

CITY COUNCIL AGENDA

Brainerd, Minnesota

TUESDAY February 16, 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: 187 308 0760

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:

021621 COUNCIL AP INV REGISTER.pdf

B. Approval Of Minutes

1. Regular Meeting Held on February 1, 2021

Documents:

20210201_CC draft.pdf

C. Approval Of Licenses

Contractor Licenses - 4

Documents:

2021-02-11 Contractor Report.pdf

D. Department Activity Reports

1. Police Chief

2. Finance Director

Documents:

Police Chief Report.pdf

E. **Approval Of City Administrator 2020 Performance Review
Summary And Successful Completion Of Probationary Period**

Documents:

CA Review.pdf

F. **Minnesota Lawful Gambling Application For Exempt Permit -
Submitted By The Mule Deer Foundation, 1939 S 4130 W Suite H,
Salt Lake City, UT 84104 For An Event To Be Held On April 23, 2021
At The Brainerd American Legion, 708 Front St. Brainerd - Approval
Of**

6. **Community Member Of The Month**

- The Brainerd Jaycees

Documents:

Brd Jaycees.pdf

7. **Council Committee Reports**

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

WebEx Teleconference Information

- Call Toll-Free: 844-992-4726
- Access Code: 187 897 2094

Documents:

20210216_PF.pdf

1. Consider Wage Grid Step Placement Request From Glen Holst -
Street Maintenance III

Documents:

Holst Wage Step.pdf

2. Consider Wage Grid Step Placement Request From Marvin Bush -
Street Maintenance III

Documents:

Bush Wage Step.pdf

3. Request Approval Of Lease Agreement With Office Of Congressman Pete Stauber

Documents:

Office Lease Stauber.pdf

4. Consider Tentative Agreement For IBEW Administrative Support 2021-2022 Union Contract Terms

Documents:

IBEW Admin.pdf

5. Clarification Regarding Employee Policy Manual Step Advancement For New Hires

Documents:

Employee Policy Manual.pdf

6. Update On Acting Police Chief Examination Process

Documents:

Update on Acting Police Chief Examination Process.pdf

7. Adopt Resolution Declaring The Official Intent To Reimburse Certain Expenditures From Proceeds Of Bonds To Be Issued By The City - Ground Storage Tank Project

Documents:

RES-Reimburse Expenditures.pdf

8. Consideration Of Crow Wing Historical Society Donation Request

Documents:

Historical Society Donation.pdf

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

WebEx Teleconference Information

- Call Toll-Free: 844-992-4726
- Access Code: 187 506 5843

Documents:

20210216_SPW.pdf

1. Request To Authorize Improvement 21-01 And 21-05 - 2021 Seal Coat

Project Competitive Bidding

Documents:

IMP 21-01 and 21-05.pdf

2. Update On Highway 25 Bridge Replacement Aesthetics Treatments

Documents:

Highway 25 Bridge Aesthetics.pdf

3. Update On Improvement Project 19-02 - 2022 Cuyuna Lakes State Trail Construction

Documents:

Cuyuna Lakes State Trail Update.pdf

4. Request To Approve Geotechnical Services Agreement With Braun Intertec For Improvement 19-02 - Cuyuna Lakes State Trail Construction

Documents:

CLST Geotechnical Proposal.pdf

5. Affirm Competitive Bidding For Street And Sewer Addition Project

Documents:

Street and Sewer Bidding.pdf

8. Unfinished Business

A. **Call For Applicants - Informational**

(Applications Available on the City's Website)

(<http://www.ci.brainerd.mn.us/>)

Mayor Recommended: (terms to expire 12/31 of said year)

Cable TV Advisory Committee - 1 term (Expire 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. **Consideration Of Appeal - 705 19th St SE Rental License
Administrative Decision**

Documents:

Rental Appeal.pdf

B. **Adopt Resolution Supporting The Payment Local Government Aid
(LGA) On Time And In Full**

Documents:

Res - Support LGA Payments.pdf

C. **Adopt Resolution Certifying Brainerd As A Telecommuter Forward!
Community**

Documents:

Telecommuter Forward.pdf

D. **Consider First Reading - Proposed Ordinance No. 1514 - Repealing
Section 905 And Amending Section 1400 Of The City Code**

Documents:

ORD 1514.pdf

E. **Set Joint Economic Development Authority(EDA) And City Council
Workshop**

Documents:

Joint EDA CC Meeting.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 Minnesota Statute 13D.03 To Discuss Labor Negotiations Strategy**
15. **Adjourn To Closed Session Pursuant To Minnesota Statutes, 13D.05, Subd. 3(B) For Attorney-Client Privilege To Discuss Tom's Backhoe Service, Inc. V. City Of Brainerd Pending Litigation**
16. **Adjourn To Closed Session Pursuant To Minnesota Statute 13D.05 Subd. 3(C)(3) To Consider Counteroffers For The Purchase Of Property At 502 Jackson Street, Brainerd, MN 56401**
17. **Adjourn To Closed Session Pursuant To Minnesota Statute 13D.05 Subd. 3(C)(3) To Develop Or Consider Offers For The Purchase Of Property At The Northern Pacific Center Property**

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

WebEx Teleconference Call In Info:

Call Toll-Free: 844-992-4726

Access Code: 187 897 2094

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

WebEx Teleconference Call In Info:

Call Toll-Free: 844-992-4726

Access Code: 187 506 5843

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"

02/11/2021 11:10 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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EXP CHECK RUN DATES 02/16/2021 - 02/16/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0011 - ACE HARDWARE:							
294364 64253	ACE HARDWARE CHAINSAW CHAIN 235-3100-42220	01/28/2021 pziemer REPAIR & MAINT	02/17/2021	26.95 26.95	26.95	Open	N 02/17/2021
294491 64292	ACE HARDWARE VACTOR LIGHT HARNESS 237-3190-42220	02/03/2021 pziemer REPAIR & MAINT	02/17/2021	2.86 2.86	2.86	Open	N 02/17/2021
294510 64306	ACE HARDWARE VAC TRUCK LIGHT FASTENERS 237-3190-42220	02/03/2021 pziemer REPAIR & MAINT	02/17/2021	0.79 0.79	0.79	Open	N 02/17/2021
294541 64322	ACE HARDWARE BULLETIN BOARD HANGING STRIPS 225-2120-42220	02/05/2021 pziemer REPAIR & MAINT	02/17/2021	30.73 30.73	30.73	Open	N 02/17/2021
294563 64328	ACE HARDWARE OFFICE KEYS - TRANSIT 203-9000-42200	02/05/2021 pziemer OFFICE SUPPLIES	02/17/2021	23.92 23.92	23.92	Open	N 02/17/2021
Total for vendor 0011 - ACE HARDWARE:				85.25	85.25		
Vendor 2902 - ADVANCE AUTO PA:							
6574104083141 64376	ADVANCE AUTO PARTS HAND CLEANER 235-3100-42220	02/09/2021 pziemer REPAIR & MAINT	02/17/2021	35.98 35.98	35.98	Open	N 02/17/2021
6574104083140 64377	ADVANCE AUTO PARTS #103 & 108 WINDSHIELD WIPERS 235-3125-42220	02/09/2021 pziemer REPAIR & MAINT	02/17/2021	50.88 50.88	50.88	Open	N 02/17/2021
Total for vendor 2902 - ADVANCE AUTO PA:				86.86	86.86		
Vendor 2846 - AMERICAN WELDING:							
07580028 64299	AMERICAN WELDING-GAS INC STANDOFF GUIDE 235-3100-42220	01/27/2021 pziemer MIG WELDING TIPS	02/17/2021	113.16 113.16	113.16	Open	N 02/17/2021
07580414 64303	AMERICAN WELDING-GAS INC WELDING SUPPLIES	01/28/2021 pziemer	02/17/2021	214.23	214.23	Open	N 02/17/2021

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	GL Distribution						
	235-3100-42220	REPAIR & MAINT		214.23			
07581531 64304	AMERICAN WELDING-GAS INC	01/28/2021	02/17/2021	19.10	19.10	Open	N
	WELDING SUPPLIES	pziemer					02/17/2021
	235-3100-42220	MIG WELDING CONE		19.10			
07602087 64356	AMERICAN WELDING-GAS INC	01/31/2021	02/17/2021	44.74	44.74	Open	N
	CYLINDER RENTAL	pziemer					02/17/2021
	235-3100-43410	RENTAL EXPENSE		44.74			
07586236 64357	AMERICAN WELDING-GAS INC	01/31/2021	02/17/2021	238.95	238.95	Open	N
	CYLINDER LEASE 5 YEAR LEASE	pziemer					02/17/2021
	235-3100-43410	RENTAL EXPENSE		238.95			
07609537 64378	AMERICAN WELDING-GAS INC	02/03/2021	02/17/2021	15.49	15.49	Open	N
	SS WIRE SCRATCH BRUSH	pziemer					02/17/2021
	235-3100-42220	WELDING SUPPLIES		15.49			
	Total for vendor 2846 - AMERICAN WELDING:			645.67	645.67		

Vendor 0039 - AMERIPRIDE LINE:

2201428983 64262	ARAMARK UNIFORM	01/28/2021	02/17/2021	60.18	60.18	Open	N
	RUGS AND OVERALLS	pziemer					02/17/2021
	235-3100-43430	MISCELLANEOUS		60.18			
2201431316 64320	ARAMARK UNIFORM	02/04/2021	02/17/2021	94.61	94.61	Open	N
	RUGS AND OVERALLS	pziemer					02/17/2021
	235-3100-43430	MISCELLANEOUS		94.61			
2201434482 64398	ARAMARK UNIFORM	02/11/2021	02/17/2021	68.17	68.17	Open	N
	RUGS AND OVERALLS	pziemer					02/17/2021
	235-3100-43430	MISCELLANEOUS		68.17			
	Total for vendor 0039 - AMERIPRIDE LINE:			222.96	222.96		

Vendor 0041 - ANDERSON BROTHE:

DEPOSIT RETURN

64381	ANDERSON BROTHERS CONSTRU	02/10/2021	02/17/2021	2,555.75	2,555.75	Open	N
	PARTIAL RETURN OF DEVELOPMENT AGRMNT	pziemer					02/17/2021
	295-0000-20600	DEPOSITS PAYABLE		2,555.75			
	Total for vendor 0041 - ANDERSON BROTHE:			2,555.75	2,555.75		

Vendor MISC - ANGELA KRUCHTEN:

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
P018146-REFUND							
64264	ANGELA KRUCHTEN	01/29/2021	02/17/2021	25.00	25.00	Open	N
	REFUND FOR OVERPAYMENT PARKING TICKET	pziemer					02/17/2021
	225-2120-35102	PARKING FINES		25.00			
	Total for vendor MISC - ANGELA KRUCHTEN:			25.00	25.00		
Vendor 3859 - ASL INTERPRETING SERVICES INC:							
21.00987							
64293	ASL INTERPRETING SERVICES INC	02/02/2021	02/17/2021	20.00	20.00	Open	N
	MONTHLY INTERPRETING SERVICES	pziemer					02/17/2021
	225-2120-43300	PROFESSIONAL SERVICES		20.00			
	Total for vendor 3859 - ASL INTERPRETING SERVICES INC:			20.00	20.00		
Vendor 2740 - AT&T MOBILITY:							
X02032021/IT							
64277	AT&T MOBILITY	01/25/2021	02/17/2021	22.68	22.68	Open	N
	287292136423 IT CELL PHONES	pziemer					02/17/2021
	101-1800-43321	TELEPHONE		22.68			
X02032021/ENG							
64278	AT&T MOBILITY	01/25/2021	02/17/2021	208.52	208.52	Open	N
	287292136423 ENG DEPT CELL PHONES	pziemer					02/17/2021
	101-1700-43321	TELEPHONE		208.52			
X02032021/CD							
64279	AT&T MOBILITY	01/25/2021	02/17/2021	99.86	99.86	Open	N
	287292136423 COM DEV CELL PHONE	pziemer					02/17/2021
	101-2400-43321	TELEPHONE		99.86			
X02032021/STRTS							
64280	AT&T MOBILITY	01/25/2021	02/17/2021	49.93	49.93	Open	N
	287292136423 STREET DEPT CELL PHONE	pziemer					02/17/2021
	235-3100-43321	TELEPHONE		49.93			
X02032021/TRANSIT							
64281	AT&T MOBILITY	01/25/2021	02/17/2021	49.93	49.93	Open	N
	287292136423 TRANSIT CELL PHONE	pziemer					02/17/2021
	203-9000-43321	TELEPHONE		49.93			
X02032021/ADMIN							
64282	AT&T MOBILITY	01/25/2021	02/17/2021	99.86	99.86	Open	N
	287292136423 ADMIN CELL PHONES	pziemer					02/17/2021
	101-1400-43321	TELEPHONE		99.86			
X02032021/PD							
64314	AT&T MOBILITY	01/25/2021	02/17/2021	2,044.60	2,044.60	Open	N
	ACCT 287287520356 PD CELL PHONES	pziemer					02/17/2021
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		796.35			

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	225-2120-43321	TELEPHONE		1,248.25			
	Total for vendor 2740 - AT&T MOBILITY:			2,575.38	2,575.38		

Vendor 0049 - AUTO VALUE - WE:

17285544 64374	AUTO VALUE - WEST RIVET GUN 235-3100-42220	02/09/2021 pziemer REPAIR & MAINT	02/17/2021	116.38 116.38	116.38	Open	N 02/17/2021
17284973 64382	AUTO VALUE - WEST PURPLE CLEANER - SHOP 230-5200-42220	02/02/2021 pziemer REPAIR & MAINT	02/17/2021	32.99 32.99	32.99	Open	N 02/17/2021
	Total for vendor 0049 - AUTO VALUE - WE:			149.37	149.37		

Vendor 2838 - AXON ENTERPRISE:

SI-1713664 64343	AXON ENTERPRISE, INC. TASER TRAINING CARTRIDGES 225-2120-43330	02/01/2021 pziemer PROFESSIONAL DEVELOPMENT	02/17/2021	1,531.00 1,531.00	1,531.00	Open	N 02/17/2021
	Total for vendor 2838 - AXON ENTERPRISE:			1,531.00	1,531.00		

Vendor 0745 - BATTERIES PLUS:

P36399459 64323	BATTERIES PLUS SQD 429 BATTERY 225-2120-42221	02/05/2021 pziemer SQUAD CAR REPAIR SUPPLIES	02/17/2021	163.50 163.50	163.50	Open	N 02/17/2021
P36418444 64331	BATTERIES PLUS SQD 431 BATTERY 225-2120-42221	02/05/2021 pziemer SQUAD CAR REPAIR SUPPLIES	02/17/2021	189.99 189.99	189.99	Open	N 02/17/2021
	Total for vendor 0745 - BATTERIES PLUS:			353.49	353.49		

Vendor 2068 - BAXTER POLICE D:

2021 1ST QTR 64258	BAXTER POLICE DEPARTMENT TZD 1ST QTR 2021 225-0000-20800	02/01/2021 pziemer DUE TO OTHER GOVT UNITS	02/17/2021	1,728.58 1,728.58	1,728.58	Open	N 02/17/2021
	Total for vendor 2068 - BAXTER POLICE D:			1,728.58	1,728.58		

Vendor 3120 - BOLTON & MENK:

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0263618 64311	BOLTON & MENK IMP 19-19 PROFESSIONAL SERVICES 401-1919-43300	01/25/2021 pziemer	02/17/2021	584.00 584.00	584.00	Open	N 02/17/2021
0263617 64312	BOLTON & MENK IMP 19-01 PROFESSIONAL SERVICES 401-1901-43300	01/25/2021 pziemer	02/17/2021	957.50 957.50	957.50	Open	N 02/17/2021
Total for vendor 3120 - BOLTON & MENK:				1,541.50	1,541.50		
Vendor 0065 - BOYER TRUCKS RO:							
85153RX1 64267	BOYER TRUCKS ROGERS HYDRAULIC FITTINGS - MISSING INVOICE 235-3100-42220	12/01/2020 pziemer	02/17/2021	161.95 161.95	161.95	Open	N 12/31/2020
Total for vendor 0065 - BOYER TRUCKS RO:				161.95	161.95		
Vendor 3500 - BRAINERD DISPAT:							
2021 SUBSCRIPTION 64310	BRAINERD DISPATCH ACCT #178183917 2021 RENEWAL 101-9200-43430	02/04/2021 pziemer	02/17/2021	248.04 248.04	248.04	Open	N 02/17/2021
Total for vendor 3500 - BRAINERD DISPAT:				248.04	248.04		
Vendor 0206 - BRAINERD HOUSIN:							
2020 WELLNESS 64301	BRAINERD HOUSING AUTHORITY 2020 WELLNESS INCENTIVES FOR HRA EMP 278-6515-43430	02/03/2021 pziemer	02/17/2021	2,080.00 2,080.00	2,080.00	Open	N 02/17/2021
Total for vendor 0206 - BRAINERD HOUSIN:				2,080.00	2,080.00		
Vendor 0296 - BRAINERD PUBLIC:							
2020 WELLNESS 64302	BRAINERD PUBLIC UTILITIES 2020 WELLNESS INCENTIVES FOR BPU EMP 278-6515-43430	02/03/2021 pziemer	02/17/2021	2,080.00 2,080.00	2,080.00	Open	N 02/17/2021
JAN 21/STREETS 64361	BRAINERD PUBLIC UTILITIES 12/24/2020-1/24/2021 STREET DEPT UTIL 235-3100-43381	01/27/2021 pziemer	02/17/2021	24,288.22 24,288.22	24,288.22	Open	N 02/17/2021

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JAN 21/PARKS							
64362	BRAINERD PUBLIC UTILITIES	01/27/2021	02/17/2021	3,370.08	3,370.08	Open	N
	12/24/20-1/24/2021 PARK DEPT UTILITIES	pziemer					02/17/2021
	230-5200-43381 BPU UTILITIES			3,370.08			
JAN 21/PD							
64363	BRAINERD PUBLIC UTILITIES	01/27/2021	02/17/2021	3,542.91	3,542.91	Open	N
	12/24/20-1/24/21 POLICE DEPT UTILITIES	pziemer					02/17/2021
	225-2120-43381 BPU UTILITIES			3,542.91			
JAN 21/FIRE							
64364	BRAINERD PUBLIC UTILITIES	01/27/2021	02/17/2021	3,491.03	3,491.03	Open	N
	12/24/20-1/24/21 ST 1 & 2 UTILITIES	pziemer					02/17/2021
	225-2220-43381 BPU UTILITIES			3,491.03			
JAN 21/LIBRARY							
64365	BRAINERD PUBLIC UTILITIES	01/27/2021	02/17/2021	1,188.13	1,188.13	Open	N
	12/24/20-1/24/21 LIBRARY UTILITIES	pziemer					02/17/2021
	211-5500-43381 BPU UTILITIES			1,188.13			
JAN 21/ENG							
64366	BRAINERD PUBLIC UTILITIES	01/27/2021	02/17/2021	1,945.37	1,945.37	Open	N
	12/24/20-1/24/21 CITY UTILITIES	pziemer					02/17/2021
	101-1940-43381 BPU UTILITIES			1,098.01			
	101-1940-43381 BPU UTILITIES			261.86			
	101-9200-43381 BPU UTILITIES			44.30			
	101-9200-43381 BPU UTILITIES			77.26			
	236-3180-43381 BPU UTILITIES			36.00			
	401-1003-43380 UTILITIES			427.94			
2/10/21							
64370	BRAINERD PUBLIC UTILITIES	02/10/2021	02/17/2021	132,922.18	132,922.18	Open	N
	REMIT LOCAL THRU 2/10/21	pziemer					02/17/2021
	251-9360-43467 REMIT LOCAL SALES TAX COLLECT			132,922.18			
	Total for vendor 0296 - BRAINERD PUBLIC:			172,827.92	172,827.92		
Vendor 0102 - CANON FINANCIAL:							
26237445							
64391	CANON FINANCIAL SERVICE	02/09/2021	02/17/2021	67.27	67.27	Open	N
	2/20-3/19 FD COPIER CONTRACT	pziemer					02/17/2021
	225-2220-43331 LEASED PAYMENTS			67.27			
26237446							
64392	CANON FINANCIAL SERVICE	02/09/2021	02/17/2021	100.06	100.06	Open	N
	2/20-3/19 LIB COPIER CONTRACT	pziemer					02/17/2021
	211-5505-43430 MISC - COPY MACHINE PYMTS			100.06			
	Total for vendor 0102 - CANON FINANCIAL:			167.33	167.33		

Vendor 0447 - CDW GOVERNMENT,:

02/11/2021 11:10 AM

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
7017026 64256	CDW GOVERNMENT, INC CDWG - DELL MONITOR P2719H QTY 8 403-9070-45580	01/22/2021 pziemer	02/17/2021	2,152.16 2,152.16	2,152.16	Open	N 02/17/2021
7511662 64341	CDW GOVERNMENT, INC CDWG - DELL OPTIPLEX 3080 403-9070-45580	02/02/2021 pziemer	02/17/2021	807.38 807.38	807.38	Open	N 02/17/2021
7085569 64352	CDW GOVERNMENT, INC TONER - TRANSIT 203-9000-42200	01/25/2021 pziemer	02/17/2021	176.10 176.10	176.10	Open	N 02/17/2021
7311221 64353	CDW GOVERNMENT, INC SQD 433,434,435 NEW SQUAD BUILD 400-9050-45530	01/28/2021 pziemer	02/17/2021	1,049.01 1,049.01	1,049.01	Open	N 02/17/2021
	Total for vendor 0447 - CDW GOVERNMENT,:			4,184.65	4,184.65		

Vendor 0307 - CENTERPOINT ENE:

6032449-8/JAN 21 64291	CENTERPOINT ENERGY 12/15/20-1/14/21 LIBRARY UTILITIES 211-5500-43380	01/20/2021 pziemer	02/17/2021	873.50 873.50	873.50	Open	N 02/17/2021
	Total for vendor 0307 - CENTERPOINT ENE:			873.50	873.50		

Vendor 1333 - CHAMBERLAIN OIL:

346915-00 64252	CHAMBERLAIN OIL COMPANY DIESEL EXHAUST FLUID 235-3125-42220	01/27/2021 pziemer	02/17/2021	138.60 138.60	138.60	Open	N 02/17/2021
	Total for vendor 1333 - CHAMBERLAIN OIL:			138.60	138.60		

Vendor MISC - COURTNEY BENNETT:

OVERPAYMENT 64305	COURTNEY BENNETT 2019 NUISANCE OVERPAYMENT-41240647 101-0000-36101 101-0000-36102	01/27/2021 pziemer	02/17/2021	129.14 125.00 4.14	129.14	Open	N 02/17/2021
	Total for vendor MISC - COURTNEY BENNETT:			129.14	129.14		

Vendor 3059 - CRYSTEEL MFG IN:

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LC00068597							
64369	CRYSTEEL MFG INC	12/22/2020	02/17/2021	168.00	168.00	Open	N
	TRUCK 108 HYDRAULIC TANK SENDER	pziemer					12/31/2020
	235-3125-42220	REPAIR & MAINT		168.00			
	Total for vendor 3059 - CRYSTEEL MFG IN:			168.00	168.00		
Vendor 0900 - CUB FOODS BRD:							
TRX 11							
64315	CUB FOODS - BRAINERD	02/04/2021	02/17/2021	19.98	19.98	Open	N
	2/4/21 ICE MELT	pziemer					02/17/2021
	225-2120-42220	REPAIR & MAINT		19.98			
	Total for vendor 0900 - CUB FOODS BRD:			19.98	19.98		
Vendor 0491 - CUYUNA RANGE FI:							
2021 DUES							
64354	CUYUNA RANGE FIRE CHIEFS ASSN	02/01/2021	02/17/2021	300.00	300.00	Open	N
	2021 CUYUNA RANGE DUES	pziemer					02/17/2021
	225-2220-43433	DUES & SUBSCRIPTIONS		300.00			
	Total for vendor 0491 - CUYUNA RANGE FI:			300.00	300.00		
Vendor 0136 - CWC ATTORNEY:							
ICR 17014978							
64358	CWC ATTORNEY	02/09/2021	02/17/2021	61.50	61.50	Open	N
	ICR 17014978	pziemer					02/17/2021
	224-0000-36299	MISCELLANEOUS REVENUE		61.50			
ICR 19002693							
64379	CWC ATTORNEY	02/10/2021	02/17/2021	20.00	20.00	Open	N
	ICR 19002693	pziemer					02/17/2021
	223-0000-22800	OTHER LIABILITIES		20.00			
	Total for vendor 0136 - CWC ATTORNEY:			81.50	81.50		
Vendor 0135 - CWC TREASURER:							
3985							
64337	CWC TREASURER	02/05/2021	02/17/2021	2,000.00	2,000.00	Open	N
	WCA 2021 ANNUAL ADMIN FEE	pziemer					02/17/2021
	238-3160-43300	PROFESSIONAL SERVICES		2,000.00			
3983							
64338	CWC TREASURER	02/01/2021	02/17/2021	8,050.00	8,050.00	Open	N
	FEB 2021 SHARED SERVICES	pziemer					02/17/2021
	101-9200-43300	PROFESSIONAL SERVICES		7,425.00			
	211-5500-42220	REPAIR & MAINT		625.00			
	Total for vendor 0135 - CWC TREASURER:			10,050.00	10,050.00		

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Vendor 3438 - D - D BEVERAGE,:							
1343731 64383	D - D BEVERAGE, LLC JANITORIAL SUPPLIES 230-5200-42210	01/25/2021 pziemer	02/17/2021	361.60	361.60	Open	N 02/17/2021
	OPERATING SUPPLIES			361.60			
	Total for vendor 3438 - D - D BEVERAGE,:			361.60	361.60		
Vendor 1573 - DELL MARKETING:							
10460289238 64296	DELL MARKETING LP DELL - LATITUDE 3310 (CITY COUNCIL X{pziemer 400-9050-45530	01/22/2021 pziemer	02/17/2021	6,801.52	6,801.52	Open	N 02/17/2021
	CAPITAL - OTHER			6,801.52			
	Total for vendor 1573 - DELL MARKETING:			6,801.52	6,801.52		
Vendor 3544 - ERKENS WATER:							
360761 64308	ERKENS WATER SOFTENER SALT 225-2220-42210	02/01/2021 pziemer	02/17/2021	25.05	25.05	Open	N 02/17/2021
	OPERATING SUPPLIES			25.05			
	Total for vendor 3544 - ERKENS WATER:			25.05	25.05		
Vendor 0170 - FASTENAL COMPAN:							
MNBAX242697 64288	FASTENAL COMPANY LARGE DRILL ARBOR 235-3100-42240	02/01/2021 pziemer	02/17/2021	29.51	29.51	Open	N 02/17/2021
	SMALL TOOLS			29.51			
MNBAX242484 64297	FASTENAL COMPANY SHOP NUTS & BOLTS RE-SUPPLY 235-3100-42220	01/28/2021 pziemer	02/17/2021	415.21	415.21	Open	N 02/17/2021
	REPAIR & MAINT			415.21			
MNBAX242801 64332	FASTENAL COMPANY ICE MELT 225-2120-42220	02/04/2021 pziemer	02/17/2021	27.22	27.22	Open	N 02/17/2021
	REPAIR & MAINT			27.22			
	Total for vendor 0170 - FASTENAL COMPAN:			471.94	471.94		
Vendor 0071 - FORUM COMMUNICA:							
2239292/COM DEV 64401	FORUM COMMUNICATIONS COMPANY JAN 21 QTY 2 NOH - SHARINGBREAD/MARCTpziemer 101-2400-43350	01/31/2021 pziemer	02/17/2021	230.28	230.28	Open	N 02/17/2021
	PRINTING/LEGAL PUBLICATION			115.14			
	PRINTING/LEGAL PUBLICATION			115.14			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
2239292/PD 64402	FORUM COMMUNICATIONS COMPANY PO NOTICE - POLICE CHIEF POSITION 225-2120-43350	01/31/2021 pziemer	02/17/2021	24.24	24.24	Open	N 02/17/2021
	PRINTING/LEGAL PUBLICATION			24.24			
2239292/ADMIN 64403	FORUM COMMUNICATIONS COMPANY 2021 BUDGET SUMMARY NOTICE 101-9200-43350	01/31/2021 pziemer	02/17/2021	187.86	187.86	Open	N 02/17/2021
	LEGAL PUBLICATIONS			187.86			
	Total for vendor 0071 - FORUM COMMUNICA:			442.38	442.38		

Vendor 0186 - GALLS LLC:

017523324							
64324	GALLS LLC	01/27/2021	02/17/2021	107.94	107.94	Open	N
	704 BODYSHIELD CARRIER	pziemer					02/17/2021
	225-2120-41113	UNIFORM ALLOWANCE		107.94			
017558665							
64344	GALLS LLC	02/01/2021	02/17/2021	75.94	75.94	Open	N
	704 UNIFORM DUTY BELT	pziemer					02/17/2021
	225-2120-41113	UNIFORM ALLOWANCE		75.94			
	Total for vendor 0186 - GALLS LLC:			183.88	183.88		

Vendor 3411 - GROUP HEALTH IN:

462745							
64359	GROUP HEALTH INC. - WORKSITE	02/08/2021	02/17/2021	264.00	264.00	Open	N
	EAP ANNUAL BILLING	pziemer					02/17/2021
	203-9000-41131	HEALTH INSURANCE		13.20			
	101-1800-41131	HEALTH INSURANCE		13.20			
	401-9030-41131	HEALTH INSURANCE		13.20			
	225-2220-41131	HEALTH INSURANCE		13.20			
	225-2120-41131	HEALTH INSURANCE		79.20			
	101-0000-14100	DUE FROM COMPONENT UNIT		105.60			
	101-0000-14100	DUE FROM COMPONENT UNIT		26.40			
	Total for vendor 3411 - GROUP HEALTH IN:			264.00	264.00		

Vendor 2673 - H & L MESABI CO:

40994							
64340	H & L MESABI COMPANY	02/03/2021	02/17/2021	879.00	879.00	Open	N
	CARBIDE BLADES	prziemer					02/17/2021
	235-3125-42220	GRADER MOLDBOARD CUTTING EDGE		879.00			
	Total for vendor	2673 - H & L MESABI CO:		879.00	879.00		

Vendor 0200 - HEARTLAND ANIMA:

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JAN 2021 64327	HEARTLAND ANIMAL RESCUE JAN 2021 ADMIN FEE/BOARDING 225-2700-43430 225-2700-43300	01/31/2021 pziemer	02/17/2021	2,165.00	2,165.00	Open	N 02/17/2021
	MISCELLANEOUS			353.00			
	PROFESSIONAL SERVICES			1,812.00			
	Total for vendor 0200 - HEARTLAND ANIMA:			2,165.00	2,165.00		

Vendor 3050 - HILDI INC.:

12483 64390	HILDI INC. ACTUARIAL VALUATION GASB 75 101-9200-43300 101-0000-14100 101-0000-14100 260-9020-43300	01/26/2021 pziemer	02/17/2021	3,650.00	3,650.00	Open	N 02/17/2021
	PROFESSIONAL SERVICES			1,533.00			
	DUE FROM COMPONENT UNIT			1,565.85			
	DUE FROM COMPONENT UNIT			489.10			
	PROFESSIONAL SERVICES			62.05			
	Total for vendor 3050 - HILDI INC.:			3,650.00	3,650.00		

Vendor 0223 - L & M STEEL:

032156 64263	L & M STEEL STEEL STOCK 235-3100-42220	01/27/2021 pziemer	02/17/2021	48.00	48.00	Open	N 02/17/2021
	REPAIR & MAINT			48.00			
	Total for vendor 0223 - L & M STEEL:			48.00	48.00		

Vendor 0232 - LMCIT-BERKLEY:

2021/QTR 1 64371	LEAGUE MN CITIES INS TRUS 2021 QTR 1 CITY SHARE WORK COMP 280-0000-41150 225-2225-41150	01/29/2021 pziemer	02/17/2021	59,735.60	59,735.60	Open	N 02/17/2021
	WORKERS COMP			47,485.59			
	WORKERS COMP			12,250.01			
	Total for vendor 0232 - LMCIT-BERKLEY:			59,735.60	59,735.60		

Vendor 0237 - LOCATORS - SUPP:

0289971-IN 64313	LOCATORS - SUPPLIES INC TRAFFIC SIGN FLAGS AND BEACONS 235-3170-42210	02/04/2021 pziemer	02/17/2021	1,031.98	1,031.98	Open	N 02/17/2021
	OPERATING SUPPLIES			1,031.98			
	Total for vendor 0237 - LOCATORS - SUPP:			1,031.98	1,031.98		

Vendor 1753 - MARCO:

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INV8379127 64255	MARCO MARCO - CISCO DUO IMPLEMENTATION 101-1800-43300	01/25/2021 pziemer	02/17/2021	2,010.00 2,010.00	2,010.00	Open	N 02/17/2021
INV8380179 64276	MARCO MARCO - CISCO UMBRELLA SECURITY 101-1800-43309	01/25/2021 pziemer	02/17/2021	2,138.40 2,138.40	2,138.40	Open	N 02/17/2021
INV8422243 64373	MARCO 1/20/21 WARRANTY - POST SUPPORT ITEM	02/05/2021 pziemer	02/17/2021	550.00	550.00	Open	N 02/17/2021
Total for vendor 1753 - MARCO:				4,698.40	4,698.40		
Vendor 0243 - MARCO FINANCING:							
435684840 64372	MARCO FINANCING MARCO - COPIER CH 2ND 3/1-6/1/21 101-1800-43331	02/04/2021 pziemer	02/17/2021	1,447.49 1,447.49	1,447.49	Open	N 02/17/2021
435809884 64400	MARCO FINANCING PD COPIER LEASE 225-2120-43331	02/05/2021 pziemer	02/17/2021	871.96 871.96	871.96	Open	N 02/17/2021
Total for vendor 0243 - MARCO FINANCING:				2,319.45	2,319.45		
Vendor 2392 - MENARDS:							
48954 64339	MENARDS QUICK LINK DIABLO 237-3190-42220	02/02/2021 pziemer	02/17/2021	114.97 114.97	114.97	Open	N 02/17/2021
Total for vendor 2392 - MENARDS:				114.97	114.97		
Vendor 0889 - MENARDS - BAXTE:							
48028 64384	MENARDS - BAXTER MOWER TRAILER TIE DOWNS 230-5200-42220	01/14/2021 pziemer	02/17/2021	51.13 51.13	51.13	Open	N 02/17/2021
48041 64385	MENARDS - BAXTER SKID STEER TRAILER TIE-DOWNS 230-5200-42220	01/14/2021 pziemer	02/17/2021	92.42 92.42	92.42	Open	N 02/17/2021
Total for vendor 0889 - MENARDS - BAXTE:				143.55	143.55		

