CITY COUNCIL AGENDA

Brainerd, Minnesota
February 1, 2021
7:30 P.M.
For the safety of our staff and residents, the public is invited to attend the meeting by calling in as shown below.
WebEx Teleconference Meeting - Call In Information
CALL TOLL-FREE: 1-844-992-4726
Access Code: 146 976 0349
Meetings are also live-streamed to the City of Brainerd YouTube channel.

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:

   020121 AP REGISTER.pdf

   B. **Approval Of Minutes**
   1. Regular Meeting Held on January 19, 2021

   Documents:

   20210119_CC draft.pdf

   C. **Approval Of Licenses**
   Contractor Licenses - 10

   Documents:

   CONTRACTOR REPORT 2021-01-28.pdf

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

Documents:

Fire Chief Report.pdf

E. **Continue City Administrator Performance Review To 2/1/2021**

Documents:

CA Review.pdf

F. **Adopt Resolution Accepting Donations & Contributions For The 4th Quarter Of 2020**

Documents:

Donations 4th Qtr.pdf

6. **Presentations**

A. **Community Development Department End Of 2020/Beginning Of 2021 Presentation**

Documents:

CDD Presentation.pdf

7. **Council Committee Reports**

A. **Personnel And Finance Committee - 7:00 P.M.**
WebEx Teleconference Information

- Call Toll-Free: 844-992-4726
- Access Code: 146 460 9238

Documents:

20210201_PF.pdf

1. Authorization To Donate Old Fire Department Equipment

Documents:

FD Donate Equip.pdf

2. Authorize Promotion Of Stephanie Bestul To Administrative Specialist 2

Documents:

Auth Promotion Admin.pdf

3. Consider Tentative Agreement For IUOE Street 2021-2022 Union

Contract Terms

Documents:

IUOE Street.pdf

4. Consider Tentative Agreement For IUOE Parks 2021-2022 Union Contract Terms

Documents:

IUOE Parks.pdf

5. Annual Review Of Investment Policy

Documents:

Annual Investment Policy Review.pdf

B. **Safety And Public Works Committee - 6:30 P.M.**
WebEx Teleconference Information

- Call Toll-Free: 844-992-4726
- Access Code: 146 250 6194

Documents:

20210201_SPW.pdf

1. 2021 Sanitary Sewer Update Presentation

Documents:

Sanitary Sewer Update.pdf

2. 2021 Street And Pavement Rating Update Presentation

Documents:

Street and Pavement Update.pdf

8. **Unfinished Business**

A. **Consider Approval Of Planning Commission Revised Terms**

Documents:

PC Terms.pdf

B. **Call For Applicants - Informational**

(Applications Available on the City's Website)
(*http://www.ci.brainerd.mn.us/*)

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

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

9. **New Business**

   A. **Consider Approval Of Conditional Use Permit - 923 Oak St. - Sharing Bread Soup Kitchen**

      Documents:

      CUP Approval.pdf

   B. **Consider Approval Of Variance Request - 415 Cedar St. - Principal Building Setbacks**

      Documents:

      Variance Approval.pdf

10. **Public Forum**
    Time allocated for citizens to bring matters not on the agenda to the attention of the Council - Time limits may be imposed

11. **Staff Reports**

    (Verbal: Any Updates since Packet)

12. **Mayor's Report**

13. **Council Member Reports**

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

15. **Adjourn To Closed Session Pursuant Minnesota Statute 13D.05 Subd. 3(C)(3) To Consider Counteroffers For The Purchase Of Property At**

502 Jackson Street, Brainerd, MN 56401

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

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

Personnel & Finance Committee will meet at 7:00 P.M.
WebEx Teleconference Call In Info:
Call Toll-Free: 844-992-4726
Access Code: 146 460 9238
Safety & Public Works Committee will meet at 6:30 P.M.
WebEx Teleconference Call In Info:
Call Toll-Free: 844-992-4726
Access Code: 146 250 6194

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

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

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 02/01/2021 - 02/01/2021
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 0011 - ACE HARDWARE:							
294041							
63976	ACE HARDWARE	01/15/2021	02/03/2021	5.98	5.98	Open	N
	QTY 2 KEYS - COPIES	pziemer					02/03/2021
101-1940-42220	REPAIR & MAINT			5.98			
294326							
64142	ACE HARDWARE	01/27/2021	02/03/2021	2.51	2.51	Open	N
	DUCT TAPE	pziemer					02/03/2021
225-2120-42220	REPAIR & MAINT			2.51			
294355							
64161	ACE HARDWARE	01/27/2021	02/03/2021	155.88	155.88	Open	N
	KEYED PADLOCKS - ST & SWR	pziemer					02/03/2021
238-3160-42220	REPAIR & MAINT			155.88			
	Total for vendor 0011 - ACE HARDWARE:			164.37	164.37		
Vendor 2902 - ADVANCE AUTO PA:							
6574101482314							
63987	ADVANCE AUTO PARTS	01/14/2021	02/03/2021	47.76	47.76	Open	N
	BRAKE CLEANER	pziemer					02/03/2021
235-3100-42220	REPAIR & MAINT			47.76			
6574102082484							
64026	ADVANCE AUTO PARTS	01/20/2021	02/03/2021	9.60	9.60	Open	N
	PLOW WING STROBE LIGHT CONNECTORS	pziemer					02/03/2021
235-3125-42220	REPAIR & MAINT			9.60			
	Total for vendor 2902 - ADVANCE AUTO PA:			57.36	57.36		
Vendor 2889 - ALL STATE COMMU:							
311897							
64076	ALL STATE COMMUNICATIONS	01/01/2021	02/03/2021	300.00	300.00	Open	N
	ACCT 87636 2021 PD FIRE ALARM MONITOI	pziemer					02/03/2021
225-2120-43300	PROFESSIONAL SERVICES			300.00			
	Total for vendor 2889 - ALL STATE COMMU:			300.00	300.00		
Vendor 2846 - AMERICAN WELDIN:							
07552829							
63983	AMERICAN WELDING-GAS INC	01/07/2021	02/03/2021	430.92	430.92	Open	N
	CYLINDER RACK CART	pziemer					02/03/2021
235-3100-42220	WELDING CART AND SUPPLIES			430.92			
07561278							
64038	AMERICAN WELDING-GAS INC	01/13/2021	02/03/2021	7.17	7.17	Open	N
	SWEATSOPAD	pziemer					02/03/2021
235-3100-42220	ALUMINUMINUM WELDING FLUX			7.17			

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
07557617							
64040	AMERICAN WELDING-GAS INC	01/11/2021	02/03/2021	601.22	601.22	Open	N
	WELDING GAS	pziemer					02/03/2021
235-3100-42220	WELDING GASES			601.22			
07556079							
64041	AMERICAN WELDING-GAS INC	01/08/2021	02/03/2021	218.61	218.61	Open	N
	8/3 50 FT EXTENSION CORD	pziemer					02/03/2021
235-3100-42220	WELDER EXTRNSION CORD			218.61			
	Total for vendor 2846 - AMERICAN WELDIN:			1,257.92	1,257.92		
Vendor 0039 - AMERIPRIDE LINE:							
2201423274							
63986	ARAMARK UNIFORM	01/14/2021	02/03/2021	60.18	60.18	Open	N
	RUGS AND OVERALLS	pziemer					02/03/2021
235-3100-43430	MISCELLANEOUS			60.18			
2201426463							
64024	ARAMARK UNIFORM	01/21/2021	02/03/2021	82.06	82.06	Open	N
	RUGS AND OVERALLS	pziemer					02/03/2021
235-3100-43430	MISCELLANEOUS			82.06			
	Total for vendor 0039 - AMERIPRIDE LINE:			142.24	142.24		
Vendor 0049 - AUTO VALUE - WE:							
17284238							
64025	AUTO VALUE - WEST	01/20/2021	02/03/2021	311.76	311.76	Open	N
	J-B 80 CANS	pziemer					02/03/2021
235-3125-42220	REPAIR & MAINT			311.76			
	Total for vendor 0049 - AUTO VALUE - WE:			311.76	311.76		
Vendor 2948 - BILL'S GUN SHOP:							
79611							
64145	BILL'S GUN SHOP & RANGE	01/27/2021	02/03/2021	20.00	20.00	Open	N
	724BA RANGE TIME	pziemer					02/03/2021
225-2120-43330	PROFESSIONAL DEVELOPMENT			20.00			
	Total for vendor 2948 - BILL'S GUN SHOP:			20.00	20.00		
Vendor 0748 - BJERGA FEED STO:							
1/15/2021							
64029	BJERGA FEED STORES	01/15/2021	02/03/2021	223.29	223.29	Open	N
	MISSING INVOICES FROM 2020	pziemer					02/03/2021
235-3100-42220	REPAIR & MAINT			165.00			
235-3100-42220	REPAIR & MAINT			46.00			
235-3100-43430	MISCELLANEOUS			12.29			
	Total for vendor 0748 - BJERGA FEED STO:			223.29	223.29		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 3120 - BOLTON & MENK:							
0262812							
63982	BOLTON & MENK	12/15/2020	02/03/2021	1,975.00	1,975.00	Open	N
	IMP 1901 THROUGH 12/15/2020	pziemer					12/31/2020
401-1901-43300	PROFESSIONAL SERVICES			1,975.00			
	Total for vendor 3120 - BOLTON & MENK:			1,975.00	1,975.00		
Vendor 0065 - BOYER TRUCKS RO:							
89854R							
63978	BOYER TRUCKS ROGERS	01/19/2021	02/03/2021	2.65	2.65	Open	N
	TRUCK 108 RESERVOIR CAP	pziemer					02/03/2021
235-3125-42220	REPAIR & MAINT			2.65			
90084R							
64014	BOYER TRUCKS ROGERS	01/21/2021	02/03/2021	4.21	4.21	Open	N
	TRUCK 108 WIPER FLUID RESERVOIR CAP	pziemer					02/03/2021
235-3125-42220	REPAIR & MAINT			4.21			
90163R							
64015	BOYER TRUCKS ROGERS	01/21/2021	02/03/2021	104.64	104.64	Open	N
	REPLACEMENT HYDRAULIC FITTINGS	pziemer					02/03/2021
235-3125-42220	REPAIR & MAINT			104.64			
	Total for vendor 0065 - BOYER TRUCKS RO:			111.50	111.50		
Vendor MISC - BRAINERD AMERICAN LEGION:							
RETURN							
64157	BRAINERD AMERICAN LEGION	01/27/2021	02/03/2021	100.00	100.00	Open	N
	REFUND LICENSE FEE	pziemer					02/03/2021
101-0000-32110	REFUND LICENSE FEE			100.00			
	Total for vendor MISC - BRAINERD AMERICAN LEGION:			100.00	100.00		
Vendor 0077 - BRAINERD HYDRAU:							
18990							
63985	BRAINERD HYDRAULICS/AIR	01/13/2021	02/03/2021	58.00	58.00	Open	N
	PLOW TRUCK QUICK CONNECTS	pziemer					02/03/2021
235-3125-42220	REPAIR & MAINT			58.00			
	Total for vendor 0077 - BRAINERD HYDRAU:			58.00	58.00		
Vendor 0296 - BRAINERD PUBLIC:							
2/21 BAXTER							
64162	BRAINERD PUBLIC UTILITIES	01/28/2021	02/03/2021	201,849.41	201,849.41	Open	N
	2/21 SALES TAX REVENUE SHARING-BAXTEI	pziemer					02/03/2021
101-0000-20850	DUE TO COMPONENT UNIT			201,849.41			
	Total for vendor 0296 - BRAINERD PUBLIC:			201,849.41	201,849.41		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 3598 - BS&A SOFTWARE:							
132783							
64075	BS&A SOFTWARE	01/25/2021	02/03/2021	19,225.00	19,225.00	Open	N
	BS&A SERVICE/SUPPORT 2/1/21-2/1/22	pziemer					02/03/2021
101-1800-43309	COMPUTER SUPPORT			17,622.92			
101-0000-15500	PREPAID EXPENSE			1,602.08			
	Total for vendor 3598 - BS&A SOFTWARE:			19,225.00	19,225.00		
Vendor 3393 - CAUGHEY, DARIN:							
1/14/21							
63988	CAUGHEY, DARIN	01/14/2021	02/03/2021	129.99	129.99	Open	N
	REPLACEMENT JACKET	pziemer					02/03/2021
235-3100-43430	MISCELLANEOUS			129.99			
	Total for vendor 3393 - CAUGHEY, DARIN:			129.99	129.99		
Vendor 0307 - CENTERPOINT ENE:							
11078538-3/JAN 21							
64067	CENTERPOINT ENERGY	01/20/2021	02/03/2021	277.98	277.98	Open	N
	12/15-1/14 NE FIRE STATION	pziemer					02/03/2021
225-2220-43380	UTILITIES			277.98			
6004720-6/JAN 21							
64068	CENTERPOINT ENERGY	01/20/2021	02/03/2021	470.67	470.67	Open	N
	12/15-1/14 FIRE STATION	pziemer					02/03/2021
225-2220-43380	UTILITIES			470.67			
5956221-5/JAN 21							
64077	CENTERPOINT ENERGY	01/20/2021	02/03/2021	306.92	306.92	Open	N
	12/15-1/14 PD UTILITIES	pziemer					02/03/2021
225-2120-43380	UTILITIES			306.92			
6031615-5/JAN 21							
64078	CENTERPOINT ENERGY	01/20/2021	02/03/2021	343.96	343.96	Open	N
	12/15-1/14 ANNEX UTILITIES	pziemer					02/03/2021
101-1940-43380	UTILITIES			343.96			
5942870-6/JAN 21							
64079	CENTERPOINT ENERGY	01/20/2021	02/03/2021	595.95	595.95	Open	N
	12/15-1/14 CITY HALL UTILITIES	pziemer					02/03/2021
101-1940-43380	UTILITIES			595.95			
5974635-4/JAN 21							
64080	CENTERPOINT ENERGY	01/20/2021	02/03/2021	787.88	787.88	Open	N
	12/15-1/14 STREETS UTILITIES	pziemer					02/03/2021
235-3100-43380	UTILITIES			787.88			
5933799-8/JAN 21							
64155	CENTERPOINT ENERGY	01/20/2021	02/03/2021	230.94	230.94	Open	N
	12/15-1/14 PARKS UTILITIES	pziemer					02/03/2021

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
230-5200-43380	UTILITIES			230.94			
	Total for vendor 0307 - CENTERPOINT ENE:			3,014.30	3,014.30		
Vendor 1343 - CHARTER COMMUNICATION:							
0008065010821							
64008	CHARTER COMMUNICATIONS 1/8/21 - 2/7/21 PD BUSINESS TV	01/08/2021 pziemer	02/03/2021	46.90	46.90	Open	N 02/03/2021
225-2120-43380	UTILITIES			46.90			
0055470010821							
64052	CHARTER COMMUNICATIONS JANUARY 21	01/08/2021 pziemer	02/03/2021	7.91	7.91	Open	N 02/03/2021
225-2220-43380	UTILITIES			7.91			
	Total for vendor 1343 - CHARTER COMMUNICATION:			54.81	54.81		
Vendor 2905 - CLEAN PLUS INC:							
2101239							
64009	CLEAN PLUS INC NITRIL GLOVES	01/19/2021 pziemer	02/03/2021	224.28	224.28	Open	N 02/03/2021
225-2120-42209	SAFETY EQUIPMENT SUPPLIES			224.28			
	Total for vendor 2905 - CLEAN PLUS INC:			224.28	224.28		
Vendor 0125 - CONSOLIDATED TE:							
20849849/IT							
64059	CONSOLIDATED TELEPHONE CO CTC PHONE INTERNET 1/12-2/11	01/12/2021 pziemer	02/03/2021	978.94	978.94	Open	N 02/03/2021
101-1800-43321	TELEPHONE			978.94			
20849849/ENG							
64060	CONSOLIDATED TELEPHONE CO 1/12-2/11 PHONE INTERNET	01/12/2021 pziemer	02/03/2021	18.32	18.32	Open	N 02/03/2021
101-1400-43321	TELEPHONE			0.78			
101-1700-43321	TELEPHONE			1.32			
101-1940-43321	TELEPHONE			16.22			
20849849/COM DEV							
64061	CONSOLIDATED TELEPHONE CO 1/12-2/11 PHONE INTERNET	01/12/2021 pziemer	02/03/2021	2.27	2.27	Open	N 02/03/2021
101-2400-43321	TELEPHONE			2.25			
101-2400-43321	TELEPHONE			0.02			
20849849/TRANSIT							
64062	CONSOLIDATED TELEPHONE CO 1/12-2/11 PHONE/INTERNET	01/12/2021 pziemer	02/03/2021	5.18	5.18	Open	N 02/03/2021
203-9000-43321	TELEPHONE			5.18			
20849849/PD							
64063	CONSOLIDATED TELEPHONE CO 1/12-2/11 PHONE INTERNET	01/12/2021 pziemer	02/03/2021	140.31	140.31	Open	N 02/03/2021

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
225-2120-43321	TELEPHONE			121.56			
225-2120-43309	COMPUTER TECHNICAL SUPPORT			18.75			
20849849/FD							
64064	CONSOLIDATED TELEPHONE CO	01/12/2021	02/03/2021	18.75	18.75	Open	N
	1/12-2/11 PHONE INTERNET	pziemer					02/03/2021
225-2220-43321	TELEPHONE			18.75			
20849849/PARKS							
64065	CONSOLIDATED TELEPHONE CO	01/12/2021	02/03/2021	57.37	57.37	Open	N
	1/12-2/11 PHONE INTERNET	pziemer					02/03/2021
230-5200-43321	TELEPHONE			57.37			
	Total for vendor 0125 - CONSOLIDATED TE:			1,221.14	1,221.14		
Vendor 0133 - CWC RECORDER:							
946230							
64073	CWC RECORDER	01/20/2021	02/03/2021	46.00	46.00	Open	N
	ISD 181 SOUTH CAMPUS COND USE PERMIT	pziemer					02/03/2021
101-2400-43350	PRINTING/LEGAL PUBLICATION			46.00			
MCKAY							
64154	CWC RECORDER	01/27/2021	02/03/2021	46.00	46.00	Open	N
	NE SCDP RECORDING FEE MCKAY	pziemer					02/03/2021
202-6324-43430	NE BRAINE MISCELLANEOUS			46.00			
KRUCHEK							
64156	CWC RECORDER	01/27/2021	02/03/2021	46.00	46.00	Open	N
	NE SCDP RECORDING FEE KRUCHEK	pziemer					02/03/2021
202-6324-43430	NE BRAINE MISCELLANEOUS			46.00			
	Total for vendor 0133 - CWC RECORDER:			138.00	138.00		
Vendor 3220 - DALCO:							
3732984							
64115	DALCO	01/26/2021	02/03/2021	832.20	832.20	Open	N
	JANITORIAL SUPPLIES - ALL LOCATIONS	pziemer					02/03/2021
225-2120-42220	REPAIR & MAINT			208.05			
225-2220-42220	REPAIR & MAINT			208.05			
101-1940-42220	REPAIR & MAINT			208.05			
235-3100-42220	REPAIR & MAINT			208.05			
	Total for vendor 3220 - DALCO:			832.20	832.20		
Vendor 1526 - DOOLEY, PAUL:							
1/16/21							
64143	DOOLEY, PAUL	01/16/2021	02/03/2021	30.90	30.90	Open	N
	K9 CERTIFICATION MEAL REIMBURSEMENT	pziemer					02/03/2021
225-2128-43430	MISC - K9 PROGRAM			30.90			
	Total for vendor 1526 - DOOLEY, PAUL:			30.90	30.90		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 3714 - DORHOLT TILE & HOME CTR:							
PAY REQ 3 - FINAL							
64081	DORHOLT TILE & HOME CTR	01/12/2021	02/03/2021	8,871.00	8,871.00	Open	N
	CITY HALL REMODEL THRU 1/12/21 FINAL	pziemer					02/03/2021
400-1980-45530	PYMTS TO CONTRACTORS			8,871.00			
	Total for vendor 3714 - DORHOLT TILE & HOME CTR:			8,871.00	8,871.00		
Vendor 1856 - EMERGENCY AUTOM:							
DL102220-20							
64051	EMERGENCY AUTOMOTIVE TECHNOLOGIES,	12/01/2020	02/03/2021	86.44	86.44	Open	N
	TAHOE SIGNAL SWITCH	pziemer					12/31/2020
225-2220-42220	REPAIR & MAINT			86.44			
	Total for vendor 1856 - EMERGENCY AUTOM:			86.44	86.44		
Vendor 1859 - ENTERPRISE FM T:							
FBN4119174/ENG							
64042	ENTERPRISE FM TRUST	01/06/2021	02/03/2021	1,374.54	1,374.54	Open	N
	JAN 2021 VEHICLE LEASES	pziemer					02/03/2021
101-1700-43331	LEASE PAYMENTS			1,068.82			
101-1940-43331	LEASE PAYMENTS			305.72			
FBN4119174/PD							
64043	ENTERPRISE FM TRUST	01/06/2021	02/03/2021	7,586.61	7,586.61	Open	N
	JAN 2021 VEHICLE LEASES	pziemer					02/03/2021
225-2120-43331	LEASED PAYMENTS			7,586.61			
FBN4119174/FD							
64044	ENTERPRISE FM TRUST	01/06/2021	02/03/2021	849.48	849.48	Open	N
	JAN 2021 VEHICLE LEASE	pziemer					02/03/2021
225-2220-43331	LEASED PAYMENTS			849.48			
FBN4119174/PARKS							
64045	ENTERPRISE FM TRUST	01/06/2021	02/03/2021	2,427.05	2,427.05	Open	N
	JAN 2021 VEHICLE LEASE	pziemer					02/03/2021
230-5200-43331	LEASE PAYMENTS			2,427.05			
FBN4119174/STREETS							
64046	ENTERPRISE FM TRUST	01/06/2021	02/03/2021	1,881.27	1,881.27	Open	N
	JAN 2021 VEHICLE LEASES	pziemer					02/03/2021
235-3100-43331	LEASE PAYMENTS			1,881.27			
FBN4119174/COM D							
64047	ENTERPRISE FM TRUST	01/06/2021	02/03/2021	357.61	357.61	Open	N
	JAN 2021 VEHICLE LEASE	pziemer					02/03/2021
101-2400-43331	LEASE EXPENSE			357.61			
	Total for vendor 1859 - ENTERPRISE FM T:			14,476.56	14,476.56		
Vendor 3800 - ENVIROTECH:							

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63704/FIRE							
64090	ENVIROTECH	01/26/2021	02/03/2021	238.00	238.00	Open	N
	FEB 21 FD JANITORIAL	pziemer					02/03/2021
225-2220-43300	PROFESSIONAL SERVICES			238.00			
63704/PD							
64091	ENVIROTECH	01/26/2021	02/03/2021	1,255.00	1,255.00	Open	N
	FEB 21 PD JANITORIAL	pziemer					02/03/2021
225-2120-43300	PROFESSIONAL SERVICES			1,255.00			
63704/STREETS							
64092	ENVIROTECH	01/26/2021	02/03/2021	238.00	238.00	Open	N
	FEB 21 STREET JANITORIAL	pziemer					02/03/2021
235-3100-43300	PROFESSIONAL SERVICES			238.00			
63704/CH							
64106	ENVIROTECH	01/26/2021	02/03/2021	1,765.00	1,765.00	Open	N
	FEB 21 CITY HALL JANITORIAL	pziemer					02/03/2021
101-1940-43300	PROFESSIONAL SERVICES			1,765.00			
	Total for vendor 3800 - ENVIROTECH:			3,496.00	3,496.00		
Vendor 1815 - F.I.R.E. CROSSL:							
4770							
64048	F.I.R.E. CROSSLAKE	01/13/2021	02/03/2021	1,200.00	1,200.00	Open	N
	FIRE INSTRUCTOR TRAINING	pziemer					02/03/2021
225-2220-43330	PROFESSIONAL DEVELOPMENT			1,200.00			
4780							
64049	F.I.R.E. CROSSLAKE	01/15/2021	02/03/2021	1,370.00	1,370.00	Open	N
	FFI / II TRAINING	pziemer					02/03/2021
225-2220-43330	PROFESSIONAL DEVELOPMENT			1,370.00			
4767							
64050	F.I.R.E. CROSSLAKE	01/13/2021	02/03/2021	2,625.00	2,625.00	Open	N
	EMR TRAINING	pziemer					02/03/2021
225-2220-43330	PROFESSIONAL DEVELOPMENT			2,625.00			
	Total for vendor 1815 - F.I.R.E. CROSSL:			5,195.00	5,195.00		
Vendor 0170 - FASTENAL COMPAN:							
MNBAX242411							
64022	FASTENAL COMPANY	01/20/2021	02/03/2021	42.03	42.03	Open	N
	NUTS AND BOLTS REPLACEMENTS	pziemer					02/03/2021
235-3100-42220	REPAIR & MAINT			42.03			
MNBAX238017							
64023	FASTENAL COMPANY	12/31/2020	02/03/2021	87.73	87.73	Open	N
	HAND WIPES - COVID	pziemer					12/31/2020
237-3190-42220	REPAIR & MAINT			87.73			

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MNBAX220354							
64056	FASTENAL COMPANY	12/01/2020	02/03/2021	(23.78)	(23.78)	Open	N
	CREDIT FOR INVOICE MNBAX220261	pziemer					12/31/2020
235-3100-42220	REPAIR & MAINT			(23.78)			
MNBAX215271-2							
64057	FASTENAL COMPANY	12/31/2020	02/03/2021	(10.66)	(10.66)	Open	N
	INVOICE PAID TWICE - CREDIT	pziemer					12/31/2020
235-3100-42220	REPAIR & MAINT			(10.66)			
MNBAX216283							
64087	FASTENAL COMPANY	12/01/2020	02/03/2021	(37.10)	(37.10)	Open	N
	ORIGINAL INV RETURNED - CREDIT NEVER	pziemer					12/31/2020
235-3100-42220	REPAIR & MAINT			(37.10)			
	Total for vendor 0170 - FASTENAL COMPAN:			58.22	58.22		
Vendor 0177 - FIRST IMPRESSIO:							
79889							
64053	FIRST IMPRESSION PRINTING	01/22/2021	02/03/2021	29.00	29.00	Open	N
	701 BUSINESS CARDS	pziemer					02/03/2021
225-2120-42200	OFFICE SUPPLIES			29.00			
79893							
64144	FIRST IMPRESSION PRINTING	01/25/2021	02/03/2021	29.00	29.00	Open	N
	715 BUSINESS CARDS	pziemer					02/03/2021
225-2120-42200	OFFICE SUPPLIES			29.00			
	Total for vendor 0177 - FIRST IMPRESSIO:			58.00	58.00		
Vendor 0071 - FORUM COMMUNICA:							
2236953							
64058	FORUM COMMUNICATIONS COMPANY	12/31/2020	02/03/2021	1,165.13	1,165.13	Open	N
	ORD 1513 MEETING NOTICE	pziemer					12/31/2020
101-2400-43350	PRINTING/LEGAL PUBLICATION			1,165.13			
	Total for vendor 0071 - FORUM COMMUNICA:			1,165.13	1,165.13		
Vendor 1967 - FRONTIER PRECIS:							
226200							
63996*	FRONTIER PRECISION INC	01/19/2021	02/03/2021	36,565.73	36,565.73	Open	N
	QTY 1 NEW TOTAL STATION/QTY 2 NEW CO	pziemer					02/03/2021
400-9050-45530	CAPITAL - OTHER			40,165.73			
400-0000-39101	SALE OF ASSETS			(3,600.00)			
	Total for vendor 1967 - FRONTIER PRECIS:			36,565.73	36,565.73		
Vendor 2673 - H & L MESABI CO:							

