTECTION	EACH	\$180.00	26	\$4,680.00					26	\$4,680.00
56	2573.501		STABILIZE CONSTRUCTION EXIT	LUMP SUM	\$5,000.00	0.88	\$4,400.00	0.07	\$350.00	0.05	\$250.00	1	\$5,000.00
57	2574.507		LOAM TOPSOIL BORROW	CU YD	\$40.00	140	\$5,600.00					140	\$5,600.00
58	2575.507		MULCH MATERIAL TYPE 6	CU YD	\$75.00	35	\$2,625.00					35	\$2,625.00
59	2575.604	6	REINFORCED GRASS MEDIAN	SQ YD	\$50.00	104	\$5,200.00					104	\$5,200.00
60	2575.605	7	TURF ESTABLISHMENT	ACRE	\$15,000.00	0.66	\$9,900.00	0.04	\$600.00	0.01	\$150.00	1	\$10,650.00
61	2582.503	8	4" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LIN FT	\$1.25	6304	\$7,880.00	354	\$442.50			6658	\$8,322.50
62	2582.503	9	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LIN FT	\$2.00	3994	\$7,988.00	225	\$450.00			4219	\$8,438.00
63	2582.503	10	24" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LIN FT	\$20.00	514	\$10,280.00	50	\$1,000.00			564	\$11,280.00
64	2582.503	8	8" DOTTED LINE MULTI-COMPONENT GROUND IN (WR)	LIN FT	\$15.00	52	\$780.00					52	\$780.00
65	2582.518		PAVEMENT MESSAGE MULTI-COMPONENT GROUND IN (WR)	SQ FT	\$5.00	362	\$1,810.00	30	\$150.00			392	\$1,960.00
66	2582.518		CROSSWALK MULTI-COMPONENT GROUND IN (WR)	SQ FT	\$3.00	720	\$2,160.00			150	\$450.00	870	\$2,610.00

TOTAL: \$956,297.10 \$74,425.30 \$53,325.00 \$1,083,516.60

- NOTES:
- 1 201 CU YDS TO BE USED ON THE TRAIL
 - 2 1646 TONS 3" BOTTOM BITUMINOUS MAT, 1097 TONS 2" TOP BITUMINOUS MAT, 212 TONS FOR TRAIL PAVING
 - 3 FURNISH & INSTALL SIGN ON NEW POST
 - 4 STREET SIGN
 - 5 INTERSECTION OF NW 4TH STREET & TH 210
 - 6 SEE SHEET C2.04 FOR DETAIL
 - 7 SEED (25-131 @ 400 LB / ACRE), FERTILIZE (TYPE 1 10-10-20 @ 200 LB / ACRE), BONDED FIBER MATRIX (TYPE MULCH @ 3900 LB / ACRE)
 - 8 WHITE
 - 9 YELLOW
 - 10 61 LF WHITE & 503 LF YELLOW
 - (A) SEE LUMP SUM AGREEMENT NO. 1036032 (SP 1805-85)



H:\BRND\B11118093\CAD\C3D\MISC_118093_LAYOUT_DISPLAY_5-28-19.dwg 1/13/2021 3:42:38 PM



Brainerd City Council Agenda Request

Requested Meeting Date: January 19, 2021

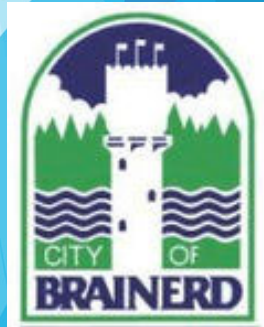
Title of Item: Presentations - Project Funding, Outstanding Projects, and 5-Year CIP

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☒ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 45 Minutes
Summary of Issue: To familiarize the new Safety and Public Works Committee with the items being dealt with at the committee level, current outstanding projects, and future projects, staff has an informational session planned and a presentation to go through.	
Alternatives, Options, Effects on Others/Comments: This will be an informal session in which the committee can ask questions and staff will be available to answer questions about the materials that the committee may have.	
Recommended Action/Motion: Staff would like a motion to approve the 5-year capital improvement plan as presented. This can also be brought back in two weeks if the Committee and Council would like more time to review.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

City of Brainerd Funding Mechanisms and Outstanding Projects

January 19, 2020

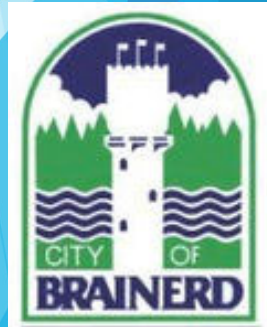
City Council Safety and Public Works Committee Meeting
Paul Sandy, PE - City Engineer/Interim Public Works Director



Purpose

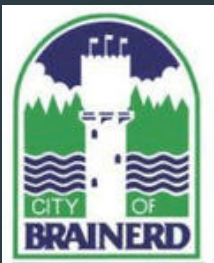


- ▶ To inform the Committee on what funding mechanisms are available to implement capital infrastructure projects (streets, trails, sewers, etc.).
- ▶ To present a broad overview of the City's account structure and how Staff uses them to operate and maintain City infrastructure.
- ▶ To provide the Committee with a culmination of outstanding projects and studies that staff is working on currently.
- ▶ To set the stage for the following presentation, which is a look at the City's updated 5-year Street and Sewer Capital Improvement Plan.



City of Brainerd Account Structure for Public Works

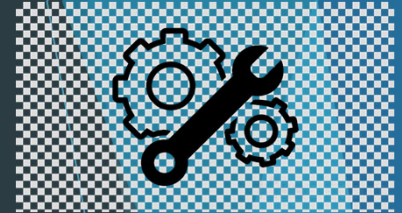
(Engineering/Street/
Sewer/Parks/Transit)



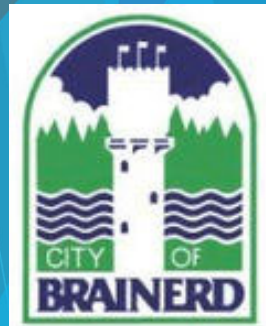
City of Brainerd Engineering/Street and Sewer/Parks/Transit operate under the following funds:

- ▶ Fund 101 - Engineering Fund/City Hall Fund - Funded with levy dollars through adopted budget.
- ▶ Fund 203 - Transit Fund - Funded through Federal and State Grants through the State of Minnesota along with user fees.
- ▶ Fund 230 - Parks Fund - Funded through levy dollars as adopted through the budget process from the Park Board to the City Council.
- ▶ Fund 235 - Street Fund - Funded with levy dollars through adopted budget.
- ▶ Fund 237 - Sanitary Sewer Fund - Funded through user fees charged through BPU for sanitary sewer. Can also be funded through certain types of debt.
- ▶ Fund 238 - Storm Sewer Fund - Funded through user fees charged through BPU for stormwater. Can also be funded through certain types of debt.
- ▶ Fund 400 - Capital Improvement Fund for Equipment and Facilities - Funded with Levy dollars through adopted budget. Can also be funded through certain types of debt.
- ▶ Fund 401 - Permanent Improvement/Construction Fund - Funded through levy dollars, assessment proceeds, and grant dollars. Can also be funded through certain types of debt.

Fund 101 - Engineering and City Hall General Fund



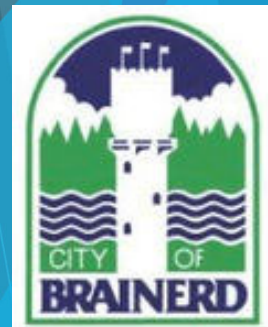
- ▶ The Engineering Fund 101 funds wages, professional development, fees and dues, computer/technical support (licensing), phones, and other miscellaneous operational needs of the Engineering Department.
- ▶ 4 full-time staff (City Engineer, Assistant City Engineer, Senior Engineering Coordinator, and Engineering Technician). It typically also employs one intern in the summer months. Staff's time is not fully allocated to engineering, and is charged to construction projects in Fund 401, sanitary sewer, storm sewer, or wherever the work is occurring.
- ▶ If the expense (payroll, supplies, etc.) is related to a construction project, those costs are attributed to each respective project in the Construction Fund 401.
- ▶ The City Hall Fund 101 funds repairs and maintenance to City Hall facilities, utilities, supplies, professional services (cleaning), and other related City Hall operational needs.
- ▶ Both funds can be considered as funding the general operations of the City Hall facility and the Engineering Department.



Fund 203 - Transit Fund

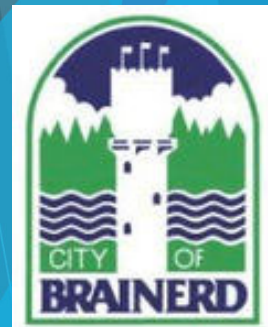


- ▶ The City of Brainerd operates a Transit system that is partially funded through FTA (Federal Transportation Administration) and MnDOT OTAT (Minnesota Department of Transportation Office of Transit and Active Transportation).
- ▶ 85% Operations and 80% capital funded through Grants (on typical year).
- ▶ Grant is run on 2-year cycles (grant cycle ends June 30, 2021).
- ▶ City must “re-apply” for funds every cycle.
- ▶ City employs a Transit Coordinator and Transit Operation Specialist that oversee the grant agreement with the State of Minnesota along with 3rd Party Contractor Operations. Wages are paid 85% through grant agreement.
- ▶ City owns all equipment and buses (capital).
- ▶ 3rd Party contractor - operates buses, dispatches, performs vehicle maintenance, and operates transit system through agreement with the City. 3rd Party Contractor Agreement expires June 30, 2021 and proposals are requested and approved in 3-year intervals.
- ▶ Transit operates in Brainerd, Baxter, Pine River, and Crow Wing County (mostly along 210 and 371 corridors).
- ▶ Transit operates through an advisory Committee, the Transportation Advisory Committee (TAC) that makes recommendations to the City Council.



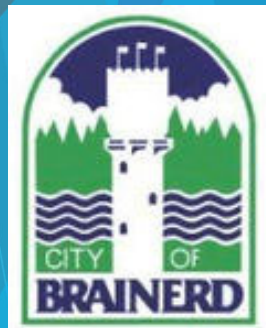
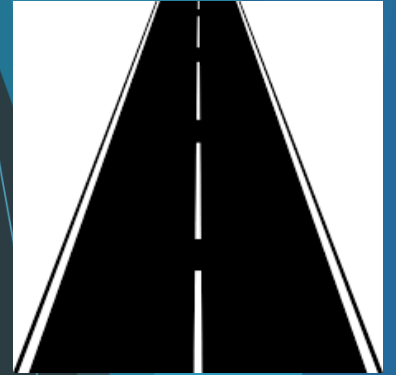
Fund 230 - Parks and Recreation Fund

- ▶ Funds the operations of the Parks and Recreation system.
- ▶ Requested and presented to the City Council by the Park Board annually as requested by the Park Board and approved by the City Council.
- ▶ Operation funding includes payroll, repairs and maintenance (equipment and facilities), parks programs, dues and fees, utilities, professional development, professional services, etc.
- ▶ Parks Department employees the City Engineer (partially), the Recreation Coordinator, and an Administrative Specialist (partially) and 6-full time Parks Maintenance Employees consisting of 1 foreman and 5 parks maintenance employees.
- ▶ Per City Charter, the Park Board has control and supervision of all parks, parkways, and boulevards within the City. The Park Board also has the authority to conduct activities and pay for the necessary supervision incidental to those activities and programs.
- ▶ Interim Public Works Department was created in order to create a cohesive working relationship between the City Street Department and Parks Department and utilize cross-training/workforce to improve efficiency and improve the overall maintenance within the Street and Park system.
- ▶ Parks Department is in conversations with Community Education and the YMCA to outsource many of its programs FY 2021 through the interim period.



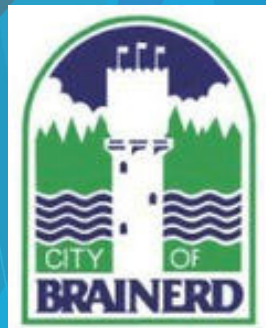
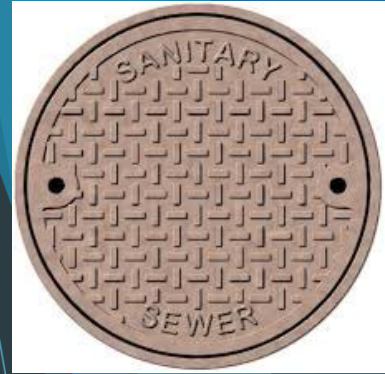
Fund 235 - Street Fund

- ▶ Funds the operations of the Street Department including repairs and maintenance to street related facilities and equipment, payroll, fees and dues, professional services, street repairs (not capital in nature and if not covered by construction fund), utilities, etc.
- ▶ The City Street and Sewer Department - maintenance and repair to the City's public infrastructure including streets, bridges, sidewalks, trails, alleys, sewer (storm and sanitary), brushing, street sweeping, snow plowing, etc.
- ▶ Sanitary and storm sewer repairs and wages are paid through their respective funds in future slides.
- ▶ 8 full time employees including 1 foreman, 4 maintenance III (heavy equipment operators) and 3 maintenance I employees (general maintenance). There is typically one maintenance II employee position that is vacant (3 new maintenance I employees hired in 2020).