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Vendor 3394 - MIDWEST MACHINE:							
2322571 64275	MIDWEST MACHINERY CO CHAINSAW REPAIR 235-3100-42220	02/01/2021 pziemer	02/17/2021	154.31	154.31	Open	N 02/17/2021
	REPAIR & MAINT			154.31			
2324747 64375	MIDWEST MACHINERY CO CHAINSAW REPAIR 235-3100-42220	02/09/2021 pziemer	02/17/2021	9.28	9.28	Open	N 02/17/2021
	REPAIR & MAINT			9.28			
2312704 64386	MIDWEST MACHINERY CO HEATED CAB FOR JD SNOWBLOWER 400-9050-45530	01/05/2021 pziemer	02/17/2021	7,698.00	7,698.00	Open	N 02/17/2021
	CAPITAL - OTHER			7,698.00			
2325031 64397	MIDWEST MACHINERY CO CHAINSAW BAR OIL 235-3100-42220	02/10/2021 pziemer	02/17/2021	35.84	35.84	Open	N 02/17/2021
	REPAIR & MAINT			35.84			
	Total for vendor 3394 - MIDWEST MACHINE:			7,897.43	7,897.43		
Vendor 0254 - MILLS MOTORS IN:							
551194 64317	MILLS MOTORS INC TRANSIT REPAIRS 203-9000-43401	02/04/2021 pziemer	02/17/2021	1,307.49	1,307.49	Open	N 02/17/2021
	VEHICLE REPAIRS			1,307.49			
551790 64394	MILLS MOTORS INC BUS 119 REPAIRS 203-9000-43401	02/10/2021 pziemer	02/17/2021	1,055.71	1,055.71	Open	N 02/17/2021
	VEHICLE REPAIRS			1,055.71			
	Total for vendor 0254 - MILLS MOTORS IN:			2,363.20	2,363.20		
Vendor 1448 - MN DEPT OF TRAN:							
P00012849 64298	MN DEPT OF TRANSPORTATION TRAFFIC SIGNAL MAINTENANCE 235-3100-42220	01/28/2021 pziemer	02/17/2021	132.40	132.40	Open	N 02/17/2021
	REPAIR & MAINT			132.40			
	Total for vendor 1448 - MN DEPT OF TRAN:			132.40	132.40		
Vendor 0586 - MN STATE TREASU:							
ICR 19002693 64380	MN STATE TREASURER ICR 19002693 223-0000-22800	02/10/2021 pziemer	02/17/2021	10.00	10.00	Open	N 02/17/2021
	OTHER LIABILITIES			10.00			

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Total for vendor 0586 - MN STATE TREASU:				10.00	10.00		
Vendor 3168 - MOTORS-N-MORE:							
28133 64265	MOTORS-N-MORE SQD 426 CATALYTIC CONVERTER 225-2120-42221	01/29/2021 pziemer	02/17/2021	567.30	567.30	Open	N 02/17/2021
	SQUAD CAR REPAIR SUPPLIES			567.30			
28150 64294	MOTORS-N-MORE SQD 430 OIL CHANGE 225-2120-42221	02/02/2021 pziemer	02/17/2021	23.00	23.00	Open	N 02/17/2021
	SQUAD CAR REPAIR SUPPLIES			23.00			
28157 64333	MOTORS-N-MORE SQD 432 BATTERY 225-2120-42221	02/05/2021 pziemer	02/17/2021	251.31	251.31	Open	N 02/17/2021
	SQUAD CAR REPAIR SUPPLIES			251.31			
Total for vendor 3168 - MOTORS-N-MORE:				841.61	841.61		
Vendor 0273 - NAPA AUTO PARTS:							
378420 64309	NAPA AUTO PARTS ADAPTORS 225-2220-42210	02/03/2021 pziemer	02/17/2021	1.65	1.65	Open	N 02/17/2021
	OPERATING SUPPLIES			1.65			
378585 64334	NAPA AUTO PARTS ADAPTORS 225-2220-42210	02/04/2021 pziemer	02/17/2021	1.65	1.65	Open	N 02/17/2021
	OPERATING SUPPLIES			1.65			
Total for vendor 0273 - NAPA AUTO PARTS:				3.30	3.30		
Vendor 0427 - NISSWA POLICE D:							
2021 1ST QTR 64259	NISSWA POLICE DEPT TZD 1ST QTR 2021 225-0000-20800	02/01/2021 pziemer	02/17/2021	2,612.70	2,612.70	Open	N 02/17/2021
	DUE TO OTHER GOVT UNITS			2,612.70			
Total for vendor 0427 - NISSWA POLICE D:				2,612.70	2,612.70		
Vendor 0284 - OFFICE SHOP:							
1091422-0 64257	OFFICE SHOP THUMB DRIVE 237-3190-42220	01/27/2021 pziemer	02/17/2021	10.95	10.95	Open	N 02/17/2021
	REPAIR & MAINT			10.95			

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314313-0 64307	OFFICE SHOP 2020 Q4 COPIER CHARGE 225-2220-43331	12/29/2020 pziemer	02/17/2021	140.34	140.34	Open	N 12/31/2020
	LEASED PAYMENTS			140.34			
1091779-0 64318	OFFICE SHOP PAPER/ENVELOPES/OFFICE SUPPLIES - CI 101-1940-42200	02/03/2021 pziemer	02/17/2021	129.66	129.66	Open	N 02/17/2021
	OFFICE SUPPLIES			129.66			
1091757-0 64319	OFFICE SHOP LAMINATE VAC TRUCK INSTRUCTIONS 237-3190-42220	02/03/2021 pziemer	02/17/2021	7.50	7.50	Open	N 02/17/2021
	REPAIR & MAINT			7.50			
1091860-0 64321	OFFICE SHOP SOAP/DOOR HOOKS 101-1940-42200	02/04/2021 pziemer	02/17/2021	43.82	43.82	Open	N 02/17/2021
	OFFICE SUPPLIES			43.82			
	Total for vendor 0284 - OFFICE SHOP:			332.27	332.27		

Vendor 2073 - PEQUOT LAKES PO:

2021 1ST QTR

64260	PEQUOT LAKES POLICE DEPARTMENT TZD 1ST QTR 2021 225-0000-20800	02/01/2021 pziemer	02/17/2021	2,420.48	2,420.48	Open	N 02/17/2021
	DUE TO OTHER GOVT UNITS			2,420.48			
	Total for vendor 2073 - PEQUOT LAKES PO:			2,420.48	2,420.48		

Vendor 0100 - PRINT SHOP INK:

2272

64245	PRINT SHOP INK TAX FORMS 1099 NEC 101-1400-42210	01/26/2021 pziemer	02/17/2021	31.78	31.78	Open	N 02/17/2021
	OPERATING SUPPLIES			31.78			
2289 64329	PRINT SHOP INK 1099G - IRS COPY - 101-1940-42200	02/04/2021 pziemer	02/17/2021	21.88	21.88	Open	N 02/17/2021
	OFFICE SUPPLIES			21.88			
	Total for vendor 0100 - PRINT SHOP INK:			53.66	53.66		

Vendor 3436 - PRODUCTIVE ALTE:

INV00066374

64336	PRODUCTIVE ALTERNATIVES JAN 2021 3RD PARTY SERVICES 203-9000-42212	01/31/2021 pziemer	02/17/2021	58,801.91	58,801.91	Open	N 02/17/2021
	MOTOR FUELS			2,438.08			
	VEHICLE REPAIRS			4,053.64			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	203-9000-43440	TRANSIT SERVICE CONTRACT PY		52,310.19			
	Total for vendor 3436 - PRODUCTIVE ALTE:			58,801.91	58,801.91		
Vendor 2487 - RAILROAD MANAGE:							
433442 64244	RAILROAD MANAGEMENT COMPANY	01/29/2021	02/17/2021	284.85	284.85	Open	N 02/17/2021
	#302637 18IN STORM SEWER PIPELINE CR(pziemer						
	238-3160-43430	MISCELLANEOUS		284.85			
	Total for vendor 2487 - RAILROAD MANAGE:			284.85	284.85		
Vendor 3366 - RASINSKI TOTAL:							
2462 64387	RASINSKI TOTAL DOOR SERVICE LLC	01/25/2021	02/17/2021	18.00	18.00	Open	N 02/17/2021
	DND KEYS	pziemer					
	230-5200-42220	REPAIR & MAINT		18.00			
	Total for vendor 3366 - RASINSKI TOTAL:			18.00	18.00		
Vendor 1238 - ROCKMOUNT :							
1259659 64335	ROCKMOUNT RESEARCH & ALLOYS	01/28/2021	02/17/2021	1,284.72	1,284.72	Open	N 02/17/2021
	ZETA FLUX CORE - LESS SALES TAX	pziemer					
	235-3125-42220	HARD SURFACING MIG WIRE		1,284.72			
	Total for vendor 1238 - ROCKMOUNT :			1,284.72	1,284.72		
Vendor 3768 - SADUSKY RENOVATIONS:							
#15 64368	SADUSKY RENOVATIONS	01/07/2021	02/17/2021	529.15	529.15	Open	N 12/31/2020
	12/16-12/30 INSPECTION SERVICES	pziemer					
	101-2400-43300	PROFESSIONAL SERVICES		529.15			
#17 64395	SADUSKY RENOVATIONS	02/07/2021	02/17/2021	703.95	703.95	Open	N 02/17/2021
	1/19/21-1/28/21 INSPECTION SERVICES	pziemer					
	101-2400-43300	PROFESSIONAL SERVICES		703.95			
	Total for vendor 3768 - SADUSKY RENOVATIONS:			1,233.10	1,233.10		
Vendor 0569 - SCHREIFELS, TRO:							
1/26/21 64295	SCHREIFELS, TROY	01/26/2021	02/17/2021	400.00	400.00	Open	N 02/17/2021
	724BA DEFENSIVE TACTICS/DE-ESCALATION	pziemer					
	225-2120-43330	PROFESSIONAL DEVELOPMENT		400.00			
	Total for vendor 0569 - SCHREIFELS, TRO:			400.00	400.00		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 1636 - SCR - NORTHERN:							
W32585 64290	SCR - NORTHERN BAXTER REPAIR PUMP 2 LEAK - LIBRARY 211-5500-45500	01/22/2021 pziemer	02/17/2021	841.65	841.65	Open	N 02/17/2021
	CAPITAL OUTLAY			841.65			
	Total for vendor 1636 - SCR - NORTHERN:			841.65	841.65		
Vendor 2589 - STAPLES ADVANTA:							
3468400837 64355	STAPLES ADVANTAGE BULLETIN BOARDS - PD 225-2120-42200	01/30/2021 pziemer	02/17/2021	131.58	131.58	Open	N 02/17/2021
	OFFICE SUPPLIES			131.58			
	Total for vendor 2589 - STAPLES ADVANTA:			131.58	131.58		
Vendor 0322 - STREICHERS PROF:							
I1480132 64266	STREICHERS PROF EQUIP 724BA - BODY ARMOR/VEST 225-2120-41113	01/27/2021 pziemer	02/17/2021	1,274.98	1,274.98	Open	N 02/17/2021
	UNIFORM ALLOWANCE			1,274.98			
I1481282 64325	STREICHERS PROF EQUIP 722 JH INITIAL ISSUE 225-2120-41113	02/01/2021 pziemer	02/17/2021	143.95	143.95	Open	N 02/17/2021
	UNIFORM ALLOWANCE			143.95			
I1481318 64326	STREICHERS PROF EQUIP 726 UNIFORM PANTS 225-2120-41113	02/01/2021 pziemer	02/17/2021	94.98	94.98	Open	N 02/17/2021
	UNIFORM ALLOWANCE			94.98			
I1481681 64345	STREICHERS PROF EQUIP 724BA INITIAL ISSUE 225-2120-41113	02/03/2021 pziemer	02/17/2021	53.98	53.98	Open	N 02/17/2021
	UNIFORM ALLOWANCE			53.98			
	Total for vendor 0322 - STREICHERS PROF:			1,567.89	1,567.89		
Vendor 3838 - SWANSON HASKAMP:							
1006 64393	SWANSON HASKAMP CONSULTING ZONING CODE UPDATE 400-9050-45530	02/08/2021 pziemer	02/17/2021	8,276.50	8,276.50	Open	N 02/17/2021
	CAPITAL - OTHER			8,276.50			
	Total for vendor 3838 - SWANSON HASKAMP:			8,276.50	8,276.50		
Vendor 3468 - TRI-STATE BOBCA:							

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A83737 64396	TRI-STATE BOBCAT WOOD CHIPPER AIR FILTERS 235-3100-42220	02/09/2021 pziemer	02/17/2021	253.16	253.16	Open	N 02/17/2021
	REPAIR & MAINT			253.16			
	Total for vendor 3468 - TRI-STATE BOBCA:			253.16	253.16		
Vendor 0334 - U.S. BANK:							
6008338 64300	U.S. BANK GO IMP BONDS 2015A 101-0000-14100 315-7940-46620	01/25/2021 pziemer	02/17/2021	450.00	450.00	Open	N 02/17/2021
	DUE FROM COMPONENT UNIT			315.00			
	PAYING AGENT FEES			135.00			
	Total for vendor 0334 - U.S. BANK:			450.00	450.00		
Vendor 2924 - VERIZON WIRELES:							
9871884159/IT 64283	VERIZON WIRELESS 342090663-00001 IT DEPT CELL PHONES 101-1800-43321	01/23/2021 pziemer	02/17/2021	43.35	43.35	Open	N 02/17/2021
	TELEPHONE			43.35			
9871884159/ADMIN 64284	VERIZON WIRELESS 342090663-00001 ADMIN CELL PHONES 101-1400-43321	01/23/2021 pziemer	02/17/2021	46.50	46.50	Open	N 02/17/2021
	TELEPHONE			46.50			
9871884159/FD 64285	VERIZON WIRELESS NE STATION SECURITY 225-2220-43321	01/23/2021 pziemer	02/17/2021	64.56	64.56	Open	N 02/17/2021
	TELEPHONE			64.56			
9871884159/ENG 64286	VERIZON WIRELESS 342090663-00001 ENG DEPT CELL PHONES 101-1700-43321	01/23/2021 pziemer	02/17/2021	(2.26)	(2.26)	Open	N 02/17/2021
	TELEPHONE			(2.26)			
9871884159/PARKS 64287	VERIZON WIRELESS 342090663-00001 PARKS CELL PHONES 230-5200-43321	01/23/2021 pziemer	02/17/2021	46.50	46.50	Open	N 02/17/2021
	TELEPHONE			46.50			
	Total for vendor 2924 - VERIZON WIRELES:			198.65	198.65		
Vendor 0344 - WASTE PARTNERS:							
11X00586 64268	WASTE PARTNERS INC JAN 21 WASTE OIL REMOVAL 227-3230-43428	01/31/2021 pziemer	02/17/2021	58.50	58.50	Open	N 02/17/2021
	USED OIL RECYCLING EXPENSE			58.50			

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11X00584 64269	WASTE PARTNERS INC JAN 2021 DOWNTOWN WASTE REMOVAL 401-1003-43300	01/31/2021 pziemer	02/17/2021	161.49	161.49	Open	N 02/17/2021
	PROFESSIONAL SERVICES			161.49			
11X00585 64270	WASTE PARTNERS INC JAN 2021 WASTE REMOVAL 225-2120-43380	01/31/2021 pziemer	02/17/2021	112.75	112.75	Open	N 02/17/2021
	UTILITIES			112.75			
11X00581 64271	WASTE PARTNERS INC JAN 2021 STREETS WASTE REMOVAL 235-3100-43380	01/31/2021 pziemer	02/17/2021	87.85	87.85	Open	N 02/17/2021
	UTILITIES			87.85			
11X00583 64272	WASTE PARTNERS INC JAN 2021 CITY HALL WASTE REMOVAL 101-1940-43380	01/31/2021 pziemer	02/17/2021	98.50	98.50	Open	N 02/17/2021
	UTILITIES			98.50			
11X00582 64273	WASTE PARTNERS INC JAN 2021 WASTE REMOVAL 225-2220-43380	01/31/2021 pziemer	02/17/2021	93.60	93.60	Open	N 02/17/2021
	UTILITIES			93.60			
11X01213 64360	WASTE PARTNERS INC JAN 21 LIBRARY WASTE REMOVAL 211-5500-43380	01/31/2021 pziemer	02/17/2021	101.16	101.16	Open	N 02/17/2021
	UTILITIES			101.16			
11X00580 64388	WASTE PARTNERS INC JAN 21 PARKS WASTE REMOVAL 230-5200-43380	01/31/2021 pziemer	02/17/2021	434.70	434.70	Open	N 02/17/2021
	UTILITIES			434.70			
	Total for vendor 0344 - WASTE PARTNERS:			1,148.55	1,148.55		

Vendor 3199 - WEX BANK:

69834395/ENG

64246	WEX BANK	01/31/2021	02/17/2021	24.19	24.19	Open	N
	JAN 2021 ENG FUEL	pziemer					02/17/2021
	401-9030-42212			24.19			
	MOTOR FUELS						

69834395/FD

64247	WEX BANK	01/31/2021	02/17/2021	552.04	552.04	Open	N
	JAN 2021 FD FUEL	pziemer					02/17/2021
	225-2220-42212			552.04			
	MOTOR FUELS						

69834395/CD

64248	WEX BANK	01/31/2021	02/17/2021	25.00	25.00	Open	N
	JAN 2021 COM DEV FUEL	pziemer					02/17/2021

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	101-2400-42212	MOTOR FUELS		25.00			
69834395/PARKS 64249	WEX BANK JAN 2021 PARKS FUEL 230-5200-42212	01/31/2021 pziemer	02/17/2021	738.42	738.42	Open	N 02/17/2021
		MOTOR FUELS		738.42			
69834395/PD 64250*	WEX BANK JAN 2021 PD FUEL 225-2120-42212	01/31/2021 pziemer	02/17/2021	3,135.04	3,135.04	Open	N 02/17/2021
		MOTOR FUELS		(70.21)			
	225-2120-42212	MOTOR FUELS		3,205.25			
69834395/STREETS 64251*	WEX BANK JAN 2021 STREETS FUEL 235-3125-42212	01/31/2021 pziemer	02/17/2021	4,736.85	4,736.85	Open	N 02/17/2021
		MOTOR FUELS		(0.98)			
	235-3125-42212	MOTOR FUELS		4,737.83			
	Total for vendor 3199 - WEX BANK:			9,211.54	9,211.54		

Vendor 1159 - WINNERS TROPHY/:

11314 64254	WINNERS TROPHY AMUSEMENT DEVICE TAGS 101-1400-42210	01/28/2021 pziemer	02/17/2021	192.95	192.95	Open	N 02/17/2021
		OPERATING SUPPLIES		192.95			
11299 64389	WINNERS TROPHY TOWER AWARD ENGRAVING -T. SAILER 101-9200-43430	01/13/2021 pziemer	02/17/2021	40.95	40.95	Open	N 02/17/2021
		MISCELLANEOUS		40.95			
	Total for vendor 1159 - WINNERS TROPHY/:			233.90	233.90		

Vendor 0354 - ZIEGLER, INC:

PC190101423 64261	ZIEGLER, INC GRADER 112 AIR FILTERS 235-3125-42220	01/30/2021 pziemer	02/17/2021	114.14	114.14	Open	N 02/17/2021
		REPAIR AND MAINTENANCE		114.14			
PC190101471 64274	ZIEGLER, INC GRADER 112 OIL FILTER 235-3125-42220	02/02/2021 pziemer	02/17/2021	34.16	34.16	Open	N 02/17/2021
		REPAIR & MAINT		34.16			
SW190031067 64289	ZIEGLER, INC GRADER 113 TRANSMISSION/ARTICULATION 235-3125-42220	02/03/2021 pziemer	02/17/2021	3,958.73	3,958.73	Open	N 02/17/2021
		REPAIR & MAINT		3,958.73			

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U5106501 64330	ZIEGLER, INC TOWMASTER TRAILER VIN#1194 400-9050-45530	02/03/2021 pziemer	02/17/2021	11,828.98 11,828.98	11,828.98	Open	N 02/17/2021
PC190100650 64342	ZIEGLER, INC GRADER 112 MOLD BOARD/AIR RESERVOIR 235-3125-42220	01/08/2021 pziemer	02/17/2021	50.45 50.45	50.45	Open	N 02/17/2021
Total for vendor 0354 - ZIEGLER, INC:				15,986.46	15,986.46		

PCard: 2257 U.S. BANK Card Holder: PARKS

Vendor 3698 - AMAZON:

1/14/21 64367	AMAZON PARKS DEODORIZING SPRAY 230-5220-42210	01/14/2021 pziemer	02/17/2021	68.94 68.94	68.94	Open	N 02/17/2021
Total for vendor 3698 - AMAZON:				68.94	68.94		

Total PCard: 2257 U.S. BANK Card Holder: PARKS

# of Invoices:	151	# Due:	151	Totals:	403,348.45	403,348.45
# of Credit Memos:	1	# Due:	1	Totals:	(2.26)	(2.26)
Net of Invoices and Credit Memos:					403,346.19	403,346.19

* 2 Net Invoices have Credits Totalling: (71.19)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	2,501.95
101-0000-36101	SPECIAL ASSMT - COUNTY	125.00
101-0000-36102	SPECIAL ASSMT INT - COUNTY	4.14
101-1400-42210	OPERATING SUPPLIES	224.73
101-1400-43321	TELEPHONE	146.36
101-1700-43321	TELEPHONE	206.26
101-1800-41131	HEALTH INSURANCE	13.20
101-1800-43300	PROFESSIONAL SERVICES	2,010.00
101-1800-43309	COMPUTER SUPPORT	2,138.40
101-1800-43321	TELEPHONE	66.03
101-1800-43331	LEASE PAYMENTS	1,447.49
101-1940-42200	OFFICE SUPPLIES	195.36
101-1940-43380	UTILITIES	98.50
101-1940-43381	BPU UTILITIES	1,359.87
101-2400-42212	MOTOR FUELS	25.00
101-2400-43300	PROFESSIONAL SERVICES	1,233.10
101-2400-43321	TELEPHONE	99.86
101-2400-43350	PRINTING/LEGAL PUBLICATION	230.28
101-9200-43300	PROFESSIONAL SERVICES	8,958.00

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	101-9200-43350	LEGAL PUBLICATIONS		187.86			
	101-9200-43381	BPU UTILITIES		121.56			
	101-9200-43430	MISCELLANEOUS		288.99			
	203-9000-41131	HEALTH INSURANCE		13.20			
	203-9000-42200	OFFICE SUPPLIES		200.02			
	203-9000-42212	MOTOR FUELS		2,438.08			
	203-9000-43321	TELEPHONE		49.93			
	203-9000-43401	VEHICLE REPAIRS		6,416.84			
	203-9000-43440	TRANSIT SERVICE CONTRACT PY		52,310.19			
	211-5500-42220	REPAIR & MAINT		625.00			
	211-5500-43380	UTILITIES		974.66			
	211-5500-43381	BPU UTILITIES		1,188.13			
	211-5500-45500	CAPITAL OUTLAY		841.65			
	211-5505-43430	MISC - COPY MACHINE PYMTS		100.06			
	223-0000-22800	OTHER LIABILITIES		30.00			
	224-0000-36299	MISCELLANEOUS REVENUE		61.50			
	225-0000-20800	DUE TO OTHER GOVT UNITS		6,761.76			
	225-2120-35102	PARKING FINES		25.00			
	225-2120-41113	UNIFORM ALLOWANCE		1,751.77			
	225-2120-41131	HEALTH INSURANCE		79.20			
	225-2120-42200	OFFICE SUPPLIES		131.58			
	225-2120-42212	MOTOR FUELS		3,135.04			
	225-2120-42220	REPAIR & MAINT		77.93			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		1,195.10			
	225-2120-43300	PROFESSIONAL SERVICES		20.00			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		796.35			
	225-2120-43321	TELEPHONE		1,248.25			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		1,931.00			
	225-2120-43331	LEASED PAYMENTS		871.96			
	225-2120-43350	PRINTING/LEGAL PUBLICATION		24.24			
	225-2120-43380	UTILITIES		112.75			
	225-2120-43381	BPU UTILITIES		3,542.91			
	225-2220-41131	HEALTH INSURANCE		13.20			
	225-2220-42210	OPERATING SUPPLIES		28.35			
	225-2220-42212	MOTOR FUELS		552.04			
	225-2220-43321	TELEPHONE		64.56			
	225-2220-43331	LEASED PAYMENTS		207.61			
	225-2220-43380	UTILITIES		93.60			
	225-2220-43381	BPU UTILITIES		3,491.03			
	225-2220-43433	DUES & SUBSCRIPTIONS		300.00			
	225-2225-41150	WORKERS COMP		12,250.01			
	225-2700-43300	PROFESSIONAL SERVICES		1,812.00			
	225-2700-43430	MISCELLANEOUS		353.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		58.50			
	230-5200-42210	OPERATING SUPPLIES		361.60			
	230-5200-42212	MOTOR FUELS		738.42			
	230-5200-42220	REPAIR & MAINT		194.54			
	230-5200-43321	TELEPHONE		46.50			
	230-5200-43380	UTILITIES		434.70			
	230-5200-43381	BPU UTILITIES		3,370.08			
	230-5220-42210	OPERATING SUPPLIES		68.94			
	235-3100-42220	REPAIR & MAINT		1,751.44			
	235-3100-42240	SMALL TOOLS		29.51			
	235-3100-43321	TELEPHONE		49.93			
	235-3100-43380	UTILITIES		87.85			
	235-3100-43381	BPU UTILITIES		24,288.22			
	235-3100-43410	RENTAL EXPENSE		283.69			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	235-3100-43430	MISCELLANEOUS		222.96			
	235-3125-42212	MOTOR FUELS		4,736.85			
	235-3125-42220	REPAIR & MAINT		6,678.68			
	235-3170-42210	OPERATING SUPPLIES		1,031.98			
	236-3180-43381	BPU UTILITIES		36.00			
	237-3190-42220	REPAIR & MAINT		137.07			
	238-3160-43300	PROFESSIONAL SERVICES		2,000.00			
	238-3160-43430	MISCELLANEOUS		284.85			
	251-9360-43467	REMIT LOCAL SALES TAX COLLECT		132,922.18			
	260-9020-43300	PROFESSIONAL SERVICES		62.05			
	278-6515-43430	MISCELLANEOUS		4,160.00			
	280-0000-41150	WORKERS COMP		47,485.59			
	295-0000-20600	DEPOSITS PAYABLE		2,555.75			
	315-7940-46620	PAYING AGENT FEES		135.00			
	400-9050-45530	CAPITAL - OTHER		35,654.01			
	401-1003-43300	PROFESSIONAL SERVICES		161.49			
	401-1003-43380	UTILITIES		427.94			
	401-1901-43300	PROFESSIONAL SERVICES		957.50			
	401-1919-43300	PROFESSIONAL SERVICES		584.00			
	401-9030-41131	HEALTH INSURANCE		13.20			
	401-9030-42212	MOTOR FUELS		24.19			
	403-9070-45580	CAPITAL - OTHER EQUIPMENT		2,959.54			

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--- TOTALS BY FUND ---							
	101 - GENERAL FUND			21,681.94	21,681.94		
	203 - TRANSIT FUND			61,428.26	61,428.26		
	211 - LIBRARY FUND			3,729.50	3,729.50		
	223 - DRUG FORFEITURE			30.00	30.00		
	224 - DUI FORFEITURE			61.50	61.50		
	225 - PUBLIC SAFETY FUND			40,870.24	40,870.24		
	227 - RECYCLING FUND			58.50	58.50		
	230 - PARK & RECREATION FUND			5,214.78	5,214.78		
	235 - STREET & SEWER FUND			39,161.11	39,161.11		
	236 - PARKING LOT FUND			36.00	36.00		
	237 - SANITARY SEWER FUND			137.07	137.07		
	238 - STORM SEWER FUND			2,284.85	2,284.85		
	251 - LOCAL OPTION SALES TAX			132,922.18	132,922.18		
	260 - AIRPORT FUND			62.05	62.05		
	278 - HEALTHY EMPLOYEE INITIATIVE			4,160.00	4,160.00		
	280 - PACKAGE INSURANCE FUND			47,485.59	47,485.59		
	295 - EDA FUND			2,555.75	2,555.75		
	315 - SINKING 315 15A GO FUND			135.00	135.00		
	400 - CAPITAL PROJECTS FUND			35,654.01	35,654.01		
	401 - CONSTRUCTION FUND			2,168.32	2,168.32		
	403 - IT CAPITAL FUND			2,959.54	2,959.54		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			59,525.69	59,525.69		
	1003 - 10:03 DWNTWN MAIN CNTRACT			589.43	589.43		
	1400 - ADMINISTRATION			371.09	371.09		
	1700 - ENGINEERING			206.26	206.26		
	1800 - IT/GIS			5,675.12	5,675.12		
	1901 - 19:01 NW 4TH STREET IMPR			957.50	957.50		
	1919 - 19:19 NW 3RD&JACKSON STRE			584.00	584.00		
	1940 - CITY HALL			1,653.73	1,653.73		
	2120 - POLICE DEPARTMENT			14,943.08	14,943.08		
	2220 - FIRE DEPARTMENT			4,750.39	4,750.39		
	2225 - PAID ON-CALL FIRE DEPT			12,250.01	12,250.01		
	2400 - COMMUNITY DEVL/INSPECTION			1,588.24	1,588.24		
	2700 - ANIMAL CONTROL			2,165.00	2,165.00		
	3100 - S & S MAINTENANCE			26,713.60	26,713.60		
	3125 - SNOW REMOVAL			11,415.53	11,415.53		
	3160 - STORM SEWER EXPENSE			2,284.85	2,284.85		
	3170 - TRAFFIC CONTROL			1,031.98	1,031.98		
	3180 - PARKING LOTS EXPENSE			36.00	36.00		
	3190 - SANITARY SEWER EXPENSE			137.07	137.07		

02/11/2021 11:10 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 02/16/2021 - 02/16/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 25/25

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY DEPT/ACTIVITY ---							
3230	- RECYCLING EXPENSE			58.50	58.50		
5200	- PARK MAIN/ADMINISTRATION			5,145.84	5,145.84		
5220	- OUTDOOR RINKS			68.94	68.94		
5500	- LIBRARY-BUDGETED			3,629.44	3,629.44		
5505	- TAXABLE FEES			100.06	100.06		
6515	- HEALTHY EMPLOYE INITIATIVE			4,160.00	4,160.00		
7940	- SINKING 15A GO FUND			135.00	135.00		
9000	- TRANSIT FUND			61,428.26	61,428.26		
9020	- AIRPORT M & O			62.05	62.05		
9030	- CONSTRUCTION PROJ-MISC			37.39	37.39		
9050	- CAPITAL PROJECTS-MISC			35,654.01	35,654.01		
9070	- IT CAPITAL FUND			2,959.54	2,959.54		
9200	- UNALLOCATED			9,556.41	9,556.41		
9360	- LOCAL OPTION SALES TAX			132,922.18	132,922.18		

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

GABE JOHNSON

KEVIN STUNEK

TIFFANY STENGLEIN

**Brainerd, MN
February 1, 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 ERICKSON AND JOHNSON TO APPROVE THE AGENDA.

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 PRITSCHET AND STUNEK TO APPROVE THE CONSENT CALENDAR.

A. Approval of Bills - Approved

B. Approval of the Minutes of the Regular Meeting held on January 19, 2021 - Approved

C. Approval of Licenses - Approved

Contractor Licenses - 10

D. Department Activity Reports - Approved

1. Fire Chief

E. Continue City Administrator Performance Review to 2/1/2021 - Approved

F. Adopt Resolution Accepting Donations & Contributions for the 4th Quarter of 2020 – Adopted by Resolution No. 02:21

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.

Presentations

Community Development Director Chanski gave a presentation on the activity that took place in the Community Development Department in 2020 and the plans for 2021. He compared the statistics of building permits issued in 2019 and 2020. He updated the Council on code compliance, rental housing, and the economic development in the City. The Chair thanked Mr. Chanski for the presentation.

Council Committee Reports

Personnel and Finance Committee Report

Authorization to Donate Old Fire Department Equipment - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE CHIEF HOLMES TO DONATE THE OLD FIRE DEPARTMENT EQUIPMENT TO ANOTHER DEPARTMENT IN NEED.

Authorize Promotion of Stephanie Bestul to Administrative Specialist 2 - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN, DULY CARRIED, TO AUTHORIZE THE PROMOTION OF STEPHANIE BESTUL TO ADMINISTRATIVE SPECIALIST 2 AT STEP 5 (\$26.86 PER HOUR), EFFECTIVE FEBRUARY 2, 2021 AND AUTHORIZE STAFF TO CONDUCT THE HIRING PROCESS TO BACKFILL THE VACATED POSITION.

Consider Tentative Agreement for IUOE Street 2021-2022 Union Contract Terms – Adopted by Resolution No. 03:21

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE 2021-2022 TENTATIVE AGREEMENT SUMMARY BETWEEN THE CITY AND IUOE LOCAL NO. 49 (STREET DEPARTMENT) AS PRESENTED.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO ADOPT A RESOLUTION SETTING THE IUOE (STREET DEPARTMENT) WAGES FOR 2021-2022 RETROACTIVE TO JANUARY 1, 2021.

RESOLUTION NO. 03:21

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.

Consider Tentative Agreement for IUOE Parks 2021-2022 Union Contract Terms – Adopted by Resolution No. 04:21

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN, DULY CARRIED, TO APPROVE THE 2021-2022 TENTATIVE AGREEMENT SUMMARY BETWEEN THE CITY AND IUOE LOCAL NO. 49 (PARKS DEPARTMENT) AS PRESENTED.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO ADOPT A RESOLUTION SETTING THE IUOE (PARKS DEPARTMENT) WAGES FOR 2021-2022 RETROACTIVE TO JANUARY 1, 2021.

RESOLUTION NO. 04:21

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.

Annual Review of Investment Policy - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN, DULY CARRIED, TO APPROVE THE INVESTMENT POLICY AS PRESENTED.

Safety & Public Works Committee Report

2021 Sanitary Sewer Update Presentation – Informational Only

City Engineer Sandy presented the Sanitary Sewer update at committee level. No action was taken.

2021 Street and Pavement Rating Update Presentation – Informational Only

City Engineer Sandy presented the Street and Pavement Rating update at committee level. No action was taken.

Unfinished Business

Consider Approval of Planning Commission Revised Terms - Approved

MOVED AND SECONDED BY ALDERMEN STUNEK AND PRITSCHET, DULY CARRIED, TO APPROVE THE RESTRUCTURING OF THE PLANNING COMMISSION TERMS AS PRESENTED.

Call for Applicants – Informational:

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

Mayor Recommended: (terms to expire on 12/31 of said year)

Cable TV Advisory Committee – 1 term (Expire 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 Fundraising Committee – Two positions available

New Business

Consider Approval of Conditional Use Permit – 923 Oak St. – Sharing Bread Soup Kitchen - Approved

MOVED AND SECONDED BY ALDERMEN ERICKSON AND STENGLEIN, DULY CARRIED, TO APPROVE THE CONDITIONAL USE PERMIT FOR THE SHARING BREAD

SOUP KITCHEN TO OPERATE A NEIGHBORHOOD/COMMUNITY CENTER AT 923 OAK STREET.

Consider Approval of Variance Request – 415 Cedar St. – Principal Building Setbacks - Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND O'DAY, DULY CARRIED, TO APPROVE THE VARIANCE REQUEST AT 415 CEDAR STREET FOR A REDUCED FRONT YARD SETBACK FROM 20 FEET TO 18 FEET 4 INCHES FOR THE ADDITION OF A COVERED PORCH.

Public Forum

The Chair opened the public forum at 8:14 p.m.

The Chair recognized Jeffrey Bipes, 811 3rd Ave, NE, who was inquiring about the ordinance regulations on the posting of banners and signs in yards. Community Development Director Chanski indicated he is working on this concern with Mr. Bipes and will follow up.