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40921							
64031	H & L MESABI COMPANY	01/19/2021	02/03/2021	840.00	840.00	Open	N
	QTY 4 CARBIDE BLADES	pziemer					02/03/2021
235-3125-42220	GRADER MOLB BOARD CUTTING EDGE			840.00			
40923							
64032	H & L MESABI COMPANY	01/19/2021	02/03/2021	680.00	680.00	Open	N
	QTY 4 EMBEDDED CURB RUNNER	pziemer					02/03/2021
235-3125-42220	MOLDBOARD BUMPER GUARDS			680.00			
	Total for vendor 2673 - H & L MESABI CO:			1,520.00	1,520.00		
Vendor 0200 - HEARTLAND ANIMA:							
DEC 20 ADJ							
64089	HEARTLAND ANIMAL RESCUE	12/31/2020	02/03/2021	15.00	15.00	Open	N
	ADJUSTMENT FOR DEC 2020 HART INVOICE	pziemer					12/31/2020
225-2700-43430	MISCELLANEOUS			15.00			
	Total for vendor 0200 - HEARTLAND ANIMA:			15.00	15.00		
Vendor 0209 - HEARTLAND TIRE:							
3022466							
64146	HEARTLAND TIRE INC.	01/26/2021	02/03/2021	4.00	4.00	Open	N
	TIRE DISPOSAL FEE	pziemer					02/03/2021
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			4.00			
	Total for vendor 0209 - HEARTLAND TIRE:			4.00	4.00		
Vendor 3636 - HRGREEN:							
140603							
64036	HRGREEN	01/12/2021	02/03/2021	7,942.50	7,942.50	Open	N
	BRD MN H-& H MODEL	pziemer					02/03/2021
401-9030-43300-20:08	PROFESSIONAL SERVICES			7,942.50			
140604							
64037	HRGREEN	01/12/2021	02/03/2021	925.00	925.00	Open	N
	BRAINERD MN-MS4 PROGRAM UPDATE	pziemer					02/03/2021
401-9030-43300-21:11	PROFESSIONAL SERVICES			925.00			
	Total for vendor 3636 - HRGREEN:			8,867.50	8,867.50		
Vendor 3202 - INNOVATIVE OFFI:							
SCN-104628							
64010	INNOVATIVE OFFICE SOLUTIONS LLC	01/19/2021	02/03/2021	(178.12)	(178.12)	Open	N
	CREDIT FOR TONER (JM)	pziemer					02/03/2021
225-2120-42200	OFFICE SUPPLIES			(178.12)			
IN3242692							
64147	INNOVATIVE OFFICE SOLUTIONS LLC	01/27/2021	02/03/2021	178.12	178.12	Open	N
	TONER (JM)	pziemer					02/03/2021

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225-2120-42200	OFFICE SUPPLIES			178.12			
	Total for vendor 3202 - INNOVATIVE OFFI:			0.00	0.00		
Vendor 0330 - JASON RODMAN CO:							
414 3RD AVE NE							
64028	JASON RODMAN CONSTRUCTION	01/21/2021	02/03/2021	10,000.00	10,000.00	Open	N
	1ST PYMNT MCKAY NE BRD	pziemer					02/03/2021
202-6324-45540	NE BRAINE CAPITAL - OWNERS MATCH			6,163.80			
202-6324-45530	NE BRAINE CAPITAL - RENTAL			3,836.20			
	Total for vendor 0330 - JASON RODMAN CO:			10,000.00	10,000.00		
Vendor 0377 - JORSON & CARLSO:							
0630905							
63980	JORSON & CARLSON CO. INC	12/11/2020	02/03/2021	76.01	76.01	Open	N
	CHIPPER WOOD BLADE	pziemer					12/31/2020
235-3100-42220	WOOD CHIPPER BLADE SHARPEN			76.01			
	Total for vendor 0377 - JORSON & CARLSO:			76.01	76.01		
Vendor 3469 - LAKES AREA MAT:							
20210105 #5 20							
64069	LAKES AREA MAT SERVICE INC	01/05/2021	02/03/2021	41.44	41.44	Open	N
	PD FLOOR MATS 1/05/21	pziemer					02/03/2021
225-2120-43300	PROFESSIONAL SERVICES			41.44			
20210119 #5 20							
64070	LAKES AREA MAT SERVICE INC	01/19/2021	02/03/2021	41.44	41.44	Open	N
	PD FLOOR MATS 1/19	pziemer					02/03/2021
225-2120-43300	PROFESSIONAL SERVICES			41.44			
20210105 #5 22							
64071	LAKES AREA MAT SERVICE INC	01/05/2021	02/03/2021	42.56	42.56	Open	N
	CITY HALL FLOOR MATS 1/05	pziemer					02/03/2021
101-1940-43410	RENTAL EXPENSE			42.56			
20210119 #522							
64072	LAKES AREA MAT SERVICE INC	01/19/2021	02/03/2021	42.56	42.56	Open	N
	CITY HALL FLOOR MATS 1/19	pziemer					02/03/2021
101-1940-43410	RENTAL EXPENSE			42.56			
	Total for vendor 3469 - LAKES AREA MAT:			168.00	168.00		
Vendor 3627 - LAKES AREA WILD:							
JAN 2021							
64085	LAKES AREA WILDLIFE CONTROL	01/25/2021	02/03/2021	2,298.00	2,298.00	Open	N
	JAN 21 ANIMAL CONTROL SERVICES	pziemer					02/03/2021
225-2700-43300	PROFESSIONAL SERVICES			2,298.00			
	Total for vendor 3627 - LAKES AREA WILD:			2,298.00	2,298.00		

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Vendor 0239 - MACQUEEN EQUIPM:							
P32178							
64086	MACQUEEN EQUIPMENT INC	01/25/2021	02/03/2021	10,865.01	10,865.01	Open	N
	VACTOR LIGHT & SANITIZING SYSTEM	pziemer					02/03/2021
237-0000-16400	FA - MACHINERY & EQUIPMENT			5,432.51			
238-0000-16400	FA - MACHINERY & EQUIPMENT			5,432.50			
	Total for vendor 0239 - MACQUEEN EQUIPM:			10,865.01	10,865.01		
Vendor 1753 - MARCO:							
INV8320021							
63979	MARCO	01/06/2021	02/03/2021	12,154.17	12,154.17	Open	N
	MARCO - CISCO SMARTNET	pziemer					02/03/2021
101-1800-43309	COMPUTER SUPPORT			12,154.17			
INV8357943							
64011	MARCO	01/18/2021	02/03/2021	350.00	350.00	Open	N
	COPIER HARD DRIVE PD	pziemer					02/03/2021
225-2120-43309	COMPUTER TECHNICAL SUPPORT			350.00			
INV8358206							
64033	MARCO	01/18/2021	02/03/2021	1,504.00	1,504.00	Open	N
	MARCO - OFFICE 365 12/16-1/15/21	pziemer					02/03/2021
101-1800-43309	COMPUTER SUPPORT			1,504.00			
	Total for vendor 1753 - MARCO:			14,008.17	14,008.17		
Vendor 0243 - MARCO FINANCING:							
433247012							
63981	MARCO FINANCING	01/07/2021	02/03/2021	1,585.92	1,585.92	Open	N
	MARCO - COPIER CITY HALL 2/1/21-5/1	pziemer					02/03/2021
101-1800-43331	LEASE PAYMENTS			1,585.92			
	Total for vendor 0243 - MARCO FINANCING:			1,585.92	1,585.92		
Vendor MISC - MATTHEW THOMAS:							
1/22/21							
64055	MATTHEW THOMAS	01/22/2021	02/03/2021	155.72	155.72	Open	N
	REFUND TOWING/TICKET P020451	pziemer					02/03/2021
225-2120-35102	PARKING FINES			25.00			
225-2120-43430	MISCELLANEOUS			130.72			
	Total for vendor MISC - MATTHEW THOMAS:			155.72	155.72		
Vendor 2392 - MENARDS:							
48030							
63993	MENARDS	01/04/2021	02/03/2021	768.50	768.50	Open	N
	ICE MELT AND SPREADER	pziemer					02/03/2021
235-3125-42220	REPAIR & MAINT			768.50			

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	Total for vendor 2392 - MENARDS:			768.50	768.50		
Vendor 3394 - MIDWEST MACHINE:							
2296499							
64088	MIDWEST MACHINERY CO	12/01/2020	02/03/2021	2,429.02	2,429.02	Open	N
	DIAPHRAGM PUMP - 2020 CAPITAL - SHIPI	pziemer					12/31/2020
400-9050-45530	CAPITAL - OTHER			2,429.02			
	Total for vendor 3394 - MIDWEST MACHINE:			2,429.02	2,429.02		
Vendor 1142 - MN PUBLIC TRANS:							
2104							
63992	MN PUBLIC TRANSIT ASSOC	01/04/2021	02/03/2021	775.00	775.00	Open	N
	2021 MPTA MEMBERSHIP - A. STONE	pziemer					02/03/2021
203-9000-43433	DUES & SUBSCRIPTIONS			775.00			
	Total for vendor 1142 - MN PUBLIC TRANS:			775.00	775.00		
Vendor 1021 - MOTOROLA:							
41296625							
64016	MOTOROLA	01/11/2021	02/03/2021	134,175.00	134,175.00	Open	N
	RADIOS	pziemer					02/03/2021
400-9050-45530	CAPITAL - OTHER			134,175.00			
	Total for vendor 1021 - MOTOROLA:			134,175.00	134,175.00		
Vendor 3168 - MOTORS-N-MORE:							
28112							
64017	MOTORS-N-MORE	01/21/2021	02/03/2021	23.00	23.00	Open	N
	SQD 403 OIL CHANGE	pziemer					02/03/2021
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
28113							
64018	MOTORS-N-MORE	01/21/2021	02/03/2021	23.00	23.00	Open	N
	SQD 401 OIL CHANGE	pziemer					02/03/2021
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
28114							
64019	MOTORS-N-MORE	01/21/2021	02/03/2021	23.00	23.00	Open	N
	SQD 426 OIL CHANGE	pziemer					02/03/2021
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
28130							
64148	MOTORS-N-MORE	01/26/2021	02/03/2021	23.00	23.00	Open	N
	SQD 432 OIL CHANGE	pziemer					02/03/2021
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
	Total for vendor 3168 - MOTORS-N-MORE:			92.00	92.00		
Vendor 3671 - NAC MECHANICAL:							

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CAT 10 -FINAL							
64082	NAC MECHANICAL & ELECTRICAL SERVICE	01/20/2021	02/03/2021	5,000.95	5,000.95	Open	N
	CITY HALL REMODEL THRU 9/30 FINAL	pziemer					02/03/2021
400-1980-45530	PYMTS TO CONTRACTORS			5,000.95			
	Total for vendor 3671 - NAC MECHANICAL:			5,000.95	5,000.95		
Vendor 0284 - OFFICE SHOP:							
1091173-0							
64066	OFFICE SHOP	01/25/2021	02/03/2021	7.34	7.34	Open	N
	BINDERS FOR COUNCIL	pziemer					02/03/2021
101-1940-42200	OFFICE SUPPLIES			7.34			
	Total for vendor 0284 - OFFICE SHOP:			7.34	7.34		
Vendor 2137 - O'REILLY AUTOMO:							
1647-420338							
64012	O'REILLY AUTOMOTIVE STORES INC.	01/15/2021	02/03/2021	93.98	93.98	Open	N
	SQUAD WASH	pziemer					02/03/2021
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			93.98			
	Total for vendor 2137 - O'REILLY AUTOMO:			93.98	93.98		
Vendor 0501 - PAUL BAERTSCHI:							
2021							
64097	PAUL BAERTSCHI	12/18/2020	02/03/2021	170.00	170.00	Open	N
	2021 MN POLICE BRIEFS	pziemer					02/03/2021
225-2120-43433	DUES & SUBSCRIPTIONS			170.00			
	Total for vendor 0501 - PAUL BAERTSCHI:			170.00	170.00		
Vendor 0100 - PRINT SHOP INK:							
2185							
63994	PRINT SHOP INK	12/01/2020	02/03/2021	268.12	268.12	Open	N
	2020 TAX FORMS PAYROLL/ADMIN	pziemer					02/03/2021
101-1940-42200	OFFICE SUPPLIES			268.12			
	Total for vendor 0100 - PRINT SHOP INK:			268.12	268.12		
Vendor 1238 - ROCKMOUNT :							
1259193							
64039	ROCKMOUNT RESEARCH & ALLOYS	01/13/2021	02/03/2021	242.79	242.79	Open	N
	QTY 1 OLYMPIA - LESS SALES TAX	pziemer					02/03/2021
235-3125-42220	REPAIR & MAINT			242.79			
	Total for vendor 1238 - ROCKMOUNT :			242.79	242.79		
Vendor 1636 - SCR - NORTHERN:							

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W32515							
64007	SCR - NORTHERN BAXTER	01/11/2021	02/03/2021	825.93	825.93	Open	N
	GAS VALVE REPLACEMENT BOILER #1	pziemer					02/03/2021
211-5500-45500	CAPITAL OUTLAY			825.93			
	Total for vendor 1636 - SCR - NORTHERN:			825.93	825.93		
Vendor 3612 - SEVERSON PORTER:							
ICR 20015375							
64083	SEVERSON PORTER LAW	01/25/2021	02/03/2021	210.00	210.00	Open	N
	ICR 20015375 BUY BACK	pziemer					02/03/2021
224-0000-36299	MISCELLANEOUS REVENUE			210.00			
JAN 2021							
64084	SEVERSON PORTER LAW	01/25/2021	02/03/2021	16,131.55	16,131.55	Open	N
	PROSECUTION AGREEMENT JAN 2021	pziemer					02/03/2021
225-2127-43310	MISDEMEANOR PROSECUTOR			16,131.55			
	Total for vendor 3612 - SEVERSON PORTER:			16,341.55	16,341.55		
Vendor 0317 - SHORT ELLIOTT :							
398993							
63977	SHORT ELLIOTT HENDRICKSON	01/13/2021	02/03/2021	3,168.75	3,168.75	Open	N
	IMP 17-08 PROJECT 156034	pziemer					02/03/2021
401-1708-43300	PROFESSIONAL SERVICES			3,168.75			
399630							
63989	SHORT ELLIOTT HENDRICKSON	01/18/2021	02/03/2021	1,040.09	1,040.09	Open	N
	17-06, 17-07, 18-08 THROUGH 12/31/202	pziemer					02/03/2021
401-1706-43300	PROFESSIONAL SERVICES			644.85			
401-1707-43300	PROFESSIONAL SERVICES			364.03			
401-1805-43300	PROFESSIONAL SERVICES			31.21			
399631							
63990	SHORT ELLIOTT HENDRICKSON	01/18/2021	02/03/2021	7,456.58	7,456.58	Open	N
	IMP 1902 THRU 12/31/2020	pziemer					12/31/2020
401-1902-43300	PROFESSIONAL SERVICES			7,456.58			
399632							
63991	SHORT ELLIOTT HENDRICKSON	01/18/2021	02/03/2021	1,468.83	1,468.83	Open	N
	IMP 18-15 THROUGH 12/31/2020	pziemer					12/31/2020
401-1815-43300	PROFESSIONAL SERVICES			1,468.83			
	Total for vendor 0317 - SHORT ELLIOTT :			13,134.25	13,134.25		
Vendor 0150 - SOURCEWELL:							
INV00000051							
64035	SOURCEWELL	01/15/2021	02/03/2021	1,950.00	1,950.00	Open	N
	DEC 2020 PLANNING SERVICES	pziemer					12/31/2020
101-2400-43300	PROFESSIONAL SERVICES			1,950.00			
	Total for vendor 0150 - SOURCEWELL:			1,950.00	1,950.00		

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Vendor 2589 - STAPLES ADVANTA:							
3466655498							
64149	STAPLES ADVANTAGE	01/09/2021	02/03/2021	362.04	362.04	Open	N
	PRINTER (JM)	pziemer					02/03/2021
225-2120-42200	OFFICE SUPPLIES			362.04			
3466655499							
64150	STAPLES ADVANTAGE	01/09/2021	02/03/2021	89.97	89.97	Open	N
	COPY PAPER	pziemer					02/03/2021
225-2120-42200	OFFICE SUPPLIES			89.97			
3467228278							
64151	STAPLES ADVANTAGE	01/16/2021	02/03/2021	18.96	18.96	Open	N
	COPY PAPER - LEGAL	pziemer					02/03/2021
225-2120-42200	OFFICE SUPPLIES			18.96			
3467228279							
64152	STAPLES ADVANTAGE	01/16/2021	02/03/2021	33.88	33.88	Open	N
	MOBILE PRINTER PAPER	pziemer					02/03/2021
225-2120-42200	OFFICE SUPPLIES			33.88			
	Total for vendor 2589 - STAPLES ADVANTA:			504.85	504.85		
Vendor MISC - STERLING SHARRAR:							
1/22/21							
64054	STERLING SHARRAR	01/22/2021	02/03/2021	155.00	155.00	Open	N
	REFUND TOWING/TICKET P019796	pziemer					02/03/2021
225-2120-35102	PARKING FINES			25.00			
225-2120-43430	MISCELLANEOUS			130.00			
	Total for vendor MISC - STERLING SHARRAR:			155.00	155.00		
Vendor 0322 - STREICHERS PROF:							
I1476619							
64013	STREICHERS PROF EQUIP	01/12/2021	02/03/2021	148.15	148.15	Open	N
	724TA INITITAL ISSUE (CANCELLATION FI	pziemer					02/03/2021
225-2120-41113	UNIFORM ALLOWANCE			148.15			
I1478844							
64153	STREICHERS PROF EQUIP	01/20/2021	02/03/2021	259.49	259.49	Open	N
	MACE	pziemer					02/03/2021
225-2120-42210	OPERATING SUPPLIES			259.49			
	Total for vendor 0322 - STREICHERS PROF:			407.64	407.64		
Vendor 0329 - TOMS BACKHOE SE:							
17444							
64030	TOMS BACKHOE SERVICE INC	01/19/2021	02/03/2021	6,595.29	6,595.29	Open	N
	1/15/21 DWNTWN 4 INCH BASE CONTRACT	pziemer					02/03/2021
235-3125-43402	DOWNTOWN SNOW REMOVAL			6,595.29			

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	Total for vendor 0329 - TOMS BACKHOE SE:			6,595.29	6,595.29		
Vendor 0408 - TOWMASTER:							
435276							
64034	TOWMASTER	01/19/2021	02/03/2021	182.82	182.82	Open	N
	LIGHT WING PLOW	pziemer					02/03/2021
235-3125-42220	TRUCK 103 WING STROBE			182.82			
	Total for vendor 0408 - TOWMASTER:			182.82	182.82		
Vendor 3686 - UHL COMPANY INC:							
28595							
64093	UHL COMPANY INC	01/25/2021	02/03/2021	877.50	877.50	Open	N
	CITY HALL FIRE ALARM PANEL REPAIRS	pziemer					02/03/2021
101-1940-42220	REPAIR & MAINT			877.50			
	Total for vendor 3686 - UHL COMPANY INC:			877.50	877.50		
Vendor 1612 - US BANK:							
5975719							
63984	US BANK	12/24/2020	02/03/2021	500.00	500.00	Open	N
	GO IMP BONDS 2013A	pziemer					02/03/2021
317-7960-46620	PAYING AGENT FEES			500.00			
	Total for vendor 1612 - US BANK:			500.00	500.00		
Vendor 2924 - VERIZON WIRELES:							
9871338979							
64074	VERIZON WIRELESS	01/15/2021	02/03/2021	245.07	245.07	Open	N
	JANUARY - FEBRUARY FIRE DEPT	pziemer					02/03/2021
225-2220-43321	TELEPHONE			245.07			
	Total for vendor 2924 - VERIZON WIRELES:			245.07	245.07		
Vendor 0354 - ZIEGLER, INC:							
PC190101019							
63995	ZIEGLER, INC	01/20/2021	02/03/2021	38.49	38.49	Open	N
	MOTOR GRADER 113 TURBO CLAMPS	pziemer					02/03/2021
235-3125-42220	REPAIR & MAINT			38.49			
PC190101112							
64021	ZIEGLER, INC	01/22/2021	02/03/2021	1,341.88	1,341.88	Open	N
	GRADER 113 ARTICULATION BEARINGS AND	pziemer					02/03/2021
235-3125-42220	REPAIR & MAINT			1,341.88			
SW190030912							
64138	ZIEGLER, INC	01/27/2021	02/03/2021	158.12	158.12	Open	N
	LOADER 115 COOLANT LEAK	pziemer					02/03/2021
235-3100-42220	REPAIR & MAINT			158.12			

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	Total for vendor 0354 - ZIEGLER, INC:			1,538.49	1,538.49		
PCard: 2257 U.S. BANK Card Holder: ADMIN							
Vendor 2623 - MN BOARD OF ACC:							
12/28/2020							
64094	MN BOARD OF ACCOUNTANCY	12/28/2020	02/03/2021	102.00	102.00	Open	N
	HILLMAN CPA LICENSE RENEWAL	pziemer					02/03/2021
101-1400-43433	DUES & SUBSCRIPTIONS			102.00			
	Total for vendor 2623 - MN BOARD OF ACC:			102.00	102.00		
Vendor 2126 - PITNEY BOWES IN:							
1/7/21							
64096	PITNEY BOWES INC	01/07/2021	02/03/2021	110.49	110.49	Open	N
	POSTAGE MACHINE RED INK	pziemer					02/03/2021
101-1940-42200	OFFICE SUPPLIES			110.49			
	Total for vendor 2126 - PITNEY BOWES IN:			110.49	110.49		
Total PCard: 2257 U.S. BANK Card Holder: ADMIN				212.49	212.49		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: COM DEV							
Vendor 2130 - INTERNATIONAL C:							
1/20/21							
64107	INTERNATIONAL CODE COUNCIL INC	01/20/2021	02/03/2021	290.00	290.00	Open	N
	DESETH REGISTRATION SENIOR LIVING/EGI	pziemer					02/03/2021
101-2400-43330	PROFESSIONAL DEVELOPMENT			290.00			
1/20/21 -2							
64108	INTERNATIONAL CODE COUNCIL INC	01/20/2021	02/03/2021	200.00	200.00	Open	N
	STOCKINGER REGISTRATION HOARDING/INSI	pziemer					02/03/2021
101-2400-43330	PROFESSIONAL DEVELOPMENT			200.00			
	Total for vendor 2130 - INTERNATIONAL C:			490.00	490.00		
Total PCard: 2257 U.S. BANK Card Holder: COM DEV				490.00	490.00		

Inv Num / Inv Ref# / Description / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: ENG							
Vendor 3696 - BOXNET:							
1/14/21							
64159	BOX BOXNET SERVICES	01/14/2021 pziemer	02/03/2021	25.00	25.00	Open	N 02/03/2021
401-1415-43430	MISCELLANEOUS			25.00			
	Total for vendor 3696 - BOXNET:			25.00	25.00		
Total PCard: 2257 U.S. BANK Card Holder: ENG				25.00	25.00		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: FIRE							
Vendor 3877 - ALL HANDS FIRE EQUIPMENT:							
12/24/2020							
64099	ALL HANDS FIRE EQUIPMENT	12/24/2020	02/03/2021	313.96	313.96	Open	N
	STRUCTURAL GLOVES	pziemer					12/31/2020
225-2220-42250	PERSONAL PROTECTIVE GEAR			313.96			
	Total for vendor 3877 - ALL HANDS FIRE EQUIPMENT:			313.96	313.96		
Vendor 3698 - AMAZON:							
1/12/21							
64101	AMAZON	01/12/2021	02/03/2021	69.46	69.46	Open	N
	CHERRY SUDS WASH AND SHINE	pziemer					02/03/2021
225-2220-42210	OPERATING SUPPLIES			69.46			
	Total for vendor 3698 - AMAZON:			69.46	69.46		
Vendor 2895 - FIRESTORE ONLIN:							
12/30/2020							
64098	FIRESTORE ONLINE INC.	12/30/2020	02/03/2021	(109.93)	(109.93)	Open	N
	CREDIT FOR TAX CHARGED DEC 20 CC STM	pziemer					12/31/2020
404-9055-45550	CAPITAL - VEHICLES			(109.93)			
1/9/21							
64103	FIRESTORE ONLINE INC.	01/09/2021	02/03/2021	(13.97)	(13.97)	Open	N
	SALES TAX CREDIT PREVIOUS PURCHASE	pziemer					02/03/2021
225-2220-42250	PERSONAL PROTECTIVE GEAR			(13.97)			
	Total for vendor 2895 - FIRESTORE ONLIN:			(123.90)	(123.90)		
Vendor 3719 - FLEET FARM:							
1/13/21							
64100	FLEET FARM	01/13/2021	02/03/2021	20.96	20.96	Open	N
	PAPER TOWELS/CAR WASH	pziemer					02/03/2021
225-2220-42210	OPERATING SUPPLIES			20.96			
	Total for vendor 3719 - FLEET FARM:			20.96	20.96		
Vendor 3402 - FLEETPRIDE:							
12/30/2020							
64104	FLEETPRIDE	12/30/2020	02/03/2021	4.68	4.68	Open	N
	33 MM W/FLANGE	pziemer					12/31/2020
225-2220-42220	REPAIR & MAINT			4.68			
	Total for vendor 3402 - FLEETPRIDE:			4.68	4.68		
Vendor 2989 - HOME DEPOT:							

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: FIRE							
1/22/21							
64102	HOME DEPOT	01/22/2021	02/03/2021	106.87	106.87	Open	N
	NAILS/PISTOL NOZZLE	pziemer					02/03/2021
225-2220-42210	OPERATING SUPPLIES			106.87			
1/06/21							
64105	HOME DEPOT	01/06/2021	02/03/2021	82.67	82.67	Open	N
	CAULK/GLUE/FILTER/THERMOSTAT	pziemer					02/03/2021
225-2220-42210	OPERATING SUPPLIES			82.67			
	Total for vendor 2989 - HOME DEPOT:			189.54	189.54		
Total PCard: 2257 U.S. BANK Card Holder: FIRE				474.70	474.70		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: IT							
Vendor 3698 - AMAZON:							
01/03/2021							
64095	AMAZON	01/03/2021	02/03/2021	153.30	153.30	Open	N
	AMAZON AWS 1/3/21	pziemer					02/03/2021
101-1800-43309	COMPUTER SUPPORT			153.30			
	Total for vendor 3698 - AMAZON:			153.30	153.30		
Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:							
1/18/21							
64158	ZOOM VIDEO COMMUNICATIONS	01/18/2021	02/03/2021	59.96	59.96	Open	N
	ZOOM 1/18-2/17/2021	pziemer					02/03/2021
101-1800-43309	COMPUTER SUPPORT			14.99			
225-2120-43309	COMPUTER TECHNICAL SUPPORT			29.98			
230-5200-43309	COMPUTER TECHNICAL SUPPORT			14.99			
	Total for vendor 3858 - ZOOM VIDEO COMMUNICATIONS:			59.96	59.96		
Total PCard: 2257 U.S. BANK Card Holder: IT				213.26	213.26		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: LIBRARY							
Vendor 3698 - AMAZON:							
12/22/20							
64160	AMAZON	12/31/2020	02/03/2021	43.11	43.11	Open	N
	WIPES/BOOK TAPE - MISSING CC RECEIPT	pziemer					12/31/2020
211-5500-42200	OFFICE SUPPLIES			26.97			
211-5500-42240	LIBRARY MATERIALS			16.14			
	Total for vendor 3698 - AMAZON:			43.11	43.11		
Vendor MISC - MAILCHIMP:							
1/04/21							
64112	MAILCHIMP	01/04/2021	02/03/2021	30.99	30.99	Open	N
	MAILCHIMP EMAIL PLAN	pziemer					02/03/2021
211-5503-43430	MISC - USE OF HOLDEN TRUST			30.99			
	Total for vendor MISC - MAILCHIMP:			30.99	30.99		
Vendor MISC - TRACFONE:							
1/20/21							
64113	TRACFONE	01/20/2021	02/03/2021	22.90	22.90	Open	N
	TRACFONE REFILL	pziemer					02/03/2021
211-5501-43430	MISC - SPECIFIED DONATION USE			22.90			
1/8/21							
64114	TRACFONE	01/07/2021	02/03/2021	11.96	11.96	Open	N
	TRACFONE REFILL	pziemer					02/03/2021
211-5501-43430	MISC - SPECIFIED DONATION USE			11.96			
	Total for vendor MISC - TRACFONE:			34.86	34.86		
Vendor 3697 - USPS:							
1/6/21							
64109	USPS	01/06/2021	02/03/2021	11.00	11.00	Open	N
	LIBRARY POSTAGE	pziemer					02/03/2021
211-5500-43322	POSTAGE			11.00			
1/19/21							
64110	USPS	01/19/2021	02/03/2021	22.00	22.00	Open	N
	LIBRARY POSTAGE	pziemer					02/03/2021
211-5500-43322	POSTAGE			22.00			
1/22/21							
64111	USPS	01/22/2021	02/03/2021	5.30	5.30	Open	N
	LIBRARY POSTAGE	pziemer					02/03/2021
211-5500-43322	POSTAGE			5.30			
	Total for vendor 3697 - USPS:			38.30	38.30		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: LIBRARY							
Total PCard: 2257 U.S. BANK Card Holder: LIBRARY				147.26	147.26		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE							
Vendor 3698 - AMAZON:							
1/6/21							
64125	AMAZON	01/06/2021	02/03/2021	143.99	143.99	Open	N
	EVIDENCE SUPPLIES/FLASH DRIVES	pziemer					02/03/2021
225-2120-42210	OPERATING SUPPLIES			143.99			
1/11/21							
64129	AMAZON	01/11/2021	02/03/2021	1,279.00	1,279.00	Open	N
	TZD SUPPLIES/EQUIP	pziemer					02/03/2021
225-2120-43430 TZD GRANT	MISCELLANEOUS			1,279.00			
1/13/21							
64130	AMAZON	01/13/2021	02/03/2021	26.98	26.98	Open	N
	MAGNETIC FILE HOLDERS	pziemer					02/03/2021
225-2120-42200	OFFICE SUPPLIES			26.98			
1/20/21							
64132	AMAZON	01/20/2021	02/03/2021	46.85	46.85	Open	N
	PLANNER	pziemer					02/03/2021
225-2120-42200	OFFICE SUPPLIES			46.85			
	Total for vendor 3698 - AMAZON:			1,496.82	1,496.82		
Vendor 3701 - BCA CJTE UNIT:							
12/21/20							
64139	BCA CJTE UNIT	12/21/2020	02/03/2021	(25.00)	(25.00)	Open	N
	2021 TAC WORKSHOP REFUND J. MCCULLOU	pziemer					12/31/2020
225-2120-43330	PROFESSIONAL DEVELOPMENT			(25.00)			
	Total for vendor 3701 - BCA CJTE UNIT:			(25.00)	(25.00)		
Vendor 0134 - CWC SANITARY LA:							
1/22/21							
64136	CWC SANITARY LANDFILL	01/22/2021	02/03/2021	30.00	30.00	Open	N
	SOLID WASTE REMOVAL PD	pziemer					02/03/2021
225-2120-43430	MISCELLANEOUS			30.00			
1/22/21 -2							
64137	CWC SANITARY LANDFILL	01/22/2021	02/03/2021	30.00	30.00	Open	N
	SOLID WASTE REMOVAL PD	pziemer					02/03/2021
225-2120-43430	MISCELLANEOUS			30.00			
	Total for vendor 0134 - CWC SANITARY LA:			60.00	60.00		
Vendor 3700 - DOLLAR TREE:							
1/08/21							
64126	DOLLAR TREE	01/08/2021	02/03/2021	6.00	6.00	Open	N
	CLEANING TOWELS	pziemer					02/03/2021

