CITY COUNCIL AGENDA

Brainerd, Minnesota
March 1, 2021
7:30 P.M.
For the safety of our staff and residents, the public is invited to attend
the meeting by calling in as shown below.
WebEx Teleconference Meeting - Call In Information
CALL TOLL-FREE: 1-844-992-4726
Access Code: 187 758 2852
Meetings are also live-streamed to the City of Brainerd YouTube channel.

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

2. **Roll Call**

   ___ T. Stenglein ___ T. Erickson ___ M. O'Day ___ K. Stunek

   ___ G. Johnson ___ D. Pritschet ___ 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 ADDITION.pdf
   030121 COUNCIL AP REGISTER.pdf

   B. **Approval Of Minutes**

   1. Regular Meeting Held on February 16, 2021

   Documents:

   20210216_CC draft.pdf

   C. **Approval Of Licenses**

   Contractor Licenses - 7

   Documents:

   2021-02-24 Contractor Licenses.pdf

   D. **Department Activity Reports**

1. Fire Chief
2. Parks Maintenance and Recreation Report

Documents:

FD 2020 Annual Report.pdf
Fire Chief Report.pdf
Parks Report 2021-01-26.pdf
Parks Report 2021-02-23.pdf

E. **705 19th St SE Rental License Appeal Decision Findings Of Fact**

Documents:

RES - Rental Appeal.pdf

F. **Authorize Contract For Services With Brainerd Lakes Chamber**

Documents:

Chamber Contract.pdf

G. **Consider Approval Of On-Sale Beer, Wine And Sunday Liquor License - Submitted By R&J Holdings LLC, DBA Jr.'s No. 19 BBQ, 302 Washington St., Brainerd - Contingent Upon Approvals From Police And Fire Departments**

Documents:

Liquor License - Jrs No 19 BBQ.pdf

6. **Council Committee Reports**

A. **Safety And Public Works Committee - 6:45 P.M.**
WebEx Teleconference Information

- Call Toll-Free: 844-992-4726
- Access Code: 187 903 1214

Documents:

20210301_SPW.pdf

1. Request To Approve Bids And Award Contract - Improvement 19-01 - NW 4th Street Reconstruction Project

Documents:

NW 4th Street Bids.pdf

2. Request To Review And Approve Downtown Crosswalk Painting Plan

Documents:

Crosswalk Painting.pdf

3. Request To Review And Approve Name A Snowplow Initiative

Documents:

Name a Snowplow.pdf

4. Resolution - Consolidating Improvement Projects - Improvements 20-05 And 20-06 - SE Brainerd And Madison Street Construction

Documents:

Res - Consolidate Projects.pdf

5. Resolution - Receiving Feasibility Report And Calling Hearing On Improvement - Improvement 19-19 - NW 3rd Street And Jackson Street Reconstruction Project

Documents:

Res - Receive Report Call Hearing - Imp 19-19.pdf

6. Resolution - Receiving Feasibility Report And Calling Hearing On Improvement - Improvements 20-05 And 20-06 - SE Brainerd And Madison Street Resurfacing Project

Documents:

Res - Receive Report Call Hearing - Imp 20-05 and 20-06.pdf

B. **Personnel And Finance Committee - 7:00 P.M.**

WebEx Teleconference Information

- Call Toll-Free: 844-992-4726
- Access Code: 187 610 4862

Documents:

20210301_PF.pdf

1. Consider Resolution Scheduling A Public Hearing On Issuance Of Revenue Obligations By The City Of Pierz To Finance A Project By Horizon Health, Inc.

Documents:

RES - PH Horizon Health.pdf

2. Discussion Of 2022 Capital Equipment & Facility Budget

Documents:

2022 Capital Budget.pdf

3. Fire Contract Formula For 2022 - Informational

Documents:

Fire Contract Formula for 2022.pdf

7. **Unfinished Business**

A. **Committee Recommendations - Recommended By Mayor Badeaux**

- Toni Bieser, Economic Development Authority (EDA)

Documents:

EDA - Bieser, Toni Application.pdf

B. **Call For Applicants - Informational**

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

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

Mayor Recommended: (terms to expire 09/07 of said year)
Economic Development Authority (EDA) - 1 term (Expire 2025)
pending appointment - 1 term (Expire 2026)

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

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

8. **New Business**

A. **Conditional Use Permit - Anderson Brothers Construction**

Documents:

Conditional Use Permit - Anderson Brothers Construction.pdf

9. **Public Forum**

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

10. **Staff Reports**

(Verbal: Any Updates since Packet)

A. **City Administrator Report**

Documents:

CA Report Agenda Item.pdf

11. **Mayor's Report**

12. **Council Member Reports**

13. **Adjourn To Joint EDA And City Council Meeting; And Council Workshop On March 8, 2021 At 5:00 P.m. City Hall Council Chambers**

Personnel & Finance Committee will meet at 7:00 P.M.
WebEx Teleconference Call In Info:
Call Toll-Free: 844-992-4726
Access Code: 187 610 4862
Safety & Public Works Committee will meet at 6:45 P.M.
WebEx Teleconference Call In Info:
Call Toll-Free: 844-992-4726
Access Code: 187 903 1214

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

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

INVOICE JOURNAL PROOF REPORT FOR CITY OF BRAINERD
CHECK RUN DATES 02/16/2021 - 02/16/2021
PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/31/2020	AP	RATWIK, ROSZAK AND MALONEY	Invoice: DEC 2020 SERVICES Ref#: 64399(DEC 2020 RETAINER/SPECIAL SERVICI		
		CITY ATTORNEY	101-1610-43301	3,890.00	
		DUE FROM COMPONENT UNIT	101-0000-14100	125.00	
		LEGAL PROFESSIONAL SERVICES	260-9020-43304	160.00	
		PROFESSIONAL SERVICES	401-1712-43300	75.00	
		CITY ATTORNEY	101-1610-43301	4,406.37	
		PROFESSIONAL SERVICES	401-1415-43300	1,540.71	
		PROFESSIONAL SERVICES	401-1609-43300	495.00	
		DUE FROM COMPONENT UNIT	101-0000-14100	75.00	
		Vnd: 3413 Invoice: DEC 2020 SERVICES	101-0000-20200		8,496.37
		Vnd: 3413 Invoice: DEC 2020 SERVICES	260-0000-20200		160.00
		Vnd: 3413 Invoice: DEC 2020 SERVICES	401-0000-20200		2,110.71
		Expected Check Run: 02/16/2021			
				10,767.08	10,767.08
				10,767.08	10,767.08
Cash/Payable Account Totals:					
		ACCOUNTS PAYABLE	101-0000-20200		8,496.37
		ACCOUNTS PAYABLE	260-0000-20200		160.00
		ACCOUNTS PAYABLE	401-0000-20200		2,110.71
			GRAND TOTAL:		10,767.08

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

GABE JOHNSON

KEVIN STUNEK

TIFFANY STENGLEIN

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:							
294752							
64410	ACE HARDWARE	02/16/2021	03/03/2021	62.95	62.95	Open	N
	D BATTERIES FOR BARRICADE LIGHTS	pziemer					03/03/2021
	235-3170-42210 OPERATING SUPPLIES			62.95			
294283							
64454	ACE HARDWARE	01/26/2021	03/03/2021	51.62	51.62	Open	N
	MOP BUCKET/ENVELOPES	pziemer					03/03/2021
	211-5500-42220 REPAIR & MAINT			51.62			
294829							
64504	ACE HARDWARE	02/18/2021	03/03/2021	22.99	22.99	Open	N
	TWO STROKE OIL	pziemer					03/03/2021
	235-3100-42220 REPAIR & MAINT			22.99			
294936							
64527	ACE HARDWARE	02/23/2021	03/03/2021	67.99	67.99	Open	N
	TRUCK 103 FRONT PLOW REPAIRS	pziemer					03/03/2021
	235-3125-42220 REPAIR & MAINT			67.99			
294975							
64539	ACE HARDWARE	02/24/2021	03/03/2021	21.91	21.91	Open	N
	MAILBOX REPAIR	pziemer					03/03/2021
	235-3125-42220 REPAIR & MAINT			21.91			
	Total for vendor 0011 - ACE HARDWARE:			227.46	227.46		
Vendor 2902 - ADVANCE AUTO PA:							
6574104283288							
64416	ADVANCE AUTO PARTS	02/11/2021	03/03/2021	41.82	41.82	Open	N
	WOOD CHIPPER AIR FILTERS	pziemer					03/03/2021
	235-3100-42220 REPAIR & MAINT			41.82			
6574104883454							
64455	ADVANCE AUTO PARTS	02/17/2021	03/03/2021	17.72	17.72	Open	N
	AIR HOSE END FITTINGS	pziemer					03/03/2021
	235-3100-42220 REPAIR & MAINT			17.72			
6574105083565							
64473	ADVANCE AUTO PARTS	02/19/2021	03/03/2021	104.37	104.37	Open	N
	HOT WATER JETTER CLAMPS/FUEL PUMP/SH	pziemer					03/03/2021
	238-3160-42220 REPAIR & MAINT			104.37			
6574105483661							
64538	ADVANCE AUTO PARTS	02/23/2021	03/03/2021	82.16	82.16	Open	N
	AIR HOSE FITTINGS	pziemer					03/03/2021
	235-3100-42220 REPAIR & MAINT			82.16			

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
6574105683724								
64563	ADVANCE AUTO PARTS		02/25/2021	03/03/2021	2.59	2.59	Open	N
	HOSE REEL STREET ELBOW		pziemer					03/03/2021
	235-3100-42220	REPAIR & MAINT			2.59			
6574105625206								
64565	ADVANCE AUTO PARTS		02/25/2021	03/03/2021	61.94	61.94	Open	N
	FLOOR DRY		pziemer					03/03/2021
	235-3100-42220	REPAIR & MAINT			61.94			
		Total for vendor 2902 - ADVANCE AUTO PA:			310.60	310.60		
Vendor 1453 - AMERICAN DOOR W:								
0237830-IN								
64554	AMERICAN DOOR WORKS		02/24/2021	03/03/2021	607.20	607.20	Open	N
	OVERHEAD DOOR REPAIR		pziemer					03/03/2021
	225-2120-42220	REPAIR & MAINT			607.20			
		Total for vendor 1453 - AMERICAN DOOR W:			607.20	607.20		
Vendor 2846 - AMERICAN WELDING:								
07618439								
64476	AMERICAN WELDING-GAS INC		02/10/2021	03/03/2021	50.08	50.08	Open	N
	FACESHIELDS		pziemer					03/03/2021
	235-3125-42220	WELDING SUPPLIES			50.08			
		Total for vendor 2846 - AMERICAN WELDING:			50.08	50.08		
Vendor 0039 - AMERIPRIDE LINE:								
2210101638								
64411	ARAMARK UNIFORM		12/03/2020	03/03/2021	120.00	120.00	Open	N
	NITRIL GLOVES - MISSING INVOICE		pziemer					12/31/2020
	235-3100-42220	REPAIR & MAINT			120.00			
2201437283								
64480	ARAMARK UNIFORM		02/18/2021	03/03/2021	93.33	93.33	Open	N
	RUGS AND OVERALLS		pziemer					03/03/2021
	235-3100-43430	MISCELLANEOUS			93.33			
2201439865								
64561	ARAMARK UNIFORM		02/25/2021	03/03/2021	69.17	69.17	Open	N
	RUGS AND COVERALLS		pziemer					03/03/2021
	235-3100-43430	MISCELLANEOUS			69.17			
		Total for vendor 0039 - AMERIPRIDE LINE:			282.50	282.50		

Vendor 3859 - ASL INTERPRETING SERVICES INC:

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
INV-00076-A							
64477	ASL INTERPRETING SERVICES INC	02/17/2021	03/03/2021	8.18	8.18	Open	N
	INTERPRETIVE SERVICE TRAINING	pziemer					03/03/2021
	225-2120-43330 PROFESSIONAL DEVELOPMENT			8.18			
INV-00077-A							
64478	ASL INTERPRETING SERVICES INC	02/17/2021	03/03/2021	4.86	4.86	Open	N
	INTERPRETIVE SERVICES TRAINING	pziemer					03/03/2021
	225-2120-43330 PROFESSIONAL DEVELOPMENT			4.86			
INV-00080-A							
64479	ASL INTERPRETING SERVICES INC	02/17/2021	03/03/2021	14.87	14.87	Open	N
	INTERPRETING SERVICES 21001721	pziemer					03/03/2021
	225-2120-43300 PROFESSIONAL SERVICES			14.87			
INV-00071-A							
64492	ASL INTERPRETING SERVICES INC	02/17/2021	03/03/2021	7.83	7.83	Open	N
	INTERPRETIVE SERVICES - TRAINING	pziemer					03/03/2021
	225-2120-43330 PROFESSIONAL DEVELOPMENT			7.83			
	Total for vendor 3859 - ASL INTERPRETING SERVICES INC:			35.74	35.74		
Vendor 0319 - BAKER TILLY MUN:							
BTMA8864							
64546	BAKER TILLY MUNICIPAL ADVISORS, LLC	02/17/2021	03/03/2021	3,500.00	3,500.00	Open	N
	2020 CONTINUING DISCLOSURE	pziemer					03/03/2021
	Total for vendor 0319 - BAKER TILLY MUN:			3,500.00	3,500.00		
Vendor 0745 - BATTERIES PLUS:							
P36578011							
64496	BATTERIES PLUS	02/10/2021	03/03/2021	5.95	5.95	Open	N
	2 PK LAMP CD	pziemer					03/03/2021
	225-2220-42210 OPERATING SUPPLIES			5.95			
	Total for vendor 0745 - BATTERIES PLUS:			5.95	5.95		
Vendor 0065 - BOYER TRUCKS RO:							
85153RX2							
64537	BOYER TRUCKS ROGERS	02/24/2021	03/03/2021	46.64	46.64	Open	N
	HYDRAULIC FITTINGS	pziemer					03/03/2021
	235-3100-42220 REPAIR & MAINT			46.64			
	Total for vendor 0065 - BOYER TRUCKS RO:			46.64	46.64		
Vendor 0447 - CDW GOVERNMENT,:							

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
7592275								
64421	CDW GOVERNMENT, INC		02/03/2021	03/03/2021	301.00	301.00	Open	N
	CDWG - CISCO ANYCONNECT LICENSES 50		pziemer					03/03/2021
	101-1800-43309	COMPUTER SUPPORT			301.00			
8042972								
64507	CDW GOVERNMENT, INC		02/13/2021	03/03/2021	221.44	221.44	Open	N
	DELL - COUNCIL LAPTOP CASES		pziemer					03/03/2021
	400-9050-45530	CAPITAL - OTHER			221.44			
	Total for vendor 0447 - CDW GOVERNMENT,:				522.44	522.44		
Vendor 0307 - CENTERPOINT ENE:								
6032449-8/FEB 21								
64548	CENTERPOINT ENERGY		02/18/2021	03/03/2021	1,182.56	1,182.56	Open	N
	1/14-2/16 LIBRARY UTILITIES		pziemer					03/03/2021
	211-5500-43380	UTILITIES			1,182.56			
5933799-8'/FEB 21								
64549	CENTERPOINT ENERGY		02/18/2021	03/03/2021	295.22	295.22	Open	N
	1/14-2/16 PARKS UTILITIES - LUM PARK		pziemer					03/03/2021
	230-5200-43380	UTILITIES			295.22			
5974635-4/FEB 21								
64550	CENTERPOINT ENERGY		02/18/2021	03/03/2021	1,030.04	1,030.04	Open	N
	1/14-2/16 STREETS UTILITIES		pziemer					03/03/2021
	235-3100-43380	UTILITIES			1,030.04			
6031615-5/FEB 21								
64551	CENTERPOINT ENERGY		02/18/2021	03/03/2021	511.05	511.05	Open	N
	1/14-2/16 LICENSE OFFICE UTILITIES		pziemer					03/03/2021
	101-1940-43380	UTILITIES			511.05			
5956221-5/FEB 21								
64552	CENTERPOINT ENERGY		02/18/2021	03/03/2021	423.38	423.38	Open	N
	1/14-2/16 POLICE DEPT UTILITIES		pziemer					03/03/2021
	225-2120-43380	UTILITIES			423.38			
5942870-6/FEB 21								
64553	CENTERPOINT ENERGY		02/18/2021	03/03/2021	768.26	768.26	Open	N
	1/14-2/16 CITY HALL UTILITIES		pziemer					03/03/2021
	101-1940-43380	UTILITIES			768.26			
	Total for vendor 0307 - CENTERPOINT ENE:				4,210.51	4,210.51		
Vendor 1333 - CHAMBERLAIN OIL:								
349840-00								
64560	CHAMBERLAIN OIL COMPANY		02/24/2021	03/03/2021	473.90	473.90	Open	N
	DIESEL ENGINE OIL		pziemer					03/03/2021
	235-3100-42220	REPAIR & MAINT			473.90			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	Total for vendor 1333 - CHAMBERLAIN OIL:				473.90	473.90		
Vendor 1343 - CHARTER COMMUNICATION:								
8065020821								
64456	CHARTER COMMUNICATIONS		02/08/2021	03/03/2021	50.58	50.58	Open	N
	2/8-3/7 PD BUSINESS TV		pziemer					03/03/2021
	225-2120-43380	UTILITIES			50.58			
55470020821								
64497	CHARTER COMMUNICATIONS		02/08/2021	03/03/2021	8.53	8.53	Open	N
	FEB 21		pziemer					03/03/2021
	225-2220-43380	UTILITIES			8.53			
	Total for vendor 1343 - CHARTER COMMUNICATION:				59.11	59.11		
Vendor 0119 - CLAREY'S SAFETY:								
193186								
64423	CLAREY'S SAFETY EQUIPMENT		02/12/2021	03/03/2021	1,643.00	1,643.00	Denied	N
	GENESIS RAM ACCESORY KIT		pziemer					03/03/2021
	225-2220-42210	OPERATING SUPPLIES			1,643.00			
193186-1								
64511	CLAREY'S SAFETY EQUIPMENT		02/19/2021	03/03/2021	297.00	297.00	Open	N
	GENESIS RAM ACCESSORY KIT		pziemer					03/03/2021
	404-9055-43300	PROFESSIONAL SERVICES			297.00			
	Total for vendor 0119 - CLAREY'S SAFETY:				1,940.00	1,940.00		
Vendor 3378 - COLLINS BROTHER:								
21-66924								
64457	COLLINS BROTHERS TOWING		01/10/2021	03/03/2021	40.00	40.00	Open	N
	ICR 21000422 DUI TOW		pziemer					03/03/2021
	224-2150-42210	OPERATING SUPPLIES			40.00			
21-67400								
64458	COLLINS BROTHERS TOWING		01/17/2021	03/03/2021	40.00	40.00	Open	N
	ICR 21000790 DUI TOW		pziemer					03/03/2021
	224-2150-42210	OPERATING SUPPLIES			40.00			
	Total for vendor 3378 - COLLINS BROTHER:				80.00	80.00		
Vendor 0125 - CONSOLIDATED TE:								
20866527								
64515	CONSOLIDATED TELEPHONE CO		02/12/2021	03/03/2021	77.11	77.11	Open	N
	2/12-3/11 STREETS PHONE/INTERNET		pziemer					03/03/2021
	235-3100-43321	TELEPHONE			77.11			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
20855281								
64516	CONSOLIDATED TELEPHONE CO		01/12/2021	03/03/2021	76.82	76.82	Open	N
	1/12-2/11 STREETS PHONE/INTERNET		pziemer					03/03/2021
	235-3100-43321	TELEPHONE			76.82			
20864182/IT								
64517	CONSOLIDATED TELEPHONE CO		02/12/2021	03/03/2021	979.65	979.65	Open	N
	CTC PHONE INTERNET 2/12-3/11/21		pziemer					03/03/2021
	101-1800-43321	TELEPHONE			979.65			
20864182/ADMIN								
64518	CONSOLIDATED TELEPHONE CO		02/12/2021	03/03/2021	1.28	1.28	Open	N
	02/12-3/11 ADMIN PHONE INTERNET		pziemer					03/03/2021
	101-1400-43321	TELEPHONE			1.28			
20864182/ENG								
64519	CONSOLIDATED TELEPHONE CO		02/12/2021	03/03/2021	93.74	93.74	Open	N
	02/12-3/12 ENG PHONE INTERNET		pziemer					03/03/2021
	101-1700-43321	TELEPHONE			1.24			
	101-1940-43321	TELEPHONE			54.36			
	101-1940-43321	TELEPHONE			38.14			
20864182/COM DEV								
64520	CONSOLIDATED TELEPHONE CO		02/12/2021	03/03/2021	4.98	4.98	Open	N
	2/12-3/11 COM DEV PHONE/INTERNET		pziemer					03/03/2021
	101-2400-43321	TELEPHONE			4.74			
	101-2400-43321	TELEPHONE			0.24			
20864182/TRANSIT								
64521	CONSOLIDATED TELEPHONE CO		02/12/2021	03/03/2021	6.41	6.41	Open	N
	2/12-3/11 TRANSIT PHONE/INTERNET		pziemer					03/03/2021
	203-9000-43321	TELEPHONE			6.41			
20864182/PD								
64522	CONSOLIDATED TELEPHONE CO		02/12/2021	03/03/2021	140.12	140.12	Open	N
	2/12-3/11 PD PHONE/INTERNET		pziemer					03/03/2021
	225-2120-43321	TELEPHONE			121.37			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT			18.75			
20864182/FD								
64523	CONSOLIDATED TELEPHONE CO		02/12/2021	03/03/2021	18.75	18.75	Open	N
	2/12-3/11 FD PHONE/INTERNET		pziemer					03/03/2021
	225-2220-43321	TELEPHONE			18.75			
20864182/PARKS								
64524	CONSOLIDATED TELEPHONE CO		02/12/2021	03/03/2021	57.37	57.37	Open	N
	2/12-3/11 PHONE INTERNET		pziemer					03/03/2021
	230-5200-43321	TELEPHONE			57.37			
	Total for vendor 0125 - CONSOLIDATED TE:				1,456.23	1,456.23		

Vendor 3059 - CRYSTEEL MFG IN:

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
LC00068597-ADJ							
64490	CRYSTEEL MFG INC	12/22/2020	03/03/2021	22.93	22.93	Open	N
	FREIGHT CHARGES - MISSED ON ORIGINAL	pziemer					12/31/2020
	235-3125-42220 REPAIR & MAINT			22.93			
	Total for vendor 3059 - CRYSTEEL MFG IN:			22.93	22.93		
Vendor 1217 - CWC AUDITOR-TRE:							
4002							
64422	CWC AUDITOR-TREASURER	02/12/2021	03/03/2021	30.00	30.00	Open	N
	2020 AUDIT CONFIRMATION	pziemer					03/03/2021
	101-9200-43430 MISCELLANEOUS			30.00			
	Total for vendor 1217 - CWC AUDITOR-TRE:			30.00	30.00		
Vendor 0132 - CWC HIGHWAY DEP:							
3974							
64404	CWC HIGHWAY DEPT	01/31/2021	03/03/2021	2,003.34	2,003.34	Open	N
	JAN 2021 TRANSIT FUEL	pziemer					03/03/2021
	203-9000-42212 MOTOR FUELS			2,003.34			
	Total for vendor 0132 - CWC HIGHWAY DEP:			2,003.34	2,003.34		
Vendor 2124 - CWC HISTORICAL:							
2021							
64547	CWC HISTORICAL SOCIETY	02/19/2021	03/03/2021	500.00	500.00	Open	N
	2021 DONATION	pziemer					03/03/2021
	101-9200-43438 MISC SPECIAL PROJECTS			500.00			
	Total for vendor 2124 - CWC HISTORICAL:			500.00	500.00		
Vendor 0133 - CWC RECORDER:							
21-2115							
64427	CWC RECORDER	02/11/2021	03/03/2021	138.00	138.00	Open	N
	RECORDING - COND/USE, QTY 2 VARIANCE	pziemer					03/03/2021
	101-2400-43350 PRINTING/LEGAL PUBLICATION			138.00			
	Total for vendor 0133 - CWC RECORDER:			138.00	138.00		
Vendor 0134 - CWC SANITARY LA:							
160368							
64474	CWC SANITARY LANDFILL	02/18/2021	03/03/2021	20.00	20.00	Open	N
	SOLID WASTE REMOVAL	pziemer					03/03/2021
	225-2120-43430 MISCELLANEOUS			20.00			
	Total for vendor 0134 - CWC SANITARY LA:			20.00	20.00		
Vendor 3438 - D - D BEVERAGE,:							

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1342085								
64453	D - D BEVERAGE, LLC		01/21/2021	03/03/2021	134.50	134.50	Open	N
	LINERS/CLEANER/TOWELS		pziemer					03/03/2021
	211-5500-42220	REPAIR & MAINT			134.50			
		Total for vendor 3438 - D - D BEVERAGE,:			134.50	134.50		
Vendor 1573 - DELL MARKETING:								
10466975667								
64530	DELL MARKETING LP		02/23/2021	03/03/2021	302.40	302.40	Open	N
	DELL - SERVER MEMORY UPGRADE		pziemer					03/03/2021
	101-1800-42220	REPAIR & MAINT			302.40			
		Total for vendor 1573 - DELL MARKETING:			302.40	302.40		
Vendor 3395 - EMERGENCY RESPO:								
16795								
64502	MACQUEEN EMERGENCY		01/22/2021	03/03/2021	1,778.88	1,778.88	Open	N
	SCBA HARNESS		pziemer					03/03/2021
	404-9055-45500	BUILDING CAPITAL			1,778.88			
		Total for vendor 3395 - EMERGENCY RESPO:			1,778.88	1,778.88		
Vendor 1859 - ENTERPRISE FM T:								
FBN4140245/PD								
64428	ENTERPRISE FM TRUST		02/03/2021	03/03/2021	7,586.61	7,586.61	Open	N
	2/1-2/28 VEHICLE LEASES		pziemer					03/03/2021
	225-2120-43331	LEASED PAYMENTS			7,586.61			
FBN4140245/FD								
64429	ENTERPRISE FM TRUST		02/03/2021	03/03/2021	849.48	849.48	Open	N
	2/1-2/28 VEHICLE LEASE		pziemer					03/03/2021
	225-2220-43331	LEASED PAYMENTS			849.48			
FBN4140245/PARKS								
64430	ENTERPRISE FM TRUST		02/03/2021	03/03/2021	2,455.76	2,455.76	Open	N
	2/1-2/28 VEHICLE LEASES		pziemer					03/03/2021
	230-5200-43331	LEASE PAYMENTS			2,455.76			
FBN4140245/STREETS								
64431	ENTERPRISE FM TRUST		02/03/2021	03/03/2021	1,881.27	1,881.27	Open	N
	2/01-2/28 VEHICLE LEASE		pziemer					03/03/2021
	235-3100-43331	LEASE PAYMENTS			1,881.27			
FBN4140245/COMDEV								
64432	ENTERPRISE FM TRUST		02/03/2021	03/03/2021	357.61	357.61	Open	N
	02/01-02/28 VEHICLE LEASES		pziemer					03/03/2021
	101-2400-43331	LEASE EXPENSE			357.61			

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
FBN4140245/ENG								
64438	ENTERPRISE FM TRUST		02/03/2021	03/03/2021	1,374.54	1,374.54	Open	N
	02/01-02/28 VEHICLE LEASES		pziemer					03/03/2021
	101-1700-43331	LEASE PAYMENTS			1,068.82			
	101-1940-43331	LEASE PAYMENTS			305.72			
	Total for vendor 1859 - ENTERPRISE FM T:				14,505.27	14,505.27		
Vendor 3503 - EQUIPMENT MANAG:								
58672								
64498	EQUIPMENT MANAGEMENT COMPANY		02/08/2021	03/03/2021	1,095.00	1,095.00	Open	N
	ANNUAL EXTRIC SERVICE		pziemer					03/03/2021
	225-2220-43300	PROFESSIONAL SERVICES			1,095.00			
58706								
64508	EQUIPMENT MANAGEMENT COMPANY		02/15/2021	03/03/2021	114.07	114.07	Open	N
	HANDLE - SLIDE- PLASTIC SPREADER		pziemer					03/03/2021
	225-2220-42210	OPERATING SUPPLIES			114.07			
	Total for vendor 3503 - EQUIPMENT MANAG:				1,209.07	1,209.07		
Vendor 1815 - F.I.R.E. CROSSL:								
4848								
64499	F.I.R.E. CROSSLAKE		02/18/2021	03/03/2021	600.00	600.00	Open	N
	EMS TRAINING		pziemer					03/03/2021
	225-2220-43330	PROFESSIONAL DEVELOPMENT			600.00			
4832								
64500	F.I.R.E. CROSSLAKE		02/08/2021	03/03/2021	1,620.00	1,620.00	Open	N
	CPR REFRESHER		pziemer					03/03/2021
	225-2220-43330	PROFESSIONAL DEVELOPMENT			1,620.00			
	Total for vendor 1815 - F.I.R.E. CROSSL:				2,220.00	2,220.00		
Vendor 0170 - FASTENAL COMPAN:								
MNBAX243166								
64491	FASTENAL COMPANY		02/18/2021	03/03/2021	23.52	23.52	Open	N
	EAR PLUGS		pziemer					03/03/2021
	235-3100-42220	REPAIR & MAINT			23.52			
MNBAX243233								
64536	FASTENAL COMPANY		02/22/2021	03/03/2021	219.99	219.99	Open	N
	SHOP HOSE REEL		pziemer					03/03/2021
	235-3100-42220	REPAIR & MAINT			219.99			
	Total for vendor 0170 - FASTENAL COMPAN:				243.51	243.51		
Vendor 3067 - FINANCE AND COM:								

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744963639							
64424	FINANCE AND COMMERCE	02/10/2021	03/03/2021	301.04	301.04	Open	N
	FRB NOTICE - 19:01	pziemer					03/03/2021
	401-1901-43350 LEGAL PUBLICATIONS			301.04			
	Total for vendor 3067 - FINANCE AND COM:			301.04	301.04		
Vendor 0071 - FORUM COMMUNICA:							
2239292-#2							
64408	FORUM COMMUNICATIONS COMPANY	01/31/2021	03/03/2021	145.44	145.44	Open	N
	NW 4TH ST AFFIDAVIT	pziemer					03/03/2021
	401-1901-43350 LEGAL PUBLICATIONS			145.44			
	Total for vendor 0071 - FORUM COMMUNICA:			145.44	145.44		
Vendor 3685 - GLEASON, TRAVIS:							
2/23/21							
64555	GLEASON, TRAVIS	02/24/2021	03/03/2021	156.02	156.02	Open	N
	DMT TRAINING	pziemer					03/03/2021
	225-2120-43330 PROFESSIONAL DEVELOPMENT			156.02			
	Total for vendor 3685 - GLEASON, TRAVIS:			156.02	156.02		
Vendor 3068 - GLS PROMOTIONS:							
61448							
64529	GLS PROMOTIONS	02/24/2021	03/03/2021	584.00	584.00	Open	N
	COUNCIL/COMMITTEE MEMBERS NAMEPLATES	pziemer					03/03/2021
	101-9200-43430 MISCELLANEOUS			584.00			
	Total for vendor 3068 - GLS PROMOTIONS:			584.00	584.00		
Vendor 0193 - GOODIN COMPANY:							
06582567-00							
64493	GOODIN COMPANY	02/15/2021	03/03/2021	0.00	0.00	Void	N
	FLAPPER ASSEMBLY FOR CADET	pziemer					03/03/2021
06582974-00							
64494	GOODIN COMPANY	02/15/2021	03/03/2021	0.00	0.00	Void	N
	FLAPPER ASSEMBLY FOR CADET	pziemer					03/03/2021
	Total for vendor 0193 - GOODIN COMPANY:			0.00	0.00		
Vendor 3011 - GUARDIAN PEST C:							
2222222							
64501	GUARDIAN PEST CONTROL INC	02/04/2021	03/03/2021	59.00	59.00	Open	N
	PEST CONTROL SERVICES	pziemer					03/03/2021

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	225-2220-43300	PROFESSIONAL SERVICES			59.00			
		Total for vendor 3011 - GUARDIAN PEST C:			59.00	59.00		
Vendor 3715 - HENKEMEYER COATINGS INC:								
C/H FINAL								
64541	HENKEMEYER COATINGS INC		02/16/2021	03/03/2021	1,936.15	1,936.15	Open	N
	CITY HALL REMODEL FINAL		pziemer					03/03/2021
	400-1980-45530	PYMTS TO CONTRACTORS			1,936.15			
9789								
64544	HENKEMEYER COATINGS INC		02/16/2021	03/03/2021	589.00	589.00	Open	N
	CITY HALL PAINTING		pziemer					03/03/2021
	400-1980-45530	PYMTS TO CONTRACTORS			589.00			
		Total for vendor 3715 - HENKEMEYER COATINGS INC:			2,525.15	2,525.15		
Vendor 0203 - HOLDEN ELECTRIC:								
61395-2								
64542	HOLDEN ELECTRIC		01/19/2021	03/03/2021	942.64	942.64	Open	N
	CITY HALL REMODEL FINAL		pziemer					03/03/2021
	400-1980-45530	PYMTS TO CONTRACTORS			942.64			
		Total for vendor 0203 - HOLDEN ELECTRIC:			942.64	942.64		
Vendor 3636 - HRGREEN:								
141259								
64407	HRGREEN		02/09/2021	03/03/2021	6,003.00	6,003.00	Open	N
	MN-H & H MODEL THRU 1/29/21		pziemer					03/03/2021
	401-9030-43300-20:08	PROFESSIONAL SERVICES			6,003.00			
141260								
64425	HRGREEN		02/09/2021	03/03/2021	1,900.00	1,900.00	Open	N
	21:11 PROF SVCS THRU 1/29/21		pziemer					03/03/2021
	401-9030-43300-21:11	PROFESSIONAL SERVICES			1,900.00			
		Total for vendor 3636 - HRGREEN:			7,903.00	7,903.00		
Vendor 3202 - INNOVATIVE OFFI:								
IN3265593								
64459	INNOVATIVE OFFICE SOLUTIONS LLC		02/17/2021	03/03/2021	59.49	59.49	Open	N
	PENS/HIGHLIGHTERS/NOTEBOOKS		pziemer					03/03/2021
	225-2120-42200	OFFICE SUPPLIES			59.49			
IN3267481								
64475	INNOVATIVE OFFICE SOLUTIONS LLC		02/18/2021	03/03/2021	25.20	25.20	Open	N
	CERTIFICATES AND HOLDERS		pziemer					03/03/2021
	225-2120-42200	OFFICE SUPPLIES			25.20			