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

Staff Reports

City Administrator Bergman stated she met with the Northside Neighborhood Association, along with Council member Bevans recently. She said they were inquiring about rental housing and licensing ordinances, among other things. She also met with the Destination Downtown Business Coalition to discuss the appropriation of the \$15,000 contributed from the EDA towards a downtown event planner position. She was informed the library will continue to offer curbside pickup and services for now which will be discussed at the February board meeting. Services are available Monday – Saturday and three evenings a week.

City Administrator Bergman indicated she has had the opportunity to attend a meeting from every board and committee except for the Airport Commission and the Library Board. She is planning to attend the airport commission later this week and the library board in the near future.

HR Director Schubert stated there is an issue with the Employee Policy Manual regarding step advancements for new employees and will be addressed at a later date for revisions.

Finance Director Hillman indicated the Coalition of Greater Minnesota Cities sent out a memo stating they are highlighting top legislative activities each week in February. This week highlights LGA and the need to inform Senators that LGA needs to be paid in full and on time and a resolution will be on the next council meeting.

City Engineer Sandy attended the annual City Engineers Associations annual conference virtually this year and has obtained several of his required certifications. He said he has been elected to serve as vice president of the organization this year and will be serving as president next year. He announced he will have the opportunity to travel within the next two years for national conferences and is asking for the Council's support.

Community Development Director Chanski announced Harrison Elementary is the first school that has been completed in the ISD181 projects.

Mayor's Report

Mayor Badeaux stated the River to Rail Committee will be meeting this week to recap the previous two months' activities. He said the Parking Commission will be holding a workshop on Thursday to discuss goals and ideas. He commended the teachers and administrative staff at the schools for the hard work and in getting the kids back to class. Mayor Badeaux thanked the Council and City Engineer Sandy for moving forward with an Interim Public Works Department. The Park Board and PW met last week and will have many accomplishments as they go.

Council Member Reports

Council member Erickson attended the Northland Arboretum board meeting last week and the next Fire Advisory Board will be February 23rd. He will be attending the Planning Commission workshop taking place on Wednesday.

Council member Pritschet indicated the Library Board is looking at what other libraries in the area are doing regarding opening to the public. He said high school kids return to class on February 16th, so he is anticipating that as well.

Council member O'Day thanked City Engineer Sandy on the tour of the street garage recently and it was very interesting.

Council member Johnson replied to the comment of the Harrison Elementary School project being completed. He said it is nowhere near being done, as the boulevard trees are not in place as the CUP indicates and the project should not be signed off on until that is completed. He said the Brainerd Jaycees Ice Contest was a huge hit being held virtually and thanked everyone who volunteered to organize it and to those that participated. He thanked the Council and Mayor for completing the City Administrator evaluation paperwork on time. He also said he was named the Chair for the HRA committee this year.

Council member Bevans stated he used the curbside services at the library last week and encouraged others to use it as well. He said he was excited to see the two blocks off Washington Street to the northside is on the street improvement project list for this year.

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 – 8:31 p.m.

The Council reconvened at 8:37 p.m.

Adjourn to Closed Session Pursuant to MN Statute 13D.05 Subd. 3(C)(3) to Consider Counteroffers for the Purchase of Property at 502 Jackson Street, Brainerd – 8:37 p.m.

The Council reconvened at 8:51 p.m.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND STUNEK, DULY CARRIED, TO DIRECT STAFF TO START THE EMIT DOMAIN PROCESS FOR THE PROPERTY AT 502 JACKSON STREET NEEDED FOR THE NW 4TH STREET PROJECT.

Adjourn to Closed Session Pursuant to MN Statutes 13D.03 to Discuss Labor Negotiation Strategy – 8:55 p.m.

The Council reconvened at 9:12 p.m.

MOVED AND SECONDED BY ALDERMEN STENGLEIN AND STUNEK, DULY CARRIED, TO HAVE MAYOR BADEAUX REPRESENT THE CITY COUNCIL AT THE STAFF MEETING WITH BPU EMPLOYEES ON TUESDAY, FEBRUARY 2, 2021 AT 9:00 A.M.

Adjourn to Closed Session Pursuant to MN Statute 13D.05, Subd. 3(A), To Conduct City Administrator Performance Review – 9:14 p.m.

The Council reconvened at 9:22 p.m.

The Chair adjourned the meeting at 9:22 p.m.

Jennifer Bergman
City Administrator

Contractor List

02/11/2021

Contractor Name	Address	Local License #	Licensee Type
HORIZON HEATING & SERVICES INC JUSTIN R WILLETTE	PO BOX 9 (218) 746-4343	2021-0033	Plumbing Contractor
INSTALL THIS SIGN & AWNING CO KRIS HERNANDEZ	4835 LYNDAL AVE N (612) 588-8466	2021-0008	Sign Erector
SHANE WILSON HEATING & COOLING Shane Wilson	6388 ESTATE CIRCLE DR (218) 831-8117	2021-0048	Mechanical
TDS METROCOM LLC MIKE DUMMER	316 PINE ST (763) 450-3494	2021-0006	Utilities Construction

Totals: 4

Population: All Records
Licensee.DateRegistered Between 1/28/2021 12:00:00 AM AND 2/10/2021 12:00:00 AM



BRAINERD POLICE DEPARTMENT MONTHLY REPORT



OFFICER OF THE YEAR

Officer Ron Myers was selected by the police department staff as the 2020 Brainerd Police Officer of the Year.

Ron began his career with the department on September 26, 2001, and is currently a field training officer, Mace instructor, and an active member of the Crow Wing County Tactical Response Team.

Congratulations Ron!



POLICE CANINE UNIT



K9 Keno recently completed his annual narcotics certification with his handler Sergeant Dooley. As part of his narcotics detection, Keno has been trained to detect the odors of marijuana, methamphetamine, heroin, crack, and cocaine.

Keno was certified by the United States Police Canine Association (USPCA) at Region 12 narcotics trials in New Hope, MN, on January 17th, 2021. Keno had a perfect score on vehicle searches and 98/100 in the room searches.

Dooley said, "All I do is hold the leash while he does his work. It's amazing to watch his drive!"

WELCOME TO NEW OFFICER

On January 25th, we welcomed a new police officer, Brandon Anderson, to the department. Brandon is from Coon Rapids, MN, and recently worked as a security officer for Allina Health and a reserve officer for the City of Fridley Police Department.

Brandon has been married for almost 8 years and has one child and two dogs. In his free time, he enjoys spending time with his family and friends. He also likes to hunt, fish, play sports, and do wood working.

Officer Anderson will be working under the guidance of our Field Training Officers for the next several months.



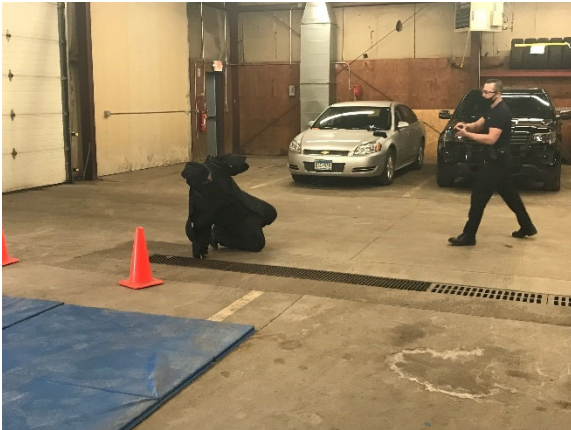
TRAINING & STAFF DEVELOPMENT

Basic Data Practices for the Front Lines

On January 26th, Lt. Kulzer attended a 4-hour on-line course on basic data practices and how it applies in Minnesota.

Basic Federal and State Gun Carry Laws

On January 27th, Acting Chief Bestul, Lt. Kulzer, and Records Technicians Cheryl Jensen and Kim Marquart attended a 4-hour on-line course on basic federal and state gun carry laws. Topics included a discussion of what makes a person ineligible to possess a firearm under state and federal law.

Annual CPR, Taser Recertification, and Scenario Based De-escalation Training

COMMUNITY EVENTS

Due to the COVID pandemic, and in accordance with Executive Order by Governor Walz, community events have been temporarily suspended.

BODY WORN CAMERA DATA REPORT

Month	Number of Videos	Hours of Video	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos per Day
January	1717	358	625	360	11.54 Minutes	55



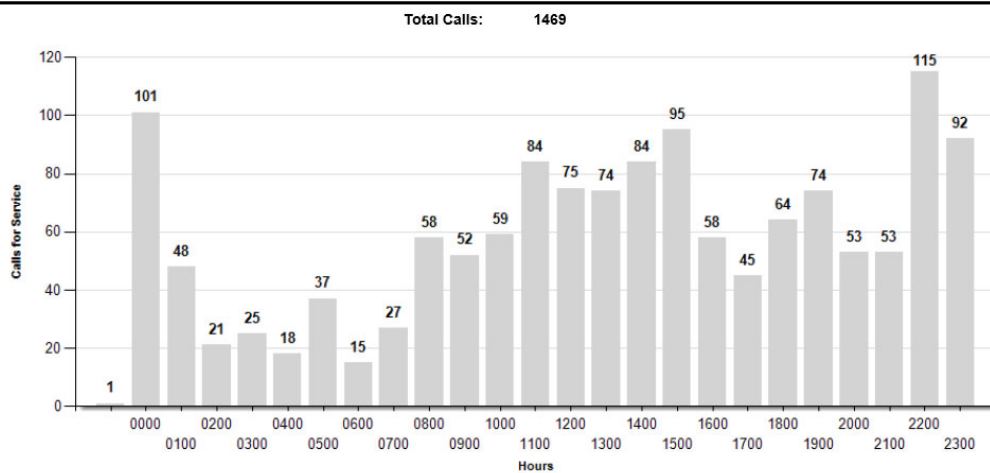
CALLS FOR SERVICE

January	2021	2020
Number of Calls for Service	1428	1523



Calls for Service Hourly

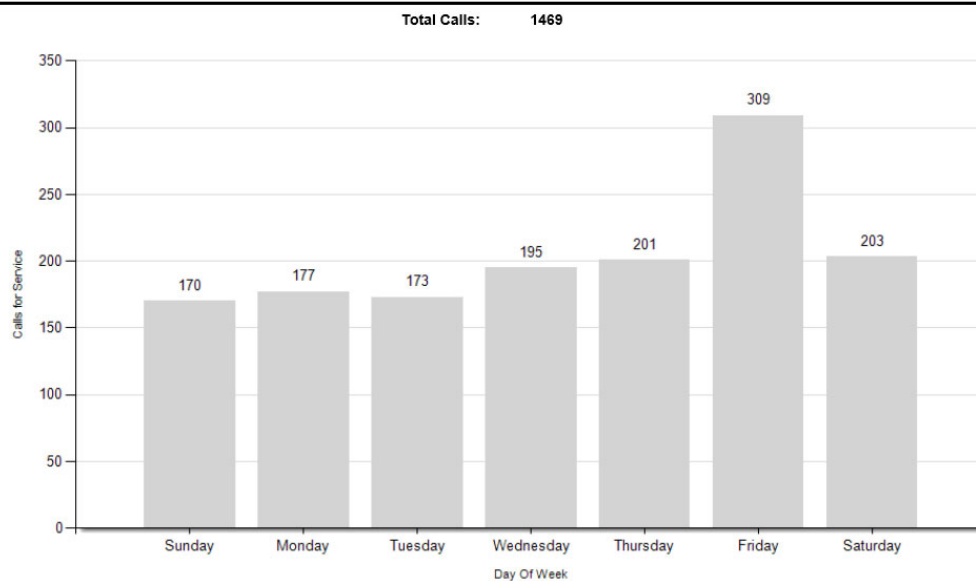
1/1/2021 to 1/31/2021



Calls for Service Day Of Week

Start Date: 1/1/2021

End Date: 1/31/2021



CONDUCT ON PREMISES ACTIVITY REPORT

There were no Conduct on Premises incidents for the month of January.

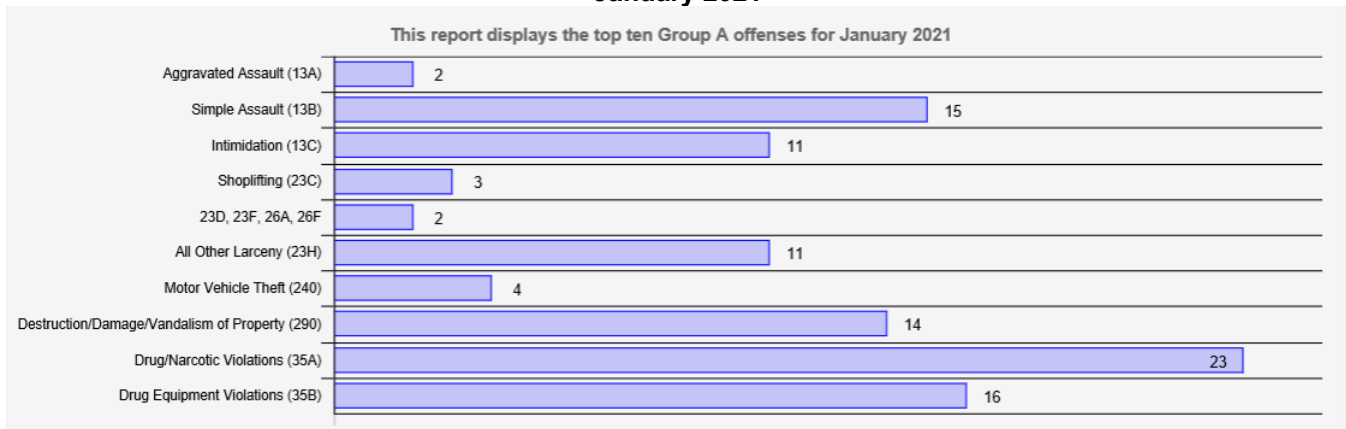
CRIME STATISTICS

January	2021	2020
Group A Offenses Known or Reported to Police	109	114
Group A and B Arrests	52	93

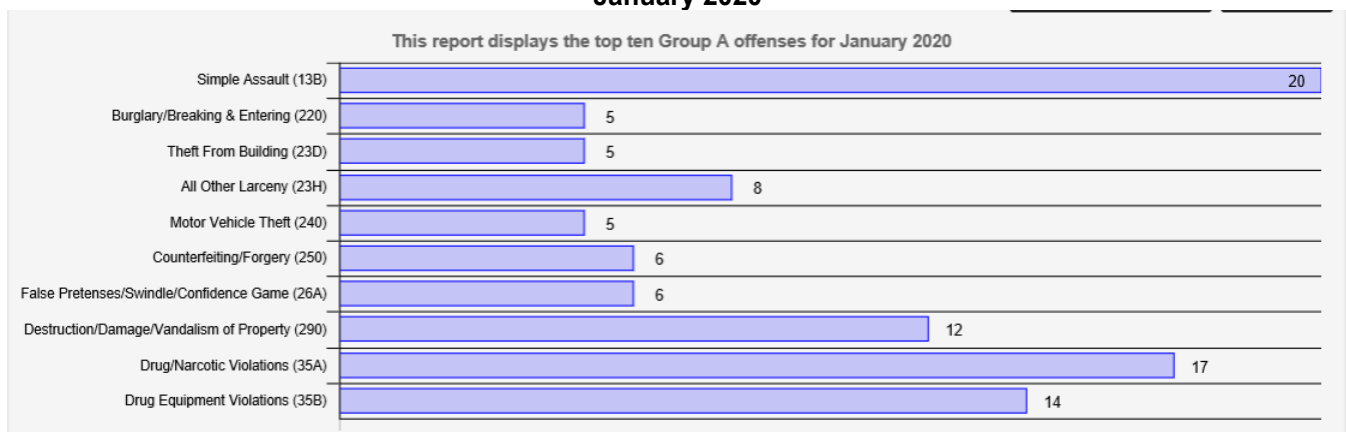
**** Note: 2021 totals do not include case files that have not yet been coded.**

TOP 10 GROUP A OFFENSES

January 2021

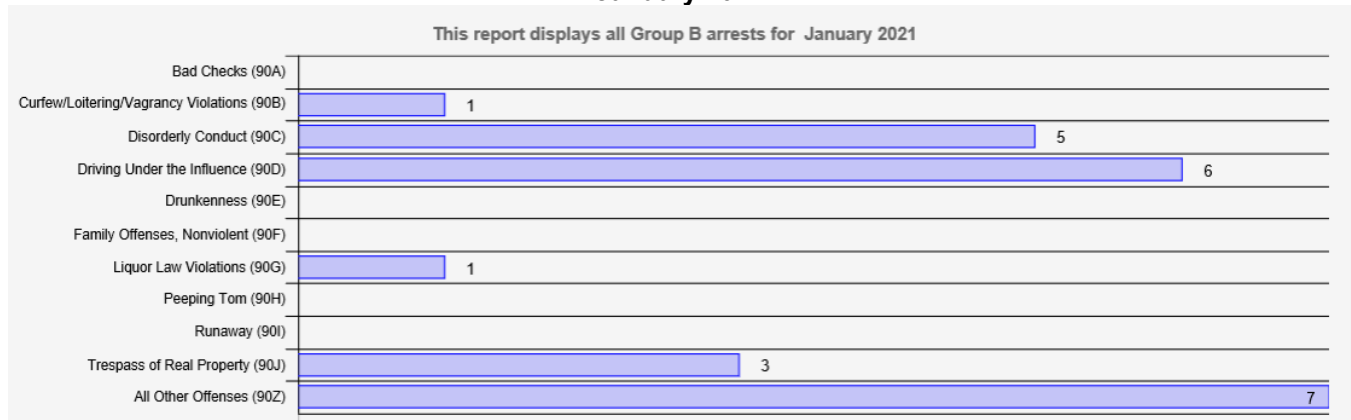


January 2020

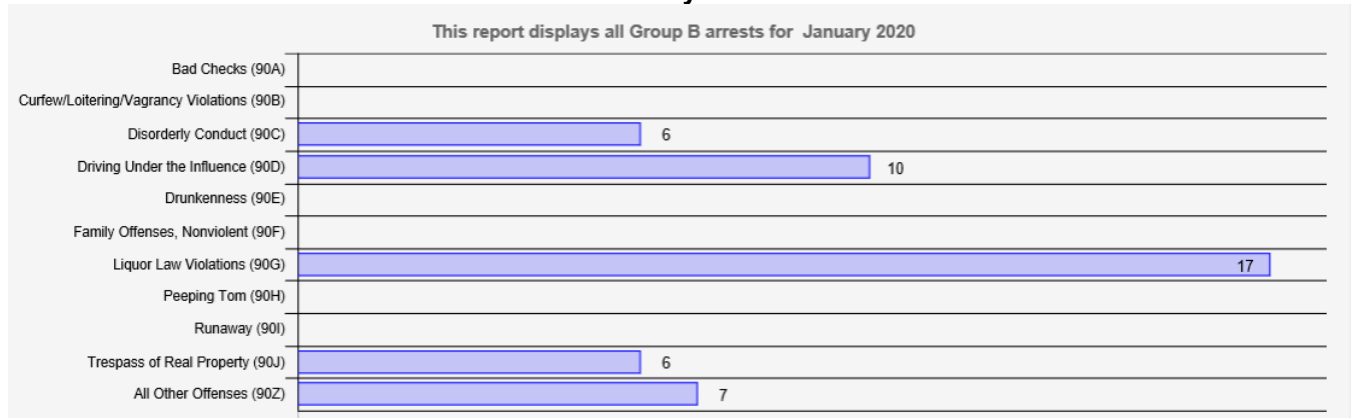


GROUP B ARREST DATA

January 2021



January 2020



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

January	2021	2020
Citations (Inc. Parking Tickets & Written Warnings)	378	367

188 parking tickets issued in the month of January, with the following dispositions.

6	Dismissed
0	Business Validations
102	Paid in Full
2	Partial Payments Received
78	No Payment Received

Revenue Recapture Receipts:

2020 Total:	\$8,304.50
2021 To Date:	\$50.00



Brainerd City Council Agenda Request

Requested Meeting Date: February 16, 2021

Title of Item: Approval Of City Administrator 2020 Performance Review Summary-Complete Probation

☐ INFORMATION ONLY ☒ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: HR Director Kris Schubert	Department: Human Resources
Presenter (Name & Title): Gabe Johnson & Kelly Bevans	Estimated Time Needed: n/a - consent calendar
Summary of Issue: The Mayor and Council met in closed session on February 1, 2021 to conduct City Administrator Bergman's 2020 performance review. As required by State Law, a summary of her review is attached.	
Alternatives, Options, Effects on Others/Comments: As noted in the Performance Review summary, City Administrator Bergman has achieved performance expectations for 2020; therefore, has successfully completed her twelve-month probationary period. Also, with the achieves rating, she should advance to Step 2 of the City Administrator Wage Grid. Due to language ambiguity in our Employee Policy Manual regarding the effective date of this step advancement, the Council will be discussing the effective date as a separate agenda item during the 2/16/21 Council meeting.	
Recommended Action/Motion: n/a - included on the consent calendar.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ \$57.71 per hour <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> This adjustment was included in the 2021 budget per Wage Resolution No. 2:19 (2019-2021 Wage Resolution for Exempt Non-Union employees).	

CITY ADMINISTRATOR ANNUAL PERFORMANCE REVIEW SUMMARY

February 1, 2021

The Brainerd City Council completed City Administrator Jennifer Bergman's annual performance review on February 1, 2021. It was noted that Administrator Bergman started on January 6, 2020 and has been on the job for a little over a year. Below is a summary of the performance review closed session that included the following duties, knowledge, skills and abilities:

1. Serves as chief administrative officer of the City; administers policies and directives of the Council.
2. Coordinates activities of the City Council and keeps Council members informed; prepares agendas and supporting materials for Council meetings and makes presentations and recommendations; attends Council meetings.
3. Manages and supervises City departments and operations to achieve goals and objectives within available resources established by the Council.
4. Oversees and coordinates the establishment and implementation of economic development policies and programs; participates in determining and recommending priorities for community development programs including tax increment financing, revolving loan fund, etc
5. Responds to concerns, issues, complaints and questions from the public and employees; mediates disputes and resolves issues as appropriate.
6. Knowledge of local, state and federal laws, rules, and regulations applicable to city government.
7. Supervising and overseeing the actions of city employees.
8. Leading short and long-term planning programs and initiatives.
9. Effectively participate in strategic planning and goal setting.
10. Establish and maintain effective working relationships with elected officials, staff, other public officials, local business and organizational leaders and the general public.

Goals identified for 2021 include:

1. Start union negotiations with the Teamsters and LELS in July
2. Start the City budget earlier under the direction of the Council President and Chair of P&F
3. Review and make changes to the performance evaluation form
4. Monitor the interim Public Works Department and make recommendations on next steps
5. Successfully hire a new Police Chief under the direction of the Council
6. Continue to move forward the goals and objectives of the City Council

Council members had very positive comments about City Administrator Bergman's performance during her first year of employment. City Administrator Bergman's overall performance review rating was 2.37 (achieves expectations).

Dated: 2/16/2021



COMMUNITY MEMBER OF THE MONTH

THE BRAINERD CITY COUNCIL AWARDS

The Brainerd Jaycees

For the Successful Conversion and Implementation of the
2021 Ice Fishing Extravaganza to a Virtual Fishing Event

Dave Badeaux
Mayor

David Chanski
Community Development Director

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

February 16, 2021

6:45 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 844-992-4726

Access Code: 187 897 2094

1. Consider Wage Grid Step Placement from Glen Holst – Street Maintenance III
2. Consider Wage Grid Step Placement from Marvin Bush – Street Maintenance III
3. Request Approval of Lease Agreement with Office of Congressman Pete Stauber
4. Consider Tentative Agreement for IBEW Administrative Support 2021-2022 Union Contract Terms
5. Clarification Regarding Employee Policy Manual Step Advancement for New Hires
6. Update on Acting Police Chief Examination Process
7. Adopt Resolution Declaring the Official Intent to Reimburse Certain Expenditures from Proceeds of Bonds to be Issued by the City – BPU Ground Storage Tank Project
8. Consideration of Crow Wing Historical Society Donation Request



Brainerd City Council Agenda Request

Requested Meeting Date: February 16, 2021

Title of Item: Consider Glen Holst's Wage Grid Step Placement Request

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Kris Schubert	Department: Human Resources
Presenter (Name & Title): HR Director Kris Schubert	Estimated Time Needed: 5 minutes
Summary of Issue: On February 1, 2021, the City Council approved the 2021-2022 tentative agreement terms and wages for the IUOE Local No. 49 (Street Department) union contract. Currently only one Street Department employee is still on the legacy pay plan. The employee, Glen Holst, has stated that he is planning to switch from the Legacy plan to the wage grid during the contract-allowed election period; however, he has requested that he be placed on Step 6 instead of Step 5 for the Street Maintenance III Wage Grid. Glen's 2021 wage under the Legacy plan is \$30.73 per hour including his applicable longevity. Following our practice for initial step placement, Glen would be placed on Step 5 for the Maintenance III position which is \$30.93 per hour. Glen has requested to be placed on Step 6 which is \$32.23 per hour.	
Alternatives, Options, Effects on Others/Comments: Since this is a deviation from policy and it was not addressed during negotiations for the 2021 IUOE Street Department contract, Staff recommends denial. Mr. Holst will be in person to present his request.	
Recommended Action/Motion: Based on past practice for initial step placement when electing the wage grid, staffs' recommendation is to deny Glen Holst's request for an adjustment to Step 6 of the Street Maintenance III Wage Grid effective January 1, 2021.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>Add'l \$1.30/hr.</u> <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i>	



Brainerd City Council Agenda Request

Requested Meeting Date: February 16, 2021

Title of Item: Consider Marvin Bush's Wage Grid Step Placement Request

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Kris Schubert	Department: Human Resources
Presenter (Name & Title): HR Director Kris Schubert	Estimated Time Needed: 5 minutes
Summary of Issue: On January 4, 2021, the City Council approved the promotion of Marvin Bush from Street Maintenance II to Street Maintenance III at Step 3 of the Street Maintenance III wage grid. Staff's step recommendation followed the Employee Policy Manual (EPM) promotion language that "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." Since the 2021 union contract was not settled at that time, staff utilized Mr. Bush's 2020 wage of \$27.44 per hour and recommended placement on Step 3 of the 2020 Street Maintenance III Wage Grid which was \$27.66 per hour. This resulted in a \$.22 per hour wage adjustment for the promotion.	
Alternatives, Options, Effects on Others/Comments: After the 2021 IUOE Street Department Contract was settled and since Mr. Bush's promotion was effective January 5, 2021, Staff double-checked if Mr. Bush's step placement was still correct utilizing his 2021 wage. Mr. Bush's 2021 wage as Maintenance II was \$28.12 per hour. The 2021 Step 3 Street Maintenance III wage is \$28.35 per hour; therefore, the approved step placement meets the EPM guidelines as he still received a \$.23 per hour increase. Mr. Bush is requesting that Council adjust his step placement to Step 4 of the Street Maintenance III Wage grid or to \$29.64 per hour. Since policy was followed for Mr. Bush's initial placement and verified again after the 2021 IUOE Street Department contract was settled, Staff recommends denial of the request. Mr. Bush will be in person to present his request.	
Recommended Action/Motion: Based on and to be consistent with the City of Brainerd's Employee Policy Manual (EPM), staffs' recommendation is to deny Marvin Bush's request for an adjustment to Step 4 of the Street Maintenance III Wage Grid.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>Add'l \$1.29/hr.</u> <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



Brainerd City Council Agenda Request

Requested Meeting Date: February 16, 2021

Title of Item: Request Approval of Office Lease with Congressman Pete Stauber

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Engineering/Administration
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is the updated lease agreement with Congressman Pete Stauber.	
Alternatives, Options, Effects on Others/Comments: The lease is for the term of January 3, 2021 and ending January 2, 2023. Proposed rent is staying the same as previous years at \$200/mo. Staff finds having the field representative for Congressman Stauber as an asset in City Hall. Other lease terms can be found in the attachment. Staff will be available to answer questions the Committee and Council may have.	
Recommended Action/Motion: Staff recommends approval of the lease agreement as presented with the Office of Congressman Pete Stauber.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 1 of 3 – 117th Congress)

Pursuant to 2 U.S.C.A. § 4313, and the Regulations of the Committee on House Administration (as modified from time to time by Committee Order) relating to office space in home districts, _____
City of Brainerd, Minnesota _____, 501 Laurel Street, Brainerd, MN 56401

(Landlord's name) (Landlord's street address, city, state, ZIP code)
("Lessor"), and Peter A Stauber _____, a Member/Member-Elect of the U.S. House of
Representatives ("Lessee"), agree as follows:

1. **Location.** Lessor shall lease to Lessee 198 square feet of office space located at
Brainerd City Hall, 501 Laurel Street
(Office street address)
in the city, state and ZIP code of Brainerd, MN 56401.
(Office city, state and ZIP)
2. **Lease Amenities.** Lessee shall be entitled to receive and Lessor shall be required to provide the amenities selected in Section A of the District Office Lease Attachment ("Attachment") accompanying this Lease.
3. **Term.** Lessee shall have and hold the leased premises for the period beginning Jan 3,
2021 and ending January 2, 2023. The term of this District Office Lease ("Lease")
may not exceed two (2) years and may not extend beyond January 2, 2023, which is the end of
the constitutional term of the Congress to which the Member is elected.
4. **Rent.** The monthly rent shall be \$200, and is payable in arrears on or before the
last day of each calendar month. Rent payable under this Lease shall be prorated on a daily basis
for any fraction of a month of occupancy.
5. **Early Termination.** This Lease may be terminated by either party giving 30 days' prior
written notice to the other party. The commencement date of such termination notice shall be the
date such notice is delivered or, if mailed, the date such notice is postmarked.
6. **Payments.** During the term of this Lease, rent payments under Section 4 of this Lease shall be
remitted to the Lessor by the Chief Administrative Officer of the U.S. House of Representatives
(the "CAO") on behalf of the Lessee.
7. **District Office Lease Attachment for 117th Congress.** The District Office Lease Attachment
attached hereto is incorporated herein by reference, and this Lease shall have no force or effect
unless and until accompanied by an executed District Office Lease Attachment for the 117th
Congress.
8. **Counterparts.** This Lease may be executed in any number of counterparts and by facsimile
copy, each of which shall be deemed to be an original but all of which together shall be deemed
to be one and the same instrument.
9. **Section Headings.** The section headings of this Lease are for convenience of reference only and
shall not be deemed to limit or affect any of the provisions hereof.

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 2 of 3 – 117th Congress)

10. **Modifications.** Any amendments, additions or modifications to this Lease inconsistent with Sections 1 through 9 above shall have no force or effect to the extent of such inconsistency.
11. **Other.** Additionally, the Lessor and the Lessee agree to the following:

[Signature page follows.]

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 3 of 3 – 117th Congress)

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease as of the later date written below by the Lessor or the Lessee.

Print Name of Lessor/Landlord/Company

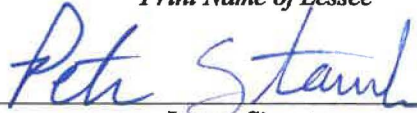
By: _____
Lessor Signature

Name:
Title:

Date

Peter A. Stauber

Print Name of Lessee



Lessee Signature

1/28/21

Date

This District Office Lease must be accompanied with an executed District Office Lease Attachment.

District Office Lease Attachment- Instructions

The District Office Lease Attachment must accompany *every* Lease or Amendment submitted for a Member/Member-Elect's District Office.

NO LEASE, AMENDMENT OR ATTACHMENT CAN BE SIGNED BEFORE THEY HAVE BEEN APPROVED BY THE ADMINISTRATIVE COUNSEL.

The term of a District Office Lease or Amendment for the 117th Congress may not commence prior to January 3, 2021.

Members should endeavor to lease space through the last day of a congressional term rather than the last day of a calendar year. For the 117th Congress, leases should end on January 2, 2023, not December 31, 2022.

A few things to keep in mind:

- A. The Member/Member-Elect is required to personally sign the documents.
- B. The Lessor must complete the amenities checklist in Section A ("Lease Amenities"), including both the "required amenities" and "optional amenities" portions.
- C. The Member/Member-Elect must indicate in Section A ("Lease Amenities") whether the proposed leased space will serve as a flagship district office.
- D. Section B ("Additional Terms and Conditions") of the Attachment **SHALL NOT** have any provisions deleted or changed.
- E. Even if rent is zero, an Attachment is still required.
- F. **Prior to either party signing a Lease or Amendment, the Member/Member-Elect must submit the proposed Lease or Amendment, accompanied by a copy of the Attachment, to the Administrative Counsel for review and approval.** If the Administrative Counsel determines that the proposed terms and conditions of the Lease or Amendment are in compliance with applicable law and House Rules and Regulations, the Administrative Counsel will notify the Member/Member-Elect that (s)he may proceed with the execution of the Lease or Amendment. Please submit the proposed Lease or Amendment and Attachment either by e-mail in PDF form (leases@mail.house.gov) or by fax (202-226-0357).
- G. Once signed by both parties, the Lease or Amendment along with the Attachment must be submitted to the Administrative Counsel for final approval. They may be sent by email in PDF form (leases@mail.house.gov) or by fax (202-226-0357).
- H. Without a properly signed and submitted Attachment, the Lease or Amendment cannot be approved by the Administrative Counsel and payments will not be made. The parties agree that any charges for default, early termination or cancellation of the Lease or Amendment which result from actions taken by or on behalf of the Lessee shall be the sole responsibility of the Lessee, and are not reimbursable from the Member's Representational Allowance.
- I. **Lessor shall provide a copy of any assignment, estoppel certificate, notice of a bankruptcy or foreclosure, or notice of a sale or transfer of the leased premises to the Administrative Counsel by e-mail in PDF form (leases@mail.house.gov).**

U.S. House of Representatives
Washington, D.C. 20515

District Office Lease Attachment
(Page 1 of 5 – 117th Congress)

SECTION A
(Lease Amenities)

Section A sets forth the amenities provided by the Lessor to be included in the Lease and designates whether the leased space will be the Member/Member-Elect's flagship (primary) office. Except as noted below, the amenities listed are not required for all district offices.

To be completed by the Lessor (required amenities):

☒ * **High-Speed Internet Available Within the Leased Space.**

Please list any internet providers known to provide service to the property:

☒ * **Interior Wiring CAT 5e or Better within Leased Space.**

To be completed by the Lessor (optional amenities):

☐ Amenities are separately listed elsewhere in the Lease.
(The below checklist can be left blank if the above box is checked.)

The Lease includes (please check and complete all that apply):

☒ **Lockable Space for Networking Equipment.**

☒ **Telephone Service Available.**

☒ **Parking.**

☐ Assigned Parking Spaces

☒ Unassigned Parking Spaces

☐ General Off-Street Parking on an As-Available Basis

☒ **Utilities.** Includes: All utilities

☒ **Janitorial Services.** Frequency: 3 x Per week

☒ **Trash Removal.** Frequency: 3 x Per week

☒ **Carpet Cleaning.** Frequency: 1 x Per year

☐ **Window Washing.** ☒ **Window Treatments.**

☐ **Tenant Alterations Included In Rental Rate.**

☒ **After Hours Building Access.**

☐ **Office Furnishings.** Includes: _____

☐ **Cable TV Accessible.** If checked, Included in Rental Rate: ☐ Yes ☐ No

☒ **Building Manager.** ☐ Onsite ☒ On Call Contact Name: Paul Sandy

Phone Number: 218-513-072 Email Address: psandy@ci.brainerd.mn.us

To be completed by the Member/Member-elect (required):

- ☐ The leased space will serve as my flagship (primary) District Office.
☒ The leased space will NOT serve as my flagship (primary) District Office.

Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.
Copies may also be faxed to 202-226-0357.

U.S. House of Representatives
Washington, D.C. 20515

District Office Lease Attachment
(Page 2 of 5 – 117th Congress)

SECTION B
(Additional Lease Terms)

1. **Incorporated District Office Lease Attachment.** Lessor (Landlord) and Lessee (Member/Member-Elect of the U.S. House of Representatives) agree that this District Office Lease Attachment ("Attachment") is incorporated into and made part of the Lease ("Lease") and, if applicable, District Office Lease Amendment ("Amendment") to which it is attached.
2. **Performance.** Lessor expressly acknowledges that neither the U.S. House of Representatives (the "House") nor its Officers are liable for the performance of the Lease. Lessor further expressly acknowledges that payments made by the Chief Administrative Officer of the House (the "CAO") to Lessor to satisfy Lessee's rent obligations under the Lease – which payments are made solely on behalf of Lessee in support of his/her official and representational duties as a Member of the House – shall create no legal obligation or liability on the part of the CAO or the House whatsoever. Lessee shall be solely responsible for the performance of the Lease and Lessor expressly agrees to look solely to Lessee for such performance.
3. **Modifications.** Any amendment to the Lease must be in writing and signed by the Lessor and Lessee. Lessor and Lessee also understand and acknowledge that the Administrative Counsel for the CAO ("Administrative Counsel") must review and give approval of any amendment to the Lease prior to its execution.
4. **Compliance with House Rules and Regulations.** Lessor and Lessee understand and acknowledge that the Lease shall not be valid, and the CAO will not authorize the disbursement of funds to the Lessor, until the Administrative Counsel has reviewed the Lease to determine that it complies with the Rules of the House and the Regulations of the Committee on House Administration, and approved the Lease by signing the last page of this Attachment.
5. **Payments.** The Lease is a fixed term lease with monthly installments for which payment is due in arrears on or before the end of each calendar month. In the event of a payment dispute, Lessor agrees to contact the Office of Finance of the House at 202-225-7474 to attempt to resolve the dispute before contacting Lessee.
6. **Void Provisions.** Any provision in the Lease purporting to require the payment of a security deposit shall have no force or effect. Furthermore, any provision in the Lease purporting to vary the dollar amount of the rent specified in the Lease by any cost of living clause, operating expense clause, pro rata expense clause, escalation clause, or any other adjustment or measure during the term of the Lease shall have no force or effect.
7. **Certain Charges.** The parties agree that any charge for default, early termination or cancellation of the Lease which results from actions taken by or on behalf of the Lessee shall be the sole responsibility of the Lessee, and shall not be paid by the CAO on behalf of the Lessee.
8. **Death, Resignation or Removal.** In the event Lessee dies, resigns or is removed from office during the term of the Lease, the Clerk of the House may, at his or her sole option, either: (a)

*Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.
Copies may also be faxed to 202-226-0357.*

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease Attachment

(Page 3 of 5 – 117th Congress)

terminate the Lease by giving thirty (30) days' prior written notice to Lessor; or (b) assume the obligation of the Lease and continue to occupy the premises for a period not to exceed sixty (60) days following the certification of the election of the Lessee's successor. In the event the Clerk elects to terminate the Lease, the commencement date of such thirty (30) day termination notice shall be the date such notice is delivered to the Lessor or, if mailed, the date on which such notice is postmarked.

9. **Term.** The term of the Lease may not exceed the constitutional term of the Congress to which the Lessee has been elected. The Lease may be signed by the Member-Elect before taking office. Should the Member-Elect not take office to serve as a Member of the 117th Congress, the Lease will be considered null and void.
10. **Early Termination.** If either Lessor or Lessee terminates the Lease under the terms of the Lease, the terminating party agrees to promptly file a copy of any termination notice with the Office of Finance, U.S. House of Representatives, O'Neill Federal Building, Suite 3220, Attn: Jason Washington, Washington, D.C. 20515, and with the Administrative Counsel by e-mail at leases@mail.house.gov.
11. **Assignments.** Lessor shall provide thirty (30) days prior written notice to Lessee before assigning any of its rights, interests or obligations under the Lease, in whole or in part, by operation of law or otherwise. Lessor shall promptly file a copy of any such assignment notice with the Administrative Counsel by e-mail at leases@mail.house.gov. Lessee and the House shall not be responsible for any misdirected payments resulting from Lessor's failure to file an assignment notice in accordance with this section.
12. **Sale or Transfer of Leased Premises.** Lessor shall provide thirty (30) days prior written notice to Lessee in the event (a) of any sale to a third party of any part of the leased premises, or (b) Lessor transfers or otherwise disposes of any of the leased premises, and provide documentation evidencing such sale or transfer in such notice. Lessor shall promptly file a copy of any such sale or transfer notice with the Administrative Counsel by e-mail at leases@mail.house.gov.
13. **Bankruptcy and Foreclosure.** In the event (a) Lessor is placed in bankruptcy proceedings (whether voluntarily or involuntarily), (b) the leased premises is foreclosed upon, or (c) of any similar occurrence, Lessor agrees to promptly notify Lessee in writing. Lessor shall promptly file a copy of any such notice with the Office of Finance, U.S. House of Representatives, O'Neill Federal Building, Suite 3220, Attn: Jason Washington, Washington, D.C. 20515, and with the Administrative Counsel by e-mail at leases@mail.house.gov.
14. **Estoppel Certificates.** Lessee agrees to sign an estoppel certificate relating to the leased premises (usually used in instances when the Lessor is selling or refinancing the building) upon the request of the Lessor. Such an estoppel certificate shall require the review of the Administrative Counsel, prior to Lessee signing the estoppel certificate. Lessor shall promptly provide a copy of any such estoppel certificate to the Administrative Counsel by e-mail at leases@mail.house.gov.

*Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.
Copies may also be faxed to 202-226-0357.*

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Washington, D.C. 20515

District Office Lease Attachment

(Page 4 of 5 – 117th Congress)

15. **Maintenance of Common Areas.** Lessor agrees to maintain in good order, at its sole expense, all public and common areas of the building including, but not limited to, all sidewalks, parking areas, lobbies, elevators, escalators, entryways, exits, alleys and other like areas.
16. **Maintenance of Structural Components.** Lessor also agrees to maintain in good order, repair or replace as needed, at its sole expense, all structural and other components of the premises including, but not limited to, roofs, ceilings, walls (interior and exterior), floors, windows, doors, foundations, fixtures, and all mechanical, plumbing, electrical and air conditioning/heating systems or equipment (including window air conditioning units provided by the Lessor) serving the premises.
17. **Lessor Liability for Failure to Maintain.** Lessor shall be liable for any damage, either to persons or property, sustained by Lessee or any of his or her employees or guests, caused by Lessor's failure to fulfill its obligations under Sections 15 and 16.
18. **Initial Alterations.** Lessor shall make any initial alterations to the leased premises, as requested by Lessee and subject to Lessor's consent, which shall not be unreasonably withheld. The cost of such initial alterations shall be included in the annual rental rate.
19. **Federal Tort Claims Act.** Lessor agrees that the Federal Tort Claims Act, 28 U.S.C. §§ 2671-80, satisfies any and all obligations on the part of the Lessee to purchase private liability insurance. Lessee shall not be required to provide any certificates of insurance to Lessor.
20. **Limitation of Liability.** Lessor agrees that neither Lessee nor the House nor any of the House's officers or employees will indemnify or hold harmless Lessor against any liability of Lessor to any third party that may arise during or as a result of the Lease or Lessee's tenancy.
21. **Compliance with Laws.** Lessor shall be solely responsible for complying with all applicable permitting and zoning ordinances or requirements, and with all local and state building codes, safety codes and handicap accessibility codes (including the Americans with Disabilities Act), both in the common areas of the building and the leased space of the Lessee.
22. **Electronic Funds Transfer.** Lessor agrees to accept monthly rent payments by Electronic Funds Transfer and agrees to provide the Office of Finance, U.S. House of Representatives, with all banking information necessary to facilitate such payments.
23. **Refunds.** Lessor shall promptly refund to the CAO, without formal demand, any payment made to the Lessor by the CAO for any period for which rent is not owed because the Lease has ended or been terminated.
24. **Conflict.** Should any provision of this Attachment be inconsistent with any provision of the attached Lease or attached Amendment, the provisions of this Attachment shall control, and those inconsistent provisions of the Lease or the Amendment shall have no force and effect to the extent of such inconsistency.

*Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.
Copies may also be faxed to 202-226-0357.*

U.S. House of Representatives

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District Office Lease Attachment

(Page 5 of 5 – 117th Congress)

25. **Construction.** Unless the clear meaning requires otherwise, words of feminine, masculine or neuter gender include all other genders and, wherever appropriate, words in the singular include the plural and vice versa.
26. **Fair Market Value.** The Lease or Amendment is entered into at fair market value as the result of a bona fide, arms-length, marketplace transaction. The Lessor and Lessee certify that the parties are not relatives nor have had, or continue to have, a professional or legal relationship (except as a landlord and tenant).
27. **District Certification.** The Lessee certifies that the office space that is the subject of the Lease is located within the district the Lessee was elected to represent unless otherwise authorized by Regulations of the Committee on House Administration.
28. **Counterparts.** This Attachment may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.
29. **Section Headings.** The section headings of this Attachment are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease Attachment as of the later date written below by the Lessor or the Lessee.

_____ <i>Print Name of Lessor/Landlord</i> By: _____ <i>Lessor Signature</i> Name: Title: _____ <i>Date</i>	Peter A. Stauber _____ <i>Print Name of Lessee</i>  _____ <i>Lessee Signature</i> 1/28/21 _____ <i>Date</i>
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From the Member's Office, who is the point of contact for questions?		
Name LOUIS CROMBIE	Phone (218) 355-0862	E-mail louis.crombie@mail.house.gov

This District Office Lease Attachment and the attached Lease or Amendment have been reviewed and are approved, pursuant to Regulations of the Committee on House Administration.

Signed _____ Date _____, 20____.
(Administrative Counsel)

<i>Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515. Copies may also be faxed to 202-226-0357.</i>
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Brainerd City Council Agenda Request

Requested Meeting Date: February 16, 2021

Title of Item: Consider Approval of 2021-2022 IBEW (Adm Support) 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 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Kris Schubert	Department: Human Resources
Presenter (Name & Title): HR Director Kris Schubert	Estimated Time Needed: 2 minutes
Summary of Issue: The City has reached a tentative agreement with the International Brotherhood of Electrical Workers (IBEW) Local Union #31 (Administrative Support) 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: Union representatives informed us on January 29, 2021, that the IBEW Administrative support Union members voted on and approved our tentative agreement (TA). That TA document had been drafted by Union representatives. Since that time, I updated the TA document to utilize our usual format and also prepared the supporting documents that are attached. At this time, the Union has not confirmed if they are agreeable to the attachments and I'm hoping Union representatives will respond before the Council meeting. If the union requests any changes, I will share their feedback with Council. I wanted to share the information at this time to give you time to review the documents.	
Recommended Action/Motion: 1. Motion to approve the attached 2021-2022 Tentative Agreement Summary and the attached contract supporting documents between the the City and IBEW Local No. 31 (Administrative Support); and 2. Adopt the attached resolution setting the IBEW Local No. 31 (Administrative Support) Union wages for 2021 - 2022.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> The 2021 wage adjustments were included in the City's 2021 budget.	

City of Brainerd – IBEW Local #31 (Administrative Support) Union

*Tentative Agreement Terms

January 29, 2021

The following is the tentative agreement package terms reached between the City of Brainerd and the IBEW Local #31 (Administrative Support) Union during 2021-2021 contract negotiations. This package is for Union and City Council consideration/approval:

1. Article 5 – SENIORITY

Section 5. Employees shall establish seniority in an employee's classification within a department where they have been employed six (6) months or more ~~without a break in service~~, and on being laid off, may exercise seniority within that department ~~provided that the employee's classification seniority date is prior to that of the employee they seek to displace and that the employee meets the job requirements of the new position.~~

Section 9. In the matter of filling vacancies and new positions coming within the terms of this Agreement and listed in ARTICLE 9 ~~IX~~, the EMPLOYER shall post notices on the Department's official bulletin board and also notify the Business Manager of the UNION and local Steward of said vacancies. Such notice shall be posted for ~~ten (10)~~ five (5) working days.

Section 10. New employees shall serve a six (6) month probationary period of active work (which does not include time spent on a leave of absence except as may be required by law). This probationary period applies to original hires, rehires following separation/retirement, or those who fail to return to work after an unpaid leave of absence. At any time during the probationary period an employee may be terminated at the discretion of the Employer without such discharge being a violation of this Agreement and such termination is not a proper subject for Article 6 ~~VI~~ – Grievance-Arbitration procedure. ~~The probationary period may be extended to twelve months upon mutual agreement between Local 31 and Management.~~

2. Article 7 – HOLIDAYS

Section 2. Per State law, any holiday that falls on a Saturday shall be observed on a Friday, and any holiday falling on a Sunday shall be observed on a Monday. Floating holidays shall be arranged by the employee with the Department Head. Such request for holiday shall not be denied, unless it interferes with the operation of the Department. Probationary employees whose first working day is between January 1st and June 30th, inclusively, shall receive two (2) floating holidays and probationary employees whose first working day is between July 1st and December 31st, inclusively, shall receive one (1) floating holiday. ~~Employees may use their floating holidays at any time during the year.~~

3. Article 8 - HOURS OF WORK AND CONDITIONS

Section 1. All full-time employees shall work a forty (40) hour workweek with an established schedule ~~determined by the Employer and may include to allow for~~ flexible shifts mutually agreed between the Department Head and the Union. Ordinary daytime working hours shall be eight (8) or ten (10) consecutive hours, with not more than one hour for a meal period. ~~The Employee working more than two (2) evening shifts per month will be compensated with overtime or comp. time beyond their normal shift. A one week notice shall be given to employees when changing from a one half (1/2) hour to a one (1) hour meal period or changing from a one (1) hour to a one half (1/2) hour meal period, unless there is an emergency, then the notice shall be given as soon as possible.~~

Section 2. Time worked in excess of a regular scheduled shift in any one workday shall be considered overtime and paid for at the rate of one and one-half (1-1/2) times the regular straighttime rate of pay. **Realizing that some employees in this bargaining unit are required to attend Council meetings or other meetings outside of the ordinary daytime working hours as well as some projects must be completed prior to time off i.e. payroll, said employees may be permitted, with the Department Head's written permission, to adjust their normal work schedule so that the total hours worked and/or paid equal 40 straight time hours in any given workweek without incurring overtime.**

Section 4. Insofar as practical, any overtime work shall be divided as equally as possible among the employees who regularly perform the work to be done. Prior to assigning bargaining unit work outside the bargaining unit, the Employer will offer the work to bargaining unit employees first **unless there is an operational need i.e. an extended absence that is thirty (30) calendar days or more by an employee that normally performs said duties.** The Employer retains the right to decide how to assign such work in a manner that meets the best interests of the City. Prior to scheduling overtime, the overtime must be approved by the Department Head or designee. In no case shall hours paid at the overtime and/or premium rate be pyramided, compounded or paid twice for the overtime calculation.

Section 10. The EMPLOYER agrees to pay 80% of the family premium and 95% of the single premium for the ~~\$2,700~~ **\$2,800** single, ~~\$5,400~~ **\$5,600** family high deductible health insurance plan. **A summary of this plan as well as other health plans that can be offered during this contract are outlined in Appendix B.** This plan also includes 100% preventative coverage as required by law. In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.

4. **Article 9 – WAGES** - Include Transit Operations Specialist and Zoning Specialist/ Permit Technician classifications in the Wage Grid as agreed to per the MOUs after 2019-2020 contract was signed.
5. **Article 9 – WAGES** – Include New Assistant Planner Position at Same Wage Grid as Senior Engineering Tech – Will consider a MOU for this position to begin recruitment process if the contract is not settled by 12/1/2020. (NOTE: MOU approved by Council on December 7, 2020 & position included on Appendix A wage grid.)
6. **Article 9 – WAGES** – Members of the IBEW Local 31 (Administrative Support) Union 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 the annual anniversary date for their date of hire 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 **in 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 **in 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.

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 from the MN Bureau of Mediation Services and a neutral third party mutually agreed upon between the Union and the Employer**. 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 electing to be paid pursuant to this Section 2 will be paid as follows:

Classification	32.5% 1/1/ 19 21	32.5% 1/1/202
Police Records Management Technician	\$24.99 26.38	\$27.04 27.04
Administrative Specialist (Adm/Prk./Fire/Eng./Pol./Build.-Inspections)	\$24.99 26.38	\$27.04 27.04
Accounts Payable/Administrative Specialist	\$24.99 26.38	\$27.04 27.04
Police Records Management Lead	\$27.41 28.94	\$28.23 29.66
Payroll /Accounting Specialist	\$26.58 28.06	\$27.38 28.76
Engineering Technician	\$26.56 28.04	\$27.36 28.74
Senior Engineering Tech/ Project Coordinator	\$29.12 30.74	\$29.99 31.51
Building Inspector	\$28.40 29.98	\$29.25 30.73
Housing Inspector	\$26.56 28.04	\$27.36 28.74
IT Specialist	\$27.86 29.42	\$28.70 30.16

7. **Renew Health Insurance MOU with the following changes (see attach MOU):**
 - a. Update Item 1 to eliminate \$1,000 Deductible Plan – offer \$1,400 Deductible Plan (Smart Plan #1) and \$7,000 Deductible Plan (Smart Plan #7) – see MOA for premium split and the employer HSA contributions.
 - b. Health Plan MOU – Opt out amount will be increased to \$350 in 2022.
 - c. The City will continue to “front-load” the 1st 3 months of HSA contribution to employees by January 31st of each year. April 1st, the amount will return and remain as a monthly contribution.
8. **Notice Ending Past Practice regarding benefits during absences – Draft notice is attached.**
9. **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.

APPENDIX A: 2021-2022 IBEW (ADMINISTRATIVE SUPPORT) HOURLY RATES OF PAY

Administrative Specialist								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2021	20.80	21.84	22.88	23.92	24.96	26.00	27.03	28.07
1/1/2022	21.32	22.39	23.45	24.52	25.58	26.65	27.71	28.77
Police Record Management Tech								
	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
Housing Inspector								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2021	22.07	23.17	24.27	25.37	26.47	27.58	28.68	29.79
1/1/2022	22.62	23.75	24.88	26.00	27.13	28.27	29.40	30.53
Police Records Mgmt Lead, Building Inspector, AP/Admin Specialist, Admin Specialist 2, Tranist Operations Specialist								
	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
Engineering Tech, Zoning Specialist/Permit Technician								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2021	24.32	25.54	26.75	27.97	29.19	30.40	31.62	32.83
1/1/2022	24.93	26.18	27.42	28.67	29.92	31.16	32.41	33.65
IT Specialist, Sr Eng Tech/Project Coordinator, Assistant Planner								
	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

Appendix B

High Deductible Health Plan Options

For Plan Years Starting 2021	Smart Plan #1	Smart Plan #3	Smart Plan #7
Deductible per Single ²	Single Coverage Only=\$1,400	\$ 2,800	\$ 7,000
Ded per Family Person	\$ 2,800	\$ 2,800	\$ 7,000
Ded per Family Total	\$ 2,800	\$ 5,600	\$ 14,000
% Paid by Plan After Ded ¹	100%	100%	100%
Out-of-Pkt Max per Single	Single Coverage Only=\$1,400	\$ 2,800	\$ 7,000
OOP Max per Family Person	\$ 2,800	\$ 2,800	\$ 7,000
OOP Max per Family Total	\$ 2,800	\$ 5,600	\$ 1,400

*All plans automatically index annually.

¹After deductibles on all Smart plans, the Plan pays 100% of the cost of qualifying care received at Top Value providers, as well provides up to \$1,500 of travel benefit when used to see Top Value providers.

²Deductible need not be met first to receive benefits for preventive prescriptions on all Smart plans; instead, copays of either \$0 for generic or \$50 for brand-name drugs on the approved list will apply.

NOTICE

To: IBEW Local No. 31 (Administrative Support) Employees

Cc: Will Keyes – IBEW Business Manager

From: City Administrator Jennifer Bergman

Subject: Employee Policy Manual Clarification for Benefits during Absences

Date: November 12, 2020

In previous negotiations, the City provided the IBEW – Administrative Support 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 4 – Sick Leave and Other Leaves of Absence, Section 5 – Injury on Duty of the IBEW Administrative Support union contract). Said notice also stated that approved FMLA leave will be excluded from this clarification as required by Federal Law; further, once the 12-week FMLA leave has expired, these provisions shall be in force.

Please be advised 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:

Memorandum of Understanding

This Memorandum of Understanding (hereinafter, “MOA”) is entered into between the City of Brainerd (hereinafter, “City”) and International Brotherhood of Electrical Workers, Local No. 31 (hereinafter, “Union”), on behalf of the Brainerd Administrative Support bargaining unit.

WHEREAS, the City and Union are parties to a 2021 – 2022 collective bargaining agreement (hereinafter, “CBA”), which in Article 8 stipulates premium contributions to health insurance; and

WHEREAS, new High Deductible Health Insurance Plan Options were agreed to be offered for 2021-2022.

NOW, THEREFORE, BE IT RESOLVED THAT the parties hereto agree to the following premium splits and Employer HSA contributions for our 2021-2022 High Deductible Health Plan Smart Plan options as offered pursuant to Appendix B of the union contract:

<i>Smart Plan #1 - \$1,400 Health Plan</i>	<u>2021</u>	<u>2022</u>
<u>% Contribution to Monthly Premium</u>		
<u>Employer</u>		
Single	95%	95%
Family	80%	80%
<u>Employee</u>		
Single	5%	5%
Family	20%	20%
<u>HSA Annual Contribution Amount</u>		
<u>Employer</u>		
Single	\$ 1,710	\$ 1,000
Family	\$ 2,137	\$ 1,500

<i>Smart Plan #3 = \$2,800 Health Plan</i>	<u>2021</u>	<u>2022</u>
<u>% Contribution to Monthly Premium</u>		
<u>Employer</u>		
Single	95%	95%
Family	80%	80%
<u>Employee</u>		
Single	5%	5%
Family	20%	20%
<u>HSA Annual Contribution Amount</u>		
<u>Employer</u>		
Single	\$ 1,710	\$ 2,000
Family	\$ 2,137	\$ 2,500

Smart Plan #7 - \$7,000 Health Plan		<u>2021</u>	<u>2022</u>
<u>% Contribution to Monthly Premium</u>			
<u>Employer</u>			
Single		95%	100%
Family		80%	90%
<u>Employee</u>			
Single		5%	0%
Family		20%	10%
<u>HSA Annual Contribution Amount</u>			
<u>Employer</u>			
Single	\$	1,710	\$ 2,500
Family	\$	2,137	\$ 3,000

BE IT FURTHER RESOLVED THAT all additional employer HSA contribution amounts noted above will be pro-rated based on a monthly contribution.

BE IT FURTHER RESOLVED THAT the City agrees to “front-load” the first three months of the additional Employer HSA contribution for all employees by January 31st of each year. Thereafter (effective April 1st), the amount will return and remain as a monthly contribution.

BE IT FURTHER RESOLVED THAT the City will provide an Opt-Out Option for eligible employees in lieu of the city’s health insurance for 2021 and 2022. If the eligible employee elects the Opt-Out payment for 2021, the monthly Opt-out taxable payment will be \$315 per month. If the eligible employee elects the Opt-Out payment for 2022, the monthly Opt-out taxable payment will be \$350 per month.

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

FOR THE CITY OF BRAINERD

FOR INTERNATIONAL
BROTHERHOOD OF ELECTRICAL
WORKERS, LOCAL NO. 31

Jennifer Bergman, City Administrator

Will Keyes, Business Agent

Date:

Date:

RESOLUTION
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 IBEW Local #31 (Administrative Support) 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 IX, Section 1, as approved by the Council:

Administrative Specialist								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2021	20.80	21.84	22.88	23.92	24.96	26.00	27.03	28.07
1/1/2022	21.32	22.39	23.45	24.52	25.58	26.65	27.71	28.77
Police Record Management Tech								
	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
Housing Inspector								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2021	22.07	23.17	24.27	25.37	26.47	27.58	28.68	29.79
1/1/2022	22.62	23.75	24.88	26.00	27.13	28.27	29.40	30.53
Police Records Mgmt Lead, Building Inspector, AP/Admin Specialist, Admin Specialist 2, Transit Operations Specialist								
	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
Engineering Tech, Zoning Specialist/Permit Technician								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2021	24.32	25.54	26.75	27.97	29.19	30.40	31.62	32.83
1/1/2022	24.93	26.18	27.42	28.67	29.92	31.16	32.41	33.65
IT Specialist, Sr Eng Tech/Project Coordinator, Assistant Planner								
	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

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

	2.5%	2.5%
<u>Classification</u>	<u>1/1/21</u>	<u>1/1/22</u>
Police Records Management Technician	\$26.38	\$27.04
Administrative Specialist (Adm/Prk./Fire/Eng./Pol./Build.-Inspections)	\$26.38	\$27.04
Accounts Payable/Administrative Specialist	\$26.38	\$27.04

<u>Classification (Cont.)</u>	<u>2.5%</u> <u>1/1/21</u>	<u>2.5%</u> <u>1/1/22</u>
Police Records Management Lead	\$28.94	\$29.66
Payroll /Accounting Specialist	\$28.06	\$28.76
Engineering Technician	\$28.04	\$28.74
Senior Engineering Tech/ Project Coordinator	\$30.74	\$31.51
Building Inspector	\$29.98	\$30.73
Housing Inspector	\$28.04	\$28.74
IT Specialist	\$29.42	\$30.16

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



Brainerd City Council Agenda Request

Requested Meeting Date: February 16, 2021

Title of Item: Clarification for Employee Policy Manual Step Advancement for New Hires

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Kris Schubert	Department: Human Resources
Presenter (Name & Title): HR Director Kris Schubert	Estimated Time Needed: 5 minutes
Summary of Issue: Included on tonight's consent calendar is a summary of City Administrator Bergman's 2020 performance review where she successfully completed her probationary period and received an "achieves expectation" performance review rating. Ms. Bergman was hired on January 6, 2020 at Step 1. Staff reviewed the Employee Policy Manual (EPM) to determine the effective date for her advancement to Step 2 and discovered the EPM language is ambiguous. Staff is requesting clarification for the effective date for Ms. Bergman's advancement to Step 2. While there could be multiple interpretations of the EPM language, based on how the policy was intended and Jennifer's start date, Staff and our City Attorney believe her advancement to Step 2 should occur on January 1, 2021. Currently this issue only affects City Administrator Bergman, but would affect future new hires that are Department Heads and/or non-union supervisors. Please note the new hire language is clear in all of the union contracts. Since EPM changes need to be distributed to staff when they occur and the distribution documented, Staff is not recommending a language change to the EPM at this time. The reason why is Staff will be reviewing the entire Policy Manual and will be presenting recommended language changes at a future meeting that will include this issue and other issues that we have discovered since the EPM was totally revamped in September 2019.	
Alternatives, Options, Effects on Others/Comments: Step advancement for our new hires is addressed in Section 29 our of EPM which states, "Except for employees hired or promoted on or after September 30 of any year, any step increases will become effective on January 1 of each year following the employee's performance review. For employees hired or promoted on or after September 30, any step increase will become effective on June 1 of the following calendar year. Progression through the pay steps will be accomplished by an annual review of the employee performance, as described above."	
Recommended Action/Motion: Motion to approve City Administrator Bergman's step advancement to Step 2 of the City Administrator wage grid effective January 1, 2021.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> Ms. Bergman's step advancement was included in the 2021 budget.	



Brainerd City Council Agenda Request

Requested Meeting Date: February 16, 2021

Title of Item: Update on Acting Police Chief Examination Process

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Kris Schubert	Department: Human Resources
Presenter (Name & Title): HR Director Kris Schubert	Estimated Time Needed: 2 minutes
Summary of Issue: The Brainerd Police and Fire Civil Service Commission will meet on Friday, February 12th to conduct the Acting Police Chief interview process. Staff will present an update to the Council at the February 16th meeting.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



Brainerd City Council Agenda Request

Requested Meeting Date: February 16, 2021

Title of Item: RES-Declaring Intent to Reimburse Expenditures from Bond Proceeds

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 5 Minutes
Summary of Issue: The replacement of the water storage tanks have been on BPU's 5 year capital plan broken down over two different phases. The first phase of the project is to be started in 2021. The total project is estimated to cost \$9-10 million. The first phase is preliminarily estimated to cost \$5.6 million. The intention/hope is to fund the second phase of the project as part of the state bonding bill in 2022. The City needs to issue debt in 2021 to fund the first phase of the project and it was budgeted to issue debt for the 2021 road construction projects as well. The plan is to issue bonds for all projects this summer.	
Alternatives, Options, Effects on Others/Comments: As part of the bonding process, the City Council needs to adopt a resolution stating the City intends to reimburse itself for expenditures incurred before the bonds are issued. The official intent of the City to use bond proceeds to reimburse itself for the road construction projects is part of the resolutions the City passes when it orders the improvements and awards the bids. The concept plan for the water tank project is attached. The City is also planning on using Water Accessibility Charges (WAC) funds and funds remaining from the airport extension bonds.	
Recommended Action/Motion: Adopt the attached resolution declaring the official intent of the City of Brainerd to reimburse certain expenditures from the proceeds of bonds to be issued by the City.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

RESOLUTION
NO. _____

**DECLARING THE OFFICIAL INTENT OF
THE CITY OF BRAINERD TO REIMBURSE
CERTAIN EXPENDITURES FROM THE PROCEEDS
OF BONDS TO BE ISSUED BY THE CITY**

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the "Reimbursement Regulations") providing that proceeds of tax-exempt obligations used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the Brainerd Public Utilities Commission (the "BPU"), which is the municipal utility arm of the City of Brainerd, Minnesota (the "City"), expects to incur certain expenditures that may be financed temporarily from sources other than tax-exempt obligations, and reimbursed from the proceeds of a tax-exempt obligation; and

WHEREAS, the City has determined to make this declaration of official intent (the "Declaration") to reimburse certain costs from proceeds of tax-exempt obligations in accordance with the Reimbursement Regulations.

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

1. The BPU, on behalf of the City, proposes to undertake the replacement of existing BPU water storage tanks (the "Project").

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of tax-exempt obligations in an estimated maximum principal amount of \$5,600,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the tax-exempt obligations, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of tax-exempt obligations, except for the following expenditures: (a) costs of issuance of tax-exempt obligations; (b) costs in an amount not in excess of \$100,000 or five percent (5%) of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of twenty percent (20%) of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, tax-exempt obligation issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the tax-exempt obligations described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of tax-exempt obligations to be issued by the City are, or are

reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Adopted this ____ day of February, 2021.

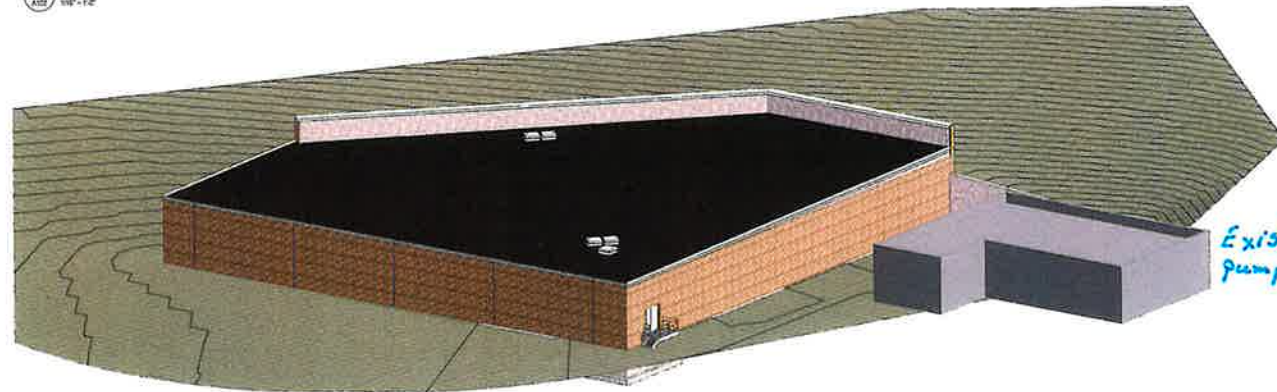
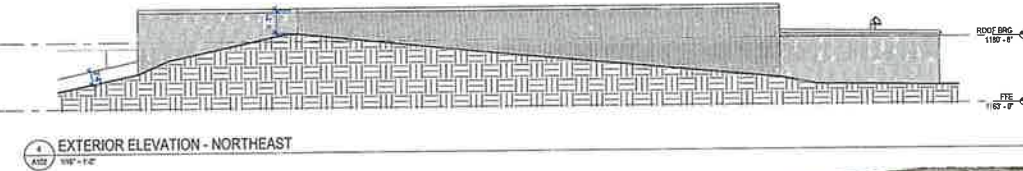
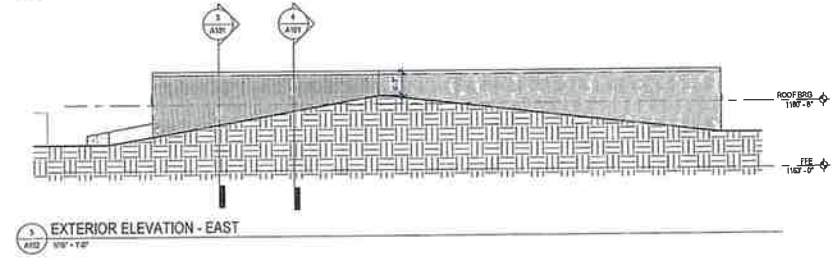
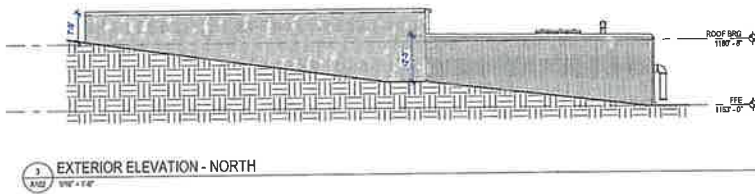
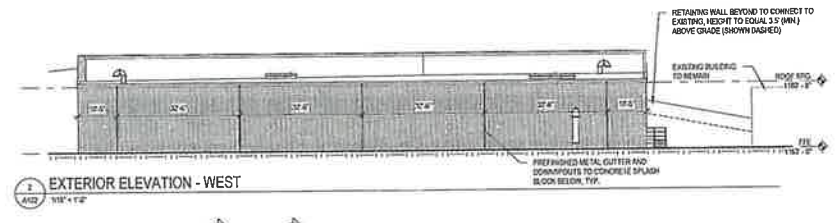
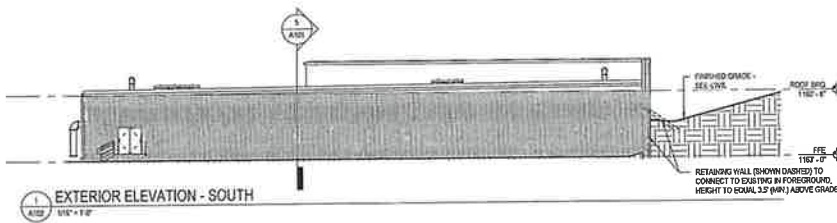
KELLY BEVANS
President of the Council

Approved this ____ day of February, 2021.