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE							
225-2120-42220	REPAIR & MAINT			6.00			
	Total for vendor 3700 - DOLLAR TREE:			6.00	6.00		
Vendor 0186 - GALLS LLC:							
1/5/21							
64120	GALLS LLC	01/05/2021	02/03/2021	150.97	150.97	Open	N
	724TA INITITAL ISSUE	pziemer					02/03/2021
225-2120-41113	UNIFORM ALLOWANCE			150.97			
1/6/21							
64121	GALLS LLC	01/05/2021	02/03/2021	170.97	170.97	Open	N
	714 UNIFORM PANTS	pziemer					02/03/2021
225-2120-41113	UNIFORM ALLOWANCE			170.97			
1/20/21							
64133	GALLS LLC	01/20/2021	02/03/2021	21.57	21.57	Open	N
	710MB COLLAR BRASS	pziemer					02/03/2021
225-2120-41113	UNIFORM ALLOWANCE			21.57			
	Total for vendor 0186 - GALLS LLC:			343.51	343.51		
Vendor MISC - MARRIOTT:							
1/17/21							
64131	MARRIOTT	01/17/2021	02/03/2021	99.00	99.00	Open	N
	707 K9 CERTIFICATION	pziemer					02/03/2021
225-2128-43430	MISC - K9 PROGRAM			99.00			
	Total for vendor MISC - MARRIOTT:			99.00	99.00		
Vendor 2734 - MINNESOTA SHERI:							
1/6/21							
64140	MINNESOTA SHERIFF'S ASSOCIATION	01/06/2021	02/03/2021	80.00	80.00	Open	N
	703 BWC LEGAL ISSUES	pziemer					02/03/2021
225-2120-43330	PROFESSIONAL DEVELOPMENT			80.00			
	Total for vendor 2734 - MINNESOTA SHERI:			80.00	80.00		
Vendor 0664 - MN POST BOARD:							
1/5/21							
64122	MN POST BOARD	01/05/2021	02/03/2021	92.24	92.24	Open	N
	724BA POST LICENSE	pziemer					02/03/2021
225-2120-43433	DUES & SUBSCRIPTIONS			92.24			
	Total for vendor 0664 - MN POST BOARD:			92.24	92.24		
Vendor 3584 - NARTEC, INC:							

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE							
1/4/21							
64118	NARTEC, INC	01/04/2021	02/03/2021	445.30	445.30	Open	N
	DRUG TESTING KITS	pziemer					02/03/2021
225-2120-42210	OPERATING SUPPLIES			445.30			
	Total for vendor 3584 - NARTEC, INC:			445.30	445.30		
Vendor 3703 - TRANSUNION RISK:							
1/5/21							
64124	TRANSUNION RISK	01/05/2021	02/03/2021	50.00	50.00	Open	N
	INVESTIGATIONS/PARKING TICKETS	pziemer					02/03/2021
225-2120-42210	OPERATING SUPPLIES			50.00			
	Total for vendor 3703 - TRANSUNION RISK:			50.00	50.00		
Vendor 1455 - USPCA REGION 12:							
01/11/21							
64141	USPCA REGION 12	01/11/2021	02/03/2021	50.00	50.00	Open	N
	707 2021 MEMBERSHIP	pziemer					02/03/2021
225-2128-43430	MISC - K9 PROGRAM			50.00			
	Total for vendor 1455 - USPCA REGION 12:			50.00	50.00		
Vendor 3697 - USPS:							
12/28/2020							
64116	USPS	12/28/2020	02/03/2021	3.90	3.90	Open	N
	POSTAGE PD	pziemer					12/31/2020
225-2120-43322	POSTAGE			3.90			
12/29/2020							
64117	USPS	12/29/2020	02/03/2021	3.80	3.80	Open	N
	POSTAGE PD	pziemer					12/31/2020
225-2120-43322	POSTAGE			3.80			
1/4/21							
64119	USPS	01/04/2021	02/03/2021	3.80	3.80	Open	N
	POSTAGE PD	pziemer					02/03/2021
225-2120-43322	POSTAGE			3.80			
1/5/21							
64123	USPS	01/05/2021	02/03/2021	4.60	4.60	Open	N
	PD POSTAGE	pziemer					02/03/2021
225-2120-43322	POSTAGE			4.60			
1/6/21 -2							
64127	USPS	01/06/2021	02/03/2021	13.00	13.00	Open	N
	PD POSTAGE	pziemer					02/03/2021
225-2120-43322	POSTAGE			13.00			

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE							
1/8/21							
64128	USPS	01/08/2021	02/03/2021	3.80	3.80	Open	N
	PD POSTAGE	pziemer					02/03/2021
225-2120-43322	POSTAGE			3.80			
1/20/21							
64134	USPS	01/20/2021	02/03/2021	7.25	7.25	Open	N
	PD POSTAGE	pziemer					02/03/2021
225-2120-43322	POSTAGE			7.25			
1/20/21 -2							
64135	USPS	01/20/2021	02/03/2021	8.40	8.40	Open	N
	PD POSTAGE	pziemer					02/03/2021
225-2120-43322	POSTAGE			8.40			
	Total for vendor 3697 - USPS:			48.55	48.55		
Total PCard: 2257 U.S. BANK Card Holder: POLICE				2,746.42	2,746.42		
# of Invoices: 168	# Due: 168	Totals:		542,965.66	542,965.66		
# of Credit Memos: 7	# Due: 7	Totals:		(398.56)	(398.56)		
Net of Invoices and Credit Memos:				542,567.10	542,567.10		
* 1 Net Invoices have Credits Totalling:				(3,600.00)			

--- TOTALS BY GL DISTRIBUTION ---

101-0000-15500	PREPAID EXPENSE	1,602.08
101-0000-20850	DUE TO COMPONENT UNIT	201,849.41
101-0000-32110	REFUND LICENSE FEE	100.00
101-1400-43321	TELEPHONE	0.78
101-1400-43433	DUES & SUBSCRIPTIONS	102.00
101-1700-43321	TELEPHONE	1.32
101-1700-43331	LEASE PAYMENTS	1,068.82
101-1800-43309	COMPUTER SUPPORT	31,449.38
101-1800-43321	TELEPHONE	978.94
101-1800-43331	LEASE PAYMENTS	1,585.92
101-1940-42200	OFFICE SUPPLIES	385.95
101-1940-42220	REPAIR & MAINT	1,091.53
101-1940-43300	PROFESSIONAL SERVICES	1,765.00
101-1940-43321	TELEPHONE	16.22
101-1940-43331	LEASE PAYMENTS	305.72
101-1940-43380	UTILITIES	939.91
101-1940-43410	RENTAL EXPENSE	85.12
101-2400-43300	PROFESSIONAL SERVICES	1,950.00
101-2400-43321	TELEPHONE	2.27
101-2400-43330	PROFESSIONAL DEVELOPMENT	490.00
101-2400-43331	LEASE EXPENSE	357.61
101-2400-43350	PRINTING/LEGAL PUBLICATION	1,211.13
202-6324-43430	MISCELLANEOUS	92.00
202-6324-45530	CAPITAL - RENTAL	3,836.20

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / Entered By / GRANT	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
202-6324-45540	CAPITAL - OWNERS MATCH			6,163.80			
203-9000-43321	TELEPHONE			5.18			
203-9000-43433	DUES & SUBSCRIPTIONS			775.00			
211-5500-42200	OFFICE SUPPLIES			26.97			
211-5500-42240	LIBRARY MATERIALS			16.14			
211-5500-43322	POSTAGE			38.30			
211-5500-45500	CAPITAL OUTLAY			825.93			
211-5501-43430	MISC - SPECIFIED DONATION USE			34.86			
211-5503-43430	MISC - USE OF HOLDEN TRUST			30.99			
224-0000-36299	MISCELLANEOUS REVENUE			210.00			
225-2120-35102	PARKING FINES			50.00			
225-2120-41113	UNIFORM ALLOWANCE			491.66			
225-2120-42200	OFFICE SUPPLIES			636.68			
225-2120-42209	SAFETY EQUIPMENT SUPPLIES			224.28			
225-2120-42210	OPERATING SUPPLIES			898.78			
225-2120-42220	REPAIR & MAINT			216.56			
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			189.98			
225-2120-43300	PROFESSIONAL SERVICES			1,637.88			
225-2120-43309	COMPUTER TECHNICAL SUPPORT			398.73			
225-2120-43321	TELEPHONE			121.56			
225-2120-43322	POSTAGE			48.55			
225-2120-43330	PROFESSIONAL DEVELOPMENT			75.00			
225-2120-43331	LEASED PAYMENTS			7,586.61			
225-2120-43380	UTILITIES			353.82			
225-2120-43430	MISCELLANEOUS			1,599.72			
225-2120-43433	DUES & SUBSCRIPTIONS			262.24			
225-2127-43310	MISDEMEANOR PROSECUTOR			16,131.55			
225-2128-43430	MISC - K9 PROGRAM			179.90			
225-2220-42210	OPERATING SUPPLIES			279.96			
225-2220-42220	REPAIR & MAINT			299.17			
225-2220-42250	PERSONAL PROTECTIVE GEAR			299.99			
225-2220-43300	PROFESSIONAL SERVICES			238.00			
225-2220-43321	TELEPHONE			263.82			
225-2220-43330	PROFESSIONAL DEVELOPMENT			5,195.00			
225-2220-43331	LEASED PAYMENTS			849.48			
225-2220-43380	UTILITIES			756.56			
225-2700-43300	PROFESSIONAL SERVICES			2,298.00			
225-2700-43430	MISCELLANEOUS			15.00			
230-5200-43309	COMPUTER TECHNICAL SUPPORT			14.99			
230-5200-43321	TELEPHONE			57.37			
230-5200-43331	LEASE PAYMENTS			2,427.05			
230-5200-43380	UTILITIES			230.94			
235-3100-42220	WOOD CHIPPER BLADE SHARPEN			1,929.35			
235-3100-43300	PROFESSIONAL SERVICES			238.00			
235-3100-43331	LEASE PAYMENTS			1,881.27			
235-3100-43380	UTILITIES			787.88			
235-3100-43430	MISCELLANEOUS			284.52			
235-3125-42220	REPAIR & MAINT			4,585.34			
235-3125-43402	DOWNTOWN SNOW REMOVAL			6,595.29			
237-0000-16400	FA - MACHINERY & EQUIPMENT			5,432.51			
237-3190-42220	REPAIR & MAINT			87.73			
238-0000-16400	FA - MACHINERY & EQUIPMENT			5,432.50			
238-3160-42220	REPAIR & MAINT			155.88			
317-7960-46620	PAYING AGENT FEES			500.00			
400-0000-39101	SALE OF ASSETS			(3,600.00)			
400-1980-45530	PYMTS TO CONTRACTORS			13,871.95			
400-9050-45530	CAPITAL - OTHER			176,769.75			

Inv Num / Inv Ref# / Vendor / Description / Inv Date / Entered By / Due Date / Inv Amt / Amt Due / Status / Jrnlized / Post Date							
GL Distribution	GRANT						
401-1415-43430		MISCELLANEOUS			25.00		
401-1706-43300		PROFESSIONAL SERVICES			644.85		
401-1707-43300		PROFESSIONAL SERVICES			364.03		
401-1708-43300		PROFESSIONAL SERVICES			3,168.75		
401-1805-43300		PROFESSIONAL SERVICES			31.21		
401-1815-43300		PROFESSIONAL SERVICES			1,468.83		
401-1901-43300		PROFESSIONAL SERVICES			1,975.00		
401-1902-43300		PROFESSIONAL SERVICES			7,456.58		
401-9030-43300-20:08		PROFESSIONAL SERVICES			7,942.50		
401-9030-43300-21:11		PROFESSIONAL SERVICES			925.00		
404-9055-45550		CAPITAL - VEHICLES			(109.93)		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			247,339.11	247,339.11		
	202 - SCDP GRANTS			10,092.00	10,092.00		
	203 - TRANSIT FUND			780.18	780.18		
	211 - LIBRARY FUND			973.19	973.19		
	224 - DUI FORFEITURE			210.00	210.00		
	225 - PUBLIC SAFETY FUND			41,598.48	41,598.48		
	230 - PARK & RECREATION FUND			2,730.35	2,730.35		
	235 - STREET & SEWER FUND			16,301.65	16,301.65		
	237 - SANITARY SEWER FUND			5,520.24	5,520.24		
	238 - STORM SEWER FUND			5,588.38	5,588.38		
	317 - SINKING 317 13A GO FUND			500.00	500.00		
	400 - CAPITAL PROJECTS FUND			187,041.70	187,041.70		
	401 - CONSTRUCTION FUND			24,001.75	24,001.75		
	404 - FIRE DEPARTMENT CAPITAL			(109.93)	(109.93)		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			211,026.50	211,026.50		
	1400 - ADMINISTRATION			102.78	102.78		
	1415 - 14:15 AIRPORT UTILITY EXT			25.00	25.00		
	1700 - ENGINEERING			1,070.14	1,070.14		
	1706 - 17:06 H ST RECON:8TH-13TH			644.85	644.85		
	1707 - 17:07 10TH AVE NE RECON-W			364.03	364.03		
	1708 - 17:08 SRTS & S 6TH SIDEWA			3,168.75	3,168.75		
	1800 - IT/GIS			34,014.24	34,014.24		
	1805 - 18:05 SIDEWALKS EVERG-H			31.21	31.21		
	1815 - 18:15 TRUNK HWY 25 TRAIL CONNECTI			1,468.83	1,468.83		
	1901 - 19:01 NW 4TH STREET IMPR			1,975.00	1,975.00		
	1902 - 19:02 CLST CONNECTION			7,456.58	7,456.58		
	1940 - CITY HALL			4,589.45	4,589.45		
	1980 - CITY HALL REMODEL			13,871.95	13,871.95		
	2120 - POLICE DEPARTMENT			14,792.05	14,792.05		
	2127 - MISDEMEANOR PROSECUTOR			16,131.55	16,131.55		
	2128 - K-9 PROGRAM			179.90	179.90		
	2220 - FIRE DEPARTMENT			8,181.98	8,181.98		
	2400 - COMMUNITY DEVL/INSPECTION			4,011.01	4,011.01		
	2700 - ANIMAL CONTROL			2,313.00	2,313.00		
	3100 - S & S MAINTENANCE			5,121.02	5,121.02		
	3125 - SNOW REMOVAL			11,180.63	11,180.63		
	3160 - STORM SEWER EXPENSE			155.88	155.88		
	3190 - SANITARY SEWER EXPENSE			87.73	87.73		
	5200 - PARK MAIN/ADMINISTRATION			2,730.35	2,730.35		
	5500 - LIBRARY-BUDGETED			907.34	907.34		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
--- TOTALS BY DEPT/ACTIVITY ---							
5501	SPECIFIED DONATION USE			34.86	34.86		
5503	HOLDEN TRUST DONATION USE			30.99	30.99		
6324	NE SCDP GRANT			10,092.00	10,092.00		
7960	SINKING 2013A GO			500.00	500.00		
9000	TRANSIT FUND			780.18	780.18		
9030	CONSTRUCTION PROJ-MISC			8,867.50	8,867.50		
9050	CAPITAL PROJECTS-MISC			176,769.75	176,769.75		
9055	FIRE DEPARTMENT CAPITAL			(109.93)	(109.93)		

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

GABE JOHNSON	KEVIN STUNEK	TIFFANY STENGLEIN

Brainerd, MN
January 19, 2021

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 Bevans.

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

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

MOVED AND SECONDED BY ALDERMEN JOHNSON AND PRITSCHET TO AMEND THE AGENDA BY REMOVING ITEM B1. CONSIDER REQUEST TO USE SOURCEWELL AND GORDIAN PROCUREMENT PROCESS.

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.

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

A. Approval of Bills - Approved

B. Approval of the Minutes of the Regular Meeting held on January 4, 2021 - Approved

C. Approval of Licenses - Approved

Contractor Licenses – 21

D. Department Activity Reports - Approved

1. Police Chief
2. Finance Director

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.

Council Committee Reports

Personnel and Finance Committee Report

Shared Services Agreement Between the City and Economic Development Authority (EDA) - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND ERICKSON, DULY CARRIED, 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.

Consider Police Officer Resignation - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF POLICE OFFICER TYLER AISTROP.

Approve Memorandum of Understanding for Kulzer Grievance Settlement - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK , DULY CARRIED, 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.

Committee Chair Johnson explained Lt. Kulzer had previously earned two achieves expectations in his position as Sergeant and an exceeds expectations as a Lieutenant. The language in the Employee Policy Manual was vague and did not clarify the ratings needed to be within the same position. He indicated the revision to the employee manual will take place and brought back to Council for approval.

Consider Next Steps on Police Chief Hiring - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE OPTION #4 TO UTILIZE DEPUTY CHIEF MIKE BESTUL AS ACTING POLICE CHIEF FOR AN EXTENDED PERIOD OF TIME, REQUEST THE CIVIL SERVICE COMMISSION CONDUCT AN ACTING POLICE CHIEF EXAMINATION PROCESS AND WAIT TO REPOST THE POSITION UNTIL JANUARY 2022.

Council discussion took place.

Council Member Stenglein stated she feels the process should continue as it started and make a conditional job offer to the next candidate, Victor Siebeneck.

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

Discussion of Proration of the School Resource Officer Contract for 2020-2021 School Year - Approved

MOVED AND SECONDED BY ALDERMEN STENGLEIN AND STUNEK TO AUTHORIZE STAFF TO REDUCE THE SCHOOL RESOURCE OFFICER CONTRACT AMOUNT WITH ISD181 FOR THE FIRST HALF BILLING FOR THE 2020-2021 SCHOOL YEAR BY $13,000.

Council Member Stenglein stated action will not be taken regarding the second half of the billing at this time.

Council Member Johnson indicated he is not in favor of the motion as the contract was agreed upon by both parties and signed.

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

2021 Workers' Compensation Renewal – Informational

Committee Chair Johnson indicated the experience mod came back at .79, which results in a savings of approximately $52,000 from the budgeted amount to pay for the workers' compensation premium.

League of Minnesota Cities Insurance Trust (LCMIT) Liability Coverage Waiver Form – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, 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.

Safety & Public Works Committee Report

Consider Authorization to Bid – Improvement 19-01 – NW 4th Street Reconstruction – Approved

MOVED AND SECONDED BY ALDERMEN O'DAY AND ERICKSON, DULY CARRIED, TO AUTHORIZE THE BIDDING PHASE OF THIS PROJECT AND APPROVE THE ADVERTISEMENT FOR BIDS FOR THE NW 4TH STREET PROJECT WITH A PROJECTED BID OPENING DATE OF FEBRUARY 17, 2021 AT 10:00 AM.

Presentation – Funding Mechanisms and Outstanding Projects FY2021 - Informational

Committee Chair O'Day stated this presentation took place earlier tonight at the Safety & Public Works Committee meeting which was informational.

Presentation – 5-Year Street and Sewer Capital Improvement Plan - Approved

MOVED AND SECONDED BY ALDERMEN O'DAY AND PRITSCHET, DULY CARRIED, TO APPROVE THE 5-YEAR STREET AND SEWER CAPITAL IMPROVEMENT PLAN AS PRESENTED.

Unfinished Business

Consider Appointments of City Council Board/Commission Liaisons - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPOINT THE FOLLOWING MEMBERS AS COUNCIL LIAISONS TO THE BOARDS AND COMMISSIONS BELOW:

- Dave Badeaux – Park Board
- Gabe Johnson – Public Utilities Commission (PUC), Economic Development Authority (EDA), Housing & Redevelopment Authority (HRA)
- Kelly Bevans – Cable TV Advisory Committee, Charter Commission
- Tiffany Stenglein – BLAEDC Unified Fund (BUF), Region V
- David Pritschet – Library Board

- Tad Erickson – Fire Advisory Board, Northland Arboretum, Planning Commission, Transportation Advisory Committee (TAC)
- Michael O'Day – Riverfront Committee, Economic Development Authority (EDA), Walkable/Bikeable Committee
- Kevin Stunek – Airport Commission, Brainerd Community Action, The Senior Center

Committee Resignations - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND PRITSCHET, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF MR. JERRY SINNER FROM THE ECONOMIC DEVELOPMENT AUTHORITY (EDA).

Committee Recommendations – Recommended by Mayor Badeaux - Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND ERICKSON, DULY CARRIED, TO APPOINT THE FOLLOWING MEMBERS TO THE COMMISSIONS LISTED.

- W. Merritt Bussiere – Cable TV Advisory Committee – Term to Expire 12/31/2021
- Kara Schaefer – Park Board – Term to Expire 12/31/2022
- 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

MOVED AND SECONDED BY ALDERMEN JOHNSON AND ERICKSON TO APPOINT MARK O'DAY TO THE PUBLIC UTILITIES COMMISSION (PUC), FOR A TERM TO EXPIRE 12/31/2025.

- Mark O'Day – Public Utilities Commission (PUC) – Term to Expire 12/31/2025

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

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) *pending appointment*- 1 term (Expire 2022)
Charter Commission – 2 terms (Expire 2024)
Housing & Redevelopment Authority (HRA) – 1 term (Expire 2025)
Park Board – 1 term (Expire 2025) *pending appointment*
Public Utilities Commission (PUC) – 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 Fundraising Committee – Two positions available

Public Forum

The Chair opened the public forum at 7:56 p.m.

No one came forward.

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

Staff Reports

City Administrator Bergman announced she will be meeting on Thursday with the Destination Downtown Business Coalition (DDBC) to discuss the $15,000 contribution from the Economic Development Authority (EDA). She stated the Charter Commission met last week to discuss more updates to the Charter recommended by City Attorney Langel. The recommended changes will be sent to the Council prior to the next Charter Commission meeting to review. She said the Cable TV Advisory Committee met today after adding new members and had a good discussion.

City Administrator Bergman received a letter from the first graders at Garfield Elementary who are working on a geography project with Flat Stanley. They are requesting the City include Stanley in various areas of the City and submit photos back to them with his adventures. She announced there has been a decline in positive COVID tests both in Minnesota and Crow Wing County. She said staff will be back to work in the office and City Hall will reopen to the public on Monday, January 25, 2021.

City Engineer Sandy stated he has been working with the Parks Department regarding the implementation of the Public Works Department and will be touring the street garage with some Council members later this week.

Mayor's Report

Mayor Badeaux thanked the business owners for everything they have done to endure the pandemic. He said many of them have plans and suggestions for next year, and he would like the Council to keep an open mind to consider options when ideas are brought forth.

Council Member Reports

Council Member Erickson stated he is looking forward to the street garage tour taking place tomorrow.

Council Member Pritschet reminded everyone to be kind to others.

Council Member Johnson thanked the teachers for all they have done, and K-2 classes are back in session today. He also indicated the budgeting process will be started in March and will continue all year.

Council Member Stenglein thanked the plowing crews for the great work they have done for a resident to send in a thank you note.

Council Member Bevans thanked staff for all the adjustments that had to be made to cope with COVID and to continue to offer city services.

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 – 8:07 p.m.

Adjourn to Closed Session Pursuant to MN Statutes 13D.03 to Discuss Labor Negotiation Strategy – 8:19 p.m.

Adjourn to Closed Session Pursuant to MN Statute 13D.05, Subd. 3(A), To Conduct City Administrator Performance Review – 9:00 p.m.

The Council reconvened at 9:08 p.m.

The Chair adjourned the meeting at 9:08 p.m.

_____
Jennifer Bergman
City Administrator

Contractor List

01/28/2021

Contractor Name	Address	Local License #	Licensee Type
5 STAR HEATING AND AIR LLC SHERWOOD, DAVID	510 9TH AVE S (320) 241-9001	2021-0047	Mechanical
ARCTIC AIR HEATING & AIR CONDITIONING INC DOUGLAS E. DUVAL	5970 COUNTY ROAD 16 (218) 568-5599	2021-0046	Mechanical
DIVERSIFIED CONSTRUCTION OF THE LAKES AREA INC David K. Peterson	1107 6TH ST S (218) 820-7841	2021-0028	General Commercial
ERKENS WATER SOFTENER SERVICE INC DON ERKENS	109 NE 2ND AVE PO BOX 461 (320) 685-8762	2021-0001	Water Conditioning Contract
GREEN VALLEY ROOFING LLC ERIC HAATAJA	PO BOX 315 (218) 255 2477	2021-0002	Roofing
HERZOG ROOFING INC Michael Herzog	PO BOX 245 (320) 632-5119	2021-0006	Commercial Roofing
JAMES KLINK CONSTRUCTION LLC James Klink	11460 COUNTY ROAD 144 (218) 251-1475	2021-0026	General Commerical
NOR-SON INC KRISTI BLAD	7900 HASTINGS RD (218) 828-1722	2021-0027	General Commerical
NORTHERN LAKES PLUMBING LLC MARK R MACKO	8249 COUNTY ROAD 1SWPO BOX681 (218) 251-4647	2021-0031	Plumbing Contractor
TONY'S LIFETIME EXTERIORS INC REED G BRETH	1200 39TH AVE NE (320) 252-9086	2021-0025	General Commercial

Totals: 10

Population: All Records
Licensee.DateRegistered Between 1/14/2021 12:00:00 AM AND 1/27/2021 12:00:00 AM

Brainerd Fire Department

To: Mayor and City Council

From: Tim Holmes, Brainerd Fire Chief

Date: January 28, 2021

Re: January Activity Report

As we start a new year we are still faced with some uncertainty and a need to keeping learning to do things a little different than we have in the past. We are a resilient and strong department and everyone continues to be flexible and adaptive.

We are slowly and cautiously trying to provide the needed training and education to stay current with all our certifications and skills. One way we are overcoming some of these challenges is a new online training program through Target Solutions. Target Solutions provides us the opportunity to assign and complete some of our training online which allows us to stay current and also limits our exposures within the station.

TARGETSOLUTIONS

THE ONLY COMPLETE SOLUTION FOR TRAINING, COMPLIANCE, OPERATIONS AND WORKFORCE MANAGEMENT. A well-trained first responder is a safer, more prepared first responder. That's why Vector Solutions creates innovative technology solutions for public safety agencies through its TargetSolutions brand. Our mission is to help first responders stay safe, prepared and effective. We exist to deliver dynamic, accredited online training courses, cutting-edge recordkeeping and asset tracking applications, powerful operations and workforce management software, and world-class customer service.