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IN3273055								
64556	INNOVATIVE OFFICE SOLUTIONS LLC		02/24/2021	03/03/2021	15.28	15.28	Open	N
	NOTE PADS AND BINDERS		pziemer					03/03/2021
	225-2120-42200	OFFICE SUPPLIES			15.28			
	Total for vendor 3202 - INNOVATIVE OFFI:				99.97	99.97		
Vendor MISC - KAYLA THOMPSON:								
2/23/21								
64559	KAYLA THOMPSON		02/23/2021	03/03/2021	65.00	65.00	Open	N
	REFUND OVERPAY PARKING TICKET P02101		pziemer					03/03/2021
	225-2120-35102	PARKING FINES			65.00			
	Total for vendor MISC - KAYLA THOMPSON:				65.00	65.00		
Vendor 0017 - KEVTEL CORPORAT:								
I-02192021								
64472	KEVTEL CORPORATION		02/19/2021	03/03/2021	4,800.00	4,800.00	Open	N
	2021 TOWER SITE RENT		pziemer					03/03/2021
	203-9000-43410	RENTAL EXPENSE			4,800.00			
	Total for vendor 0017 - KEVTEL CORPORAT:				4,800.00	4,800.00		
Vendor 2577 - KRAEMER, ELAINE:								
2/11/21								
64510	KRAEMER, ELAINE		02/11/2021	03/03/2021	25.72	25.72	Open	N
	WELLNESS COMMITTEE ACTIVITY		pziemer					03/03/2021
	278-6515-43430	MISCELLANEOUS			25.72			
	Total for vendor 2577 - KRAEMER, ELAINE:				25.72	25.72		
Vendor 1196 - KROMER CO. LLC:								
580050								
64512	KROMER CO. LLC		02/12/2021	03/03/2021	290.50	290.50	Open	N
	GROOMER PARTS - SPRING TINES		pziemer					03/03/2021
	230-5200-42221	R&M-ATHLETIC FIELD MAINT			290.50			
	Total for vendor 1196 - KROMER CO. LLC:				290.50	290.50		
Vendor 3469 - LAKES AREA MAT:								
20210202 #522								
64417	LAKES AREA MAT SERVICE INC		02/02/2021	03/03/2021	42.56	42.56	Open	N
	CITY HALL FLOOR MATS		pziemer					03/03/2021
	101-1940-43410	RENTAL EXPENSE			42.56			
20210216 #522								
64418	LAKES AREA MAT SERVICE INC		02/16/2021	03/03/2021	42.56	42.56	Open	N
	CITY HALL FLOOR MATS		pziemer					03/03/2021

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	101-1940-43410	RENTAL EXPENSE			42.56			
20210202 #520								
64419	LAKES AREA MAT SERVICE INC		02/02/2021	03/03/2021	41.44	41.44	Open	N
	POLICE DEPT FLOOR MATS		pziemer					03/03/2021
	225-2120-43300	PROFESSIONAL SERVICES			41.44			
20210216 #520								
64420	LAKES AREA MAT SERVICE INC		02/16/2021	03/03/2021	41.44	41.44	Open	N
	POLICE DEPT FLOOR MATS		pziemer					03/03/2021
	225-2120-43300	PROFESSIONAL SERVICES			41.44			
		Total for vendor 3469 - LAKES AREA MAT:			168.00	168.00		
Vendor 3627 - LAKES AREA WILD:								
FEB 2021								
64433	LAKES AREA WILDLIFE CONTROL		02/16/2021	03/03/2021	2,298.00	2,298.00	Open	N
	FEB 21 ANIMAL CONTROL CONTRACT		pziemer					03/03/2021
	225-2700-43300	PROFESSIONAL SERVICES			2,298.00			
		Total for vendor 3627 - LAKES AREA WILD:			2,298.00	2,298.00		
Vendor 0227 - LAKES PRINTING:								
00203119								
64495	LAKES PRINTING		02/09/2021	03/03/2021	129.30	129.30	Open	N
	BUSINESS CARDS, J.K, J.S., S.B.		pziemer					03/03/2021
	101-2400-43350	PRINTING/LEGAL PUBLICATION			129.30			
00203145								
64509	LAKES PRINTING		02/11/2021	03/03/2021	151.90	151.90	Open	N
	ANNUAL REPORT PRINT		pziemer					03/03/2021
	225-2220-43350	PRINTING/LEGAL PUBLICATION			151.90			
		Total for vendor 0227 - LAKES PRINTING:			281.20	281.20		
Vendor 2308 - LHB INC.:								
190190.00-3								
64545	LHB INC.		02/22/2021	03/03/2021	10,860.00	10,860.00	Open	N
	BRD WATER TOWER PROF SVCS THRU 1/29/2		pziemer					03/03/2021
	400-1481-43300	PROFESSIONAL SERVICES			10,860.00			
		Total for vendor 2308 - LHB INC.:			10,860.00	10,860.00		
Vendor 0237 - LOCATORS - SUPP:								
0290059-IN								
64437	LOCATORS - SUPPLIES INC		02/10/2021	03/03/2021	119.99	119.99	Open	N
	M. JENSEN REPLACEMENT JACKET		pziemer					03/03/2021
	235-3100-42220	REPAIR & MAINT			119.99			

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0290189-IN								
64525	LOCATORS - SUPPLIES INC		02/22/2021	03/03/2021	210.18	210.18	Open	N
	TRAFFIC FLAGS AND STROBES		pziemer					03/03/2021
	235-3170-42210	OPERATING SUPPLIES			210.18			
	Total for vendor 0237 - LOCATORS - SUPP:				330.17	330.17		
Vendor 0239 - MACQUEEN EQUIPM:								
P32813								
64540	MACQUEEN EQUIPMENT INC		02/24/2021	03/03/2021	1,667.92	1,667.92	Open	N
	STREET SWEEPER BROOMS/VAC TRUCK SANI		pziemer					03/03/2021
	238-3160-42220	REPAIR & MAINT			1,667.92			
	Total for vendor 0239 - MACQUEEN EQUIPM:				1,667.92	1,667.92		
Vendor 1753 - MARCO:								
INV8459621								
64506	MARCO		02/17/2021	03/03/2021	1,504.00	1,504.00	Open	N
	MARCO - OFFICE 365 1/16-2/15/21		pziemer					03/03/2021
	101-1800-43300	PROFESSIONAL SERVICES			1,316.00			
	101-0000-15510	PREPAID OTHER - 1/1/21-2/15/21 1.5 MTHS			188.00			
	Total for vendor 1753 - MARCO:				1,504.00	1,504.00		
Vendor 2392 - MENARDS:								
49673								
64414	MENARDS		02/16/2021	03/03/2021	289.98	289.98	Open	N
	SHOP LIGHTS		pziemer					03/03/2021
	235-3100-42220	REPAIR & MAINT			289.98			
49678								
64436	MENARDS		02/16/2021	03/03/2021	21.47	21.47	Open	N
	SHOP OIL WATER TANK REPAIR		pziemer					03/03/2021
	237-3190-42220	REPAIR & MAINT			21.47			
50005								
64528	MENARDS		02/22/2021	03/03/2021	1.14	1.14	Open	N
	SHOP AIR HOSE FITTING		pziemer					03/03/2021
	235-3100-42220	REPAIR & MAINT			1.14			
	Total for vendor 2392 - MENARDS:				312.59	312.59		
Vendor 3394 - MIDWEST MACHINE:								
2326452								
64415	MIDWEST MACHINERY CO		02/16/2021	03/03/2021	127.69	127.69	Open	N
	CHAINSAW CRANK & COVER		pziemer					03/03/2021
	235-3100-42220	REPAIR & MAINT			127.69			

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2327226								
64471	MIDWEST MACHINERY CO		02/19/2021	03/03/2021	57.95	57.95	Open	N
	CHAINSAW BAR		pziemer					03/03/2021
	235-3100-42220	REPAIR & MAINT			57.95			
		Total for vendor 3394 - MIDWEST MACHINE:			185.64	185.64		
Vendor 3168 - MOTORS-N-MORE:								
28170								
64412	MOTORS-N-MORE		02/11/2021	03/03/2021	23.00	23.00	Open	N
	SQD 431 OIL CHANGE		pziemer					03/03/2021
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
28180								
64460	MOTORS-N-MORE		02/17/2021	03/03/2021	23.00	23.00	Open	N
	SQD 429 OIL CHANGE		pziemer					03/03/2021
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
28181								
64557	MOTORS-N-MORE		02/24/2021	03/03/2021	740.71	740.71	Open	N
	SQD 429 RADIATOR		pziemer					03/03/2021
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			740.71			
		Total for vendor 3168 - MOTORS-N-MORE:			786.71	786.71		
Vendor 0272 - MTI DISTRIBUTIN:								
1287365-00								
64513*	MTI DISTRIBUTING CO		02/22/2021	03/03/2021	15,025.52	15,025.52	Open	N
	NEW TORO MOWER		pziemer					03/03/2021
	400-0000-39101	SALE OF ASSETS			(4,500.00)			
	400-9050-45530	CAPITAL - OTHER			19,525.52			
		Total for vendor 0272 - MTI DISTRIBUTIN:			15,025.52	15,025.52		
Vendor 3671 - NAC MECHANICAL:								
2758-01								
64505	NAC MECHANICAL & ELECTRICAL SERVICE		02/18/2021	03/03/2021	32,840.00	32,840.00	Open	N
	BRAINERD FD HVAC CONTROLS UPGRADE		pziemer					03/03/2021
	400-9050-45530	CAPITAL - OTHER			32,840.00			
		Total for vendor 3671 - NAC MECHANICAL:			32,840.00	32,840.00		
Vendor 3211 - NATIONAL PELRA:								
KS54AF0C84								
64564	NATIONAL PELRA ADMIN OFFICE		02/24/2021	03/03/2021	149.00	149.00	Open	N
	TRAINING-LAW ENF. BARG. TACTICS IN 2		pziemer					03/03/2021
	101-1400-43330	PROFESSIONAL DEVELOPMENT			149.00			
		Total for vendor 3211 - NATIONAL PELRA:			149.00	149.00		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 2064 - NUSS TRUCK & EQ:								
3229483P								
64566	NUSS TRUCK & EQUIPMENT		02/23/2021	03/03/2021	1,560.38	1,560.38	Open	N
	TRUCK 103 RADIATOR - LESS SALES TAX		pziemer					03/03/2021
	235-3125-42220	REPAIR & MAINT			1,560.38			
	Total for vendor 2064 - NUSS TRUCK & EQ:				1,560.38	1,560.38		
Vendor 0284 - OFFICE SHOP:								
1092044-0								
64405	OFFICE SHOP		02/10/2021	03/03/2021	15.10	15.10	Open	N
	PARTITION HANGERS		pziemer					03/03/2021
	101-1940-42200	OFFICE SUPPLIES			15.10			
1092044-1								
64406	OFFICE SHOP		02/12/2021	03/03/2021	16.13	16.13	Open	N
	GARBAGE CAN		pziemer					03/03/2021
	101-1940-42200	OFFICE SUPPLIES			16.13			
1092044-2								
64413	OFFICE SHOP		02/12/2021	03/03/2021	19.33	19.33	Open	N
	MOUSE PAD		pziemer					03/03/2021
	101-1940-42200	OFFICE SUPPLIES			19.33			
1092647-0								
64533	OFFICE SHOP		02/24/2021	03/03/2021	16.40	16.40	Open	N
	ENG OFFICE SUPPLIES		pziemer					03/03/2021
	101-1940-42200	OFFICE SUPPLIES			16.40			
1092380-0								
64534	OFFICE SHOP		02/17/2021	03/03/2021	51.84	51.84	Open	N
	KEYBOARD - COM DEV		pziemer					03/03/2021
	101-1940-42200	OFFICE SUPPLIES			51.84			
1092391-0								
64535	OFFICE SHOP		02/23/2021	03/03/2021	79.99	79.99	Open	N
	RECEIVED DATE STAMP - COM DEV		pziemer					03/03/2021
	101-1940-42200	OFFICE SUPPLIES			79.99			
	Total for vendor 0284 - OFFICE SHOP:				198.79	198.79		
Vendor 2137 - O'REILLY AUTOMO:								
1647-425267								
64461	O'REILLY AUTOMOTIVE STORES INC.		02/14/2021	03/03/2021	15.96	15.96	Open	N
	WIPER FLUID		pziemer					03/03/2021
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			15.96			
	Total for vendor 2137 - O'REILLY AUTOMO:				15.96	15.96		
Vendor 3640 - PULSEPOINT FOUN:								

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
11771								
64503	PULSEPOINT FOUNDATION		02/01/2021	03/03/2021	8,000.00	8,000.00	Open	N
	ANNUAL LICENSE FEE 4/14/21-4/13/22		pziemer					03/03/2021
	404-0000-36230	CONTRIBUTIONS & DONATIONS			8,000.00			
	Total for vendor 3640 - PULSEPOINT FOUN:				8,000.00	8,000.00		
Vendor 3768 - SADUSKY RENOVATIONS:								
18								
64531	SADUSKY RENOVATIONS		02/23/2021	03/03/2021	8,843.15	8,843.15	Open	N
	2/1-2/12 INSPECTION SERVICES		pziemer					03/03/2021
	101-2400-43300	PROFESSIONAL SERVICES			8,843.15			
	Total for vendor 3768 - SADUSKY RENOVATIONS:				8,843.15	8,843.15		
Vendor 3612 - SEVERSON PORTER:								
FEB 2021								
64434	SEVERSON PORTER LAW		02/16/2021	03/03/2021	16,131.55	16,131.55	Open	N
	FEB 2021 PROSECUTION AGREEMENT		pziemer					03/03/2021
	225-2127-43310	MISDEMEANOR PROSECUTOR			16,131.55			
	Total for vendor 3612 - SEVERSON PORTER:				16,131.55	16,131.55		
Vendor 0317 - SHORT ELLIOTT :								
400480								
64409	SHORT ELLIOTT HENDRICKSON		02/09/2021	03/03/2021	437.50	437.50	Open	N
	21:07 SEWER STUDY		pziemer					03/03/2021
	401-9030-43300-21:07	PROFESSIONAL SERVICES			437.50			
401073								
64451	SHORT ELLIOTT HENDRICKSON		02/15/2021	03/03/2021	633.44	633.44	Open	N
	IMP 18:15 THRU 1/30/21		pziemer					03/03/2021
	401-1815-43300	PROFESSIONAL SERVICES			633.44			
401072								
64452	SHORT ELLIOTT HENDRICKSON		02/15/2021	03/03/2021	16,172.55	16,172.55	Open	N
	IMP 19:02 THRU 1/30/2021		pziemer					03/03/2021
	401-1902-43300	PROFESSIONAL SERVICES			16,172.55			
	Total for vendor 0317 - SHORT ELLIOTT :				17,243.49	17,243.49		
Vendor 2589 - STAPLES ADVANTA:								
8061234242								
64426	STAPLES ADVANTAGE		02/06/2021	03/03/2021	64.19	64.19	Open	N
	PRINTER TONER		pziemer					03/03/2021
	225-2220-42200	OFFICE SUPPLIES			64.19			
	Total for vendor 2589 - STAPLES ADVANTA:				64.19	64.19		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 0322 - STREICHERS PROF:								
I1484768								
64514	STREICHERS PROF EQUIP		02/17/2021	03/03/2021	84.99	84.99	Open	N
	726 UNIFORM PANTS		pziemer					03/03/2021
	225-2120-41113	UNIFORM ALLOWANCE			84.99			
I1485263								
64558	STREICHERS PROF EQUIP		02/12/2021	03/03/2021	94.98	94.98	Open	N
	715 UNIFORM PANTS		pziemer					03/03/2021
	225-2120-41113	UNIFORM ALLOWANCE			94.98			
		Total for vendor 0322 - STREICHERS PROF:			179.97	179.97		
Vendor 0072 - SUMMIT COMPANIE:								
PD REMODEL								
64543	SUMMIT COMPANIES		02/28/2021	03/03/2021	1,008.50	1,008.50	Open	N
	PD REMODEL FINAL		pziemer					03/03/2021
	400-1981-45530	PYMTS TO CONTRACTORS			1,008.50			
		Total for vendor 0072 - SUMMIT COMPANIE:			1,008.50	1,008.50		
Vendor 2924 - VERIZON WIRELES:								
9873452055								
64526	VERIZON WIRELESS		02/15/2021	03/03/2021	245.07	245.07	Open	N
	JAN - FEB IPAD SERVICE		pziemer					03/03/2021
	225-2220-43321	TELEPHONE			245.07			
		Total for vendor 2924 - VERIZON WIRELES:			245.07	245.07		
Vendor 0087 - VISIT BRAINERD:								
DEC 2020								
64435	VISIT BRAINERD		02/16/2021	03/03/2021	1,222.80	1,222.80	Open	N
	DEC 2020 LODGING TAX		pziemer					12/31/2020
	101-9200-43340	LODGING TAX REMIT/PR			1,222.80			
		Total for vendor 0087 - VISIT BRAINERD:			1,222.80	1,222.80		
Vendor 1712 - WSB:								
R-016307-000-8								
64532	WSB & ASSOCIATES		02/16/2021	03/03/2021	2,570.25	2,570.25	Open	N
	MMP REDEVELOPMENT THRU 1/31/2021		pziemer					03/03/2021
	400-9050-45510	CAPITAL - LAND			2,570.25			
		Total for vendor 1712 - WSB:			2,570.25	2,570.25		
Vendor 0354 - ZIEGLER, INC:								

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
IN00008328								
64562	ZIEGLER, INC		02/25/2021	03/03/2021	105.50	105.50	Open	N
	CUTTING EDGE BOLTS		pziemer					03/03/2021
	235-3125-42220	REPAIR & MAINT			105.50			
		Total for vendor 0354 - ZIEGLER, INC:			105.50	105.50		

# of Invoices:	133	# Due: 131	Totals:	178,612.09	178,612.09
# of Credit Memos:	0	# Due: 0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:				178,612.09	178,612.09

* 1 Net Invoices have Credits Totalling: (4,500.00)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-15510	PREPAID OTHER - 1/1/21-2/15/21 1.5 MTHS	188.00
101-1400-43321	TELEPHONE	1.28
101-1400-43330	PROFESSIONAL DEVELOPMENT	149.00
101-1700-43321	TELEPHONE	1.24
101-1700-43331	LEASE PAYMENTS	1,068.82
101-1800-42220	REPAIR & MAINT	302.40
101-1800-43300	PROFESSIONAL SERVICES	1,316.00
101-1800-43309	COMPUTER SUPPORT	301.00
101-1800-43321	TELEPHONE	979.65
101-1940-42200	OFFICE SUPPLIES	198.79
101-1940-43321	TELEPHONE	92.50
101-1940-43331	LEASE PAYMENTS	305.72
101-1940-43380	UTILITIES	1,279.31
101-1940-43410	RENTAL EXPENSE	85.12
101-2400-43300	PROFESSIONAL SERVICES	8,843.15
101-2400-43321	TELEPHONE	4.98
101-2400-43331	LEASE EXPENSE	357.61
101-2400-43350	PRINTING/LEGAL PUBLICATION	267.30
101-9200-43340	LODGING TAX REMIT/PR	1,222.80
101-9200-43430	MISCELLANEOUS	614.00
101-9200-43438	MISC SPECIAL PROJECTS	500.00
203-9000-42212	MOTOR FUELS	2,003.34
203-9000-43321	TELEPHONE	6.41
203-9000-43410	RENTAL EXPENSE	4,800.00
211-5500-42220	REPAIR & MAINT	186.12
211-5500-43380	UTILITIES	1,182.56
224-2150-42210	OPERATING SUPPLIES	80.00
225-2120-35102	PARKING FINES	65.00
225-2120-41113	UNIFORM ALLOWANCE	179.97
225-2120-42200	OFFICE SUPPLIES	99.97
225-2120-42220	REPAIR & MAINT	607.20
225-2120-42221	SQUAD CAR REPAIR SUPPLIES	802.67
225-2120-43300	PROFESSIONAL SERVICES	97.75
225-2120-43309	COMPUTER TECHNICAL SUPPORT	18.75
225-2120-43321	TELEPHONE	121.37
225-2120-43330	PROFESSIONAL DEVELOPMENT	176.89
225-2120-43331	LEASED PAYMENTS	7,586.61
225-2120-43380	UTILITIES	473.96
225-2120-43430	MISCELLANEOUS	20.00

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	225-2127-43310	MISDEMEANOR PROSECUTOR		16,131.55			
	225-2220-42200	OFFICE SUPPLIES		64.19			
	225-2220-42210	OPERATING SUPPLIES		1,763.02			
	225-2220-43300	PROFESSIONAL SERVICES		1,154.00			
	225-2220-43321	TELEPHONE		263.82			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		2,220.00			
	225-2220-43331	LEASED PAYMENTS		849.48			
	225-2220-43350	PRINTING/LEGAL PUBLICATION		151.90			
	225-2220-43380	UTILITIES		8.53			
	225-2700-43300	PROFESSIONAL SERVICES		2,298.00			
	230-5200-42221	R&M-ATHLETIC FIELD MAINT		290.50			
	230-5200-43321	TELEPHONE		57.37			
	230-5200-43331	LEASE PAYMENTS		2,455.76			
	230-5200-43380	UTILITIES		295.22			
	235-3100-42220	REPAIR & MAINT		1,710.02			
	235-3100-43321	TELEPHONE		153.93			
	235-3100-43331	LEASE PAYMENTS		1,881.27			
	235-3100-43380	UTILITIES		1,030.04			
	235-3100-43430	MISCELLANEOUS		162.50			
	235-3125-42220	WELDING SUPPLIES		1,828.79			
	235-3170-42210	OPERATING SUPPLIES		273.13			
	237-3190-42220	REPAIR & MAINT		21.47			
	238-3160-42220	REPAIR & MAINT		1,772.29			
	278-6515-43430	MISCELLANEOUS		25.72			
	400-0000-39101	SALE OF ASSETS		(4,500.00)			
	400-1481-43300	PROFESSIONAL SERVICES		10,860.00			
	400-1980-45530	PYMTS TO CONTRACTORS		3,467.79			
	400-1981-45530	PYMTS TO CONTRACTORS		1,008.50			
	400-9050-45510	CAPITAL - LAND		2,570.25			
	400-9050-45530	CAPITAL - OTHER		52,586.96			
	401-1815-43300	PROFESSIONAL SERVICES		633.44			
	401-1901-43350	LEGAL PUBLICATIONS		446.48			
	401-1902-43300	PROFESSIONAL SERVICES		16,172.55			
	401-9030-43300-20:08	PROFESSIONAL SERVICES		6,003.00			
	401-9030-43300-21:07	PROFESSIONAL SERVICES		437.50			
	401-9030-43300-21:11	PROFESSIONAL SERVICES		1,900.00			
	404-0000-36230	CONTRIBUTIONS & DONATIONS		8,000.00			
	404-9055-43300	PROFESSIONAL SERVICES		297.00			
	404-9055-45500	BUILDING CAPITAL		1,778.88			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			18,078.67	18,078.67		
	203 - TRANSIT FUND			6,809.75	6,809.75		
	211 - LIBRARY FUND			1,368.68	1,368.68		
	224 - DUI FORFEITURE			80.00	80.00		
	225 - PUBLIC SAFETY FUND			35,154.63	35,154.63		
	230 - PARK & RECREATION FUND			3,098.85	3,098.85		
	235 - STREET & SEWER FUND			7,039.68	7,039.68		
	237 - SANITARY SEWER FUND			21.47	21.47		
	238 - STORM SEWER FUND			1,772.29	1,772.29		
	278 - HEALTHY EMPLYE INITIATIVE			25.72	25.72		
	400 - CAPITAL PROJECTS FUND			65,993.50	65,993.50		
	401 - CONSTRUCTION FUND			25,592.97	25,592.97		
	404 - FIRE DEPARTMENT CAPITAL			10,075.88	10,075.88		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			3,688.00	3,688.00		
	1400 - ADMINISTRATION			150.28	150.28		
	1481 - HISTORIC WATER TOWER REPA			10,860.00	10,860.00		
	1700 - ENGINEERING			1,070.06	1,070.06		
	1800 - IT/GIS			2,899.05	2,899.05		
	1815 - 18:15 TRUNK HWY 25 TRAIL CONNECTI			633.44	633.44		
	1901 - 19:01 NW 4TH STREET IMPR			446.48	446.48		
	1902 - 19:02 CLST CONNECTION			16,172.55	16,172.55		
	1940 - CITY HALL			1,961.44	1,961.44		
	1980 - CITY HALL REMODEL			3,467.79	3,467.79		
	1981 - POLICE DEPT REMODEL			1,008.50	1,008.50		
	2120 - POLICE DEPARTMENT			10,250.14	10,250.14		
	2127 - MISDEMEANOR PROSECUTOR			16,131.55	16,131.55		
	2150 - DUI FORFEITURE			80.00	80.00		
	2220 - FIRE DEPARTMENT			6,474.94	6,474.94		
	2400 - COMMUNITY DEVL/INSPECTION			9,473.04	9,473.04		
	2700 - ANIMAL CONTROL			2,298.00	2,298.00		
	3100 - S & S MAINTENANCE			4,937.76	4,937.76		
	3125 - SNOW REMOVAL			1,828.79	1,828.79		
	3160 - STORM SEWER EXPENSE			1,772.29	1,772.29		
	3170 - TRAFFIC CONTROL			273.13	273.13		
	3190 - SANITARY SEWER EXPENSE			21.47	21.47		
	5200 - PARK MAIN/ADMINISTRATION			3,098.85	3,098.85		
	5500 - LIBRARY-BUDGETED			1,368.68	1,368.68		
	6515 - HEALTHY EMPLYE INITIATIVE			25.72	25.72		
	9000 - TRANSIT FUND			6,809.75	6,809.75		
	9030 - CONSTRUCTION PROJ-MISC			8,340.50	8,340.50		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY DEPT/ACTIVITY ---							
	9050 - CAPITAL PROJECTS-MISC			55,157.21	55,157.21		
	9055 - FIRE DEPARTMENT CAPITAL			2,075.88	2,075.88		
	9200 - UNALLOCATED			2,336.80	2,336.80		

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

GABE JOHNSON	KEVIN STUNEK	TIFFANY STENGLEIN

Brainerd, MN
February 16, 2021

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

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

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

MOVED AND SECONDED BY ALDERMEN JOHNSON AND PRITSCHET, DULY CARRIED, TO APPROVE THE AGENDA.

MOVED AND SECONDED BY ALDERMEN STUNEK AND O'DAY TO APPROVE THE CONSENT CALENDAR.

A. Approval of Bills - Approved

B. Approval of the Minutes of the Regular Meeting held on February 1, 2021 - Approved

C. Approval of Licenses - Approved

Contractor Licenses - 4

D. Department Activity Reports - Approved

1. Police Chief
2. Finance Director

E. Approval of City Administrator 2020 Performance Review Summary and Successful Completion of Probationary Period - Approved

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 - Approved

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

Community Member of the Month

Mayor Badeaux announced the Brainerd Jaycees are nominated as the Community Members of the Month for their successful conversion and implementation of the 2021 Ice Fishing Extravaganza to a virtual fishing event. He indicated there were approximately 4,100 different fish entries submitted with over 10,450 photos that needed to be verified. He commended the Jaycees and all the volunteers for the tremendous work that went into the contest this year.

Council Committee Reports

Personnel and Finance Committee Report

Consider Wage Grid Step Placement Request from Glen Holst – Street Maintenance III – Approved

Committee Chair Johnson explained that as a result of 2021-2022 IUOE Street Department Contract negotiations, Street Department employees were allowed to elect the wage grid option or to remain on the Legacy Pay option. Mr. Holst opted to switch to the wage grid. Following City policy and past practice for initial step placement, Mr. Holst was placed on Step 5 of the Street Maintenance III wage grid. Mr. Holst is requesting an adjustment to Step 6 based on his experience and longevity with the City of Brainerd. Committee Chair Johnson noted the majority of the Committee and Staff recommends denial of Mr. Holst's request.

The Chair recognized Glen Holst, Street Department Maintenance III employee, who described his rationale for the adjustment including his 27 years of employment with the City and previous employment experience. Mr. Holst also provided a brief recap of his experience and knowledge of the equipment he operates.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN TO ACCEPT STAFF'S RECOMMENDATION AND DENY GLEN HOLST'S REQUEST FOR AN ADJUSTMENT TO STEP 6 OF THE STREET MAINTENANCE III WAGE GRID, EFFECTIVE JANUARY 1, 2021.

Committee Chair Johnson stated this is not about the money or the value of Mr. Holst as an employee. He indicated it is the policy and the decision of a collective bargaining unit.

Council member Stunek indicated he does not agree with the recommendation to deny the request, as Mr. Holst has the experience and knowledge of this heavy equipment that other employees do not have. He said there can be exceptions to the policy.

Further council discussion took place.

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

MOVED AND SECONDED BY ALDERMEN STUNEK AND ERICKSON TO REJECT STAFF'S RECOMMENDATION AND APPROVE GLEN HOLST'S REQUEST FOR AN ADJUSTMENT TO STEP 6 OF THE STREET MAINTENANCE III WAGE GRID, EFFECTIVE JANUARY 1, 2021.

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

Consider Wage Grid Step Placement Request from Marvin Bush – Street Maintenance III - Approved

Committee Chair Johnson indicated Mr. Bush was promoted from Street Maintenance II to Street Maintenance III, effective January 5, 2021, in which policy states the employee would start at the lowest step of the wage grid that is paid at a higher rate than the previous position. He explained Mr. Bush would occasionally perform Street Maintenance III duties when he was a

Street Maintenance II employee on the Legacy pay plan. This resulted in a pay differential which is a higher per hourly rate than the Step 3 wage of the Maintenance III grid.

Council discussion took place.

The Chair recognized Marvin Bush, Street Department III employee, who is requesting to be placed at Step 4 of the wage grid. He explained Step 3 is approximately $.90 less per hour than what he was earning prior to the promotion due to out-of-class pay provisions under the Legacy Pay plan. Staff noted that even though Mr. Bush was occasionally paid a higher rate during temporary out-of-class assignments, his primary position and pay was a Maintenance II employee; therefore, with his promotion and placement at Step 3, he will now receive the Step 3 rate for all worked hours which will result in more pay for Mr. Bush over the course of the year.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN TO ACCEPT STAFF'S RECOMMENDATION AND DENY MARVIN BUSH'S REQUEST FOR AN ADJUSTMENT TO STEP 4 OF THE STREET MAINTENANCE III WAGE GRID, EFFECTIVE JANUARY 5, 2021

Committee Chair Johnson stated again, this is not about the money or the value of Mr. Bush as an employee. He indicated this position was posted for new applicants and technically, Mr. Bush is a new hire to the position.

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

MOVED AND SECONDED BY ALDERMEN STUNEK AND ERICKSON TO REJECT STAFF'S RECOMMENDATION AND APPROVE MARVIN BUSH'S REQUEST FOR AN ADJUSTMENT TO STEP 4 OF THE STREET MAINTENANCE III WAGE GRID, EFFECTIVE JANUARY 5, 2021.

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

Request Approval of Lease Agreement with Office of Congressman Pete Stauber - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE LEASE AGREEMENT FOR THE OFFICE OF CONGRESSMAN PETE STAUBER AS PRESENTED.

Consider Tentative Agreement for IBEW Administrative Support 2021-2022 Union Contract Terms – Adopted by Resolution No, 05:21

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN, DULY CARRIED, TO APPROVE THE 2021-2022 TENTATIVE AGREEMENT SUMMARY AND SUPPORTING DOCUMENTS BETWEEN THE CITY AND IBEW LOCAL NO. 31 (ADMINISTRATIVE SUPPORT) AS PRESENTED.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO ADOPT A RESOLUTION SETTING THE IBEW LOCAL NO. 31 (ADMINISTRATIVE SUPPORT) UNION WAGES FOR 2021-2022.

RESOLUTION NO. 05:21

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.

Clarification Regarding Employee Policy Manual Step Advancement for New Hires - Approved

Committee Chair Johnson explained because the hire date and performance review date took place in two different years, the language in the employee policy manual indicates the step advancement for City Administrator Bergman would not take place until January 1, 2022. He indicated the language in the employee policy manual is ambiguous, and City Administrator Bergman should be placed at Step 2 effective January 1, 2021.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN, DULY CARRIED, TO APPROVE CITY ADMINISTRATOR BERGMAN'S STEP ADVANCEMENT TO STEP 2 OF THE CITY ADMINISTRATOR WAGE GRID EFFECTIVE JANUARY 1, 2021.