DAVE BADEAUX
Mayor

ATTEST:

JENNIFER BERGMAN
City Administrator







BRainerd PUBLIC UTILITIES
BRainerd WATER TANKS
BRainerd, IN

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Drawn By: [Name]
Checked By: [Name]
Project Status: [Status]

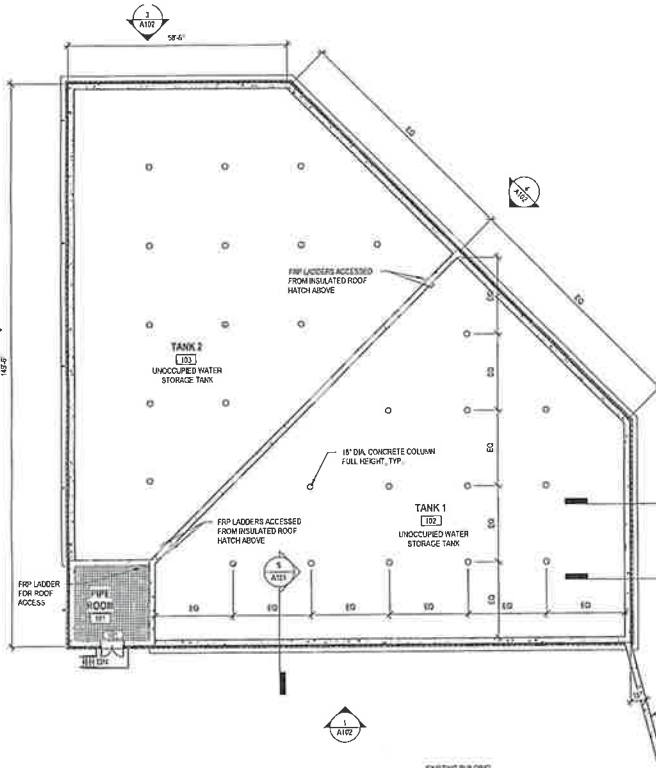
DATE: [Date]
SHEET: [Sheet Number]
OF: [Total Sheets]

REVISIONS

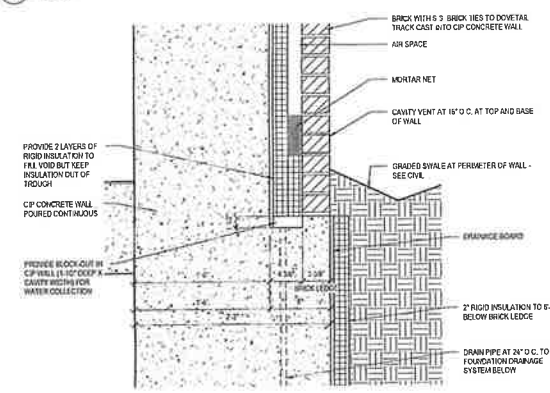
REV. # DESCRIPTION DATE

FLOOR PLAN, WALL SECTIONS AND DETAIL

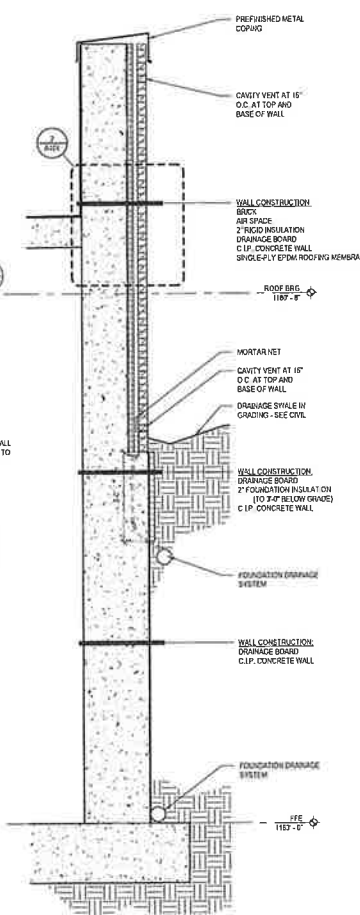
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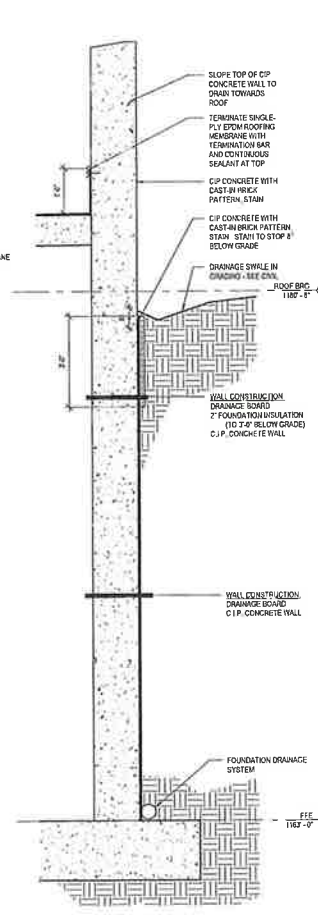
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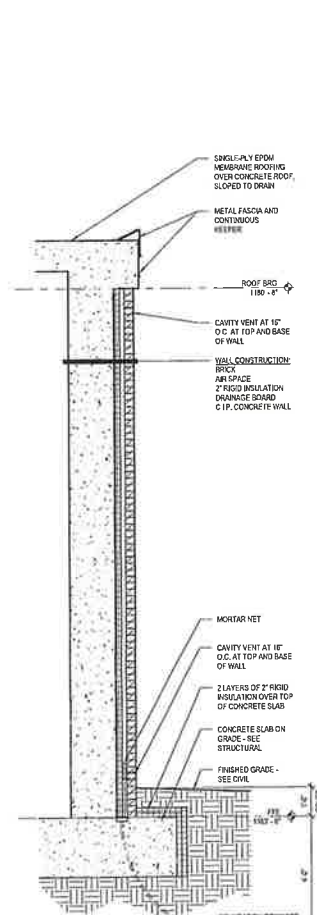
BRICK LEDGE DRAINAGE



WALL SECTION - BRICK CAVITY



WALL SECTION - STAMPED/STAINED CIP



WALL SECTION - EXPOSED WALL

Options



Brainerd City Council Agenda Request

Requested Meeting Date: February 16, 2021

Title of Item: Consideration of Crow Wing Historical Society Donation Request

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 5 Minutes
Summary of Issue: Please see the attached request from the Historical Society for a donation. Donations are usually prohibited unless there it is specifically authorized by statute or charter. Attached is information for the State Auditor's Officer, the League of MN Cities, and the State Revisor talking about donations which allow a donation to a historical society. The donation wasn't specifically budgeted, but could be paid out Special Projects (2021 budget is \$28,000) or the general unallocated account.	
Alternatives, Options, Effects on Others/Comments: There is not a donation request specified in the letter from the Historical Society. However, below is a short history of past donations to the Historical Society: 2006 - \$500 2008 - \$500 2011 - \$200 2012 - \$400 2013 - \$300 2014 - \$300 2017 - \$300 (paid for out of Special Projects budget line item) 2018 - \$300 (paid for out of Special Projects budget line item) 2019 - \$300 (paid for out of Special Projects budget line item) 2020 - \$0 No request?	
Recommended Action/Motion: Authorize a \$500 donation to the Historical Society to be paid out of the Special Projects budgeted line item.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>unknown</u> <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i>	

 CROW WING COUNTY
HISTORICAL SOCIETY
MUSEUM & LIBRARY - EST. 1927

RECEIVED

JAN 29 2021

**CITY OF BRAINERD
ADMINISTRATION**

history@crowwing.us
www.crowwinghistory.org

Mailing Address:
P.O. Box 722
Brainerd, MN 56401

Street Address:
320 Laurel Street
Brainerd, MN 56401

Phone: (218) 829-3268
Fax: (218) 828-4434

January 27, 2021

Jennifer Bergman, City Administrator
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

The past year has firmly demonstrated the importance of history and community. We have also learned the value of technology in our connection to others. As the premier institution committed to collecting, preserving, and displaying artifacts and information relating to the history of Crow Wing County, the Crow Wing County Historical Society is working to increase our connections within the community through technological updates. This will allow us to share our history outside of our walls during this historic time and lead to future collaboration with schools and other community groups.

This is our annual request for donations from the townships and cities within the County. The financial support we receive from you is a highly appreciated and essential contribution to our annual budget. We understand that funding is difficult for everyone, especially at this unprecedented time, but we welcome any amount.

Thank you in advance for your consideration. The Crow Wing County Historical Society is a 501(c)(3) non-profit organization. Please take the time to contact us with suggestions, questions, or to set up a tour for your township board when the right time comes.

Respectfully yours,



Don Samuelson
President, Board of Directors



Hillary Swanson
Executive Director



Listed on the
National Register
of Historic Places



REBECCA OTTO
STATE AUDITOR

STATE OF MINNESOTA OFFICE OF THE STATE AUDITOR

SUITE 500
525 PARK STREET
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)
(651) 296-4755 (Fax)
state.auditor@osa.state.mn.us (E-mail)
1-800-627-3529 (Relay Service)

Statement of Position Public Expenditures: Donations and Dues

Public entities are often asked to give funds to support various groups and activities. While the causes may be worthwhile, public entities need to be cautious when making any financial commitments involving public funds.

In most circumstances, public entities have no authority to give away public funds as donations. Generally, in order to spend money, a public entity must have authority to do so. Authority for an expenditure may be specifically stated in a statute or charter, or it may be implied as necessary to do what an express power authorizes. In addition, the expenditure must be for a "public purpose."

Gifts/Donations to Private Individuals/Organizations

Following these general principles, donations to people, non-profits, charities, or other groups are not permitted unless they are based upon specific statutory or charter authority. For example, the Minnesota Attorney General's Office has issued opinions finding that cities have no authority to donate city funds to organizations such as the Red Cross or the Boy Scouts.¹ The assumption is that a gift of public funds to an individual or private entity serves a private rather than a public purpose.

Before a public entity makes a contribution, it is important for that entity to determine that it has specific authorization to make the expenditure. Here are some examples of specific, statutorily authorized appropriations:

- **Artistic Organizations.** A county, city or town may appropriate money to support artistic organizations.²
- **Historical Causes.** A town or city may appropriate annually a specified amount to a county historical society so long as the society is affiliated with, and approved by, the Minnesota Historical Society.³ Cities have express authority to commemorate important and outstanding events in city history, and to appropriate money to collect, preserve and distribute its history data for future generations.⁴ The Attorney General's Office recognizes that a city can advance money to a

¹ See, for example, Op. Att'y Gen. 59-A-3 (May 21, 1948).

² Minn. Stat. § 471.941.

³ Minn. Stat. § 138.053.

⁴ Minn. Stat. § 471.93.

Reviewed: December 2014
Revised: April 2014

2007-1017

nonprofit to sponsor a centennial celebration.⁵

- **Prevention of Cruelty to Animals.** A county may appropriate money for maintenance and support of the local society for the prevention of cruelty to animals.⁶
- **Food Shelves.** Cities and counties may donate funds in the form of grants to food shelves providing food to the needy without charge.⁷
- **Senior/Youth Centers.** A county, city or town may appropriate money to support the facilities, programs, and services of a public or private, not-for-profit senior citizen center or youth center.⁸
- **Public Recreation Programs.** Counties, cities, towns and school districts may spend funds to operate programs of public recreation, recreational facilities, and playgrounds.⁹ These programs may be conducted independently or with any nonprofit organization.
- **Promotion.** A city or urban town may appropriate up to \$50,000 annually to an incorporated development society or organization of this State, for promoting, advertising, improving, or developing the economic and agricultural resources of the city or urban town.¹⁰ A city may appropriate money to advertise the city and its resources and advantages.¹¹ Similarly, a county may appropriate funds to a similar entity for promoting, advertising, improving or developing the economic and agricultural resources of the county.¹² The county statute does not contain an annual spending limit.
- **Employee Recognition.** Towns may spend funds to recognize volunteers, service efforts, and retiring town officers.¹³ Counties and cities may spend funds for preventive health and employee recognition services.¹⁴
- **Community Celebrations.** Towns may spend funds to host or support a community celebration.¹⁵ Cities or towns may spend funds on Memorial Day observances,¹⁶ and may appropriate money for county or district fairs,¹⁷ centennial and historical celebrations.¹⁸ Statutory cities may spend funds to provide free musical entertainment.¹⁹ The authority to purchase fireworks seems to be implied.²⁰

⁵ See Op. Att’y Gen. 59a-3 (Jan. 18, 1968) (citing Minn. Stat. § 471.93).

⁶ Minn. Stat. § 343.11.

⁷ Minn. Stat. § 465.039.

⁸ Minn. Stat. § 471.935.

⁹ See generally, Minn. Stat. §§ 471.15 to .1911. Minn. Stat. Minn. Stat. § 469.189., and 471.16, subd. 1.

¹⁰ Minn. Stat. § 469.191. In addition, Economic Development Authorities (EDAs) have authority to conduct activities advancing the city and its economic development, and to carry out other public relations activities to promote the city and its economic development. See generally, Minn. Stat. §§ 469.090-.1081 and Minn. Stat. § 469.1082 (county EDAs).

¹¹ Minn. Stat. § 375.83.

¹² Minn. Stat. § 469.189.

¹³ Minn. Stat. § 365.10, subd. 12 (but electors must approve).

¹⁴ Minn. Stat. § 15.46.

¹⁵ Minn. Stat. § 365.10, subd. 12 (but electors must approve).

¹⁶ Minn. Stat. § 465.50.

¹⁷ Minn. Stat. § 38.12.

¹⁸ Minn. Stat. § 471.93.

¹⁹ Minn. Stat. § 412.221, subd. 15.

²⁰ Minn. Stat. § 624.22, subd. 1(a) (2) (A municipality may stage a fireworks display after obtaining a permit).

As an alternative to a donation, a public entity may enter into a contract with an organization to accomplish tasks that the entity is authorized to perform by statute or charter. For example, a city could not give money to the Boy Scouts for a recycling program, but the city could enter a contract with the Boy Scouts to do part of its recycling program. The amount of money paid to the Boy Scouts must be related to the value of the services they provide to the city.

Memberships and Dues

There is no general authorization for cities to join “private” organizations; but there may be specific statutory or charter authority to join specific organizations. For example, cities and urban towns in Minnesota may pay dues to become members of the League of Minnesota Cities.²¹

Similarly, cities, counties, and towns may appropriate money for membership in county, regional, state, and national associations of a civic, educational, or governmental nature. These associations must have as their purpose the betterment and improvement of municipal governmental operations.²² This authorization also allows public entities to participate in the meetings and activities of these associations.

A school board may authorize and pay for the membership of the school district or of any district representative designated by the board in those local economic development associations or other community or civic organizations that the board deems appropriate.²³

The Attorney General’s Office has determined that local units of government may *not* pay dues to a local chamber of commerce²⁴. However, because cities and urban towns may appropriate up to \$50,000 to an incorporated development society or organization for promotional activities, a city or urban town could contribute to a local chamber of commerce for one of the purposes authorized by statute, such as promoting the city or urban town.²⁵ Counties have similar authority but do not have the \$50,000 monetary cap.²⁶ The use of public funds would be limited to statutorily authorized activities. As a result, the OSA recommends that counties, cities, and urban towns create and maintain documentation that shows the funds have been given for specific statutory purposes.²⁷

²¹ Minn. Stat. § 465.58.

²² Minn. Stat. § 471.96.

²³ Minn. Stat. § 123B.02, subd. 24.

²⁴ See Attorney General Letter dated June 27, 1997 (attached).

²⁵ Minn. Stat. § 469.191. An EDA has broader authority to join an official, industrial, commercial or trade association, or other organization concerned with one of the EDA’s authorized purposes.

²⁶ Minn. Stat. § 375.83.

²⁷ Documentation includes, but is not limited, to minutes, resolutions and contracts.



STATE OF MINNESOTA

OFFICE OF THE ATTORNEY GENERAL

RUBERT H. HUMPHREY III
ATTORNEY GENERAL

June 27, 1997

GOVERNMENT SERVICES SECTION
525 PARK STREET
SUITE 300
ST. PAUL, MN 55103-2106
TELEPHONE: (612) 297-2040

Hans B. Borstad
Staples City Attorney
208 North Fourth Street
Staples, MN 56479

Re: Staples Chamber of Commerce Membership

Dear Mr. Borstad:

I am in receipt of your letter asking whether the City of Staples is authorized to pay membership dues to the Staples Chamber of Commerce. After reviewing prior opinions of the Attorney General on this issue as well as the relevant Minnesota statutes, it is my opinion that, while the City of Staples would be authorized by statute to appropriate up to \$50,000 annually to the Staples Chamber of Commerce in certain circumstances, the City would not be permitted to contribute this money in the form of membership dues absent specific authority to do so in the City Charter.

It is well settled in this state that a municipal corporation has only such powers as are expressly conferred upon it by statute or its charter, or necessarily implied therefrom. It has no inherent power. Borgelt v. City of Minneapolis, 271 Minn. 249, 135 N.W.2d 438 (1965); see generally 13A Dunnell, Minn. Digest 2d Municipal Corporations § 3.01a (3rd Ed. 1981). This longstanding principle was relied upon by our office in Op. Atty. Gen. 63-b-1, May 11, 1944, which concluded that the City of New Ulm, a home rule charter city, was without authority, under state law or local charter provision, to subscribe and pay for one or more memberships in a civic and commerce association which was a reorganization of a businessmen's association. Similarly, in Op. Atty. Gen. 218r, February 24, 1949 (1950 Attorney General Report No. 103), we concluded that the Village of Buffalo (now a statutory city) could not join or pay dues to a local chamber of commerce since no such power was conferred upon it by statute. In connection with this issue, your letter refers to three statutes as potential sources of authorization to take the action you describe.

Minn. Stat. § 469.189 (1944), authorizes the governing body of certain cities to appropriate money to advertise the municipality, its resources and advantages. This Office has taken the position that there is a distinction between statutory authorization to appropriate and use money for a purpose, and authorization to contribute money to a body generally committed to advancing a purpose. See, e.g., Op. Atty. Gen. 59a3, January 15, 1959, wherein we determined that statutory authority for a city to "appropriate money" for purposes of historical preservation and observances permitted the city to contract with the county historical society for specific services, but not to donate funds to the society to expend in its own discretion. For the

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same reasons, we conclude that section 469.189 (1996) does not authorize the city to donate funds or purchase a "membership" in the local chamber of commerce.

Minn. Stat. § 469.191 (1996) provides:

A home rule or statutory city or town described in section 368.01, subdivision 1 or 1a, may appropriate not more than \$50,000 annually out of the general revenue fund of the jurisdiction to be paid to any incorporated development society or organization of this state for promoting, advertising, improving, or developing the economic and agricultural resources of the city or town.

It is our understanding that this section was first enacted in 1989 primarily to allow small rural towns to participate in an organization called the Minnesota Initiative Fund, an organization which received grants from the McKnight Foundation matching certain contributions from towns and cities. However, contemporaneous legislative history indicates an understanding by the legislature that this law would also allow a city or town to contribute up to \$50,000 annually to a local chamber of commerce. This seems to be a reasonable interpretation of the language of Minn. Stat. § 469.191, and it is my opinion that this provision would authorize the City of Staples to contribute up to \$50,000 annually to the Staples Chamber of Commerce.

Authority to contribute does not necessarily permit membership, however. In general, it has been our view that authority of local units of government are not authorized to form or join "private" organizations absent specific statutory authority. *See, e.g.,* Op. Atty. Gen. 92a-30, January 29, 1986; 733, July 29, 1988. For example, Minn. Stat. § 144.581 (1996), which is mentioned in those opinions, authorizes hospital authorities to join and sponsor memberships in certain organizations.

In addition, the Legislature has addressed the authority of municipalities to provide for municipal membership in certain local, state and national associations. In addition, cities are expressly authorized by Minn. Stat. § 465.58 (1996) to pay annual dues in the League of Minnesota Cities and the expenses of delegates attending the meetings thereof. Neither of these sections would apply to your situation, however.

A broader grant of authority is found in Minn. Stat. § 471.96, subd. 1 (1996), which provides as follows:

The governing bodies of cities, counties, and towns are hereby authorized to appropriate necessary funds to provide membership of their respective municipal corporations or political subdivisions respectively in county, regional, state, and national associations of a civic, educational, or governmental nature which have as their purpose the betterment and improvement of municipal

Hans B. Borstad
June 27, 1997
Page 3

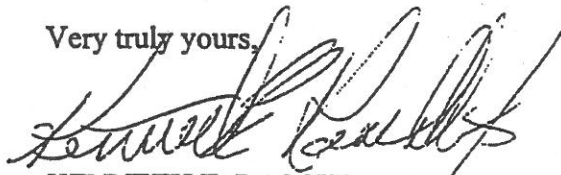
governmental operations. Cities, counties, and towns are also authorized to participate through duly designated representatives in the meetings and activities of such associations, and the governing bodies of cities, counties and towns respectively are authorized to appropriate necessary funds to defray the actual and necessary expenses of such representatives in connection therewith. For purposes of this section, the governing body of a town is the town board.

From our understanding of the nature of such organizations, it does not appear that chambers of commerce can be characterized as "associations of a civic, educational, or governmental nature which have as their purpose the betterment and improvement of municipal government operations" within the purview of this statute, even though their interests may include such objectives.

Subdivision 2 goes on to provide that the statute does not affect "any statutory, charter or common law power of cities" to provide for membership and participation in state and national associations. I am aware of no general statutory or common law power on the part of cities to provide for membership.

For the foregoing reasons, we conclude that the city lacks statutory authority to purchase membership in the local chamber of commerce. While it is possible that such authority might be contained in the City's Charter, your letter does not refer to any such charter provision, and we do not ordinarily undertake in our opinions to construe provisions of local charters. See Op. Atty. Gen. 629a, May 9, 1975.

Very truly yours,



KENNETH E. RASCHKE, JR.
Assistant Attorney General

(612) 297-1141

KER:lt
AG:25442 v1

RELEVANT LINKS:

[Minn. Stat. § 465.50.](#)

[Minn. Stat. § 471.93.](#)
[Section II-R, *Historical*.](#)

[Minn. Stat. § 471.935.](#)
[Minn. Stat. §§ 471.15-.191.](#)
[Office of State Auditor,](#)
[Statement of Position:](#)
[Expenditure of Public Funds](#)
[to Schools and Senior](#)
[Programs, Oct. 14, 2016.](#)

[Minn. Stat. § 412.221, subd.](#)
[34.](#)

[A.G. Op. 59-a-22 \(Dec. 4,](#)
[1934\).](#)

[MN State Auditor, Statement](#)
[of Position Public](#)
[Expenditure: Donations and](#)
[Dues.](#)

[Minn. Stat. § 469.191.](#)

[Handbook, *Community*](#)
[Development and](#)
[Redevelopment.](#)

2. Memorial Day observances

All cities have the authority to spend money for Memorial Day observances in commemoration of the noble and valiant deeds of the nation's dead soldiers. Cities may spend up to \$300 annually for each 75,000 of population.

3. Centennial and historical celebrations

The statutes do not specifically authorize cities to spend money for city centennial celebrations.

An argument can be made, however, that cities may spend money on such local celebrations under a statute allowing cities to spend money to commemorate important historical events that occurred in the city. A later section of this memo discusses this authority in more detail.

H. Community centers

Any city may appropriate money to support the facilities, programs, and services of a public or private nonprofit senior citizen or youth center. No specific authority expressly allows cities to finance other community centers, but many cities have done so through the state recreation statutes.

I. Decorations

Statutory cities may spend money on decorations, signs, plaques, and attached accessories for public streets, buildings, and parks. Cities should use caution to ensure that decorations, such as those for the Christmas holidays, are not primarily religious in nature.

J. Donations

Cities often get asked to make donations to organizations operating for good causes. Generally, without express authority by charter or statute, cities do not have authority to appropriate or give away public funds as donations to any person, corporation or private institution. This does not mean, however, that a city can never contribute to an association or a corporation; but, to do so, the expenditure must further a public purpose and must be authorized by a statute or charter. Indeed, some statutes specifically allow support for certain organizations and causes.

For example, a specific state law exists that allows cities to give donations (of up to \$50,000 per year) to any incorporated developmental society or organization.

RELEVANT LINKS:

A.G. Op. 59-a-3 (May 21, 1948).
A.G. Op. 218-r (Aug. 15, 1951).
A.G. Op. 59-a-22 (Aug. 7, 1951).
A.G. Op. 476-b-2 (Apr. 20, 1944).
A.G. Op. 218-r (Feb. 10, 1942).
A.G. Op. 476-b-2 (Apr. 29, 1954).
Office of State Auditor,
Statement of Position:
Expenditure of Public Funds
to Schools and Senior
Programs, Oct. 14, 2016.

Minn. Stat. § 412.221, subd. 2.
Minn. Stat. § 349.213.
Minn. Stat. § 349.12.

Minn. Stat. § 471.941.

Also, various statutory economic development tools make it possible for cities to make certain contributions toward development and redevelopment. Again, cities should consult with their city attorneys or bond attorneys regarding allowable expenditures for development.

1. Nonprofit organizations in general

The attorney general and the state auditor, over the years, have considered the question of whether cities can donate public funds to various groups. Public expenditures to the following groups or organizations do not have statutory authority and are invalid:

- Supporting the Boy Scouts.
- Sponsoring a local bowling team.
- Sponsoring a local kittenball team (like softball).
- Helping the American Legion build a Legion Hall.
- Supporting the Red Cross.
- Supporting a campaign to stop expansion of a neighboring city airport.
- Supporting schools.

Cities have other options to support nonprofits. For example, the city could use its contracting power to indirectly support nonprofits, such as contracting with a club to spend a Saturday cleaning up public grounds in exchange for money. Also, if a city maintains a fund created from gambling proceeds, those proceeds may be used for many types of charitable contributions that further a lawful purpose. The city should consult with its city attorney to ensure that the use of gambling proceeds complies with the statutory requirements of a lawful purpose expenditure.

2. Artistic organizations

Counties, cities, and townships may appropriate money to support artistic organizations. The governing body may divide the appropriation among multiple artistic organizations in proportions determined by the governing body.

An association, corporation, or other group that provides an opportunity for people to participate in the creation, performance, or appreciation of artistic activities qualifies as an “artistic organization”. The statute provides examples of “artistic activities” that cities can support; however, it, by no means, represents an exclusive list.

RELEVANT LINKS:

Minn. Stat. § 469.191.
A.G. Op. (June 27, 1997)
(informal letter opinion to
Staples).
Section II-K, *Dues*.

Minn. Stat. § 465.039.
Minn. Stat. § 465.037.
Minn. Stat. § 469.191.
Sections II-S, *Hospitals and
EMS* and II-L, *Economic
development*.

Minn. Stat. § 343.11.

Minn. Stat. § 465.90.

3. Incorporated development societies or organizations

State law authorizes cities “to appropriate not more than \$50,000 annually to any incorporated development society or organization of the state for promoting, advertising, improving, or developing the economic and agricultural resources of the city.” Because of the limitations regarding donations, cities interested in donating up to \$50,000 in any given year to an incorporated development society or organization should consult their city attorney. For example, the attorney general’s office has opined that, while this authority allows a city to contribute up to \$50,000 annually to a chamber of commerce, it does not allow a city to become a member of the chamber of commerce, or to pay dues to it.

4. Community food shelves

Any city, town, or county may appropriate an amount to provide grants to nonprofit organizations that operate community food shelves and provide food to the needy without charge. Authority also exists to provide public money to support hospitals and certain economic development organizations. These circumstances are discussed in more detail in a later part of this memo.

5. Prevention of cruelty to animals

If a city has a society for the prevention of cruelty to animals (“SPCA”), it may appropriate monies, not otherwise appropriated, for the maintenance and support of that SPCA “in the transaction of the work for which they are organized”.

However, no part of such an appropriation may go to pay the salary of any officer of the society.

6. Solicitation of donations by firefighters

Despite any law or ordinance to the contrary, any city may, by resolution, allow full-time firefighters employed by the city and while on duty, or volunteer firefighters serving the city while not on duty, to solicit charitable contributions from motorists. A city that wishes to do this must follow certain strict requirements set forth in the statute, including restrictions on type of charitable organization, frequency and time frame of solicitations and proof of insurance.

RELEVANT LINKS:

[Minn. Stat. § 471.3459.](#)

[Donation of Surplus City Equipment to a Nonprofit Organization, LMC Model Policy.](#)

[A.G. Op. \(June 27, 1997\) \(informal letter opinion to Staples\).](#)

[MN State Auditor, Statement of Position Public Expenditure: Donations and Dues.](#)

[Minn. Stat. § 471.96.](#)

[Minn. Stat. § 465.58.](#)

[Minn. Stat. Ch. 469.](#)

7. Surplus city equipment

In 2016, the Minnesota Legislature passed a law allowing a “local government,” including statutory and home rule charter cities, to donate “surplus equipment” to a “nonprofit organization.” Surplus equipment includes equipment used by a local government public works department, and also includes cellular phones, emergency medical and firefighting equipment no longer needed by the local government (because the phones or equipment no longer meet industry standards for emergency medical services, police, or fire departments; have minimal value; or have no resale value). Before donating surplus equipment, a city must adopt a policy on how it will determine what qualifies as surplus eligible for donation and how it will select nonprofit organizations eligible to receive donations. One caveat worth mentioning—the policy “must address the obligations of the local government to disclose to the nonprofit that the surplus equipment may be defective and cannot be relied upon for safety purposes.”

K. Dues

According to the attorney general, cities cannot join or become members of “private” organizations, absent specific statutory authority—even if there is specific authority to contribute to the organization. Without authorization for membership, cities do not have authority to pay for membership.

All cities, counties, and towns may appropriate money for membership in county, regional, state, and national associations of a civic, educational, or governmental nature. The associations must have, as their purpose, the betterment and improvement of municipal governmental operations. This authorization also allows these public entities to participate in the meetings and activities of these associations.

All cities and urban towns in Minnesota may appropriate money to pay dues to become members of the League of Minnesota Cities.

L. Economic development

A number of statutes empower cities to provide money or real property for economic development purposes under various programs, including up to \$50,000 to an incorporated development society or organization discussed in II(J)(3) above. An analysis of the economic development statutes and their requirements fall outside the scope of this memo; however, cities should know that, in certain circumstances, the statutes permit contributions for economic development.

Office of the Revisor of Statutes

2018 Minnesota Statutes

[Authenticate](#) **138.053 COUNTY HISTORICAL SOCIETY; TAX LEVY; CITIES OR TOWNS.**

The governing body of any home rule charter or statutory city or town may annually appropriate from its general fund an amount not to exceed 0.02418 percent of estimated market value, derived from ad valorem taxes on property or other revenues, to be paid to the historical society of its respective county to be used for the promotion of historical work and to aid in defraying the expenses of carrying on the historical work in the county. No city or town may appropriate any funds for the benefit of any historical society unless the society is affiliated with and approved by the Minnesota Historical Society.

History: [1963 c 129 s 1](#); [1973 c 123 art 5 s 7](#); [1973 c 773 s 1](#); [1983 c 315 s 1](#); [1988 c 719 art 5 s 84](#); [1989 c 277 art 4 s 11](#); [1994 c 505 art 3 s 4](#); [2008 c 158 s 1](#); [2013 c 143 art 14 s 16](#)

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

February 16, 2021

6:30 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 844-992-4726

Access Code: 187 506 5843

1. Request to Authorize Improvement 21-01 and 21-05 – 2021 Seal Coat Project Competitive Bidding
2. Update on Highway 25 Bridge Replacement Aesthetics Treatments
3. Update on Improvement Project 19-02 – 2022 Cuyuna Lakes State Trail Construction
4. Request to Approve Geotechnical Services Agreement with Braun Intertec for Improvement 19-02 – Cuyuna Lakes State Trail Construction
5. Affirm Competitive Bidding for Street and Sewer Addition Project



Brainerd City Council Agenda Request

Requested Meeting Date: February 16, 2021

Title of Item: Request to Authorize Imp. 21-01 and 21-05 Comp. Bidding - 2021 Seal Coat

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is the plans and engineers estimate for Improvement 21-01 - 2021 Seal Coat Project.	
Alternatives, Options, Effects on Others/Comments: Total estimated cost for the Improvement 21-01 is \$156,890.15. There is another smaller seal coat project attached for a couple of parking lots (police, fire, and NE fire) that are coming out of the capital improvement fund for a total estimated cost of \$6,535.90. The street seal coating project consists of seal coating on Buffalo Hills Lane, Mississippi Drive, Jackson Street, Oak Street, William Street, NW 3rd, 5th, 7th, and 8th Street, James Street, Maple Street, and East River Road.	
Recommended Action/Motion: Staff recommends authorizing the competitive bidding process for Improvements 21-01 and 21-05 - 2021 Seal Coat Project and 2021 Parking Lot Seal Coat Project.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ <u>estimated \$163,426.05</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> We typically budget for \$150,000 in seal coating per year in the 5-year CIP. We also budgeted for 3 parking lot seal coats out of the capital budget in the amount of \$29,500. This \$29,500 includes the street department, but dependent on construction schedule for the addition, it may have to wait for a year, thus wasn't included. The \$29,500 also includes crack sealing and some patching of these lots.	