Our new Self-Contained Breathing Apparatus (SCBA) was put into service the first week of January. The new SCBA replaced our old ones that were nearing their end of life. We were able to purchase this equipment as a result of over 5 years of capital planning and investment by the city and the area cities and townships we serve.

This equipment is vital to the health and safety of our firefighters. The SCBA is used in a variety of situations including: structure fires, vehicle fires, carbon monoxide incidents, gas leaks, and other incidents that require our firefighters to enter an atmosphere that is immediately dangerous to life or health (IDLH).

We are very thankful for this new equipment.

Another great program we were able to start this month was the Road to Resilience Program from The First Twenty. The program is brought to us from Crow Wing Energized, who received a grant from Sourcewell for the program. We are grateful and honored to be part of the program. It is another way the community is helping to look out for our firefighter's health and well-being.

FM/DC Cox remains active with all the school projects and several new constructions projects in our area. FM/DC Cox and Chief Holmes conducted a walk-through of the project at the high school to stay aware of the higher risk operations for the upcoming months.

This month we were not able to have our annual dinner due to COVID-19 restrictions, but we were able to have a small gathering at the station to honor and remember all the great accomplishments of 2020. Our 4 new firefighters and recently promoted Captain Norwood were given their badges. This is something we would normally have their spouse or significant other pin on them for the first time at the annual dinner.

Captain Jeff Schellin was named the 2020 Brainerd Firefighter of the Year. Captain Schellin was selected because of his consistency, calmness, and hard work. Captain Schellin is a leader in the department and exhibits all the values and characteristics of a great firefighter, leader, and friend. Congratulations to Captain Jeff Schellin.

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

Structure Fire	2
Vehicle Fire	2
Outside Rubbish Fire	1
Medical Assist	1
Extrication, Rescue	1
Assist Other Governmental Agency	1
Good Intent, Public Service	13
Unauthorized Burning	2
Smoke Scare	3
Alarm System Activation	8
Canceled Enroute	5
Carbon Monoxide Alarm	1
Total	**40**

City of Brainerd Incident Report

Vehicle Fire	2
Outside Rubbish Fire	1
Assist Other Governmental Agency	1
Good Intent, Public Service	11
Unauthorized Burning	1
Canceled Enroute	2
Alarm System Activation	7
Total	**25**

Brainerd City Council
Agenda Request

Requested Meeting Date: February 1, 2021

Title of Item: Continue City Administrator Performance Review to Feb. 1, 2021 Meeting

☐ INFORMATION ONLY ☑ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: HR Director Kris Schubert	**Department:** Human Resources
Presenter (Name & Title): HR Director Kris Schubert	**Estimated Time Needed:** n/a

Summary of Issue:

A closed session to conduct City Administrator Bergman's performance review was held on January 19, 2021, and was continued to the February 1, 2021 meeting to allow the Mayor and Council additional time to review the information and provide feedback. A summary of her annual review is expected to be included with the February 16, 2021 council meeting packet.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

This item is included on the consent calendar; therefore, no additional action is needed at this time.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

M E M O

TO: **Mayor and Council**

FROM: **City Administrator Jennifer Bergman**

DATE: **January 27, 2021**

RE: **Resolution Accepting Donations & Contributions for 4th Quarter 2020**

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

A resolution needs to be adopted with a two-thirds vote of the Council. The item appears on the February 1st agenda.

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

\pz

MEMO

TO: Finance Director Connie Hillman
FROM: Fire Chief Tim Holmes
DATE: January 4, 2021
SUBJECT: 2020 – 4th Quarter Donations

www.ci.brainerd.mn.us

Brainerd Fire Department received the following donations in the 4th quarter:

• Brainerd Fire Relief Assn	$8,308	Insulation Vacuum
• Brainerd Fire Relief Assn	$5,000	Insulation Vacuum Trailer
• Compeer Financial	$3,000	PPE Hoods
• Mid MN Mutual Insurance	$ 500	Equipment
• Atek	$ 300	Public Fire Safety Education
• Thelen Heating & Roofing	$ 300	Public Fire Safety Education
• People's Security Co.	$ 300	Public Fire Safety Education
• Anderson Brothers Constr.	$ 200	Public Fire Safety Education
• Brainerd Games	$ 100	Public Fire Safety Education
• Auto Import	$ 75	Public Fire Safety Education

Feel free to contact me with any questions.

RESOLUTION
NO. __:21

RESOLUTION ACCEPTING DONATIONS AND/OR CONTRIBUTIONS
OCTOBER 1, 2020 THROUGH DECEMBER 31, 2020

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

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

Name of Donor	Amount	Requested Use of Donation or Contribution

SEE ATTACHED LIST OF DONORS

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

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

Adopted this ___ day of January, 2021

_____
KELLY BEVANS
President of the Council

Approved this ___ day of January, 2021

_____
DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Brainerd City Council
Agenda Request

Requested Meeting Date: February 1, 2021

Title of Item: Community Development Department End of 2020/Beginning of 2021 Presentation

☑ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☑ MAIN AGENDA	**Action Requested:** ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Community Development Director	**Department:** Community Development
Presenter (Name & Title): David Chanski, CDD	**Estimated Time Needed:** 10 minutes

Summary of Issue:

Community Development Director Chanski will provide the Council a presentation recapping the Community Development Department's 2020 activities while providing a preview for 2021.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

CITY OF BRAINERD
PERSONNEL AND FINANCE COMMITTEE
AGENDA

February 1, 2021
7:00 PM
WebEx Teleconference Call-In Information
Call Toll-Free: 844-992-4726
Access Code: 146 460 9238

1. Authorization to Donate Old Fire Department Equipment

2. Authorize Promotion of Stephanie Bestul to Administrative Specialist 2

3. Consider Tentative Agreement for IUOE Street 2021-2022 Union Contract Terms

4. Consider Tentative Agreement for IUOE Parks 2021-2022 Union Contract Terms

5. Annual Review of Investment Policy

Brainerd City Council
Agenda Request

Requested Meeting Date: February 1, 2021

Title of Item: Authorization to Donate Old Fire Department Equipment

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☑ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Fire Chief Tim Holmes	**Department:** Fire
Presenter (Name & Title): Fire Chief Tim Holmes	**Estimated Time Needed:** 5 minutes

Summary of Issue:

With recent updates to some equipment, including our self contained breathing apparatus, we have some old and outdated equipment that we need to do something with. We have received a request from a neighboring department for our old SCBAs that we recently upgraded. The equipment is old and out of date, but is still better than what the requesting department is currently using. The used equipment had no trade in value at the time of the upgrade and parts have become very difficult to find to repair them.

Alternatives, Options, Effects on Others/Comments:

The requested department is a mutual aid partner and it is beneficial to the Brainerd Fire Department the department has usable equipment if they were ever requested to assist us.
The equipment can be donated to another municipality with the understanding the equipment is outdated and may be defective or need service. The recommendation to the requesting department would be to have the equipment serviced by a certified vendor before putting the equipment into service.

Recommended Action/Motion:

Authorize Chief Holmes to donate old equipment to another department.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain: Save in the cost of disposal of the old equipment.

Brainerd City Council
Agenda Request

Requested Meeting Date: February 1, 2021

Title of Item: Authorize Promotion of Stephanie Bestul to Administrative Specialist 2

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☑ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Community Development Director	**Department:** Community Development
Presenter (Name & Title): David & Connie & Kris	**Estimated Time Needed:** 5 minutes

Summary of Issue:

On January 4, 2021, the City Council authorized the promotion of James Kramvik to Assistant Planner and authorized staff to begin the hiring process to backfill his position with an Administrative Specialist 2 (Permit Technician). As a few current City staff members were identified as having the qualifications to serve in this position, the position was posted internally for 10 working days as required by the IBEW Administrative Support Union contract. Stephanie Bestul submitted an application for the position. Upon review of her credentials and after meeting with Ms. Bestul, Community Development Director Chanski and Building Official Deseth request that the City Council authorize the promotion of Stephanie Bestul to Administrative Specialist 2, effective February 2, 2021.

Alternatives, Options, Effects on Others/Comments:

Stephanie currently serves as the Administrative Specialist for the Finance Department. In this position, she performs various administrative functions including Planning Commission minutes and packet, so she is familiar with the Community Development activities as well as Administration. After the retirement of Laurie Johnson in August 2019, Stephanie also received some cross-training and assisted the Building Division with the intake and issuance of permits until James Kramvik was hired.

Staff is recommending the promotion of Stephanie Bestul to Administrative Specialist 2 at Step 5 ($26.86 per hour). Since step placement for promotions is not addressed in the union contract, we referred to the Employee Policy Manual which states, "Promoted employees will generally start at the lowest step that is paid at a higher rate than the employee received in his or her previous position with the City." Stephanie's current wage is $25.74 per hour, which is the same wage as Step 4 of the Administrative Specialist 2 wage grid; therefore, Staff is recommending that she be placed on Step 5 which is the lowest step at a higher rate than she is currently receiving.

Recommended Action/Motion:

1) Motion to authorize the promotion of Stephanie Bestul to Administrative Specialist 2 at Step 5 ($26.86 per hour), effective February 2, 2021.

2) Motion to authorize staff to conduct the hiring process to backfill the Administrative Specialist position that will become vacant with the promotion of Stephanie Bestul.

Financial Impact:

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

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

Is this budgeted? ☑ Yes ☐ No

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

Brainerd City Council
Agenda Request

Requested Meeting Date: February 1, 2021

Title of Item: Approval of 2021-2022 IUOE (Street) Union Contract Terms and Wages

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☑ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: HR Director Kris Schubert	**Department:** Human Resources
Presenter (Name & Title): Kris Schubert & Jennifer Bergman	**Estimated Time Needed:** 2 minutes

Summary of Issue:

The City has reached a tentative agreement with the International Union of Operating Engineers (IUOE) Local Union #49 (Street Department) for the 2021-2022 Union Contract. The attached summary includes the items agreed to by both the City and Union during negotiations. The contract includes a 2.5% Cost of Living Adjustment (COLA) for both 2021 and 2022.

Alternatives, Options, Effects on Others/Comments:

The IUOE Street Department Union members voted on January 14, 2021 and approved the attached tentative agreement.

Recommended Action/Motion:

1. Motion to approve the attached 2021-2022 Tentative Agreement Summary between the the City and IUOE Local No. 49 (Street Department); and

2. Adopt the attached resolution setting the IUOE (Street Department) wages for 2021 - 2022.

Financial Impact:

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

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

Is this budgeted? ☑ Yes ☐ No

Please Explain: The 2021 wage adjustments were included in City's 2021 budget.

City of Brainerd – IUOE Local #49 (Street) Union
***Tentative Agreement Terms**
January 6, 2021

The following is the tentative agreement package terms reached between the City of Brainerd and the IUOE Local #49 (Street) Union during 2021-2021 contract negotiations. This package is for Union and City Council consideration/approval:

1. **Article VII. Severance Pay** (From MOU approved in June 2019)**.**

Payment of Severance Pay. Effective immediately, severance payments made pursuant to Article VII of the CBA shall be made as follows:

~~A. All employees eligible for the severance payment will contribute 100% of any severance payment attributable to unused sick leave at the time of separation to the MN State Retirement Health Care Savings Plan.~~

~~B. All employees eligible for the severance payment will receive 100% of any severance payment attributable to unused vacation time and/or compensation time as a payment on the employee's final payment from the City of Brainerd.~~

All employees eligible for the severance payment will contribute 100% of any severance payment attributable to unused sick leave as well as 100% of their unused vacation and comp time at the time of separation to the MN State Retirement Health Care Savings Plan.

2. **Article XI. Wages -** Members of the Local 49ers are requesting consideration for a 2.5% COLA increase for both the legacy and grid options for both 2021 and 2022. If approved, the following is the proposed wage language.

Section 1. Wage Grid.

All employees hired and/or promoted on or after January 1, 2019, shall be compensated in accordance with the pay tables as attached and incorporated into this Agreement and marked as Appendix A.

Pay steps are based on satisfactory performance. For employees hired after January 1, 2019, employees are eligible for step increases on their annual date of hire anniversary date ~~for employees will be effective the 1st of the month following eligibility~~. For employees hired prior to January 1, 2019, who elect to be paid in accordance with this Section (as provided in Section 2), step increases shall become effective January 1 of each year. Progression through the pay steps will be accomplished by an annual review of employee performance. 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. 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.

New employees will generally start at Step 1. The City retains the sole discretion to start an employee at a higher step depending on qualifications and needs of the city. Progression through the pay steps will be as identified above.

Employees shall have no right under this Agreement to file a grievance regarding initial placement on the pay table. Denial or delay of a step increment shall be grievable through Step 3, but not arbitrable.

An appeal process is available to employees who disagree with the result of their annual performance review. To initiate the appeal process, an employee must request an appeal within seven (7) days of receiving the results of his/her annual performance review. The request must be submitted in writing and forwarded electronically to their applicable Department Head and the HR Director ~~Coordinator.~~ The appeal request must clearly identify the specific portion(s) of the employee's performance review as well as the recommended remedy.

The appeal will be decided by a three (3) person panel consisting of: the Union Business Agent, a City Administration representative, and a third-party neutral to be mutually agreed upon by the Union and the Employer ~~from the MN Bureau of Mediation Services.~~ This panel will hear up to a half hour of presentation from the employee and up to a half hour of presentation from the applicable Department Head or designee. The panel will issue a decision the same day as the presentation, if possible, and in any event within ~~five (5) business days~~ six weeks from the presentation. The decision of the panel will be final and binding and will not be subject to the grievance procedure under this Agreement.

Section 2. Employees Hired Before January 1, 2019.

Employees hired before January 1, 2019, must make a one-time election to be paid in accordance with either: (1) Section 1 of this Agreement and the pay table marked as Appendix A; or (2) this Section 2 of the Agreement. In order to make the election, an employee must inform the HR ~~Coordinator~~ Director, in writing (e-mail is acceptable, but not text message), of his or her choice no later than 4:30 p.m. on ~~April 12, 2019~~ February 12, 2021. Once the election is made, it is **irrevocable** and cannot be changed at a later date.

If an employee does not notify the HR ~~Coordinator~~ Director by 4:30 p.m. on ~~April 12, 2019~~ February 12, 2021, the employee will be deemed to have elected to be paid in accordance with Section 1 of this Agreement and the pay table marked as Appendix A. Such election by default is also **irrevocable** and cannot be changed at a later date.

Employees electing to be paid pursuant to this Section 2 will be paid as follows:

CLASSIFICATION	2.5% 1/1/~~19~~21	2.5% 1/1/~~20~~22
Street and Sewer Foreman	$~~34.65~~36.58	$~~35.69~~37.49
Maintenance IIII	$~~27.73~~29.27	$~~28.56~~30.00

~~Blade Operator/Mechanic/Heavy Equipment Operator/Sewer Lead Person~~

Maintenance II	$~~25.61~~27.04	$~~26.38~~27.72
Maintenance I	$~~23.56~~24.88	$~~24.27~~25.50

Section 6. When the Street and Sewer Foreman for the Street Department is absent for an entire day or more, the City Engineer or acting department head, will appoint an employee as acting supervisor. If the acting Supervisor has elected the "legacy option" pursuant to Section 2 of this Article, t~~T~~he acting Supervisor will receive 90% of the Street and Sewer Foreman's base wage rate. If the acting Supervisor elected or was placed on the wage grid noted in Section 1 of this Article, the acting Supervisor will receive the pay as identified in Section 5 of this Article.

3. **ARTICLE XII. Hospitalization.**

Should the city's contribution to hospitalization increase, the Street and Sewer department employees will receive that increase. The city contribution amount will not fall below the capped dollar amount of ~~$1,240.00~~ **$1,325.00** per month. If the bargaining unit wants to return to the City of Brainerd's health insurance plan, they may do so after the contract expires at the cost and percentage as the other City employees.

4. **ARTICLE XV. Central Pension Fund**

~~The contribution of one dollar and fifty cents ($1.50) per hour prevents an~~ An employee's annual CPF contributions cannot ~~from~~ exceed~~ing~~ Five Thousand Dollars $5000.00 in a year ~~and therefore complies~~ to comply with limitations set forth under Minnesota Statue §356.24, subd. 1(10) as amended in 2005. Effective January 1, 2021, the employee's contribution amount will increase by $.75 to $2.25 per hour. Effective January 1, 2022, the employee's contribution amount will increase by $.15 to $2.40 per hour.

5. **ARTICLE XVI. Period of Agreement - Approval**

Section 2. This Agreement, when signed by the proper officials of the City of Brainerd and Local Union # 49 and approved by the Union, shall become effective as of January 1, ~~2019~~ 2021 except as noted herein, and shall continue in effect through and until December 31, ~~2020~~2022. Thereafter, this Agreement shall be automatically renewed for terms of one (1) year each, unless legal notice of desire to terminate this Agreement is given by one party to the other at least ninety (90) days prior to the expiration date of December 31, 20~~20~~22.

6. **Notice Ending Past Practice regarding benefits during absences – Draft notice is attached.**

7. Retroactive Pay to January 1, 2021 will be allowed.

*NOTE: The City Council has not currently authorized the COLA included in this TA; however, with the union's affirmative vote, Staff will bring this tentative agreement package to the City Council for their review and consideration.

R E S O L U T I O N
No. :21

BE IT RESOLVED by the Council of the City of Brainerd to set the hourly wages for City employees who are members of the IUOE Local #49 (Street) Union as provided in its 2021 – 2022 Union Contract as described below.

Below is the 2021 - 2022 eight-step wage grid referenced above, and incorporated in Article XI, Section 1, as approved by the Council:

Street Maint I	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2021	21.21	22.27	23.33	24.38	25.45	26.51	27.58	28.64
1/1/2022	21.74	22.83	23.91	24.99	26.09	27.17	28.27	29.36
Street Maint II	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2021	22.94	24.09	25.25	26.38	27.53	28.68	29.83	30.97
1/1/2022	23.51	24.69	25.88	27.04	28.22	29.40	30.58	31.74
Street Maint III	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2021	25.78	27.07	28.35	29.64	30.93	32.23	33.52	34.80
1/1/2022	26.42	27.75	29.06	30.38	31.70	33.04	34.36	35.67
Street Foreman	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2021	28.40	29.82	31.23	32.66	34.08	35.51	36.92	38.34
1/1/2022	29.11	30.57	32.01	33.48	34.93	36.40	37.84	39.30

Below are the 2021 – 2022 base hourly wages referenced above, and incorporated in Article XI, Section 2, as approved by the Council:

CLASSIFICATION	2.5% 1/1/21	2.5% 1/1/22
Street and Sewer Foreman	$36.58	$37.49
Maintenance IIII Blade Operator/Mechanic/Heavy Equipment Operator/Sewer Lead Person	$29.27	$30.00
Maintenance II	$27.04	$27.72
Maintenance I	$24.88	$25.50

BE IT FURTHER RESOLVED that consistent with the Union Contract, union employees hired before January 1, 2019, must make a one-time election to be paid in accordance with either: (1) Article XI, Section 1, of the Union Contract (eight-step wage grid); or (2) Article XI, Section 2, of the Union Contract detailing a base wage adjustment. Said election must be made by February 12, 2021, and once the election is made, it is **irrevocable** and cannot be changed at a later date. If an employee elects the wage grid, the employee's initial placement on the wage grid will be identified as a Supplement to the union contract.

Adopted this ____ day of February, 2021.

_____
KELLY BEVANS
President of the Council

Approved this ____ day of February, 2021.

_____
DAVE BADEAUX
Mayor

ATTEST:_____
JENNIFER BERGMAN
City Administrator

[Print on City Letterhead] DRAFT

NOTICE

To: IUOE Local No. 49 (Street & Sewer Dept.) Employees

Cc: Todd Djonne - IUOE Business Representative

From: City Administrator Jennifer Bergman

Subject: Employee Policy Manual Clarification for Benefits during Absences

Date: November 5, 2020

In previous negotiations, the City provided the IUOE – Street Department Union a Notice Ending Past Practice that benefits including Holidays, Vacation and Sick Leave as well as insurance benefits would cease if the employee is not receiving 30 hours of pay per week or the full pay difference between their worker's comp check and their bi-weekly base salary if elected per Article VI of the IUOE union contract. Said notice also stated that approved FMLA leave will be excluded from this clarification as required Federal Law; further, once the 12-week FMLA leave has expired, these provisions shall be in force.

Please be advised that the intent of this notice is that effective January 1, 2021, the City will follow the Employee Policy Manual and applicable Union Contract Provisions that full-time employees must receive 40 hours of pay per week in order to be eligible for accruals and benefits. Further, and also effective January 1, 2021, the only benefits that will continue during an unpaid and approved FMLA leave, will be the benefits as required by Federal law.

This notice and the policy described herein, upon the effective date of such policy, will supersede any prior actions taken by the City of Brainerd inconsistent with such policy.

If you have any questions regarding the foregoing, feel free to contact HR Director Kris Schubert at 828-2307.

/ks
POSTED:

Brainerd City Council
Agenda Request

Requested Meeting Date: February 1, 2021

Title of Item: Approval of 2021-2022 IUOE (Parks) Union Contract Terms and Wages

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☑ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: HR Director Kris Schubert	**Department:** Human Resources
Presenter (Name & Title): Kris Schubert & Jennifer Bergman	**Estimated Time Needed:** 5 minutes

Summary of Issue:

The City has reached a tentative agreement with the International Union of Operating Engineers (IUOE) Local Union #49 (Parks Department) for the 2021-2022 Union Contract. The attached summary includes the items agreed to by both the City and Union during negotiations. The contract includes a 2.5% Cost of Living Adjustment (COLA) for both 2021 and 2022.

Alternatives, Options, Effects on Others/Comments:

The IUOE Parks Union members voted on January 15, 2021 and approved the attached tentative agreement.

Recommended Action/Motion:

1. Motion to approve the attached 2021-2022 Tentative Agreement Summary between the the City and IUOE Local No. 49 (Parks Department); and

2. Adopt the attached resolution setting the IUOE (Parks Department) wages for 2021 - 2022.

Financial Impact:

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

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

Is this budgeted? ☑ Yes ☐ No

Please Explain: 2021 wage adjustments were included in City's 2021 budget.

City of Brainerd – IUOE Local #49 (Parks) Union
***Tentative Agreement Terms**
January 6, 2021

The following is the tentative agreement package terms reached between the City of Brainerd and the IUOE Local #49 (Parks) Union during 2021-2021 contract negotiations. This package is for Union and City Council consideration/approval:

1. **Article XI. Wages -** Members of the Local 49ers are requesting consideration for a 2.5% COLA increase for both the legacy and grid options for both 2021 and 2022. If approved, the following is the proposed wage language.

Section 1. Wage Grid.

All employees hired and/or promoted on or after January 1, 2019, shall be compensated in accordance with the pay tables as attached and incorporated into this Agreement and marked as Appendix A.

Pay steps are based on satisfactory performance. For employees hired after January 1, 2019, employees are eligible for step increases on their annual date of hire anniversary date ~~for employees will be effective the 1st of the month following eligibility~~. For employees hired prior to January 1, 2019, who elect to be paid in accordance with this Section (as provided in Section 2), step increases shall become effective January 1 of each year. Progression through the pay steps will be accomplished by an annual review of employee performance. 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. 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.

New employees will generally start at Step 1. The City retains the sole discretion to start an employee at a higher step depending on qualifications and needs of the city. Progression through the pay steps will be as identified above.

Employees shall have no right under this Agreement to file a grievance regarding initial placement on the pay table. Denial or delay of a step increment shall be grievable through Step 3, but not arbitrable.

An appeal process is available to employees who disagree with the result of their annual performance review. To initiate the appeal process, an employee must request an appeal within

seven (7) days of receiving the results of his/her annual performance review. The request must be submitted in writing and forwarded electronically to their applicable Department Head and the HR Director ~~Coordinator.~~ The appeal request must clearly identify the specific portion(s) of the employee's performance review as well as the recommended remedy.

The appeal will be decided by a three (3) person panel consisting of: the Union Business Agent, a City Administration representative, and a third-party neutral to be mutually agreed upon by the Union and the Employer ~~from the MN Bureau of Mediation Services.~~ This panel will hear up to a half hour of presentation from the employee and up to a half hour of presentation from the applicable Department Head or designee. The panel will issue a decision the same day as the presentation, if possible, and in any event within ~~five (5) business days~~ six weeks from the presentation. The decision of the panel will be final and binding and will not be subject to the grievance procedure under this Agreement.

Section 2. Employees Hired Before January 1, 2019.

Employees hired before January 1, 2019, must make a one-time election to be paid in accordance with either: (1) Section 1 of this Agreement and the pay table marked as Appendix A; or (2) this Section 2 of the Agreement. In order to make the election, an employee must inform the HR ~~Coordinator~~ Director, in writing (e-mail is acceptable, but not text message), of his or her choice no later than 4:30 p.m. on ~~April 12, 2019~~ February 12, 2021. Once the election is made, it is **irrevocable** and cannot be changed at a later date.

If an employee does not notify the HR ~~Coordinator~~ Director by 4:30 p.m. on ~~April 12, 2019~~ February 12, 2021, the employee will be deemed to have elected to be paid in accordance with Section 1 of this Agreement and the pay table marked as Appendix A. Such election by default is also **irrevocable** and cannot be changed at a later date.

Employees electing to be paid pursuant to this Section 2 will be paid as follows:

CLASSIFICATION	2.5% 1/1/~~19~~21	2.5% 1/1/~~20~~22
Parks Maintenance	$~~23.56~~24.88	$~~24.27~~25.50
Parks Maintenance Foreman	$~~29.10~~30.72	$~~29.97~~31.49

Section 6. When the Park Maintenance Foreman for the Park and Recreation Department is absent for an entire day or more, the Director of Parks and Recreation or designee ~~acting Department Head~~, will appoint an employee as acting supervisor. If the acting Supervisor has elected the "legacy option" pursuant to Section 2 of this Article, tThe acting Supervisor will receive 90% of the Park Maintenance Foreman's base wage rate while actually working as the Acting Foreman. If the acting Supervisor elected or was placed on the wage grid noted in Section 1 of this Article, the acting Supervisor will receive the same step at the higher classification that they are currently placed

pursuant to the wage grid attached to the Agreement as Appendix A. As an example, if the employee is currently placed on Step 5 in his or her position, he or she will receive the Step 5 wage for the higher classification while actually working at the higher classification.

2. **ARTICLE XII. Hospitalization.**

Should the city's contribution to hospitalization increase, the Parks and Recreation Department employees will receive that increase. The city contribution amount will not fall below the capped dollar amount of ~~$1,240.00~~ **$1,325.00** per month. If the bargaining unit wants to return to the City of Brainerd's health insurance plan, they may do so after the contract expires at the cost and percentage as the other City employees.

3. **ARTICLE XV. Central Pension Fund**

~~The contribution of one dollar ($1.00) per hour prevents an~~ An employee's annual CPF contributions cannot ~~from~~ exceed~~ing~~ Five Thousand Dollars $5000.00 in a year ~~and therefore complies~~ to comply with limitations set forth under Minnesota Statue §356.24, subd. 1(10) as amended in 2005. Effective January 1, 2021, the employee's contribution amount will increase by $.20 to $1.20 per hour. Effective January 1, 2022, the employee's contribution amount will increase by $.20 to $1.40 per hour.

4. **ARTICLE XVI. Period of Agreement - Approval**

Section 2. This Agreement, when signed by the proper officials of the ~~Parks and Recreation Department~~ City of Brainerd and Local Union # 49 and approved by the Union, shall become effective as of January 1, ~~2019~~ 2021 except as noted herein, and shall continue in effect through and until December 31, ~~2020~~2022. Thereafter, this Agreement shall be automatically renewed for terms of one (1) year each, unless legal notice of desire to terminate this Agreement is given by one party to the other at least ninety (90) days prior to the expiration date of December 31, 20~~20~~22.

5. **Notice Ending Past Practice regarding benefits during absences – Draft notice is attached.**

6. **Retroactive Pay to January 1, 2021 will be allowed.**

*NOTE: The City Council has not currently authorized the COLA included in this TA; however, with the union's affirmative vote, Staff will bring this tentative agreement package to the City Council for their review and consideration.

R E S O L U T I O N
No. :21

BE IT RESOLVED by the Council of the City of Brainerd to set the hourly wages for City employees who are members of the IUOE Local #49 (Parks) Union as provided in its 2021 – 2022 Union Contract as described below.