Update on Acting Police Chief Examination Process - Approved

Committee Chair Johnson stated the Police and Fire Civil Service Commission met and conducted the Acting Police Chief interview process on February 12, 2021. He said there was one certified candidate to serve as the Acting Police Chief for longer than 30 days and the recommendation is to appoint Acting Police Chief Bestul for 2021.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPOINT ACTING POLICE CHIEF BESTUL THROUGH 2021.

Adopt Resolution Declaring the Official Intent to Reimburse Certain Expenditures from Proceeds of Bonds to be Issued by the City – Ground Storage Tank Project – Adopted by Resolution No. 06:21

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN TO ADOPT A 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.

The Chair recognized Todd Wicklund, finance director at Brainerd Public Utilities (BPU), who gave a brief update of the storage tank project. He indicated the two storage tanks will be compartmentalized inside the new building.

RESOLUTION NO. 06:21

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.

Consideration of Crow Wing Historical Society Donation Request – Approved

Committee Chair Johnson indicated the recommendation is to donate $500 to the Crow Wing Historical Society for 2021, as a donation request was not received last year.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE A $500 DONATION TO THE CROW WING HISTORICAL SOCIETY TO BE PAID OUT OF THE SPECIAL PROJECTS BUDGETED LINE ITEM.

Safety & Public Works Committee Report

Request to Authorize Improvement 21-01 and 21-05 – 2021 Seal Coat Project Competitive Bidding – Approved

MOVED AND SECONDED BY ALDERMEN O'DAY AND PRITSCHET, DULY CARRIED, TO APPROVE THE COMPETITIVE BIDDING PROCESS FOR IMPROVEMENTS 21-01 AND 21-05 – 2021 SEAL COAT PROJECT AND 2021 PARKING LOT SEAL COAT PROJECT.

Update on Highway 25 Bridge Replacement Aesthetics Treatments – Informational

Mayor Badeaux gave a brief explanation and update of the aesthetics being considered for the MnDOT Highway 25 bridge project taking place in 2025.

Update on Improvement Project 19-02 – 2022 Cuyuna Lakes State Trail Construction Project - Approved

MOVED AND SECONDED BY ALDERMEN O'DAY AND ERICKSON, DULY CARRIED, TO AFFIRM THE PROPOSED ALIGNMENT AND MOVE FORWARD WITH THE PLANNING AND DESIGNING OF THE TRAIL INCLUDING ALTERNATE ROUTES.

City Engineer Sandy gave an update of the preliminary design phase of the project being planned with SEH and the MnDNR. He stated there is the possibility of exceeding the $1,100,000 DNR funding the City was awarded for the trail construction and connection, but there are safeguards in place. He explained details of the final design and next steps.

Request to Approve Geotechnical Services Agreement with Braun Intertec for Improvement 19-02 – Cuyuna Lakes State Trail Construction - Approved

MOVED AND SECONDED BY ALDERMEN O'DAY AND PRITSCHET, DULY CARRIED, TO APPROVE GEOTECHNICAL SERVICES WITH BRAUN INTERTEC FOR IMPROVEMENT 19-02 – CUYUNA LAKES STATE TRAIL PROJECT IN THE PROPOSED AMOUNT OF $13,900 TO BE PAID FROM THE MNDNR FUNDING RECEIVED.

Committee Chair O'Day explained Braun Intertec proposes seven borings throughout the alignment to analyze soil conditions. He stated this procedure needs to be done while the ground is frozen.

Affirm Competitive Bidding for Street and Sewer Addition Project - Approved

MOVED AND SECONDED BY ALDERMEN O'DAY AND ERICKSON, DULY CARRIED, TO AFFIRM THE COMPETITIVE BIDDING 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 P.M.

Unfinished Business

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

Consideration of Appeal – 705 19th St. SE Rental License Administrative Decision - Approved

City Attorney Langel indicated a letter was issued to the property owner stating the rental license had lapsed for over one year and could not be reissued per ordinance due to nonconforming use. Community Development Director gave a brief explanation of the determination to deny the rental license for noncompliance with the City of Brainerd Zoning Code.

The Chair recognized Mr. Brad Person, who is representing the property owner. He indicated under state statute, there are two definitions of protective nonconformity: the use and the structure. He said the use is not being debated, however, the building was built as a duplex and the structure has not changed.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN, DULY CARRIED, TO AFFIRM THE DECISION BY COMMUNITY DEVELOPMENT DIRECTOR CHANSKI TO DENY THE RENTAL LICENSER OF 705 19TH ST SE AND DIRECT STAFF TO DRAFT THE FINDINGS AND PRESENT WITH A RESOLUTION AT THE MARCH 1, 2021 MEETING.

Adopt Resolution Supporting the Payment Local Government Aid (LGA) on Time and In Full – Adopted by Resolution No. 07:21

Finance Director Hillman explained the Coalition of Greater MN Cities is highlighting different legislative topics in the month of February that impact Minnesota cities and adopting a resolution is one way to support the efforts of the Coalition. Mayor Badeaux stressed the

importance of Local Government Aid and the need for residents to familiarize themselves with LGA and what it means to cities in Minnesota.

MOVED AND SECONDED BY ALDERMEN O'DAY AND JOHNSON TO ADOPT A RESOLUTION TO SUPPORT THE PAYMENT OF LOCAL GOVERNMENT AID (LGA) TO BE PAID ON TIME AND IN FULL.

RESOLUTION NO. 07:21

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.

Adopt Resolution Certifying Brainerd as a Telecommuter Forward! Community – Adopted by Resolution No. 08:21

City Administrator Bergman gave a brief explanation of the program created by the Department of Employment and Economic Development (DEED), which promotes the availability of telecommuting options.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO ADOPT A RESOLUTION IN SUPPORT OF TELECOMMUTING OPPORTUNITIES AND THE TELECOMMUTER FORWARD! CERTIFICATION.

RESOLUTION NO. 08:21

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 First Reading – Proposed Ordinance No. 1514 – Repealing Section 905 and Amending Section 1400 of the City Code - Approved

Community Development Director Chanski gave a review of the recent re-organization of the Parks Department. He stated that staff is recommending the City Tree Inspector position be assigned under the Community Development Department, rather than the Parks Department. Assistant Planner Kramvik is an experienced landscape architect and Recreation Coordinator Kaufman could focus on sporting events and park education. Assistant Planner Kramvik will also manage the Model Communities Targeted to Slow the Spread of EAB grant received in 2020.

MOVED AND SECONDED BY ALDERMEN ERICKSON AND PRITSCHET, DULY CARRIED, TO DISPENSE WITH THE ACTUAL READING AND HOLD THE FIRST READING OF PROPOSED ORDINANCE NO. 1514; AN ORDINANCE REPEALING SECTION 905 IN ITS ENTIRETY AND AMENDING SECTION 1400 OF THE BRAINERD CITY CODE.

Set Joint Economic Development Authority (EDA) and City Council Workshop - Approved

Community Development Director Chanski indicated the EDA has made strategic planning a priority for 2021. He stated staff would like the City Council and EDA meet to discuss their relationship in a workshop setting.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND O'DAY, DULY CARRIED, TO HOLD A CITY COUNCIL AND EDA WORKSHOP ON MARCH 8TH, 2021 AT 5:00 P.M. IN THE FIRE DEPARTMENT TRAINING ROOM.

Public Forum

The Chair opened the public forum at 8:50 p.m.

No one came forward.

The Chair closed the public forum at 8:51 p.m.

Staff Reports

Community Development Director Chanski announced the monthly Planning Commission meeting is taking place tomorrow at 6:00 pm and the Parking Commission will be meeting on Thursday at 4:00 pm.

City Administrator Bergman indicated the Destination Downtown Business Coalition met last week and have many great ideas. She said safety was a topic of concern and there may be some ideas brought to Council in the future.

Mayor's Report

Mayor Badeaux stated he is impressed with the Parking Commission and the goals they are working on. He thanked the Council for the change of delegation of the City Tree Inspector to the Community Development Department.

Council Member Reports

Council Member Erickson attended the Planning Commission workshop last week and will be attending the Northland Arboretum and Fire Advisory Board meetings next week.

Council Member Pritschet announced school was back with in person learning today and reminded everyone to be kind.

Council Member Johnson stated he will be attending the BPU and HRA meetings next week and the EDA canceled the February meeting but is scheduled to meet March 4th.

Council Member Bevans indicated the Northside Association residents met last week and the Charter Commission will be scheduled for March 3rd.

Council Member Bevans requested the March 1st Council meeting include an agenda item for the Conduct on Premises Review be returned to the City Council for action. He stated that this should be brought to Safety & Public Works to complete since the Rental Housing Ordinance Review committee has been reviewing it for a few years.

Adjourn to Closed Session Pursuant to MN Statutes 13D.03 to Discuss Labor Negotiation Strategy – 8:57 p.m.

The Council reconvened at 9:03 p.m.

MOVED AND SECONDED BY ALDERMEN STENGLEIN AND STUNEK, DULY CARRIED, TO HAVE COUNCIL MEMBER JOHNSON REPRESENT THE COUNCIL AT THE MARCH 4TH, 2021 MEDIATION SESSION WITH THE IBEW LOCAL 31 BPU UNION.

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 – 9:04 p.m.

The Council reconvened at 9:07 p.m.

MOVED AND SECONDED BY ALDERMEN STENGLEIN AND PRITSCHET, DULY CARRIED, TO ADOPT THE TERMS OF THE SETTLEMENT WITH TOM'S BACKHOE AS PRESENTED.

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 – 9:08 p.m.

The Council reconvened at 9:21 p.m.

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 – 9:22 p.m.

The Council reconvened at 9:42 p.m.

The Chair adjourned the meeting at 9:42 p.m.

_____
Jennifer Bergman
City Administrator

Contractor List

02/24/2021

Contractor Name	Address	Local License #	Licensee Type
ACORN HOME SERVICES LLC MARK OAKS	14075 OX CART TRL (218) 251 4814	2021-0030	General Commerical
COMMAND AND CONTROL CONSTRUCTION ERIC CARD	25146 28TH AVE S (701) 412 8797	2021-0029	General Commerical
DARWIN'S HEATING & AIR CONDITIONING LLC DARWIN SYLVESTER	25733 SUNSET VALLEY ROAD (218) 330 7682	2021-0050	Mechanical
GARTH TRETTER TRUCKING Garth Tretter	15461 IRONWOOD LN (218) 829-7645	20-0091	Subs-sewage Treatment Syst
QWEST CORPORATION DBA CENTURY LINK SARAH SMITH	4658 HEATHERWOOD RD (651) 312-7087	2021-0002	Underground Cable
SIGNCRAFTERS OUTDOOR Gary Johnson	1517 94th LN NE (763) 571-2995	2021-0009	Sign Erector
UPLAND ADVERTISING & DESIGN LLC Joshua Johnson	21683 CAMPBELL LAKE RD (218) 828-9435	2021-0007	Sign Erector

Totals: 7

Population: All Records
Licensee.LocalLicenseNumber Starts With 2 AND
Licensee.DateRegistered Between 2/11/2021 12:00:00 AM AND 2/24/2021 12:00:00 AM

2020

ANNUAL REPORT
Brainerd Fire Department

A Message from the Fire Chief

2020 presented us with many challenges as we learned new ways of doing things differently. Through all of it we learned that we are adaptive, flexible, and always willing to do what is needed to serve the community. The men and women of the Brained Fire Department have remained committed to providing the highest quality of service. Our annual report is a summary of all the great work we were able to accomplish despite many challenges.

Brainerd Fire Department continues to work closely with our public safety partners, community health, and the hospital systems to be sure we all have the supplies and resources needed to thrive during these challenging times. Through collaboration with local and regional partners, we are able to assure the community we are there for them in their time of need.

Despite the unusual circumstances of 2020, we were able to do great things to continue to strengthen our department and the service we provide. Brainerd Fire Department launched PulsePoint throughout all of Crow Wing County. PulsePoint is an app that empowers everyday citizens to possibly save someones life with CPR and the use of an AED. PulsePoint alerts citizens using the app of "CPR Needed" if they are within two miles of the incident and also provides a map of nearby AED's. This technology increases the survivability of a victim of a sudden cardiac arrest. The PulsePoint project is totally funded by donations from the community. We are proud to be the leaders of such a great resource to our community.

We added an additional four Paid on-Call Firefighters in 2020, which brings our department to 40 employees. Brainerd Fire Department consists of 3 full time staff which includes the Fire Chief, Deputy Chief / Fire Marshal, and Fire Administrative Specialist, along with 37 Paid on-Call Firefighters.

Training took on a different look in 2020 with the move to more online and virtual training programs. We were able to stay current and up to date on our knowledge and skills despite these changes. We implemented a physical fitness standard for all firefighters which will be implemented over a three-year period. Firefighter health and wellness remains one of our top priorities.

I am extremely proud to represent such a professional and dedicated department. Together we are privileged to serve the Brainerd Fire Department and the communities we protect.

Tim Holmes, Brainerd Fire Chief

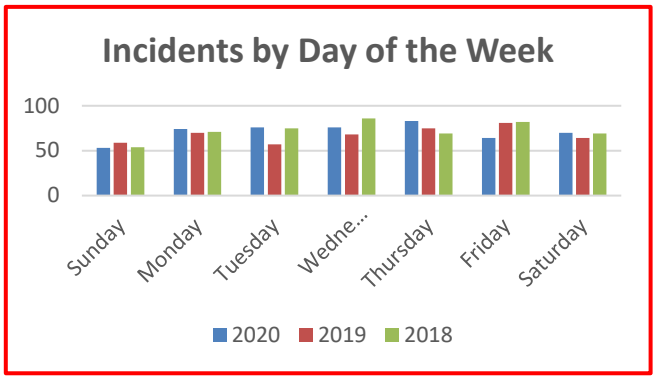
Emergency Response

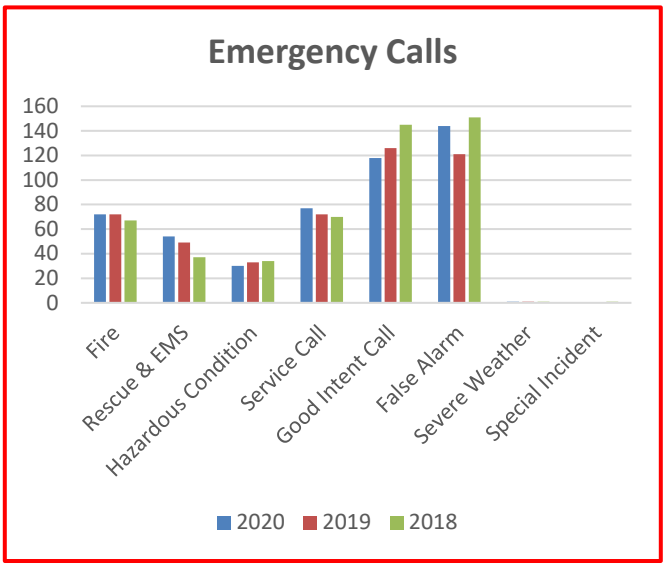
Brainerd Fire Department has a coverage area of 260 square miles, with a population of over 33,000 permanent residents. This coverage area includes the City of Brainerd, the City of Baxter and townships: Crow Wing, Long Lake, Nokay Lake, Oak Lawn, St. Mathias and Unorganized / 1st Assessment. Average response time for Engine 3 with emergency response for 2020 was 5.37 minutes.

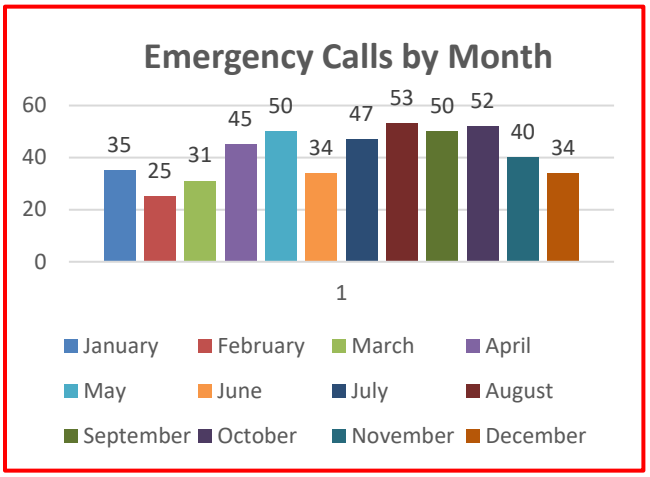
Critical infrastructure incudes regional medical centers, numerous government buildings, regional airport, public and private schools, community college, two race-tracks, Burlington Northern Railroad, MN DNR tanker base station, civic center, and multi-story structures, including a twelve-story apartment building, nursing homes, downtown buildings placed on the National Register of Historic Buildings and water parks. The coverage area also includes four major state highways. Fifty percent of the fire district is agricultural or wildland, ten percent is used for commercial purposes and forty percent is residential.

A Fire Advisory Board, consisting of representatives from every city and township in the coverage area meets quarterly for department updates.

Incident Type	Count	Percent of Total
Fire	72	15
Rescue & EMS	54	10.8
Hazardous Condition	30	6
Service Call	77	15.4
Good Intent Call	118	23.7
False Alarm	144	28.9
Severe Weather	1	.2
Total	496	







Emergency Response

Brainerd Fire Department has mutual aid agreements with 29 regional fire departments which protect 4,000 square miles. The Department is an active member of the Cuyuna Range Fire Chiefs and Firefighters Association and the Emergency Management Assistance Compact, which provides mutual aid between states during times of disaster.

Mutual Aid Given	Count
Little Falls	3
Nisswa	1
Pillager	1
Emergency Management Assistance Compact (aid given to Becker, Minneapolis and Oregon)	4
Mutual Aid Received	**Count**
Little Falls	1
Nisswa	2

Emergency Response by City / Township

City of Brainerd

Incident Type	Count
Fire	19
Rescue & EMS	21
Hazardous Condition	17
Service Call	54
Good Intent Call	60
False Alarm	67
Severe Weather	1
Total	239

City of Baxter

Incident Type	Count
Fire	14
Rescue & EMS	9
Hazardous Condition	6
Service Call	7
Good Intent Call	23
False Alarm	55
Severe Weather	0
Total	114

Crow Wing Township

Incident Type	Count
Fire	7
Rescue & EMS	1
Hazardous Condition	1
Service Call	4
Good Intent Call	7
False Alarm	2
Severe Weather	0
Total	22

Long Lake Township

Incident Type	Count
Fire	3
Rescue & EMS	7
Hazardous Condition	1
Service Call	1
Good Intent Call	2
False Alarm	2
Severe Weather	0
Total	16

Nokay Lake Township

Incident Type	Count
Fire	5
Rescue & EMS	0
Hazardous Condition	0
Service Call	0
Good Intent Call	4
False Alarm	2
Severe Weather	0
Total	11

Oak Lawn Township

Incident Type	Count
Fire	5
Rescue & EMS	4
Hazardous Condition	1
Service Call	1
Good Intent Call	8
False Alarm	3
Severe Weather	0
Total	22

St. Mathias Township

Incident Type	Count
Fire	0
Rescue & EMS	0
Hazardous Condition	1
Service Call	0
Good Intent Call	1
False Alarm	0
Severe Weather	0
Total	2

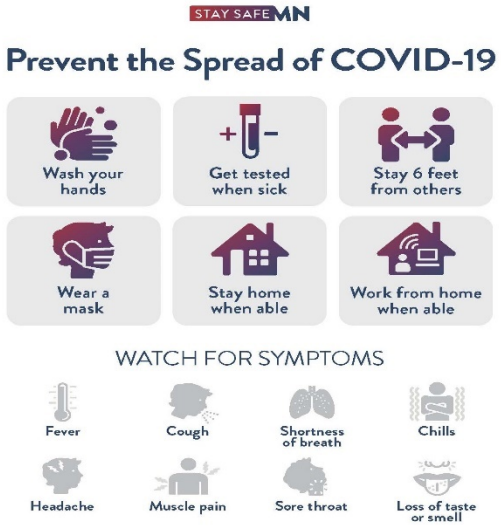
Unorganized / 1st Assessment

Incident Type	Count
Fire	19
Rescue & EMS	12
Hazardous Condition	3
Service Call	1
Good Intent Call	13
False Alarm	13
Severe Weather	0
Total	61

Emergency Management

Emergency Management is an important part of public safety in the City of Brainerd. Fire Chief Holmes is the Emergency Management Director for the City of Brainerd and has built a positive working relationship with Crow Wing County Emergency Management. This relationship is key for both planning and emergency incident response.

Early in 2020 at the start of the COVID-19 pandemic, Brainerd Fire Department lead the City of Brainerd in the development of a Continuity of Operations Plan (COOP). COOP plans address how the city will continue to provide mission critical functions in the event of an emergency, including a pandemic. The plan has proven to be very helpful in understanding available and needed resources and what is required to keep the city running.



Along with the COOP, the City of Brainerd developed a COVID-19 Preparedness Plan. The goal of the plan was to mitigate the potential for transmission of COVID-19 in our workspace and community. This plan was updated throughout the year.

CROW WING COUNTY ALERT

The City of Brainerd participates in Crow Wing County ALERT. Crow Wing County ALERT is a mass notification system through Everbridge to inform our residents of immediate emergency alerts and optional community information.

PulsePoint

Brainerd Fire Department was the leader in bringing PulsePoint to Crow Wing County in 2020. This project has been fully funded by donations from businesses and community groups in the Brainerd Lakes area.

PulsePoint is a mobile app that empowers everyday citizens to assist someone suffering from a sudden cardiac arrest, and possibly save someone's life. PulsePoint also identifies AEDs in the community so they can be accessed in the event of a cardiac emergency.

Training

Due to Covid-19, training looked different in 2020. Hands-on training opportunities were hampered and distance learning venues were used. The department trained 2,406 hours in 2020. Of these hours, 217 hours involved online training.

We started the Road To Resilience from the First Twenty program in December sponsored by Crow Wing Energize with funding from Sourcewell. This program focuses on overall health and wellness. We are excited about this opportunity to be part of this program.

Brainerd firefighters fill many different roles to protect the community. Firefighters are all certified Firefighter I and II and train in various topics, including Medical Response, Auto Extrication, Rescue, Fire Control and Suppression, Hazardous Materials, OSHA, Incident Command System, Pumping, Fitness, Tactical Operations, Aircraft Rescue Fire Fighting, Truck Operations, Emergency Driving, SCBA, Ladders, Ventilation and Confined Space.

Certification training and refresher training is conducted annually. Firefighters, Captains and Battalion Chiefs all have minimum training requirements for their positions.

Certification Training	Certified Firefighters
Aircraft Rescue Fire Fighting	25
Emergency Medical Paramedic	1
Emergency Medical Responder	16
Emergency Medical Technician	17
Fire Apparatus Operator	24
Fire Inspector	10
Fire Instructor	22
Fire Investigator	2
Fire Officer	16
Hazardous Materials	25
Youth Fire Prevention Intervention	2

Fire Inspections

Fire prevention ensures all development projects meet the applicable life safety codes. We strive to keep the community safe through plan review and operational permits. 2020 brought additional occupancy level inspections due to Covid-19. The year also included various inspections with the ISD 181 building renovation and new construction.

Annual inspections are conducted for license requirement within the coverage area. These include family child care and foster care, liquor establishments, filling stations, second-hand good establishments and pawnbrokers, second-hand automobiles, and tobacco sale establishments.

Fire permits require a fire inspection within the coverage area. These include fire suppression systems, exhibition and trade shows, fairs and temporary membrane events, fireworks displays and sale of consumer fireworks, and above ground / under ground tank permits. Knox boxes are also monitored by the Brainerd Fire Marshal.

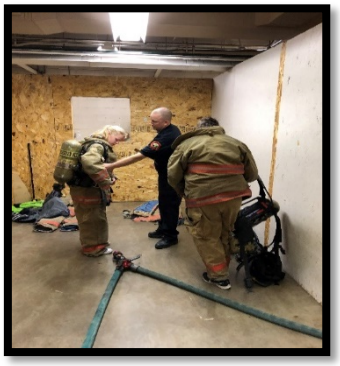
Type of Inspection	2020 Total
Child Seat Safety	4
Commercial Kitchen Exhaust Cleaning	72
Construction and Plan Review	18
Family Day Care / Foster Care	9
Fire Alarm Permit and Testing	201
Fire Safety	41
Fire Pump	10
Hood Suppression and Installation	161
Knox Box Installation	27
Licensing / Permits	62
Paint / Spray Booth Suppression	4
Rental Housing	2
Special Suppression	12
Sprinkler Annual and Review	239
Tank Install / Removal	2
Tier II Reports	21
Total	**885**

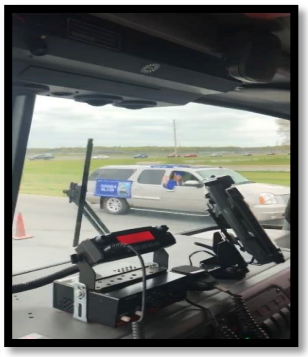
Activities

Brainerd Fire Department received three grants in 2020 enabling the purchase of extrication equipment, rescue equipment and firefighter personal protective hoods. Thank you to Firehouse Subs, CenterPoint Energy and Compeer Financial for these opportunities.

The Minnesota Board of Firefighter Training and Education reimbursed Brainerd Fire Department $16,730 for training expenses. The department received $3,500 in general donations and $5,000 in local corporate donations for Fire Safety / Public Education materials. Brainerd Fire Relief Association donated $13,308 towards the purchase of an insulation vacuum and trailer. This equipment will assist in the removal of insulation from attics, sidewalls and crawl spaces after fire, water or smoke damage.

Firefighters were able to safely participate in the CLC Exploration Day in early March with more than 2,800 students attending. Firefighters also participated in the Brainerd High School graduation event at BIR. Several firefighters participated in the 9/11 Stair Climb event. Firefighters and their families participated in the annual Thanksgiving Meal delivery.





Brainerd Fire Department participated in the statewide Homemade Mask drive and collected 764 masks from the community in April. The masks were distributed to congregate care facilities throughout our community.

In early June we took delivery of our new aerial apparatus, Tower 20. Brainerd firefighters were joined by their families to ceremonially push the truck into the station.

Fire Safety Education

Our Fire Safety Prevention program saw a reduction in public education events after February due to the Covid-19 pandemic safety concerns for the community and firefighters. Large annual events such as the annual fire safety open house and our outreach program to area schools and preschools was not held in 2020.

Type of Public Education	2020 Total Population Reached
Adults	3,173
Children; Schools and Day Cares	450
Fire Extinguisher Training	25
Total	**3,648**

Fire prevention methods focused on social media and other safe ways to safely educate the public.

The fire prevention theme for the 2020 was Serve Up Fire Safety in the Kitchen, focusing on staying in the kitchen while cooking.

Leadership

Tim Holmes
Fire Chief
5 years

Dave Cox
Fire Marshal / Deputy Chief
4 years

Elaine Kraemer
Administrative Specialist
19 years

Daryl Rubbelke
Battalion Chief
28 years

Joe Rubado
Battalion Chief
24 years

Jeff Schellin
Squad 1 Captain
19 years

Rahn Findlay
Squad 2 Captain
7 years

Matt Holmstrom
Squad 3 Captain
14 years

Joe Enge
Squad 4 Captain
12 years

James Norwood
SQUAD 5 CAPTAIN
7 YEARS

Firefighters

Josh Smith
18 Years

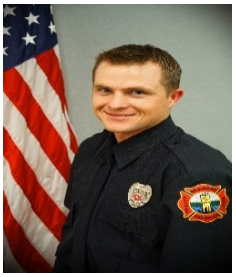
Todd Johnson
17 years

Dennis Howard
15 years

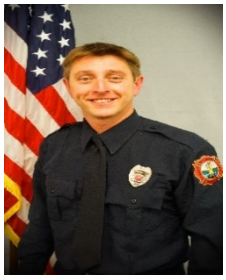
LaWayne Mann
15 years

Cory Zeien
15 years

Jay Bautch
14 years



Joel Jacobson
12 years



Dave Read
12 years

Sam Marohn
11 years

Jeremy Powell
11 years

Greg Amundson
9 years

Chris Groenwold
9 years

Jonathan LeMieur
9 years

Brian Kargel
7 years

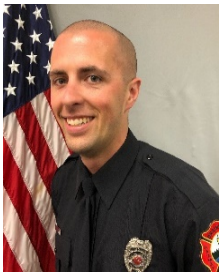
Andrew Bickel
7 years

Josh Stangel
5 years

Erik Flowers
4 years

Nick Haglin
4 years

Steve Isle
4 years



Paul Rosier
2 years

Katie Grimsby
2 years

Chris Wallace
2 years

Clint Headley
1 year

Erik Hidalgo
1 year

Matt Ingman
1 Year

Robert Kramer
1 Year

Drew Beeson
Newhire

Randy Kalis
Newhire

Rick Lee
Newhire

Henry Praska
Newhire

Highlights

Promotion

James Norwood to Squad 5 Captain

Newly Hired

Drew Beeson

Randy Kalis

Rick Lee

Henry Praska

Retirement

Captain Barry Sell

17 Years of Service

Firefighter of the Year

Captain Jeff Schellin

Apparatus

Engine 2

Engine 3

Engine 4

Tender 1

Tender 3

Tender 4

Tower 20

Rescue 2

Zodiac Boat

Fire Chief

Deputy Chief / Fire Marshal

Mission and Vision Statement and Core Values

Mission

Brainerd Fire Department is an all-hazard fire department dedicated to providing quality, timely and professional emergency services to the communities we serve. Respecting each other through trust, pride, diversity, integrity and training. Working together to achieve the highest levels of preparedness, prevention and community involvement with a dedication to purpose.

Vision

Brainerd Fire Department will be recognized in our community and region for consistent rapid response using state of the art equipment and tactics. Brainerd Fire Department is committed to employee growth and development. We will provide a supportive environment promoting physical and mental fitness that allows for growth and competence in the ever changing demands of the fire service. Brainerd Fire Department will strive to become a leader in interagency collaboration and partnership by providing necessary resources and sharing information.

Core Values

Honor – We are loyal, proud, and respectful of our profession, our leaders, our unit, our department, and the people we serve.
Integrity – We are honest, reliable and adhere to high moral standards. We demonstrate and encourage the highest ethical behavior. Our word is our bond.
Cooperation – We work together as a 'team' and assist each other. We constantly seek opportunities to make improvements in our jobs, support new ideas, encourage partnership and develop positive working relationships with cooperators. Together we are stronger.
Professionalism – We strive to be the best at what we do. We perform our jobs with the highest degree of skill and competency. Our appearance and conduct promotes confidence and trust from the public, other departments, and agencies we work with.
Innovation – We recognize and understand the constancy of change in our community and industry impacts our business daily. We are committed to seeking out and implementing innovation and progressive thinking to address change effectively and efficiently, benefitting those we serve.
Trust – We trust one another to prepare in such a way that puts the safety, effectiveness, and reputation of our department first.

History

Brainerd Fire Department was organized February 13, 1872 in Askews Billiard Hall, with 37 men paying one dollar each to belong. The only source of water in town was three town wells. The usual manner of fighting a fire was with a bucket brigade in which pails of water was passed from hand-to-hand down the line of men to the fire. In 1885, a two-story frame fire station was constructed at the north end of South Fifth Street. In the early 1890's, a team of iron grey horses was purchased. The equipment was arranged in such a way that at the sound of the alarm, the team would come out of its stall, be harnessed and hitched to the wagon, often times in less than a minute after the alarm sounded. Horses were used for 20 years.

In 1914, a new fire station was constructed on Fifth Street, next to City Hall. A new fire truck was purchased in 1915.

The current fire station located at 23 Laurel Street, was constructed in 1982. In 2004, a substation was built at 1301 Mill Avenue and a training room addition was added to the main station.

Brainerd Fire Department

To: Mayor and City Council

From: Tim Holmes, Brainerd Fire Chief

Date: February 25, 2021

Re: February Activity Report

February has been a very busy month. With the extreme cold temperature for a few weeks, we responded to a large number of weather-related incidents including automatic sprinkler line breaks, carbon monoxide related incidents, and crashes. We hope the extreme cold weather is behind us now as we start to look forward to a great spring.

We were able to complete our CPR and EMT refresher training following COVID-19 guidelines. We also had our annual firefighter physicals and hearing tests. Several of our newer firefighters completed their EMR (medical) training and have now completed all their required training. We have our last new hire completing his Firefighter I and II training over the next couple months. We are looking forward to increasing our training over the next few months as we work to get back to a new normal.

FM / DC Cox is assisting businesses with occupancy and other code related questions. He also conducted several walkthroughs of the new construction projects in our area.

A special thanks to Fire Administrative Specialist Kraemer for preparing our 2020 annual report.

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

Structure Fire	1
Medical Assist	1
Vehicle Accident with Injuries	6
Gas Leak	1
Assist Other Governmental Agency	1
Good Intent, Public Service	3
Smoke Scare	3
Alarm System Activation	15
Canceled Enroute	9
Carbon Monoxide Alarm	6
Total	**46**

City of Brainerd Incident Report

Gas Leak	1
Assist Other Governmental Agency	1
Good Intent, Public Service	1
Smoke Scare	1
Canceled Enroute	7
Alarm System Activation	5
Carbon Monoxide Alarm	2
Total	**18**

PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
JANUARY 26, 2021 PARK BOARD MEETING

Recreation
Youth and Adult Pond Hockey Program was cancelled and refunded due to low enrollment.

Adult softball programming and soliciting to teams for registration will commence before next park board meeting. Historically, we have allowed those who signed up last summer first chance to sign up before opening to new teams. Our returning team deadline will be Friday, March 5, 2021. New teams may enroll March 8, 2021. At this time, staff is not suggesting any registration fee increases for adult sports.