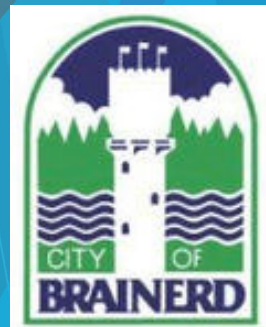
Fund 237 - Sanitary Sewer Fund

- ▶ Funds the operations, capital, and maintenance of the sanitary sewer system including repairs and maintenance to sanitary sewer related facilities and equipment, payroll, fees and dues, professional services, and sewer repairs.
- ▶ Sanitary Sewer Fund is funded through user fees collected by BPU.
- ▶ The City handles the collection of the sanitary sewer before it enters the force main system, which pumps the sewage to get treated at Brainerd Public Utilities (BPU). BPU oversees lift stations, force mains, and the treatment facility.
- ▶ Equipment - Vactor Truck, sewer camera, service truck, rodder, confined space entry equipment, gas monitors, and other incidental equipment. Both the sewer camera and Vactor truck we replaced in the last 2-years.
- ▶ One Street Department employee is designated as the Sewer Lead, and he typically supervises 2 maintenance I employees while cleaning, jetting, rodding, and using the televising system.
- ▶ City Staff are going through a rate study in 2021 to examine current sanitary sewer and storm sewer collection rates for possible adjustments in the future to cover capital and operational expenses.



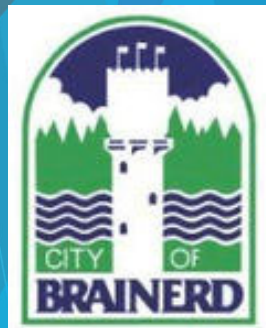
Fund 238 - Storm Sewer Fund

- ▶ Funds the operations, capital and maintenance of the storm sewer system including repairs and maintenance to sanitary sewer related facilities and equipment, payroll, fees and dues, professional services, and sewer repairs.
- ▶ Storm Sewer Fund is funded through user fees collected by BPU.
- ▶ These funds go to pay for new or repairs to existing storm sewer pipes, retention basins or repairs thereto, or other green infrastructure that the City may implement as part of it's MS4 (municipal separate storm sewer system) permit issued through the Minnesota Pollution Control Agency.
- ▶ Equipment - Same as sanitary sewer system and consists of the Vactor Truck, sewer camera, service truck, rodder, confined space entry equipment, gas monitors, and other incidental equipment. Both the sewer camera and Vactor truck we replaced in the last 2-years.
- ▶ One Street Department employee is designated as the Sewer Lead, and he typically supervises 2 maintenance I employees while cleaning, jetting, rodding, and using the televising system.
- ▶ City Staff are going through a rate study in 2021 to examine current sanitary sewer and storm sewer collection rates for possible adjustments in the future to cover capital and operational expenses.



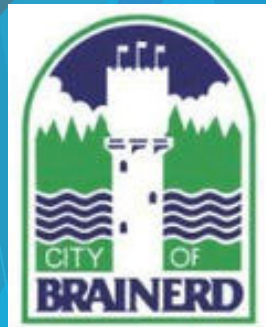
Fund 400 - Capital Equipment and Facilities Fund

- ▶ Funds the capital equipment for certain departments within the City.
- ▶ Consists of capital equipment, facilities, and any other items capital related not covered under construction fund 401.
- ▶ Funded through levy dollars adopted through the budget.
- ▶ Staff has formulated a 30-year capital plan in which lays out potential capital expenditures from now to 30 years in the future.
- ▶ Done to prevent peaks and valleys in the capital plan expenditures and allows staff to smooth them out to prevent spikes in the levy.



Fund 401 - Permanent Improvement Fund (Construction Fund)

- ▶ Funds street capital and maintenance projects, along with any street related studies.
- ▶ Funded with levy dollars, State Aid proceeds (when streets qualify), special assessment proceeds, grant or other sources of revenues garnered through competitive processes, and bond proceeds (in certain situations).
- ▶ All projects have associated improvement number in which gets charged to this account (if it is not sanitary or storm sewer related expense).



Non-Levy Revenue Sources for Construction and Maintenance Projects

- ▶ State Aid Revenues (State)
- ▶ Transportation Alternatives Grants (Federal)
- ▶ Safe Routes to School (Federal)
- ▶ STBGP Block Grants (Federal)
- ▶ Local Road Improvement Program (State)
- ▶ Highway Safety Improvement Program (HSIP)
- ▶ Clean Water Fund
- ▶ DNR Parks and Trails
- ▶ Soil and Water Conservation District Grants
- ▶ State Legislature Bonds
- ▶ LCCMR
 - ▶ Not an exhaustive list, but one in which gives an idea of opportunities available for supplementing the construction fund for identified projects.

- ▶ Distributed annually - Formula set out by Municipal Screening Board
- ▶ Distributes funds dedicated to local agencies from the Highway User Tax Distribution Fund (HUTDF)
- ▶ Screening Board - Consists of one City representative from each MnDOT district and a representative from each of the 4 cities of the first class (Minneapolis, St. Paul, Rochester, Duluth).
- ▶ Formula is based 50% on population and 50% on needs calculations based on traffic counts.
- ▶ 20% of Brainerd street system eligible for State Aid funding along with County State Aid Highway (CSAH) Turnbacks and Trunk Highway (TH) Turnbacks (mileage above 20%).
- ▶ Minnesota Rule 8820 controls minimum design criteria that must be met on State Aid streets to utilize State Aid funds.
- ▶ Copies of Minnesota Rule 8820 can be made available if interested.



State Aid Revenues

Transportation Alternatives and Safe Routes to School

- ▶ Annual solicitation through MnDOT for funding trails and sidewalks.
- ▶ Goes through a local solicitation administered through Region 5, then is approved at the Area Transportation Partnership (ATP) level.
- ▶ Federal money
- ▶ Brainerd has been successful with this program (Garfield Safe Routes to School Phase I, II, and III; S 6th Sidewalk Extension, Highway 25 Trail)

Local Road Improvement Program

- ▶ Typically funded through bonding bills by legislature.
- ▶ Goes through a MnDOT lead solicitation and scoring process for local road projects that meet the criteria and eligibility.
- ▶ Typically for traffic safety related projects.
- ▶ State Money (follows State Aid rules)
- ▶ NW 4th Street project FY 2021 is funded through this program (\$800,000).

Outstanding Current Projects or On-Going Studies - Stormwater

▶ Stormwater Retrofit Analysis

- ▶ Funds from Brainerd, Mississippi Headwaters Board, and Soil and Water Conservation District.
- ▶ Outlines opportunities for retrofitting existing infrastructure to implement green stormwater strategies to remove sediment, phosphorus, or other harmful substances.

▶ Hydraulic and Hydrologic Model

- ▶ Maps out storm sewer trunk line system and identifies areas of undersized pipes during certain intensity storm events.
- ▶ Allows City to plan for upsizing and managing flood risk damages due to undersized infrastructure.
- ▶ Comes with “heat” maps for flooding during events and where we can expect damage.

▶ Storm Sewer MS4 Permit Application and Program Overhaul

- ▶ MS4 Permit on 5-year cycles.
- ▶ Applications due in April.
- ▶ Consultant reviewing entirety of program, looking for weaknesses, and strengthening program to meet new permit requirements along with promoting more public engagement.

Outstanding Current Projects or On-Going Studies - Streets

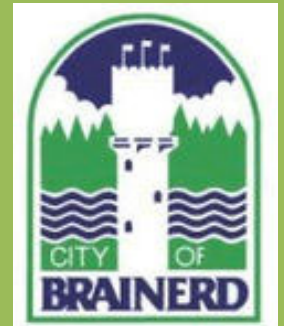
- ▶ **SE Brainerd Resurfacing Project - 2021 Construction**
 - ▶ In Final Design.
 - ▶ Rosewood, Quince, Pine, Walnut, 15th, 16th, Portland, St. Louis, Chicago.
- ▶ **NW 4th Street, NW 3rd Street, and Jackson Street - 2021 Construction**
 - ▶ NW 4th Street roundabout at Jackson and full reconstruction and lane reconfiguration from Jackson Street to Washington Street.
 - ▶ NW 3rd Street and Jackson - Pavement and curb/gutter.
- ▶ **Cuyuna Lakes State Trail - 2022 Construction**
 - ▶ Working with SEH on preliminary design, soil testing, easement acquisition.
- ▶ **S 6th Street Reconstruction and Greenwood Street Construction - 2022 Construction**
 - ▶ MnDOT led project - Joseph Street to Greenwood Street. Mill and overlay from Greenwood to the bypass bridge.
 - ▶ City has some watermain replacement, cost shares from signal work, and shared stormwater improvements.
 - ▶ Greenwood Street - Pave from S 6th Street to Woodland Hills Lane.
- ▶ **Highway 25 Bridge and Highway 25 Trail Construction - 2022 Construction**
 - ▶ MnDOT led bridge replacement. City led trail construction project with awarded Transportation Alternatives funds.
 - ▶ Places trail on south side of Highway 25 from 28th Street to 5th Avenue NE. MnDOT including trail structure on bridge replacement.
- ▶ **Trunk Highway 210 Reconstruction - 2025 Construction**
 - ▶ MnDOT led project for reconstruction from Pine Shores Road to Bridge (rehab work west of bridge).
 - ▶ City has watermain and sanitary sewer replacement with project.
 - ▶ Currently in corridor study phase - analyzes traffic, intersection needs, public engagement, etc.

City of Brainerd 2021 5-Year Street and Sewer Capital Improvement Plan



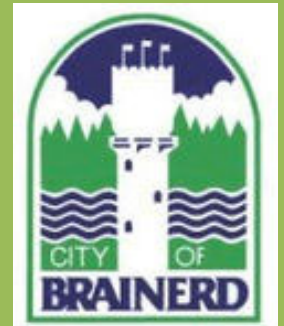
PURPOSE

- What is a 5-year CIP? Why is it important?
- Describe process of building the 5-year CIP
 - Streets
 - Storm Sewer
 - Sanitary Sewer
- Brief overview of projects and costs for 2021-2025



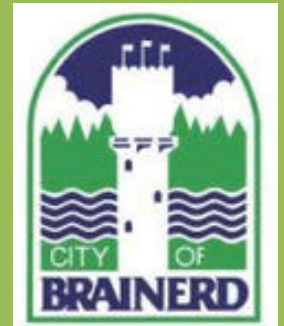
IMPORTANCE OF A 5-YEAR CIP

- Serves as a “road map” for future improvements
- Provides schedules, timing, and details
- Includes project specific cost estimates
- Assists in prioritizing needs for improvements
- Identifies revenue sources for project costs
- Guides City Council and staff



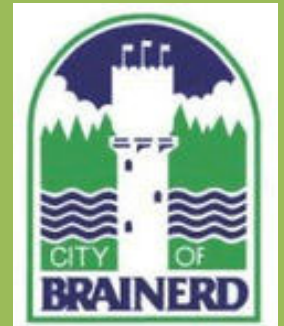
IMPORTANCE OF A 5-YEAR CIP

- Adjustments to 5-Year CIP are important
 - Improvement needs can change
 - Financial complications may cause project delays
 - Difficulty obtaining permits or approvals
- Amendments to 5-year CIP presented annually



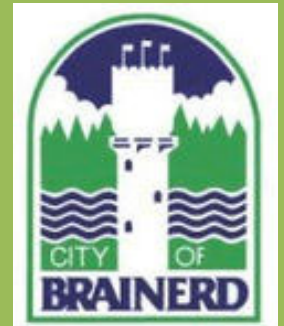
BUILDING THE 5-YEAR CIP

- Determining priority areas for improvements
 - Pavement management system
 - Communication with City maintenance staff
 - Areas requiring frequent temporary repairs
 - Resident concerns
- Used to determine potential improvement areas



BUILDING THE 5-YEAR CIP

- Estimation of project costs
 - Provides information to allow for budgeting
 - How much is feasible?
 - Identifies improvement funding sources
 - Are we doing enough to maintain assets?