**IMP. 21-01 2021 SEAL COAT & IMP. 21-05 PARKING LOT SEAL COAT
ENGINEER'S ESTIMATE**

Imp. 21-01

No.	Mat No.	Item	Unit	Quantity	Unit Price	Total Price
1	2021.501	MOBILIZATION	LS	0.96	\$8,000.00	\$7,680.00
2	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	10,231	\$1.25	\$12,788.75
3	2356.504	BITUMINOUS SEAL COAT	SY	85,257	\$0.60	\$51,154.20
4	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	29,840	\$2.00	\$59,680.00
5	2563.601	TRAFFIC CONTROL	LS	0.96	\$5,000.00	\$4,800.00
6	2582.503	4" SOLID LINE PAINT (WHITE)	LF	13,904	\$0.45	\$6,256.80
7	2582.503	24" SOLID LINE PAINT	LF	60	\$4.00	\$240.00
9	2582.503	4" DBLE SOLID LINE PAINT	LF	3,448	\$0.95	\$3,275.60
10	2582.518	PAVT MSSG PAINT	SF	1212	\$3.10	\$3,757.20
11	2582.518	CROSSWALK PAINT	SF	4,536	\$1.60	\$7,257.60

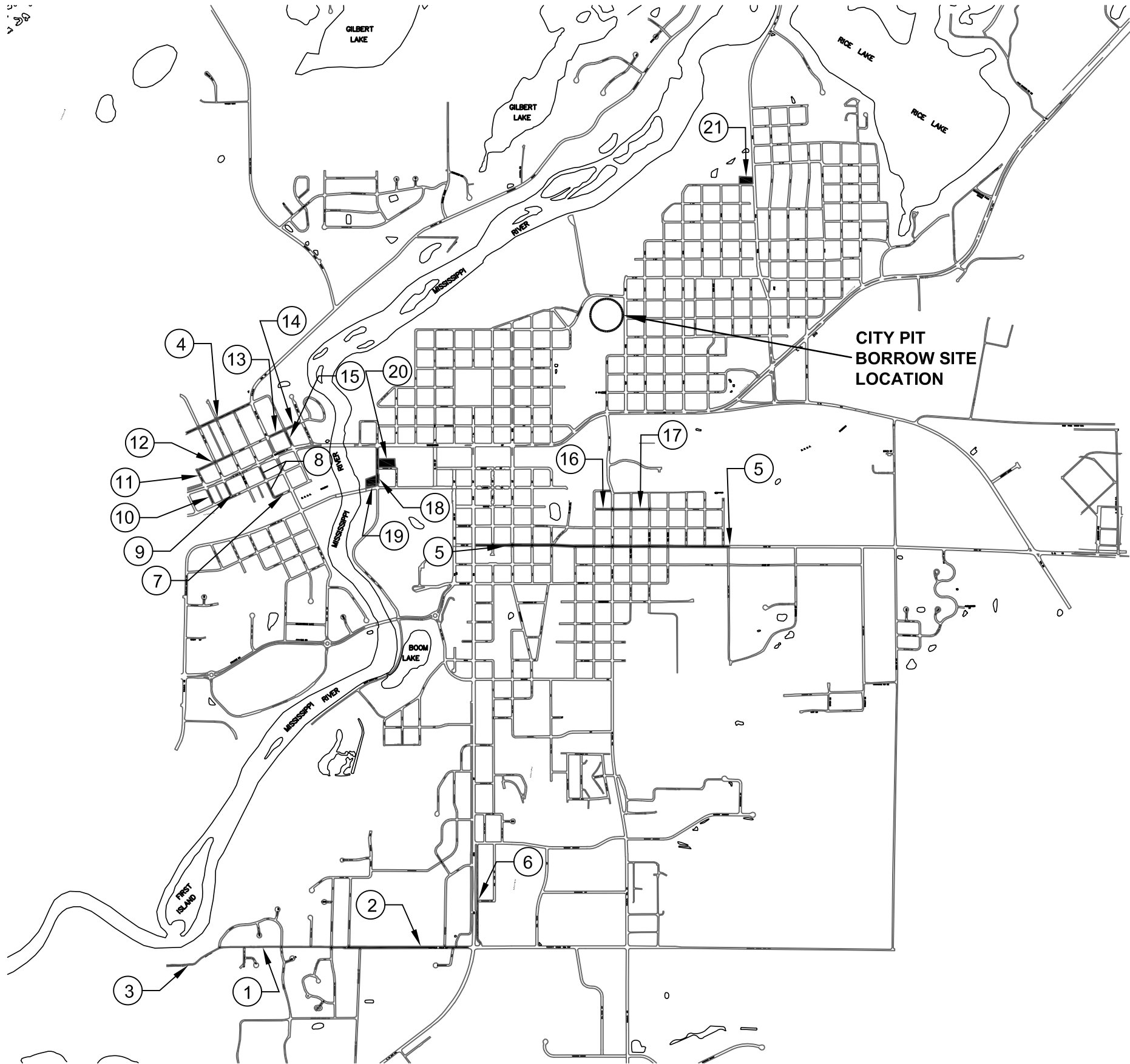
Imp. 21-01 Total \$156,890.15

Imp. 21-05

No.	Mat No.	Item	Unit	Quantity	Unit Price	Total Price
1	2021.501	MOBILIZATION	LS	0.04	\$8,000.00	\$320.00
2	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	498	\$1.25	\$622.50
3	2356.504	BITUMINOUS SEAL COAT	SY	4,149	\$0.60	\$2,489.40
4	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	1,452	\$2.00	\$2,904.00
5	2563.601	TRAFFIC CONTROL	LS	0.04	\$5,000.00	\$200.00

Imp. 21-05 Total \$6,535.90

CONTRACT TOTAL \$163,426.05



CITY OF BRAINERD, MINNESOTA
DEPARTMENT OF ENGINEERING
CONSTRUCTION PLAN FOR:
IMPROVEMENT PROJECT 21-01
2021 SEAL COAT PROJECT

PROJECT LOCATION AREAS FOR 21-01

- 1: BUFFALO HILLS LANE - (Mississippi Dr to S. Graydon Ave)
- 2: BUFFALO HILL LANE - (S. Graydon Ave to S. 6th St/371B)
- 3: MISSISSIPPI DR - (Dead End to Buffalo Hill Lane)
- 4: NW JACKSON ST - (Brainerd/Baxter City Limits to NW 4th St/CSAH 20)
- 5: OAK ST - (S. 6th St to 19th St SE)
- 6: S. 6TH ST E. FRONTAGE RD - (Industrial Park Rd/CSAH 117 to Wright St)
- 7: WILLIAM ST - (NW 4th St to NW 5th St)
- 8: NW 5TH ST- (William St to Washington St/TH 210)
- 9: NW 7TH ST - (Charles St to Washington St/TH 210)
- 10: NW 8TH ST - (Charles St to Washington St/TH 210)
- 11: NW 8TH ST - (Washington St/TH 210 to James St)
- 12: JAMES ST - (NW 8th St to NW 6th St)
- 13: JAMES ST - (NW 4th St/CSAH 20 to NW 3rd St)
- 14: JAMES ST - (NW 3rd St to NW 2nd St)
- 15: NW 3RD ST- (Washington St/TH 210 to James St)
- 16: MAPLE ST - (12th St SE to 13th St SE)
- 17: MAPLE ST- (13th St SE to 15th St SE)
- 18: EAST RIVER RD - (Laurel St to Washington St/TH 210)

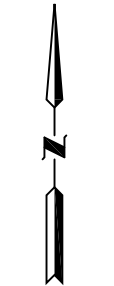
IMPROVEMENT PROJECT 21-05
2021 PARKING LOT SEAL COAT PROJECT

PROJECT LOCATION AREAS FOR 21-05

- 19: BRAINERD CITY FIRE DEPARTMENT - (23 Laurel Street)
- 20: BRAINERD POLICE STATION - (225 East River Road)
- 21: NORTHEAST BRAINERD FIRE STATION - (1301 Mill Ave)

*ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND ORDINANCES
WILL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

NOTE: MATERIALS STORAGE IS AVAILABLE ON CITY PROPERTY.



NO SCALE

REV.	DATE	DESCRIPTION	REVISED



City of Brainerd
Engineering Department
501 Laurel Street
Brainerd, MN 56401

I hereby certify that this plan, specification, or report was prepared by me
or under my direct supervision and that I am a duly licensed professional
engineer under the laws of the state of Minnesota.
Paul Sandy Date 11/23/20
Paul Sandy, P.E. License No. 53635

NOT TO SCALE

NO.	SHEET INDEX
1	TITLE SHEET
2	ESTIMATED QUANTITIES
3	STREET & PARKING LOT SEGMENTS

STATEMENT OF ESTIMATED QUANTITIES																																									
ITEM NO.	SPEC. NO.	DESCRIPTION	UNIT	BUFFALO HILLS LANE	MISSISSIPPI DRIVE	NW JACKSON STREET	OAK STREET	S. 6TH ST E. FRONTAGE ROAD	WILLIAM STREET	NW 5TH STREET	NW 7TH STREET	NW 8TH STREET	NW 8TH STREET	JAMES STREET	JAMES STREET	JAMES STREET	NW 3RD STREET	MAPLE STREET	EAST RIVER ROAD		BRainerd CITY FIRE DEPARTMENT	BRainerd POLICE STATION	NORTHEAST BRainerd FIRE STATION	TOTAL QUANTITY																	
1	2021.501	MOBILIZATION	LUMP SUM																					1																	
2	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GALLON	2453.40	146.16	842.04	3150	736.20	144.72	309.84	130.08	149.52	158.40	376.80	173.28	191.64	181.80	527.04	560.04		182.52	202.92	112.44	10729																	
3	2356.504	BITUMINOUS SEAL COAT	SQ YD.	20445	1218	7017	26250	6135	1206	2582	1084	1246	1320	3140	1444	1597	1515	4392	4667		1521	1691	937	89407																	
4	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GALLON	7155.75	426.30	2455.95	9187.50	2147.25	422.10	903.70	379.40	436.10	462	1099	505.40	558.95	530.25	1537.20	1633.45		532.35	591.85	327.95	31293																	
5	2563.601	TRAFFIC CONTROL	LUMP SUM																					1																	
6	2582.503	DBLE SOLID LINE PAINT (YELLOW)	LIN FT	334		315	2180												619					3448																	
7	2582.503	4" SOLID LINE PAINT (YELLOW)	LIN FT			1760	298																																2058		
8	2582.503	4" SOLID LINE PAINT (WHITE)	LIN FT	125		2330	8519																											872					11846		
9	2582.503	4" BROKEN LINE PAINT (YELLOW)	LIN FT	880		350	360																																1590		
11	2582.503	24" SOLID LINE PAINT (WHITE)	LIN FT																																60					60	
12	2582.518	PAVT MSSG PAINT (LEFT TURN ARROW)	SQ FT	31		247	46																																	324	
13	2582.518	PAVT MSSG PAINT (RIGHT TURN ARROW)	SQ FT			31	108																												62					201	
15	2582.518	PAVT MSSG PAINT (THRU-LT ARROW)	SQ FT			60	241																												60						361
16	2582.518	PAVT MSSG PAINT (THRU-RT ARROW)	SQ FT	60			90																																		150
17	2582.518	PAVT MSSG PAINT (RAILROAD CROSSING)	SQ FT																																124						124
18	2582.518	CROSSWALK PAINT (WHITE)	SQ FT	450		450	3330												306						4536																

1. PROVIDE BITUMINOUS MATERIAL CSS-1H FOR FOG SEAL. COMPUTED AT THE APPLICATION RATE OF 0.12 GALLONS/SQ.YD. (50% CSS-1H + 50% WATER). THE QUANTITY SHOWN IS THE TOTAL GALLONS OF CSS-1H FOG SEAL AND WATER MIXED.
2. ESTIMATED APPLICATION RATE OF 17 POUNDS PER SQUARE YARD. THE SEAL COAT AGGREGATE SHALL CONFORM TO THE FA 2 1/2 GRADATION REQUIREMENTS AS PER THE PROPOSAL.
3. PROVIDE BITUMINOUS MATERIAL CRS-2P FOR SEAL COAT. COMPUTED AT THE APPLICATION RATE OF 0.35 GALLONS/SQ.YD.
4. ALL WORK AND DEVICES REQUIRED TO PROVIDE TRAFFIC CONTROL ON THE PROJECT IS INCLUDED IN THE LUMP SUM PAY ITEM.
5. THE PAVEMENT SURFACE SHALL BE SWEEPED TO REMOVE DIRT AND DEBRIS, PRIOR TO THE APPLICATION OF THE BITUMINOUS MATERIAL FOR FOG AND SEAL COAT OPERATIONS.
6. TEMPORARY PAVEMENT MARKERS TO BE INSTALLED ON ALL EXISTING STRIPING PRIOR TO SEAL COAT CONSTRUCTION.
7. 21-05 PARKING LOTS SEAL COAT PROJECTS PARKING STALLS WILL BE DONE BY THE BRAINERD STREET DEPARTMENT.

BASIS FOR ESTIMATED QUANTITIES

BITUMINOUS MATERIAL FOR TACK COAT 0.35 GALLONS/SQ.YD.
BITUMINOUS MATERIAL FOR FOG SEAL 0.12 GALLONS/SQ.YD.

MNDOT STANDARD PLATES

8000I | STANDARD BARRICADES

THE STANDARD PLATES AS APPROVED BY
THE FEDERAL HIGHWAY ADMINISTRATION SHALL APPLY:

OVERALL TOTALS

LENGTH	AREA (SQ FT)	AREA (SQ YD)
20,110'	804,663	89,407

REV. #	DATE	REVISION



City of Brainerd

Engineering Department
501 Laurel Street
Brainerd, MN 56401

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the state of Minnesota.

Paul Sandy Date 11/23/20
Paul Sandy, P.E. License No. 53635

CITY IMP. NO. 21-01 / CITY IMP. NO 21-05

2021 CHIP SEAL PROJECT

ESTIMATED QUANTITY

SHEET 02 OF 03

SEAL COAT AND FOG SEALED STREETS				
STREET SEGMENT LOCATION	LENGTH	BITUMINOUS WIDTH	AREA (SQ FT)	AREA (SQ YD)
BUFFALO HILLS LANE (MISSISSIPPI DR - SOUTH GRAYDON AVE)	3037'	22'	76260	8473
BUFFALO HILLS LANE (SOUTH GRAYDON AVE - SOUTH 6TH ST)	2622'	40'	107749	11972
MISSISSIPPI DRIVE (DEAD END - BUFFALO HILLS LANE)	492'	22'	10961	1218
NW JACKSON STREET (BRAINERD / BAXTER CITY LIMITS - NW 4TH ST / CSAH 20)	1364'	40'	63157	7017
OAK STREET (SOUTH 6TH ST - 19TH STREET SE)	5156'	40'	236247	26250
S. 6TH ST EAST FRONTAGE ROAD (INDUSTRIAL PARK RD / CSAH 117 - WRIGHT ST)	2017'	23'	55217	6135

SEAL COAT AND FOG SEALED STREETS				
STREET SEGMENT LOCATION	LENGTH	BITUMINOUS WIDTH	AREA (SQ FT)	AREA (SQ YD)
WILLIAM STREET (NW 4TH ST - NW 5TH ST)	297'	37'	10855	1206
NORTHWEST 5TH STREET (WILLIAM ST - WASHINGTON ST / TH 210)	618'	37'	23237	2582
NORTHWEST 7TH STREET (CHARLES ST - WASHINGTON ST / TH 210)	267'	37'	9755	1084
NORTHWEST 8TH STREET (CHARLES ST - WASHINGTON ST / TH 210)	295'	37'	11213	1246
NORTHWEST 8TH STREET (WASHINGTON ST / TH 210 - JAMES ST)	297'	37'	11879	1320
JAMES STREET (NW 8TH ST - NW 6TH ST)	701'	37'	28259	3140

SEAL COAT AND FOG SEALED STREETS				
STREET SEGMENT LOCATION	LENGTH	BITUMINOUS WIDTH	AREA (SQ FT)	AREA (SQ YD)
JAMES STREET (NW 4TH ST - NW 3RD ST)	332'	37'	12998	1444
JAMES STREET (NW 3RD ST - NW 2ND ST)	347'	39'	14370	1597
NORTHWEST 3RD STREET (WASHINGTON ST / TH 210 - JAMES ST)	330'	41'	13632	1515
MAPLE STREET (12TH ST SE - 13TH ST SE)	366'	38'	13908	1545
MAPLE STREET (13TH ST SE - 15TH ST SE)	732'	35'	25620	2847
EAST RIVER ROAD (LAUREL ST - WASHINGTON ST / TH 210)	840'	50'	42000	4667

SEAL COAT AND FOG SEALED PARKING LOTS		
PARKING LOT LOCATION	AREA (SQ FT)	AREA (SQ YD)
BRAINERD POLICE STATION (225 EAST RIVER ROAD)	15222	1691
BRAINERD CITY FIRE DEPARTMENT (23 LAUREL STREET)	13689	1521
NORTHEAST BRAINERD FIRE STATION (1301 MILL AVENUE)	8431	937

OVERALL TOTALS		
LENGTH (STREETS)	AREA (SQ FT)	AREA (SQ YD)
20,110'	804,663	89,407

REV. #	DATE	REVISION

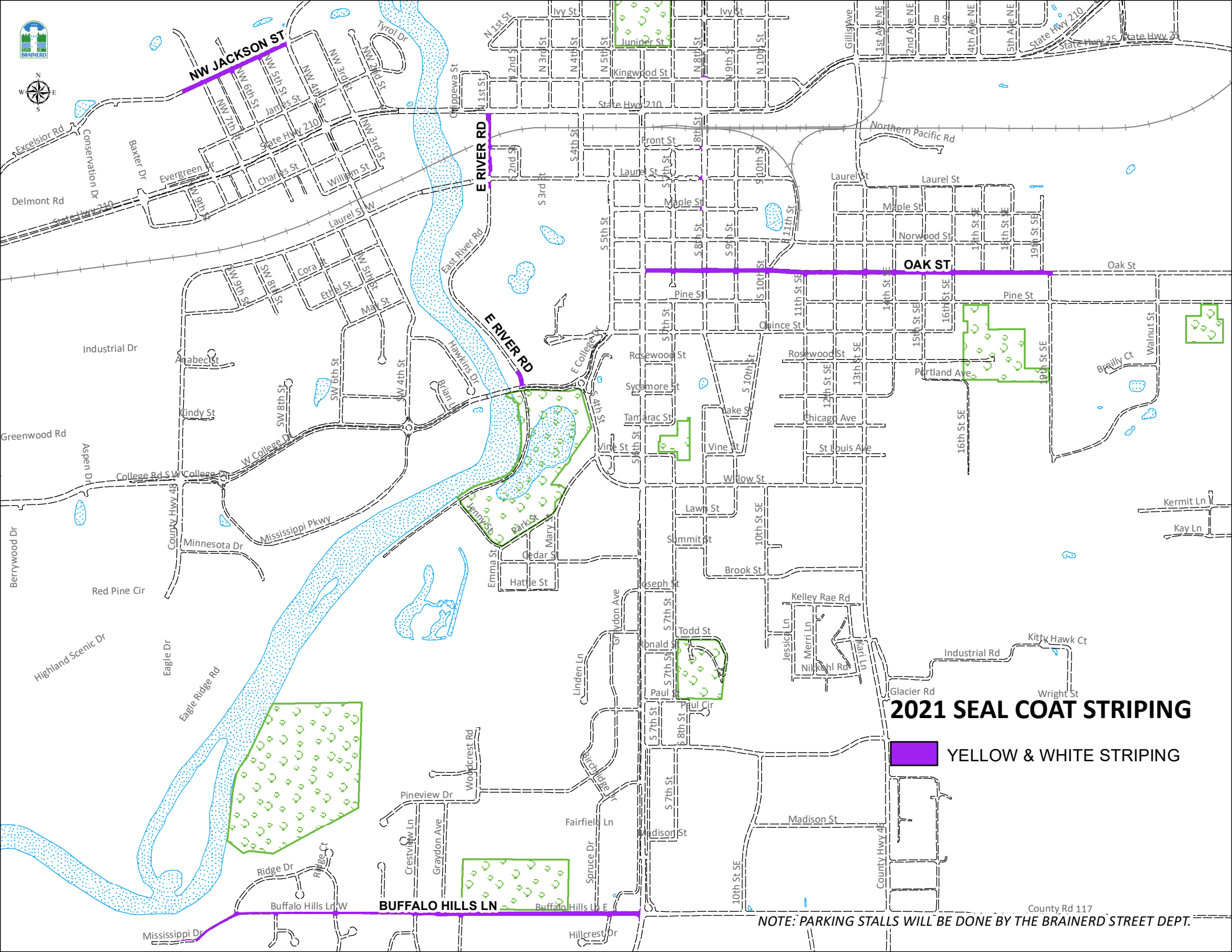


City of Brainerd
Engineering Department
501 Laurel Street
Brainerd, MN 56401

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the state of Minnesota.

 Date 11/23/20
Paul Sandy, P.E. License No. 53635

CITY IMP. NO. 21-01 / CITY IMP. NO 21-05
2021 CHIP SEAL PROJECT
STREET & PARKING LOT SEGMENTS
SHEET 03 OF 03



 YELLOW & WHITE STRIPING

NOTE: PARKING STALLS WILL BE DONE BY THE BRAINERD STREET DEPT.



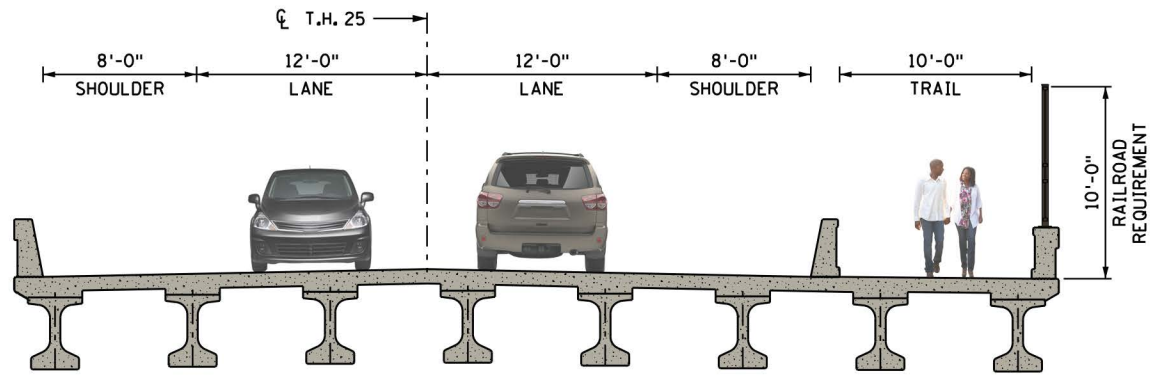
Brainerd City Council Agenda Request

Requested Meeting Date: February 16, 2021

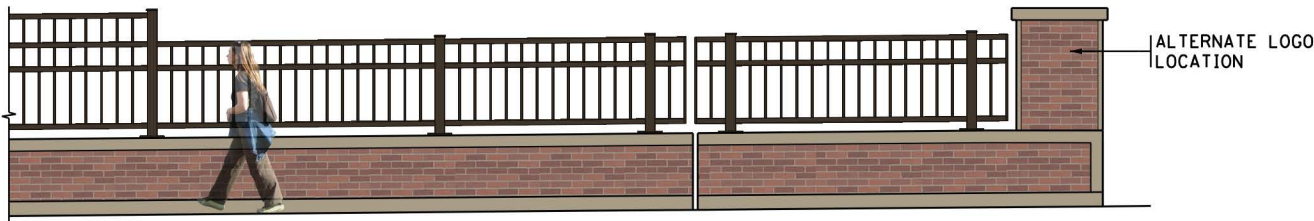
Title of Item: Update on Highway 25 Bridge Aesthetics

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 10 Minutes
Summary of Issue: A committee comprised of Jan Lambert (ex-City Council) and Mayor Dave Badeaux worked with MnDOT Landscape Architects to formulate bridge aesthetics for the Highway 25 Bridge to be constructed in 2025.	
Alternatives, Options, Effects on Others/Comments: The goal of the aesthetics was to focus on the history of east Brainerd and consisted of brick and railroad elements as you can see from the proposed layout attached. The City of Brainerd emblem will be embedded in the pilaster end section. The inside of the parapet wall and railing will feature brick along with the pilaster end section. The railing will taper from a 10' high at the center over the tracks (railroad requirement) to a 4-foot high railing at the edges. The rail theme is shown on the railings with a "track" like design.	
Recommended Action/Motion: Informational only. Any other recommended changes may exceed the City's "budget" for aesthetics that MnDOT covers through their policy. This design and layout is not currently projected to cost the City out of pocket.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

TIME : 9:55:05 AM
PLOTTED : 2/10/2021
PATH & FILENAME: c:\projects\wise\pw_working\working\231023\BR18010_AesConcept.dgn FILENAME: \$\$\$@FILENAME@\$\$\$



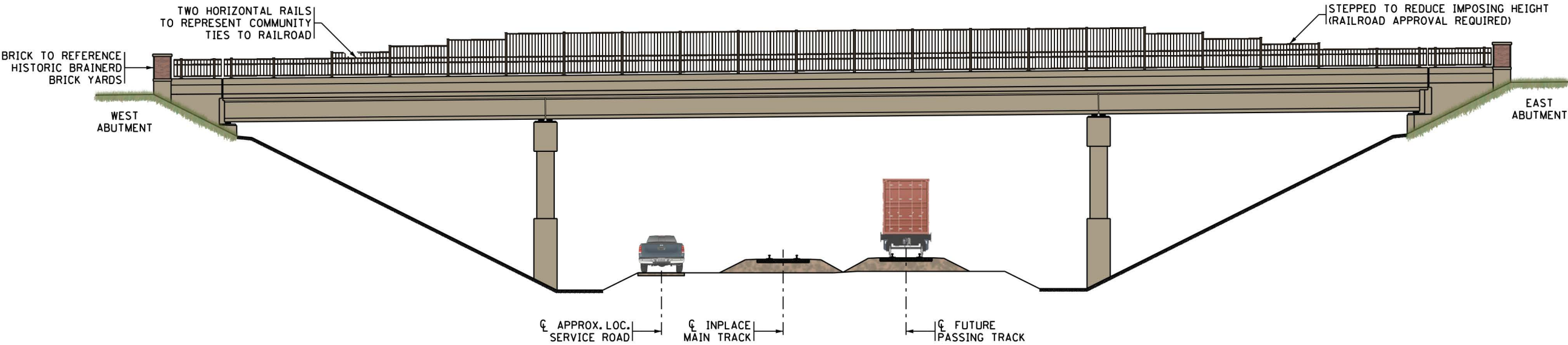
TYPICAL SECTION



INSIDE FACE OF RAILING & PARAPET



PILASTER END SECTION



SOUTH ELEVATION

DRAWING IS BASED ON DESIGN INFORMATION AVAILABLE FEBRUARY 2021 AND MAY NOT NECESSARILY REPRESENT THE FINAL APPEARANCE.

AESTHETIC CONCEPT		DR: M.A.S.	CHK:	BRIDGE NO. 18010
STATE PROJECT NO. 1811-18010		SHEET NO. 1 OF 1 SHEETS		



Brainerd City Council Agenda Request

Requested Meeting Date: February 16, 2021

Title of Item: Update on Imp. 19-02 - Cuyuna Lakes State Trail Construction Project

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☒ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 20 Minutes
Summary of Issue: Attached to this request is a memo and supporting information on the details and estimated costs of the 2022 Cuyuna Lakes State Trail Construction Project.	
Alternatives, Options, Effects on Others/Comments: Staff worked on putting this information together for the Committee and Council to keep them informed on the project design, alignments, costs, progress to date, and steps moving forward.	
Recommended Action/Motion: Staff would like to discuss the project in detail with this group and formulate a motion in which affirms the proposed alignment and plan moving forward into final design.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



MEMO

TO: Safety and Public Works Committee

FROM: Paul Sandy – City Engineer/Interim Public Works Director

DATE: 2/10/2021

SUBJECT: Improvement 19-02 – Cuyuna Lakes State Trail Project Update and Cost Estimating

City staff have been working with the City's Consultant (SEH) and the Minnesota Department of Natural Resources to continue the preliminary design phase of Improvement 19-02 – Cuyuna Lakes State Trail Construction. Through the preliminary design, high level cost estimates have been established on the chosen alignment, and staff felt it prudent to get this information in front of the Safety and Public Works Committee to re-affirm the project alignment, estimated construction, and soft costs, while also providing information on how the project should move forward. The current plan is to construct this trail in 2022 along with numerous other trail related projects near the vicinity of this project.

Project History

In 2019, the City worked with the MnDNR to utilize excess funding from the construction of the Cuyuna Lakes State Trail from a 2014 bonding appropriation for the trail in Riverton. Through this process, the City was awarded \$1,100,000 in funds for the construction and connection of the trail system through Brainerd. Once the connection was complete from 5th Avenue NE to the Buffalo Hills Trail, the City would work with the MnDNR to designate the entire segment of trail through Brainerd as the Cuyuna Lakes State Trail to where it terminates and meets the Paul Bunyan Trail. The original discussions on alignment utilizes the 13th Street corridor as the need for a safe multi-modal transportation system on this corridor is evident. The City hired SEH to assist the City in discussions with the railroad and to obtain a permitted crossing of the trail at grade on 13th Street. The City and SEH worked to formulate an alternative analysis document/crossing application to submit to the railroad to obtain permission to cross the tracks. Unfortunately, the City and railroad were unable to come to an agreement on the at-grade crossing at this time. The report leaves the door open to a future crossing of the tracks at this location, but the City ultimately moved on from this alignment and selected an alignment that would utilize Highway 25, 28th Street, west through the large wetland complex and through the NP Center, and utilizing local streets to get to the Buffalo Hills Trail. This is the alignment that we will be discussing in detail at this meeting along with the steps moving forward in final design and the refining of cost estimates.

Alignment

As stated in the previous paragraph, this alignment has many characteristics of a recreational trail, in which the MnDNR is in support of. The alignment will utilize the existing trail along Trunk Highway 210 from Lum Park to 5th Avenue NE. This segment is in need of resurfacing and ADA upgrades, which staff will be working with MnDOT on during their 2025 reconstruction of Highway 210. Here, the plan will be to cross the highway at this location at a signal in which the City is currently working with MnDOT on their Trunk Highway 210 corridor analysis to move from 4th Avenue NE to 5th Avenue NE in 2025. From this location, the trail would move east on the south side of highway 25 from 5th Avenue NE to 28th Street. The City was awarded Federal Transportation Alternatives money for this trail segment that will bring the trail up to the bridge over the railroad on Highway 25. The City has been working with MnDOT on the reconstruction plans of this bridge in 2022, along with coordinating the adjacent trail construction for the City project the same year. Once over the bridge, the alignment will utilize the existing trail on 28th Street to move south to a point where the new alignment, in which the MnDNR funds will utilize, will take off to the west and traverse across the large wetland complex north of Oak Street to the east edge of the NP Center property. City staff have been working with the property owner at the NP Center to discuss utilizing the property for the trail alignment and have exhausted other alternatives in which utilize Laurel Street or other side streets to get to the connection point at Norwood Street. From the crossing of the NP Center property, the trail would head south along 13th Street SE on the east side of the roadway where it would cross to the west at the intersection of Laurel Street. The trail would utilize Laurel Street, 12th Street SE, and Norwood Street to terminate at the beginning of the Buffalo Hills Trail. There is an additional segment also in the alignment to make the trail connection to the existing trail at the intersection of 8th Street S and Norwood Street. The entire trail alignment can be seen on the attached map.

Project Estimated Costs

A breakdown of **estimated** project costs can be seen attached to this memo. These costs are based on past projects of a similar nature, and also include a large contingency (20%) and an estimation of soft costs including engineering/admin/legal and wetland mitigation and permitting. The City and SEH have already been meeting with the proper regulatory panel on wetland permitting for the trail segment that will utilize MnDNR funding and will continue that process of obtaining a permit and wetland credits through the final design process. MnDNR funds can be utilized for construction and engineering costs of the trail. Right-of-way costs can not be reimbursed by the funds. Right-of-way strategy and offers will be discussed at the closed session after this meeting and are not a part of this presentation. What staff would like the Committee and Council to focus on is the construction costs, engineering/admin and permitting. This total cost of these three items is \$2,048,000. With contingency, the project cost is estimated at \$2,337,000. These costs will change through the project final design and are thought of to be conservative at this point, but staff wanted to make sure Council was aware of the costs that may come with this project over and above the \$1,100,000. This cost will become much clearer as we move through final design and into bidding of the proposed trail segment.

Final Design and Next Steps

In moving through this project with SEH and seeing the overall estimated costs, staff worked on ways to place safeguards on the project to ensure that the costs don't exceed what the council wants to spend on the trail connection. There will be costs to move through final design, along with hiring the geotechnical work you see in front of you tonight and the wetland permitting that staff will be working through with the Technical Evaluation Panel over the next year. Staff would like to place alternates on the projects documents that include specific segments on the trail and separate them out based on logical termini. This will allow for bidding of the entire project, then

the council can select which segments to construct based on the funding level the Council will support over and above the \$1,100,000 in funding received from the MnDNR. The hope is to construct the whole trail segment, under the understanding the fiscal restraints will become clear once we refine the project estimated costs and receive bids for the work. The logical project segments are outlined in the attached map, and may change once we move through design, but this is a safeguard in which we can utilize during the design to fit the project to the funding so that we can get as much done as we can with the funding available. Through the final design process, we will have a very good idea of how much additional funds the City would need to incur to construct the whole project by the end of 2021 and moving into the 2022 budget cycle.

Conclusion

The intent of this information is to provide an in-depth update on the project to date, along with allowing the Committee and Council to comment on the project, design, costs, etc. that may come in to play once we get further along. What staff is looking for tonight is concurrence on the alignment and plan moving forward and allowing for regular updates as staff has information to present regarding the design and costs of this project. City and Consultant staff will be available for questions during the meeting that the Committee and Council may have.