Community Ed & YMCA Contract details

- Logistical meeting with YMCA took place on January 6, 2021
- Pre-purchased 2020 uniforms were delivered to YMCA and Community Ed for 2021 using on January 22, 2021.
- Logistical meeting with Community Ed, Joe Pohlkamp will take place January 22, 2021.

Brainerd Baxter Baseball Association
Our website has been updated to forward all users to the BBBA for registration. At the last meeting they discussed adding a 9U state qualifier. We would be happy to add that to our website for the association. Staff would like to develop a contract with the BBBA to better set-in stone reservation of fields, invoice payment reception for maintenance services, concession services requested, and whether they will need to pay to reserve our fields for their tournaments.
Their functioning website is: https://www.brainerdbaxterbaseball.com/

Warming Houses
Warming House attendants were hired on January 20 and trained on January 21, 2021.
Emails to those who were not selected for employment were sent on January 22, 2021.
Warming Houses will be open from January 25 through March 7, 2021 weather permitting. Free skate loaning system will be up and running. Warming houses may only serve 25% capacity at any given time. This amounts to 6 individuals for Gregory and Mill Avenue and 4 individuals for Bane Park. Signs will be made and placed at parks for policy and covid-19 guidance.

Warming house hours will be as followed:
Monday – Friday 4:00 -8:00 p.m.
Saturday 12:00 p.m. – 8:00 p.m.
Sunday 1:00 p.m. – 7:00 p.m.

Skating Rink Condition Reporting
We have created a Rink Condition Reporting system where staff connects with maintenance staff daily on quality of ice. We will post via social media the quality of ice on scale of Good, Fair, or Poor for each of our rinks. Idea is to inform those traveling so they do not waste time if rinks are not in skating shape.

Dog Park
It was reported there may be some illness related to the dog park. A community member claimed their dogs got sick (vomiting/diarrhea). After speaking to the Vet that inspected said community member's dogs, the illness is bacterial not serious virus/toxicity related. I have sent out some feelers in the Buster Park Facebook Group to see if there are other dogs that visited the left side of the dog park within the 1/10- 1/19 timespan and are also experiencing similar side effects.

Special Events
The Valentine's Day Skating Party will be cancelled this year due to current governor guidelines.

Staff will begin to brainstorm a way to have the Brainerd Easter Egg Hunt, under several scenarios of possible government guidelines.

Maintenance Report
Being this is my first report, I would like to start off by saying that I am truly excited to be serving the Park Board in this capacity. I am excited for this opportunity to serve you all and to help assist in making our parks something we can truly be proud of. Please feel free to reach out to me at any time with questions, recommendations, concerns, or anything else that could help me with this transition.

In the past month since December 18th, I have been slowly trying to wrap my head around the needs of the park system by touring each park multiple times. I have been through each park 3-times since I started in this role, once each with Katie, Troy, and Park Board member Yeager. This brought to light the issues that you all have seen within the parks as it is identified in the Park Board's review of each park. In short, I believe we have made a lot of headway, but we also have a lot more to do. I am excited to do this with you.

Memorial Park
Before my time in this role, I was involved some with the process to select the consultant engineer's working on the design, plans, and specifications of Memorial Park. It is great to see how far it has come since that time. Since the last time we talked about this project at the Park Board meeting, I have been working with the consultants and some utility coordination with BPU, getting familiarized with the plans and specifications, along with working with Emily Noble, Meta Mandich, and the consultant engineers on how to incorporate the splash pad along with the corresponding donor recognition items. We have been working on an area adjacent to the splash pad for these items for recognition including a column with donor names to ensure they are recognized for their contributions to the construction of the splash pad. Because of the up to $100,000 match provided in the 2021 budget provided by the City Council and all the donations received and that continue to be received, this addition to Memorial Park should be a 100% go in 2021 along with the construction within the park. The schedule for this project is currently to start construction in early May, with substantial and final completion in September.

Proposed Work Session with the Park Board
The Park Board members have all taken a lot of their own time to put together a detailed list of needs and priorities to be considered in each park for future budgeting, both from a capital and maintenance expenditure standpoint. To further this evaluation, along with the evaluations done by staff, I am proposing a work session to strategize and prioritize capital and maintenance expenditures in the future. The intent of this session would be to help me formulate the future capital plan using the culmination of all the data collected by staff, Park Board members, and the facility study performed by WSN.

This work sessions will evolve as we go, but I intend on formulating a survey with all the needs identified in each park from these data sources. This survey will prioritize what each Park Board member feels is the most important in each park, along with imagining the future of each park. From this survey and work session, staff would create the new 30-year capital plan from this information, along with up-to-date pricing and cost estimates. This process would commence over the spring and early summer so that we are ready for the 2022 budgeting process that typically starts in July. Staff will be looking for times and dates that work for all members of the Park Bord to hold this work session and get this project kicked-off. We intend on having a small session with WSN in relation to the Lum Park Master Plan along with this prioritization session (as they tend to follow the same path).

Capital Equipment Upgrades
Since the adoption of the budget, I have been working with Troy Harris on the procurement of the capital equipment in the budget for 2021. These items include a leased vehicle (to replace an existing lease), a skid steer trailer, a new diesel mower, Buster Park gazebo replacement, beach house shingles, Triangle Park playground equipment, Gregory Park basketball court resurfacing, a stump grinder, a winter cab for our John Deere snowblower, and a security system for the College Drive bridge. Some of these items may change or disappear based upon the discussions at the Park Board work session. The need to standardize equipment, park design/maintenance, and other items within the park system became evident to me upon visiting each park.

Design Standards
Based upon some conversation I have had with staff and Park Board member Yeager, along with my own visual observations of each park, it is ever more evident that a clear and concise set of design standards is needed to guide staff in future procurement of capital and maintenance items within the parks. At the February Park Board meeting, staff will be bringing forward some examples of design standards so that the Board may review these items and possibly set up a second work session specifically revolving around this notion of standardizing.

Staff Training
You can see that the Park Board packets, agenda requests, and other items look much different than they have in the past. One of the first items we tackled as new co-workers was the use of agenda center and creating new Park Board agenda requests to help streamline the Park Board meetings. This is the format we use at City Council meetings, along with the standardized Rules of Decorum that the Council passed for all Boards and Commissions. We will continue to utilize this system, along with working with the Park Board President and Vice President to present the packets and agenda in the way they would like in the future.

Maintenance Tasks Completed Month Prior
A list (non-exhaustive) of the maintenance tasks performed in the prior month can be seen below:

- New cab installed on John Deere snowblower tractor.
- Helping the Street Department with snow events (plowing, ice control)
- Cleaning and flooding rinks daily.
- Kiosk installed at Gregory Park for Northside Association.
- Repaired vandalism at Gregory Park restroom.
- Assisted BPU in removal of downtown holiday decorations and stored in annex.
- Plowed trails, sidewalks and park areas.
- Procured and set up new skid steer trailer.

- Marked trees in various parks for removal.
- Continued garbage and dog park pickup 3 days/week.
- Had new security system installed at Gregory Park.
- Vehicles washed once/week.
- Installed new tires on plow truck.
- Prepared 2004 Ford F-150 for auction (trade in from 2020 lease).
- Purchased new Toro 72” mower.
- Prepped other items outgoing due to capital purchases in 2021 for auction.

If you have questions about the content of this report, please contact Paul or Katie at City Hall.

PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
February 23, 2021 PARK BOARD MEETING

Recreation Report

Recreation
The Brainerd Men's C/D Early Bird Softball Tournament opened for registrations. We will be accepting 12 teams; we currently have 7 registered.

Staff created a registration form for Adult Softball that can be used to help better streamline or allow mail-in registration, since we do not allow online registration because of how we structure the payment process for Adult Softball.

All Adult Softball returning teams can register up until March 12 to secure their spot. To secure their spot we ask they make a $300 deposit. March 15, new teams may sign up. This year our definition of a returning team is 5 or more returning players. Our website is in the process of reflecting all dates of play including tournament.

As a result of several highly debated post season meetings over the years we decided to go a different direction with MS1 and MS2 this year. We will be allowing 2 "C" players or 1 "A" or "B" player to be on an MS2 team. In the past we had stated MS2 teams may only have 2 MS1 players on their team. This resulted in a lot of freelancing, we also feel it was detrimental to our numbers for MS1. We will retain a list of all the A, B and C players in the State of Minnesota through USA Softball and publish that for all league teams to see so that there is full transparency.

We will be collaborating with Troy Herron to put on a 4th of July Coed Softball Tournament. Last year Troy ran a very successful tournament at St. Mathias, however St. Mathias only has 1 field. By branching out and using Memorial Park we can now expand the tournament and hopefully link it to the various events of the Brainerd Community Action 4th of July Celebration.

Community Ed & YMCA Contract details

- Both Contracts have been signed by all parties.
- We are working with both entities:
    - On what the expectation is for quarterly reporting.
    - To provide schedules/reservations of fields/spaces and maintenance expectations.
    - To create some promotional criteria for the public.

Warming Houses
It has been *unceasingly* cold. Most evenings warming house employees are closing early due to either a. The weather policy or b. They did not have a skater in hours. Not necessarily this winter, but in the future, we may look at adjusting the weather policy or the hours open. However, we are aware it's an odd year: no pond hockey, capacity limits, masks, covid-19 it might not be practical data. The warming house attendants mark down the number of skaters and the temperature each night.

Warming House Employees
Before the next Park Board meeting Recreation Coordinator will be conducting part-time seasonal employee reviews, to which we share feedback with employee and file in our parks personnel file.

Special Events
The Brainerd Easter Egg Hunt grant was approved by the Rotary Club; they will be donating $500 to be used toward purchasing candy. We will reach out to Sullivan Candy & Supply for a matching grant of $500 so we end up with $1000 worth of candy.

This year we will look to do a free registration for 3 different times.
Wave 1: 10:00 a.m. – 10:15 a.m.
Wave 2: 11:00 a.m. – 11:15 a.m.
Wave 3: 12:00 p.m. – 12:15 p.m.

Within each wave there will be 4 pods of 25 children. We will be encouraging families to sign up together. Each pod will receive a quadrant to search for eggs. Children will be asked to gather only 10 -15 eggs of one color then turn their eggs in for a candy bag. As eggs are turned in, they will be sanitized and then ready to be "re-hid" if needed.

It will be advised that participants get in and out, so that we can properly set up for the next wave. Participants will need to wear a mask and social distance during instructions. When looking for eggs it will be stated to use your best judgement.

ASCAP (American Society of Composers, Authors, and Publishers)
On January 5 we received a letter requesting we pay for a "Schedule B: Special Events" license. The rate for Special Events shall be 1% of Gross Revenue. "Special Events" means musical events, concerts, shows, pageants, sporting events, festivals, competitions, and other events of limited duration presented by Licensee for which the "Gross Revenue" shall mean contributions from sponsors or other payments received by Licensee for each Special Event.

We do not play music at our events. If we have music at our events, we have it organized by an outside entity. We used to have music playing at our baseball tournaments, however with turning it over to the BBBA we feel it is no longer necessary to pay the ASCAP licensure of $367.00/ year.

Community Service
Kaira Reese completed her contract for the property damage that occurred at Gregory Park on May 27, 2020. She was caught on camera carving her name into a park bench at Gregory Park and then lied to police when confronted. I was given notice from Dori Krueger, the Program Coordinator at Lakes Area Restorative Justice, of Kaira's completion of 10 hours of community service, a written apology to Parks and Recreation, as well as her written research report on vandalism.

Wellness Committee
As you may or may not know, I play a large roll on the City of Brainerd Wellness Committee. We work collaboratively with BPU and the Brainerd HRA to create better department-wide wellness for our staff. Our January challenge was based around Random Acts of Kindness. Our big picture mission is to help improve staff culture. We are all good people doing good things, we sometimes get so career focused we lose sight of who is working next to us. We have an online platform that supplies a ton of healthy challenges for staff. We are able to do personal challenges or a peer to peer challenge. The idea behind a wellness program is that we better the health of the organization and keep health premiums low, as well as retain excellent staff. When we apply for the Crow Wing Energized grants we will be potentially tying into our workplace wellness application with the "Community Wide Re-Think Your Drink" Campaign.

Summer Employment
Staff is working with the HR department on getting job opportunities published on Neogov (application/review website) and in the paper. We plan to share the opportunities through social media as well. We will be hiring up to two interns (one of which is reimbursed by Sourcewell). Of those two interns staff believes one of them may help supervise adult softball, special events, weekend tournaments (if needed), and help with concessions; the other intern would be potentially used for maintenance/beautification focus. Rolls may differ based on the qualifications of those whom apply. Other positions that we will be advertising for are: concession workers, seasonal maintenance workers, a custodial weekend maintenance worker, and adult softball umpires.

Maintenance Report

Memorial Park
With the approval for competitive bidding at the last meeting, staff has been working with the consultant, WSB and Associates, to get the plans and specifications out for contractors to review and submit their bids. We anticipate reviewing the bids at the March Park Board meeting. We will keep the Park Board posted on any addendums that may have to be issued through the bidding process.

Splash Pad

Staff set up a meeting with Hy-Tec and Anderson Brothers to talk over the in-kind work we are looking for at the splash pad to finish the donor area that is proposed. The meeting will be held at 1:00 PM on February 22, 2021 at Brainerd City Hall in the second-floor conference room. If the Park Board has any ideas on whom would be interested in contributing to this effort, please let Paul or Chris Sonmor know so we can reach out and invite them to this meeting to talk over logistics of this. Park Board members are also invited to attend this meeting. If it gets too large, we will move it to the Council Chambers.

Tree Inspector

The Council held the first reading of the revised ordinance which designates the duties of the tree inspector to the Community Development Department. The second reading and adoption of the ordinance is anticipated at the March 1, 2021 meeting.

Proposed Work Session with the Park Board
At the last Park Board meeting, staff reported on wanting to schedule a Park Board workshop to review the surveys completed by City Staff, Park Board Members, and the Facility Study performed in 2018 to conglomerate all the data, set priorities, and use these priorities to create the new 30-year capital improvement plan. Now that we are talking about design standards and the potential for getting these completed quickly, staff proposes holding off on this exercise until these are completed. Having a vision around what our Parks should look like will go a long way in helping us make decisions for the next 30 years, thus this document will be vital to have in hand when going through this type of process.

This work sessions will evolve as we go, but I intend on formulating a survey with all the needs identified in each park from these data sources. This survey will prioritize what each Park Board member feels is the most important in each park, along with imagining the future of each park. From this survey and work session, staff would create the new 30-year capital plan, along with up-to-date pricing and cost estimates. This process would commence over the spring and early summer so that we are ready for the 2022 budgeting process that typically starts in July. Staff will be looking for times and dates that work for all members of the Park Bord to hold this work session and get this project kicked-off. We intend on having a small session with Widseth in relation to the Lum Park Master Plan along with this prioritization session (as they tend to follow the same path).

Community Garden

Staff met with Magnus Nelson from the FFA to talk over the future of the Community Garden. The history between the Community Garden and the City is long standing, and we have had many of our own City Staff involved in the garden since its inception. With the future retirement of Kris Schubert, whom is a FFA alumni, she came to City staff to talk over the needs that the garden has long term and to brainstorm how we work together to keep the Community Garden going. During the meeting, Magnus indicated that the FFA would be willing to continue doing what they are doing at the Community Garden and using the garden as a tool to teach gardening techniques and practices to kids. The City will continue to do what we have in the past with the garden, with that being a pass through for the money collected for

plot rentals, reserving plots, passing the money on to the FFA Alumni, and doing some minor maintenance tasks at the garden such as taking out the garbage, doing some minor grading on their driveway, and other minimal maintenance tasks to help them out as needed.

One thing that staff found when we were looking into this is that the garden is not in one of our parks. It may be a conversation for a future date, but the Park Board may want to consider expanding a Park to encompass the Community Garden area so that it has, by charter, jurisdiction over the happenings at the garden.

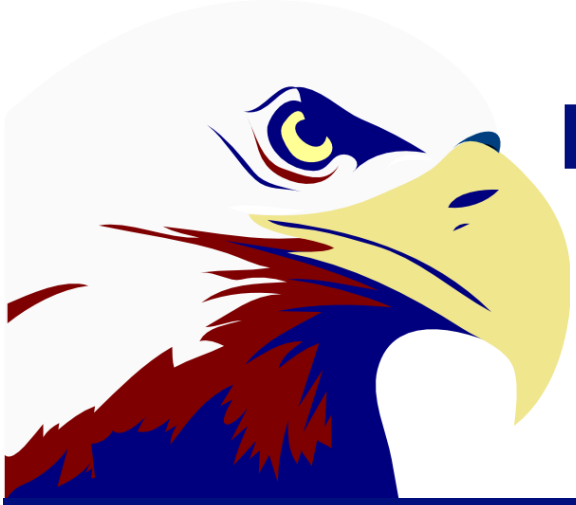
Park Dedication Funds

Kim did the final year end tie-out of the Park Dedication Fund. Total Fund balance at year end is $73,647.50. Breakdown is $34,406.38 General Fund, $3,444.45 All Inclusive Playground, $15,398.60 Memorial Park/Mill Avenue Park Facilities, $18,248.07 Mills Field, and $2,150.00 for Jaycees Park. We may want to have a brief conversation about the use of these funds, specifically, some new fences or repairs to the fences for adult softball at Memorial Park or other ideas that Park Board may have to work on some of our Park infrastructure.

Maintenance Tasks Completed Month Prior
A list (non-exhaustive) of the maintenance tasks performed in the prior month can be seen below:

- Installed spare tire and carrier on new skid trailer.
- Edged and shaved bumps on all rinks.
- Repaired and restored edging machine.
- Repaired and painted work bench.
- Cleaned/degreased misc. shop equipment.
- Cleared snow build-up around rink areas.
- Cleaned out parts washer.
- Sharpened all ice spuds.
- Washed walls of bane restrooms.
- Cleaned and emptied oil change station.
- Fixed water leak that developed in Mill restroom.
- Tied and repaired Hockey nets.
- Ordered some summer supplies.
- Broomed, cleared, and flooded all rinks daily.
- Garbage pick-up once a day.

If you have questions about the content of this report, please contact Paul or Katie at City Hall.



BRAINERD EARLY BIRD MEN'S C/D SOFTBALL *TOURNAMENT*

SATURDAY, APRIL 24, 2021

Entry Fee: $200
Location: Memorial Park, Brainerd MN.
Registration Deadline: Friday, April 9, 2021
Format: Double Elimination
Softballs: Sold on site $60/dozen or $5/ball. AD STARR TATTOO Composite

1st Place: $600 2nd Place: $300

If maximum of 12 teams is not met, payouts will be prorated down accordingly.

FOE.com AND ALL FRIED UP!

The Eagles Club: will be providing concessions. (Burgers, Brats, Beers, & etc.)
"All Fried Up" Food Truck will be serving things like: Fried Pickles & Rib Tips

All proceeds will be donated toward capital improvement to our Memorial Park Softball Fields.
Please do not bring coolers onto the premises.

Contact: Katie Kaufman, Tournament Director
kkaufman@ci.brainerd.mn.us or 218-454-3427

Brainerd Early Bird Tournament Entry Form

Mail/Deliver Entry Fee & Form To:
Brainerd Parks and Recreation
501 Laurel St.
Brainerd, MN 56401

To Register ONLINE:
Registration starts February 1, 2021
(credit card surcharges may apply)
https://apm.activecommunities.com/brainerdparks

Team Name:_____ Team Manager : _____ Phone:_____
Address:_____ City:_____ State:____ Zip:_____
Email: _____

The tournament director reserves the right to change rules, dates, locations, etc. to complete the tournament due to inclement weather or any other conditions beyond our control. The tentative rain-date if the fields/weather are unsafe will be May 1, 2021.

2021 Men's Adult Softball League Rules

BRAINERD PARKS AND RECREATION IS SANCTIONED THROUGH MINNESOTA USA SOFTBALL AND OUR LEAGUE WILL ABIDE BY THEIR RULEBOOK FOR ALL OTHER RULES THAT ARE NOT SPECIFICALLY MENTIONED OR MODIFIED BELOW.

I. Rosters/Subbing

a. New Rule* MS2 teams may have 1(one) A or B classified player **or** 2(two) C players total on their roster. They are not allowed to have 1 A player and 1 C player, 1 B player and 1 C player, more than 1 A or B player, or more than 2 C players. A list of Minnesota A, B, & C players will be provided to the teams. Everyone else who is D or under can play in any quantity on teams. If you are playing MS1 you will not be assigned a classification, those are assigned by the state. If you don't know your classification, there's a solid chance you don't have one. But, to check, go into gosoftball.com there should be current player classifications.

b. Rosters are handed out in your manager packets. It is recommended team managers fill out their roster online using www.gosoftball.com and have a printed copy to turn in first night of softball. Printed Rosters still need to have signatures next to the names to make players legal. We keep rosters in the concession stand in a binder. Players must sign a roster before they step foot onto the field. If you intend to sanction a different team than your league team, please have your tournament team on gosoftball.com and turn in a paper roster for your league team.

   a. A player can only be on one roster within their league. i.e. MS1 or MS2.
   b. If a player is not on any other roster within the league and they are "subbing" on your team; they must sign your roster before they play; "Sub" wisely. Once you sign the roster you cannot join any other team.
   c. Players must have their name written in manuscript and then a signature next to their name.
   d. Rosters will be finalized the last night of "League" play before the End of Season Tournament. You will not be able to have someone sign the roster right before the 6 p.m. game of playoffs.
   e. *NO FORGING SIGNATURES*.

c. Both Men's leagues are only allowed 1 inner league sub. The inner league sub can only be used if it is to make the game legal; being the 9th player. The inner league sub cannot be the 10th player. There are no inner league subs or additional subs allowed in the End of Season Tournament. All players that are playing in playoffs MUST be on your roster.

II. Number of Players

a. A team may start with 8 players but must end with 9 players. Teams may not bat more than 11 players.

III. Home Team

a. League Play: The "Home" team will be determined by schedule.
b. Tournament Play: High seed is "Home" throughout the tournament.
c. Championship Game of Tournament: Undefeated team is "Home" despite seed.
d. "If" game of Tournament: "Home" team is determined by a coin flip.
e. Responsibilities: The "Home" team is responsible for raking/dragging the field before the game to help eliminate the chance of a bad hop. The "Home" team at the end of the night is responsible for putting away the field equipment so that it does not get stolen.

IV. Home Runs

a. In the MS1 and MS2 League and Tournament play teams will be allowed 4 home runs. No "1 upping". In-the-park home runs do not count toward your home run limit.

V. Pitching

a. The ball shall be delivered with perceptible arc and reach a height at least 6 feet from the ground, while not exceeding a maximum height of 10 feet from the ground.
    i. A foot shall remain in contact with the pitcher's plate until the pitched ball leaves the hand. If a step is taken, it may be forward, backward, or to the side. (In special cases where the pitcher is concerned with their own safety, if "okay-ed" by both managers they may pitch from a farther distance)
    ii. Section 5- Foreign Substance: A defensive player shall not, at any time during the game, be allowed to use any foreign substance upon the ball, the pitching hand or the fingers. Under the supervision and control of the umpire, power resin may be used to dry the hands. The pitcher may wear tape on the fingers or a sweatband on the wrist or forearm of the pitching arm. Batting gloves shall not be worn on the pitching hand.

VI. Equipment

a. Softballs
    i. Teams will be provided with a season's worth of balls (2 dozen). Teams will bat their own softballs. They must use the 12" Composite 52/300 AD STARR Tattoo Softballs provided by Brainerd Parks and Recreation or purchased elsewhere. The teams may choose to use the softballs at the rate they desire. If you need new softballs because you ran out, then you will need to purchase more. $5/ball or $60 dozen.
b. Facemasks
    i. Facemasks for the infielders are recommended but not required. By signing the roster, you assume the risk of potentially taking a ball to the face and the injuries that you could incur.
c. Bats

1. The official bat made up of the knob, handle, grip, taper, barrel and end cap shall be free of burrs, dents, cracks, sharp edges, rattles and show no signs of excessive wear. The official bat may be marked OFFICIAL SOFTBALL by the manufacturer and shall be no more than 34 inches long nor exceed 38 ounces in weight. The official bat shall not be more than 2.250 inches in diameter at its largest part, including any tolerance for expansion. The official bat must bear either the 2000 Certification Mark, 2004 Certification Mark, or 2013 Certification Mark (Slow Pitch, Men's Adult Fast Pitch, Junior Olympic Boy's Fast Pitch and Men's Modified only), as shown below and must not be listed on the USA Softball Non-Approved Bat List with 2000 or 2004 Certification Mark.

NOTE: USA Softball has begun transitioning to the new USA Softball Certification Marks for the 2020 calendar year. On behalf of equipment manufacturers, the USA Softball Equipment Testing and Certification Committee requested that the new certification marks be approved for the 2019 calendar year and the USA Softball Board of Directors approved the new marks (seen here) for 2019 USA Softball Championship Play. The Official Rules of Softball, Rule 3, Sections 1 and 3 will be updated for 2020 to identify the new Certification Marks for Championship Play.

AND

2. must be included on a list of approved bat models published by USA Softball

OR

3. must, in the sole opinion and discretion of the umpire, have been manufactured prior to 2000 and if tested, would comply with USA Softball Bat Performance Standard. This includes wooden bats.

VII. Time Limit/Game Duration

a. The time limit is 60 minutes or 7 innings during league play.
    i. Stipulations
        1. If visiting batter is in batter's box OR fielding team is in the field ready to field before the clock strikes zero a new inning is to be played.
        2. Run Rule:
            a. 20 run-rule after 3 innings; 15 run-rule after 4 innings; 10 run-rule after 5 innings.
            b. If the run-rule does occur, teams have the option to remain on field to scrimmage with or without an umpire until 5 minutes till game start of next game. E.g., 6:00 p.m. game is finished by run-rule at 6:30 p.m. those two teams playing may continue to play "for fun" until 6:55 p.m.
        3. Tie Game:
            a. If the game is tied after 7 innings or time limit is exhausted, teams will have the opportunity to try to break tie once. Starting with the top of the next inning the visiting team shall begin it's turn at bat with the player who is scheduled to bat last in that respective half inning being placed on second base. (E.g. if the number five batter is the lead off batter, the number four batter in the batting order will be placed on second base.
                i. A courtesy runner may be used for that runner. Same courtesy rules apply.
                ii. A rostered substitute may be used, however once subbed out that player may not re-enter. You will want to communicate the substitution to the ump.
    ii. A game called by the umpire shall be regulation if five or more complete innings have been played.
        1. The umpire is empowered to call a game at any time because of darkness, rain, fire, panic, or any other cause that places the patrons or players in peril.
        2. Games that are not considered regulation shall be resumed at the exact point where they stopped.

b. There is no time limit on games in the End of Season Tournament.

VIII. League Standings

a. New this year regarding moving up and moving down for the 2021 season we will be including the end of season tournament games as part of your winning percentage. So, if for some reason you get the #1 seed in MS2 that doesn't necessarily mean you will be the team to move up next year. The top 2 winning percentages in MS2 will be forced to move to MS1(two for 2022 season), and opposingly the lowest winning percentage in MS1 will have the option to move down (just one team for 2022 season).
    i. League standings are updated daily on our city website. If for some reason you notice an error email the league coordinator immediately to be corrected.

IX. Rule Emphasis

a. **In-Field-Fly**
    i. A fair fly ball, not including a line drive or an attempted bunt, which can be caught by an infielder, pitcher or catcher with ordinary effort (if they have to dive for it, it is not an infield

fly) when first and second, or first, second and third bases are occupied with less than two outs.

ii. Batter is out. Runner's may advance at their own risk.

a. Why is this important? If this wasn't a rule people would purposely drop the ball and get an easy double or triple play.

b. **Batter's Box**

i. Prior to the pitch, the batter must have both feet completely within the lines of the batter's box. The batter may touch the lines, but no part of the foot may be outside the lines prior to the pitch.

ii. If a player intentionally wipes the box an automatic strike is assigned. -LEAGUE RULE

iii. Automatic out is assigned:

1. When an entire foot is touching the ground completely outside the lines of the batter's box at the time the ball makes contact with the bat.
2. When any part of a foot is touching home plate at the time the ball makes contact with the bat.
1. When the batter leaves the batter's box and returns to the box and makes contact with the ball.

c. **Catcher**

i. The catcher must catch in the catcher's box. They must remain in this area until the pitched ball is batted, touches the ground, plate, or batter, or the ball reaches the catcher's box.

ii. Catchers may not get in the way(obstruct) of the runner who is legally running the bases unless the catcher is in possession of the ball.

d. **Strike Zone**

i. That space over any part of home plate, when a batter assumes a natural batting stance adjacent to home plate: between the batter's: back shoulder and the front knee. **Please NOTE everyone's strike zone will be different in comparison but the same criteria is used!** The ball is not called a strike based on where the ball hits behind the plate *(unless we are using mats due to an umpire emergency situation)*. If the ball hits the plate or any part of the plate ***including the black of home plate*** it is an automatic ball.

e. **Courtesy Runner**

i. Any eligible players that may participate on offense or defense and are on the official line-up including available substitutes (from your roster) may be used as the courtesy runner. A courtesy runner may only be used once per inning.

f. **Ejections**

i. A player/fan/manager is removed from the game by the umpire usually for an unsportsmanlike act or conduct. Including but not limited to physical contact, verbal abuse, profanity, throwing equipment and anything else by the umpire's discretion as unsportsmanlike.

ii. If ejected, person will be expected to leave park IMMEDIATELY. We own the parking lot now, so they will need to leave there as well.

iii. By policy if you are ejected it is an automatic assumed 10-day suspension. Please follow up with the league coordinator as they will discuss with umpire the next day the severity. If the 10 day suspension is warranted player/fan/manager will need to appear in front of the sportsmanship committee; where a finalized penalty is assigned.

g. **Miscellaneous**

i. No Metal Cleats
ii. No Stealing
iii. Females may not sub or play on a MS1 or MS2 team.
iv. You may only go to state with your highest rostered team; you will not be allowed to go to state with a lower team you play on.
v. City Parks legally close at 10 p.m. if your game for some reason ends after 10 p.m. please leave the fields immediately.
vi. Legally only 3.2% alcohol beer is allowed in our parks. No glass bottles in the park. If public intoxication, suspensions due to intoxication, or excessive littering starts occurring the police department will be contacted and we will have patrols swing through nightly to help monitor the situation.
vii. A "Returning Team" will be defined the following year as you must have 5 returning players.
viii. Home teams will be required to rake around the base lines with the rigid steel mat drag after their game ends. We are hoping that this will help with minimizing the bad hops incurred.

2021 Adult Softball Fees

Summer Info Sheet & Registration Form

A $300 DEPOSIT is required to register a team.

Returning teams have until March 12, 2021 to register their team.

The final deadline to register for MS1/MS2 is April 2, 2021.

The final deadline to register for Womens/COED/MASTERS is April 30, 2021.

League	Fee	Late Fee	Max Teams
MS1	$ 1,050.00	$ 75.00	12
MS2	$ 1,050.00	$ 75.00	12
Women's	$ 710.00	$ 75.00	12
Coed (uppper)	$ 575.00	$ 75.00	12
Coed (lower)	$ 575.00	$ 75.00	12
Masters	$ 330.00	$ 75.00	12

All fee balances are due by the following schedule. Rosters are due the first night of play at the concession stand in exchange for your softballs.

Teams not paid IN FULL will be assessed a $75 late fee

League	Due Date
MS1	Wednesday, May 12, 2021
MS2	Tuesday, May 11, 2021
Women's	Monday, May 24, 2021
Coed(upper/lower)	Thursday, May 27, 2021
Masters	Friday, May 28, 2021

If total fee and late fee are not paid 2 weeks after due date listed above, your team will forfeit until balance is paid. There will be no exceptions.

A digital copy of Rules, Schedule, & Team Contacts will be sent by the following dates:

MS1/MS2	Wednesday, April 21, 2021
Women's/Coed/Masters	Wednesday, May 5, 2021

Please go to www.gosoftball.com to create your roster.

Please have rosters completed to the best of your ability the first night of ball.

Summer Adult Softball Registration Form

League (circle)	**Total Cost**	**Payment**	**Min. Deposit**
MS1 (Upper Men's)	$ 1,050.00		$ 300.00
MS2 (Lower Men's D)	$ 1,050.00		$ 300.00
Women's	$ 710.00		$ 300.00
Coed (Upper)	$ 575.00		$ 300.00
Coed (Lower)	$ 575.00		$ 300.00
Masters	$ 330.00		$ 300.00
Late Fee	$ 75.00		$ 300.00

Team Name as you would like it to appear on the website/schedule:

_____

Team Manager Information

Name (First, Last):
Mailing Address:
Phone Number:
Email:
Check Amount:
Receipt: Email or Paper (circle)

Team Sponsor 1

Name:
Mailing Address:
Phone Number:
Email:
Check Amount:
Receipt: Email or Paper (circle)

Team Sponsor 2

Name:
Mailing Address:
Phone Number:
Email:
Check Amount:
Receipt: Email or Paper (circle)

Attach additional sheets if necessary

Total Amount Paid: [ ]

Please make checks payable to: ***Brainerd Parks and Recreation***

Our mailing address is:

Brainerd Parks and Recreation
501 Laurel Street
Brainerd, MN 56401

***Refunds can only be issued to payers.**

You cannot request a payment from a sponsor to be refunded to the team manager.

BRAINERD ROTARY FOUNDATION

P.O. Box 132 Brainerd, Minnesota 56401

Grant Application

"The primary mission of the foundation shall be to further the development and/or addition of curricular, co-curricular and extra-curricular programs of demonstrable value and to provide an enriching and quality experience for students in grades Pre-K through 12 located in the Brainerd Lakes Area. The Board of Directors, at its discretion, may participate in other local, national and international projects of a charitable or educational nature."