BUILDING THE 5-YEAR CIP

Street System

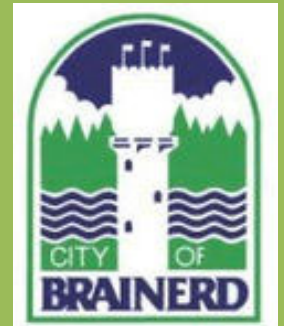
City maintains approximately 80.20 miles of streets

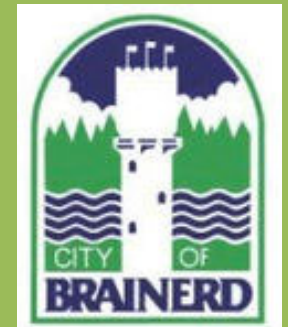
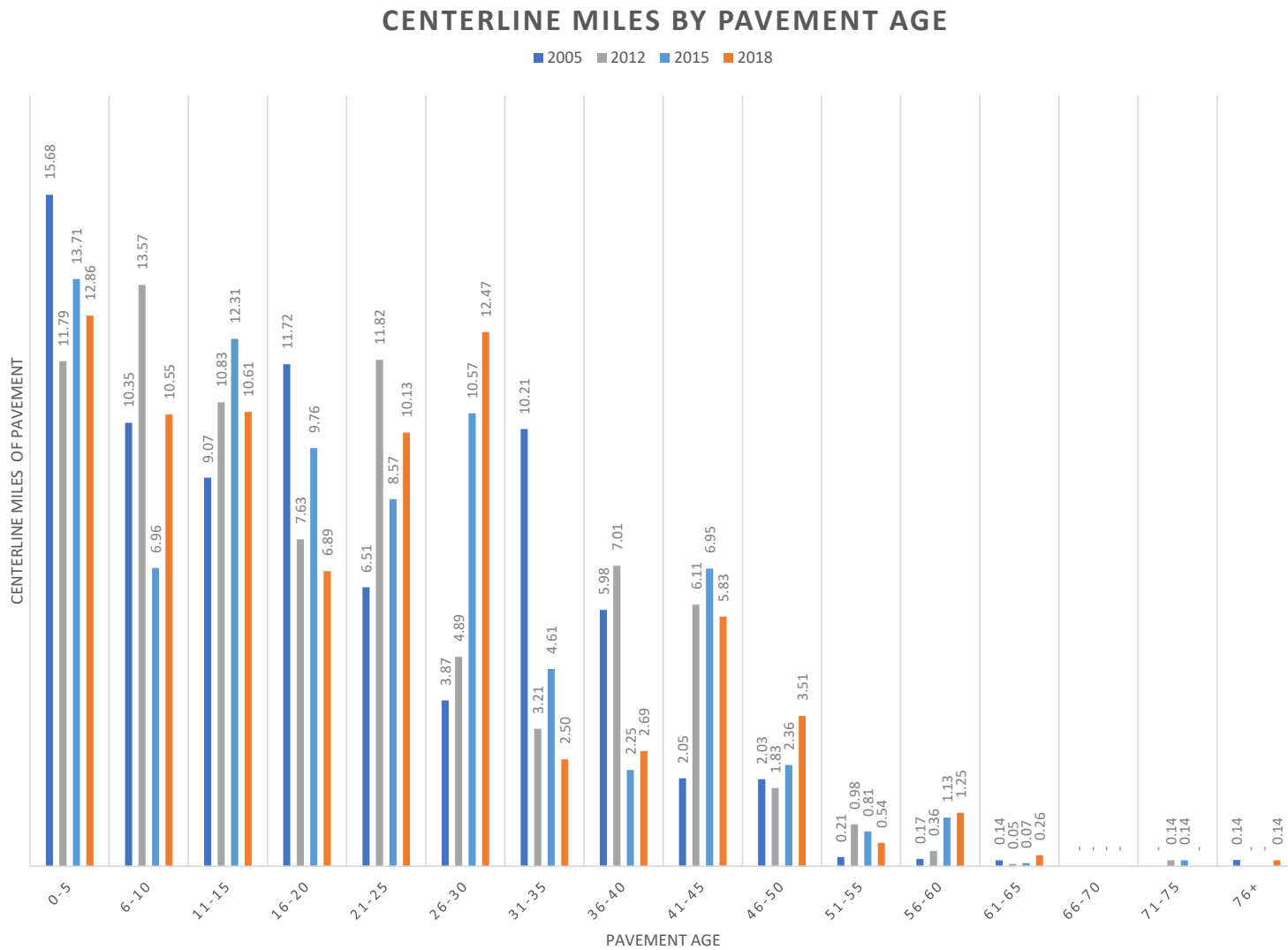
- 19.87 miles eligible for State Aid Funding

Comprehensive Pavement Management System

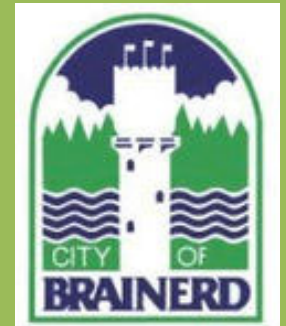
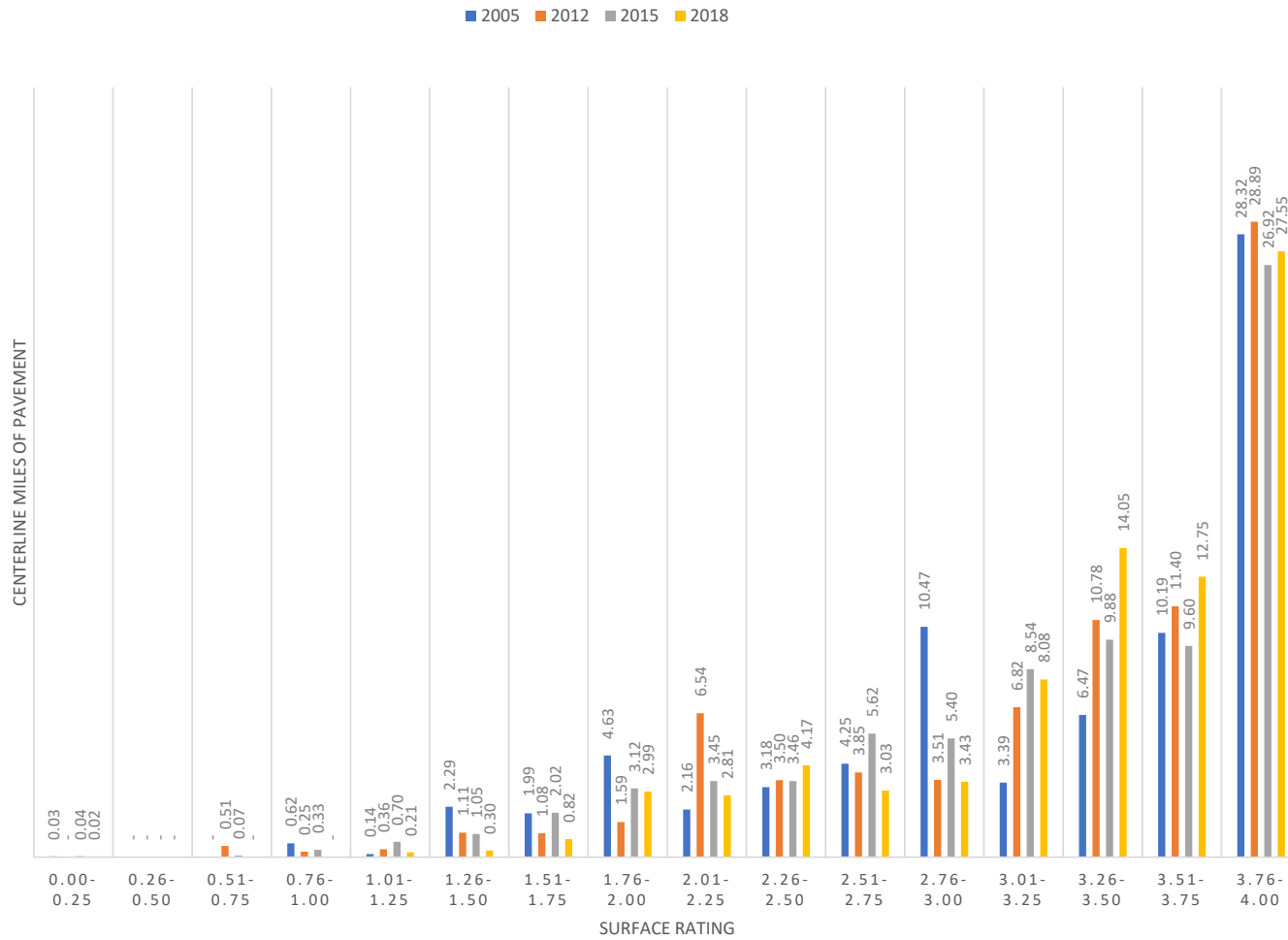
- Provides street rating scores
- Shows street segments which are in poor condition

Approximately 2 miles of streets per year to stay “on track”





CENTERLINE MILES BY SURFACE RATING



BUILDING THE 5-YEAR CIP

Sanitary Sewer System

City operates and maintains approx. 75.98 miles of pipes

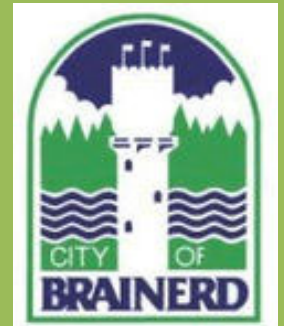
- 38.1% is vitrified clay pipe

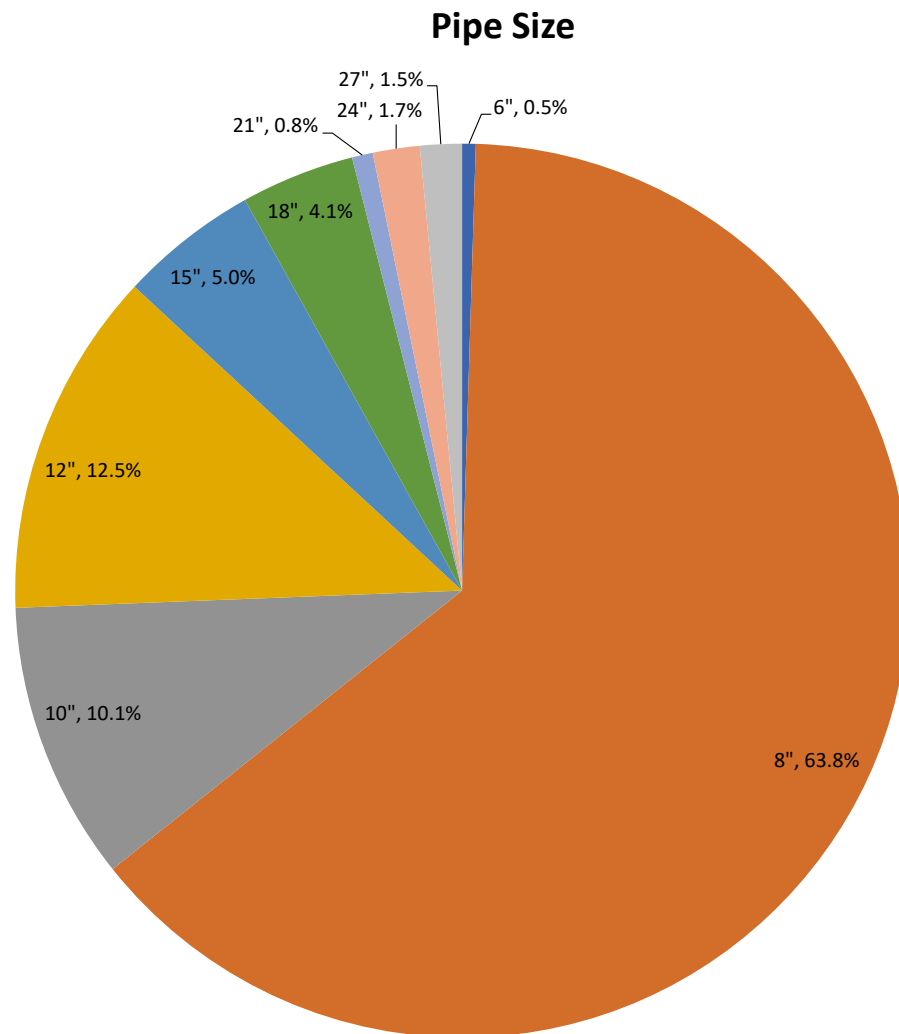
Communication with City maintenance staff

- Where are spot repairs/maintenance frequent?