Below is the 2021 - 2022 eight-step wage grid referenced above, and incorporated in Article XI, Section 1, as approved by the Council:

Park Maintenance	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2021	19.98	20.98	21.99	22.99	23.99	24.99	25.99	26.99
1/1/2022	20.48	21.50	22.54	23.56	24.59	25.61	26.64	27.66
Parks Foreman	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2021	25.77	27.07	28.35	29.65	30.93	32.23	33.52	34.80
1/1/2022	26.41	27.75	29.06	30.39	31.70	33.04	34.36	35.67

Below is the 2021 – 2022 base hourly wages referenced above, and incorporated in Article XI, Section 2, as approved by the Council:

Classification	2.5% 1/1/21	2.5% 1/1/22
Parks Maintenance	$24.88	$25.50
Parks Maintenance Foreman	$30.72	$31.49

BE IT FURTHER RESOLVED that consistent with the Union Contract, union employees hired before January 1, 2019, must make a one-time election to be paid in accordance with either: (1) Article XI, Section 1, of the Union Contract (eight-step wage grid); or (2) Article XI, Section 2, of the Union Contract detailing a base wage adjustment. Said election must be made by February 12, 2021, and once the election is made, it is **irrevocable** and cannot be changed at a later date. If an employee elects the wage grid, the employee's initial placement on the wage grid will be identified as a Supplement to the union contract.

Adopted this ____ day of February, 2021.

_____
KELLY BEVANS
President of the Council

Approved this ____ day of February, 2021.

_____
DAVE BADEAUX
Mayor

ATTEST:_____
JENNIFER BERGMAN
City Administrator

[Print on City Letterhead] DRAFT

NOTICE

To: IUOE Local No. 49 (Parks & Recreation Department) Employees

Cc: Todd Djonne - IUOE Business Representative

From: City Administrator Jennifer Bergman

Subject: Employee Policy Manual Clarification for Benefits during Absences

Date: November 5, 2020

In previous negotiations, the City provided the IUOE – Parks and Recreation Department Union a Notice Ending Past Practice that benefits including Holidays, Vacation and Sick Leave as well as insurance benefits would cease if the employee is not receiving 30 hours of pay per week or the full pay difference between their worker's comp check and their bi-weekly base salary if elected per Article VI of the IUOE union contract. Said notice also stated that approved FMLA leave will be excluded from this clarification as required Federal Law; further, once the 12-week FMLA leave has expired, these provisions shall be in force.

Please be advised that the intent of this notice is that effective January 1, 2021, the City will follow the Employee Policy Manual and applicable Union Contract provisions that full-time employees must receive 40 hours of pay per week in order to be eligible for all accruals and benefits. Further, and also effective January 1, 2021, the only benefits that will continue during an unpaid and approved FMLA leave, will be the benefits as required by Federal law.

This notice and the policy described herein, upon the effective date of such policy, will supersede any prior actions taken by the City of Brainerd inconsistent with such policy.

If you have any questions regarding the foregoing, feel free to contact HR Director Kris Schubert at 828-2307.

/ks
POSTED:

Brainerd City Council
Agenda Request

Requested Meeting Date: February 1, 2021

Title of Item: Annual Review of Investment Policy

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☑ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Connie Hillman	**Department:** Finance
Presenter (Name & Title): Finance Director Hillman	**Estimated Time Needed:** 5 Minutes

Summary of Issue:

Per the City's investment policy, it is to be reviewed annually at the first regular meeting in February. Staff is not suggesting any changes at this time, except for one tiny correction where it says County instead of City (page 2).

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve the policy as presented.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

CITY OF BRAINERD
INVESTMENT POLICY

This policy covers all monies of the City of Brainerd and includes deposits and investments of funds deposited in interest bearing accounts.

It is a common occurrence for the City of Brainerd to have cash balances in various fund accounts which, though allocated for a specific purpose, are temporarily not needed. It is the policy of the City that any fund with a cash balance which will remain unexpended for a reasonable period of time, shall be invested in a manner as outlined below.

The investment policy of the City of Brainerd encompasses the following principles:

1. Safety of principal
2. Chief Investment Officer
3. Consultants
4. Collateralization
5. Authorized investments
6. Prohibited investments
7. Maximum investment
8. Pooling of investments
9. Liquidity
10. Maximum interest earnings

SAFETY OF PRINCIPAL

Safety of principal is the first priority in investing City funds. The City invests only in those investment instruments authorized by Statute, Minnesota Statutes Chapters *118A* and as amended set forth the authorized investments for a municipality. Depositories as designated shall have insurance through the FDIC (Federal Insurance). To ensure safety, it is the policy of the City that when considering an investment, all depositories under consideration be cross-checked against existing investments to make certain that funds in excess of insurance limits are not made in the same institution unless collateralized as outlined below.

CHIEF INVESTMENT OFFICER

The chief investment officer will be the City Administrator/Clerk-Treasurer, who will assure compliance with this policy and further develop and maintain adequate controls, procedures and methods assuring safe and accurate accounting on a day-to-day basis, with the approval of the Personnel and Finance Committee of the Brainerd City Council. The day-to-day investment activities are handled by the City Finance Director and Secretary of the Brainerd Public Utilities Commission in accordance of this Policy. The City Administrator/Clerk-Treasurer will provide the Personnel and Finance Committee, on a regular basis, all and any information requested by the Committee. The Chairman of the Committee will, in turn, keep the elected officials fully apprised of any problems, changes or irregularities which may occur to assure proper handling of City funds.

CONSULTANTS

The retention of consultants, agreements with money managers, etc., will not be authorized without express consent of the Council after recommendation by the Personnel and Finance Committee and the City Administrator/Clerk-Treasurer.

COLLATERALIZATION

In accordance with Minn. Stat. 118A the total amount of the collateral computed at its market value shall be at least ten percent more than the amount on deposit at the close of the financial institution's bank day, except that where the collateral is irrevocable standby letters of credit issued by Federal Home Loan Banks, the amount of collateral shall be at least equal to the amount on deposit at the close of the financial institution's banking day.

Collateralization will be required on the following types of investments:

(1) Certificates of Deposit
(2) Demand Deposits

Collateral is limited to securities allowable pursuant to Minn. Stat. 118A.03.

For cash deposits on hand, collateralization shall be in the form of specific securities with an active secondary market for the ~~County~~ City held by an independent third party as detailed in statute 118A.06. The only exceptions are Federal Depository Insurance Corporation (FDIC).

AUTHORIZED INVESTMENTS

The City of Brainerd will only invest in securities authorized by Minnesota Statute 118A.04 and 118A.05. Examples of authorized investments are as follows:

1. Savings/demand deposits
2. Certificates of Deposit (CD's)
3. U.S. Treasury obligations
4. U.S. Agency Securities such as:
    a. Federal Home Loan Bank System (FHLB)
    b. Federal Home Loan Mortgage Corporation (FHLMC)
    c. Federal Farm Credit Bureau (FFCB)
    d. Federal National Mortgage Association (FNMA)
5. Municipal Securities. The statute allows the City to invest in municipal securities of state or local government agencies with taxing power and a rating of "A" or better by a national bond rating agency.

MAXIMUM INVESTMENT

It is the policy of the City to determine its cash balance on a daily basis for the purpose of investing excess funds.

POOLING OF INVESTMENTS

For the purpose of making the maximum amount of funds available for investment, the cash for all City funds is pooled in an investment account. Interest earnings are allocated among the various funds based upon their semi-annual average cash balance.

LIQUIDITY

The purpose of having part of the City's investment portfolio in very liquid funds is to ensure that funds will be available should unexpected large bills be presented for payment.

MAXIMUM INTEREST EARNINGS

After the liquidity needs and scheduled maturity needs are satisfied, the balance of the funds available for investment are placed with institutions that offer the greatest safety and highest rate of return consistent with the maturities as determined by the City. Quotations or telephone bids are normally taken for all investments, whether they are short term or long term. This alleviates the problem of whom to place the investment with.

ANNUAL REVIEW

It shall be the practice of the City Council to review and approve the investment policy each year on the first regular meeting of February.

Reviewed and Approved this _____ day of February, 2021.

_____

JENNIFER BERGMAN
City Administrator

CITY OF BRAINERD
SAFETY AND PUBLIC WORKS COMMITTEE
AGENDA

February 1, 2021
6:30 PM
WebEx Teleconference Call-In Information
Call Toll-Free: 844-992-4726
Access Code: 146 250 6194

1. 2021 Sanitary Sewer Update Presentation

2. 2021 Street Rating and Pavement Rating Update Presentation

Brainerd City Council
Agenda Request

Requested Meeting Date: February 1, 2021

Title of Item: Sanitary Sewer Update Presentation

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☑ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☑ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer/Interim PW Dir. Sandy	**Department:** Engineering
Presenter (Name & Title): City Engineer/Interim PW Dir. Sandy	**Estimated Time Needed:** 20-30 Minutes

Summary of Issue:

To continue on with the Safety and Public Works Committee on presenting materials related to our street and sewer system, staff has prepared and updated a presentation that has been given in the past in relation to the history/age/condition of our sanitary sewer system.

Alternatives, Options, Effects on Others/Comments:

This is an informational presentation to help the committee and council wrap their heads around the overall sewer system in the City.

Recommended Action/Motion:

Question will be answered during and after the presentation.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

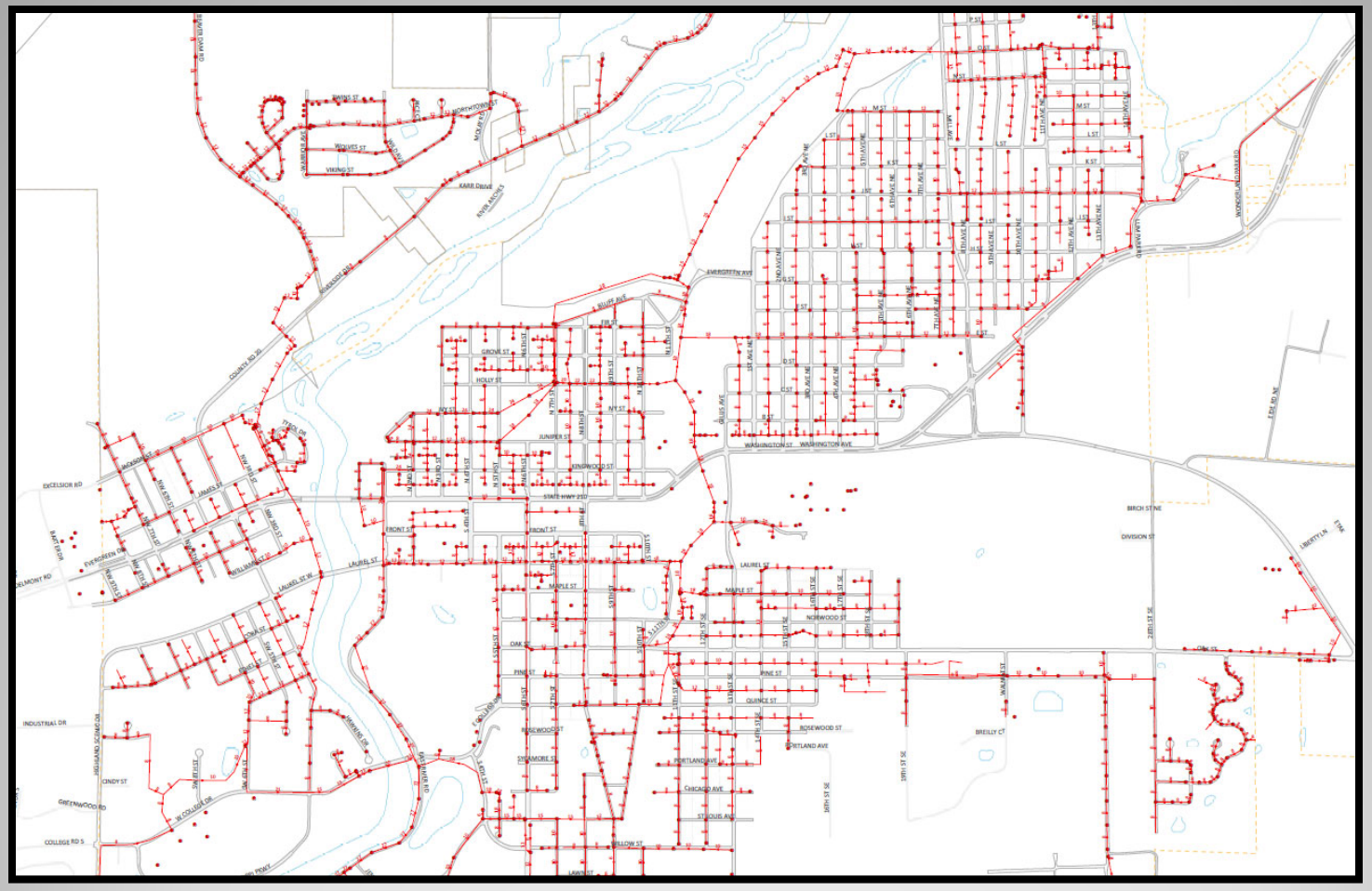
Please Explain:

City of Brainerd

Sanitary Sewer Update
January 2021

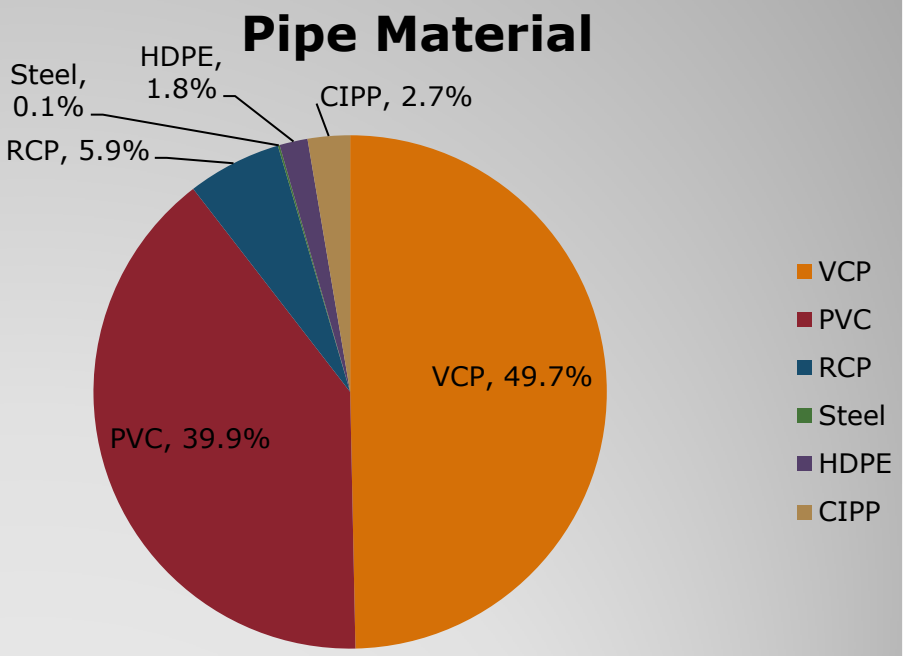
Outline

- Current Sanitary Sewer System
- Sanitary Sewer Fund
- 2000 vs. 2021 – How the system has changed in 20 years
- Sanitary Sewer Issues
- Sewer Repair/Replacement/Rehab Solutions
- Summary

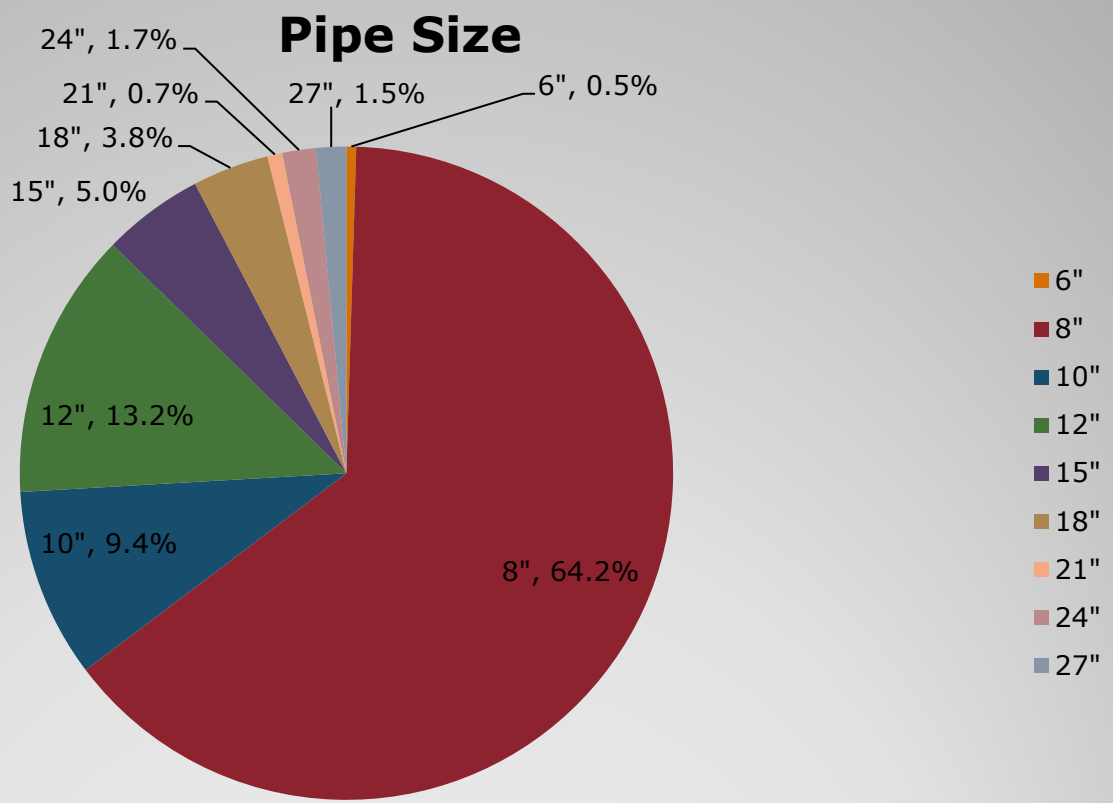


Sanitary Sewer System

- Approximately 76 miles of pipe (401,412 LF)
  - 6”-27” Pipe
  - Average Age (2021) = 50.1 years old (1970.9)
  - Oldest sewer – 1904
    - 1900-1939 (81-120 yrs)
      - 91,022 LF (17.24 miles)
    - 1940-1979 (41-80 yrs)
      - 128,365 LF (24.31 miles)
    - 1980-Present (0-40 yrs)
      - 189,488 LF (35.89 miles)
- Approximately 1,450 MH’s
- 16 Lift Stations (BPU)



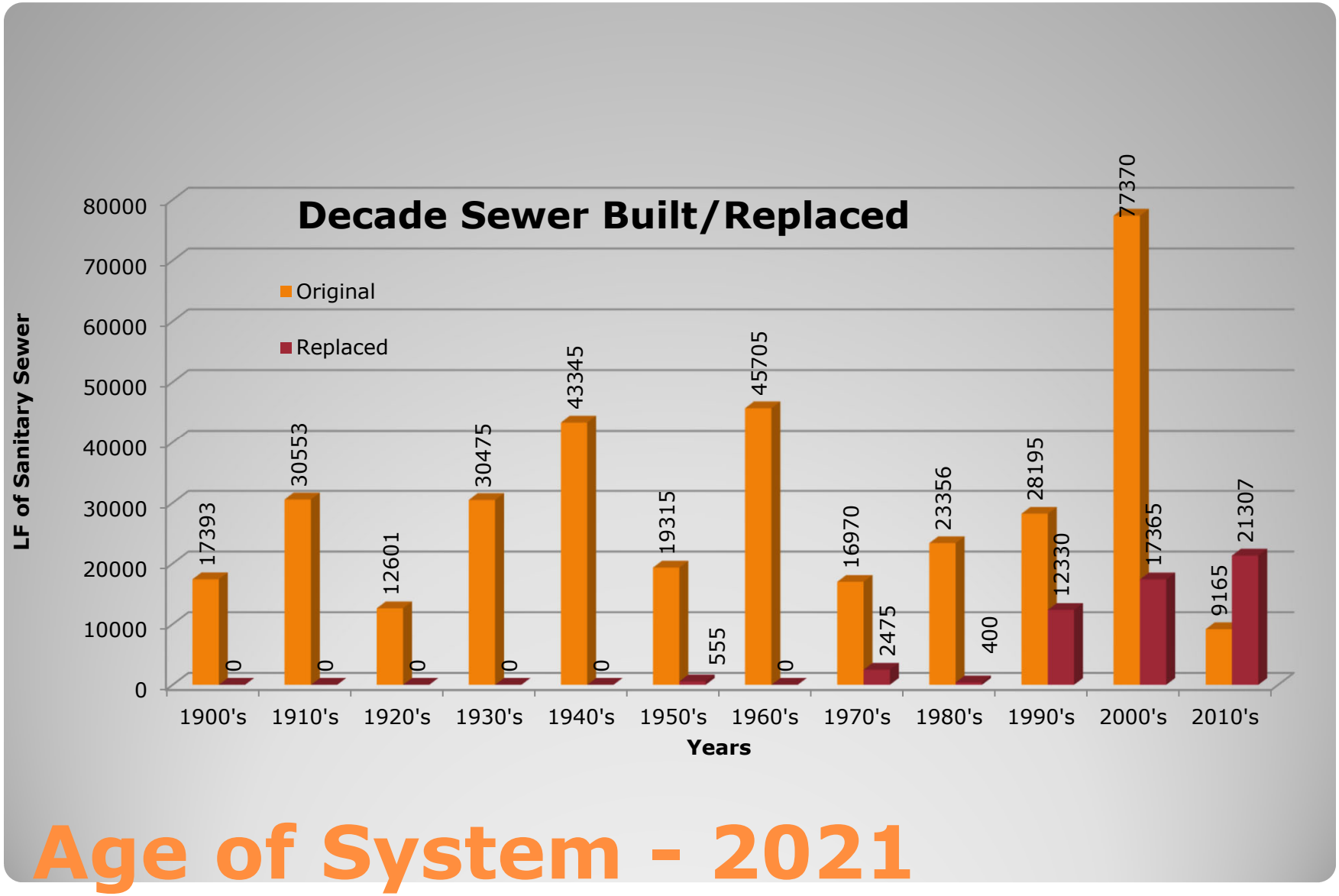
Sanitary Sewer Collection System



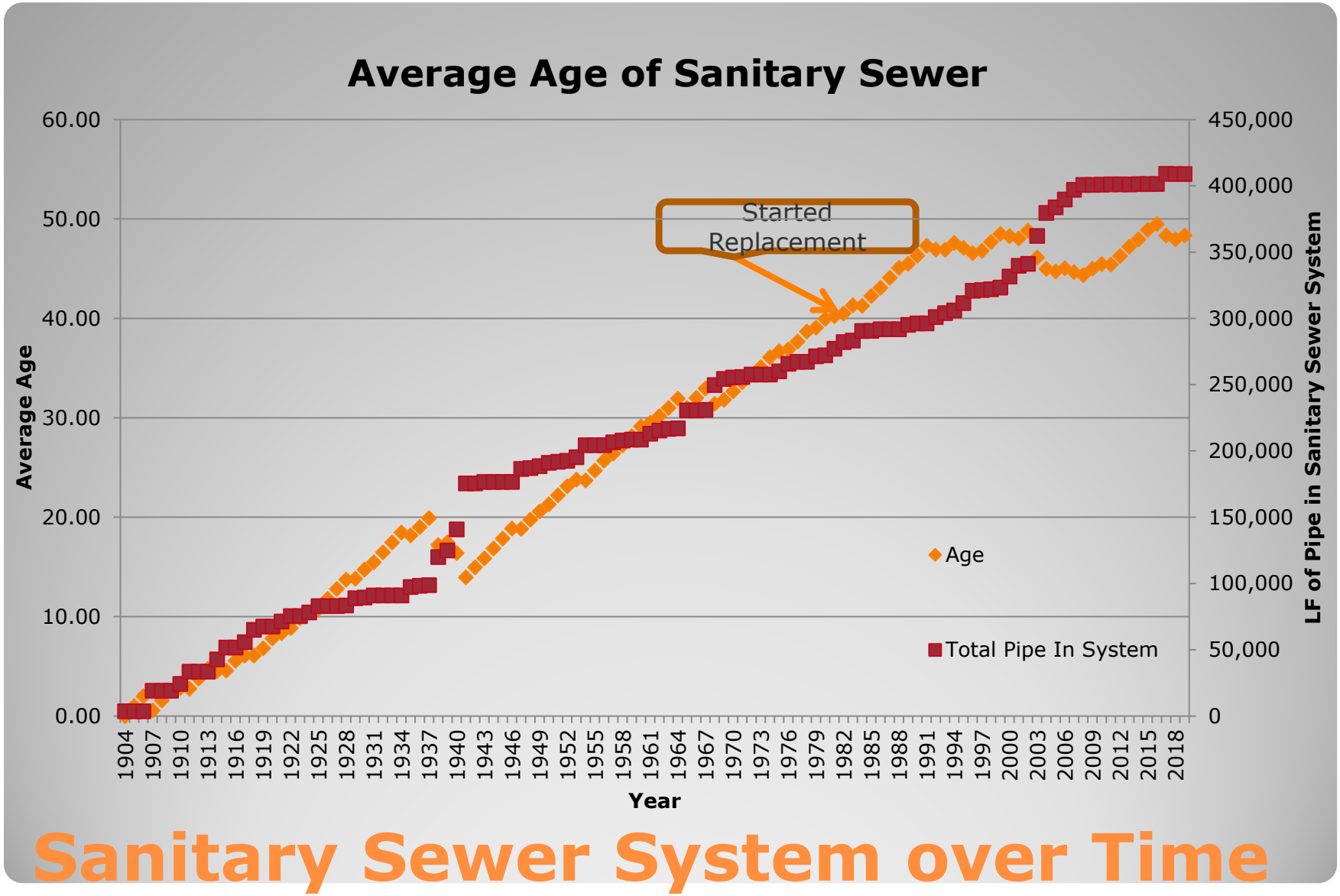
Sanitary Sewer Collection System

Year	Original	Replaced	Total	%
1900's	17393	0	17393	4.3%
1910's	30553	0	30553	7.5%
1920's	12601	0	12601	3.1%
1930's	30475	0	30475	7.5%
1940's	43345	0	43345	10.6%
1950's	19315	555	19870	4.9%
1960's	45705	0	45705	11.2%
1970's	16970	2475	19445	4.8%
1980's	23356	400	23756	5.8%
1990's	28195	12330	40525	9.9%
2000's	77370	17365	94735	23.2%
2010's	9165	21307	30472	7.5%

Age of System - 2021



Age of System - 2021



Sanitary Sewer System over Time

Sanitary Sewer Fund History

- Purpose
  - Operations
  - Supplies
  - Equipment
  - Replacement of System
- Started in 1992
  - Rate of $0.62/1000 Gallons
- Raised rate in April 2006
  - Rate of $1.00/1,000 Gallons

- Raised rate on January 1, 2015
  - Rate of $1.25/1,000 Gallons
- Raised rate on January 1, 2016
  - Rate of $1.50/1,000 Gallons
- Lowered rate to $1.45/1,000 Gallons and added a Customer User Fee on January 1, 2017
- Rate of $1.40/1,000 Gallons + user fee based on water meter size per consultant recommendation in 2019.
- Rate Study budgeted for 2021 to Analyze both Sanitary and Storm Sewer Rate Designs to current needs.