1. Name of Organization/Individual: _City of Brainerd Parks and Recreation_____

2. Address: __1619 NE Washington St. Brainerd, MN 56401_ _____
   Street City State Zip

3. If an Organization, name of contact person: Katie Kaufman

4. Phone: __218-828-2320_____ E-Mail: _kkaufman@ci.brainerd.mn.us

5. Is Organization: __ For Profit __ Non-Profit __ 501(c)(3) X_Government

6. Organization History/Purpose:
In 1873 the City of Brainerd was organized as a city. The Brainerd Parks and Recreation mission: to serve Brainerd residents and visitors by offering high-quality, affordable recreational opportunities, and a clean, well-maintained park system. The Brainerd Rotary Club has been donating and volunteering toward the Brainerd Easter Egg hunt for over two decades. Our partnered goal with the Easter Egg Hunt is to provide a social opportunity for families to come together as a community and enjoy a traditional, fun, and free event.

7. Geographic area served:
Brainerd Lakes Area, surrounding towns/cities, and tourists/family visiting the area.

8. Please state the number of youth served within ISD 181:

On average the Brainerd Easter Egg Hunt will attract around 450-500 youth participants. We have the potential to serve all youth in the ISD 181 district and more. Our age groups for the hunt are: 2-3, 4-5, 6-7, and 8-9-year-olds.

GRANT REQUEST

	From Rotary Foundation	Total Project Cost
9. Amount Needed:	$_500_____	$__1000_____

10. Describe the project/request:

Each year, the Saturday before Easter, Brainerd Parks and Recreation partners with the Brainerd Rotary Club and a candy distributer to put on a community wide Easter Egg hunt. The Brainerd Rotary Club donates $600 and the candy distributer matches that donation. So, we end up with around $1,200 worth of candy. The candy is hand sorted into small white bags the morning of the hunt. This year we are asking for less because we expect less in attendance due to the current environment, we live in regarding Minnesota covid-19 guidance.

a. *Traditionally, The Brainerd Rotary Club arrives around 8:00 a.m. on the day of the event and provides volunteers in which help scatter the eggs, fill bags, collect eggs, hand out candy bags and police the participants. They also elect someone form their club to put on the “Easter Bunny” costume for the event (there needs to be an assistant to help watch the bunny’s tail).

b. *Traditionally, Brainerd Parks and Recreation provides the eggs, park reservation, stickers on the bags, the bags themselves, and any extra décor/supplies needed. The event starts at 10 a.m. sharp and usually finishes around 10:30 a.m. Katie Kaufman and Heather Kelm go around to local nursing homes and organizations like Port to hand out the remaining candy bags.

c. Due to Covid-19 Minnesota guidance we will be looking to set up a free registration and implementing waves. Following “The Key elements of an organized race plan” we feel as though we could put on three waves of 100 participants. Of the three waves we will separate into 4 pods of 25 children and try to keep families together. We would look to separate the three waves by a minimum of 1 hour so that we can properly sanitize if needed and get all first wave individuals out before new wave arrives, and so forth. Our registration process will have liability verbiage regarding enforcing masks during the event and encouraging to stay 12 feet apart the best they can.

11. How does your project meet the Brainerd Rotary Foundation Mission and funding criteria?

The Brainerd Easter Egg hunt is an extreme social need. It brings people together in the community. Being a free event to the public, this event is also very meaningful. Meaningful, because there are several families in this community that would not have an opportunity like this otherwise. With this event we nurture community togetherness and unity.

12. Please list other funding sources and their contributions to your project:

We will be using Sullivan Candy and Supply as the matching funds to acquire the amount of candy it takes to make sure all participants who attend the event leaves with a goodie bag. All other minimal costs of event are covered by Brainerd Parks and Recreation.

13. Would you be willing to attend a Foundation meeting if requested? Yes

14. When is the funding needed:

Funding is needed by Friday March 12. The event will take place on Saturday, April 3.

_____

Signature Title Date

LAKES AREA RESTORATIVE JUSTICE PROJECT
521 CHARLES STREET SUITE 102
BRAINERD, MN 56401
218.454.4145 www.larjp.org

February 1, 2021

Brainerd Parks and Recreation
ATTN: Katie Kaufman
1619 NE Washington St
Brainerd, MN 56401

Aira Reese completed her contract for the property damage that occurred at Gregory Park on 5-27-2020.

Kaira needed to complete:

- 10 hours of community service.
- Write apology letters.
- Complete a report re: vandalism.

If you have any questions, please feel free to contact me.

Doris Krueger
Program Coordinator
programcoordinator@larjp.org
218.454.4145

January 22, 2021

Dear Parks and Recreation of Crow Wing County and Brainerd Police,

My name is Kaira Danae Reese and I'm writing you this letter as an apology letter for carving my name into a park bench at Gregory Park, which had been recently installed at the time. I was hanging out with my friends at the park table, we couldn't think of anything else to do and I decided to idle my time by carving into the bench. I also lied about my involvement in this act when confronted by the police, admitting after I was informed that it was on tape that I had carved my name into the bench. This has caused many people to get involved in dealing with my actions.

This act was committed out of poor judgment and boredom, as my friends and I didn't have anything we could think of to do with our time. Without thinking much about the consequences, I started to idly carve into the bench we were sitting at the time. My mom and dad were very disappointed that I had done this, and had me do extra chores around the house. This also affected my time hanging out with my friends, as usually we would all meet together at Gregory Park, and I was banned from entering the property for 1 year. At one point, this resulted in me going with a friend there and getting caught trespassing on the banned property, which turned into another ticket. Once again, my parents had to face the disappointment of my actions.

My parents and I got the opportunity to attend the LARJP to resolve this incident. My parents, the LARJP team members, Tony Sailor from Parks and Rec, and myself attended a meeting together. At this meeting, I realized after what Tony said that my initial lying about carving into the bench is why this got reported and how the situation became so much more than it would have been if I was honest at the start. The LARJP team members helped me think about and realize how much it also effected my friends, not being able to spend time with them as freely as before. I realized how just a small moment of boredom and stupidity could have such long-term consequences for my family, my friends, myself and the community, where people wish to enjoy their time relaxing in a clean atmosphere. In the future, I'll focus on spending time doing other things that aren't harmful to the community.

I would like to spend my time cleaning up the parks in town, but the time of year is not allowing me to do this. It has also been difficult to find community services due to Covid-19 and age limits, but we have been trying to work around it as best we can. Instead, my parents have been having me help repairing tings, to get an understanding of how much work and effort goes into keeping things nice and maintained. An example of this is helping my mom replace the anode in the hot water heater, and also flushing it out. My dad had me help with the repairs on one of our snowmobiles that broke down. This helped me realize all the effort that goes into keeping things nicely maintained. I'm hoping that soon I get the chance to help clean dog kennels for rescue dogs that are in between their shelters and finding their adoption homes, because I feel like this would be a really good thing to do for the community and the dogs that find temporary homes there. I am very sorry for damaging public property that is meant for everyone to enjoy, and for lying about it at first. I'm sorry that the Police and Parks and Recreation had to take time out of their day to deal with this, when they could have been dealing with more serious crimes, or dealing with regular maintenance on parks, instead of vandalism. I hope my efforts to make this better are enough to make up for my mistakes. I also apologize it took me so long to write this letter, we were busy with Christmas and I had a week vacation with my dad out of state, and then had to make up all my school work before the end of the semester. I appreciate you for waiting for my apology.

Sincerely,

Kaira Reese

Kaira Danae Reese

Kaira Reese

Report on Vandalism

Introduction

Vandalism, as is described in the dictionary, is an action involving deliberate and purposeful destruction of or damage to public or private property. The term actually originated from a Germanic people who were named the Vandals who were famous for their senseless destruction of many things during hard times. Other words that can mean the same things as vandalism are things like mischief, graffiti, defacement and many others, but the thing they all have in common is that any form of it is harmful no matter how small or insignificant it may seem.

Causes of Vandalism

Starting at the very beginning, vandalism can be caused by many different things. The most common are those young people who feel like they have to express hate, jealousy, spite, or sometimes get revenge for something, you wouldn't think that it happens more often than any other reason, but you would be surprised. One of the other most common and frequently found things is just an act of immaturity that many people do no matter what age you are, but it mainly is younger people like teenagers who feel the need to express themselves or a message of some kind. Some people just decided they have nothing better to do and think that it could be something fun to kill boredom with.

Effects of Vandalism

Vandalism is extremely bad because it has many different social, political, and financial consequences. The most obvious one is how it can destroy beautiful places, or places with nice atmospheres and a good environment that many people enjoy, most people do not want to see stuff written on tables and walls and benches, or garbage everywhere, or things missing or in different places. I personally have had friends stop going places just because it wasn't nice to be there anymore because of the vandalism. Another obvious one is when people vandalize, those things do eventually need to be replaced or painted over. All of those things that need to be fixed cost lots of money, most of that money comes from good tax paying people or fundraisers and donations, which means other people are literally paying for your mistakes. Plenty of people who do the work of actually fixing things are volunteers who might not have needed to help if things hadn't been ruined in the first place. Lots and lots of money is spent every year just on taxes and insurance simply because of vandalism. Places sometimes aren't usable because it's too bad, or because it's unavailable until things have been replaced. There are also extreme cases of vandalism where people don't even feel safe because someone might be breaking items on their property, or could be writing messages that got out of control, with no culprit to be found.

Vandalism Prevention

Vandalism is certainly not easy in any way to prevent, but there are some measures you can take. Easy things are having bright lights around the property, vandals are more likely to come around during nighttime hours, it also makes it harder not to be seen commiting the act. Getting fencing with locks around private properties so it makes it harder to get on the property itself. If you were to install security cameras in a couple areas it will deter many people who wouldn't want to be caught in the act. Other things like cleaning up the vandalism as soon as possible, if there were to be more there then it's more encouraging to people who think about doing it, and that is not what we want. Some people who have enough spare money might even go as far as to hire a security company who would provide security guards to protect their property. If you really want to get to the root of the problem though, a great solution would be to encourage more kids and teenagers to do different types of extracurricular activities, whether it's school related or not, There are many things that kids can do that just aren't supported enough to be widespread things for the community to do as a group. I personally think it would help if the arts were promoted more to younger generations of kids so that they have better, non-harmful ways to express themselves in the future and then they won't have to deal with the same issues we have had for generations.

KINDNESS MATTERS

Lifetime Wellness
Be Your Best
BPU·HRA·BRD

The City of Brainerd, BPU, & HRA participated in a Random Acts of Kindness challenge the month of January. We could not be more proud of what our employees are doing inside and outside of work! We truly do have good people doing amazing things everyday!
***BE**lieve **THE**re is **GOOD** in the world*

- Extra tips to delivery drivers
- Pay monthly utility bills for a customer battling cancer
- Breakfast and treats for co-workers
- Preparing and dropping off a weekly meal (for 3 months) for a neighbor battling cancer
- Treating a friend to dinner or lunch
- Buying flowers for co-workers and family members to spread a little spontaneous cheer
- Donating items to local community organizations
- Clearing neighbors' driveways from snow
- Helped a friend break up and clear concrete
- Conscious effort to notice and recognize efforts of coworkers, acknowledge and appreciate them
- Bringing meals to neighbors battling covid-19 and cancer
- Personal compliments of performance to fellow employees
- Bought and delivered coffee to new parents for several weekends
- Donating art supplies to a friend
- Watched a friends kids so errands could be done by herself
- Spontaneous texts to friends
- Birthday treat for a co-worker
- Emails to vendors to wish them a "Happy Friday"
- Purchased art supplies and spent time with a friend painting and visiting a friend who received a terminal health diagnosis
- Taking the extra time to say "Hello, good morning, how are you" and genuinely mean it
- Providing emotional support for a friend who lost their spouse unexpectedly - visiting, sharing memories, hugs, and company while running errands
- Lent a friend a Santa costume to help children celebrate during covid-19
- Bringing a friends dog home from doggie daycare
- Intentionally shopping local
- Making a point to purchase commission-based products from individuals with the intention of the commission check benefiting that individual
- Donating towels to the warming house for drying skates
- Delivered treats to friends and family, one who has Alzheimer's
- Taking care of mom's mail, checkbook, and bills

Brainerd City Council
Agenda Request

Requested Meeting Date: March 1, 2021

Title of Item: 705 19th St SE Rental License Appeal Decision Findings-of-Fact

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

Summary of Issue:

On Tuesday, February 16, the City Council considered the appeal from Brad Person on behalf of Chad Schwendeman for the denial of rental licenser of 705 19th St SE as a duplex. The City Council unanimously voted to uphold Community Development Director Chanski's decision. Per the counsel of the City Attorney, the Council should adopt the attached resolution of the findings-of-fact for this case.

Alternatives, Options, Effects on Others/Comments:

See resolution of findings-of-fact attached.

Recommended Action/Motion:

Adopt resolution of findings-of-fact, upholding the Community Development Director's administrative decision to deny rental licenser for 705 19th St SE as a duplex.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

RESOLUTION
No. ___:21

WHEREAS, on Thursday, February 4, 2021, a letter was issued to Mr. Brad Person of Breen and Person, LTD on behalf of Mr. Chad Schwendeman informing him that the property at 705 19th St. S.E., Brainerd, MN 56401, which is owned by Mr. Schwendeman, may not be relicensed as a rental duplex; and

WHEREAS, the reasoning behind this decision was that the property is in an R-1 (Single Family Residential) District, which does not permit two-family uses; and

WHEREAS, the property's most recent rental license expired on May 31, 2018; and

WHEREAS, Section 515-15-6.B of the Code of Ordinances states, "No nonconforming residential use that had a rental license expire (more than 365 days from the date of license expiration) cannot be reestablished as a nonconforming use;" and

WHEREAS, on Thursday, February 4, 2021, a formal letter of appeal from Breen and Person, LTD was submitted to the Community Development Department on behalf of property owner Chad Schwendeman; and

WHEREAS, per Section 515-3-4 of the City Code, appeals are to be heard by the Board of Zoning Appeals, which is the City Council; and

WHEREAS, the City Council heard the appeal during their regular meeting on Tuesday, February 16, 2021; and

WHEREAS, upon presentation of the facts of the case by Community Development Director David Chanski, hearing the case for appeal by Mr. Brad Person, and rebuttal by City Attorney Joseph Langel, the City Council voted the affirm Mr. Chanski's administrative decision to deny rental licenser as a duplex for 705 19th St. S.E.; and

WHEREAS, the motion passed unanimously,

BE IT RESOLVED, the City Council of the City of Brainerd, Minnesota, hereby sites the following findings-of-fact:

1. The house located at 705 19th St. S.E. is located in a R-1 (Single Family Residential) District.

2. The house is currently arranged and has historically been used as a duplex.

3. Two-family uses are not a permitted in R-1 Districts.

4. The property's most recent rental license expired on May 31, 2018.

5. Section 515-15-6.B of the City Code states "No nonconforming residential use that had a rental license expire (more than 365 days from the date of license expiration) cannot be reestablished as a nonconforming use."

Adopted this ____ day of March 2021

_____
KELLY BEVANS
President of the Council

Approved this ___ day of March 2021

_____
DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Brainerd City Council
Agenda Request

Requested Meeting Date: March 1, 2021

Title of Item: Authorize Contract for Services with Chamber

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

Summary of Issue:

A city cannot expend public funds to be a member of a local chamber of commerce. The City can purchase specific services consistent with its statutory authority, but cannot buy a membership for an organization that gets to use those funds at its own discretion, even if the funds are used to provide services that the City could have purchased on its own. Therefore, for the past couple of years the City has entered into a Contract for Services with the Chamber (see attached)

Alternatives, Options, Effects on Others/Comments:

The funds have been paid out of the Mayor's Contingency Fund. Mayor Badeaux did authorize the use of the funds for the 2021 Chamber Contract for Services.

Recommended Action/Motion:

Authorize Staff to enter into the Contract for Services with the Brainerd Lakes Chamber.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain: $249 to paid out of the Mayor's Contingency Fund

BRAINERD LAKES
Chamber of Commerce
EXPLOREBRAINERDLAKES.COM

RECEIVED
FEB 08 2021
CITY OF BRAINERD
ADMINISTRATION

February 1, 2021

City of Brainerd
Jennifer Bergman
501 Laurel Street
Brainerd MN 56401

Dear Jennifer,

We hope you will renew your Chamber membership!

Over the past several months, some of our members have faced overwhelming challenges while others have enjoyed an unexpected boost. Virtually every local business and organization has turned on a dime to invent new products and services. Our chamber has done the same.

In addition to being the first Minnesota chamber to push for *safely* reopening businesses, here's what we're doing for our members and communities:

1. *Relentless "buy local" messaging under the flag of Lakes Proud.*
2. *Using our government leverage to advocate for business assistance as well as the safe reopening of all businesses.*
3. *Launching the LakeCountryCares.com COVID safety campaign to build customer confidence among residents and tourists.*
4. *Hosting free webinars on relief resources, business trends, management and marketing.*
5. *Connecting members and customers by hosting virtual and live events that follow all safety protocols.*
6. *Responding to hundreds of questions, ideas and requests for assistance.*

We will continue to work hard for you every day, doing whatever it takes, for as long as it takes, to ensure the Lakes Area succeeds.

If you're facing an uncertain future, please know that we will never turn our backs on our friends. We refuse to drop anyone's membership due to a temporary inability to pay. You may choose to make easy monthly payments or defer your dues. Simply check the box on the invoice and contact us if we can help in any way.

If you have the means to renew your membership, we would greatly appreciate your support so the Chamber can continue making a difference. We are STRONGER TOGETHER!

Sincerely yours,

Matt

Matt Kilian, President | Brainerd Lakes Chamber

Thanks, Jennifer
Let me know if you would prefer the contract for services.

Brainerd Lakes Administrative Office
224 West Washington Street
Brainerd, MN 56401
(218) 829-2838

Brainerd Lakes Welcome Center
7393 State Highway 371
Brainerd, MN 56401
(800) 450-2838

Crosslake Office
County Road 3 and Route 66
P.O. Box 315
Crosslake, MN 56442
(218) 692-4027

Pequot Lakes Office
30951 Government Drive
P.O. Box 208
Pequot Lakes, MN 56472
(218) 568-8911 or (800) 950-0291

Brainerd Lakes Chamber
224 West Washington Street
Brainerd, MN 56401
(218) 829-2838 | fax: (218) 829-8199
info@explorebrainerdlakes.com

Invoice

Invoice Date:	2/1/2021
Invoice Number:	36156

City of Brainerd
Accounts Payable
501 Laurel Street
Brainerd, MN 56401

Terms	Due Date
Net 30	3/1/2021

Description	Quantity	Rate	Amount
City of Brainerd Services Rendered	**1**	**$249.00**	**$249.00**
		Subtotal:	**$249.00**
		Tax:	**$0.00**
		Total:	**$249.00**
		Payment/Credit Applied:	**$0.00**
		Balance:	**$249.00**

Login to your Member Center to pay online.

1. Go to http://brainerdlakeschamber.chambermaster.com/login to login or retrieve forgotten login credentials.
   Or create your login account for the first time at this registration page:
   https://brainerdlakeschamber.chambermaster.com/CreateAccount?ccid=1&email=accountspayable@ci.brainerd.mn.us&repID=28177.

2. Pay online, check out your additional Member Benefits, update your member page and contact information.

Thank you for your support of the **Brainerd Lakes Chamber**

Please return this portion with your payment.

Member Name: City of Brainerd **Invoice #:** 36156

Payment Amount: $_____

Payment Method: ☐ Check #_____ ☐ Credit Card

Make all checks payable to **Brainerd Lakes Chamber** or enter credit card information below.

Enter Credit Card Billing Address (inc. zip code)

Address _____

City/State/Zip _____

Credit Card #: _____ Exp. Date: _____

CVV Code (3 digits on back of card) _____

Name on Card: _____ Signature: _____

CONTRACT FOR SERVICES BETWEEN
THE BRAINERD LAKES CHAMBER AND
CITY OF BRAINERD, MINNESOTA

This agreement is made and entered into as of March 2, 2021, by and between the City of Brainerd, Minnesota (City), and the Brainerd Lakes Chamber (Chamber).

WHEREAS, the City has budgeted expenditures and provided funds that will be used for economic development purposes for the period commencing January 1, 2021 to December 31, 2021.

WHEREAS, the expenditure of public funds must be in furtherance of a public purpose or benefit;

WHEREAS, the Chamber is willing to enter into a contract to provide certain public services and benefits to the City; and,

WHEREAS, this agreement is entered into to set forth the respective duties and obligations of each party.

NOW, THEREFORE, in consideration of the promise of payment of funds from the City, and the agreement to provide services to citizens of the City by the Chamber, the parties agree as follow:

The term of this contract shall cover January 1, 2021 to December 31, 2021.

1. Upon the approval of this agreement, the City agrees to pay a fee to the Chamber for services rendered in the sum of $249.00.

2. The City and Chamber agree during the contract period to participate with each other in the following manner:

    A. To maintain an open line of communication between staff and governing bodies regarding economic development.

    B. Participate in marketing efforts for the purposes of economic development.

    C. The Chamber will conduct and involve City Officials in various committee meetings and public forums addressing economic development issues,

    D. The Chamber will consider the City an honorary member, providing access to Chamber information and events.

3. The Chamber agrees to save and hold harmless the City from any and all liability or damages, including legal fees and court costs, which may arise out of the Chamber's performance of the contract.

4. In the event the City or the Chamber is made aware of any default under this contract and such notice is made in writing, which the City or Chamber fails to correct within thirty days from the date of notification, the City or Chamber may cancel and terminate this contract.

5. All notices, certificates, or communications shall be delivered, emailed, or mailed postage prepaid to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties.

   Brainerd Lakes Chamber:
   CEO
   Brainerd Lakes Chamber
   224 W Washington Street
   Brainerd, MN 56401

   City of Brainerd:
   City Administrator
   City of Brainerd
   501 Laurel St
   Brainerd, MN 56401

IN WITNESS WHEREOF, the undersigned have placed their signatures as representatives of the parties hereto as of the day and year first above written.

_____
Matt Kilian
CEO, Brainerd Lakes Chamber

_____
Jennifer Bergman
City Administrator, City of Brainerd

Brainerd City Council
Agenda Request

Requested Meeting Date: March 1, 2021

Title of Item: New On-Sale Beer, Wine & Sunday License - Jr.'s No. 19 BBQ

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

Summary of Issue:

The City received a new On-Sale Beer, Wine, and Sunday License application from R&J Holdings LLC dba Jr.'s No. 19 BBQ operating at 302 Washington Street. This business is located in the former Boardwalk Bread and Bagel location. When the new owners purchased the business they did not apply for a liquor license.

Alternatives, Options, Effects on Others/Comments:

The Police Chief and Fire Chief still need to review the application. Staff wanted to put it on the agenda to get the process rolling for the applicants.

Recommended Action/Motion:

Approve the On-Sale Beer, Wine, and Sunday License application for R&J Holdings LLC dba Jr.'s No. 19 BBQ, contingent upon approval the Police Chief and Fire Chief's approval.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☑ No

Please Explain:

CITY OF BRAINERD
SAFETY AND PUBLIC WORKS COMMITTEE
AGENDA

March 1, 2021
6:45 PM
WebEx Teleconference Call-In Information
Call Toll-Free: 844-992-4726
Access Code: 187 903 1214

1. Request to Approve Bids and Award Contract – Improvement 19-01 – NW 4th Street Reconstruction Project

2. Request to Review and Approve Downtown Crosswalk Painting Plan

3. Request to Review and Approve Name a Snowplow Initiative

4. Resolution – Consolidating Improvement Projects – Improvements 20-05 and 20-06 – SE Brainerd and Madison Street Construction

5. Resolution – Receiving Feasibility Report and Calling Hearing on Improvement – Improvement 19-19 – NW 3rd Street and Jackson Street Reconstruction Project

6. Resolution – Receiving Feasibility Report and Calling Hearing on Improvement – Improvements 20-05 and 20-06 – SE Brainerd and Madison Street Resurfacing Project

Brainerd City Council
Agenda Request

Requested Meeting Date: March 1, 2021

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

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

Summary of Issue:

Bids were opened and received on February 17, 2021 at 10:00 AM for Improvement 19-01 - NW 4th Street Reconstruction.

Alternatives, Options, Effects on Others/Comments:

In total, 3 bids were received from Anderson Brothers Construction of Brainerd, LLC, Knife River Corporation, and Kraemer Excavating and Trucking. The bid tabulation can be seen attached to this request. The bid costs as provided in the contractor's bids came in at $1,145,302.32, $1,155,504.82, and $1,208,112.03 respectively to the list above. The engineer's estimate on the project which is based on typical bid unit prices from prior years is $1,089,646.35. The bids received compared to the engineer's estimate by percentage basis is 5.11%, 6.04%, and 10.87% respectively over engineer's estimate. Based on the attached evaluation of the low bid (Anderson Brothers) compared to the engineer's estimate, it looks like the bid prices that were higher are pretty spread out over the entire bid, but the ones to note are Aggregate Base Course CL 5 (19,172 over estimate), Non-Wear Course Asphalt ($10,699 over estimate), 6" Concrete Walk ($11,470.55 over estimate), Revise Traffic Control System ($16,000 over estimate) and 54" Storm Sewer Pipe ($10,684.90 over estimate). There are other items that were significantly under estimate. This just shows the variability of road construction pricing year to year and outlines that esngineer's estimates are a best guess before the contractor's bid the project. Typically, a cost that comes in 5% over or under engineer's estimate is considered acceptable, and the tightness of the bids between all the contractors indicates that the project is well laid out, is accurate, and all the contractors understood the project documents the same and bid relatively the same price. Bids that are extrememly far apart indicate that the plans need further review and possibly another bidding, becuase there was general misunderstanding of the documents or plans.

Recommended Action/Motion:

Staff recommends approval of the attached bid summary and awarding Improvement 19-01 - NW 4th Street Reconstruction Project to Anderson Brothers Construction of Brainerd, LLC in the total contract amount of $1,145,302.32 and approve proper signatures on the contract documents between the City and Anderson Brothers Construction of Brainerd, LLC.

Financial Impact:

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

What is the total cost, with tax and shipping $ $1,145,302.32

Is this budgeted? ☑ Yes ☐ No

Please Explain: Total estimated costs were $1,089,646.35. Project is funded with $800,000 of Local Road Improvement Program funds and State Aid money, as any costs above $800,000 is being spent on a State Aid route. Staff intends on advancing State Aid funds on 2022 to get reimbursed for costs that are above the $800,000.

BOLTON & MENK
Real People. Real Solutions.

7656 Design Road
Suite 200
Baxter, MN 56425-8676

Ph: (218) 825-0684
Fax: (218) 825-0685
Bolton-Menk.com

February 22, 2021

Paul Sandy, City Engineer
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

RE: NW 4th Street Improvements – Bid Recommendation
SAP 108-103-010, 108-129-003, 108-594-001

Dear Paul:

Bids were opened on February 17, 2021 at 10:00 a.m. for the NW 4th Street Improvements. Three (3) bids were received from the companies listed below. Please refer to attached Abstract of Bids (verified) for a summary of the bids submitted.

Company	Bid Amount
Anderson Brothers Construction Company	$1,145,302.32
Kraemer Excavating, Inc.	$1,155,504.82
Knife River Corporation	$1,208,112.03
Engineer's Estimate	*$1,089,646.35*

We are familiar with Anderson Brothers Construction Company and the City has experience with them as well. As a result, we believe Anderson Brothers Construction Company to be the low responsive, responsible bidder. We recommend award to Anderson Brothers Construction Company in the amount of $1,145,302.32. Upon City award of the bid, we would assist with preparation of contracts with the selected contractor and schedule a pre-construction meeting to begin planning for construction activity.

If you have any questions, please contact me at 218-821-7265.

Sincerely,
Bolton & Menk, Inc.

Phil Martin, PE
Principal Engineer
Cc: *Abstract of Bids*

C:\Users\PhillipMa\Desktop\Brainerd\NW 4th St Improvements Bid Recommendationl.docx

Bolton & Menk is an equal opportunity employer.

ABSTRACT OF BIDS

NW 4TH STREET IMPROVEMENTS

S.A.P. 108-103-010, S.A.P. 108-129-003, S.A.P. 108-594-001

CITY OF BRAINERD, MINNESOTA

BMI PROJECT NO. B11.118093

BID DATE: 2/17/2021

TIME: 10:00 AM

ITEM NO.	MNDOT SPEC NO.	ITEM	APPROX. QUANT.	UNIT	Engineer's Estimate Bolton & Menk, Inc. UNIT PRICE	Engineer's Estimate AMOUNT	1 Anderson Brothers Company UNIT PRICE	1 AMOUNT	2 Kraemer Excavating Inc. UNIT PRICE	2 AMOUNT	3 Knife River Corporation UNIT PRICE	3 AMOUNT
1	2021.501	MOBILIZATION	1	LUMP SUM	$45,000.00	$45,000.00	$45,000.00	$45,000.00	$48,864.10	$48,864.10	$85,000.00	$85,000.00
2	2101.524	CLEARING	3	TREE	$1,000.00	$3,000.00	$220.00	$660.00	$100.00	$300.00	$500.00	$1,500.00
3	2101.524	GRUBBING	3	TREE	$1,000.00	$3,000.00	$220.00	$660.00	$125.00	$375.00	$500.00	$1,500.00
4	2102.503	PAVEMENT MARKING REMOVAL	4200	LIN FT	$3.00	$12,600.00	$1.00	$4,200.00	$0.83	$3,486.00	$0.80	$3,360.00
5	2104.502	REMOVE STORM MANHOLE OR CATCH BASIN	9	EACH	$250.00	$2,250.00	$580.65	$5,225.85	$350.00	$3,150.00	$550.00	$4,950.00
6	2104.502	REMOVE SIGN	13	EACH	$200.00	$2,600.00	$42.25	$549.25	$31.20	$405.60	$30.00	$390.00
7	2104.503	REMOVE CURB & GUTTER	2978	LIN FT	$3.00	$8,934.00	$3.25	$9,678.50	$3.50	$10,423.00	$5.05	$15,038.90
8	2104.503	REMOVE SEWER PIPE (STORM)	437	LIN FT	$10.00	$4,370.00	$10.05	$4,391.85	$10.00	$4,370.00	$9.50	$4,151.50
9	2104.504	REMOVE CONCRETE WALK	1599	SQ FT	$5.00	$7,995.00	$1.00	$1,599.00	$1.00	$1,599.00	$1.50	$2,398.50
10	2104.504	REMOVE BITUMINOUS PAVEMENT	11554	SQ YD	$3.00	$34,662.00	$3.30	$38,128.20	$3.50	$40,439.00	$5.39	$62,276.06
11	2105.507	COMMON EXCAVATION	5700	CU YD	$12.00	$68,400.00	$15.00	$85,500.00	$11.75	$66,975.00	$12.25	$69,825.00
12	2211.507	AGGREGATE BASE, CLASS 5	5304	TON	$13.00	$68,952.00	$18.50	$98,124.00	$17.00	$90,168.00	$20.50	$108,732.00
13	2231.604	BITUMINOUS PATCH SPECIAL	184	SQ YD	$35.00	$6,440.00	$49.40	$9,089.60	$31.50	$5,796.00	$21.00	$3,864.00
14	2301.602	DRILL AND GROUT REINFORCEMENT BAR (EPOXY COATED)	48	EACH	$8.00	$384.00	$26.35	$1,264.80	$26.25	$1,260.00	$12.00	$576.00
15	2301.602	DRILL AND GROUT REINFORCEMENT BAR (EPOXY COATED)	88	EACH	$12.00	$1,056.00	$26.35	$2,318.80	$26.25	$2,310.00	$15.00	$1,320.00
16	2360.509	TYPE SP 9.5 WEAR COURSE MIX (3,B)	1309	TON	$65.00	$85,085.00	$69.50	$90,975.50	$72.98	$95,530.82	$76.00	$99,484.00
17	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3,C)	1646	TON	$62.00	$102,052.00	$68.50	$112,751.00	$71.93	$118,396.78	$72.00	$118,512.00
18	2501.502	15" RC PIPE APRON	2	EACH	$500.00	$1,000.00	$731.60	$1,463.20	$1,250.00	$2,500.00	$693.00	$1,386.00
19	2503.503	12" RC PIPE SEWER	344	LIN FT	$50.00	$17,200.00	$44.80	$15,411.20	$60.00	$20,640.00	$42.40	$14,585.60
20	2503.503	15" RC PIPE SEWER	130	LIN FT	$60.00	$7,800.00	$50.35	$6,545.50	$64.00	$8,320.00	$47.70	$6,201.00
21	2503.503	48" RC PIPE SEWER	77	LIN FT	$120.00	$9,240.00	$181.80	$13,998.60	$265.00	$20,405.00	$172.20	$13,259.40
22	2503.503	54" RC PIPE SEWER	118	LIN FT	$140.00	$16,520.00	$230.55	$27,204.90	$315.00	$37,170.00	$218.35	$25,765.30
23	2503.602	CONNECT TO EXISTING STORM SEWER	5	EACH	$2,000.00	$10,000.00	$1,530.75	$7,653.75	$575.00	$2,875.00	$1,450.00	$7,250.00
24	2503.608	DUCTILE IRON FITTINGS	80	POUND$	$25.00	$2,000.00	$9.50	$760.00	$8.50	$680.00	$9.00	$720.00
25	2504.602	CONNECT TO EXISTING WATERMAIN	3	EACH	$3,000.00	$9,000.00	$1,425.20	$4,275.60	$375.00	$1,125.00	$1,350.00	$4,050.00
26	2504.602	HYDRANT	1	EACH	$4,500.00	$4,500.00	$4,869.85	$4,869.85	$4,750.00	$4,750.00	$4,613.00	$4,613.00
27	2504.602	ADJUST VALVE BOX	4	EACH	$200.00	$800.00	$353.65	$1,414.60	$250.00	$1,000.00	$335.00	$1,340.00
28	2504.602	6" GATEVALVE & BOX	1	EACH	$2,500.00	$2,500.00	$1,875.95	$1,875.95	$1,600.00	$1,600.00	$1,777.00	$1,777.00
29	2504.602	8" GATEVALVE & BOX	1	EACH	$3,000.00	$3,000.00	$2,526.25	$2,526.25	$2,200.00	$2,200.00	$2,393.00	$2,393.00
30	2504.603	6" DIP WATERMAIN, CL. 52	3	LIN FT	$100.00	$300.00	$75.40	$226.20	$125.00	$375.00	$71.40	$214.20
31	2504.603	8" DIP WATERMAIN, CL. 52	8	LIN FT	$100.00	$800.00	$95.05	$760.40	$100.00	$800.00	$90.00	$720.00
32	2506.502	CASTING ASSEMBLY	13	EACH	$500.00	$6,500.00	$782.30	$10,169.90	$825.00	$10,725.00	$741.00	$9,633.00
33	2506.502	ADJUST FRAME & RING CASTING	11	EACH	$250.00	$2,750.00	$644.00	$7,084.00	$400.00	$4,400.00	$610.00	$6,710.00
34	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN N	38.17	LIN FT	$450.00	$17,176.50	$375.15	$14,319.48	$450.00	$17,176.50	$355.35	$13,563.71
35	2506.503	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	5.56	LIN FT	$1,000.00	$5,560.00	$439.50	$2,443.62	$525.00	$2,919.00	$416.30	$2,314.63
36	2506.503	CONSTRUCT DRAINAGE STRUCTURE DES 84-4020	7.2	LIN FT	$1,200.00	$8,640.00	$1,064.60	$7,665.12	$1,450.00	$10,440.00	$1,008.45	$7,260.84
37	2506.503	CONSTRUCT DRAINAGE STRUCTURE DES 108-4020	7.79	LIN FT	$1,400.00	$10,906.00	$1,825.95	$14,224.15	$2,850.00	$22,201.50	$1,729.60	$13,473.58
38	2511.507	RANDOM RIPRAP CLASS III	8	CU YD	$75.00	$600.00	$128.80	$1,030.40	$100.00	$800.00	$122.00	$976.00