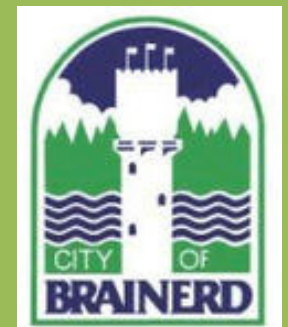
Current Focus on SE Brainerd

- Staff is currently working on using the sewer camera
And jet-vac truck to identify priority areas.

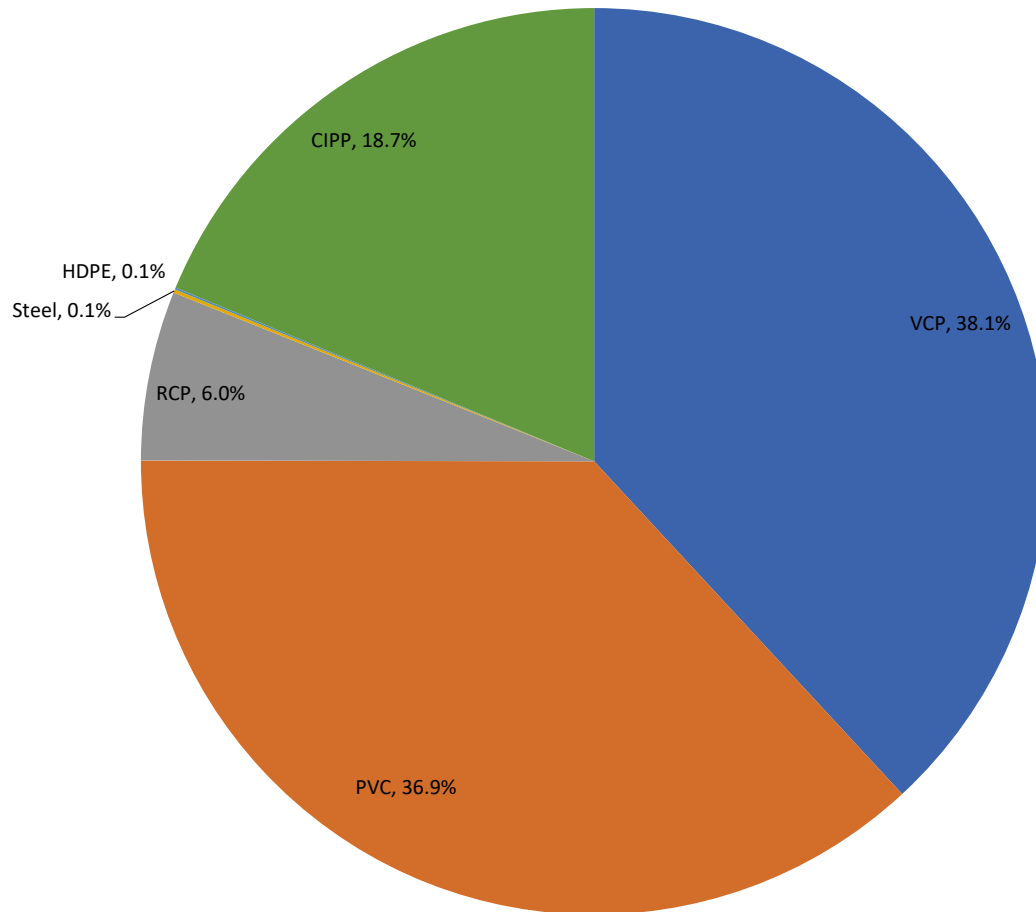




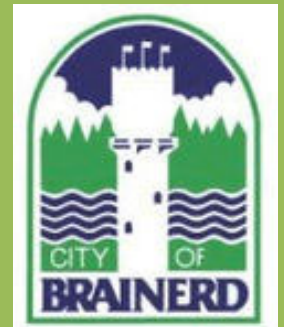
- 6"
- 8"
- 10"
- 12"
- 15"
- 18"
- 21"
- 24"
- 27"



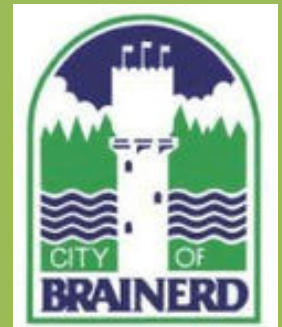
Pipe Material

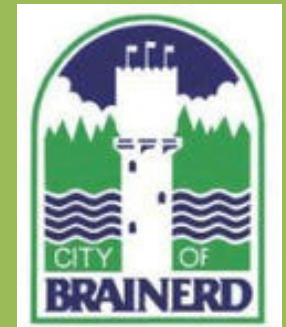
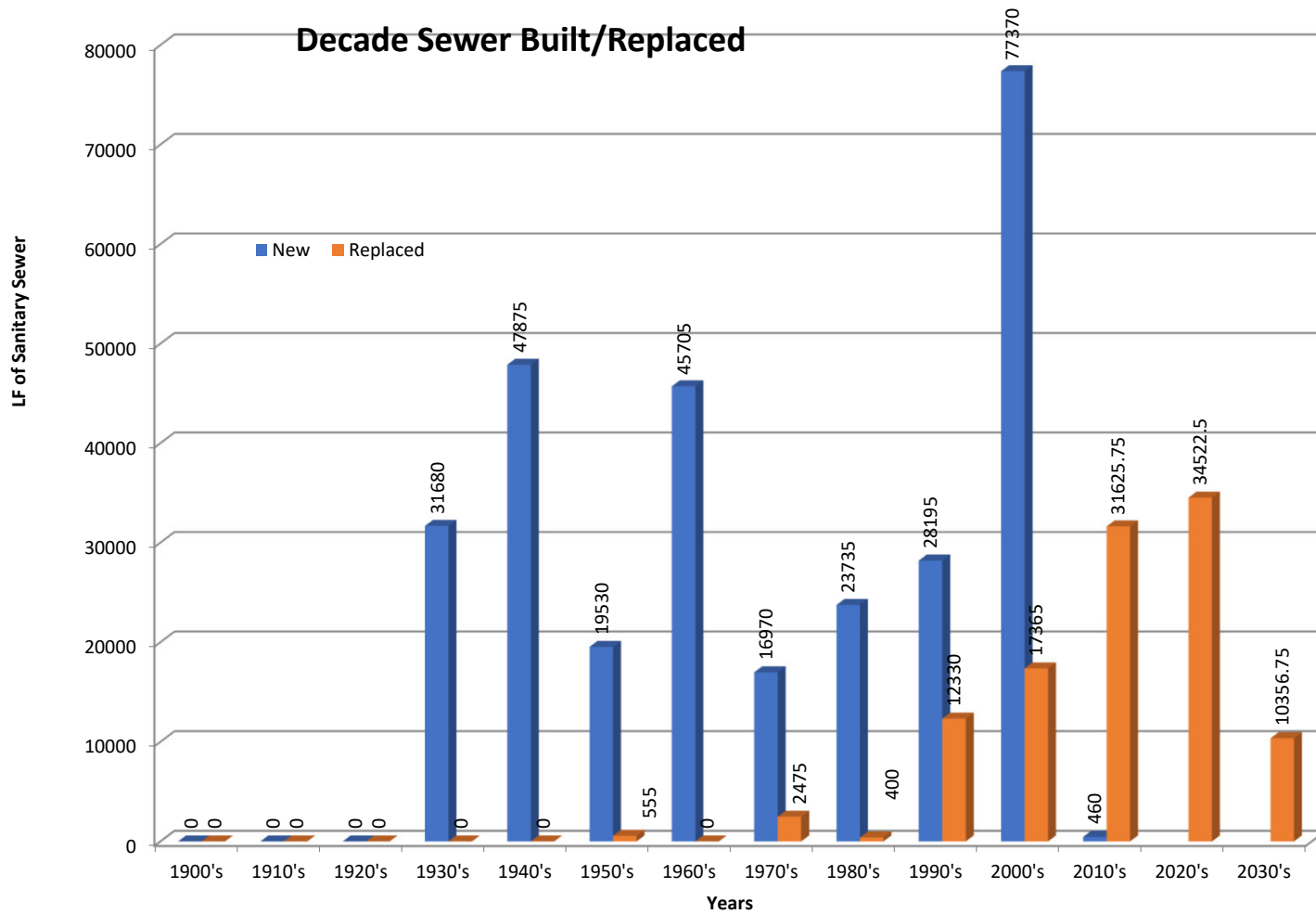


- VCP
- PVC
- RCP
- Steel
- HDPE
- CIPP



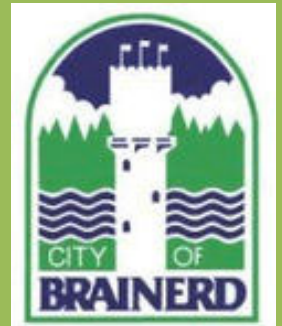
Region	Avg Built	Length	Miles	Age
North Annex	2004.0	42020.0	8.0	28.0
North West	1963.4	19725.0	3.7	68.6
South West	1977.2	21840.0	4.1	54.8
North	2001.9	39185.0	7.4	30.1
North East	1975.1	85845.0	16.3	56.9
Central	1981.8	48000.0	9.1	50.2
South	1972.1	55020.0	10.4	59.9
Industrial	1990.7	26370.0	5.0	41.3
South East	1991.6	63145.0	12.0	40.4
Totals	1984.3	401150.0	76.0	47.7





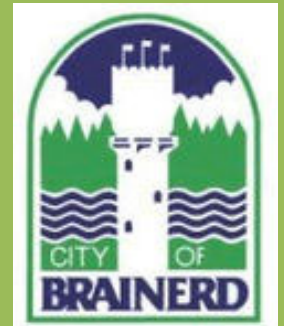
BUILDING THE 5-YEAR CIP

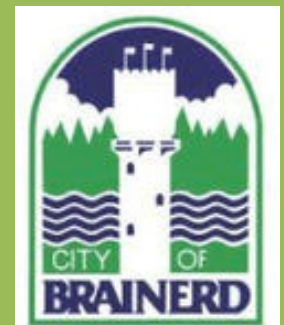
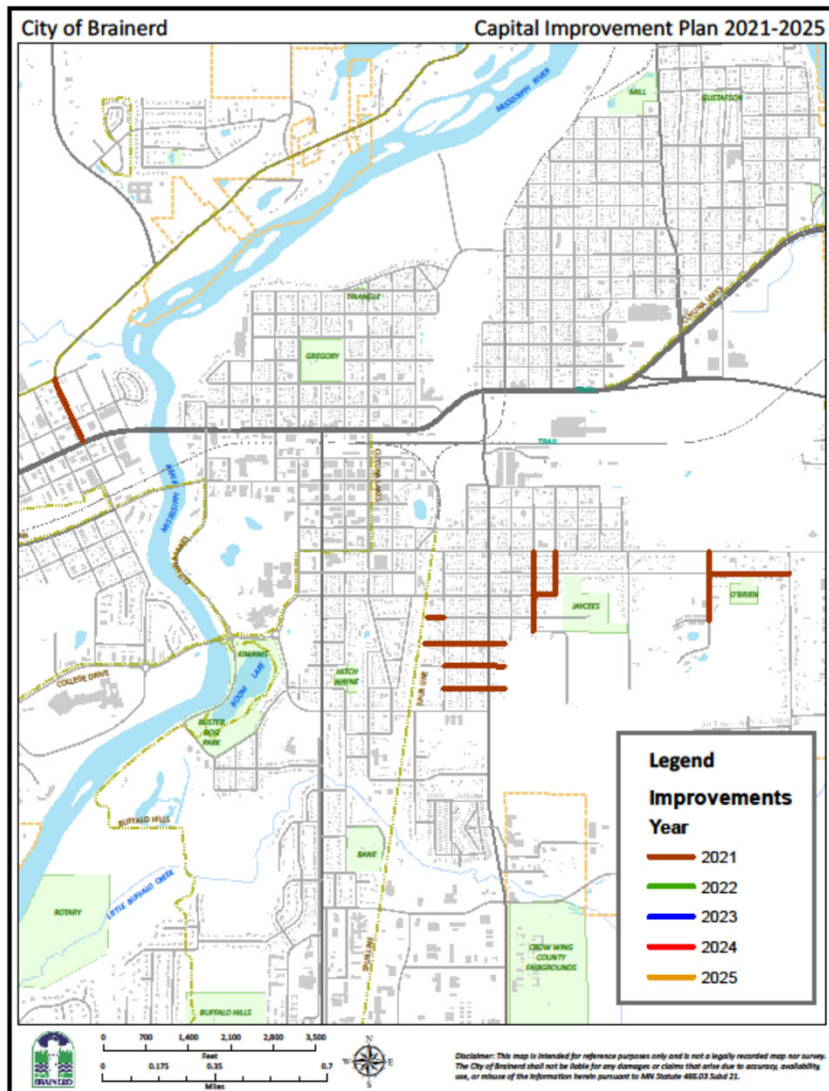
- Grouping projects together by year
 - Another factor used when building 5-year CIP
 - Can drive project costs down