CUYUNA LAKES STATE TRAIL EXTENSION
BRAINERD, MN
SEH NO. BRDMN 149920

2/9/2021

PRELIMINARY OPINION OF PROBABLE COSTS SUMMARY

	TOTAL PROJECT COST
CONSTRUCTION	\$1,446,000.00
CONTINGENCY (20%)	\$289,000.00
ENGINEERING, ADMIN, LEGAL, MISC. (20%)	\$347,000.00
WELAND MITIGATION & PERMITTING	\$255,000.00
*TOTAL:	\$2,337,000.00

**NOTE: TOTAL EXCLUDES PROPERTY ACQUISITION COSTS*



CUYUNA LAKES STATE TRAIL EXTENSION
 BRAINERD, MN
 SEH NO. BRDMN 149920

2/9/2021

PRELIMINARY OPINION OF PROBABLE COSTS

					TOTAL
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	APPX. QUANTITY	COST
GENERAL					
1	MOBILIZATION	LUMP SUM	\$40,000.00	1.00	\$40,000.00
2	TRAFFIC CONTROL	LUMP SUM	\$15,000.00	1.00	\$15,000.00
3	CLEARING	TREE	\$200.00	10.00	\$2,000.00
4	GRUBBING	TREE	\$100.00	10.00	\$1,000.00
5	CLEARING	ACRE	\$10,000.00	4.20	\$42,000.00
6	GRUBBING	ACRE	\$10,000.00	4.20	\$42,000.00
7	REMOVE CURB & GUTTER	LIN FT	\$6.00	390.00	\$2,340.00
8	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$10.00	219.00	\$2,190.00
9	REMOVE CONCRETE PAVEMENT	SQ YD	\$20.00	33.00	\$660.00
10	REMOVE CONCRETE ROUNDHOUSE	SQ YD	\$20.00	0.00	\$0.00
11	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	710.00	\$2,130.00
12	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	\$4.00	240.00	\$960.00
TRAIL					
13	DEWATERING	LUMP SUM	\$200,000.00	1.00	\$200,000.00
14	COMMON EXCAVATION	CU YD	\$20.00	2394.00	\$47,880.00
15	MUCK EXCAVATION (CV)	CU YD	\$30.00	3000.00	\$90,000.00
16	SELECT GRANULAR BORROW (CV)	CU YD	\$15.00	3000.00	\$45,000.00
17	GEOGRID REINFORCEMENT MAT	SQ YD	\$10.00	4500.00	\$45,000.00
18	CLASS 5 AGG BASE (CV) - DELIVERED TO SITE	TON	\$13.00	1690.00	\$21,970.00
19	CLASS 5 AGG BASE (CV)	CU YD	\$30.00	1118.00	\$33,540.00
20	CLASS 1 AGG SHLDR (CV)	CU YD	\$40.00	456.00	\$18,240.00
21	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	\$80.00	1588.00	\$127,040.00
22	TYPE SP 9.5 WEARING COURSE MIX (2" P. LOT)	TON	\$80.00	0.00	\$0.00
23	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	\$5.00	1205.00	\$6,025.00
24	BIT. PATCH SPECIAL 1 (STREET PAVEMENT)	SQ YD	\$40.00	119.00	\$4,760.00
25	BIT. PATCH SPECIAL 2 (DRIVEWAY PAVEMENT)	SQ YD	\$35.00	44.00	\$1,540.00
26	6 IN CONCRETE WALK	SQ FT	\$10.00	3600.00	\$36,000.00
27	TRUNCATED DOMES	SQ FT	\$50.00	360.00	\$18,000.00
28	B618 CONCRETE CURB & GUTTER	LIN FT	\$30.00	540.00	\$16,200.00
29	D424 CONCRETE CURB & GUTTER	LIN FT	\$25.00	0.00	\$0.00
30	8 IN CONCRETE PAVEMENT	SQ YD	\$85.00	36.00	\$3,060.00
31	GRAVEL ENTRANCE RESTORATION	SQ YD	\$5.00	11.00	\$55.00
32	PEDESTRIAN CROSSWALK FLASHER SYSTEM	SYSTEM	\$30,000.00	1.00	\$30,000.00
33	MODULAR BLOCK RETAINING WALL	SQ FT	\$60.00	3210.00	\$192,600.00
STORM SEWER					
34	12 INCH RC PIPE SEWER DES 3006 CL V	LIN FT	\$50.00	0.00	\$0.00
35	CONNECT TO EXISTING DRAINAGE STRUCTURE	EACH	\$2,000.00	0.00	\$0.00
36	CONST DRAINAGE STRUCTURE DES H	EACH	\$3,000.00	0.00	\$0.00
37	CONST DRAINAGE STRUCTURE DES 48-4020	EACH	\$4,000.00	0.00	\$0.00
38	30 INCH RC CULVERT PIPE	LIN FT	\$175.00	80.00	\$14,000.00
39	30 INCH RC APRON ENDS	EACH	\$1,800.00	4.00	\$7,200.00
40	12' x 8' CONCRETE BOX CULVERT	LIN FT	\$2,000.00	20.00	\$40,000.00
41	12' x 8' CONC. BOX CULVERT END SECTION	EACH	\$15,000.00	2.00	\$30,000.00
42	BOX CULVERT FOUNDATION PILES	LUMP SUM	\$50,000.00	1.00	\$50,000.00
43	RANDOM RIPRAP CL III	CU YD	\$90.00	160.00	\$14,400.00



CUYUNA LAKES STATE TRAIL EXTENSION
 BRAINERD, MN
 SEH NO. BRDMN 149920

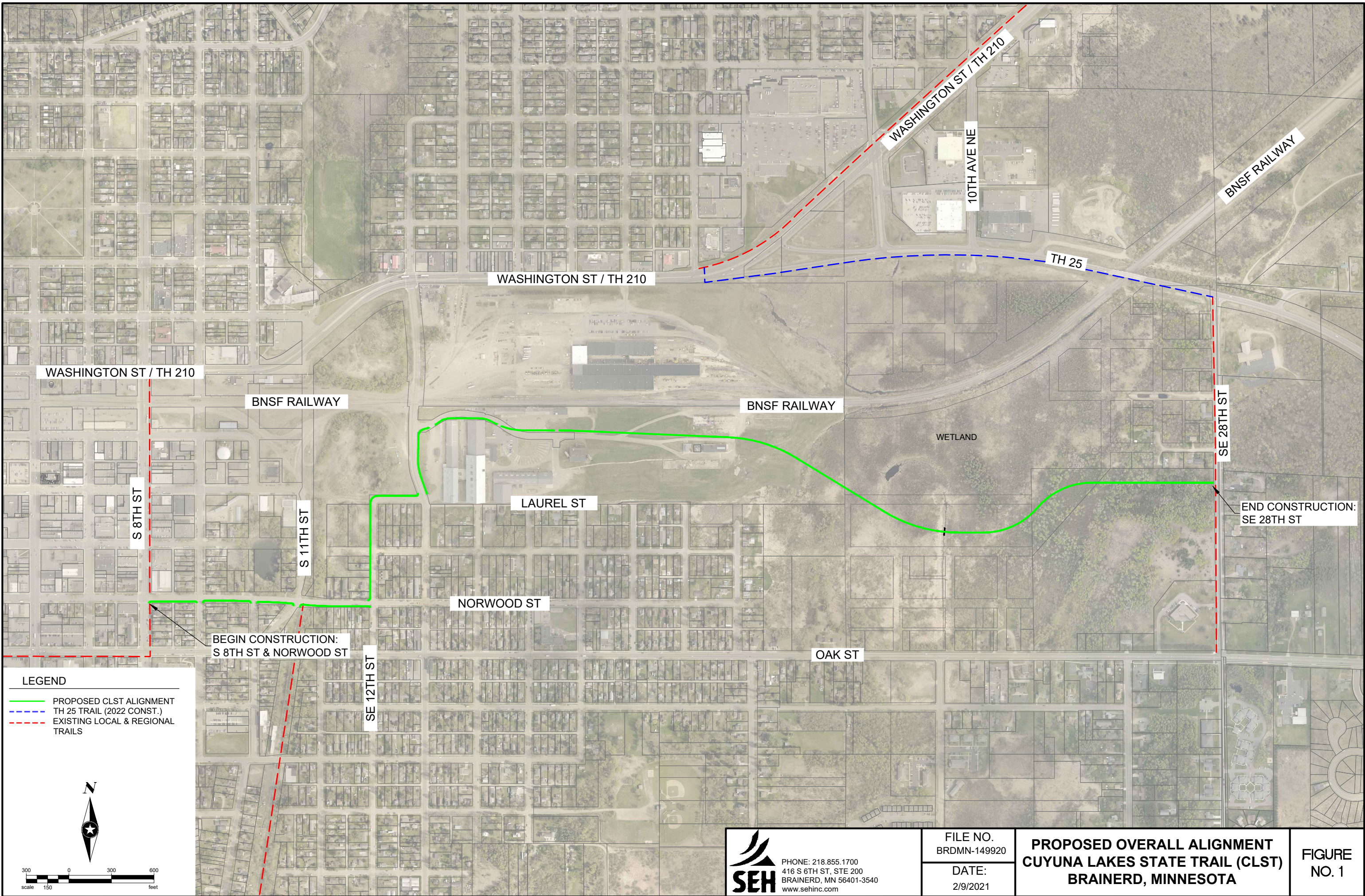
2/9/2021

PRELIMINARY OPINION OF PROBABLE COSTS

					TOTAL
ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	APPX. QUANTITY	COST
TURF RESTORATION & EROSION CONTROL					
44	COMMON TOPSOIL BORROW	CU YD	\$30.00	3347.00	\$100,410.00
45	SEEDING	ACRE	\$2,500.00	4.14	\$10,350.00
46	SEED MIX 22-151	POUND	\$3.25	496.80	\$1,614.60
47	HYDRAULIC STABILIZED FIBER MATRIX	POUND	\$2.00	12420.00	\$24,840.00
48	COMMERCIAL FERTILIZER TYPE 3	POUND	\$1.00	1449.00	\$1,449.00
49	SEEDING SPECIAL (TEMP)	ACRE	\$100.00	4.14	\$414.00
50	SEED MIX 22-111	POUND	\$1.00	414.00	\$414.00
51	HYDRAULIC MULCH	POUND	\$2.00	10350.00	\$20,700.00
52	DECIDUOUS TREE 2 IN CAL. B&B	TREE	\$350.00	0.00	\$0.00
53	BIOROLL	LIN FT	\$1.00	18080.00	\$18,080.00
54	SILT FENCE	LIN FT	\$2.50	6608.00	\$16,520.00
55	STORM DRAIN INLET PROTECTION	EACH	\$150.00	22.00	\$3,300.00
56	STABILIZED CONSTRUCTION EXIT	EACH	\$500.00	9.00	\$4,500.00
SUBTOTAL - CONSTRUCTION					\$1,445,381.60
CONTINGENCY (20%)					\$289,076.32
ENGINEERING, ADMIN, LEGAL, MISCELLANEOUS (20%)					\$346,891.58
WETLAND MITIGATION & PERMITTING					\$255,400.00
*TOTAL					\$2,336,749.50

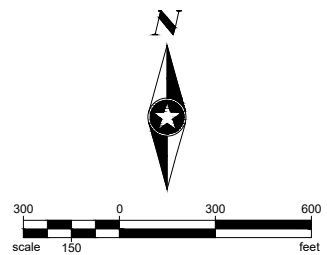
**NOTE: TOTAL EXCLUDES PROPERTY ACQUISITION COSTS*

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LEGEND

- PROPOSED CLST ALIGNMENT
- - - TH 25 TRAIL (2022 CONST.)
- - - EXISTING LOCAL & REGIONAL TRAILS



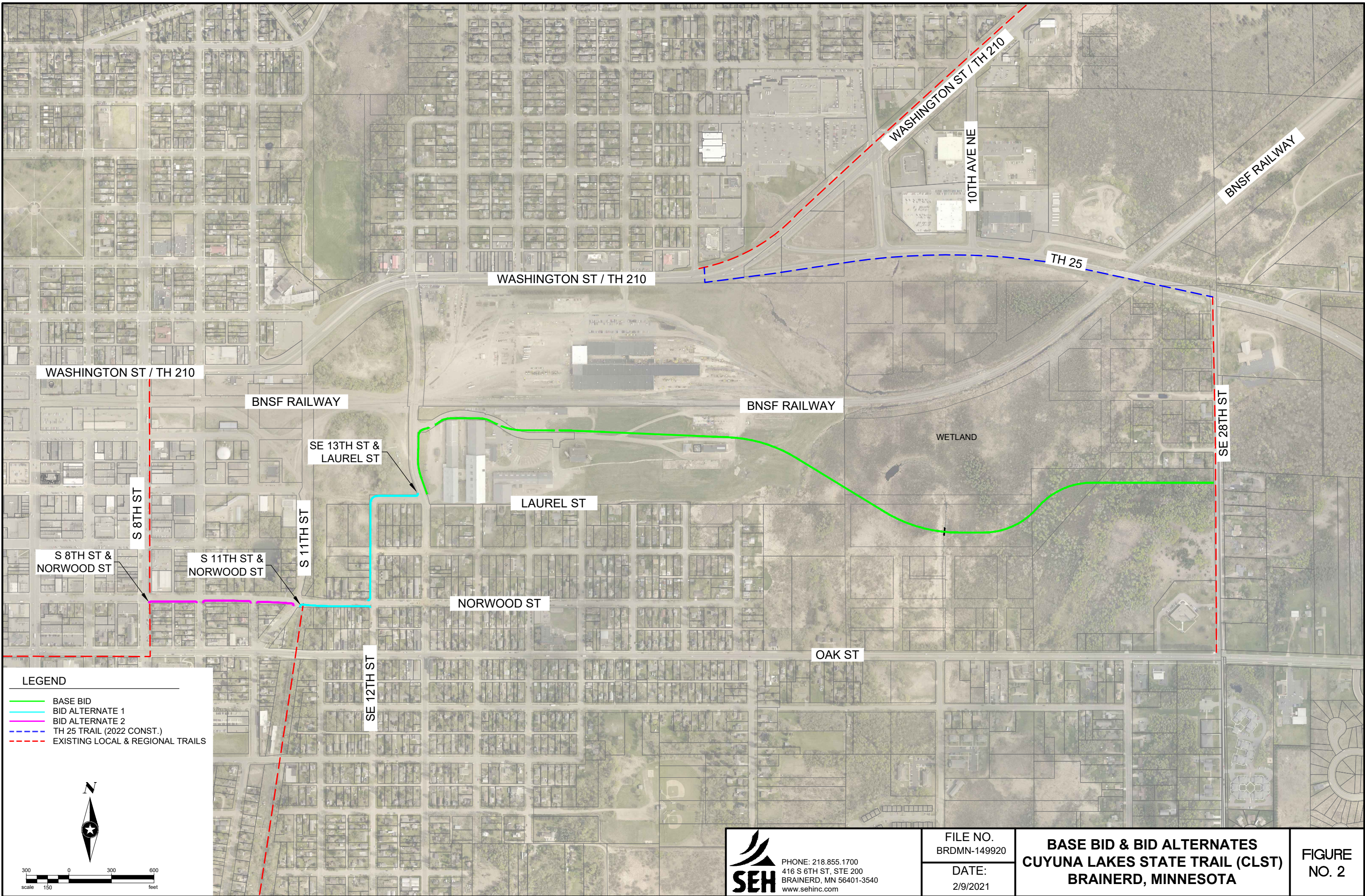
SEH
PHONE: 218.855.1700
416 S 6TH ST, STE 200
BRAINERD, MN 56401-3540
www.sehinc.com

FILE NO.
BRDMN-149920
DATE:
2/9/2021

**PROPOSED OVERALL ALIGNMENT
CUYUNA LAKES STATE TRAIL (CLST)
BRAINERD, MINNESOTA**

**FIGURE
NO. 1**

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SEH
PHONE: 218.855.1700
416 S 6TH ST, STE 200
BRainerd, MN 56401-3540
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FILE NO. BRDMN-149920
DATE: 2/9/2021

**BASE BID & BID ALTERNATES
CUYUNA LAKES STATE TRAIL (CLST)
BRainerd, MINNESOTA**

**FIGURE
NO. 2**



Brainerd City Council Agenda Request

Requested Meeting Date: February 16, 2021

Title of Item: Geotechnical Services Agreement for Imp. 19-02 - CLST Construction

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Along with the informational update on the Cuyuna Lakes State Trail project currently projected for 2021 construction and the plan for next steps, the City's Consultant Engineer, SEH, has reached out to Braun Intertec to do some important soil investigation for the trail project.	
Alternatives, Options, Effects on Others/Comments: The investigation will consist of providing soil boring and foundation characteristics of the soil and provide recommendations on typical sections for the trail itself through the wetland area and also proper bedding techniques under the anticipated culverts through the wetland area. The site access is difficult, and much of this work needs to be completed in the winter during frozen ground conditions. The consultant proposes 7 borings throughout the alignment to analyze soil conditions. From there, soil tests including sieve analysis, Atterberg limits, organic tests, and soil classifications will be performed to determine proper section for trail and bedding requirements for culverts. Groundwater levels will also be noted, logs of borings will be provided, and recommended construction activities, materials, and sections will be provided. Total cost for this proposed work by Braun Intertec is proposed to be \$13,900.	
Recommended Action/Motion: Staff recommends approval of the attached professional services agreement and proposal in the amount of \$13,900.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>13,900</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> Project budgets were discussed earlier at meeting. Currently, engineering and design will utilize the \$1,100,000 in MnDNR funds for the trail segment.	

February 4, 2021

Proposal QTB133479

Mr. Casey Zins
Short Elliott Hendrickson, Inc.
416 6th Street, Suite 200
Brainerd, MN 56401

Re: Proposal for a Geotechnical Evaluation
Cuyuna Lakes State Trail
SE 19th Street to SE 28th Street
Brainerd, Minnesota

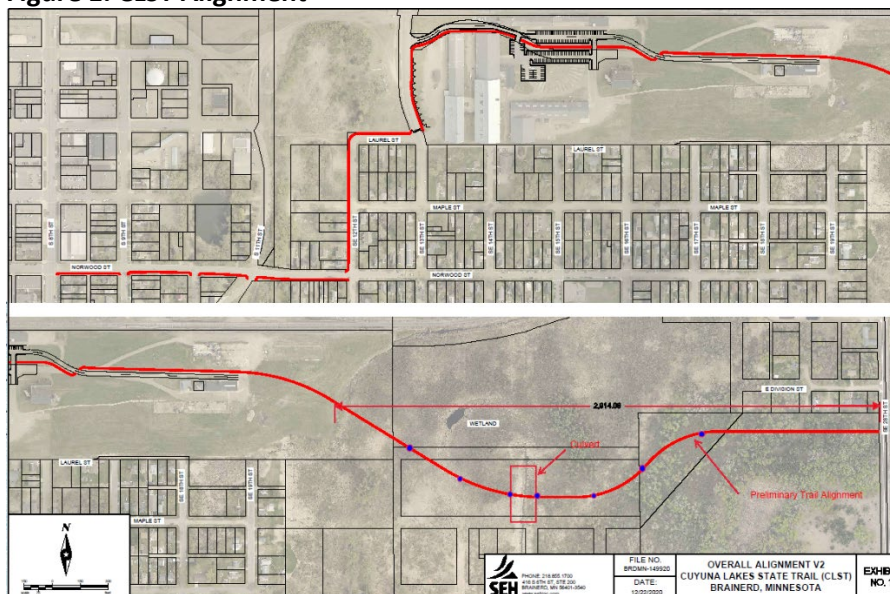
Dear Casey:

Braun Intertec Corporation respectfully submits this proposal to complete a geotechnical evaluation for a segment of the Cuyuna Lakes State Trail (CLST) at the referenced site.

Project Information

Per our discussion, we understand the proposed project will include the construction of a new segment of the CLST. The project will generally extend along several streets in the City of Brainerd to the Northern Pacific Center, east across that property, then across a wetland area, connecting to Southeast 28th Street. This evaluation will focus on the wetland portion of the alignment. The alignment is shown in Figure 1 below. There will also be a culvert crossing as shown below.

Figure 1. CLST Alignment



Purpose

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected boring locations, evaluate their impact on the project, and provide geotechnical recommendations for the design and construction of a portion of the trail.

Scope of Services

We propose the following tasks to help achieve the stated purpose. If we encounter unfavorable or unforeseen conditions during the completion of our tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming our services.

Site Access

Based on a site visit, it appears that the site will require frozen ground and a track-mounted drill rig. We assume there will be no cause for delays in accessing the boring locations. We are not including tree clearing, debris or obstruction removal, grading of navigable paths, or snow plowing.

Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the boring locations from those proposed to facilitate accessibility.

Our drilling activities may also impact the vegetation and may rut the surface to access boring locations. Restoration of vegetation and turf is not part of our scope of services.

Staking

SEH will stake the proposed boring locations and provide ground surface elevations at each of the locations.

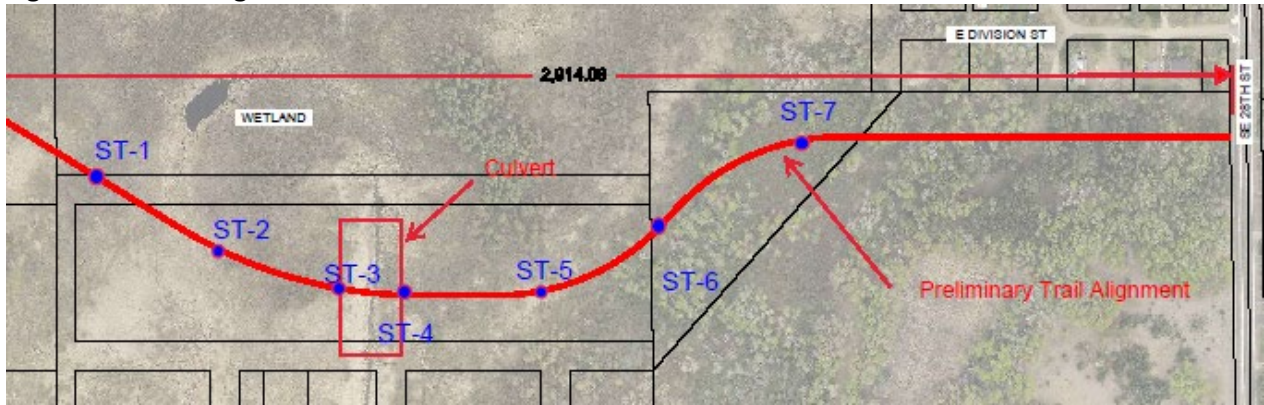
Utility Clearance

Prior to drilling or excavating, we will contact Gopher State One Call and arrange for notification of the appropriate utility vendors to mark and clear the boring locations of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

Penetration Test Borings

We propose to drill 7 standard penetration test borings for the trail and culvert, extending them each to a depth of 15 feet. We will perform standard penetration tests at 2 1/2-foot vertical intervals to a depth of about 15 feet. Our proposed boring locations are shown in Figure 2 below.

Figure 2. Soil Boring Locations



If the borings encounter groundwater during or immediately after drilling of each boring, we will record the observed depth on the boring logs.

If the intended boring depths do not extend through unsuitable material, we will extend the borings at least 5 feet into suitable material at greater depths. The additional information will help evaluate such issues as excavation depth, consolidation settlement, and foundation alternatives, among others. If we identify a need for deeper (or additional) borings, we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

Borehole Abandonment

We will backfill our boring locations immediately after completing the drilling at each location. Minnesota Statutes require sealing temporary borings that are 15 feet deep or deeper. Based on our proposed subsurface characterization depths, we currently do not anticipate having to seal any of the borings.

Over time, subsidence of borehole backfill may occur, requiring releveled of surface grades or replacing bituminous or concrete patches. We are not assuming responsibility for re-leveling or re-patching after we complete our fieldwork.

Sample Review and Laboratory Testing

We will return recovered samples to our laboratory, where a geotechnical engineer will visually classify and log them. To help classify the materials encountered and estimate the engineering properties necessary to our analyses, we anticipate performing 48 moisture content tests, 8 mechanical analyses (through a #200 sieve only), 4 Atterberg limits tests, and 4 organic content tests. We will adjust the actual number and type of tests based on the results of our borings.

Engineering Analyses

We will use data obtained from the boring and laboratory tests to evaluate the subsurface profile and groundwater conditions, and to perform engineering analyses related to structure and pavement design and performance.

Report

We will prepare a report including:

- A sketch showing the boring locations.
- Logs of the borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- A summary of the subsurface profile and groundwater conditions.
- Discussion identifying the subsurface conditions that will impact design and construction.
- Discussion regarding the reuse of on-site materials during construction.
- Recommendations for preparing structure and pavement subgrades, and the selection, placement and compaction of fill.
- Recommendations for the design and construction of the trail.

We will only submit an electronic copy of our report to you unless you request otherwise. At your request, we can also send the report to additional project team members.

Schedule

We anticipate performing our work according to the following schedule.

- Drill rig mobilization – within about two to three weeks following receipt of written authorization
- Field exploration – 2 days on site to complete the work
- Classification and laboratory testing – within 1 to 2 weeks after completion of field exploration
- Preliminary results – within one week after completion of field exploration
- Draft report submittal – within about three weeks of completing the field work
- Final report submittal – within 5 days of receiving comments on the draft report

If we cannot complete our proposed scope of services according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

Fees

We will furnish the services described in this proposal for a lump sum fee of \$13,900. Please note that our drilling/field services were budgeted to occur within our normal work hours of 7:00 a.m. to 4:00 p.m., Monday through Friday. If conditions occur that require us to work outside of these hours, we will request additional fees to cover our additional overtime costs.

Our work may extend over several invoicing periods. As such, we will submit partial progress invoices for work we perform during each invoicing period.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. Please sign and return a copy to us in its entirety.

We based the proposed fee on the scope of services described and the assumptions that you will authorize our services within 30 days and that others will not delay us beyond our proposed schedule.

We will provide our services under the terms of our Master Services Agreement with SEH.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Steve Thayer at 320.980.3187 or sthayer@braunintertec.com.

Sincerely,

BRAUN INTERTEC CORPORATION



Steven A. Thayer, PE
Senior Engineer



Joseph C. Butler, PE
Business Unit Manager, Senior Engineer

The proposal is accepted, and you are authorized to proceed.

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date



Brainerd City Council Agenda Request

Requested Meeting Date: February 16, 2021

Title of Item: Affirm Competitive Bidding for Street and Sewer Addition Project

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Engineering/Public Works
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: The ad for bids was issued on Wednesday, February 10th for the Street and Sewer Addition project. The project is a 60x100 addition to the street and sewer building to allow for the Parks Maintenance staff to move to the street department facility along with some minor interior modifications.	
Alternatives, Options, Effects on Others/Comments: There was some miscommunication between staff and the consultant about the letting of bids, but staff is confident letting the bids out prior to this meeting will be in the best interest of the City from a cost standpoint. Widseth has been in contact with pre-cast suppliers, and the suppliers are confident we will be seeing an increase in prices soon, so the sooner this project is out on the market for bidding, the better off we are going to be from a cost standpoint. Total estimated costs for the construction is per the attached estimates is \$467,109. I have also attached the advertisement for bids. Construction drawings can be sent to members of the Committee and Council upon request.	
Recommended Action/Motion: Staff recommends affirming the competitive bid process and advertisement for bids for the Street and Sewer Addition Project with a proposed bid opening date of March 11, 2021 at 2:00 PM.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ <u>467,609</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> This project was budgeted at about \$468,000 in the 20-year capital improvement plan.	

1/13/2021

PROJECT COSTS							
CONSTRUCTION PROJECT							
DIVISION	GENERAL REQUIREMENT		VENDOR	DESCRIPTION	QTY	COST PER UNIT	TOTAL
DIVISION 01	GENERAL REQUIREMENT			GENERAL REQUIREMENTS (TYPICALLY 10% OF CONSTRUCTION COSTS)	1	\$34,715.00	\$34,715.00
				CITY OF BRAINERD BUILDING PERMIT	1	\$7,500.00	\$7,500.00
DIVISION 02	SITE CONSTRUCTION			EXCAVATION AND FILL AND BITUMINOUS PATCHING	1	\$10,500.00	\$10,500.00
DIVISION 03	CONCRETE			CONTINUOUS FOOTINGS	220	\$70.00	\$15,400.00
				COLD STORAGE CONCRETE FLOOR	5,850	\$5.00	\$29,250.00
				PRECAST PANELS	4,400	\$25.00	\$110,000.00
DIVISION 04	MASONRY						
DIVISION 05	METALS			BOLLARDS	4	\$500.00	\$2,000.00
				STRUCTURAL STEEL	5,850	\$9.00	\$52,650.00
DIVISION 06	WOOD AND PLASTICS						
DIVISION 07	THERMAL AND MOISTURE PROTECTION			BALLASTED ROOF	5,850	\$7.00	\$40,950.00
				SCUPPER AND DOWNSPOUTS	2	\$3,500.00	\$7,000.00
DIVISION 08	DOORS AND WINDOWS			HOLLOW METAL INSULATED DOOR	1	\$2,000.00	\$2,000.00
				12' WIDE X 16' TALL INSULATED OH DOOR	2	\$12,500.00	\$25,000.00
				WINDOW @ NEW OFFICE	1	\$1,500.00	\$1,500.00
DIVISION 09	FINISHES						
DIVISION 10	SPECIALTIES						
DIVISION 11	EQUIPMENT						
DIVISION 12	FURNISHINGS						
DIVISION 13	SPECIAL CONSTRUCTION						
DIVISION 14	CONVEYING SYSTEMS						
DIVISION 21	FIRE SUPPRESSION						
DIVISION 22-25	MECHANICAL			HANGING HEATERS & GAS PIPING	1	\$8,000.00	\$8,000.00
				CO NO2 SENSORS - INTAKE & EXHAUST FANS/LOUVERS	1	\$12,000.00	\$12,000.00
DIVISION 26-28	ELECTRICAL			POWER, BASIC LIGHTING, ETC.	5,850	\$4.00	\$23,400.00
CONSTRUCTION PROJECT							\$381,865.00
					CONTINGENCY %		10%
					CONTINGENCY \$		\$38,186.50
					TOTAL		\$420,051.50
					S.F.		5,850
					COST/S.F.		\$71.80
OWNER PROVIDED ITEMS							
	ITEM		VENDOR	DESCRIPTION	QTY	COST PER UNIT	TOTAL
	CURTAINS			VINYL CURTAINS FOR CARPENTRY WORK	2	\$800.00	\$1,600.00
TOTAL							\$1,600.00
WIDSETH DESIGN FEE							\$21,002.58
TOTAL PROJECT COST							\$442,654.08

1/13/2021

PROJECT COSTS							
CONSTRUCTION PROJECT							
DIVISION 01	GENERAL REQUIREMENT		VENDOR	DESCRIPTION	QTY	COST PER UNIT	TOTAL
				GENERAL REQUIREMENTS (TYPICALLY 10% OF CONSTRUCTION COSTS)	1	\$1,983.20	\$1,983.20
DIVISION 02	SITE CONSTRUCTION						
DIVISION 03	CONCRETE						
DIVISION 04	MASONRY						
				DEMO CMU WALL	115	\$6.00	\$690.00
				INFILL EXTERIOR DOOR	10	\$12.00	\$120.00
DIVISION 05	METALS						
				INTERIOR 4" STEEL STUDS, 5/8" GYP. BRD., SOUND BATT INSULATION (\$/SF)	115	\$8.00	\$920.00
DIVISION 06	WOOD AND PLASTICS						
DIVISION 07	THERMAL AND MOISTURE PROTECTION						
DIVISION 08	DOORS AND WINDOWS						
DIVISION 09	FINISHES						
				ACOUSTICAL CEILING TILE	904	\$5.00	\$4,520.00
				INTERIOR WALL PAINT	2,540	\$2.00	\$5,080.00
				FLOORING	904	\$8.00	\$7,232.00
				BASE	254	\$5.00	\$1,270.00
DIVISION 10	SPECIALTIES						
DIVISION 11	EQUIPMENT						
DIVISION 12	FURNISHINGS						
DIVISION 13	SPECIAL CONSTRUCTION						
DIVISION 14	CONVEYING SYSTEMS						
DIVISION 21	FIRE SUPPRESSION						
DIVISION 22-25	MECHANICAL						
DIVISION 26-28	ELECTRICAL						
CONSTRUCTION PROJECT							\$21,815.20
					CONTINGENCY %		10%
					CONTINGENCY \$		\$2,181.52
					TOTAL		\$23,996.72
					S.F.		1,535
					COST/S.F.		\$15.63
OWNER PROVIDED ITEMS							
	ITEM		VENDOR	DESCRIPTION	QTY	COST PER UNIT	TOTAL
	CURTAINS						
TOTAL							\$0.00
WIDSETH DESIGN FEE							\$2,639.64
TOTAL PROJECT COST							\$24,454.84

**ADVERTISEMENT FOR BIDS
BRainerd STREET SEWER PARKS BUILDING ADDITION & REMODEL**

Contractor's sealed proposals for the construction of Brainerd Street Sewer Parks Building Addition & Remodel will be received by Owner in accordance with the plans and specifications prepared by:

ARCHITECT

Widseth Smith Nolting & Assoc. Inc.
7804 Industrial Park Road
Baxter, MN 56425

SITE VISIT INFORMATION

Bidders may contact Paul Sandy, City Engineer to schedule a site visit. Phone: 218-828-2307.

BID DATE INFORMATION: MARCH 11, 2021

Bid Time: 2:00 pm
Location: Brainerd City Hall
501 Laurel St.
Brainerd, MN
Attn: Paul Sandy, City Engineer

At which time they will be publicly opened and read aloud for the construction of the above named project. Envelopes containing bids must be sealed, clearly marked on the lower left-hand corner "Bid Enclosed for Brainerd Street Sewer Parks Building Addition & Remodel" and with the name and address of the bidder and the date and hour of the opening.

Bids will be received for the following project:

PROJECT DESCRIPTION: The Project involves construction of a 5850 s.f. addition to the street and sewer building, existing garage area and renovation of the existing offices area. The addition is to be constructed of concrete strip footings and floor slab with precast insulated wall panels with steel bar joists and deck. Roofing will be ballasted EPDM. Included will be two sectional overhead doors. Mechanical and electrical contractors will be selected by Owner. General contractor to coordinate with Owner selected mechanical and electrical contractors.

Each bid must be accompanied with a cashier's check, bid bond, U.S. Government Bonds (at par value) or certified check equal to five percent (5%) of the amount of the proposal. Security is payable to the Owner as a guarantee of prompt execution of the contract in accordance with the proposal and Contract documents, along with furnishing Payment and Performance Bonds of One Hundred percent (100%) of the bid amount acceptable to the Owner.

Bids received after the deadline will be returned unopened. Bids are to be submitted on the Bid Form provided in the project manual. Bids not received on the Bid Form will be cause for rejection.

Complete digital project bidding documents are available at www.widseth.com by clicking on Bid Documents in the top bar or at www.questcdn.com by inputting Quest project #7568784 on the website's Project Search page. Please contact QuestCDN.com at (952) 233-1632 or info@questcdn.com for assistance in free membership registration, downloading and working with this digital project information. You may download the digital plan documents electronically for \$30.00. An optional paper set of project documents is also available from Cadd/Engineering Supply (CES) 1701 James Circle N., Brooklyn Center, MN 55430. Please contact CES's Repro Dept at (763) 560-9098 or (800) 831-8587 for pricing and if you have any questions.

The successful bidder must be a "responsible contractor." The term "responsible contractor" means a contractor as defined in Minnesota Statutes Section 16C.285, subdivision 3. Any prime contractor, subcontractor, or motor carrier that does not meet the minimum criteria or fails to comply with the verification requirements is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project. A prime contractor, subcontractor, or motor carrier that makes a false statement under oath verifying compliance with the minimum criteria will be ineligible to be awarded a construction contract on the project and the submission of a false statement may result in termination of a contract awarded to a prime contractor, subcontractor, or motor carrier that submits the false statement. A prime contractor shall include in its verification of compliance a list of all of

its first-tier subcontractors that it intends to retain for work on the project. Before execution of a construction contract, a prime contractor shall submit a supplemental verification under oath confirming that all subcontractors and motor carriers that the prime contractor intends to use to perform project work have verified to the prime contractor, through a signed statement under oath by an owner or officer, that they meet the minimum criteria for a responsible contractor.

Bids may not be withdrawn within forty-five (45) days after the scheduled closing time for receiving bids without consent of the Owner. The Owner reserves the right to reject any and all bids and rebid the project until a satisfactory bid is received.

No bid will be read or considered if the bid does not fully comply with the requirements of this invitation and/or other bidding and contract documents. Any deficient bid submitted will be resealed and returned to the bidder immediately.

By: Paul Sandy, City Engineer, City of Brainerd



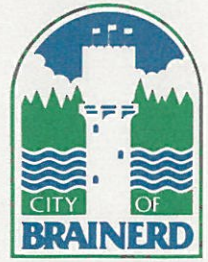
Brainerd City Council Agenda Request

Requested Meeting Date: February 16, 2021

Title of Item: Consideration of Appeal - 705 19th St SE Rental License Administrative Decision

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Community Development Director	Department: Community Development
Presenter (Name & Title): David Chanski, CDD	Estimated Time Needed: 15 minutes
Summary of Issue: On Thursday, February 4, 2021, a letter was issued to Mr. Brad Person, representing Mr. Chad Schwendeman, informing him that the property at 705 19th St. SE may not be relicensed as a rental duplex. The reasoning behind this decision was that the property is in an R-1 (Single Family Residential) District, which does not permit two-family or multi-family uses, and its most recent rental license expired on May 31, 2018. Section 515-15-6.B of the Code of Ordinances states, "A nonconforming residential use that had a rental license expire (more than 365 days from date of license expiration) cannot be reestablished as a nonconforming use." On Thursday, February 4, 2021 a formal letter of appeal from Mr. Brad Person of Breen and Person, LTD on behalf of Mr. Schwendeman was submitted to the Community Development Department. Per Section 515-3-4 of the City Code, this appeal is to be heard by the Board of Zoning Appeals, which is the City Council.	
Alternatives, Options, Effects on Others/Comments: Per Section 515-3-4, "the Board of Zoning Appeals shall act upon all questions as they may arise in the administration of this Ordinance, including the interpretation of zoning maps, and it shall hear and decide appeals from and review any order, requirement, decision, or determination made by an administrative official charged with enforcing the Ordinance," and "may reverse or affirm wholly or partly, or may modify the order, requirement, decision, or determination as in its opinion ought to be made in the premises and to that end shall have all the powers of the officer from whom the appeal was taken and may issue or direct the issuance of a permit. The reasons for the Board's decision shall be stated." In this case, the Board of Zoning Appeals (the City Council) shall determine whether or not Community Development Director Chanski correctly interpreted and applied the requirements within City of Brainerd Zoning Code in making his decision to deny rental licenser of the property at 705 19th St. S.E.	
Recommended Action/Motion: Affirm, reverse, or modify the determination by Community Development Director Chanski to deny the rental licenser of 705 19th St. SE for noncompliance with the City of Brainerd Zoning Code.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

February 4, 2021



www.ci.brainerd.mn.us

Breen & Person, Ltd
Attn: Mr. Brad Person
124 N. 6th St.
Brainerd, MN 56401

Re: Rental Licensure - 705 19th St. SE, Brainerd, MN 56401

Dear Mr. Person,

I am writing in regards to the licensing of 705 19th St. SE as a rental duplex. On Wednesday, February 3, 2021, it was brought to my attention that, during a building permit inspection, it was noticed by a member of my staff that it appeared the improvements being conducted at the aforementioned property were intended to reestablish the property as a rental property.