ABSTRACT OF BIDS

NW 4TH STREET IMPROVEMENTS

S.A.P. 108-103-010, S.A.P. 108-129-003, S.A.P. 108-594-001

CITY OF BRAINERD, MINNESOTA

BMI PROJECT NO. B11.118093

BID DATE: 2/17/2021
TIME: 10:00 AM

ITEM NO.	MNDOT SPEC NO.	ITEM	APPROX. QUANT.	UNIT	Engineer's Estimate Bolton & Menk, Inc. UNIT PRICE	Engineer's Estimate AMOUNT	1 Anderson Brothers Company UNIT PRICE	1 Anderson Brothers Company AMOUNT	2 Kraemer Excavating Inc. UNIT PRICE	2 Kraemer Excavating Inc. AMOUNT	3 Knife River Corporation UNIT PRICE	3 Knife River Corporation AMOUNT
39	2521.518	4" CONCRETE WALK	8666	SQ FT	$4.00	$34,664.00	$4.65	$40,296.90	$5.28	$45,756.48	$6.05	$52,429.30
40	2521.518	6" CONCRETE WALK	2521	SQ FT	$6.00	$15,126.00	$10.55	$26,596.55	$11.30	$28,487.30	$11.07	$27,907.47
41	2521.518	8" CONCRETE WALK SPECIAL	6560	SQ FT	$12.00	$78,720.00	$12.35	$81,016.00	$12.78	$83,836.80	$11.55	$75,768.00
42	2531.503	CONCRETE CURB AND GUTTER DESIGN B612	1000	LIN FT	$20.00	$20,000.00	$16.25	$16,250.00	$15.86	$15,860.00	$16.40	$16,400.00
43	2531.503	CONCRETE CURB AND GUTTER DESIGN B624	4864	LIN FT	$20.00	$97,280.00	$18.10	$88,038.40	$17.00	$82,688.00	$17.14	$83,368.96
44	2531.503	CONCRETE CURB AND GUTTER DESIGN SS24	1000	LIN FT	$30.00	$30,000.00	$18.00	$18,000.00	$17.51	$17,510.00	$22.67	$22,670.00
45	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	81	SQ YD	$70.00	$5,670.00	$71.75	$5,811.75	$75.04	$6,078.24	$71.83	$5,818.23
46	2531.618	TRUNCATED DOMES	385	SQ FT	$50.00	$19,250.00	$52.72	$20,297.20	$51.50	$19,827.50	$42.00	$16,170.00
47	2540.602	STONE MONUMENT	9	EACH	$350.00	$3,150.00	$263.95	$2,375.55	$157.50	$1,417.50	$550.00	$4,950.00
48	2563.601	DETOUR SIGNING	1	LS	$15,000.00	$15,000.00	$8,023.20	$8,023.20	$3,120.00	$3,120.00	$3,000.00	$3,000.00
49	2563.601	TRAFFIC CONTROL	1	LS	$29,000.00	$29,000.00	$6,861.95	$6,861.95	$15,080.00	$15,080.00	$14,500.00	$14,500.00
50	2564.602	INSTALL SIGN TYPE SPECIAL	4	EACH	$1,500.00	$6,000.00	$422.30	$1,689.20	$208.00	$832.00	$200.00	$800.00
51	2564.618	SIGN TYPE C	235.38	SQ FT	$20.00	$4,707.60	$54.90	$12,922.36	$52.00	$12,239.76	$50.00	$11,769.00
52	2565.616	REVISE SIGNAL SYSTEM	1	SYS	$44,000.00	$44,000.00	$60,000.00	$60,000.00	$65,835.00	$65,835.00	$56,465.00	$56,465.00
53	2571.524	CONIFEROUS TREE, 6' HT B&B	3	TREE	$650.00	$1,950.00	$840.00	$2,520.00	$682.50	$2,047.50	$795.00	$2,385.00
54	2571.525	DECIDUOUS SHRUB, NO 5 CONT	15	SHRUB	$130.00	$1,950.00	$100.30	$1,504.50	$52.50	$787.50	$95.00	$1,425.00
55	2571.527	ORNAMENTAL GRASS, NO 1 CONT	106	PLANT	$25.00	$2,650.00	$36.95	$3,916.70	$21.00	$2,226.00	$35.00	$3,710.00
56	2571.527	PERENNIAL, NO 1 CONT	335	PLANT	$25.00	$8,375.00	$36.95	$12,378.25	$26.25	$8,793.75	$35.00	$11,725.00
57	2573.503	SILT FENCE, TYPE MS	1246	LIN FT	$3.00	$3,738.00	$2.15	$2,678.90	$2.75	$3,426.50	$2.00	$2,492.00
58	2573.502	STORM DRAIN INLET PROTECTION	26	EACH	$180.00	$4,680.00	$144.45	$3,755.70	$150.00	$3,900.00	$150.00	$3,900.00
59	2573.501	STABILIZE CONSTRUCTION EXIT	1	LUMP SUM	$5,000.00	$5,000.00	$924.60	$924.60	$1,250.00	$1,250.00	$5,000.00	$5,000.00
60	2574.507	COMMON TOPSOIL BORROW	284	CU YD	$30.00	$8,520.00	$30.00	$8,520.00	$35.00	$9,940.00	$41.00	$11,644.00
61	2574.507	LOAM TOPSOIL BORROW	140	CU YD	$40.00	$5,600.00	$74.10	$10,374.00	$42.00	$5,880.00	$56.80	$7,952.00
62	2575.507	MULCH MATERIAL TYPE 6	35	CU YD	$75.00	$2,625.00	$79.20	$2,772.00	$78.75	$2,756.25	$75.00	$2,625.00
63	2575.604	REINFORCED GRASS MEDIAN	104	SQ YD	$50.00	$5,200.00	$57.45	$5,974.80	$9.45	$982.80	$45.00	$4,680.00
64	2575.605	TURF ESTABLISHMENT	0.71	ACRE	$15,000.00	$10,650.00	$7,917.60	$5,621.50	$21,000.00	$14,910.00	$7,500.00	$5,325.00
65	2582.503	4" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	6357	LIN FT	$1.25	$7,946.25	$1.40	$8,899.80	$0.75	$4,767.75	$0.73	$4,640.61
66	2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN (WR)	4219	LIN FT	$2.00	$8,438.00	$2.75	$11,602.25	$1.50	$6,328.50	$1.46	$6,159.74
67	2582.503	4" SOLID LINE MULTI-COMPONENT (WR)	299	LIN FT	$1.00	$299.00	$3.20	$956.80	$2.88	$861.12	$2.80	$837.20
68	2582.503	24" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	564	LIN FT	$20.00	$11,280.00	$12.70	$7,162.80	$11.95	$6,739.80	$11.60	$6,542.40
69	2582.503	8" DOTTED LINE MULTI-COMPONENT GROUND IN (WR)	52	LIN FT	$15.00	$780.00	$5.85	$304.20	$4.64	$241.28	$4.50	$234.00
70	2582.518	PAVEMENT MESSAGE MULTI-COMPONENT GROUND IN (WR)	243	SQ FT	$5.00	$1,215.00	$12.15	$2,952.45	$25.03	$6,082.29	$24.30	$5,904.90
71	2582.518	CROSSWALK MULTI-COMPONENT GROUND IN (WR)	870	SQ FT	$3.00	$2,610.00	$9.50	$8,265.00	$9.27	$8,064.90	$9.00	$7,830.00
				TOTAL AMOUNT BID:		$1,089,646.35		$1,145,302.32		$1,155,504.82		$1,208,112.03

					Engineer Estimate		Anderson Brothers Company		Kraemer Excavating Inc.		Knife River Corporation			
Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension		
						$1,089,646.35		$1,145,302.32		$1,155,504.82		$1,208,112.03	105.11%	$55,655.97
1	2021.501	MOBILIZATION	LUMP SUM	1	$45,000.00	$45,000.00	$45,000.00	$45,000.00	$48,864.10	$48,864.10	$85,000.00	$85,000.00	100.00%	$0.00
2	2101.524	CLEARING	TREE	3	$1,000.00	$3,000.00	$220.00	$660.00	$100.00	$300.00	$500.00	$1,500.00	22.00%	($2,340.00)
3	2101.524	GRUBBING	TREE	3	$1,000.00	$3,000.00	$220.00	$660.00	$125.00	$375.00	$500.00	$1,500.00	22.00%	($2,340.00)
4	2102.503	PAVEMENT MARKING REMOVAL	LIN FT	4200	$3.00	$12,600.00	$1.00	$4,200.00	$0.83	$3,486.00	$0.80	$3,360.00	33.33%	($8,400.00)
5	2104.502	REMOVE STORM MANHOLE OR CATCH BASIN	EACH	9	$250.00	$2,250.00	$580.65	$5,225.85	$350.00	$3,150.00	$550.00	$4,950.00	232.26%	$2,975.85
6	2104.502	REMOVE SIGN	EACH	13	$200.00	$2,600.00	$42.25	$549.25	$31.20	$405.60	$30.00	$390.00	21.13%	($2,050.75)
7	2104.503	REMOVE CURB & GUTTER	LIN FT	2978	$3.00	$8,934.00	$3.25	$9,678.50	$3.50	$10,423.00	$5.05	$15,038.90	108.33%	$744.50
8	2104.503	REMOVE SEWER PIPE (STORM)	LIN FT	437	$10.00	$4,370.00	$10.05	$4,391.85	$10.00	$4,370.00	$9.50	$4,151.50	100.50%	$21.85
9	2104.504	REMOVE CONCRETE WALK	SQ FT	1599	$5.00	$7,995.00	$1.00	$1,599.00	$1.00	$1,599.00	$1.50	$2,398.50	20.00%	($6,396.00)
10	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	11554	$3.00	$34,662.00	$3.30	$38,128.20	$3.50	$40,439.00	$5.39	$62,276.06	110.00%	$3,466.20
11	2105.507	COMMON EXCAVATION	CU YD	5700	$12.00	$68,400.00	$15.00	$85,500.00	$11.75	$66,975.00	$12.25	$69,825.00	125.00%	$17,100.00
12	2211.507	AGGREGATE BASE, CLASS 5	TON	5304	$13.00	$68,952.00	$18.50	$98,124.00	$17.00	$90,168.00	$20.50	$108,732.00	142.31%	$29,172.00
13	2231.604	BITUMINOUS PATCH SPECIAL	SQ YD	184	$35.00	$6,440.00	$49.40	$9,089.60	$31.50	$5,796.00	$21.00	$3,864.00	141.14%	$2,649.60
14	2301.602	DRILL AND GROUT REINFORCEMENT BAR (EPOXY COATED)	EACH	48	$8.00	$384.00	$26.35	$1,264.80	$26.25	$1,260.00	$12.00	$576.00	329.38%	$880.80
15	2301.602	DRILL AND GROUT REINFORCEMENT BAR (EPOXY COATED)	EACH	88	$12.00	$1,056.00	$26.35	$2,318.80	$26.25	$2,310.00	$15.00	$1,320.00	219.58%	$1,262.80
16	2360.509	TYPE SP 9.5 WEAR COURSE MIX (3,B)	TON	1309	$65.00	$85,085.00	$69.50	$90,975.50	$72.98	$95,530.82	$76.00	$99,484.00	106.92%	$5,890.50
17	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3,C)	TON	1646	$62.00	$102,052.00	$68.50	$112,751.00	$71.93	$118,396.78	$72.00	$118,512.00	110.48%	$10,699.00
18	2501.502	15" RC PIPE APRON	EACH	2	$500.00	$1,000.00	$731.60	$1,463.20	$1,250.00	$2,500.00	$693.00	$1,386.00	146.32%	$463.20
19	2503.503	12" RC PIPE SEWER	LIN FT	344	$50.00	$17,200.00	$44.80	$15,411.20	$60.00	$20,640.00	$42.40	$14,585.60	89.60%	($1,788.80)
20	2503.503	15" RC PIPE SEWER	LIN FT	130	$60.00	$7,800.00	$50.35	$6,545.50	$64.00	$8,320.00	$47.70	$6,201.00	83.92%	($1,254.50)
21	2503.503	48" RC PIPE SEWER	LIN FT	77	$120.00	$9,240.00	$181.80	$13,998.60	$265.00	$20,405.00	$172.20	$13,259.40	151.50%	$4,758.60
22	2503.503	54" RC PIPE SEWER	LIN FT	118	$140.00	$16,520.00	$230.55	$27,204.90	$315.00	$37,170.00	$218.35	$25,765.30	164.68%	$10,684.90
23	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	5	$2,000.00	$10,000.00	$1,530.75	$7,653.75	$575.00	$2,875.00	$1,450.00	$7,250.00	76.54%	($2,346.25)
24	2503.608	DUCTILE IRON FITTINGS	POUNDS	80	$25.00	$2,000.00	$9.50	$760.00	$8.50	$680.00	$9.00	$720.00	38.00%	($1,240.00)
25	2504.602	CONNECT TO EXISTING WATERMAIN	EACH	3	$3,000.00	$9,000.00	$1,425.20	$4,275.60	$375.00	$1,125.00	$1,350.00	$4,050.00	47.51%	($4,724.40)
26	2504.602	HYDRANT	EACH	1	$4,500.00	$4,500.00	$4,869.85	$4,869.85	$4,750.00	$4,750.00	$4,613.00	$4,613.00	108.22%	$369.85
27	2504.602	ADJUST VALVE BOX	EACH	4	$200.00	$800.00	$353.65	$1,414.60	$250.00	$1,000.00	$335.00	$1,340.00	176.83%	$614.60
28	2504.602	6" GATEVALVE & BOX	EACH	1	$2,500.00	$2,500.00	$1,875.95	$1,875.95	$1,600.00	$1,600.00	$1,777.00	$1,777.00	75.04%	($624.05)
29	2504.602	8" GATEVALVE & BOX	EACH	1	$3,000.00	$3,000.00	$2,526.25	$2,526.25	$2,200.00	$2,200.00	$2,393.00	$2,393.00	84.21%	($473.75)
30	2504.603	6" DIP WATERMAIN, CL. 52	LIN FT	3	$100.00	$300.00	$75.40	$226.20	$125.00	$375.00	$71.40	$214.20	75.40%	($73.80)
31	2504.603	8" DIP WATERMAIN, CL. 52	LIN FT	8	$100.00	$800.00	$95.05	$760.40	$100.00	$800.00	$90.00	$720.00	95.05%	($39.60)
32	2506.502	CASTING ASSEMBLY	EACH	13	$500.00	$6,500.00	$782.30	$10,169.90	$825.00	$10,725.00	$741.00	$9,633.00	156.46%	$3,669.90
33	2506.502	ADJUST FRAME & RING CASTING	EACH	11	$250.00	$2,750.00	$644.00	$7,084.00	$400.00	$4,400.00	$610.00	$6,710.00	257.60%	$4,334.00
34	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN N	LIN FT	38.17	$450.00	$17,176.50	$375.15	$14,319.48	$450.00	$17,176.50	$355.35	$13,563.71	83.37%	($2,857.02)
35	2506.503	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	LIN FT	5.56	$1,000.00	$5,560.00	$439.50	$2,443.62	$525.00	$2,919.00	$416.30	$2,314.63	43.95%	($3,116.38)
36	2506.503	CONSTRUCT DRAINAGE STRUCTURE DES 84-4020	LIN FT	7.2	$1,200.00	$8,640.00	$1,064.60	$7,665.12	$1,450.00	$10,440.00	$1,008.45	$7,260.84	88.72%	($974.88)
37	2506.503	CONSTRUCT DRAINAGE STRUCTURE DES 108-4020	LIN FT	7.79	$1,400.00	$10,906.00	$1,825.95	$14,224.15	$2,850.00	$22,201.50	$1,729.60	$13,473.58	130.42%	$3,318.15
38	2511.507	RANDOM RIPRAP CLASS III	CU YD	8	$75.00	$600.00	$128.80	$1,030.40	$100.00	$800.00	$122.00	$976.00	171.73%	$430.40
39	2521.518	4" CONCRETE WALK	SQ FT	8666	$4.00	$34,664.00	$4.65	$40,296.90	$5.28	$45,756.48	$6.05	$52,429.30	116.25%	$5,632.90
40	2521.518	6" CONCRETE WALK	SQ FT	2521	$6.00	$15,126.00	$10.55	$26,596.55	$11.30	$28,487.30	$11.07	$27,907.47	175.83%	$11,470.55
41	2521.518	8" CONCRETE WALK SPECIAL	SQ FT	6560	$12.00	$78,720.00	$12.35	$81,016.00	$12.78	$83,836.80	$11.55	$75,768.00	102.92%	$2,296.00
42	2531.503	CONCRETE CURB AND GUTTER DESIGN B612	LIN FT	1000	$20.00	$20,000.00	$16.25	$16,250.00	$15.86	$15,860.00	$16.40	$16,400.00	81.25%	($3,750.00)
43	2531.503	CONCRETE CURB AND GUTTER DESIGN B624	LIN FT	4864	$20.00	$97,280.00	$18.10	$88,038.40	$17.00	$82,688.00	$17.14	$83,368.96	90.50%	($9,241.60)
44	2531.503	CONCRETE CURB AND GUTTER DESIGN S524	LIN FT	1000	$30.00	$30,000.00	$18.00	$18,000.00	$17.51	$17,510.00	$22.67	$22,670.00	60.00%	($12,000.00)
45	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	81	$70.00	$5,670.00	$71.75	$5,811.75	$75.04	$6,078.24	$71.83	$5,818.23	102.50%	$141.75
46	2531.618	TRUNCATED DOMES	SQ FT	385	$50.00	$19,250.00	$52.72	$20,297.20	$51.50	$19,827.50	$42.00	$16,170.00	105.44%	$1,047.20
47	2540.602	STONE MONUMENT	EACH	9	$350.00	$3,150.00	$263.95	$2,375.55	$157.50	$1,417.50	$550.00	$4,950.00	75.41%	($774.45)
48	2563.601	DETOUR SIGNING	LS	1	$15,000.00	$15,000.00	$8,023.20	$8,023.20	$3,120.00	$3,120.00	$3,000.00	$3,000.00	53.49%	($6,976.80)
49	2563.601	TRAFFIC CONTROL	LS	1	$29,000.00	$29,000.00	$6,861.95	$6,861.95	$15,080.00	$15,080.00	$14,500.00	$14,500.00	23.66%	($22,138.05)
50	2564.602	INSTALL SIGN TYPE SPECIAL	EACH	4	$1,500.00	$6,000.00	$422.30	$1,689.20	$208.00	$832.00	$200.00	$800.00	28.15%	($4,310.80)
51	2564.618	SIGN TYPE C	SQ FT	235.38	$20.00	$4,707.60	$54.90	$12,922.36	$52.00	$12,239.76	$50.00	$11,769.00	274.50%	$8,214.76
52	2565.616	REVISE SIGNAL SYSTEM	SYS	1	$44,000.00	$44,000.00	$60,000.00	$60,000.00	$65,835.00	$65,835.00	$56,465.00	$56,465.00	136.36%	$16,000.00
53	2571.524	CONIFEROUS TREE, 6' HT B&B	TREE	3	$650.00	$1,950.00	$840.00	$2,520.00	$682.50	$2,047.50	$795.00	$2,385.00	129.23%	$570.00
54	2571.525	DECIDUOUS SHRUB, NO 5 CONT	SHRUB	15	$130.00	$1,950.00	$100.30	$1,504.50	$52.50	$787.50	$95.00	$1,425.00	77.15%	($445.50)
55	2571.527	ORNAMENTAL GRASS, NO 1 CONT	PLANT	106	$25.00	$2,650.00	$36.95	$3,916.70	$21.00	$2,226.00	$35.00	$3,710.00	147.80%	$1,266.70
56	2571.527	PERENNIAL, NO 1 CONT	PLANT	335	$25.00	$8,375.00	$36.95	$12,378.25	$26.25	$8,793.75	$35.00	$11,725.00	147.80%	$4,003.25
57	2573.503	SILT FENCE, TYPE MS	LIN FT	1246	$3.00	$3,738.00	$2.15	$2,678.90	$2.75	$3,426.50	$2.00	$2,492.00	71.67%	($1,059.10)
58	2573.502	STORM DRAIN INLET PROTECTION	EACH	26	$180.00	$4,680.00	$144.45	$3,755.70	$150.00	$3,900.00	$150.00	$3,900.00	80.25%	($924.30)
59	2573.501	STABILIZE CONSTRUCTION EXIT	LUMP SUM	1	$5,000.00	$5,000.00	$924.60	$924.60	$1,250.00	$1,250.00	$5,000.00	$5,000.00	18.49%	($4,075.40)
60	2574.507	COMMON TOPSOIL BORROW	CU YD	284	$30.00	$8,520.00	$30.00	$8,520.00	$35.00	$9,940.00	$41.00	$11,644.00	100.00%	$0.00
61	2574.507	LOAM TOPSOIL BORROW	CU YD	140	$40.00	$5,600.00	$74.10	$10,374.00	$42.00	$5,880.00	$56.80	$7,952.00	185.25%	$4,774.00
62	2575.507	MULCH MATERIAL TYPE 6	CU YD	35	$75.00	$2,625.00	$79.20	$2,772.00	$78.75	$2,756.25	$75.00	$2,625.00	105.60%	$147.00
63	2575.604	REINFORCED GRASS MEDIAN	SQ YD	104	$50.00	$5,200.00	$57.45	$5,974.80	$9.45	$982.80	$45.00	$4,680.00	114.90%	$774.80
64	2575.605	TURF ESTABLISHMENT	ACRE	0.71	$15,000.00	$10,650.00	$7,917.60	$5,621.50	$21,000.00	$14,910.00	$7,500.00	$5,325.00	52.78%	($5,028.50)
65	2582.503	4" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LIN FT	6357	$1.25	$7,946.25	$1.40	$8,899.80	$0.75	$4,767.75	$0.73	$4,640.61	112.00%	$953.55
66	2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LIN FT	4219	$2.00	$8,438.00	$2.75	$11,602.25	$1.50	$6,328.50	$1.46	$6,159.74	137.50%	$3,164.25
67	2582.503	4" SOLID LINE MULTI-COMPONENT (WR)	LIN FT	299	$1.00	$299.00	$3.20	$956.80	$2.88	$861.12	$2.80	$837.20	320.00%	$657.80
68	2582.503	24" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LIN FT	564	$20.00	$11,280.00	$12.70	$7,162.80	$11.95	$6,739.80	$11.60	$6,542.40	63.50%	($4,117.20)
69	2582.503	8" DOTTED LINE MULTI-COMPONENT GROUND IN (WR)	LIN FT	52	$15.00	$780.00	$5.85	$304.20	$4.64	$241.28	$4.50	$234.00	39.00%	($475.80)
70	2582.518	PAVEMENT MESSAGE MULTI-COMPONENT GROUND IN (WR)	SQ FT	243	$5.00	$1,215.00	$12.15	$2,952.45	$25.03	$6,082.29	$24.30	$5,904.90	243.00%	$1,737.45
71	2582.518	CROSSWALK MULTI-COMPONENT GROUND IN (WR)	SQ FT	870	$3.00	$2,610.00	$9.50	$8,265.00	$9.27	$8,064.90	$9.00	$7,830.00	316.67%	$5,655.00
otal:						$1,089,646.35		$1,145,302.32		$1,155,504.82		$1,208,112.03	105.11%	$55,655.97

Brainerd City Council
Agenda Request

Requested Meeting Date: March 1, 2021

Title of Item: Request to Discuss and Approve Downtown Crosswalk Painting Plan

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

Summary of Issue:

Mayor Badeaux has an idea to paint crosswalks downtown with different colors and patterns to differentiate the core downtown area and wanted the item to be brought forward to this committee for review and to select pattern and colors.

Alternatives, Options, Effects on Others/Comments:

We have a crew that works on crosswalk painting throughout the summertime that will be able to handle this work. As we have not done much of it before other than the standard zebra stripe crosswalks, I don't have a good feel on time and effort this will take, but it shouldn't be too much more arduous than what we already do with painting crosswalks.
What staff is looking for guidance on is:
1. What crosswalks or area do we want to do this in? Is it core downtown (Maple to Front, S 6th to S 8th?) or an expanded zone? We want to make sure our staff can paint everything we need to as we have been adding quite a bit more in recent years, but also want to make this a sucess and get a big enough area. Staff feels it would be good to start with the downtown area including 8th and see how it works, then expand out in future years.
2. What colors? Staff's first thought is green and blue like our logo. Staff is open to any other ideas, but would like to keep the block zebra pattern. Could start with white in the middle block and work towards the curbs with b-g-w.
Staff would like some discussion and a recommendation on this idea so that we can order paint. This will most likely be a roller job, so we will also need to order some heavy duty street paint rollers to complete the task. Attached is an example of what we are thinking.

Recommended Action/Motion:

Staff recommends discussing and recommending an area and color scheme for this initiative so that staff may plan accordingly.

Financial Impact:

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

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

Is this budgeted? ☑ Yes ☐ No

Please Explain: We have enough budget to cover this type of work in the traffic control fund. Staff anticipates it won't be a large dollar amount (>$1,000) and will get cheaper as we do more of them in future years if we want to expand.

Brainerd City Council
Agenda Request

Requested Meeting Date: March 1, 2021

Title of Item: Request to Discuss and Approve Name a Snowplow Initiative

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☑ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer/Interim PW Director Sandy	**Department:** Engineering/PW
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	**Estimated Time Needed:** 10 Minutes

Summary of Issue:

Alderman O'Day brought this item forward and thought it would be a fun idea for the City to do something like this. MnDOT had over 24,000 names submitted that they narrowed down to 50 names. They will be naming 8 plows, one for each MnDOT district. We would like to name 4 plow trucks, the loader and plow, the loader and snowblower, a road grader, and a broom tractor (in total, 8 pieces of equipment).

Alternatives, Options, Effects on Others/Comments:

MnDOT is currently underway with their "Name a Snowplow Initiative". We have acquired pictures of the equipment that we think would be fun to name. We need to work out some details on the process such as...
1. Do we solicit name ideas a narrow them down as a smaller subcommittee or come up with the names ourselves for voting? I think it would be fun to solicit names (maybe from the schools or other groups then narrow them down with a small committee).
2. From there, we can set up a surveymonkey so that people may vote on each piece of equipment for a name.
3. We would then purchase stickers for each piece of equipment to include the name on the equipment.
4. We would like a name of this initiative that makes it unique to the City.

We could also tie this into a social media initiative about plow safety to inform the public about how to safely navigate roadways with plows and equipment running. Staff would like some direction and a recommendation on how the committee would like to see this initiative work.

Recommended Action/Motion:

Staff recommends disccussion and a recommendation on the items above. Attached is the MnDOT program and some of the names being voted on currrently.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☑ No

Please Explain: This is minimal cost and staff time to put this information together along with purchasing stickers, which are inexpensive.

Name a MnDOT Snowplow!

*** 1. Please select up to 8 names.**

- [ ] Ain’t Snow Stopping Us Now
- [ ] Babe the Orange Plow
- [ ] Blizzard Blaster
- [ ] Blizzard Wizard
- [ ] Blizzard of Oz
- [ ] Buzz Iceclear
- [ ] C-3PSnow
- [ ] Cold Enough for Ya?
- [ ] Frosty the Snowplow
- [ ] Giiwedin (Ojibwe word for ‘north wind’)
- [ ] Goldy Snow-pher
- [ ] Ičamna (Dakota word for ‘blizzard’)
- [ ] Joe Plow-er
- [ ] Justin Moresnow
- [ ] Kent Brrr-bek
- [ ] Plow Bunyan
- [ ] Plowabunga!
- [ ] Plowy McPlowFace
- [ ] Plowin' in the Wind
- [ ] Princess Kay of the Snowy Way
- [ ] Purple Snow
- [ ] Raspberry Brrr-et
- [ ] Road Carew

- [ ] Darth Blader
- [ ] Dontcha Snow
- [ ] Duck Duck Orange Truck
- [ ] Edward Blizzardhands
- [ ] F. Salt Fitzgerald
- [ ] Fast and the Flurry Less
- [ ] Flake Superior
- [ ] For Your Ice Only
- [ ] Frostbite
- [ ] King of the North
- [ ] L'Plow du Nord
- [ ] Lake SnowBeGone
- [ ] Live, Laugh, Plow
- [ ] Luke Snowalker
- [ ] Mary Tyler More Snow
- [ ] Minnesota nICE
- [ ] No Business Like Snow Business
- [ ] Oh Snow You Didn't!
- [ ] Ope, Just Gonna Plow Right Past Ya
- [ ] Sir Plows A Lot
- [ ] Snowbi Wan Kenobi
- [ ] Snow Place like Home
- [ ] Tator Tot Hotdish
- [ ] Spirit of '91
- [ ] The Truck Formerly Known as Plow
- [ ] The Winterstate

Done

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Brainerd City Council
Agenda Request

Requested Meeting Date: March 1, 2021

Title of Item: Res-Consolidate Improvement Projects 20-05 and 20-06

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

Summary of Issue:

As part of the assessment proceeding process per Minnesota Statute 435.56 and 429, if we have multiple improvement projects and wish to conduct assessment proceedings for both projects at the same time, we must consolidate the projects to institute the proceedings on the same date and time.

Alternatives, Options, Effects on Others/Comments:

We typically do this if we have multiple improvement projects with generally the same type of work and in generally the same location. In this instance, the SE Brainerd Resurfacing Project consisting of resurfacing on Portland Avenue, St. Louis Avenue, Chicago Avenue, 15th Street SE, 16th Street SE, Quince Street, Pine Street, Walnut Street, Rosewood Street and Madison Street Resurfacing Project in the industrial park are generally the same improvement type and consist of the same work and fall in generally the same location. To institute assessment proceedings at the same time and place, staff is requesting that these improvement being combined per the attached resolution.

Recommended Action/Motion:

Staff recommends adoption of the attached resolution in which combines Improvements 20-05 and 20-06 into one improvement names "Improvements 20-05 and 20-06 - Madison Street and SE Brainerd Resurfacing Project".

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

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

RESOLUTION CONSOLIDATING
CERTAIN IMPROVEMENT PROJECTS

WHEREAS, the City of Brainerd (the "City") will institute proceedings for the following public improvements:

City Improvement 20-05 (the "First Project") and City Improvement 20-06 (the "Second Project")

WHEREAS, the City Council will hold an improvement hearing for both the First Project and the Second Project on April 5, 2021; and

WHEREAS, the City Council may order the improvements described as the First Project and the Second Project immediately following the public hearing therefor; and

WHEREAS, the proceedings for the above projects will be instituted on substantially the same dates; and

WHEREAS, the City Council has determined that the various components of the First Project and the Second Project may be more economically completed if consolidated and joined as one project, as authorized under Minnesota Statutes, Section 435.56.

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

1. The Council hereby consolidates and joins the First Project and the Second Project as a single consolidated improvement project for all purposes under Minnesota Statutes, Section 435.56 and Chapter 429.

2. All proceedings in connection with each component of the above-named projects shall be deemed instituted and conducted as one proceeding.