2021

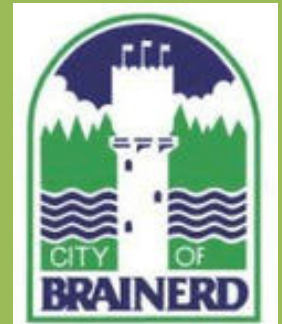
- Total project costs estimated at \$3,330,517
 - \$284,000 State Aid, \$430,000 Assessed, \$70,00 Sanitary Sewer, \$351,000 Storm Sewer, \$800,000 LRIP grant
 - 1.84 miles of street resurfacing or reconstruction
 - SE Brainerd Focus
 - NW 4th Street Project
 - NW 3rd Street and Jackson Street
 - Annual Maintenance Project (Crack Sealing, Seal Coating, Striping, and Patching)





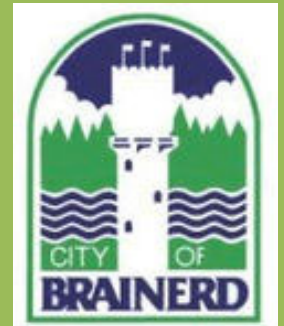
2021 Capital Improvement Plan

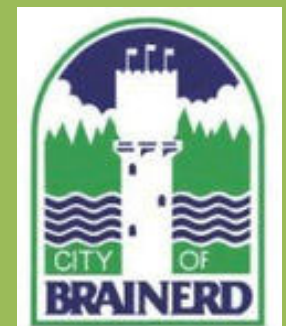
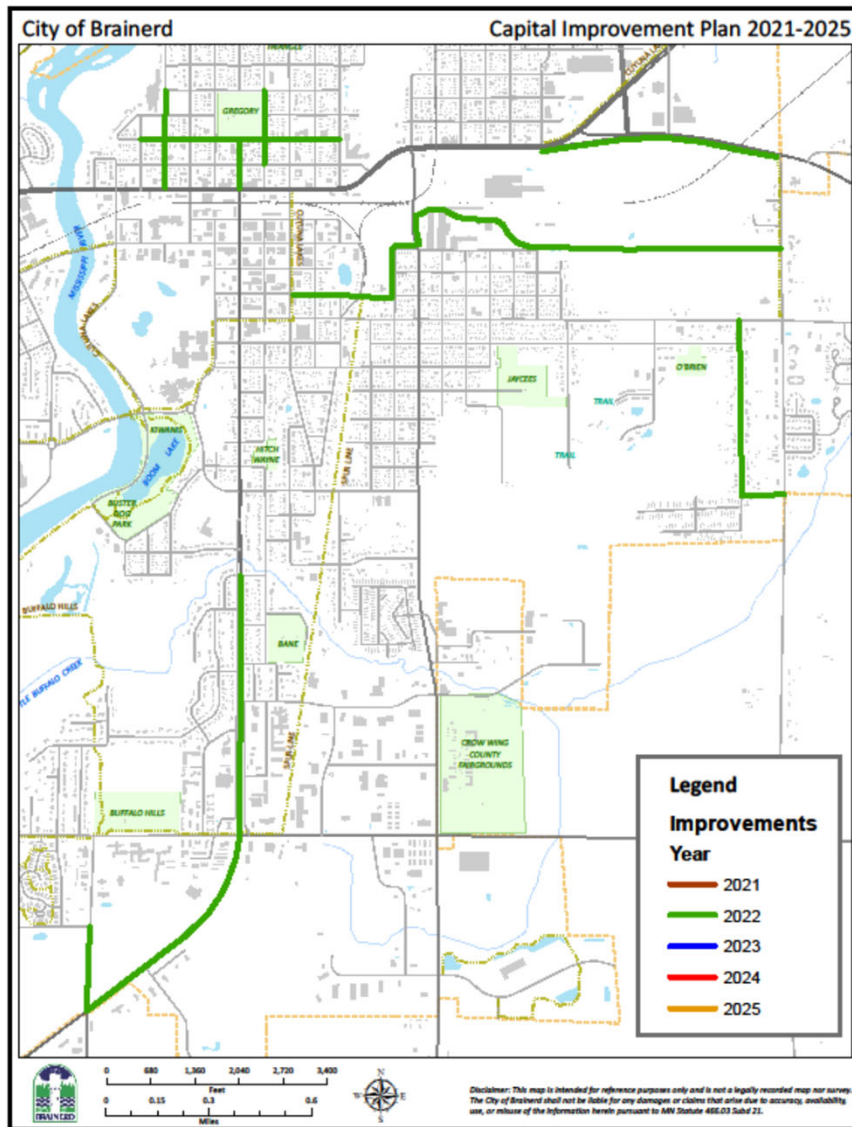
Improvement Year	Project #	Project Name	GO Bonds	Construction Fund	Special Assessment	Municipal State Aid	Sanitary Sewer Fund	Storm Water Utility	Water Fund (BPU)	Other	Total Project Cost
2021											
		2021 Street Striping	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
		2021 Crack Filling	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
		Quince Street Resurfacing	\$0	\$44,000	\$11,000	\$0	\$0	\$0	\$0	\$0	\$44,000
		2021 Street Patching	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
		Rosewood Street Reconstruction	\$0	\$62,000	\$10,000	\$0	\$2,000	\$0	\$0	\$0	\$64,000
		16th Street SE Resurfacing	\$0	\$87,000	\$11,000	\$0	\$6,000	\$4,000	\$0	\$0	\$97,000
		Walnut Street Resurfacing	\$0	\$106,000	\$27,000	\$0	\$8,000	\$4,000	\$0	\$0	\$118,000
		St. Louis Avenue Resurfacing	\$0	\$118,000	\$15,000	\$0	\$6,000	\$14,000	\$0	\$0	\$138,000
		2021 Seal Coat	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
		15th Street SE Resurfacing	\$0	\$155,000	\$20,000	\$0	\$10,000	\$12,000	\$0	\$0	\$177,000
		Pine Street Resurfacing	\$0	\$155,000	\$40,000	\$0	\$8,000	\$16,000	\$0	\$0	\$179,000
		Chicago Avenue Resurfacing and Reco	\$0	\$196,000	\$30,000	\$0	\$8,000	\$16,000	\$0	\$0	\$220,000
		Portland Avenue Resurfacing and Rec	\$0	\$206,000	\$32,000	\$0	\$12,000	\$10,000	\$0	\$0	\$228,000
		Madison Street Reconstruction	\$0	\$330,000	\$102,000	\$0	\$10,000	\$230,000	\$0	\$0	\$570,000
2021 Construction Totals			\$0	\$1,694,000	\$298,000	\$0	\$70,000	\$306,000	\$0	\$0	\$2,070,000



2022

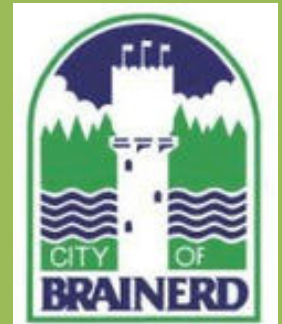
- Total project costs estimated at \$4,184,000
 - \$1,437,000 grants, \$481,000 State Aid, \$400,000 Sanitary Sewer, \$255,000 Storm Sewer, \$284,000 Assessed
- 3.60 miles of street resurfacing or reconstruction
- Sanitary sewer replacement or rehab (TBD)
- North Brainerd Focus
- Beech Street
- Highway 25 Trail and Bridge
- S 6th Street (Joseph – Greenwood)
- Cuyuna Lakes State Trail
- Greenwood Street Construction (pavement)
- Annual Maintenance Project (Crack Sealing, Seal Coating, Striping, and Patching)





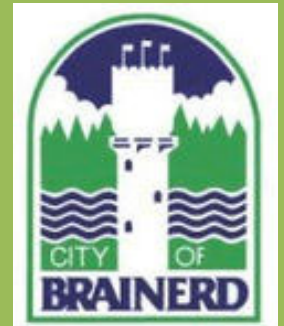
2022 Capital Improvement Plan

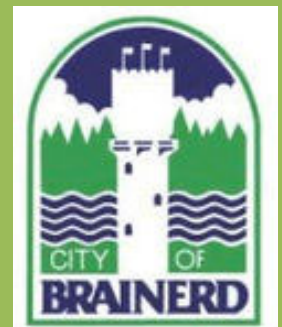
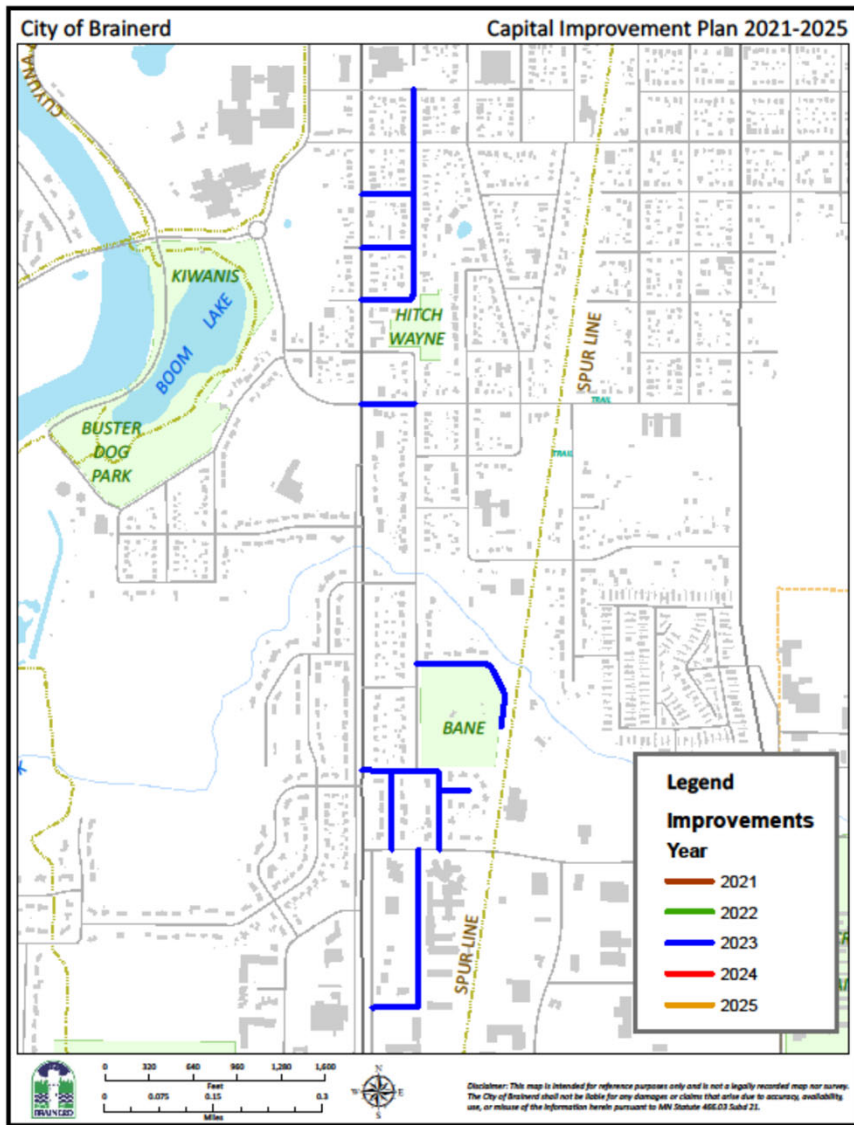
Improvement Year	Project #	Project Name	GO Bonds	Construction Fund	Special Assessment	Municipal State Aid	Sanitary Sewer Fund	Storm Water Utility	Water Fund (BPU)	Other	Total Project Cost
2022											
		Greenwood Street Reconstruction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		S 6th Street Reconstruction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	14-13	S 6th St Sidewalk Extension	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		2022 Street Striping	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
		2022 Crack Filling	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
		2022 Street Patching	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
		Oakridge Road Resurfacing	\$0	\$81,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$81,000
		2022 Seal Coat	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
	12-04	North 6th Street Reconstruction	\$0	\$138,000	\$21,000	\$0	\$2,000	\$50,000	\$0	\$0	\$190,000
		N 7th Street Reconstruction	\$0	\$234,000	\$35,000	\$0	\$4,000	\$25,000	\$0	\$0	\$263,000
	19-18	Highway 25 Trail Connection	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$337,000	\$337,000
		North 3rd Street Reconstruction	\$0	\$308,000	\$46,000	\$0	\$4,000	\$25,000	\$0	\$0	\$337,000
		2022 Sanitary Sewer Replacement Pr	\$0	\$0	\$0	\$0	\$352,000	\$0	\$0	\$0	\$352,000
	14-04	Beech Street Resurfacing	\$0	\$0	\$80,000	\$481,000	\$18,000	\$30,000	\$0	\$0	\$529,000
		Juniper Street Reconstruction	\$0	\$615,000	\$92,000	\$0	\$20,000	\$125,000	\$0	\$0	\$760,000
	19-02	Cuyuna Lakes State Trail Connection	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100,000	\$1,100,000
2022 Construction Totals			\$0	\$1,611,000	\$284,000	\$481,000	\$400,000	\$255,000	\$0	\$1,437,000	\$4,184,000