New Sanitary Sewer Constructed

- Since 2000, Added 86,798 LF of New Sewer Pipe
  - 27% increase in size of the system
- Increased responsibility
  - Gopher One Locates
  - Maintenance
- Increased future replacement/rehab needs

- Projects
  - Riverside Dr & Beaver Dam Rd
  - Northtown & Northtown West
  - Serene Pines & Ellingson Addn.
  - Stonebridge Addn.
  - Brainerd Oaks
  - Willows Addn.
  - Crescent Hills & Dumbeck
  - BN Center
  - Wright St Extension
  - Industrial Park 2-4
  - Wonderland Park
  - Oak St & TH 25 Extension
  - NE & SW Brainerd Extensions
  - Airport Utility Extension

Replacement or Rehab Projects Completed

- Since 2000 (20 years), replaced or rehabbed 42,677 LF (8.10 miles) (10.4% of 2021 system)

- O St
- Bluff Ave
- 11th & 12th St SE
- Laurel St
- Oak St
- Evergreen Interceptor
- Mill Ave
- Downtown Brainerd
- S 8th St, Willow – Washington
- N 2nd St
- S 7th St
- SE 19th St
- Garfield Streets
- Maple Street
- SE Brainerd Alley (Oak to Pine)
- "The Hole" Interceptor

New Construction, Replacement or Rehab Projects Completed

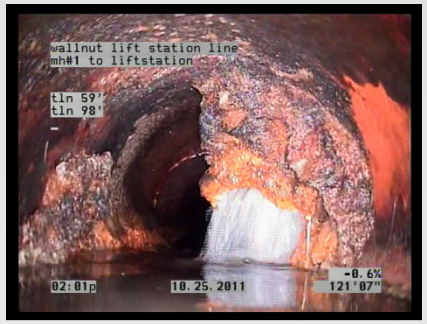
- Total Investment (since 2000):
  - $14,127,824
- Total Pipe Replaced, Added, or Rehabbed (since 2000)
  - 129,475 LF
- Average Cost/LF (since 2000)
  - $110/LF

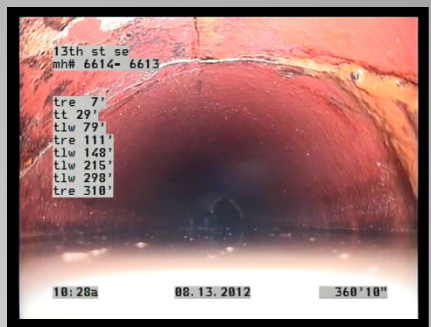
- Costs Include Surface Restoration when Directly Attributable to the Sewer Replacement (but/for test).
- Cost reflective of a good cross section of work.

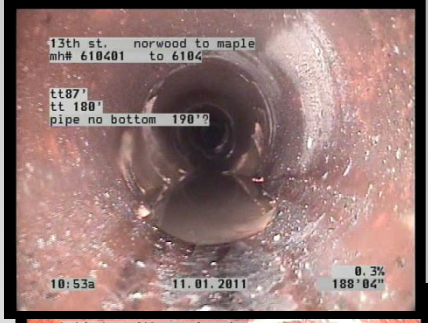
Summary (Since 2000)

- Sanitary system has expanded 27%
- System has gotten older
  - Average Age 49.4 years
  - 37.87 miles of pipe >50 yrs
    - 48.9% of sewer system
- Maintenance requirements have increased
- Costs of maintenance and upgrading have increased
- Funds available to upgrade sewers has decreased

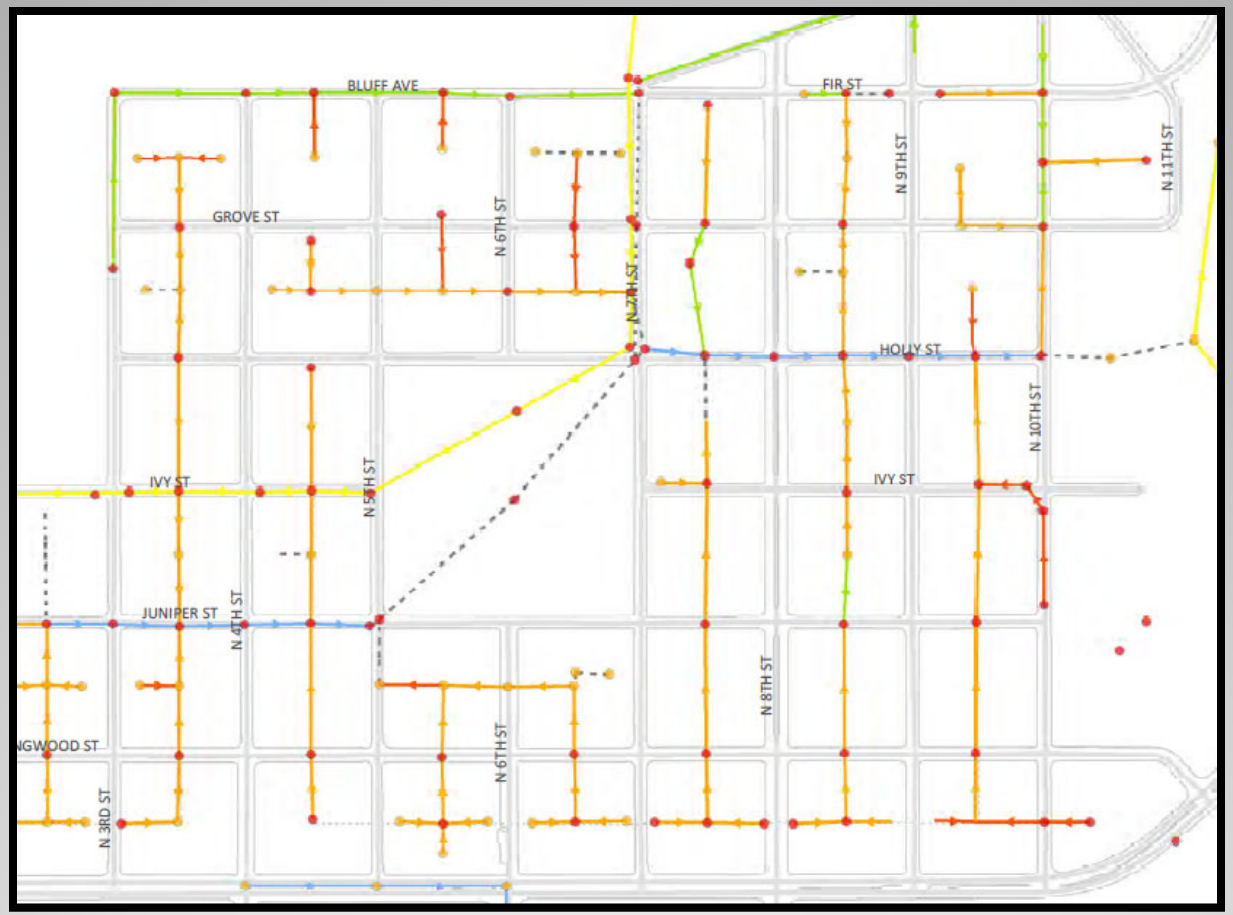
- Roots
  - Backups/maintenance
- Belly (standing water)
  - Backups/maintenance
- Cracked pipe
  - Increased risk of failure
- Failed Joints
  - Infiltration
    - Increased treatment costs
  - Can't maintain
    - Increased risk of failure
    - Increase risk of backups
- Inflow/Infiltration
  - Sump Pumps
    - Increased Treatment Costs
    - Lost Capacity
  - Foundation Drains
    - Increased Treatment Costs
    - Lost Capacity







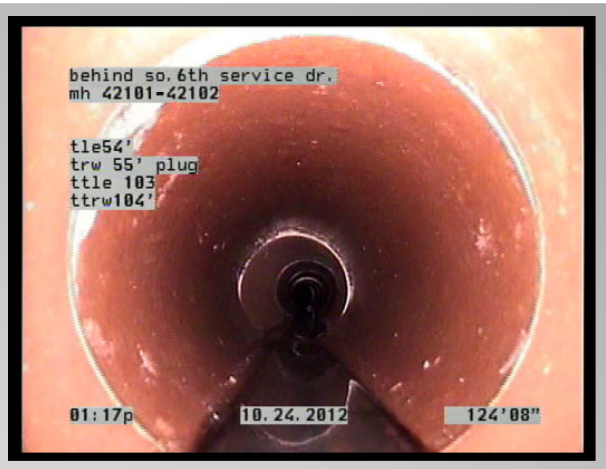
Sanitary Sewer Issues



Sewer Maintenance Requirements

Sanitary Sewer Maintenance Requirements

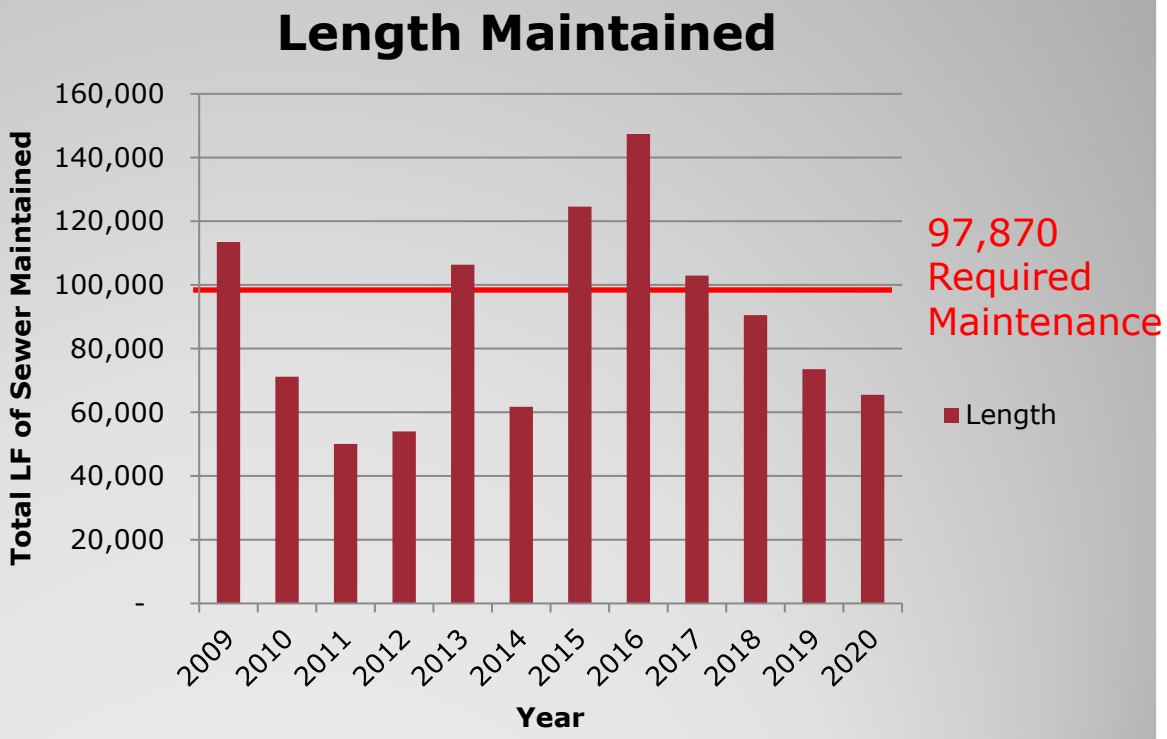
- Required Maintenance per City Policy Adopted December 2010
  - City Adopted per LMC Insurance Requirements
    - Major Problem Lines- 2-3x/Yr
    - Problem Lines – 1x/Yr
    - Clay – 2-5 Years
    - PVC/CIPP – 6-10 Years
    - Interceptors – 11-20 Years
- 2021 Maintenance Requirements – 97,870 LF
- Rodding – Roots/Blockages
- Jetting – Roots/Buildups



Maintenance Required			
Maintenance	**Factor**	**Length**	**Length/Yr**
3x/Yr	3	3,425	10,275
1x/Yr	1	39,371	39,371
2-5 Yr	0.2	154,038	30,808
6-10 Yr	0.1	148,811	14,881
1-20 Yr	0.05	50,735	2,537
unknown	0	4,970	0
Required Maintenance LF/Yr =			**97,872**

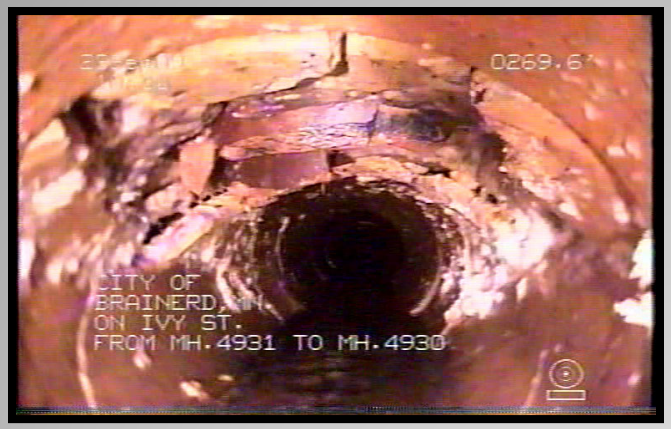
Sewer Maintenance Requirements

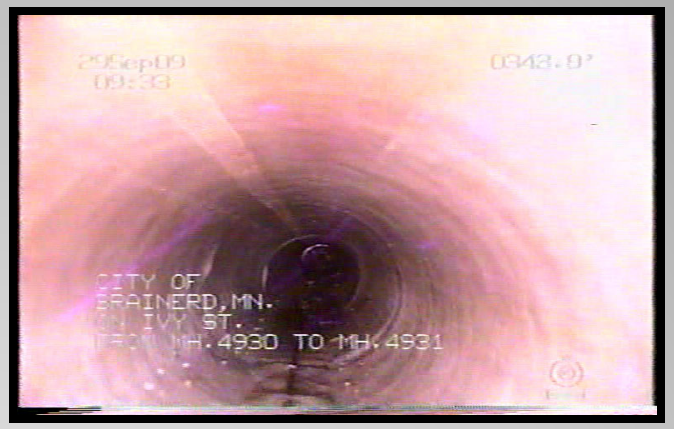
- **Street & Sewer Personnel**
  - 2008 – 10
  - 2009 – 9
  - 2010 – 7
  - 2011 – 6
  - 2012 – 5.5
  - 2013 – 7
  - 2016 – 7
  - 2020 - 8

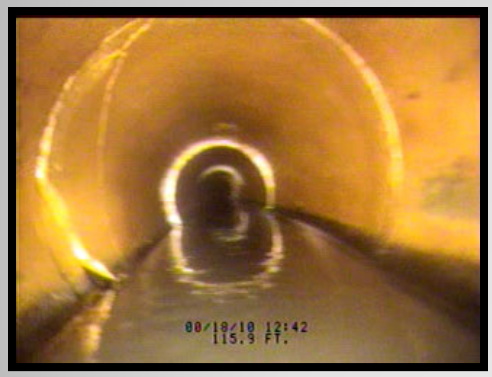


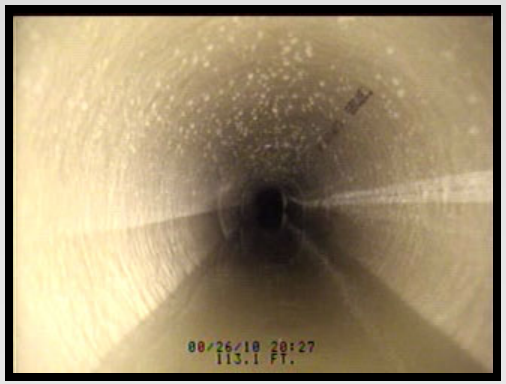
Sewer Upgrade Methods

- **Excavation (Replacement)**
  - Pros
    - Works well in streets
    - Can be very cost effective with ideal conditions
    - Can fix alignment/size issues
    - Replace or add service laterals
  - Cons
    - Deep sewer can be costly
    - Utility conflicts
    - High water table can be expensive
    - Difficult in narrow locations
- **Pipe Bursting (Replacement)**
  - Pros
    - Can upsize pipe
  - Cons
    - Expensive
    - Need to dig services
- **Cured in Place Pipe (CIPP) (Rehab)**
  - Pros
    - Cost Effective
    - No surface impacts
    - Very fast – no disruptions
    - Costs the same regardless of depth, water table
  - Cons
    - Pipe needs to be in fair condition
    - Can not fix belly's
    - Can not fixed collapsed pipe
    - Can not fix crushed pipe
    - Does not repair taps or services
    - Can not upsize pipe
    - Can not change alignment
- **Patching (Repair)**
  - Pros
    - Can fix small problems
  - Cons
    - Expensive – not viable long term









Sanitary Sewer Upgrade Methods

Sanitary Sewer Upgrade Methods – Video – Example of a Good CIPP (Cured in Place Pipe) Candidate

Sanitary Sewer Upgrade Methods – Video – CIPP (Cured in Place Pipe)

Sanitary Sewer Upgrade Methods – Video – Example of a Good Replacement Candidate

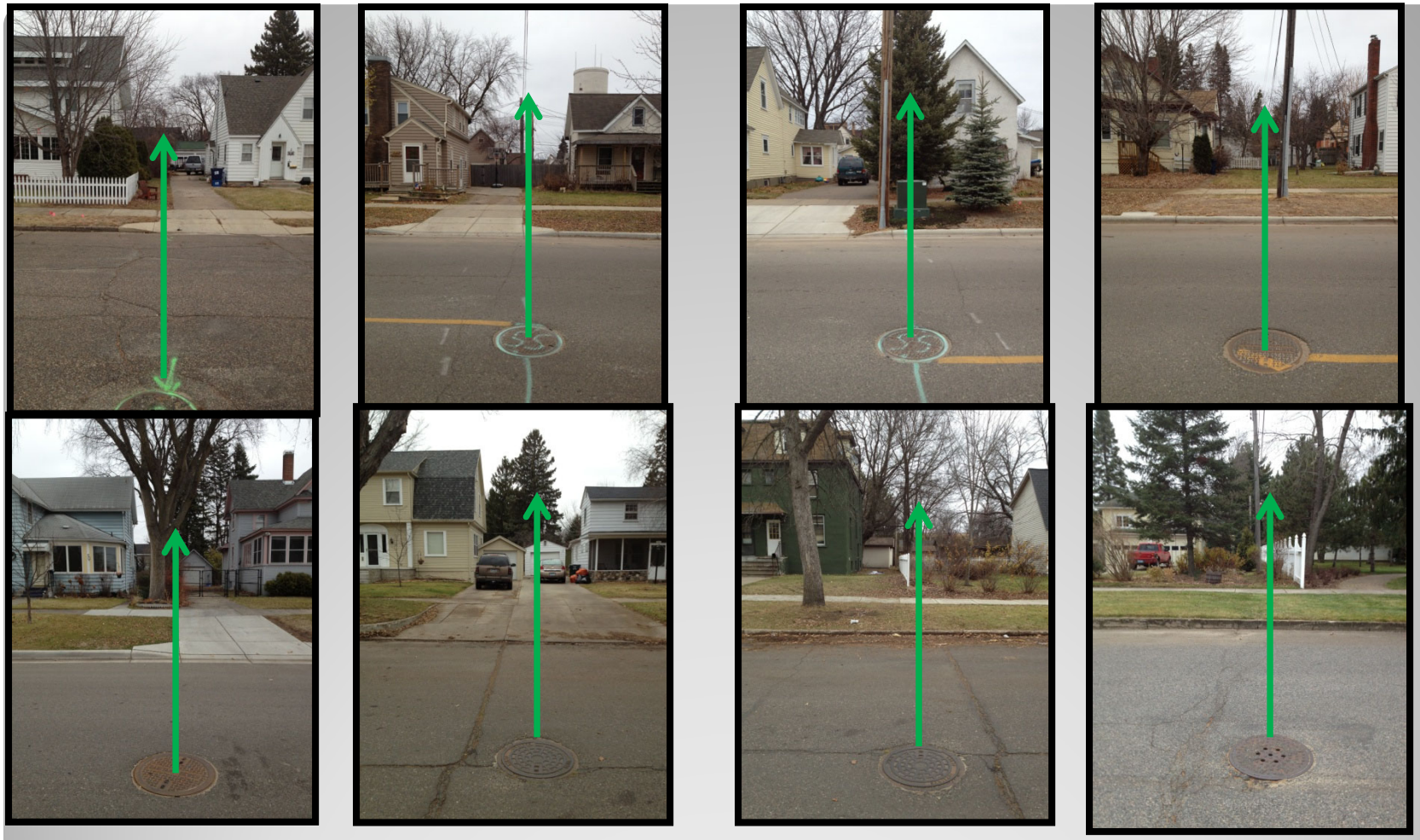
Sanitary Sewer Upgrade Methods – Video – Example of a Good Replacement Candidate

Sanitary Sewer Upgrade Methods – Video – New PVC

Sewer Upgrade Average Costs

- Normal Excavation
  - $30,000/block (380’)
  - $79.00/LF
- Deep Excavation >15’
  - $35,000/block
  - $92.00/LF
- Alleys
  - $40,000/block
  - $105.00/LF
- Cured In Place Pipe/MH Rehab
  - $21,000/block
  - $55.00/LF

- Cost based on actual project costs
- Costs do not include surface restoration



North Brainerd Sanitary Sewer Locations

Sanitary Sewer Excavation Impacts

Reasons to be Proactive vs. Reactive

- Cost $$$$$
  - It is cheaper to rehab pipe and MH's than replace them
  - Less public impacts
  - If pipe deteriorate too bad, it can not be rehabbed; it must be replaced (excavated)
- Some areas can only be rehabbed cost effectively by CIPP
- Lessens Risk
  - Cost of failure of lines can be very costly
- Will reduce maintenance
  - Other lines can get maintenance

Sanitary Sewer Priority List

- Yearly Sanitary Sewer Replacement Rehab
  - Replace or rehabilitate sewer 1940 and older in 20 years
  - Average Annual Investment Estimated at $400,000

- Priority List
  - N Brainerd Laterals
    - Lines 80-100 years old
    - Many lines not accessible for excavation equipment
  - NE Brainerd Laterals
    - Lines 80-100 years old
    - Alleys
  - SE Brainerd Laterals
    - Lines 80-100 years old
    - High water table
    - Alleys
  - Main Interceptor
    - 1,000,000 Gallons/Day
    - Built in 1938 (74 yrs old)
    - Any failure in pipe is a major problem

Questions?

Brainerd City Council
Agenda Request

Requested Meeting Date: Febraury 1, 2021

Title of Item: 2021 Street Pavement/Assessment Update

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☑ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☑ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer/Interim PW Dir. Sandy	**Department:** Engineering
Presenter (Name & Title): City Engineer/Interim PW Dir. Sandy	**Estimated Time Needed:** 20-30 Minutes

Summary of Issue:

In 2021, staff will be performing a tri-annual full inventory of our pavements around the City, utilizing pavement scoring criteria, evaluating distresses, and using formulas to compute a pavement score for the City Street system.

Alternatives, Options, Effects on Others/Comments:

This presentation is an overview of where we were in 2018 during the last rating cycle, and gives a broad picture of "how we are doing" in maintaining our pavement conditions and staying on track with resurfacing/reconstruction/seal coating. The intent is to show a before and after once the scores from this years' analysis are quantified and entered. The second presentation should happen around this time in 2022.

Recommended Action/Motion:

Informational only. Questions will be answered during and after the presentation.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

CITY OF BRAINERD

Pavement Management

Streets & Alleys

- 83.06 miles of streets
  - 80.20 miles paved
  - 0.17 Bridge
  - 2.61 miles unpaved
- 16.26 miles of alleys
  - 2.73 miles paved
  - 13.53 miles unpaved

2010-2021 (10 Years)

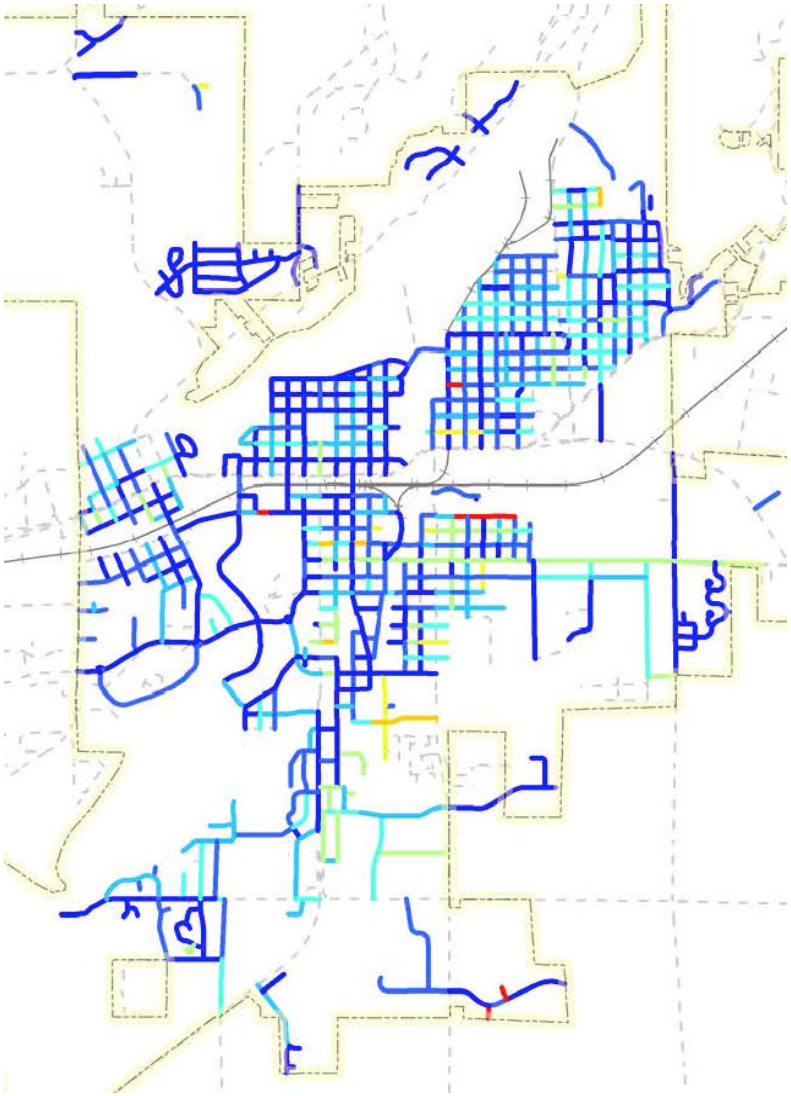
- Reconstructed or Resurfaced 104,042 LF (19.70 miles) of Street Length
  - 24.57% of the improved street system in Brainerd
  - 2.46% of the street system replaced per year or one time every 40.65 years.
  - Cost of $19,083,422 - $1,908,342 per year (Construction and Engineering)
- Seal coated 149,820 LF (28.38 miles)
  - 35.38% of the improved street system in Brainerd
  - 3.54% of street system preserved per year or one time every 28.25 years
  - Cost of $1,039,743
- Cumulative Reconstructed, Resurfaced, and Preserved 253,862 LF (48.08 miles of street length)
  - 59.95% of the improved street system in Brainerd
  - 6.0% of street system reconstructed/resurfaced/preserved per year or one time every 16.7 years
  - Cost of $20,123,165 - $2,012,617 per year (Construction and Engineering)

Past Projects

- S 8th St
- Tyrol Hills
- S 6th West Frontage Road
- S 7th St
- College Dr.
- N 10th St
- S 5th St
- SW 4th Street
- East River Road
- N 8th Street
- Willow Street
- Garfield Streets (10th, 11th, J, L)
- SE 28th Street
- NW Brainerd Resurfacing (James Street, NW 5th, NW 7th, NW 8th, NW 3rd)
- Jackson Street
- Buffalo Hills Lane
- Oak Street
- S 6th Street East Frontage Road
- S 6th Street (with MnDOT)
- Brook Street and SE 10th Street
- College Drive (Mill and Overlay)
- NE Brainerd Resurfacing (O Street, P Street, 10th Ave NE, J Street)
- 5th Avenue NE, B Street, C Street, D Street
- H Street and 10th Avenue NE

Bituminous Surface Rating

- The City undertook a Pavement Management Program back in 2005.
- Program rates each segment of street on a scale of 0-4 (0=Poor Condition, 4=Perfect Condition) using equations that measure different deficiencies found in pavements.
- The entire street system in Brainerd was rated in 2005, 2012, 2015, and 2018 (most recent).