3. The consolidated project is designated as "Improvements 20-05 and 20-06 – Madison Street and SE Brainerd Construction Project".

Adopted this _____ day of _____, 2021

_____
KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2021

_____
DAVE BADEAUX
Mayor

ATTEST:_____
JENNIFER BERGMAN
City Administrator

Brainerd City Council
Agenda Request

Requested Meeting Date: March 1, 2021

Title of Item: Res-Receive Report and Call Hearing-Imp 19-19-Jackson St. and NW 3rd

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☑ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☐ Approve/Deny Motion ☑ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer/Interim PW Director Sandy	**Department:** Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	**Estimated Time Needed:** 10 Minutes

Summary of Issue:

Pursuant Minnesota Statute 429, in order to have the ability to levy special assessment on properties benefiting from proposed construction, the City Council must receive a feasibility report and call a public improvement hearing in which the Council can hear testimony for or against a said improvement. If the Council deems the Improvement feasibility, necessary, and cost effective after the hearing, the council would order the improvement and move into bidding.

Alternatives, Options, Effects on Others/Comments:

Attached you will find the feasibility report prepared for Improvement 19-19, which is the Jackson Street and NW 3rd Street Reconstruction. You will also find the proposed notice for the Improvement Hearing along with the resolution in which receives the report and sets the hearing date and time. Staff will walk through feasibility report at the meeting with the committee.

Recommended Action/Motion:

Staff recommends adoption of the attached resolution in which received the improvement feasibility report and sets the Public Improvement Hearing for April 5th, 2021 at 7:30 PM during the regularly scheduled City Council meeting.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

February 23, 2021

Mayor Badeaux
and Brainerd City Council Members

www.ci.brainerd.mn.us

RE: City Improvement 19-19 – Jackson Street and NW 3rd Street Improvements Feasibility Report

Jackson Street – NW 4th Street to NW 3rd Street
NW 3rd Street – James Street to Jackson Street

Dear Mayor Badeaux and City Council Members,

I am pleased to present this report for improvements as listed above. As you may recall from our previous conversations at a Council level, these improvements to Jackson Street and NW 3rd Street are being done in conglomeration with the NW 4th Street project in which will include a roundabout at the intersection of Jackson Street and NW 4th Street along with a full concrete median from Washington Street to Jackson Street. There is also lane configuration changes on NW 4th Street to include one southbound and one northbound lane from Beaver Dam Road to Washington Street. The southbound Washington Street intersection will include 2-dedicated left turn lanes and a 1-through-right to assist with stacking issues with see at peak times at NW 4th Street. The median through James Street at NW 4th Street is to restrict left turn movements at this intersection that have caused many accidents in recent years. All these changes to NW 4th Street will ultimately affect the neighborhood that lies between NW 4th Street and NW 2nd Street from Jackson Street to James Street, including the Tyrol Hills area, thus, the Council elected to improve Jackson Street and NW 3rd Street in this area to provide for efficient traffic flow in this neighborhood and access to the roundabout at Jackson Street and NW 4th Street.

Existing Project Conditions

The existing roadway conditions on Jackson Street and NW 3rd Street consist of gravel surfacing with no improved drainage systems or curb and gutter. Full water and sanitary sewer utilities already exist in the road right-of-way and will be brought to grade with any improvement project. There is no surface rating incorporated with these streets, as surface ratings only are attributable to bituminous paved surfaces. These roadway surfaces are graded multiple times per year after rain events, and the City spends a lot of maintenance time and man-hours repairing washouts in the gravel surfacing on these streets due to the grade of NW 3rd Street and no improved drainage systems or structures. These streets are one of a few remaining gravel surfaced streets in the City that also include Greenwood Street, South Ridge Drive, and a small portion of Maple Street.

Proposed Project Conditions

The improvements to NW 4th Street are anticipated to change traffic patterns in this area, thus the need to consider roadway improvements to the existing streets of NW 3rd Street and Jackson Street. The City's typical standard for a residential street such as this is a 32-foot-wide paved surface with curb and gutter and storm sewer. This allows for a 35-foot face-of-curb to face-of-curb surface (with curb included). This allows for on-street parking on both sides of the street along with 2-10 ½ foot wide travel lanes. Storm sewer is being proposed to bring stormwater from the street surface to the stormwater pond located at the end of NW 2nd Street. Other minor improvements to the sanitary sewer and watermain include bringing the structures to the new surface elevations proposed by adding or removing rings or sections of the enclosure infrastructure. No right-of-way impacts are

anticipated as all the streets identified are platted and un-improved. The improvements to the roadway surface are anticipated to be 100% assessed for per the City's assessment policy. Utility placements and upgrades will be funded through respective utility funds.

Project Estimated Costs

A total estimated cost for the specific roadway improvements can be seen below. The costs are based on estimated quantities and costs from like projects in the past and are subject to change based on bid unit prices submitted by contractors.

***Includes Engineering Costs**	
Roadway	$145,176
Storm Sewer	$61,207
Sanitary Sewer	$3,644
Watermain	$652
Estimated Assessable Costs	$145,176
TOTAL PROJECT ESTIMATE	**$210,679**

This improvement is feasible, cost effective, and necessary due to the roadway not being constructed to a City standard along with the proposed future traffic changes in this area along with the projected higher use. These improvements should be constructed in conjunction with the NW 4th Street improvements to prevent un-safe driver behaviors, to avoid additional wear and tear on the gravel surfacing currently present, avoid higher maintenance costs that come with gravel surfacing and increased traffic, along with providing the travelling public a safe and improved surface with proper drainage to ingress and egress from the neighborhood and commercial areas identified.

Respectfully Submitted,

Paul G. Sandy, P.E.
City Engineer/Interim Public Works Director
City of Brainerd

NOTICE OF HEARING ON IMPROVEMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota, will meet in the Council Chambers of the City Hall at 7:30 p.m. on April 5, 2021 to consider making the improvement as described below pursuant to Minnesota Statute Sections 429.011 to 429.111:

IMPROVEMENTS 19-19

Street Reconstruction – Grading, Storm Sewer, Concrete Curb and Gutter, and Bituminous Surfacing

Jackson Street – NW 4th Street to NW 3rd Street
NW 3rd Street – James Street to Jackson Street

The area proposed to be assessed is the property abutting said streets and alleys.

The estimated cost of such improvements is $210,679

Such persons as desire to be heard with reference to the proposed improvements will be heard at this meeting.

Any individual needing special accommodations please call 828-2307.

Dated: March 1, 2021

_____
Jennifer Bergman
City Administrator

Publish Brainerd Dispatch March 12, 2021 and March 19, 2021

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

RESOLUTION RECEIVING REPORT
CALLING HEARING ON IMPROVEMENT

WHEREAS, a report has been prepared by the City Engineer with reference to the improvement of the following described improvements:

IMPROVEMENT 19-19

Street Reconstruction
Jackson Street – NW 4th Street to NW 3rd Street
NW 3rd Street – James Street to Jackson Street

This report was received by the Council on the 1st Day of March 2021.

WHEREAS, the statute provides that no such improvements shall be made until the Council shall have held a public hearing on such improvements following mailed notice and two publications thereof in the official newspaper stating time and place of the hearing, the general nature of the improvement, the estimated costs thereof, and the area proposed to be assessed, and that a reasonable estimate of the total amount to be assessed, and a description of the methodology used to calculate individual assessments for affected parcels (the "Impact of Assessments") has been made available at the hearing, all in accordance with law; and

WHEREAS, this City Council has heretofore discussed and made determinations about the Impact of Assessments:

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

1. The Council will consider the above-described improvement in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvements pursuant to Minnesota Statute Chapter 429 at an estimated total cost of $210,679.

2. A public hearing shall be held on such proposed improvement on the 5th day of April 2021, in the Council Chambers of the Brainerd City Hall at 7:30 p.m. and the City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

Adopted this ___ day of _____, 2021

_____
KELLY BEVANS
President of the Council

Approved this ____ day of _____, 2021

_____
DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Brainerd City Council
Agenda Request

Requested Meeting Date: March 1, 2021

Title of Item: Res-Receive Report and Call Hearing-Imp 20-05 and 20-06

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☑ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☐ Approve/Deny Motion ☑ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer/Interim PW Director Sandy	**Department:** Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	**Estimated Time Needed:** 10 Minutes

Summary of Issue:

Pursuant Minnesota Statute 429, in order to have the ability to levy special assessment on properties benefiting from proposed construction, the City Council must receive a feasibility report and call a public improvement hearing in which the Council can hear testimony for or against a said improvement. If the Council deems the Improvement feasibility, necessary, and cost effective after the hearing, the council would order the improvement and move into bidding

Alternatives, Options, Effects on Others/Comments:

Attached you will find the feasibility report prepared for Improvement 20-05 and 20-06, which is the Madison Street and SE Brainerd Construction Project. You will also find the proposed notice for the Improvement Hearing along with the resolution in which receives the report and sets the hearing date and time. Staff will walk through feasibility report at the meeting with the committee.

Recommended Action/Motion:

Staff recommends adoption of the attached resolution in which received the improvement feasibility report and sets the Public Improvement Hearing for April 5th, 2021 at 7:30 PM during the regularly scheduled City Council meeting.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

Mayor Badeaux
and Brainerd City Council Members

www.ci.brainerd.mn.us

RE: City Improvements 20-05 and 20-06 – Madison Street and SE Brainerd Construction Project

Madison Street – S 10th Street to SE 13th Street
St. Louis Avenue – SE 11th Street to 260 feet east of SE 13th Street
Chicago Avenue – SE 11th Street to 250 feet east of SE 13th Street
Portland Avenue – 300 feet west of SE 11th Street to 260 feet east of SE 13th Street
Rosewood Street – 280 feet west of SE 11th Street to SE 11th Street
SE 15th Street – 230 feet south of Rosewood Street to Oak Street
Quince Street – SE 15th Street to SE 16th Street
SE 16th Street – Quince Street to Oak Street
Walnut Street – Breilly Court to Oak Street
Pine Street – Walnut Street to Beech Street

Dear Mayor Badeaux and City Council Members,

I am pleased to present this report for improvements as listed above, and from here on out in this report, I will generally refer to these as the "Improvements" to simplify and condense this report. Generally, the improvements consist of approximately 29 blocks of resurfacing and reconstruction of street surfaces, storm sewer replacement, watermain replacement and upgrades, sub-cuts of unsuitable soils, curb and gutter replacements, sidewalk additions, and other miscellaneous incidental items. The construction type and intrusiveness vary across the project limits, and this report will do its best in explaining project limits, work types, existing, and proposed project conditions and outline the feasibility and cost effectiveness of the proposed improvements.

Project Description and Existing Curb and Gutter, Pavement Condition Ratings, and Utility Priorities

This project is a large-scale resurfacing and reconstruction project in southeast Brainerd on streets that have fallen into general disrepair and have conditions that may not be acceptable for public use. When streets come to this point, the City has an obligation to repair or make repairs to these streets to make them safe and passable for the travelling public.

The City utilizes a pavement management system in which scores pavement and curb conditions based on current deficiencies within the pavements. The equation utilizes measurements of different cracking, potholing, and other surface and subgrade deficiencies that lead to a street falling into dis-repair or an unacceptable condition. The score is from 0-4, zero means the road is completely impassable and a 4 means that a street is brand new or newly constructed. Below is a list of the streets planned for work this summer and their respective pavement and curb scores based on 2018 data. This data also has the last year a resurfacing was completed. Please note the scores read pavement score/curb score:

Madison Street – 3.25 / 2.50 – Last resurfaced in 1981.
St. Louis Avenue – 2.32 and 2.57 / 2.5 and 3.5 – Last Resurfaced in 1973 and 2001.
Chicago Avenue – 1.64,1.81, and 2.14 / 2.0, 3.5, and 3.0 – Last Resurfaced in 1986, 2001, and 1972.
Portland Avenue – 1.87,2.17, and 3.45 / 2.5, 3.0, 2.0 – Last Resurfaced in 1986, 2001, and 1997.

Rosewood Street – 1.82 / 2.0 – Last Resurfaced in 1975
SE 15th Street – 2.71 / 3.0 – Last Resurfaced in 1973.
Quince Street – 2.54 / 2.5 – Last Resurfaced in 1971.
SE 16th Street – 3.47 / 3.0 – Last Resurfaced in 1971.
Walnut Street – 1.83 and 2.26 / 3.0 – Last Resurfaced in 1984 and 1990.
Pine Street – 2.13 / 2.5 – Last Resurfaced in 1983.

You will note that some of the above scores are a little higher than we would typically be recommending resurfacings. During pavement evaluation processes, we look at specific types of pavement deficiencies to score the pavements and enter equations. We typically look at a localized 100-foot segment for scoring pavements that is most representative of the street. This does not mean that other areas of the street may be in worst or better condition during scoring. Staff looks at the entire street when identifying project limits and does not focus solely on scores. There are also other needs when considering project limits such as underlying utility needs and needs for sidewalk inclusion that staff looks at when evaluating project termini.

All the streets listed above are at or have exceeded their planned life expectancy. All streets are seeing weathered surfaces, transverse and longitudinal cracking, alligator cracking, potholing, and other distresses that indicate the pavement needs rehabilitation. Underlying watermain needs were also taken into consideration with the help of Brainerd Public Utilities in identifying project limits and construction type (resurfacing/reconstruction) based on location of watermains under the street surface.

The surfacing on Madison Street has been on the priority list for a while due to the storm sewer line located near the north curb line continually pushing through the pavement during freeze/thaw cycles. The storm sewer in this area will be completely replaced and bedded heavily with sewer rock to prevent this from happening in the future.

Proposed Project and Work Types

The intent of this section of the report is to give a broad overview of construction types for each segment of street on this project along with the street layout and proposed utility work.

Madison Street – Maintaining the 44' wide street surface, replacing the storm sewer in its entirety and heavily bedding with sewer rock, full reconstruction of curb and gutter and pavement, and paving to a 9-ton road design because it is a commercial area.

St. Louis Avenue – Resurfacing of pavement with spot repair of curbs, sub-cut of unsuitable materials from 12th Street SE east to the dead end, replacement of watermain and services in select locations, resurfacing of pavement to a 7-ton residential road design and width.

Chicago Avenue – Resurfacing of pavement with spot repair of curbs, sub-cut of unsuitable materials from 12th Street SE east to the dead end, resurfacing of pavement to a 7-ton residential road design and width.

Portland Avenue – Resurfacing of pavement with spot repair of curbs, sub-cut of unsuitable materials from 12th Street SE east to the dead end, replacement of watermain and services in select locations, resurfacing of pavement to a 7-ton residential road design and width.

Rosewood Street – Reconstruct of street with full curb removal, watermain and service replacement, replacement of surfacing to 7-ton residential roadway design and width.

SE 15th Street – Most curb being removed due to watermain needing to be replaced, sidewalk incorporated on the west side of 15th between Pine Street and Oak Street per the Walkable-Bikeable City Committee Non-Motorized Transportation Plan, replacement of curb and resurfacing of street to residential 7-ton roadway design and width.

Quince Street – Resurfacing of street, a lot of curb being removed due to water services needing to be replaced, replacement of curb removed and resurfacing of street to 7-ton residential roadway design and width.

SE 16th Street – All curb and surfacing being removed due to sidewalk and watermain needs, sidewalk being added on west side of street from Rosewood Street to Oak Street per the Walkable-Bikeable City Committees Non-Motorized Transportation Plan, curb replaced, and street resurfaced to 7-ton residential roadway design and width.

Walnut Street – Resurfacing work with spot curb replacement, roadway resurfaced to 7-ton residential roadway standard design and width.

Pine Street – Resurfacing with spot curb replacement, watermain and water service replacement, curb coming out due to watermain needs, street being resurfaced to 7-ton residential roadway standard design and width.

Most streets will be a simple resurfacing, but other needs on the streets will require removal of more curb due to water services being placed, sidewalk additions, or other needs (condition or tipping of existing curb). Madison Street curb is being fully reconstructed due to its condition and the storm sewer replacement need.

The City utilizes the Walkable-Bikeable City Committees Non-Motorized Transportation Plan to guide sidewalk placements during road construction projects. 15th Street SE and 16th Street SE were indicated on the plan as needed north/south sidewalk connections from the existing east/west sidewalks in this area due to the proximity to Harrison School. The City does not assess for the costs for new sidewalk.

Project Estimated Costs

Below is a breakdown of estimated project costs for the project (Madison Street separated due to a different improvement number). Cost breakdowns of each specific roadway will be made available upon request. The totals outlined below reflect an estimated cost with 10% engineering costs included. The costs reflected in bids from contractors may vary from these costs based on workload, project site conditions, or other factors out of the City's control. The costs are based on historical values for each item of work and vary due to market conditions. Costs are broken down to Roadway (street, curb and gutter, restoration, etc.), storm sewer, sanitary sewer, watermain, assessable (based on a residential roadway design), and staff took the liberty to break out sub-cut costs and sidewalk costs to give an idea of the cost of those additional items that are necessary for the street construction:

SE Brainerd Resurfacing Project

Roadway	$1,711,754
Storm Sewer	$59,290
Sanitary Sewer	$31,625
BPU (Watermain)	$704,308
Assessable Costs	$638,964
Sidewalk (part of the roadway costs)	$62,452

Sub-cut (part of the roadway costs)	$148,905
Total Construction and Engineering	**$2,506,977.00**

Madison Street	
Roadway	$489,515
Storm Sewer	$219,032
Sanitary Sewer	$6,270
BPU (Watermain)	$95,101
Assessable Costs	$164,549
Total Construction and Engineering	**$809,918**

The intended uses of these streets and this infrastructure is not anticipated to change over the life of these improvements, therefore sizes of utilities, widths of streets, and other project elements are not proposed to change. No right-of-way acquisition is anticipated for this project and all improvements will utilize existing City right-of-way. The improvements will provide Brainerd constituents with long term clean, potable water, upgraded road surfaces built to withstand poor soil conditions in the SE Brainerd area, and drainage and conveyance systems to handle increased intensity rain events. This improvement is feasible, cost effective, and necessary due to the current condition of the pavements as presented, underlying utility needs, curb and gutter conditions, and other factors as indicated in this report.

Respectfully Submitted,

Paul G. Sandy, P.E.
City Engineer/Interim Public Works Director
City of Brainerd

NOTICE OF HEARING ON IMPROVEMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota, will meet in the Council Chambers of the City Hall at 7:30 p.m. on April 5, 2021 to consider making the improvement as described below pursuant to Minnesota Statute Sections 429.011 to 429.111:

IMPROVEMENTS 20-05 AND 20-06

Street Reconstruction, Street Resurfacing, and Sidewalk Construction – Grading, Aggregate Base, Bituminous Surfacing, Storm Sewer, Watermain, Concrete Curb and Gutter, Sidewalk, and ADA Improvements

Madison Street – S 10th Street to SE 13th Street

St. Louis Avenue – SE 11th Street to 260 feet east of SE 13th Street

Chicago Avenue – SE 11th Street to 250 feet east of SE 13th Street

Portland Avenue – 300 feet west of SE 11th Street to 260 feet east of SE 13th Street

Rosewood Street – 280 feet west of SE 11th Street to SE 11th Street

SE 15th Street – 230 feet south of Rosewood Street to Oak Street

Quince Street – SE 15th Street to SE 16th Street

SE 16th Street – Quince Street to Oak Street

Walnut Street – Breilly Court to Oak Street

Pine Street – Walnut Street to Beech Street

The area proposed to be assessed is the property abutting said streets and alleys.

The estimated cost of such improvements is $3,316,895.

Such persons as desire to be heard with reference to the proposed improvements will be heard at this meeting.

Any individual needing special accommodations please call 828-2307.

Dated: March 1, 2021

_____
Jennifer Bergman
City Administrator

Publish Brainerd Dispatch March 12, 2021 and March 19, 2021

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

RESOLUTION RECEIVING REPORT
CALLING HEARING ON IMPROVEMENT

WHEREAS, a report has been prepared by the City Engineer with reference to the improvement of the following described improvements:

IMPROVEMENTS 20-05 and 20-06

Street Resurfacing and Reconstruction
Madison Street – S 10th Street to SE 13th Street
St. Louis Avenue – SE 11th Street to 260 feet east of SE 13th Street
Chicago Avenue – SE 11th Street to 250 feet east of SE 13th Street
Portland Avenue – 300 feet west of SE 11th Street to 260 feet east of SE 13th Street
Rosewood Street – 280 feet west of SE 11th Street to SE 11th Street
SE 15th Street – 230 feet south of Rosewood Street to Oak Street
Quince Street – SE 15th Street to SE 16th Street
SE 16th Street – Quince Street to Oak Street
Walnut Street – Breilly Court to Oak Street
Pine Street – Walnut Street to Beech Street

This report was received by the Council on the 1st Day of March 2021.

WHEREAS, the statute provides that no such improvements shall be made until the Council shall have held a public hearing on such improvements following mailed notice and two publications thereof in the official newspaper stating time and place of the hearing, the general nature of the improvement, the estimated costs thereof, and the area proposed to be assessed, and that a reasonable estimate of the total amount to be assessed, and a description of the methodology used to calculate individual assessments for affected parcels (the "Impact of Assessments") has been made available at the hearing, all in accordance with law; and

WHEREAS, this City Council has heretofore discussed and made determinations about the Impact of Assessments:

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

1. The Council will consider the above-described improvement in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvements pursuant to Minnesota Statute Chapter 429 at an estimated total cost of $3,316,895.

2. A public hearing shall be held on such proposed improvement on the 5th day of April 2021, in the Council Chambers of the Brainerd City Hall at 7:30 p.m. and the City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

Adopted this ___ day of _____, 2021

_____
KELLY BEVANS
President of the Council

Approved this ____ day of _____, 2021

_____
DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

CITY OF BRAINERD
PERSONNEL AND FINANCE COMMITTEE
AGENDA

March 1, 2021
7: 00 PM
WebEx Teleconference Call-In Information
Call Toll-Free: 844-992-4726
Access Code: 187 610 4862

1. Consider Resolution Scheduling a Public Hearing on Issuance of Revenue Obligations by the City of Pierz to Finance a Project by Horizon Health, Inc.

2. Discussion of 2022 Capital Equipment and Facility Budget

3. Fire Contract Formula for 2022 - Informational

Brainerd City Council
Agenda Request

Requested Meeting Date: March 1, 2021

Title of Item: Consider Res-PH Issuance of Rev Obligation City of Pierz for Horizon Health

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

Summary of Issue:

Per the request received, Horizon Health, Inc. is refinancing, on a tax-exempt basis, the cost to acquire a 20-bed assisted living facility located at 218 SE 9th Street, Brainerd with a tax exempt loan issued by the City of Pierz. In addition to the project in Brainerd, the tax exempt loan will also refinance multiple loans related to projects within the cities of Pierz, Little Falls and Motley. In order for tax exempt loan proceeds that are issued by one municipality and spent in another, state law requires each city to provide consent and federal law requires each jurisdiction hold a public hearing.

Alternatives, Options, Effects on Others/Comments:

The attached resolution calls for the public hearing to be held on March 15th. After the public hearing (federal law requirement), there will be another resolution for the council to consider that grants consent to the expenditure of bond proceeds within the City of Brainerd originally issued by the City of Pierz (state law requirement).

Recommended Action/Motion:

Adopt the proposed resolution scheduling a public hearing on the issuance of revenue obligations by the City of Pierz to finance a project by Horizon Health, Inc.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain: The City budgeted a lump sum for publications each year and if there is a charge, the City could request reimbursement.

RESOLUTION NO. xx:21

RESOLUTION SCHEDULING A PUBLIC HEARING ON THE ISSUANCE OF REVENUE OBLIGATIONS BY THE CITY OF PIERZ TO FINANCE A PROJECT BY HORIZON HEALTH, INC.

BE IT RESOLVED, by the City Council of the City of Brainerd, Crow Wing County, Minnesota (the "City"), as follows:

Section 1. Recitals. The City makes the following recitals of fact:

1.01 Representatives of Horizon Health, Inc. (the "Borrower") have represented to the City that the Borrower is a Minnesota nonprofit corporation and organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, engaged in providing health care related activities and social services. Representatives of the Borrower have further advised the City that the Borrower desires to refinance, on a tax-exempt basis, the cost to acquire a 20-bed assisted living facility located at 218 SW 9th Street in the City (the "Brainerd Project") and pay costs associated with the financing.

1.02 The representatives of the Borrower have further advised the City that the Borrower also desires to finance and refinance other projects under the Act which are located in jurisdictions of the Cities of Pierz, Motley and Little Falls (collectively with the City, the "Host Municipalities"). These other projects are described as follows: (a) constructing and equipping an approximate 1,300 square foot addition to Borrower's assisted living facilities located at 900 Eastwood Lane South, Motley, Minnesota; (b) refinancing, on a tax-exempt basis, the cost to acquire and construct Borrower's 20-bed assisted living facility and administrative offices located at 26886 143rd Street located in Pierz, Minnesota; and (c) refinancing, on a tax-exempt basis, the cost to acquire and construct a 12-unit transitional home for the developmentally disabled as well as a 4-bed group home and daycare located at 1201 Hilton Road, Little Falls, Minnesota (together with the Brainerd Project, the "Project").

1.03 The Borrower desires to finance the Project through the issuance of tax-exempt revenue obligations in an amount not to exceed $3,000,000 (the "Obligations") of the City of Pierz, Minnesota (the "Issuer").

1.04 Fryberger, Buchanan, Smith & Frederick, P.A., bond counsel ("Bond Counsel") has advised the City as follows:

(a) The legal authority for the issuance of the Obligations is Minnesota Statutes, Sections 469.152 through 469.1655, as amended (the "Act").

(b) The Act authorizes the City to issue revenue obligations to refinance indebtedness incurred by an organization engaged in providing health care related activities and social services.

(c) In order for interest on the Obligations to be exempt from federal income taxation, the tax-exempt bond rules of the Internal Revenue Code of 1986, as amended, require that each jurisdiction in which a portion of the Project is located must hold a public hearing on the Project and approve the issuance of the Obligations.

(d) In order for the Obligations to be legally issued by the Issuer, Minnesota State law (Minnesota Statues, Section 471.656) requires that the City consent to the issuance of the Obligations by the Issuer.

Section 2. Public Hearing.

2.01 The City agrees to hold a public hearing on the issuance of the Obligations.

2.02 The City Administrator, or Bond Counsel at the direction of the City Administrator, is authorized and directed to publish the notice substantially in the form attached hereto as Exhibit A, in the official newspaper of the City and a newspaper of general circulation in the City not less than 7 days nor more than 30 days prior to the date set for the public hearing; provided that if the official newspaper of the City is a newspaper of general circulation in the City, the notice may be published only once.

Section 3. City Costs. The Borrower has agreed that it will pay the administrative fees of the City and pay, or, upon demand, reimburse the City for payment of, any and all costs incurred by the City in connection with the issuance of the Obligations, whether or not the Project is carried to completion, or the Obligations are issued.

Adopted this ____ day of March, 2021

_____
KELLY BEVANS
President of the Council

Approved this ____ day of March, 2021

_____
DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

EXHIBIT A

NOTICE OF PUBLIC HEARING ON PROPOSED PROJECT AND THE ISSUANCE OF PRIVATE ACTIVITY BONDS

CITY OF BRAINERD, MINNESOTA

Notice is hereby given that the City Council of City of Brainerd, Minnesota (the "City") will meet on Monday, March 15, 2021, at 7:30 p.m., or as soon thereafter as reasonably possible in the City Hall, 501 Laurel Street, Brainerd, Minnesota, for the purpose of conducting a public hearing to consider giving host approval to the issuance by the City of Pierz (the "Issuer") of revenue obligations, in one or more series, under Minnesota Statutes, Sections 469.152 through 469.1655 (the "Act"), in order to finance the cost of a project located in the City. The project will consist of refinancing, on a tax-exempt basis, the cost to acquire a 20-bed assisted living facility located at 218 SW 9th Street in the City and paying a portion of the costs associated with the financing, in the maximum amount of $500,000 (the "Project") on behalf of the owner, Horizon Health, Inc., a Minnesota nonprofit corporation and organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Borrower"). The Borrower has proposed combining the financing for the Project with the financing of other projects under the Act which are located in the jurisdictions of the Issuer and the Cities of Motley and Little Falls, Minnesota (collectively with the City, the "Host Municipalities"), with the total amount of the obligations to be issued presently being estimated at not to exceed $3,000,000. The Borrower owns and operates the facilities to be financed and refinanced.

A portion of the costs of issuing the proposed revenue obligations will also be financed. The proposed revenue obligations will be qualified 501(c)(3) bonds as defined in Section 145 of the Code.

The obligations and interest thereon shall not be payable from nor charged against any funds of the Host Municipalities other than revenue pledged for the payment thereof, nor shall the Host Municipalities be subject to any liability thereon. No holders of the obligations shall ever have the right to compel any exercise of the taxing power of the Host Municipalities to pay the obligations or the interest thereon, nor to enforce payment against any property of the Host Municipalities. Such obligations shall not constitute a charge, lien or encumbrance, legal or equitable, upon any property of the Host Municipalities, nor shall the same constitute a debt of the Host Municipalities within the meaning of any constitutional or statutory limitations.

All persons interested may appear and be heard at the time and place set forth above. Written comments may be submitted to Jennifer Bergman, City Administrator, at 501 Laurel Street, Brainerd, Minnesota 56401 or via email at jbergman@ci.brainerd.mn.us, in advance of the hearing.

EXTRACT OF MINUTES OF A REGULAR MEETING OF THE
CITY COUNCIL OF THE
CITY OF BRAINERD, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Brainerd, Minnesota, was duly called and held at the City Hall located at 501 Laurel Street, Brainerd, Minnesota, on Tuesday, March 1, 2021, at 7:30 p.m.

The following members were present: _____

and the following members were absent: _____

MOTION: Member _____ moved to adopt Resolution No. _____, entitled "Resolution Scheduling a Public Hearing on the Issuance of Revenue Obligations by the City of Pierz to Finance a Project by Horizon Health, Inc.," the reading of which had been dispensed with by unanimous consent.

SECOND: Member _____

RESULT: On a roll call vote the motion was carried.

Ayes:
Nays:
Not Voting:
Absent:

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Brainerd City Council
Agenda Request

Requested Meeting Date: March 1, 2021

Title of Item: Discussion of 2022 Capital Equipment & Facility Budget

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

Summary of Issue:

The direction of the Council has been to start the budget process earlier in the year and to break the budget up into pieces. The plan for the 2022 budget was to start the capital budget process in March, the debt budget May/June and then the operating in July/August. The Department Heads have received the capital budget worksheets to update earlier this week.

Alternatives, Options, Effects on Others/Comments:

Several discussion items have been discovered/brought to light:
* The Parks Department capital budget will be not completed/reviewed by the Park Board until mid to late summer. The Interim Public Works Director is doing a deeper dive into the Park's Capital budget which will take additional time.
* We do not know all of the funding sources at this time. For example, we don't know the amount of funds that may to transfered in from 2020 per the fund balance policy. We also don't have an estimate yet of the 2020 budgeted projects that will carry over to 2021. There could be additional funding sources due to close out of bond funds.
* How should the City plan for studies/professional service items? For example, a zoning code update, comp plan updates etc. These items are not particularly capital in nature yet direct capital planning for the future. These projects have been planned for in the capital fund to lessen the peaks and valleys of the operating budget. Does the Council want to continue this practice? Rather than pay for out of the capital fund when the project is to be completed, transfer funds from capital to the operating budget. We would still be achieving our goal of lessening the peaks and valleys of the operating budget.
* Pricing for many of the significant 2022 capital items are not available yet.

Recommended Action/Motion:

Discussion of the items listed above.

Staff's recommendation at this time:
* Continue to work on the capital budget, reviewing capital needs, shifting of projects to level out expenditures, and shifting projects based on needs. Present estimates to P&F at the March 15, 2021 meeting, but recongizing these numbers may change prior to adoption and will continue to update.
* Continue to plan for studies, professional service projects in the capital fund, and then budget and transfer the funds to the operating budget in the year the project to be completed.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

Brainerd City Council
Agenda Request

Requested Meeting Date: March 1, 2021

Title of Item: Fire Contract Formula for 2022 - Informational

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

Summary of Issue:

Each year at this time, staff prepares the proposed fire contract calculation for the following year. This information is used by the Townships that contract with Brainerd for fire service at their annual meetings in March, at which time they set their levy for 2022. This data will also be used by the City of Baxter and the City of Brainerd when we set our 2022 levy and budgets this fall.

Alternatives, Options, Effects on Others/Comments:

The attached calculation was provided and explained at the February 23, 2021 FAB meeting and follows the same formula as previous years. The factors used to allocate the costs payable in 2022 are: the 5 year average runs from 2016-2020; population is based on 2019 estimates, the most recent information available per the state demographer's website; 2020 estimated taxable market value payable in 2021; 2016 value of exempt buildings (updated by the County every 6 years). The City of Brainerd's overall funding share went from 43.22% to 42.84%. The overall costs to be allocated remain the same as 2021 assessment at $1,329,313. The FAB recommended keeping the overall cost consistent and put additional funds into the Fire Capital Fund.

Recommended Action/Motion:

Informational, no action needed.

Financial Impact:

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

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

Is this budgeted? ☑ Yes ☐ No

Please Explain: It will be part of the 2022 budget and levy process.