2023

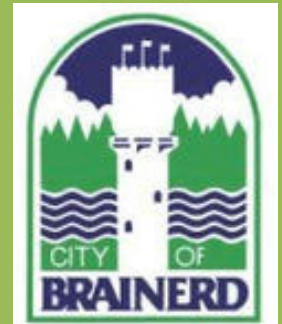
- Total project costs estimated at \$2,031,000
 - \$243,000 Assessed, \$68,000 State Aid, \$659,000 Sanitary Sewer, \$74,000 Storm Sewer
- 1.36 miles of street resurfacing or reconstruction
- Sanitary sewer replacement or rehab (TBD)
- South Brainerd Focus
- Annual Maintenance Project (Crack Sealing, Seal Coating, Striping, and Patching)





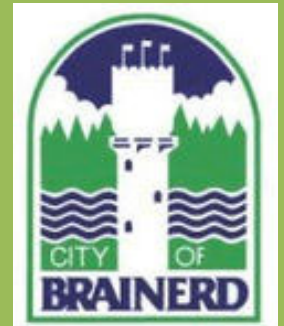
2023 Capital Improvement Plan

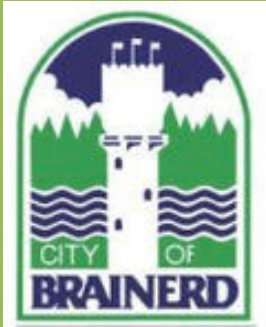
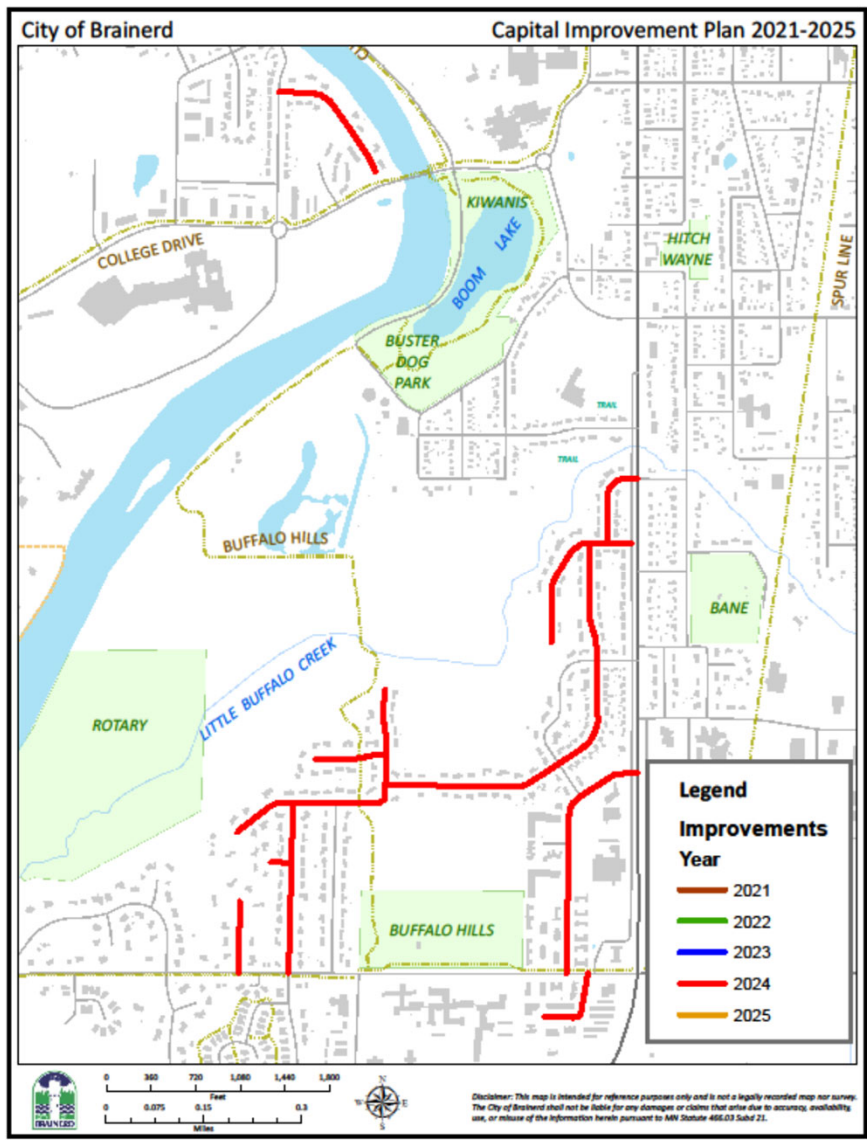
Improvement Year	Project #	Project Name	GO Bonds	Construction Fund	Special Assessment	Municipal State Aid	Sanitary Sewer Fund	Storm Water Utility	Water Fund (BPU)	Other	Total Project Cost
2023											
		2023 Street Striping	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
		2023 Crack Sealing	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
		Paul Circle Resurfacing	\$0	\$31,000	\$8,000	\$0	\$2,000	\$4,000	\$0	\$0	\$37,000
		Madison Street Resurfacing	\$0	\$38,000	\$5,000	\$0	\$2,000	\$0	\$0	\$0	\$40,000
		2023 Street Patching	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
		S 7th Street Resurfacing	\$0	\$62,000	\$16,000	\$0	\$2,000	\$0	\$0	\$0	\$64,000
		Willow Street Resurfacing	\$0	\$0	\$6,000	\$68,000	\$2,000	\$0	\$0	\$0	\$70,000
		Paul Street Resurfacing	\$0	\$62,000	\$8,000	\$0	\$6,000	\$4,000	\$0	\$0	\$72,000
		S 8th St Resurfacing	\$0	\$68,000	\$17,000	\$0	\$4,000	\$0	\$0	\$0	\$72,000
		Todd Street Resurfacing	\$0	\$118,000	\$30,000	\$0	\$0	\$4,000	\$0	\$0	\$122,000
		2023 Seal Coat	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
		S 7th Street Resurfacing	\$0	\$136,000	\$35,000	\$0	\$6,000	\$10,000	\$0	\$0	\$152,000
		Rosewood, Sycamore, Tamarack Pave	\$0	\$186,000	\$29,000	\$0	\$60,000	\$0	\$0	\$0	\$246,000
		2023 Sanitary Sewer Replacement Pr	\$0	\$0	\$0	\$0	\$340,000	\$0	\$0	\$0	\$340,000
		S 7th Street Reconstruction	\$0	\$289,000	\$89,000	\$0	\$235,000	\$52,000	\$0	\$0	\$576,000
2023 Construction Totals			\$0	\$1,230,000	\$243,000	\$68,000	\$659,000	\$74,000	\$0	\$0	\$2,031,000



2024

- Total project costs estimated at \$2,437,000
 - \$468,000 Assessed, \$400,000 Sanitary Sewer, \$106,000 Storm Sewer
 - 2.94 miles of street resurfacing or reconstruction
 - Sanitary sewer replacement or rehab (TBD)
 - South Brainerd Focus
 - Annual Maintenance Project (Crack Sealing, Seal Coating, Striping, and Patching)





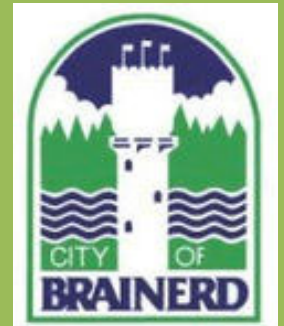
2024 Capital Improvement Plan

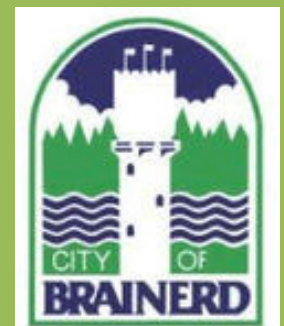
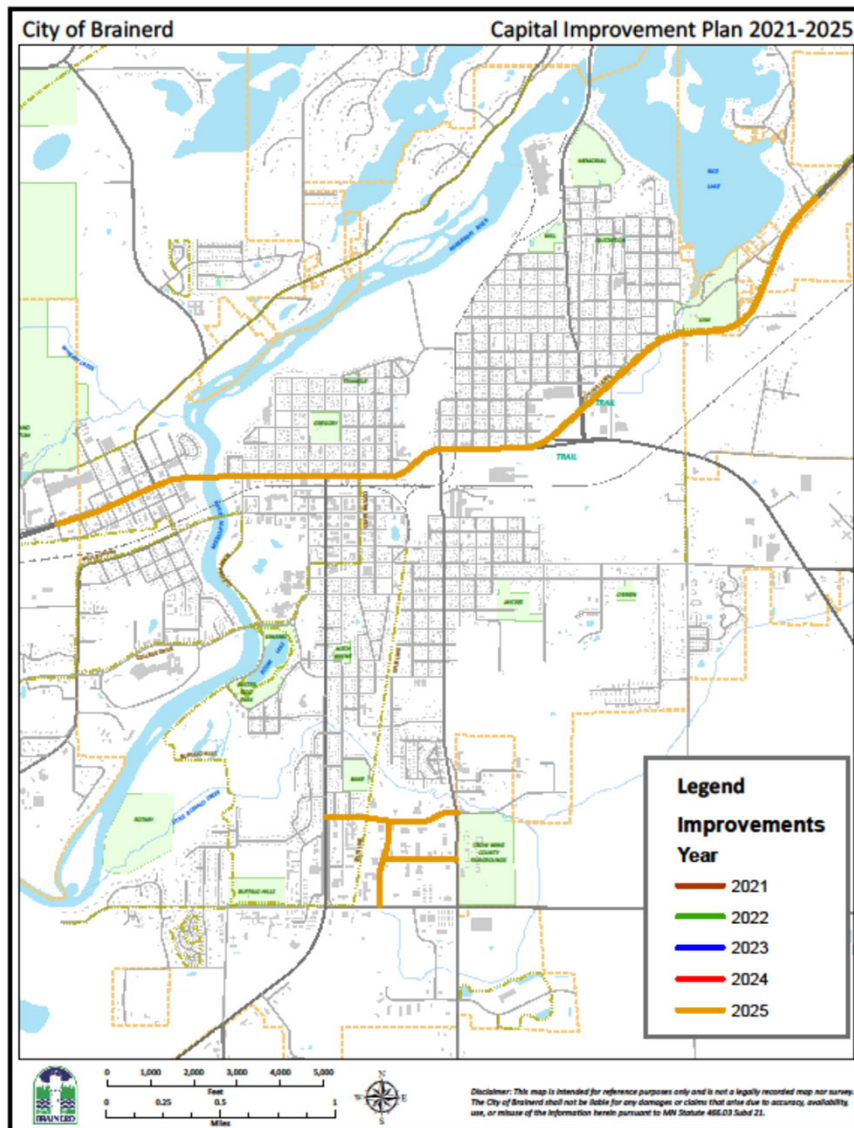
Improvement Year	Project #	Project Name	GO Bonds	Construction Fund	Special Assessment	Municipal State Aid	Sanitary Sewer Fund	Storm Water Utility	Water Fund (BPU)	Other	Total Project Cost
2024											
		2024 Street Striping	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
		2024 Crack Sealing	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
		Norway Court Resurfacing	\$0	\$38,000	\$10,000	\$0	\$2,000	\$6,000	\$0	\$0	\$46,000
		2024 Street Patching	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
		Hillcrest Drive Resurfacing	\$0	\$50,000	\$13,000	\$0	\$4,000	\$6,000	\$0	\$0	\$60,000
		Belle Rae Circle Resurfacing	\$0	\$75,000	\$19,000	\$0	\$4,000	\$2,000	\$0	\$0	\$81,000
		Carol Lane Resurfacing	\$0	\$75,000	\$19,000	\$0	\$4,000	\$4,000	\$0	\$0	\$83,000
		Woodcrest Road Resurfacing	\$0	\$93,000	\$24,000	\$0	\$8,000	\$4,000	\$0	\$0	\$105,000
		Pineview Drive Resurfacing	\$0	\$106,000	\$27,000	\$0	\$6,000	\$6,000	\$0	\$0	\$118,000
		Hawkins Drive Resurfacing	\$0	\$130,000	\$33,000	\$0	\$6,000	\$4,000	\$0	\$0	\$140,000
		2024 Seal Coat	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
		Linden Lane Resurfacing	\$0	\$161,000	\$42,000	\$0	\$10,000	\$4,000	\$0	\$0	\$175,000
		Crestview Lane Resurfacing	\$0	\$161,000	\$42,000	\$0	\$10,000	\$12,000	\$0	\$0	\$183,000
		Spruce Drive Resurfacing	\$0	\$235,000	\$60,000	\$0	\$14,000	\$22,000	\$0	\$0	\$271,000
		2024 Sanitary Sewer Replacement Pr	\$0	\$0	\$0	\$0	\$302,000	\$0	\$0	\$0	\$302,000
		Graydon Avenue Mill and Overlay	\$0	\$567,000	\$179,000	\$0	\$30,000	\$36,000	\$0	\$0	\$633,000
2024 Construction Totals			\$0	\$1,931,000	\$468,000	\$0	\$400,000	\$106,000	\$0	\$0	\$2,437,000