4 Data Sets - Surface Rating Comparison Between Years

2005

- 0.0 – 4.0 Poor - Good
- **City – 3.25/4.0**
- North – 2.81
- Northeast – 3.23
- North Annex – 3.96
- Northwest – 2.88
- South – 3.13
- Southeast – 3.32
- Southwest – 3.86

2012

- 0.0 – 4.0 Poor - Good
- **City – 3.27/4.0 (+0.02)**
- North – 3.62 (+0.81)
- Northeast – 3.14 (-0.09)
- North Annex – 3.81 (-0.15)
- Northwest – 3.35 (+0.47)
- South – 3.26 (+0.13)
- Southeast – 3.05 (-0.27)
- Southwest – 3.31 (-0.55)

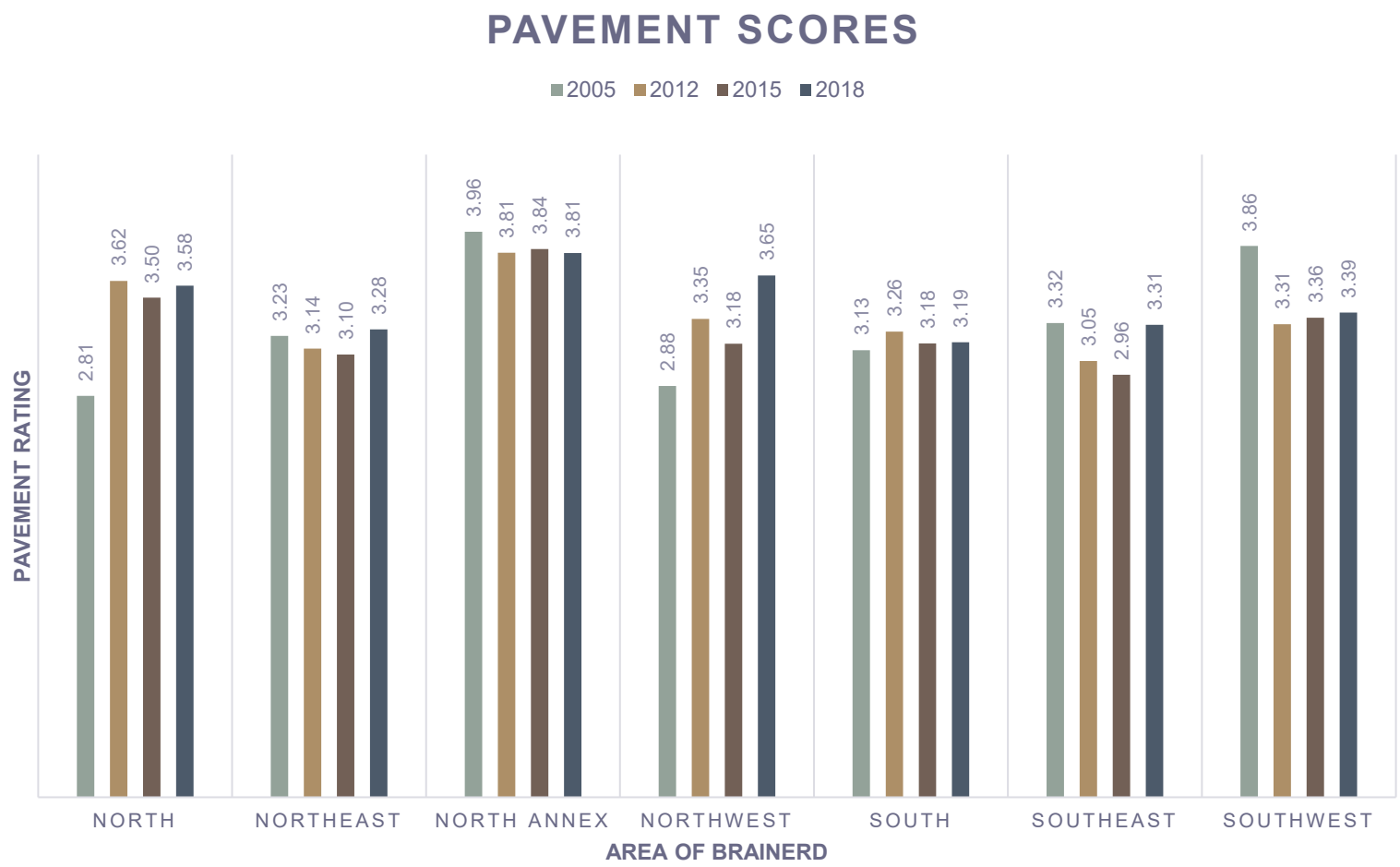
2015

- 0.0 – 4.0 Poor - Good
- **City – 3.22/4.0 (-0.05)**
- North – 3.50 (-0.12)
- Northeast – 3.11 (-0.03)
- North Annex – 3.84 (+0.03)
- Northwest – 3.18 (-0.17)
- South – 3.18 (-0.06)
- Southeast – 2.96 (-0.09)
- Southwest – 3.36 (+0.05)

2018

- 0.0 – 4.0 Poor - Good
- **City – 3.35/4.0 (+0.13)**
- North – 3.58 (+0.08)
- Northeast – 3.28 (+0.17)
- North Annex – 3.81 (-0.03)
- Northwest – 3.65 (+0.47)
- South – 3.19 (+0.01)
- Southeast – 3.31 (+0.35)
- Southwest – 3.39 (+0.03)

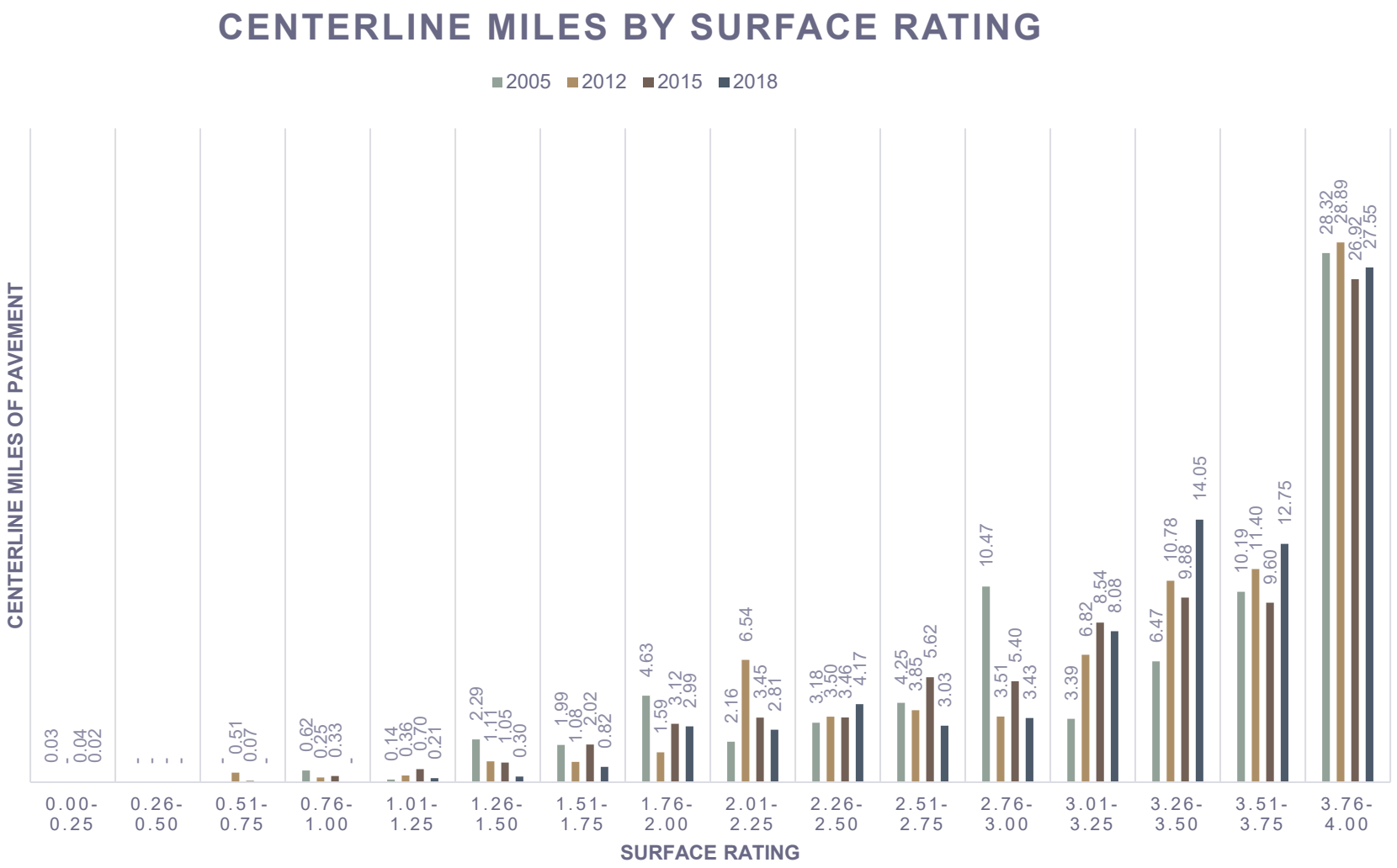
4 Data Sets - Surface Rating Comparison Between Years



Surface Rating Breakdown

Miles of Road by Surface Rating								
Surface	2005		2012		2015		2018	
Rating	Miles	%	Miles	%	Miles	%	Miles	%
0.00-0.25	0.03	0.04%	-	0.00%	0.04	0.05%	0.02	0.03%
0.26-0.50	-	0.00%	-	0.00%	-	0.00%	-	0.00%
0.51-0.75	-	0.00%	0.51	0.63%	0.07	0.09%	-	0.00%
0.76-1.00	0.62	0.80%	0.25	0.31%	0.33	0.41%	-	0.00%
1.01-1.25	0.14	0.18%	0.36	0.44%	0.70	0.87%	0.21	0.27%
1.26-1.50	2.29	2.93%	1.11	1.39%	1.05	1.31%	0.30	0.37%
1.51-1.75	1.99	2.55%	1.08	1.35%	2.02	2.51%	0.82	1.02%
1.76-2.00	4.63	5.92%	1.59	1.99%	3.12	3.89%	2.99	3.72%
2.01-2.25	2.16	2.77%	6.54	8.16%	3.45	4.31%	2.81	3.50%
2.26-2.50	3.18	4.07%	3.50	4.37%	3.46	4.31%	4.17	5.20%
2.51-2.75	4.25	5.44%	3.85	4.80%	5.62	7.00%	3.03	3.77%
2.76-3.00	10.47	13.40%	3.51	4.38%	5.40	6.74%	3.43	4.28%
3.01-3.25	3.39	4.33%	6.82	8.50%	8.54	10.65%	8.08	10.07%
3.26-3.50	6.47	8.27%	10.78	13.44%	9.88	12.32%	14.05	17.52%
3.51-3.75	10.19	13.04%	11.40	14.22%	9.60	11.97%	12.75	15.90%
3.76-4.00	28.32	36.25%	28.89	36.02%	26.92	33.57%	27.55	34.35%
Totals	78.13	100.00%	80.21	100.00%	80.20	100.00%	80.20	100.00%

Surface Rating Breakdown



Age of Streets - Bituminous

2005

- **City – 18.92**
- North – 24.24
- Northeast – 21.74
- North Annex – 6.32
- Northwest – 27.55
- South – 19.17
- Southeast – 15.95
- Southwest – 12.67

2012

- **City – 20.48 (+1.56 years)**
- North – 16.75 (-7.29)
- Northeast – 25.27 (+3.53)
- North Annex – 9.62 (+3.30)
- Northwest – 23.83 (-3.72)
- South – 20.55 (+1.38)
- Southeast – 19.59 (+3.64)
- Southwest – 17.89 (+5.22)

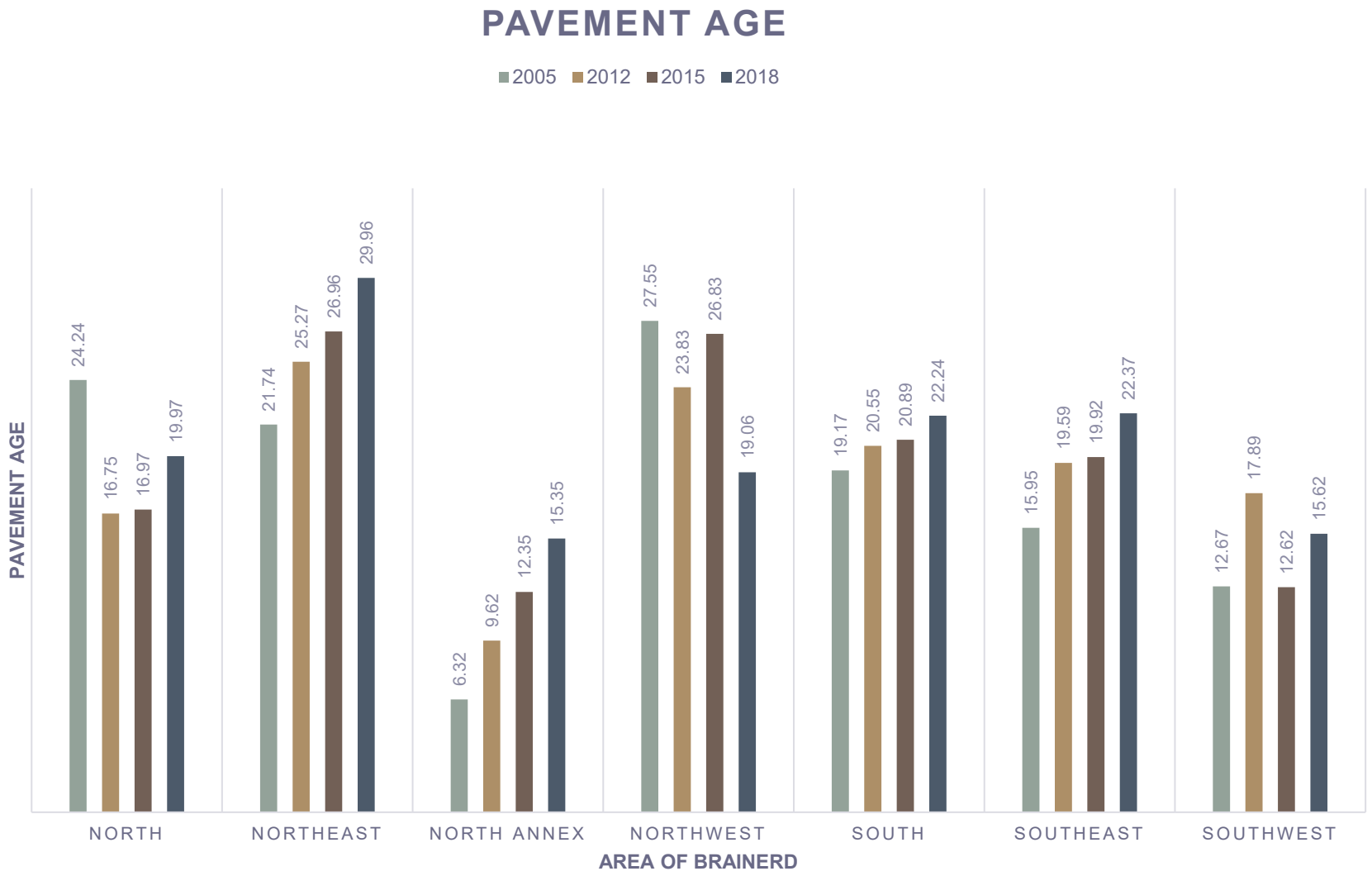
2015

- **City – 21.06 (+0.58 years)**
- North – 16.97 (+0.22)
- Northeast – 26.96 (+1.69)
- North Annex – 12.35 (+2.73)
- Northwest – 26.83 (+3.00)
- South – 20.89 (+0.34)
- Southeast – 19.92 (+0.33)
- Southwest – 12.62 (-5.27)

2018

- **City – 22.98 (+1.92 years)**
- North – 19.97 (+3.00)
- Northeast – 29.96 (+3.00)
- North Annex – 15.35 (+3.00)
- Northwest – 19.06 (-7.77)
- South – 22.24 (+1.35)
- Southeast – 22.37 (+2.45)
- Southwest – 15.62 (+3.00)

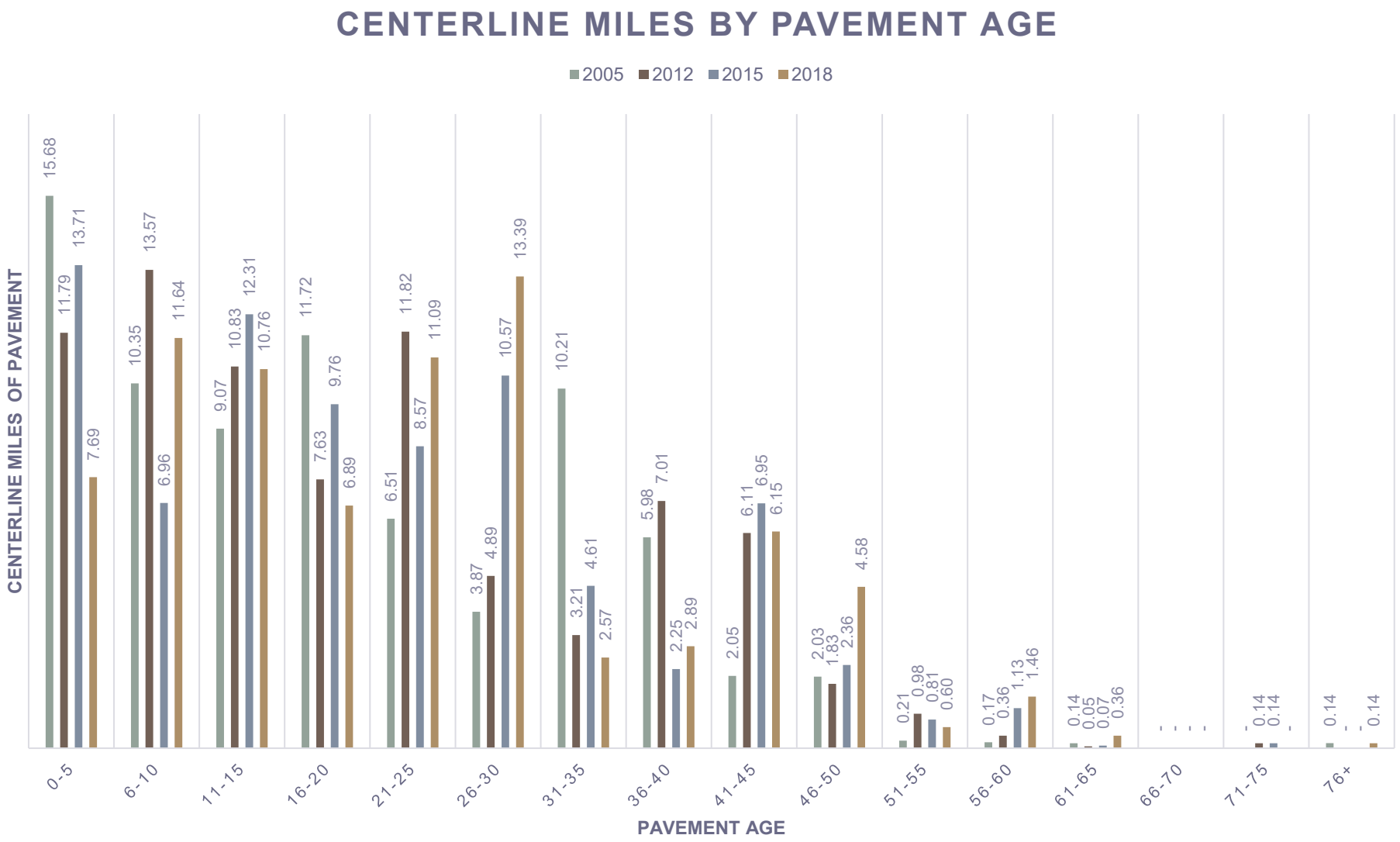
Age of Streets - Bituminous



Age of Streets - Bituminous

Miles of Road by Age								
Pavement	2005		2012		2015		2018	
Age	Miles	%	Miles	%	Miles	%	Miles	%
0-5	15.68	20.07%	11.79	14.70%	13.71	17.09%	7.69	9.59%
6-10	10.35	13.25%	13.57	16.92%	6.96	8.68%	11.64	14.52%
11-15	9.07	11.61%	10.83	13.50%	12.31	15.35%	10.76	13.41%
16-20	11.72	15.00%	7.63	9.51%	9.76	12.17%	6.89	8.59%
21-25	6.51	8.33%	11.82	14.74%	8.57	10.68%	11.09	13.83%
26-30	3.87	4.95%	4.89	6.09%	10.57	13.18%	13.39	16.69%
31-35	10.21	13.06%	3.21	4.00%	4.61	5.74%	2.57	3.21%
36-40	5.98	7.66%	7.01	8.75%	2.25	2.80%	2.89	3.61%
41-45	2.05	2.63%	6.11	7.61%	6.95	8.66%	6.15	7.67%
46-50	2.03	2.60%	1.83	2.28%	2.36	2.95%	4.58	5.71%
51-55	0.21	0.27%	0.98	1.22%	0.81	1.01%	0.60	0.74%
56-60	0.17	0.21%	0.36	0.44%	1.13	1.41%	1.46	1.82%
61-65	0.14	0.18%	0.05	0.06%	0.07	0.09%	0.36	0.44%
66-70	-	0.00%	-	0.00%	-	0.00%	-	0.00%
71-75	-	0.00%	0.14	0.17%	0.14	0.17%	-	0.00%
76+	0.14	0.18%	-	0.00%	-	0.00%	0.14	0.17%
Totals	78.13	100.00%	80.21	100.00%	80.20	100.00%	80.20	100.00%

Age of Streets - Bituminous



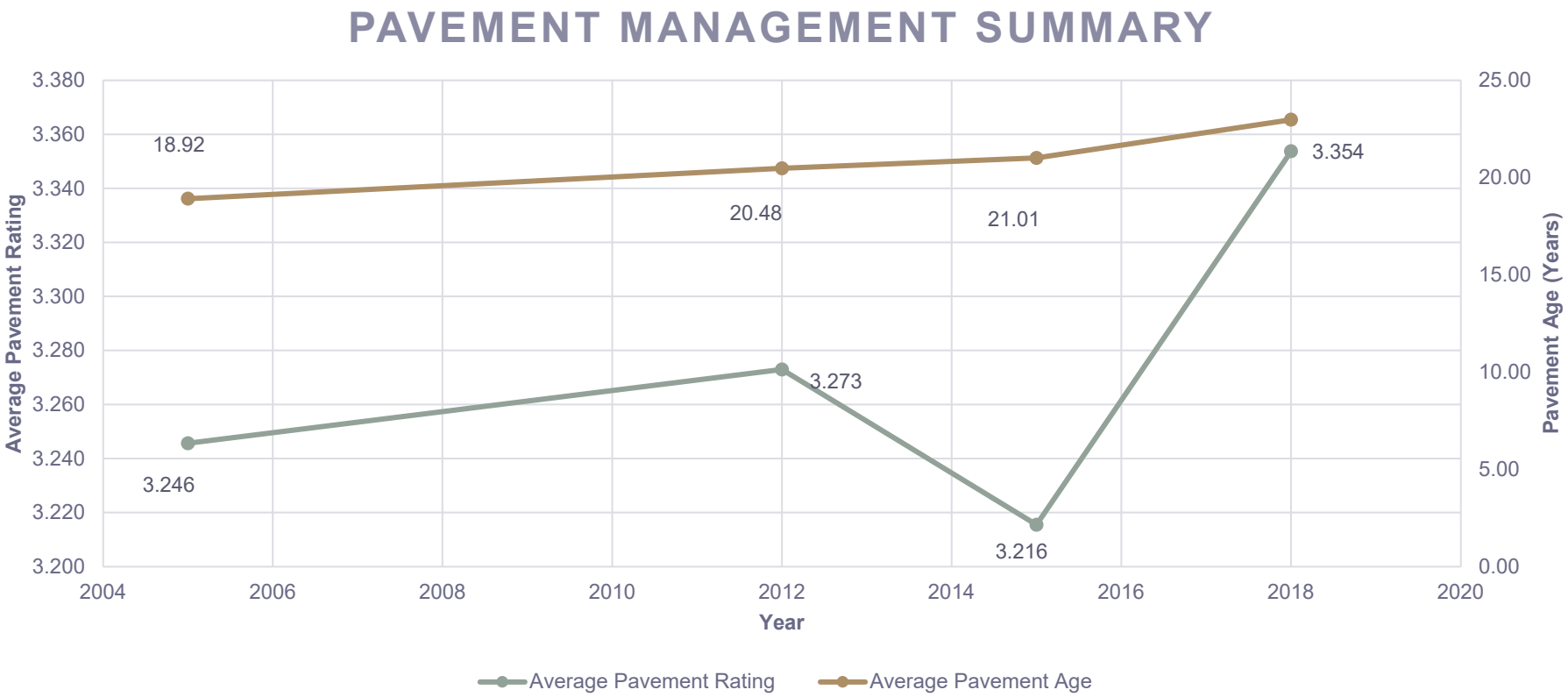
Summary

Miles of Road by Surface Rating								
Surface	**2005**		**2012**		**2015**		**2018**	
Rating	**Miles**	**%**	**Miles**	**%**	**Miles**	**%**	**Miles**	**%**
0.0-2.0	9.70	12.42%	4.90	6.11%	7.32	9.13%	4.34	5.41%
2.01-3.0	20.07	25.68%	17.41	21.71%	17.93	22.36%	13.44	16.75%
3.01-4.0	48.36	61.90%	57.90	72.18%	54.95	68.51%	62.43	77.84%
Totals	78.13	100.00%	80.21	100.00%	80.20	100.00%	80.20	100.00%

Miles of Road by Age								
Pavement	**2005**		**2012**		**2015**		**2018**	
Age	**Miles**	**%**	**Miles**	**%**	**Miles**	**%**	**Miles**	**%**
0-20	46.82	59.92%	43.82	54.64%	42.74	53.29%	36.98	46.10%
21-40	26.57	34.01%	26.93	33.58%	26.00	32.41%	29.95	37.34%
41+	4.74	6.07%	9.45	11.79%	11.47	14.30%	13.28	16.56%
Totals	78.13	100.00%	80.21	100.00%	80.20	100.00%	80.20	100.00%

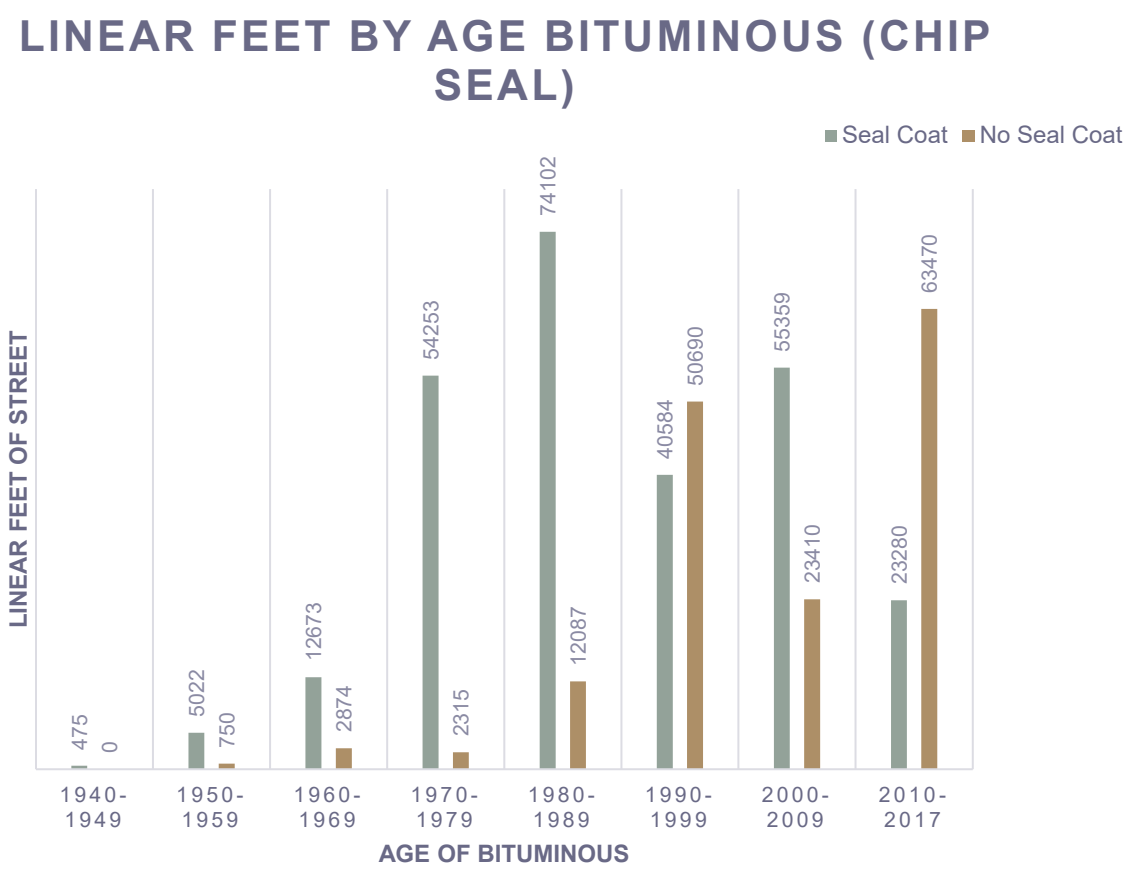
Summary

Pavement Management Summary				
	2005	**2012**	**2015**	**2018**
Average Pavement Rating	3.246	3.273	3.216	3.354
Average Pavement Age	18.92	20.48	21.01	22.98