I recognize that the property is currently arranged as a duplex and has historically been licensed as such. However, the property is in an R-1 (Single Family Residential) District, which does not permit two-family or multi-family uses, and its most recent rental license expired on May 31, 2018. Prior to the expiration of the rental license in 2018, the property was considered a legal non-conforming use. Unfortunately, Section 515-15-6.B of the Code of Ordinances states, "A nonconforming residential use that had a rental license expire (more than 365 days from date of license expiration) cannot be reestablished as a nonconforming use."

Therefore, as the rental license on 705 19th St. SE has expired more than 365 days, the Community Development Department is not able to issue a new rental license for both of the structure's units. At this time, only one unit may be licensed.

If you disagree with my interpretation of the ordinance, you may appeal my decision *in writing* to the Board of Zoning Appeals, which is the City Council. Otherwise, you may submit a rezoning request to the Planning Commission to have your property rezoned in a manner that would bring it into conformity as a multi-family use.

Sincerely,

David C. Chanski, MPA
Community Development Director

February 4, 2021

Brainerd Board of Appeals
Via email

RE: 705 19th Street SE, Brainerd, MN rental home

To Whom It May Concern:

This is a written appeal, on behalf of the landowner, of David Chanski's February 4, 2021 staff interpretation of your code section that prohibits the owner of said rental home from continuing its historical use as a duplex. I agree that staff has interpreted your ordinance correctly. The ordinance itself, however, is contrary to state law.

The ordinance only focuses on use as it relates to nonconforming status. Minnesota Statute Section 462.357, Subdivision 1c prohibits amortization – which this ordinance provision does. In addition, Subdivision 1e(2) protects a homeowner from losing status for structure nonconformities as long as the structure is rebuilt in a certain time frame and clarifying how much damage must occur before vested rights may be lost. Your ordinance fails to consider the structure itself. The structure was built years ago as a duplex with a dividing wall and two of everything – that has not changed. Another example will show how the ordinance fails to protect statutory rights for structural nonconformities. If this same house was a rental but was nonconforming as it was built too close to a set back. No one would argue that if rental license lapsed or if vacant for a year they have to tear down the house done to meet setback. The house setback legal nonconformity survives as long as the structure does – same argument with this duplex..

Respectfully submitted,
BREEN AND PERSON, LTD.



J. Brad Person

SECTION 15
NON-CONFORMING LOTS, BUILDINGS, STRUCTURES AND USES

Section:

- 515-15-1: Purpose
- 515-15-2: General Provisions
- 515-15-3: Non-conforming Uses
- 515-15-4: Non-conforming Buildings and Structures
- 515-15-5: Non-conforming Lots

515-15-1: Purpose and Intent. It is the purpose of this Section to provide for the regulation of legal non-conforming lots, buildings, structures and uses and to specify those requirements, circumstances and conditions under which legal non-conforming lots, buildings, structures, and uses will be operated and maintained. The Zoning Ordinance establishes separate districts, each of which is an appropriate area for the location of uses which are permitted in that district. It is necessary and consistent with the establishment of these districts that non-conforming lots, buildings, structures, and uses are not allowed to continue without restriction.

515-15-2: General Provisions.

- A. Conditional Uses/Interim Uses/Uses By Administrative Permit. Any established use or building legally existing prior to the effective date of this Ordinance, and which is herein classified as a conditional use, interim use, or use by administrative permit may be continued in like fashion and activity and shall automatically be considered as having received the applicable approval. Any change to such a use, including, but not limited to, building and/or site alteration, shall require a new permit be processed as provided in this Ordinance.
- B. Moving Nonconforming Buildings. No nonconforming building or structure shall be moved to another lot or to any other part of the parcel of land upon which the same was constructed prior to the effective date of this Ordinance unless such movement shall bring the nonconformance into compliance with the requirements of this Ordinance.
- C. Subdivision. No parcel of land or portion thereof shall be subdivided if such action results in parcels, buildings and structures becoming nonconforming.
- D. Any nonconformity, including the lawful use or occupation of land or premises existing at the time of adoption of an additional control under this Ordinance, may be continued in the same size and manner, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion, except as specifically provided in this Section, unless:

1. The nonconforming use or occupancy is discontinued for a period of more than one (1) year. Any subsequent use or occupancy of the land or premises shall be a conforming use or occupancy.
2. Any nonconforming use is destroyed by fire or other peril to the extent greater than fifty (50) percent of its market value, and no building permit has been applied for within one hundred eighty (180) days of when the property is damaged. In this case, the City of Brainerd may impose reasonable conditions upon a building permit in order to mitigate any newly created impact on adjacent property.

515-15-3: Non-Conforming Uses.

A. Changes to Non-Conforming Uses:

1. When a lawful, nonconforming use of any structure, building or parcel of land in any district has been changed to a conforming use, it shall not thereafter be changed to any nonconforming use.
2. A lawful, nonconforming use of a structure, building or parcel of land may be changed to lessen the nonconformity of the use. Once a nonconforming structure or parcel of land has been changed, it shall not thereafter be so altered to increase the nonconformity.

515-15-4: Non-Conforming Buildings and Structures.

- A. Proposed Building or Structure.** Any proposed building or structure which will, under this title, become nonconforming but for which a Building Permit has been lawfully granted prior to the effective date of this Ordinance, may be completed in accordance with the approved plans, provided construction is started within sixty (60) days of the issuance of a building permit, is not abandoned for a period of more than one hundred twenty (120) days, and continues to completion within two (2) years. Such building or structure shall thereafter be a legally nonconforming building or structure.

515-15-5: Non-Conforming Lots.

- A. Vacant or Redeveloped Lots.** Except in Floodplain and Flood Fringe districts, legal, nonconforming lots of record may be developed, provided that:
1. **Legally Established Lot.** The lot in question was legally established in accordance with City Code requirements existing at the time of its creation and is a separate, distinct tax parcel.

2. Unsewered Lots or Parcels. A lot or parcel of twenty thousand (20,000) square feet or larger, not having access to municipal sewer, shall be considered buildable provided public health concerns (potable water and sanitary sewer) can be adequately addressed.
 3. Access. The lot in question has frontage on and will directly access an improved public street.
 4. Setback and Yard Requirements. The setback and yard requirements of the base zoning district can be achieved while simultaneously resulting in development which complies with the character and general design of the immediate area and the objectives of the City's Comprehensive Plan and the provisions of this Ordinance.
- B. Developed Lots. An existing conforming use on a lot of substandard size and/or width may be expanded or enlarged if such expansion or enlargement meets all other provisions of this Ordinance.

515-15-6: Reestablishment of Nonconforming Buildings and Structures

- A. Any building or structure which at one time had a nonresidential use may be reestablished with a nonconforming use provided it is found that:
1. The building or structure and land in combination, cannot reasonably be used for a conforming purpose;
 2. The proposed use is compatible with adjacent properties and the area in which it is located;
 3. The proposed use will not be detrimental to the existing character and/or endanger the public health, safety or general welfare of the area;
 4. The proposed use is consistent with the comprehensive plan;
 5. Off street parking is provided in accord with Section 22 – Off Street Parking.
 6. A public hearing is held in accord with the process described in Section 5 – Conditional Use Permits.
- B. A nonconforming residential use that had a rental license expire (more than 365 days from date of license expiration) cannot be reestablished as a nonconforming use.



Brainerd City Council Agenda Request

Requested Meeting Date: February 16, 2021

Title of Item: Res - Supporting Payment of LGA on Time and in Full

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 2 Minutes
Summary of Issue: As mentioned at the February 1, 2021 council meeting, the Coalition of Greater MN Cities (CGMC) will be shining a light on a different topic each week in February that impacts Greater Minnesota cities. The week of February 1-5, CGMC highlighted their top legislative priority - LGA. The email received from the Coalition stated - as cities continue to be on the front lines of pandemic recovery, it is vital that our state lawmakers understand that paying of LGA on time and in full is more important than ever. One way the CGMC suggested to help spread the message and join other Greater MN city leaders in participating in the LGA Advocacy Week was for the City to adopt a resolution to be sent to our legislators and other key lawmakers. Attached is a resolution for the Council to consider.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Adopt the resolution for the payment of LGA on time and in full.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

RESOLUTION
NO. _:21

City of Brainerd Resolution For Paying LGA on Time and In Full

State of Minnesota

WHEREAS, Minnesota's cities are on the front lines of the COVID-19 response and need to be strong to provide services to support the economic recovery; and,

WHEREAS, Local Government Aid (LGA) is an essential aid program to Minnesota cities, helping to restrain local property taxes; and,

WHEREAS, LGA helps cities pay for critical needs and services such as public safety, street maintenance & repairs, libraries, parks and trails, economic development and housing; and,

WHEREAS, the \$564 million LGA appropriation in 2021 represents just 2.2% of the state's general fund; and,

WHEREAS, our state (and nation) is facing one of the worst economic struggles in its history; and,

WHEREAS, our city has taken the following steps to support our residents and business including, but not limited to, small business grants, reduction of liquor license fees, extension of premises for our bars and restaurants, extension of rental licenses and complaint-based only code compliance. LGA is essential to the City in providing services such as police, fire, snow plowing, library, parks and other services that make our community a vital and desirable place to live and work; and,

WHEREAS, the most important thing the Minnesota Legislature can do this session to keep cities strong and healthy is to ensure that LGA is paid on time and in full; and,

WHEREAS, over 80% of the 2021 budgeted revenues for the City of Brainerd is from property taxes and LGA. It is vital to the City that the payment of LGA is paid on time and in full to be able to provide the invaluable and basic essential services that all City's need to provide. The City of Brainerd has a low taxable value and without LGA the City would not be competitive to be attract residents and business. LGA is a vital revenue stream for the City and without the full and timely payment of LGA, the City would not be able to provide economic recovery programs such as a reduction of fees for our residents and business for recovery of the pandemic.

BE IT RESOLVED that the City Council of Brainerd, Minnesota urges through this Resolution to its lawmakers that the state resolve the state budget for 2022-2023 without reductions to Local Government Aid; and,

BE IT FURTHER RESOLVED that this resolution be transmitted to Senator Carrie Ruud, Representatives Josh Heintzman and Dale Lueck, Speaker of the House Melissa Hortman, Senate Majority Leader Paul Gazelka, House Minority Leader Kurt Daudt, Senate Minority Leader Susan Kent, and Governor Tim Walz.

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



Brainerd City Council Agenda Request

Requested Meeting Date: February 16, 2021

Title of Item: Adopt Resolution Certifying Brainerd as a Telecommuter Forward! Community

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Jennifer Bergman	Department: Administration
Presenter (Name & Title): Administrator Bergman	Estimated Time Needed: 5 Minutes
Summary of Issue: The Department of Employment and Economic Development (DEED) created a Telecommuter Forward! Certification in August of 2020. The purpose of the program is to support and promote the availability of telecommuting options. To be certified by DEED as a Telecommuter Forward! community, it is a simple application and a resolution adopted by the City Council.	
Alternatives, Options, Effects on Others/Comments: The resolution identifies the Community Development Department as the point of contact for the City and commits to partnering with broadband providers, realtors, economic development professionals, employees, employers, etc. to develop common goals to identify, develop and market telecommuter incentives and promote telecommuter-friendly workspaces.	
Recommended Action/Motion: Adopt Resolution in support of Telecommuting Opportunities and Telecommuter Forward! Certification.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



Telecommuter Forward! Community Application Form & Model Resolution

Any political subdivision (city, township, or county) in Minnesota that supports and commits to promote the availability of telecommuting options is eligible for the Telecommuter Forward! Community Certification and may apply through the Office of Broadband Development. The political subdivision must demonstrate compliance with the statutory requirements under [Minn. Stat. § 116J.9923](#). The Office of Broadband Development has created a model resolution, which is available below, that satisfies the minimum statutory requirements to assist communities in this effort.

Please submit this completed form and your community's Telecommuter Forward! resolution via email to: deed.broadband@state.mn.us

POLITICAL SUBDIVISION	
Name of Political Subdivision	City of Brainerd
Address	501 Laurel Street
Address	
City	Brainerd
Zip	56401
Web Address	www.ci.brainerd.mn.us
SINGLE POINT OF CONTACT	
Name	David Chanski
Title	Community Development Director
Email	DChanski@ci.brainerd.mn.us
Phone	(218) 454-3409

For more information about the application process for Telecommuter Forward! Certification or for any questions about the Telecommuter Forward! Community Model Resolution, please contact the Office of Broadband Development at deed.broadband@state.mn.us or 651-259-7610.

RESOLUTION NO. __:21
IN SUPPORT OF TELECOMMUTING OPPORTUNITIES
AND
TELECOMMUTER FORWARD CERTIFICATION

AT A MEETING OF THE BRAINERD CITY COUNCIL HELD AT 501 LAUREL STREET, ON
FEBRUARY 16, 2021,

RESOLUTION - IN SUPPORT OF TELECOMMUTING OPPORTUNITIES AND
TELECOMMUTER FORWARD! CERTIFICATION;

WHEREAS, the City of Brainerd supports and commits to promote the availability of
telecommuting options;

WHEREAS, the City of Brainerd hereby appoints the Community Development Director as
the single point of contact for coordinating telecommuting opportunities within the City of
Brainerd including the following responsibilities:

1. Coordination and partnership with broadband providers, realtors, economic
development professionals, employers, employees, and other telecommuting
stakeholders.
2. Collaboration with broadband providers and employers to identify, develop, and market
telecommuter-capable broadband packages.
3. Communication and partnership with broadband providers and economic development
professionals to develop common goals.
4. Promotion of telecommuter-friendly workspaces, such as business incubators with
telecommuting spaces, if such a workspace has been established in the political
subdivision at the time the political subdivision adopts the resolution.
5. Familiarity with broadband mapping tools and other state-level resources.
6. Maintaining regular communication with the state broadband office.
7. Making regular reports to the Brainerd City Council and Brainerd Economic
Development Authority (EDA).

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Brainerd City Council to
support telecommuting opportunities for the City of Brainerd in its application for
Telecommuter Forward! Community certification.

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



Brainerd City Council Agenda Request

Requested Meeting Date: February 16, 2021

Title of Item: First Reading - Proposed Ordinance No. 1514 - Repealing Section 905 and Amending Section 1400 of the City Code

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☒ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Community Development Director	Department: Community Development
Presenter (Name & Title): David & Paul	Estimated Time Needed: 5 minutes
Summary of Issue: The City Tree Inspector has been a part of the Recreation Coordinator's job description for over 20 years. With the recent changes and re-organization of the Parks Department, along with opportunities to outsource some of the recreation programs, the tree inspector duties no longer fit the vision for this position. Staff's understanding of the Recreation Coordinator position is that it should be focused on the special events, adult sports, park education, and park users/beautification, rather than tree code compliance for residential areas. Staff would like consideration of placing this responsibility into the Assistant City Planner position, as it is a good fit not just because of the code compliance aspect, but also James Kramvik has immense experience in Landscape Architecture and Environmental Design from NDSU. Also, extensive experience working at a Licensed Nursery. Staff feels this may be our best route to best serve our community and improve our natural landscape while also bringing the entire process under a single department. Currently, Recreation Coordinator Kaufman identifies and tags dead/diseased tree, but the Community Development Department conducts the enforcement process for removal of all tagged trees.	
Alternatives, Options, Effects on Others/Comments: During its regular meeting on January 26, the Park Board unanimously voted to recommend that the City Council amend its ordinances related to Tree Inspector and Tree Disease Control to reflect the changes discussed above and making the powers and duties of the City Tree Inspector as set forth be conferred upon the Community Development Director. Further, that the Assistant Planner be designated as City Tree Inspector. Additionally, the Parks Department was awarded the Model Communities Targeted to Slow the Spread of EAB grant in 2020. Staff is also recommending that the City Council appoint Assistant Planner James Kramvik to manage this grant. Currently, the City has two similar yet contradictory ordinances regarding tree disease control, Sections 905 and 1400. While these two sections have essentially the same language, Section 905 place the duties of the Tree Inspector under the purview of the City Engineer and Section 1400 places the duties under the purview of the Parks & Recreation Director. Staff recommends repealing Section 905 in its entirety and amending Section 1400 to place the duties of the Tree Inspector under the purview of the Community Development Director.	
Recommended Action/Motion: Motion to hold the first reading of Proposed Ordinance No. 1514; an ordinance repealing Section 905 of the City Code in its entirety and amending Section 1400 of the City Code.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i> Staff believes the proposed change will result in operational efficiency as well as improved lines of communication with the public.	

**ORDINANCE
NO. 1514**

**AN ORDINANCE REPEALING SECTION 905 OF THE CITY CODE AND AMENDING
SECTION 1400 OF THE CITY CODE**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Section 905 of Chapter IX of the City Code is hereby repealed in its entirety.

SECTION TWO: Section 1400.05 of Chapter XIV of the City Code is hereby amended by adding the following:

Tree Inspector. Subdivision 1. Position Created. The powers and duties of the City Tree Inspector as set forth in this Section are hereby conferred upon the ~~Director of the Parks and Recreation Department~~ Director of the Community Development Department. The Director may designate a member of the staff to perform the duties of the Tree Inspector.

SECTION THREE: All other provisions of Section 1400 shall remain in full force and effect.

SECTION FOUR: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this _____ day of _____, 2021

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Published: One Time – _____

CHAPTER XIV

VEGETATION AND GREEN SPACE

Section 1400 – Tree Disease Control

1400.01 Declaration of Policy. The City Council has determined that the health of the shade trees within the Municipal Limits are threatened by shade tree diseases. It has further determined that the loss of shade trees, growing upon public and private property, would impair the safety, good order, general welfare, and convenience of the public. It is the intention of the Council to control and prevent the spread of these diseases. This Section is enacted for that purpose and to conform to the policies and procedures embodied in Minnesota Statutes, Sections 18.023 and rules promulgated thereunder.

1400.03 Definitions. Subdivision 1. For purposes of this Section, the terms defined in this Subsection have the meaning given them.

Subd. 2. "Shade Trees" means oak, elm, and all other deciduous trees in the City.

Subd. 3. "Tree Disease" means Dutch elm disease caused by *Ceratocystis ulmi* or oak with oak wilt disease caused by *Ceratocystis fagacearum*, and any biotic (caused by living organisms) and abiotic (caused or induced by non living agents) disorders on other deciduous trees.

Subd. 4. "Tree Insects" means infestation of insects deemed to be harmful to immediate trees and surrounding trees which require removal.

Subd. 5. "Conifer Insect and Diseases" means infestations of insects that are injurious to the life of conifer trees.

Subd. 6. "Commissioner" means the Commissioner of the State Department of Agriculture.

Subd. 7. "Tree Committee" means the seven member committee appointed by the Mayor.

Subd. 8. "Tree Inspector" or "Inspector" means a person having the necessary qualifications to conduct a shade tree program and who is certified by the Commissioner.

Subd. 9. "Disease Control Area" means the entire City except those areas annually designated by the Tree Inspector as "no control zones" pursuant to State law.

Subd. 10. “Tree Control Program” or “Program” means a program developed by the City to combat tree diseases in accordance with rules promulgated by the Commissioner.

1400.05 Tree Inspector. Subdivision 1. Position Created. The powers and duties of the City Tree Inspector as set forth in this Section are hereby conferred upon the Director of the Parks and Recreation Department. The Director may designate a member of the staff to perform the duties of the Tree Inspector.

Subd. 2. Duties of Tree Inspector. It is the duty of the Tree Inspector to coordinate, under the direction and control of the Council, all activities of the municipality relating to the control and prevention of tree diseases.

1400.07 Tree Disease Program. It is the intention of the City Council of the City to conduct a program of tree control pursuant to the authority granted by the Minnesota Statute 18.023, as amended. This program is directed specifically at the control and elimination of tree diseases and is undertaken at the recommendation of the Commissioner, and in conformance with rules promulgated by the Commissioner. The Tree Inspector shall act as coordinator between the Commissioner of Agriculture and the Council in the conduct of this program.

1400.09 Tree Disease. Subdivision 1. Nuisances Declared. The following things are public nuisances whenever they may be found within the City:

- a) Any living or standing elm tree or part thereof infected to any degree with the Dutch elm disease fungus *Ceratocystus Ulmi* (Buisman) Moreau or which harbors any of the elm bark beetles *Scolytus Multistriatus* (Eichh) or *Hylurgopinus Rufipes* (March).
- b) Any dead elm tree or part thereof, including limbs, branches, stumps, firewood or other elm materials from which the bark has not been removed or burned or sprayed with an effective elm bark beetle insecticide.
- c) Any living or standing northern red oak, northern pine oak, black oak, scarlet oak, or part thereof, infected to any degree with oak wilt disease.
- d) Any tree or shrub which, in the opinion of the Tree Inspector or such other person as designated by him/her has become or threatens to become a hazard because of weakened conditions due to insects, diseases, or other detrimental conditions so as to adversely affect the public safety, whether such tree or shrub shall be on public or private property.

Subd. 2. Abatement. It is unlawful for any person to permit any public nuisance as defined in Subdivision 1 to remain on any premises owned or controlled by him within the City. Such nuisances may be abated in the manner prescribed by this Section.

1400.11 Inspection and Investigation. Subdivision 1. Annual Inspection. The Tree Inspector shall inspect all premises and places within the controlled area as often as practicable to determine whether any condition described in Section 1400.09, exists thereon. The Inspector shall investigate all reported incidents of infestation by Dutch elm fungus, elm bark beetles, or oak wilt disease, and any other insect or conifer disease.

Subd. 2. Entry on Private Premises. The Tree Inspector or his/her duly authorized agents may enter upon private premises at any reasonable time for the purpose of carrying out any of the duties assigned him under this Section. Such inspections shall be preceded by a legal notice published once annually in the City's legal newspaper informing all property owners within the City to destroy and dispose of tree materials declared a nuisance by Subsection 1400.09.

Subd. 3. Diagnosis. The Tree Inspector shall identify diseased trees according to generally accepted field diagnostic procedures. There are various field symptoms that can be detected by observation. Confirmation of field diagnosis, when ordered by the Tree Inspector, shall be completed by a tree disease laboratory approved by the Commissioner at no cost to the property owner.

1400.13 Abatement of Tree Disease Nuisances. In abating the nuisances defined in this Section, the Tree Inspector shall cause the infected tree or wood to be removed, burned, or otherwise effectively treated so as to destroy and prevent as fully as possible the spread of disease. Such abatement procedures shall be carried out in accordance with current technical and expert opinions and procedures established by the Commissioner.

1400.15 Procedure for Removal of Infected Trees and Wood. Subdivision 1. Findings. When the Tree Inspector finds it necessary to order the removal of a tree(s) or shrubs upon private property as authorized in Section 1400.13 herein, he shall serve a written order to correct the dangerous condition upon the owner, occupant, or other person responsible for its existence.

a) Method of Service. The order required herein shall be served in one of the following ways:

- 1) By making personal delivery of the order to the person responsible;
- 2) By sending certified mail the order to the property owner subject to a 20 day time limit for removal from the date of the letter;
- 3) By leaving the order with some person of suitable age and discretion upon the premise;
- 4) By affixing a copy of the order to the door at the entrance of the premises in violation;

- 5) By publishing a copy of the order in a local paper once a week for two successive weeks.
- b) After the expiration of the time limit by the notice, the City may abate the nuisance and the costs will be assessed against the property as provided in Subdivision 3.
- c) Trees in paragraphs (a) and (b) above shall be considered "high risks trees" as defined in the Minnesota Department of Agriculture Rules and Regulations, effective 8/14/78.
- d) Any tree or shrub determined to be a public nuisance may be ordered removed and disposed of, and if on private property, the City may enter upon such property to remove and dispose of such tree (s) or shrub(s) and assess the costs thereof against such property as a special assessment as provided in Subdivision 3.

Subd. 2. Records. The Tree Inspector shall keep a record of the costs of abatements ordered under the Subsection and shall report annually to the City Council and certify the description of the land, lots, parcels involved, and the amount chargeable to each.

Subd. 3. Notice; Hearing. The City Council shall publish notice of its intention to meet to consider the adoption of a special assessment roll in accordance with the report provided by the Tree Inspector. The notice shall be mailed to affected property owners and published once no less than one week prior to such meeting. The notice shall state the time and place of the meeting, the properties affected, action proposed, the estimated cost of the abatement and the proposed basis of assessment, if any, of costs. At such hearing or adjournment thereof, the Council shall hear property owners with reference to the proposed assessments. The Council shall thereafter adopt a resolution confirming the original resolution with such modification as it considers for the levy of special assessments.

Subd. 4. Assessment. Following the public hearing provided for in Subdivision 3 the Council may spread the charges or any portion thereof against the property involved as a special assessment under Minnesota Statutes, Section 429.101 and other pertinent statutes for certification to the County Auditor and collection the following year along with current taxes.

1400.17 Tree Inspector Program. The Tree Inspector shall conduct the tree disease control program in accordance with the rules and regulations of the commissioner adopted herein.

1400.19 Transporting Elm Wood Prohibited. It is unlawful for any person to transport elm wood with bark intact into or within the City disease control area unless going to a designated legal sanitation or utilization site.

1400.21 Interference Prohibited. It is unlawful for any person to prevent, delay, or interfere with the Inspector or his agents while they are engaged in the performance of duties imposed by this Section.

1400.23 Special Rules. Notwithstanding the provisions of this Section, the stockpiling of bark bearing elm wood within the City limits shall be permitted during the period from September 15 through April 1 of any given year. Any such wood not utilized by April 1 of any year must then be removed and disposed of as provided by this Section and the regulations adopted by reference herein.

(Added Ord. 950 – 1993)

Section 905 – Shade Tree Disease Control

905.01 Declaration of Policy. The City Council has determined that the health of the shade trees within the municipal limits is threatened by shade tree diseases. It has further determined that the loss of shade trees growing upon public and private property would substantially depreciate the value of property within the City and impair the safety, good order, general welfare and convenience of the public. It is the intention of the Council to control and prevent the spread of these diseases. This Section is enacted for that purpose and to conform to the policies and procedures embodied in Minnesota Statutes, Sections 18.023 and rules promulgated thereunder.

905.03 Definitions. Subdivision 1. For purposes of this Section, the terms defined in this Subsection have the meanings given them.

Subd. 2. "Shade Trees" means oak or elm trees in the City.

Subd. 3. "Shade Tree Disease" means Dutch elm disease caused by *Ceratocystis Ulmi*, or oak wilt disease caused by *Ceratocystis fageceorum*.

Subd. 4. "Commissioner" means the commissioner of the state department of agriculture.

Subd. 5. "Tree Inspector" or "inspector" means a person having the necessary qualifications to conduct a shade tree program and who is so certified by the commissioner.

Subd. 6. "Disease Control Area" means the entire City, except those areas annually designated by the Tree Inspector as "no control zones" pursuant to State law.

Subd. 7. "Shade Tree Control Program" or "Program" means a program developed by the City to combat shade tree disease in accordance with rules promulgated by the commissioner and embodied in 3 MCAR, ACR, Sections 1.0109 through 1.0113; hereby adopted by reference.

905.05 Tree Inspector. Subdivision 1. Position Created. The powers and duties of the City Tree Inspector as set forth in this Section are hereby conferred upon the City Engineer. The Engineer may designate a member of the administrative staff to perform the duties of Tree Inspector.

Subd. 2. Duties of Tree Inspector. It is the duty of the Tree Inspector to coordinate, under the direction and control of the Council, all activities of the municipality relating to the control and prevention of shade tree disease. He shall recommend to the Council the details of a program for the control of shade tree disease, and perform the duties incident to such a program adopted by the Council.

905.07 Shade Tree Disease Program. It is the intention of the City Council of the City to conduct a program of shade tree control pursuant to the authority granted by Minnesota Statutes 18.023, as amended. This program is directed specifically at the control and elimination of shade tree diseases and is undertaken at the recommendation of the Commissioner, and in conformance with rules promulgated by the Commissioner. The Tree Inspector shall act as coordinator between the Commissioner of Agriculture and the Council in the conduct of this program.

905.09 Shade Tree Diseases. Subdivision 1. Nuisances Declared. The following things are public nuisances whenever they may be found within the City:

- a) Any living or standing elm tree or part thereof infected to any degree with the Dutch elm disease fungus *Ceratocystis Ulmi* (Buisman) Moreau or which harbors any of the elm bark beetles *Scolytus Multistriatus* (Eichh.) or *Hylurgopinus Rufipes* (Marsh).
- b) Any dead elm tree or part thereof, including legs, branches, stumps, firewood, or other elm material from which the bark has not been removed and burned or sprayed with an effective elm bark beetle insecticide.
- c) Any living or standing northern red oak, northern pine oak, black oak or scarlet oak, or part thereof infected to any degree with oak wilt disease.
- d) Any tree or shrub which in the opinion of the Tree Inspector, or such other person as designated by him, has become or threatens to become a hazard so as to adversely affect the public safety, whether such tree or shrub shall be on public or private property.

Subd. 2. Abatement. It is unlawful for any person to permit any public nuisance as defined in Subdivision 1 to remain on any premises owned or controlled by him within the City. Such nuisances may be abated in the manner prescribed by this Section.

905.11 Inspection and Investigation. Subdivision 1. Annual Inspection. The Tree Inspector shall inspect all premises and places within the City as often as practicable to determine whether any condition described in Subsection 905.09, exists thereon. He shall investigate all reported incidents of infestation by Dutch elm fungus, elm bark beetles, or oak wilt.

Subd. 2. Entry on Private Premises. The Tree Inspector or his duly authorized agents may enter upon private premises at any reasonable time for the purpose of carrying out any of the duties assigned him under this section. Such inspections shall be preceded by a legal notice published once annually in the City's legal newspaper informing all property owners within the City to destroy and dispose of tree materials declared a nuisance by Subsection 905.09.

Subd. 3. Diagnosis. The Tree Inspector shall identify diseased trees according to generally accepted field diagnosis procedures such as wilting, yellowing of leaves or staining of cambial wood under tree bark. Confirmation of field diagnosis, when ordered by the tree inspector shall be completed by a tree disease laboratory approved by the Commissioner.

905.13 Abatement of Shade Tree Disease Nuisances. In abating the nuisances defined in this Section, the Tree Inspector shall cause the infected tree or wood to be removed, burned, or otherwise effectively treated so as to destroy and prevent as fully as possible the spread of disease. Such abatement procedures shall be carried out in accordance with current technical and expert opinions and procedures as may be established by the Commissioner.

905.15 Procedure for Removal of Infected Trees and Wood. Subdivision 1. Findings. Whenever the Tree Inspector finds with reasonable certainty that the infestation defined in Subsection 905.09 exists in any tree or wood in any public or private place in the City, he shall proceed as follows:

- a) If the Tree Inspector finds that the danger of infestation of other trees is imminent during dormancy, he shall notify the property owner by certified mail or personal delivery that such tree(s) are subject to a 20-day time limit for removal from the postmarked date of the letter. After expiration of the time limit by the notice he may abate the nuisance, the costs of which will be assessed against the benefited property as provided in Subdivision 3.
- b) If the Tree Inspector finds that danger of infestation of other trees is imminent, he shall notify the property owner by certified mail that the nuisance will be abated within a specified time, not less than 20 days from the date of mailing of such notice. After the expiration of the time limit by the notice, he may abate the nuisance, the costs of which will be assessed against the benefited property as provided in Subdivision 3.
- c) Trees in paragraphs (a) and (b) above shall be considered "high risk trees," as defined in Minnesota Department of Agriculture Rules and Regulations, effective 8/14/78.
- d) Any tree or shrub determined to be a public nuisance may be ordered removed and disposed of, and if on private property, the City may enter upon such property, remove and dispose of such tree or shrub and assess the costs thereof against such property as a special assessment as provided in Subdivision 3.

Subd. 2. Records. The Inspector shall keep a record of the costs of abatements ordered under this Subsection and shall report annually to the City Council all work done for which assessments are to be made stating and certifying the description of the land, lots, parcels involved and the amount chargeable to each.

Subd. 3. Notice; Hearing. The Council shall publish notice of its intention to meet to consider the adoption of a special assessment roll in accordance with the report provided by the Tree Inspector. The notice shall be mailed to affected property owners and published once no less than one week prior to such meeting. The notice shall state the time and place of the meeting, the properties affected, action proposed, and the estimated cost of the abatement, and the proposed basis of assessment, if any, of costs. At such hearing or adjournment thereof, the Council shall hear property owners with reference to the proposed assessments. The Council shall thereafter adopt a resolution confirming the original resolution with such modification as it considers for the levy of special assessments.

Subd. 4. Assessment. Following the public hearing provided for in Subdivision 2, the Council may spread the charges or any portion thereof against the property involved as a special assessment under Minnesota Statutes, Section 429.101 and other pertinent statutes for certification to the County Auditor and collection the following year along with current taxes.

905.17 Tree Inspector; Program. The Tree Inspector shall conduct the shade tree disease control program in accordance with the rules and regulations of the Commissioner adopted herein.

905.19 Transporting Elm Wood Prohibited. It is unlawful for any person to transport Elmwood with bark intact into, or out of, or within the City disease control zone unless going to a designated legal sanitation or utilization site.

905.21 Interference Prohibited. It is unlawful for any person to prevent, delay or interfere with the Inspector or his agents while they are engaged in the performance of duties imposed by this Section.

905.23 Special Rules. Notwithstanding the provisions of this Section, the stockpiling of bark bearing elm wood within the City Limits shall be permitted during the period from September 15 through April 1 of any given year. Any such wood not utilized by April 1 of any year must then be removed and disposed of as provided by this section and the regulations adopted by reference herein.



Brainerd City Council Agenda Request

Requested Meeting Date: February 16, 2021

Title of Item: Set Joint EDA and City Council Workshop

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☒ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Community Development Director	Department: Community Development
Presenter (Name & Title): David Chanski, CDD	Estimated Time Needed: 2 minutes
Summary of Issue: The Economic Development Authority (EDA) has made strategic planning a priority in 2021. As a first step, staff recommends that the EDA and the City Council hold a joint workshop to discuss the EDA-City of Brainerd relationship. Upon conferring with the City Council President, staff is requesting that the City Council schedule Monday, March 8th @ 5:00pm for a joint EDA-City Council workshop.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Schedule a join EDA-City Council workshop for Monday, March 8th @ 5:00pm in the Fire Department Training Room.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	