2025

- Total project costs estimated at \$1,327,000
 - 0.95 miles of street resurfacing or reconstruction (not including 210 reconstruction)
 - Sanitary sewer replacement or rehab (TBD)
 - Industrial Park Focus
 - Annual Maintenance Project (Crack Sealing, Seal Coating, Striping, and Patching)

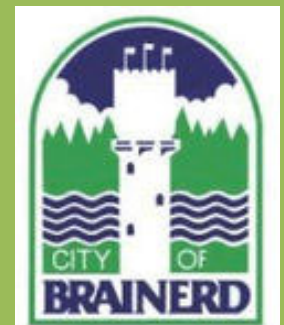
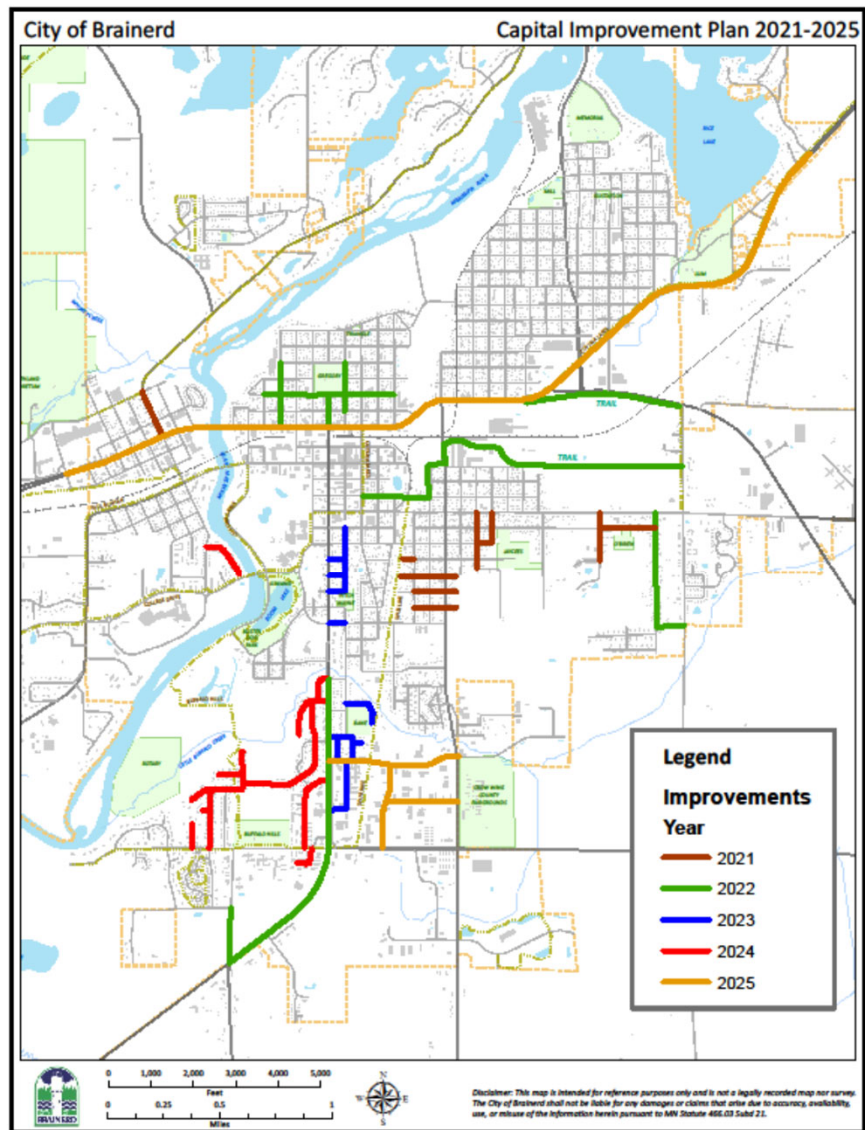




2025 Capital Improvement Plan

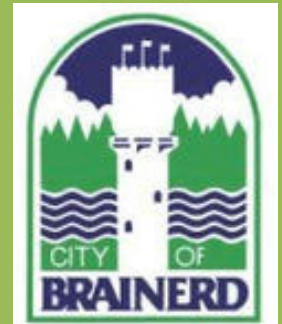
Improvement Year	Project #	Project Name	GO Bonds	Construction Fund	Special Assessment	Municipal State Aid	Sanitary Sewer Fund	Storm Water Utility	Water Fund (BPU)	Other	Total Project Cost
2025											
		TH 210 Reconstruction									\$0
		2025 Street Striping	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
		2025 Crack Sealing	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
		2025 Patching	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
		Wright Street Realignment	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
		2025 Seal Coat	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
		S 10th Street Reconstruction	\$0	\$0	\$121,000	\$366,000	\$16,000	\$30,000	\$0	\$0	\$412,000
		Wright Street Resurfacing	\$0	\$0	\$91,000	\$548,000	\$30,000	\$52,000	\$0	\$0	\$630,000
2025 Construction Totals			\$0	\$235,000	\$212,000	\$964,000	\$46,000	\$82,000	\$0	\$0	\$1,327,000



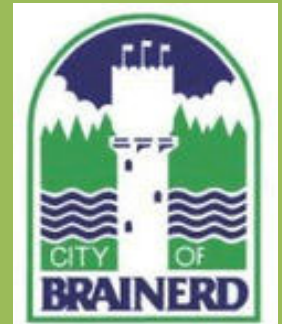


Capital Improvement Plan Report 2021-2025 - Construction Costs

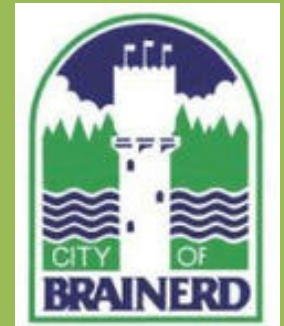
Improvement Year	Project #	Project Name	Construction Fund	Special Assessment	Municipal State Aid	Sanitary Sewer Fund	Storm Water Utility	Water Fund (BPU)	Other	Total Project Cost	Project Length
2021											
		2021 Street Striping	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	0
		2021 Crack Filling	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	0
		Quince Street Resurfacing	\$44,000	\$11,000	\$0	\$0	\$0	\$0	\$0	\$44,000	0.07
		2021 Street Patching	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	0
		Rosewood Street Reconstruction	\$62,000	\$10,000	\$0	\$2,000	\$0	\$0	\$0	\$64,000	0.06
		16th Street SE Resurfacing	\$87,000	\$11,000	\$0	\$6,000	\$4,000	\$0	\$0	\$97,000	0.14
		Walnut Street Resurfacing	\$106,000	\$27,000	\$0	\$8,000	\$4,000	\$0	\$0	\$118,000	0.17
		St. Louis Avenue Resurfacing	\$118,000	\$15,000	\$0	\$6,000	\$14,000	\$0	\$0	\$138,000	0.19
		2021 Seal Coat	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	0
		15th Street SE Resurfacing	\$155,000	\$20,000	\$0	\$10,000	\$12,000	\$0	\$0	\$177,000	0.25
19-19		NW 3rd Street and Jackson Street Rec	\$132,000	\$132,000	\$0	\$0	\$45,000	\$0	\$0	\$177,000	0
		Pine Street Resurfacing	\$155,000	\$40,000	\$0	\$8,000	\$16,000	\$0	\$0	\$179,000	0.25
		Chicago Avenue Resurfacing and Reco	\$196,000	\$30,000	\$0	\$8,000	\$16,000	\$0	\$0	\$220,000	0.19
		Portland Avenue Resurfacing and Rec	\$206,000	\$32,000	\$0	\$12,000	\$10,000	\$0	\$0	\$228,000	0.2
		Madison Street Reconstruction	\$330,000	\$102,000	\$0	\$10,000	\$230,000	\$0	\$0	\$570,000	0.32
19-01		NW 4th Street Reconstruction Project	\$0	\$0	\$283,517	\$0	\$0	\$0	\$800,000	\$1,083,517	0
		Yearly Total	\$1,826,000	\$430,000	\$283,517	\$70,000	\$351,000	\$0	\$800,000	\$3,330,517	1.84
2022											
14-13		S 6th St Sidewalk Extension	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
		S 6th Street Reconstruction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	1.5
		Greenwood Street Reconstruction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.25
		2022 Street Striping	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	0
		2022 Crack Filling	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	0
		2022 Street Patching	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	0
		Oakridge Road Resurfacing	\$81,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$81,000	0.13
		2022 Seal Coat	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	0
12-04		North 6th Street Reconstruction	\$138,000	\$21,000	\$0	\$2,000	\$50,000	\$0	\$0	\$190,000	0.13
		N 7th Street Reconstruction	\$234,000	\$35,000	\$0	\$4,000	\$25,000	\$0	\$0	\$263,000	0.22



Improvement Year	Project #	Project Name	Construction Fund	Special Assessment	Municipal State Aid	Sanitary Sewer Fund	Storm Water Utility	Water Fund (BPU)	Other	Total Project Cost	Project Length
	19-18	North 3rd Street Reconstruction	\$308,000	\$46,000	\$0	\$4,000	\$25,000	\$0	\$0	\$337,000	0.29
		Highway 25 Trail Connection	\$0	\$0	\$0	\$0	\$0	\$0	\$337,000	\$337,000	0
		2022 Sanitary Sewer Replacement Pr	\$0	\$0	\$0	\$352,000	\$0	\$0	\$0	\$352,000	0
	14-04	Beech Street Resurfacing	\$0	\$80,000	\$481,000	\$18,000	\$30,000	\$0	\$0	\$529,000	0.5
		Juniper Street Reconstruction	\$615,000	\$92,000	\$0	\$20,000	\$125,000	\$0	\$0	\$760,000	0.58
	19-02	Cuyuna Lakes State Trail Connection	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100,000	\$1,100,000	0
Yearly Total			\$1,611,000	\$284,000	\$481,000	\$400,000	\$255,000	\$0	\$1,437,000	\$4,184,000	3.6
2023											
	2023 Street Striping		\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	0
	2023 Crack Sealing		\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	0
	Paul Circle Resurfacing		\$31,000	\$8,000	\$0	\$2,000	\$4,000	\$0	\$0	\$37,000	0.05
	Madison Street Resurfacing		\$38,000	\$5,000	\$0	\$2,000	\$0	\$0	\$0	\$40,000	0.06
	2023 Street Patching		\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	0
	S 7th Street Resurfacing		\$62,000	\$16,000	\$0	\$2,000	\$0	\$0	\$0	\$64,000	0.1
	Willow Street Resurfacing		\$0	\$6,000	\$68,000	\$2,000	\$0	\$0	\$0	\$70,000	0.07
	Paul Street Resurfacing		\$62,000	\$8,000	\$0	\$6,000	\$4,000	\$0	\$0	\$72,000	0.1
	S 8th St Resurfacing		\$68,000	\$17,000	\$0	\$4,000	\$0	\$0	\$0	\$72,000	0.11
	Todd Street Resurfacing		\$118,000	\$30,000	\$0	\$0	\$4,000	\$0	\$0	\$122,000	0.19
	2023 Seal Coat		\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	0
	S 7th Street Resurfacing		\$136,000	\$35,000	\$0	\$6,000	\$10,000	\$0	\$0	\$152,000	0.22
	Rosewood, Sycamore, Tamarack Pave		\$186,000	\$29,000	\$0	\$60,000	\$0	\$0	\$0	\$246,000	0.18
	2023 Sanitary Sewer Replacement Pr		\$0	\$0	\$0	\$340,000	\$0	\$0	\$0	\$340,000	0
	S 7th Street Reconstruction		\$289,000	\$89,000	\$0	\$235,000	\$52,000	\$0	\$0	\$576,000	0.28
Yearly Total			\$1,230,000	\$243,000	\$68,000	\$659,000	\$74,000	\$0	\$0	\$2,031,000	1.36
2024											
	2024 Street Striping		\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	0
	2024 Crack Sealing		\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	0
	Norway Court Resurfacing		\$38,000	\$10,000	\$0	\$2,000	\$6,000	\$0	\$0	\$46,000	0.06
	2024 Street Patching		\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	0
	Hillcrest Drive Resurfacing		\$50,000	\$13,000	\$0	\$4,000	\$6,000	\$0	\$0	\$60,000	0.08
	Belle Rae Circle Resurfacing		\$75,000	\$19,000	\$0	\$4,000	\$2,000	\$0	\$0	\$81,000	0.12