Bituminous Age & Maintenance

- Preventative maintenance extends pavement life
  - Seal Coats
  - Crack Sealing

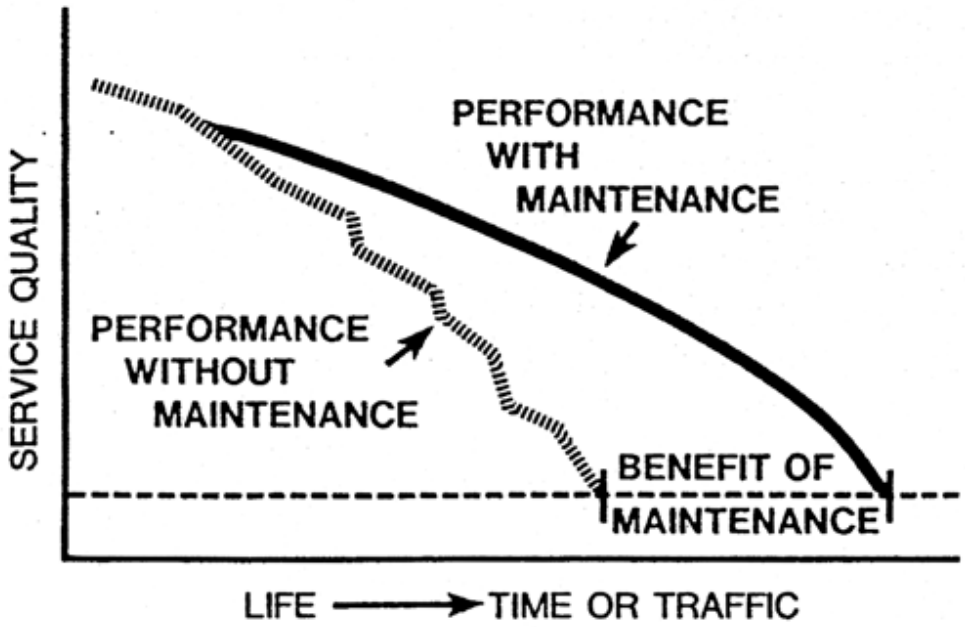


Street Priority List

- Maintenance
  - All newer roads-Surface Rating >3.0 or newer than year 2000
- Resurfacing
  - Beech Street
  - Evergreen Avenue
  - Rosewood, Sycamore, Tamarack, Pine Streets
  - S 10th Street
  - S 7th and S 8th Streets
  - Paul Street and Paul Circle
  - Todd Street
  - Madison Street
  - Hillcrest/Norway Ct/Belle Rae/Carol Ln/Woodcrest Rd/Pineview Dr/Hawkins Dr/Linden Ln/Spruce Dr
  - SE 15th/16th and Rosewood
  - Walnut Street
- Reconstruction
  - Wright Street/S 10th Street (Industrial Park)
  - N 6th, 7th, 3rd Streets
  - S 7th St
  - Juniper Street
  - Portland/Chicago/St. Louis
  - Madison Street
  - NW 4th Street (Riverside Dr.)
- Mill and Overlay
  - Willow Street Connection (S 4th)
  - Graydon Avenue
- New Construction
  - NW 3rd and Jackson Street
  - Greenwood Street

Pavement Management Cost By Project Type (Maintenance)

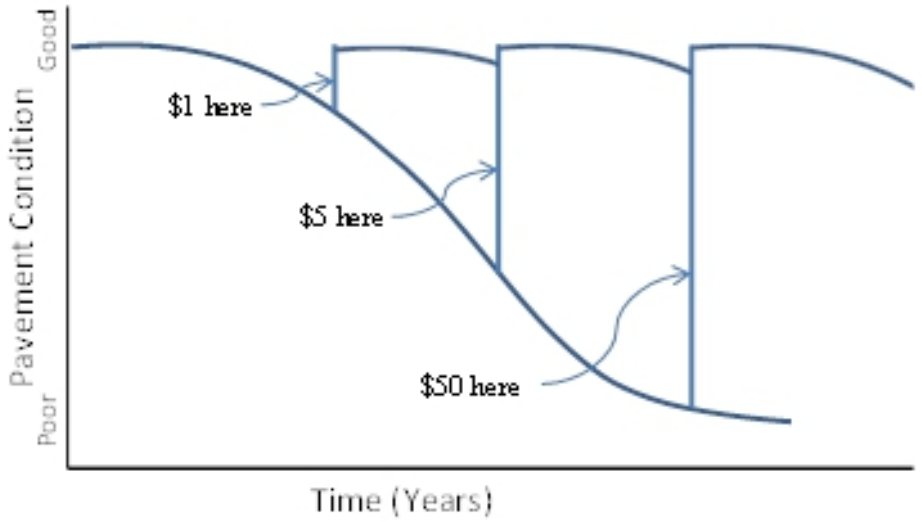
- Preventative
  - Micro Surfacing
    - $15.00/LF
  - Seal Coating (Fog Seal)
    - $7.50/LF
  - Crack Sealing
- Corrective
  - Street Patching
    - $79/LF
- Temporary
  - Pothole Filling



Pavement Management Cost By Project Type (Construction Only)

- Total Reconstruction
  - Curb, Aggregate, Pavement
  - $121/LF
- Bituminous Reconstruct
  - Aggregate, Pavement
  - $76/LF
- Reclaim & Inlay (Mill & Inlay)
  - Aggregate, Pavement
  - $45/LF
- Bituminous Resurfacing
  - Pavement
  - $45/LF
- Overlay
  - Pavement
  - $30/LF

*Note: Costs do not reflect new ADA requirements. Streets may have pedestrian facilities that need upgrading to new ADA standards or projects as part of the WBCC Non-Motorized Transportation Plan. These are street costs only.



When to Improve the Road?

- Pavement Condition
  - Surface Rating
- Pavement Age
- Maintenance Needs
- Complaints
- Underground Utility Needs
- Traffic
- Project Coordination

How to Improve the Road?

- Improvement Factors
  - Cost Effectiveness
  - Condition of Curb
  - Drainage
  - Grade
  - Subgrade
  - Bituminous Section
  - Surface Condition
    - Surface Rating
  - Utility Replacement Needs
  - Traffic
- 9 Ton Design
  - State Aid Streets
  - Commercial Districts
  - 3.5” Bituminous
  - 5” Aggregate
- Residential St Design
  - 2” Bituminous
  - 4” Aggregate

QUESTIONS

Brainerd City Council
Agenda Request

Requested Meeting Date: February 1, 2021

Title of Item: Consider Approval of Planning Commission Revised Terms

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☑ MAIN AGENDA	**Action Requested:** ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☑ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Community Development Director	**Department:** Community Development
Presenter (Name & Title): David Chanski, CDD	**Estimated Time Needed:** 5 minutes

Summary of Issue:

During the January 4 council meeting, the City Council considered a request from the Planning Commission to discuss the organization of commissioner terms on the Planning Commission. Currently, three (3) terms expire on 12/31/2021 and three (3) terms expire on 12/31/2022. The 7th seat on the Commission is held by the Council Liaison, who is a voting member of the Commission. Should there be turnover as terms expire (5/6 commissioners, excluding the council liaison, have changed since 2018), the Planning Commission believes that such turnover across such a short period of time could be very disruptive to the continuity of the Planning Commission and the issues and/or projects the Commission is working on.

Upon consideration, the Council directed staff to conduct more research to see if there is a reason why Planning Commission terms were set with three (3) terms expiring one year, three (3) terms expiring the next, with no terms expiring the 3rd year.

Alternatives, Options, Effects on Others/Comments:

Upon further research, including looking into all the Planning Commission appointments since 1957, staffed determined that there appears to be no discernible method by which Planning Commission terms were set. Therefore, staff recommends the following:

- Upon the expiration of terms for Commissioners Woodward, Foley, and Duval on 12/31/2021, make one appointment a 2-year term to expire on 12/31/2023, keeping the other two as 3-year terms, expiring on 12/31/2024.
- Upon the expiration of terms for Commissioners Kallroos, Gorham, and Yeager on 12/31/2022, make one appointment a 1-year term to expire on 12/31/2023, keeping the other two as 3 year terms expiring on 12/31/2025.

The above recommendation would result in two (2) terms expiring in 2023, two (2) terms expiring in 2024, and two (2) terms expiring in 2025.

Recommended Action/Motion:

Staff recommends restructuring one term on the Planning Commission set to expire on 12/31/2021 into a one-time 2-year term to expire on 12/31/2023 as well as restructuring one term on the Planning Commission set to expire on 12/31/2022 into a one-term 1-year term to expire on 12/31/2023. Upon completion of these terms, they would revert to regular 3-year terms.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

M E M O

TO: Mayor and City Council

FROM: David Chanski, Community Development Director

DATE: January 4, 2021

RE: Planning Commission Terms

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

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

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

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

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

Potential reorganization of terms could be as follows:

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

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

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

Staff is requesting Council's consideration of this matter.

Brainerd City Council
Agenda Request

Requested Meeting Date: February 1, 2021

Title of Item: Consider Approval of Conditional Use Permit - 923 Oak St. - Sharing Bread Soup Kitchen

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☑ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Community Development Director	**Department:** Community Development
Presenter (Name & Title): David Chanski, CDD	**Estimated Time Needed:** 5 minutes

Summary of Issue:

Shannon Mills has submitted a request on behalf of the Sharing Bread Soup Kitchen for a Conditional Use Permit (CUP) to operate a neighborhood/community center at 923 Oak St., Brainerd, MN 56401.

While the Sharing Bread Soup Kitchen has been in operation for approximately two decades, it previously shared its current location with Temple Baptist Church before purchasing the property in 2015 and demolishing the church building in 2016. The Sharing Bread Soup Kitchen became a legal nonconforming use upon the purchase agreement for the property from Temple Baptist Church. A Conditional Use Permit must be approved for Sharing Bread to operate as a neighborhood/ community center in an R-3 District for an expansion in use of the business. The expansion is an added 12x24 ft walk-in refrigerator/freezer that will serve as a county-wide collection hub for excess foods from area businesses.

Alternatives, Options, Effects on Others/Comments:

The Planning Commission considered this CUP during its regular meeting on January 20th. The Commission voted 6-1 to approve this CUP, with the condition that required landscape screening is completed in the spring of 2021 with a landscape plan approved by staff. Commissioner Yeager shared that, while he is completely in favor of what Sharing Bread is trying to accomplish, he voted against the CUP request as he was uncomfortable voting in favor of the request without further information regarding the noise created by the compressor. Per the Zoning Code, the unit will require screening that extends its height by at least 6 inches on all sides except that facing the building.

Recommended Action/Motion:

Motion to approve the Conditional Use Permit for the Sharing Bread Soup Kitchen to operate a neighborhood/community center at 923 Oak St.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

M E M O

TO: Planning Commission

FROM: James Kramvik, Assistant Planner

DATE: January 20, 2021

RE: CUP – 923 Oak St.

Shannon Mills has submitted a request on behalf of the Sharing Bread Soup Kitchen for a Conditional Use Permit to operate a neighborhood/ community center at 923 Oak Street, Brainerd, MN 56401.

Findings of Fact

1. 923 Oak Street is in an R-3 (High Density Residential) District.
2. The current building historically shared this parcel with Temple Baptist Church which was demolished in 2016.
    a. Sharing Bread Soup Kitchen became a legal nonconforming use upon the purchase agreement for the property from Temple Baptist Church in 2015.
3. The applicant is proposing an outdoor 12x24 ft walk-in refrigerator/freezer connected by a covered breezeway.
4. The applicant must be approved for a Conditional Use Permit to operate as a neighborhood/ community center in an R-3 District for an expansion in use of the business. The expansion is an added 12x24 ft walk-in refrigerator/freezer that will serve as a county-wide collection hub for excess foods from area businesses.
5. Per Section 515-57-5.A of the Code of Ordinances, neighborhood/community center use is a conditional use within an R-3 District provided that:
    a. Side yards shall be double than required for the district.
        i. The proposed freezer will meet required setbacks.
    b. Screening from abutting residential uses in accordance with Section 20 of this Ordinance.
        i. The parking lot does not meet residential screening requirements.
        ii. Per Section 515-20-9.B of the code of ordinances, when a parking lot is adjacent to or across an alley from a residential use or zone, the required screen height shall be increased to six (6) feet.
        iii. The landscaping shall maintain a year round fifty (50) percent opacity.
    c. Off-street parking and access must be provided on the site or on lots directly abutting or across the street from the principal use subject to the provisions of Section 22 of this Ordinance.
        i. This property meets off street parking requirements.
    d. Off-street loading and service entrances subject to Section 23 of this Ordinance.
        i. This property meets off street loading requirements.

6. No significant change in the overall impervious is expected as there was previously a shed in the NW corner of the site (with approximately the same dimensions) that was recently removed.
7. Little to no grading is planned as the site is already very level. No grading plan is required by the City Engineer since the runoff will be directed east to the existing stormwater retention swale (per phone conversation between Paul Sandy and Mitch Brinks on 12-31-20).

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

Staff Opinion

Staff recommends approval of the CUP with conditions that the required landscape screening is completed in the spring of 2021 with an approved landscape plan.

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

Receipt # _____
Check #_____
Date Paid:_____

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

	RESIDENTIAL	COMMERCIAL
CONDITIONAL USE PERMIT	☐ **($250.00)**	☒ **($400.00 + $500.00 escrow deposit)**
REZONING	☐ **($300.00)**	☐ **($500.00)**
VARIANCE	☐ **($250.00)**	☐ **($400.00 + $500.00 escrow deposit)**

PROPERTY ADDRESS: 923 Oak Street, Brainerd, MN 56401

LEGAL DESCRIPTION: Lot(s): 1-6 Block: 135 Addition: _____
(attach description if lengthy)

Property Owner Name: Sharing Bread Soup Kitchen

Street Address: 923 Oak Street **City:** Brainerd **State:** MN **Zip Code** 56401

Phone Number: 219-829-4203 **Fax:** _____ **E-mail:** shannon.mills@sharingbread.com

Applicant Name: (If different than Property Owner) _____

Street Address: _____ **City:** _____ **State:** ____ **Zip Code:** _____

Phone Number: _____ **Fax:** _____ **E-mail:** _____

Description of Request: Permit to add walk in fridge/freezer on property.
We are applying for a CUP as a Neighborhood/Community Center.

Property Owner Signature — **Date** 1-3-21

Matt Annand - President
(Please print name)

Applicant Signature — **Date** 1/4/2021

Shannon Mills - Executive Director
(Please print name)

(OVER)

Project Description:

The Sharing Bread Soup Kitchen plans to install a 12x24 ft walk-in refrigerator/freezer that will serve as a County-wide collection hub for excess foods from area businesses. This food is then distributed by the Soup Kitchen and partner entities, including: Central Lakes College Food Pantry, Lakes Area Food Shelf, Crosslake Food Shelf, and Cuyuna Range Food Pantry.

The refrigerator/freezer is going to be purchased from US Foods and set on a concrete pad of the same dimensions. Two vertical, concrete-filled ballards will also be installed to protect the refrigerator/ freezer. A covered breezeway will connect the refrigerator/freezer to the existing building and also allow access from the outside.

Other Project Details:

Stormwater: Stormwater currently flows west to east across the lot and is collected in a stormwater swale along S. 10th Street.

Grading: Little to no grading is planned as the site is already very level. No grading plan is required by the City Engineer since the runoff will be directed east to the existing stormwater retention swale *(per phone conversation between Paul Sandy and Mitch Brinks on 12-31-20).*

Erosion Control: Little to no disturbance outside the project footprint is planned. The project will be constructed in the winter so sediment and erosion issues are expected to be minimal. Any disturbed soil that remains in the spring will be seeded and stabilized as soon as possible.

Impervious Surfaces: No significant change in the overall impervious is expected as there was previously a shed in the NW corner of the site (with approximately the same dimensions) that was recently removed.

Lighting: No additional lighting is planned

Signage: No additional signage is planned.

Traffic/Access/Parking: Current access to the site is in the NE corner of the site via South 10th Street. No changes are proposed. There are currently 31 parking spaces. 1-2 will be lost due to the project.

Screening: No changes to the existing shrubs and trees along the western and northern property lines are proposed.

Wetlands & other water bodies: No wetlands or surface water features exist on the site.

Sharing Bread Soup Kitchen: Site Plan
KOEHLER, MELODEE S
KIDDER, JUDITH A TRUST
S 10th St
BEMENT, HARRY & ARLISS
1210
150 ft
Proposed Cooler/Freezer
12 x 24 ft
Entrance
12 ft
RAGE HOLDINGS LLC
24 ft
Runoff to Drainage-swale
(arrows indicate flow direction)
Proposed Breezeway
8 ft x 10 ft
10'
20 ft
8'
SHARING BREAD SOUP KITCHEN INC
BERENT, KELSEY & JUSTIN KNIPPEL
150 ft
150 ft
80 ft
TRIANGLE 66 OIL CO
Existing Stormwater
Retention Swale
20 ft
40 ft
150 ft
1210
Oak St
Legend
Freezer Addition
Pipe Ballards
Parcel Lines
Stormwater Swale
Drainage Arrows
10 ft Contours
2 ft Contours
Parking:
Current: 31
After Addition: 30
Aerial Photo Source: Crow Wing County, 2019
Parcel Lines are approximate (source: Crow Wing Co., 2020)
0
20
40
80
Feet

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Shannon Mills has submitted a request on behalf of Sharing Bread Soup Kitchen for a Conditional Use Permit at 923 Oak St., Brainerd, MN 56401. The property is legally described as:

Lots 1 Thru 6 Inclusive Block 135, Town of Brainerd & First Addition to Brainerd
P.I.N. 41240995
Section 24, Township 45, Range 31

The property is zoned R-3 (High Density Residential) District. A copy of the proposed site plan is on file for review with the Community Development Department.

A Public Hearing to consider this Conditional Use Permit request will be conducted by the Brainerd Planning Commission at 6:00 p.m. on Wednesday, January 20, 2021.

In accordance with the requirements of Minn. Stat. Section 13D.021, Jennifer Bergman, the City Administrator, has determined that an in-person meeting in not practical or prudent because of a health pandemic declared under Chapter 12 of the Minnesota Statutes.

Because of the health pandemic, it has been determined that attendance at the regular meeting location by members of the public is not feasible.

Because of the health pandemic, it has been determined that the physical presence at the regular meeting location by at least one member of the body, chief legal counsel or chief administrative officer is not feasible.

Therefore, some or all of the Planning Commission members may be participating by telephone or other electronic means.

Members of the public may monitor the meeting via phone. Information regarding how to attend this virtual meeting will be posted to the City's website (ci.brainerd.mn.us) by 4:30pm on Friday, January 15, 2021.

Please submit comments regarding this Conditional Use Permit request to Community Development Director David Chanski at dchanski@ci.brainerd.mn.us. Comments can also be mail to City Hall at 501 Laurel St., Brainerd, MN 56401 or submitted via the dropbox located on the west side of City Hall.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2307.

Dated this 6th day of January 2021

Publication Date: January 10, 2021

David C. Chanski, MPA
Community Development Director

Brainerd City Council
Agenda Request

Requested Meeting Date: February 1, 2021

Title of Item: Consider Approval of Variance Request - 415 Cedar St. - Principal Building Setbacks

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☑ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Community Development Director	**Department:** Community Development
Presenter (Name & Title): David Chanski, CDD	**Estimated Time Needed:** 5 minutes

Summary of Issue:

Dennis and Erica Marcussen have submitted a request for a variance at 415 Cedar St., Brainerd, MN 56401. The requested variance is from Section 515-54-7.B Principal Building Setbacks. The applicants are requesting a reduced front yard setback from 20 feet to 18 feet 4 inches for the addition of a covered porch.

Alternatives, Options, Effects on Others/Comments:

The Planning Commission considered this variance request during its regular meeting on January 20th. The Commission voted unanimously to approve this variance, citing staff's findings-of-fact and adding the finding that the curvature of the lot's front property line also creates a practical difficulty that is due to circumstances unique to the property not created by the landowner.

Recommended Action/Motion:

Motion to approve the variance request at 415 Cedar St. for a reduced front yard setback from 20 feet to 18 feet 4 inches for the addition of a covered porch.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

M E M O

TO: Planning Commission

FROM: David Chanski, Community Development Director

DATE: January 20, 2021

RE: Variance – 415 Cedar St.

Dennis and Erica Marcussen have submitted a request for a variance at 415 Cedar St., Brainerd, MN 56401.

The requested variance is from *Section 515-54-7.B Principal Building Setbacks*. The applicants are requesting a reduced front yard setback from 20 feet to 18 feet 4 inches for the addition of a covered porch.

Findings of Fact

1. 415 Cedar St. is in an R-1 (Single Family Residential) District.
2. Section 515-53-7.B lists a minimum front yard setback in R-1 Districts to be 20 feet from the property line.
    a. The applicant is requesting that the setback requirement be reduced by 1 foot 8 inches to a setback of 18 feet 4 inches.
3. Section 515-7-2, Subdivision 3A – Variances shall only be permitted:
    a. When they are in harmony with the general purposes and intent of the ordinance
        i. The purpose of a R-1 (Single Family Residential) District is to “allow and preserve area in the City of quiet neighborhoods of one and two family homes, free from other uses except those which are compatible with residents of such a district.”
    b. When the variances are consistent with the Comprehensive Plan
        i. Staff believes this variance request is supported by Goal 3 of Chapter 3 of the Comprehensive plan which states, “ensure quality living conditions for all residents.”
            1. Policy 2 under Goal 3 states, “promote the maintenance and rehabilitation of all properties.”
4. Section 515-7-2, Subdivision 3B & Subdivision 4 – Variances may be granted when the applicant for the variances establishes that there are practical difficulties in complying with the Zoning Ordinance.
    a. The property owner proposes to use the property in a reasonable manner not permitted by the Zoning Ordinance.
        i. Single-family dwellings are a permitted use within R-1 districts.
    b. The plight of the landowner is due to circumstances unique to the property not created by the landowner.

        i. 415 Cedar St was construction in the 1954 and the front of the house is currently setback approximately 24 feet from the front property line.
    c. The variance, if granted, will not alter the essential character of the locality.
        i. The property is currently used as a single-family dwelling and will continue to be used as such.

At the time of this writing, Jeff and Lilja Behr have expressed their support for this variance request, stating “We believe the minor setback reduction requested will allow an addition which will enhance the property and our neighborhood as well.”

Staff Opinion

Staff recommends approval of this variance request as staff believes the requested variance meets the requirements as outlined in Section 515-7 of the Code of Ordinances, is supported by the Comprehensive Plan, and the investment made will not only improve this property but will also have peripheral effects on the entire Cedar St. neighborhood and the City as a whole.

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

Receipt # _____
Check #_____
Date Paid:_____

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

	RESIDENTIAL	COMMERCIAL
CONDITIONAL USE PERMIT	☐ **($250.00)**	☐ **($400.00 + $500.00 escrow deposit)**
REZONING	☐ **($300.00)**	☐ **($500.00)**
VARIANCE	☒ **($250.00)**	☐ **($400.00 + $500.00 escrow deposit)**

PROPERTY ADDRESS: 415 Cedar Street Brainerd, MN 56401

LEGAL DESCRIPTION: Lot(s): 007 Block: 000 Addition: Shady Brook
(attach description if lengthy)

Property Owner Name: Dennis and Erica Marcussen

Street Address: 415 Cedar Street **City:** Brainerd **State:** MN **Zip Code** 56401

Phone Number: 218-825-8130 **Fax:** _____ **E-mail:** demarcussen@charter.net

Applicant Name: (If different than Property Owner) _____

Street Address: _____ **City:** _____ **State:** ____ **Zip Code:** _____

Phone Number: _____ **Fax:** _____ **E-mail:** _____

Description of Request: To construct a covered porch that encroaches the 20' front yard setback by 1'-8".

Erica Marcussen
Property Owner Signature

1/6/21
Date

Erica Marcussen
(Please print name)

_____
Applicant Signature

_____
Date

_____
(Please print name)

(OVER)

IMPERVIOUS COVERAGE

EXISTING LOT SIZE = 7,030 SQ. FT.
EXISTING HOUSE = 923 SQ. FT.
EXISTING 3-SEASON PORCH = 152 SQ. FT.
EXISTING GARAGE = 243 SQ. FT.
EXISTING DRIVEWAY = 528 SQ. FT.
EXISTING STOOP & SIDEWALK = 69 SQ. FT.
EXISTING PATIO PAVERS = 267 SQ. FT.
TOTAL IMPERVIOUS COVERAGE = 2,182 SQ. FT.
EXISTING IMPERVIOUS COVERAGE = 31.0%

ALLOWABLE IMPERVIOUS COVERAGE = 60%

PROPERTY LINE
6'-8"
5' SETBACK
6'-2¼"
24'-10⅛"
48'-4⅜"
EXISTING HOUSE
20' SETBACK
PROPERTY LINE
CEDAR STREET
CHURCH EXISTING CHAINLINK FENCE
PROPERTY LINE
25' SETBACK
PATIO AREA
EXISTING GARAGE
24'-3⅝"
49'-3⅝"
5' SETBACK
31'-9⅞"
3'-2⅝"
3'-6⅞"
PROPERTY LINE

1 / C1.1 EXISTING SITE PLAN
SCALE: 1/8" = 1'-0"
N

IMPERVIOUS COVERAGE

EXISTING LOT SIZE = 7,030 SQ. FT.
EXISTING HOUSE = 923 SQ. FT.
EXISTING 3-SEASON PORCH = 152 SQ. FT.
EXISTING GARAGE = 243 SQ. FT.
EXISTING DRIVEWAY = 528 SQ. FT.
EXISTING PATIO PAVERS = 267 SQ. FT.
PROPOSED COVERED ENTRY W/SIDEWALK = 166 SQ. FT.
TOTAL IMPERVIOUS COVERAGE = 2,279 SQ. FT.
EXISTING IMPERVIOUS COVERAGE = 32.4%

ALLOWABLE IMPERVIOUS COVERAGE = 60%

PROPERTY LINE
6'-8"
5' SETBACK
6'-2¼"
24'-10⅛"
20' SETBACK
6'-0"
48'-4⅜"
EXISTING HOUSE
18'-4½"
PROPERTY LINE
CEDAR STREET
CHURCH EXISTING CHAINLINK FENCE
PROPERTY LINE
25' SETBACK
PROPOSED COVERED ENTRY
2'-3"
DOWN
24'-3⅝"
PATIO AREA
EXISTING GARAGE
49'-3⅝"
31'-9⅞"
5' SETBACK
3'-2⅝"
3'-6⅞"
PROPERTY LINE

1 / C1.2 PROPOSED SITE PLAN
SCALE: 1/8" = 1'-0"
N

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Dennis and Erica Marcussen have submitted a request for a variance at 415 Cedar St., Brainerd, MN 56401. The requested variance is from *Section 515-54-7.B Principal Building Setbacks*. The applicants are requesting a reduced front yard setback from 20 feet to 18 feet 4 inches for the addition of a covered porch. The property is legally described as:

Lot 7, Shady Brook Addition to the City of Brainerd
P.I.N. 41360702
Section 36, Township 45, Range 31

The property is zoned R-1 (Single-Family Residential) District. A copy of the proposed site plan is on file for review with the Community Development Department.

A Public Hearing to consider this variance request will be conducted by the Brainerd Planning Commission at 6:00 p.m. on Wednesday, January 20, 2021.

In accordance with the requirements of Minn. Stat. Section 13D.021, Jennifer Bergman, the City Administrator, has determined that an in-person meeting in not practical or prudent because of a health pandemic declared under Chapter 12 of the Minnesota Statutes.

Because of the health pandemic, it has been determined that attendance at the regular meeting location by members of the public is not feasible.

Because of the health pandemic, it has been determined that the physical presence at the regular meeting location by at least one member of the body, chief legal counsel or chief administrative officer is not feasible.

Therefore, some or all of the Planning Commission members may be participating by telephone or other electronic means.

Members of the public may monitor the meeting via phone. Information regarding how to attend this virtual meeting will be posted to the City's website (ci.brainerd.mn.us) by 4:30pm on Friday, January 15, 2021.

Please submit comments regarding this variance request to Community Development Director David Chanski at dchanski@ci.brainerd.mn.us. Comments can also be mail to City Hall at 501 Laurel St., Brainerd, MN 56401 or submitted via the dropbox located on the west side of City Hall.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2307.

Dated this 7th day of January 2021

Publication Date: January 10, 2021

David C. Chanski, MPA
Community Development Director