Improvement Year	Project #	Project Name	Construction Fund	Special Assessment	Municipal State Aid	Sanitary Sewer Fund	Storm Water Utility	Water Fund (BPU)	Other	Total Project Cost	Project Length
		Carol Lane Resurfacing	\$75,000	\$19,000	\$0	\$4,000	\$4,000	\$0	\$0	\$83,000	0.12
		Woodcrest Road Resurfacing	\$93,000	\$24,000	\$0	\$8,000	\$4,000	\$0	\$0	\$105,000	0.15
		Pineview Drive Resurfacing	\$106,000	\$27,000	\$0	\$6,000	\$6,000	\$0	\$0	\$118,000	0.17
		Hawkins Drive Resurfacing	\$130,000	\$33,000	\$0	\$6,000	\$4,000	\$0	\$0	\$140,000	0.21
		2024 Seal Coat	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	0
		Linden Lane Resurfacing	\$161,000	\$42,000	\$0	\$10,000	\$4,000	\$0	\$0	\$175,000	0.26
		Crestview Lane Resurfacing	\$161,000	\$42,000	\$0	\$10,000	\$12,000	\$0	\$0	\$183,000	0.26
		Spruce Drive Resurfacing	\$235,000	\$60,000	\$0	\$14,000	\$22,000	\$0	\$0	\$271,000	0.38
		2024 Sanitary Sewer Replacement Pr	\$0	\$0	\$0	\$302,000	\$0	\$0	\$0	\$302,000	0
		Graydon Avenue Mill and Overlay	\$567,000	\$179,000	\$0	\$30,000	\$36,000	\$0	\$0	\$633,000	1.13
		Yearly Total	\$1,931,000	\$468,000	\$0	\$400,000	\$106,000	\$0	\$0	\$2,437,000	2.94
2025											
		TH 210 Reconstruction								\$0	0
		2025 Street Striping	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	0
		2025 Crack Sealing	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	0
		Wright Street Realignment	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000	0
		2025 Patching	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	0
		2025 Seal Coat	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	0
		S 10th Street Reconstruction	\$0	\$121,000	\$366,000	\$16,000	\$30,000	\$0	\$0	\$412,000	0.38
		Wright Street Resurfacing	\$0	\$91,000	\$548,000	\$30,000	\$52,000	\$0	\$0	\$630,000	0.57
		Yearly Total	\$235,000	\$212,000	\$964,000	\$46,000	\$82,000	\$0	\$0	\$1,327,000	0.95
		Grand Total	\$6,833,000	\$1,637,000	\$1,796,517	\$1,575,000	\$868,000	\$0	\$2,237,000	\$13,309,517	10.69





Brainerd City Council Agenda Request

Requested Meeting Date: January 19, 2021

Title of Item: Consider Appointments of City Council Board/Commission Liaisons

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Jennifer Bergman	Department: Administration
Presenter (Name & Title): Council President Bevans	Estimated Time Needed: 5 Minutes
Summary of Issue: At the January 4th meeting, Council President Bevans requested each Council member to review liaison appointments to City Boards and Commissions and indicate which they would be interested to serve on. After receiving feedback, Council President is recommending the attached appointments.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Approve Council President Bevans liaison appointments as presented to City Boards and Commissions to a two-year term with the exception of the airport which is a one-year term by ordinance.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

2021 COUNCIL ASSIGNMENTS

President – Kelly Bevans
Vice President – Gabe Johnson

PERSONNEL & FINANCE COMMITTEE

Gabe Johnson– Chair
Kevin Stunek
Tiffany Stenglein

SAFETY AND PUBLIC WORKS COMMITTEE

Michael O'Day – Chair
Dave Pritschet
Tad Erickson

NAME	WARD	TERM	TITLE	LIAISON	ADDRESS	EMAIL	MAIN#	ALT#
Dave Badeaux	Mayor	4/6/2020 - 12/31/2022	Mayor	Park Board	823 12 th Ave NE	dbadeaux@ci.brainerd.mn.us	330-8204	
Gabe Johnson	4	1/1/2019-12/31/2022	Council VP, P&F Chair	PUC, EDA, HRA	1501 Rosewood St	gjohnson@ci.brainerd.mn.us	831-3623	
Kelly Bevans	2	1/1/2019-12/31/2022	Council President	Cable TV, Charter	523 Holly St	kbevans@ci.brainerd.mn.us	828-9515	821-9035
Tiffany Stenglein	3	1/1/2021-12/31/2024	Alderwoman, P&F	BUF, Region V	410 E Street NE	tstenglein@ci.brainerd.mn.us	330-8079	
David Pritschet	1	1/1/2017-12/31/2024	Alderman, SPW	Library	1624 Mary St	dpritschet@ci.brainerd.mn.us	821-2801	
Tad Erickson	LG	10/7/2019-12/31/2022	Alderman, SPW	Fire Advisory, The Arb, Planning, TAC	1906 Graydon Ave	terickson@ci.brainerd.mn.us	820-9281	
Michael O'Day	LG	1/1/2021-12/31/2024	Alderman, P&F Chair	Riverfront, EDA, Walkable/Bikeable	1702 Linden Lane	moday@ci.brainerd.mn.us	851-3716	
Kevin Stunek	LG	1/1/2017-12/31/2024	Alderman, P&F	Airport, Community Action, The Center	15535 Sunset Way	kstunek@ci.brainerd.mn.us	839-1815	

****Rental Dwelling License Board of Appeals** vacant liaison**



City of Brainerd
Commission/Committee/Board Application Form

Any questions contact City Hall at 218-828-2307

RECEIVED

DEC 30 2020

Commission/Committee/Board Applying for Cable TV Advisory Committee

Date: 12/19/2020

CITY OF BRAINERD
ADMINISTRATION

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

* For term expiring Dec 31, 2021

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

SCANNED

* Name: Last Bussiere First W. Merritt M.I. X

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

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

Generally, I support the city's use cable TV for public education & outreach.

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

- staffed & served on multiple public committees & commissions
- long career in public policy planning, development, research & education
- MS urban/regional planning; BA political economy

* Please refer to the "Meeting Dates and Time" for your desired Committee; are you able to commit to this schedule? 3rd Tuesday of each month;

time can vary

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

None

Please list any additional comments:

Research shows that nursing home residents are increasingly self-isolating during the pandemic. Cable TV may be a resource for reaching these isolated citizens in Brainerd and the surrounding area.

W. Merritt Bussiere
(Signature)

12/19/2020
(Date)

*** Required Information**

Submit completed application forms via one of the following options:

Email: sbestul@ci.brainerd.mn.us

fax: 218-828-2316

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



City of Brainerd Commission/Committee/Board Application Form

Any questions contact City Hall at 218-828-2307

Commission/Committee/Board Applying for Parks Board Date: 12/17/2020

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

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

* Name: Last Schaefer First Kara M.I. T

PLEASE NOTE: To serve on a City Committee or Board, you must either live in or own property within the City Limits of Brainerd.

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

I have been a part of the Park Board the last three years and enjoyed it. I love being a part of a board that is making positive change for our community.

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

I believe my passion for a healthy community is an asset to the board. I also think being the only female on the board brings a unique perspective. Lastly, being park board president in 2020 has helped me grow as a person and board member and learn the ins and outs of city structure.

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

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

Please list any additional comments:

[Signature]
(Signature)

12/21/2020
(Date)

*Required Information

Submit completed application forms via one of the following options:

email: sbestul@ci.brainerd.mn.us

fax: 218-828-2316

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



SCANNED

RECEIVED

City of Brainerd
Commission/Committee/Board Application Form

Any questions contact City Hall at 218-828-2307

OCT 26 2020

CITY OF BRAINERD
ADMINISTRATION

Commission/Committee/Board Applying for Public Utilities Date: 10/25/20

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

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

* Name: Last O'Day First Mark M.I. C

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

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

Have enjoyed working on this commission and would like to continue moving
PUC forward & keep utility rates as low as possible

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

10 years experience on this commission. Accounting degree

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

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

None

Please list any additional comments:

Mark O'Day
(Signature)

10/25/20
(Date)

*** Required Information**

Submit completed application forms via one of the following options:

Email: sbestul@ci.brainerd.mn.us

fax: 218-828-2316

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



City of Brainerd Commission/Committee/Board Application Form

Any questions contact City Hall at 218-828-2307

SCANNED

Commission/Committee/Board Applying for Rental Dwelling License BOA Date: 12/13/2020

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

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

*Name: Last Duval First Michael M.I. C

PLEASE NOTE: To serve on a City Committee or Board, you must either live in or own property within the City Limits of Brainerd.

Why do you want to be on the Commission/Committee/Board you are applying for?
I am a residential property manager with rental property in the City.

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

I am sole member of a registered Minnesota limited liability company. I have managed rental properties in the City of Brainerd for over six years. I have good communication and interpersonal skills, and I work or have worked on several decision-making teams and in leadership positions.

*Please refer to the "Meeting Dates and Time" for your desired Committee; are you able to commit to this schedule? Meetings appear to be ad hoc - yes, I can commit assuming reasonable advance notice

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

Please list any additional comments:
I am seeking reappointment to this board.

Michael C. Duval 12/13/2020
(Signature) (Date)

*Required Information

Submit completed application forms via one of the following options:

email: sbestul@ci.brainerd.mn.us

fax: 218-828-2316

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



City of Brainerd

Commission/Committee/Board Application Form

Any questions contact City Hall at 218-828-2307

RECEIVED

JAN 05 2021

Commission/Committee/Board Applying for Rental Dwelling Licence Board Date: 12-30-20
of Appeals - General Public Representative
This application is public data pursuant to M.S. 13.43

CITY OF BRAINERD
ADMINISTRATION

JCANNE

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

*Name: Last Marsh First Linda M.I. M

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

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

I have been a landlord and a renter at the same time and am interested in keeping a balance of everyone's needs.

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

I have experience from both renters and landlords- My children have lived in a dozen rental properties, and I rent out my own home in another city.

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

*After Reviewing the City's "Conflict of Interest Policy" Please Explain if you are aware of any situation that might be perceived by others as a "Conflict of Interest" if you are appointed:
none

Please list any additional comments:

I have lived in Brainerd 30 years and am interested in keeping properties in good condition and yet affordable and modest. I have experienced good and bad renters and landlords.

Linda Marsh 12-30-20
 (Signature) (Date)

*Required Information

Submit completed application forms via one of the following options:

Email: sbestul@ci.brainerd.mn.us **fax:** 218-828-2316
Mail: City of Brainerd, 501 Laurel Street, Brainerd MN 56401



RECEIVED

JAN 05 2021

City of Brainerd
Commission/Committee/Board Application Form

Any questions contact City Hall at 218-828-2307

CITY OF BRAINERD
ADMINISTRATION

Commission/Committee/Board Applying for Transit Advisory Committee Date: 12-31-2020

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

SCANNED

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

*Name: Last STENBERG First DOUGLAS M.I. D.

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

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

I believe with my past experience in transportation and on the Transit Advisory Committee I can bring knowledge from a different perspective

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

20 years US Army Transportation Corp. Operations Coordinator Brown County Transit Driver with Brainerd/Crow Wing County Transit

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

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

NONE

Please list any additional comments:

Doug Stenberg
(Signature)

12-31-2020
(Date)

***Required Information**

Submit completed application forms via one of the following options:

Email: sbestul@ci.brainerd.mn.us **fax:** 218-828-2316
Mail: City of Brainerd, 501 Laurel Street, Brainerd MN 56401