CITY OF BRAINERD FIRE SERVICE DISTRICTS - PAYMENT CALCULATION FOR 2022 ASSESSMENT

2021 FIRE DEPT BUDGET, INCLUDING PAID ON-CALL AND PENSION	$1,039,739
CAPITAL EQUIPMENT FUND - is a 5% increase over 2021 Assessment	$114,601
BUILDINGS ONLY DEPRECIATION	$63,405
DEBT SERVICE FOR FIRE ENGINE - Year 5 of 5	$0
DEBT SERVICE FOR FIRE TENDER - Year 4 of 5	$38,467
DEBT SERVICE FOR LADDER TRUCK - Year 3 of 7	$73,101
TOTAL AMOUNT USED FOR CALCULATION	**$1,329,313**

	5 YR AV # OF RUNS ('16 -'20)	30% % OF # OF RUNS	2019 POPULATION	30% % OF POP	(Asst '20 pay '21) VALUE OF BUILDINGS	30% % OF VALUE OF BLDGS	(Assessment '16) VALUE OF TAX EXEMPT BLDGS	10% % OF VALUE TAX EX BLDGS	% OF BUDGET	FUNDING SHARE
BRAINERD	235.60	53.21%	13,755	39.84%	528,541,307	25.41%	$407,251,800	73.03%	42.839885%	$569,476.16
BAXTER	105.40	23.80%	8,555	24.78%	674,224,251	32.41%	$128,580,500	23.06%	26.604211%	$353,653.23
CROW WING	16.00	3.61%	2,086	6.04%	120,556,649	5.80%	$454,900	0.08%	4.643412%	$61,725.48
LONG LAKE	11.80	2.66%	1,076	3.12%	82,512,933	3.97%	$446,200	0.08%	2.932437%	$38,981.27
NOKAY LAKE	7.40	1.67%	862	2.50%	50,703,502	2.44%	$1,133,600	0.20%	2.001943%	$26,612.09
OAK LAWN	16.20	3.66%	1,812	5.25%	110,140,616	5.30%	$10,209,000	1.83%	4.443583%	$59,069.13
ST. MATHIAS	4.20	0.95%	626	1.81%	31,088,104	1.49%	$1,609,300	0.29%	1.305708%	$17,356.95
UNORGANIZED	46.20	10.43%	5,755	16.67%	482,290,999	23.19%	$7,939,400	1.42%	15.228820%	$202,438.68
TOTAL	**442.80**	**100.00%**	**34,527**	**100.00%**	**2,080,058,361**	**100.00%**	**$557,624,700**	**100.00%**	**100.000000%**	**$1,329,312.99**
Last Year's Information	**440.80**		**34,377**		**1,926,668,813**		**$557,624,700**			**$1,329,313.00**
% Change	**0.45%**		**0.44%**		**7.96%**		**0.00%**			**0.00%**

	2022 ASSESSMENT	2021 ASSESSMENT	DIFFERENCE	% incr
BRAINERD	$569,476.16	$574,532.25	($5,056.09)	-0.88%
BAXTER	$353,653.23	$356,088.23	($2,435.00)	-0.68%
CROW WING	$61,725.48	$60,363.96	$1,361.52	2.26%
LONG LAKE	$38,981.27	$37,651.48	$1,329.79	3.53%
NOKAY LAKE	$26,612.09	$25,820.42	$791.67	3.07%
OAK LAWN	$59,069.13	$57,743.24	$1,325.89	2.30%
ST. MATHIAS	$17,356.95	$18,071.78	($714.83)	-3.96%
UNORGANIZED	$202,438.68	$199,041.64	$3,397.04	1.71%
TOTAL	$1,329,312.99	$1,329,313.00	($0.01)	0.00%

City of Brainerd
Commission/Committee/Board Application Form

Any questions contact City Hall at 218-828-2307

Commission/Committee/Board Applying for EDA Date: 2/8/2021

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

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

***Name: Last** Bieser **First** Tom **M.I.** M

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

Why do you want to be on the Commission/Committee/Board you are applying for?
I am applying for the Economic Development Authority. I want to make a difference in our community

What skills, strengths, or abilities do you believe you will add to the organization?
I am an Acct. by trade & have worked in both Public, Private & family Accounting. I have chaired Multiple community Events, been a part of many non-profit groups in the area and want to help create a better Brainerd Lakes community

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

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

Please list any additional comments:
I am Excited for the opportunity to help the EDA.

(Signature) 2/22/21 (Date)

***Required Information**

Submit completed application forms via one of the following options:

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

Brainerd City Council
Agenda Request

Requested Meeting Date: March 1, 2021

Title of Item: Conditional Use Permit - Anderson Brothers 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 1st Reading **provide copy of published hearing notice*
Submitted by: Community Development Director	**Department:** Community Development
Presenter (Name & Title): David Chanski, CDD	**Estimated Time Needed:** 5 minutes

Summary of Issue:

Hy-Tec Construction has submitted a request on behalf of Anderson Brothers Construction for a Conditional Use Permit to increase the permitted building height at 11325 State Highway 210, Brainerd, MN 56401. The purpose of this Conditional Use Permit request is to permit the construction of a new maintenance facility with a height in excess of 30 feet as Section 515-70-8 of the Code of Ordinances states building height more than 30 feet is a conditional use within an I-1 District.

Alternatives, Options, Effects on Others/Comments:

The Planning Commission considered this request during its regular meeting on Wednesday, February 17, and unanimously approved this CUP, stating staff's findings-of-fact, encourage continued good landscaping practices throughout the property, and placing the condition that the existing maintenance facility be demolished upon completion of this new maintenance facility.

Recommended Action/Motion:

Motion to approve the Conditional Use Permit for Anderson Brothers Construction to construct a new maintenance facility with a height in excess of 30 feet, stating staff's findings-of-fact, encouraging continued good landscaping practices throughout the property, and place the condition that the existing maintenance facility be demolished upon completion of this new maintenance facility.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

M E M O

TO: Planning Commission

FROM: James Kramvik, Assistant Planner

DATE: February 17, 2021

RE: CUP – 11325 State Highway 210

Hy-Tec Construction has submitted a request on behalf of Anderson Brothers Construction for a Conditional Use Permit to increase the permitted building height at 11325 State Highway 210, Brainerd, MN 56401.

Findings of Fact

1. 11325 State Highway 210 is in an I-1 (Light Industry) District.
2. Anderson Brothers Construction has proposed the construction of a new shop building.
    a. The proposed footprint of the new building is (204) feet by (100) feet with a height of (34) feet.
    b. The approximate front setback of the new building will be (60) feet.
    c. The existing shop will be demolished once the new structure is completed.
3. Per Section 515-70-7: Lot Area and Setback Requirements of the Code of Ordinances, the structure setbacks in an I-1 District are:
    a. The front yard setback is (40) feet.
    b. The side yard setback for an internal lot is (10) feet.
4. Per Section 515-70-8: Building Height of the Code of Ordinances, building height more than (30) feet is a conditional use within an I-1 District provided that:
    a. The site is capable of accommodating any increased intensity of use.
        i. The site meets this requirement as the operational area of the property is approximately 9 acres and as the existing shop shall be demolished upon construction of this new shop.
    b. Any increased intensity of use does not cause an increase in traffic volumes beyond the capacity of the surrounding streets.
        i. The site meets this requirement as the property is adjacent to State Highway 210.
        ii. The Minnesota Department of Transportation as expressed no concerns with this request.
    c. Public utilities and services are adequate.
        i. The site meets this requirement and has been approved by the City Engineer.
    d. The front and side yard setbacks shall be increased one (1) foot for every foot of height in excess of thirty (30) feet.
        i. The front yard required setback must be increased to (44) feet.

        1. *The applicant proposes at 60-foot front yard setback.*
    ii. *The side yard required setback must be increased to (14) feet.*
        1. *The proposed side yard setbacks shall exceed 150 feet to the south and 750 feet to the north*
5. No significant change in the overall impervious is expected.
6. The City Engineer has no concerns with any potential stormwater runoff increase as the proposed construction location is already an impervious surface.

As of this writing, the only party to contact the Community Development Department with questions has been the MN Department of Transportation. The MN Department of Transportation has no issues with the CUP as Anderson Brothers Construction is not planning on changing any access along State Highway 210. Their standard advisement would be to assure that no additional stormwater runoff would affect their ROW due to construction of the new building and any work in the state ROW would require a permit.

<u>Staff Opinion</u>
Staff recommends approval of this Conditional Use Permit.

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

Receipt # _____
Check # _____
Date Paid: _____

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

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

PROPERTY ADDRESS: 11325 State Highway 210, Brainerd MN 56401

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

Property Owner Name: Anderson Brothers Construction
Street Address: 11325 State Highway 210 **City:** Brainerd **State:** MN **Zip Code** 56401
Phone Number: 218-829-1768 **Fax:** _____ **E-mail:** tmcfarlin@andersonbrothers.com
Applicant Name: (If different than Property Owner) Hy-Tec Construction
Street Address: 11360 Business 371 **City:** Brainerd **State:** MN **Zip Code:** 56401
Phone Number: 218-829-8529 **Fax:** _____ E-mail: office@hytecconstruction.com

Description of Request: Conditional Use Permit for Building Height of new construction facility.

Property Owner Signature — 1/26/21 **Date**

TERRY MCFARLIN
(Please print name)

Applicant Signature — 1-26-2021 **Date**

Mitch FEIERABEND
(Please print name)

(OVER)

1 / A0.1 **ARCHITECTURAL SITE PLAN**
1" = 100'-0"

NORTH

NOT FOR CONSTRUCTION

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REVISIONS

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

11360 BUSINESS 371
BRAINERD, MN 56401
PHONE 218-829-9529
FAX 218-829-5383
hytecconstruction.com
lic #BC-20050648

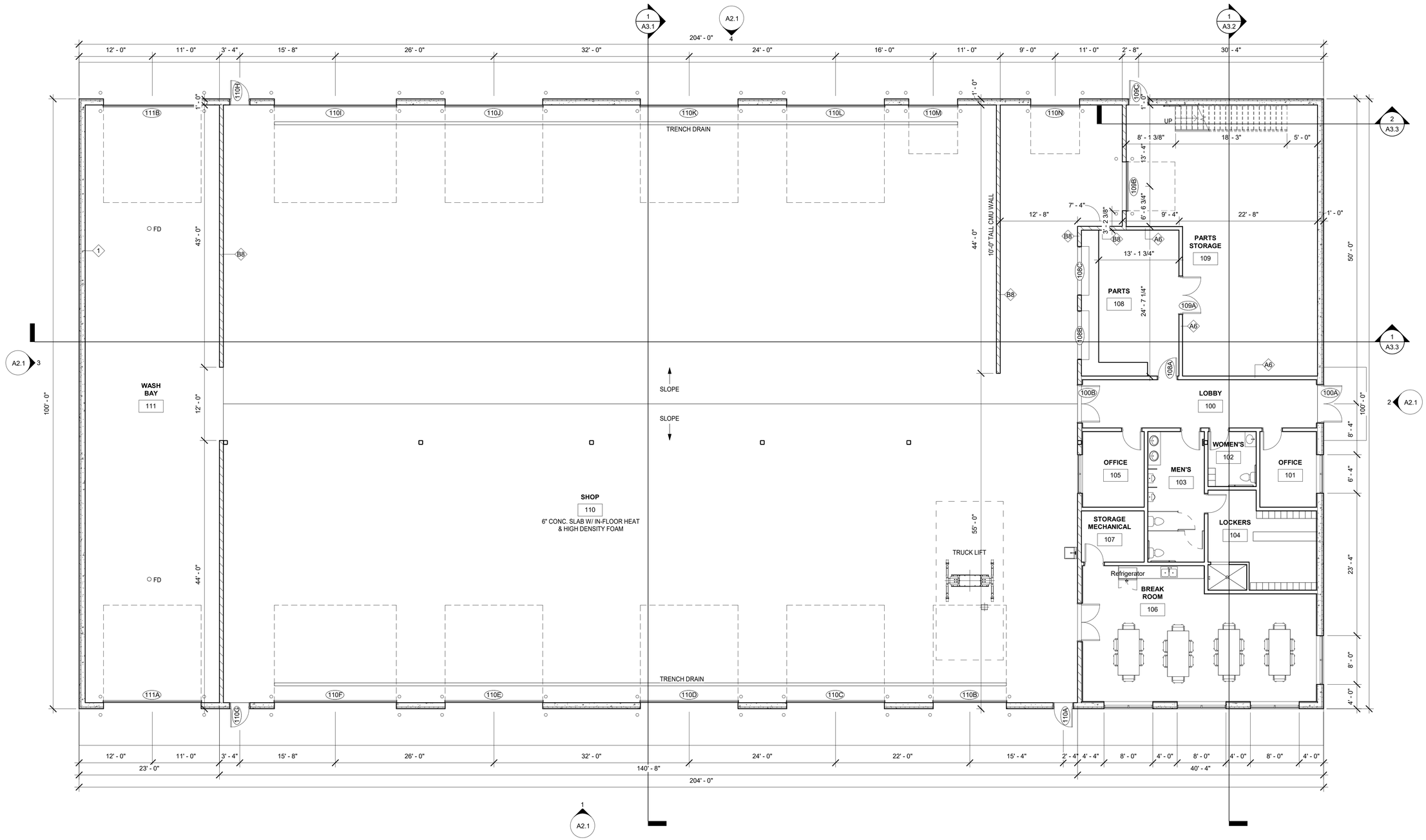
HYTEC CONSTRUCTION
ARCHITECTURAL DIVISION

ANDERSON BROTHERS SHOP
ARCHITECTURAL SITE PLAN

PROJECT #

DATE: 1.26.21

SHEET: A0.1



1 A1.1 **MAIN LEVEL FLOOR PLAN**
1/8" = 1'-0"

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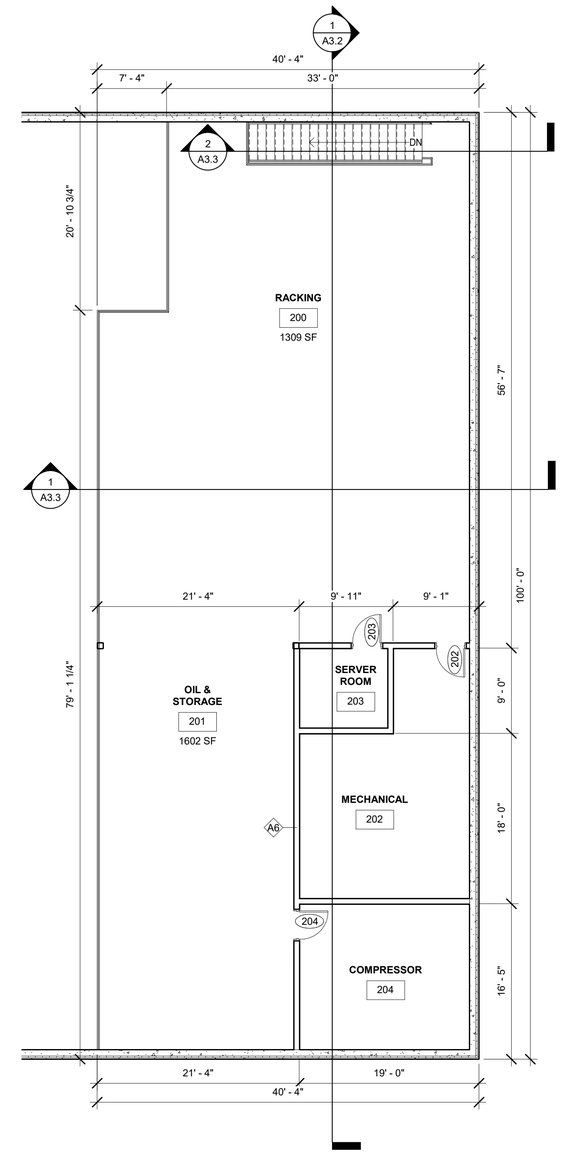
HYTEC CONSTRUCTION
ARCHITECTURAL DIVISION

ANDERSON BROTHERS SHOP
MAIN FLOOR PLAN

PROJECT #

DATE: 1.26.21

SHEET: A1.1



1 / A1.2 **UPPER LEVEL FLOOR PLAN**
1/8" = 1'-0"

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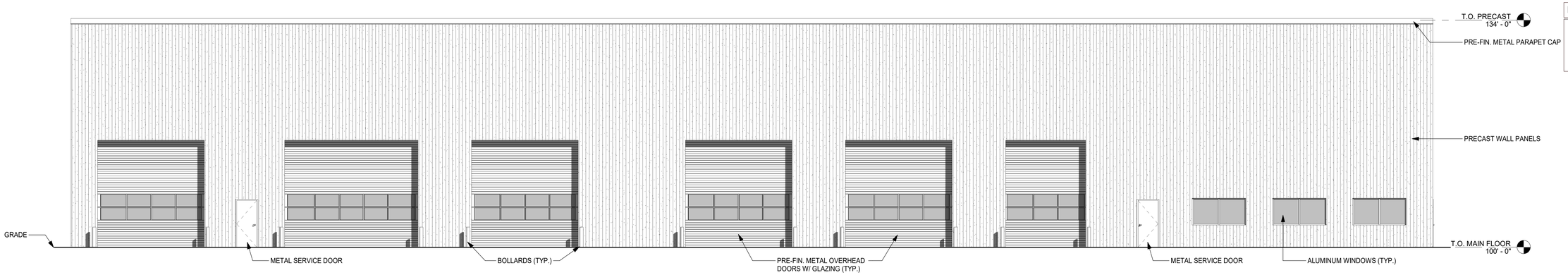
HYTEC CONSTRUCTION
ARCHITECTURAL DIVISION

ANDERSON BROTHERS SHOP
UPPER LEVEL FLOOR PLAN

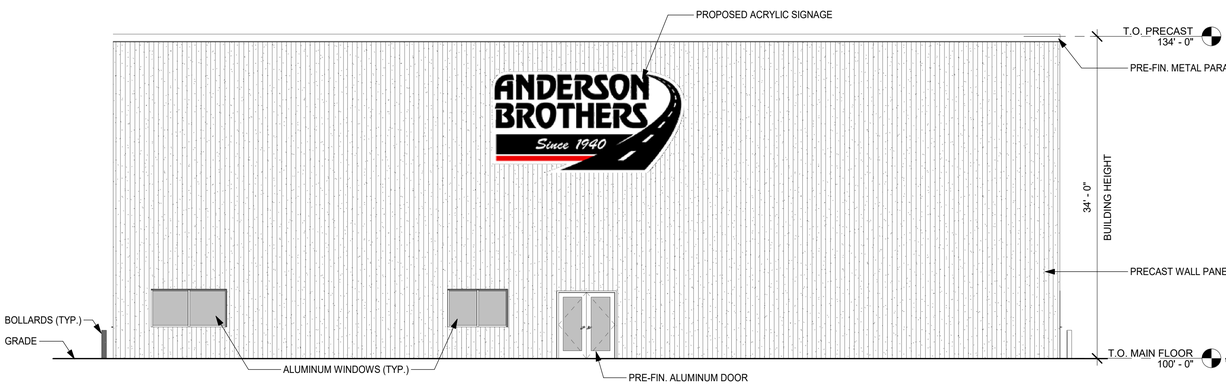
PROJECT #

DATE:
1.26.21

SHEET:
A1.2

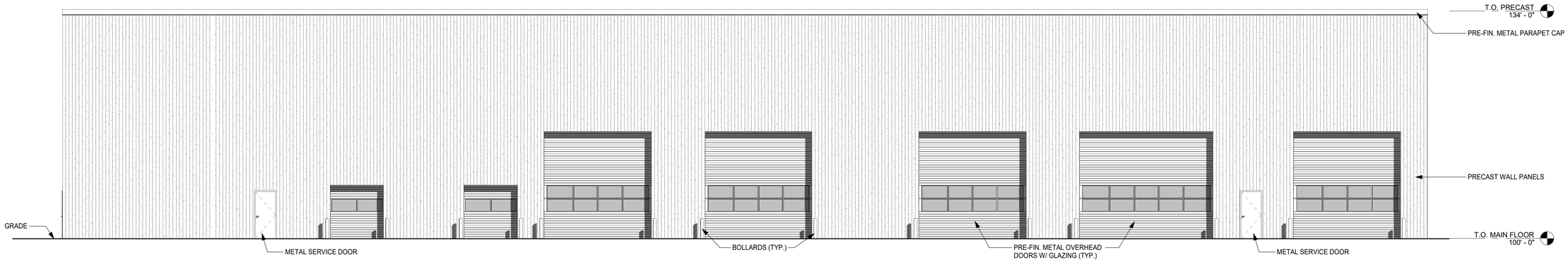


1 A2.1 **SOUTH ELEVATION**
1/8" = 1'-0"



2 A2.1 **EAST ELEVATION**
1/8" = 1'-0"

3 A2.1 **WEST ELEVATION**
1/8" = 1'-0"



4 A2.1 **NORTH ELEVATION**
1/8" = 1'-0"

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HYTEC CONSTRUCTION
ARCHITECTURAL DIVISION

ANDERSON BROTHERS SHOP
EXTERIOR ELEVATIONS

PROJECT #

DATE: 1.26.21

SHEET: A2.1

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Mitch Feierabend has submitted a request on behalf of Anderson Brothers Construction for a Conditional Use Permit at 11325 State Highway 210., Brainerd, MN 56401. The purpose of this Conditional Use Permit request is to permit the construction of a new maintenance facility with a height in excess of 30 feet. The property is legally described as:

S ½ of NE ¼ of NW ¼ SEC 20, Lying E of HWY #210, Except PT to State of Minn Shown as Parcel 223 on Minn Dept of Transportation ROW Plat $18-3 on File in the CO Recorders Office
P.I.N. 41200524
Section 20, Township 45, Range 30

The property is zoned I-1 (Light Industrial) District. A copy of the proposed site plan is on file for review with the Community Development Department.

A Public Hearing to consider this Conditional Use Permit request will be conducted by the Brainerd Planning Commission at 6:00 p.m. on Wednesday, February 17, 2021, in the City Council Chambers at 501 Laurel St., Brainerd, MN 56401.

Members of the public may attend this meeting in-person or monitor the meeting via phone. Information regarding how to attend this meeting virtually will be posted to the City's website (ci.brainerd.mn.us) by 4:30pm on Friday, February 12, 2021.

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

Dated this 4th day of February 2021

Publication Date: February 7, 2021

David C. Chanski, MPA
Community Development Director

M E M O

TO: Mayor and City Council

FROM: City Administrator, Jennifer Bergman

DATE: March 1, 2021

RE: City Administrator Report/Update

Goals Update
In July, the City Council adopted goals from the 2035 Comprehensive Plan. Attached is an update on the goals and objectives (see attached).

DDBC Holiday Lights Discussion
The Destination Downtown Business Coalition (DDBC) is meeting to discuss the potential replacement of the holiday lights downtown Brainerd. City and BPU representatives will also be attending this meeting to discuss the logistics.

Charter Commission
The Charter Commission cancelled their February meeting due to a family emergency for Attorney Langel. The next Charter Commission meeting will be held on March 10th and a recommendation for the next round of Charter amendments will be on the City Council agenda in April.

City Council Goals

August 1, 2020 to December 31, 2022

Land Use			
Goal	**Strategies/Action Steps**	**Status**	**Staff Member/Dept**
Goal 1: Support mixed-use development that is focused on integration instead of the separation of land uses.	Update city ordinances to reflect the changes in the plan	*Zoning Code Update is closing out Phase 1, and the Planning Commission is in the final stages of adopted an updated Future Land Use Map.*	CD Department
	Create policies that promote infill development and redevelopment	*Zoning Code Update is closing out Phase 1, and the Planning Commission is in the final stages of adopted an updated Future Land Use Map.*	CD Department
Goal 2: Through thoughtful planning, maintain the unique identity of the city and all appropriate land uses that support it.	Review, analyze, update and implement the suite of plans accordingly and consider new plans as they are adopted	*Planning Commission is in the final stages of adopting the Future Land Use Map.*	CD Department
	Develop new planning documents	*Zoning Code Update is closing out Phase 1.*	CD Department
	Deploy a form-based code for 1) Kingwood Street corridor and 2) Oak Street and 13th node	*Zoning Code Update is closing out Phase 1.*	CD Department
	Via the City's website, show the progression of city planning	*Staff is researching strategies for effectively*	IT Department

Updated 11/12/2020; 3/1/2021

City Council Goals

August 1, 2020 to December 31, 2022

	initiatives, bench marking and long-range planning progresses	*communicating progress of the Comprehensive Plan and other initiatives with the public.*	
	Identify locations for special use district or overlays	*Zoning Code Update is closing out Phase I. Identification of potential special use districts or overlays will be an element of this update.*	CD and IT
Goal 3: Support and invest in the incremental enhancements of quality of life.	Formalize a downtown association	*Destination Downtown Business Coalition (DDBC) was formed; Administrator attends all DDBC meetings*	Admin/CD Department
	Take active steps to complete the MN Greenstep Cities program	*Community Development Director is working with the Assistant Planner with the goal to take the next steps in the Greenstep Cities Program in 2021.*	CD Department
Community Character			
Goal	**Strategies/Action Steps**	**Status**	**Department**

City Council Goals

August 1, 2020 to December 31, 2022

Goal 1: Preserve and repurpose historic assets	Boost enforcement of city codes and ordinances	*As a result of COVID-19, staff is currently conducting code enforcement on a complaint driven basis per Council direction. However, staff plans on resuming proactive enforcement in the spring.*	CD Department
	Development a downtown beautification program	*Provided funds for banners in downtown Brainerd; Accepted donation of Babe the Blue Ox to be placed downtown; exploring painting of electrical boxes with DDBC and The Crossing Arts Alliance (TCAA)*	Parks and CD Departments
Goal 2: Enliven the community through intentional community design	Improve city-wide signage and wayfinding	*Staff have had numerous discussions with the staff of Crow Wing Energized, who desire to implement a wayfinding program in Brainerd. Discussions were placed on hold due to COVID, but plans for 2021 are in development. This is also an identified item of discussion by the Parking Commission.*	CD Department
	Leverage social media to market opportunities and existing success stories outward	*Intern created a social media calendar and posted regularly on City activities*	IT Department

City Council Goals

August 1, 2020 to December 31, 2022

	Integrate public art throughout the community in strategic locations	*Accepted donation of Babe the Blue Ox to be placed downtown; exploring painting of electrical boxes with DDBC and The Crossing Arts Alliance (TCAA)*	CD and Administration Departments
	Utilize tactical urbanism to evaluate pilot programs for implementation that improve walkability	*Walkable Bikeable City Committee is actively looking at ways to increase walkability within the City. The comprehensive update of the Zoning Code is also looking into how the City's zoning effects walkability. Walkability is also an important issue for the Parking Commission. Engineering Department has been actively pursuing Transportation Alternatives and other funding opportunities to support Walkable Bikeable Plan and has been incorporating any infrastructure improvements adjacent to street improvements projects that are identified within the Non-Motorized Transportation Plan.*	CD Department

City Council Goals

August 1, 2020 to December 31, 2022

Goal 3: Enhance the city's unique identity where the appropriate blend of historic and modern structures co-exists	Undergo a marketing and branding initiative	Park Board is exploring design standards for city parks.	Administration/IT Department/Parks
Housing			
Goal	**Strategies/Action Steps**	**Status**	**Department**
Goal 1: Provide a diverse mix of housing choices for all stages of life, income ranges and ownership/rental preferences	Support infill development	*Zoning Code Update is closing out Phase 1. Updating the zoning code to better support infill development is a key component to this strategy as the City's current Zoning Code is does not support infill development well.*	CD and Engineering Departments
	Ensure local land use controls and permitting procedures that do not discourage housing development	*Zoning Code Update is closing out Phase 1.*	
	Amend the comprehensive plan to include the updated housing study information	*The Comprehensive Plan is being updated to include the Crow Wing County HRA Workforce Housing Study when the Future Land Use*	CD Department

City Council Goals

August 1, 2020 to December 31, 2022

		Map update is complete and also included in the Comprehensive Plan.	
Goal 2: Encourage the preservation and historical significance of existing neighborhoods	Seek ways to encourage mixed-use development/redevelopment in and around Brainerd where appropriate	*Exploring opportunities for mixed-use developments and redevelopments in Brainerd with developers. City and HRA staff have been working with a developer on a downtown redevelopment project, and also met with a current developer to discuss future residential development and redevelopment opportunities.*	CD Department and HRA
Goal 3: Ensure quality living conditions for all residents	Utilize targeted incentives to catalyze improvements within neighborhoods	*Staff is actively looking into incentives for residential improvements within the City. Staff hopes to provide the City Council with an update in mid-2021*	CD Department and HRA
Mobility			
Goal	**Strategies/Action Steps**	**Status**	**Department**
Goal 1: Maintain, develop and adapt a dynamic multimodal transportation system within	Actively implement the walkable/bikeable city plan	*Walkable Bikeable City Committee is actively looking at ways to increase walkability within the City, including*	CD Department

City Council Goals

August 1, 2020 to December 31, 2022

Brainerd that seamlessly accommodates all users		*updating the Non-Motorized Transportation Plan. Walkability is also a key component of the Zoning Code Update as well as a significant issue for the Parking Commission.*	
	Hold yearly street live events	*COVID restricted many events in 2020 but working with DDBC on 2021 events including the Farmers Market*	Parks and CD Department
Goal 2: Continue to work collaboratively with MnDOT, federal and state agencies, neighboring cities, the private sector, residents and other agency partners to improve the mobility network in the region	In consideration of fiscal constraints and long-term maintenance, prioritize the maintenance of the existing transportation network and only expand thoughtfully and strategically	*Current projects underway help to address transportation network deficiencies (ie TH 371 B Reconstruction and sidewalk improvements FY 2022 FY 2022, Highway 25 Bridge and Trail Construction FY 2022 with MnDOT, Highway 210 Reconstruction FY 2025 with MnDOT, Cuyuna Lakes State Trail Construction FY 2022 with MnDNR)*	Engineering and CD Departments
Goal 3: Elevate consideration of other modes of transportation such as public transit, bicyclists and pedestrians to the same level as automobile users	Extend and increase the capacity of roadways that enhance circulation, mobility and anticipated growth and development	*Focus in recent years has been maintenance of existing transportation systems and allowing for more pedestrian*	Engineering and CD Departments

City Council Goals

August 1, 2020 to December 31, 2022

		friendly infrastructure in lieu of street capacity upgrades.	
	Use tactical urbanism and/or demonstration projects to identify and study pedestrian and bicycle improvements	*City staff have actively used the Non-Motorized Transportation Plan to implement priority projects as identified in the plan while also pursuing funding opportunities through State and Federal Programs (ie Transportation Alternatives, Safe Routes to School, MnDNR, LCCMR)*	Engineering and CD Departments
Economic Development			
Goal	**Strategies/Action Steps**	**Status**	**Department**
Goal 1: Support infill and redevelopment throughout Brainerd as a strategic component of growth	Keep a log of blighted or vacant properties	*An existing vacant properties map is available on the City's website. The Community Development Department plans on taking another look at the map in summer 2021 to ensure its accuracy.*	CD and IT/GIS Department
Goal 2: Support our workforce and help them thrive	Collaborate with local partners and stakeholders to address industry workforce needs	*Working with HRA and developer for potential workforce housing project in downtown Brainerd.*	Admin, HRA, BLAEDC, CD

City Council Goals

August 1, 2020 to December 31, 2022

Goal 3: Help local businesses grown and attract new businesses in our neighborhoods along our main corridors and downtown	Explore business improvement district options for the downtown	*The Destination Downtown Brainerd Coalition (DDBC) is a grassroots group of downtown business owners who have come together to improve the downtown. City staff are actively working with DDBC on programs to further enhance the downtown.*	BLAEDC, HRA and CD Department
	Appropriately budget funds for economic development and marketing	*Staff recommended an economic dev incentives fund for 2021 EDA budget, which was adopted by the EDA at $30,000;* *Portion of the funds to be used by DDBC to hire a downtown coordinator.* *Allocated $25,000 in May 2020 for marketing* *Allocated an add'l $25,000 in CARES Act funds for marketing*	EDA and BLAEDC
	Develop a set of programs to help grow and promote business development	*Will be considering programs with BLAEDC and EDA in 2021*	BLAEDC
	Enhance the downtown retail environment	*Participate in DDBC meetings; assisted DDBC with installation of banners; assisted Brainerd Restoration*	EDA and BLAEDC

City Council Goals

August 1, 2020 to December 31, 2022

		with the installation of speakers downtown	
	Support businesses that promote entrepreneurship	*Working with the IF on an Enterprise Academy; Worked with the Entrepreneur Fund to identify downtown businesses to participate*	EDA and BLAEDC
Parks and Recreation			
Goal	**Strategies/Action Steps**	**Status**	**Department**
Goal 1: Brainerd will maintain a quality parks system that meets the recreational needs of a variety of users	Conduct a series of long-range plans	*Park Board surveyed all parks in 2020; created a capital plan for park improvements; will be discussing potential future masterplans for parks.*	Engineering and Parks Department
	Incorporate maintenance and improvement costs into future park system decisions		Parks Department
	Enhance safe walking and cycling routes	*The City was awarded $2.85 million by LCCMR (pending legislative adoption) to construct the Mississippi Landing Trailhead Park, which will act as a regional trailhead for various state and local trails. Bill adopting LCCMR funding recommendations should reach the House floor*	CD and Parks Department

City Council Goals

August 1, 2020 to December 31, 2022

		in February 2021. If approved, funding will become available on July 1, 2021.	
Goal 2: Brainerd will collaborate with local community partners to maximize the value and impact of the park system	Encourage the Park Board to seek revenue-generating sources within the parks and facilities		Parks Department
	Join the 10-minute walk campaign through the Trust for Public Land		Parks Department
Goal 3: Seek ways to expand event programming for each park in order to highlight the unique qualities of each neighborhood	Work with public artists to integrate public art into neighborhood parks	*Began discussions with The Crossing Arts Alliance on painting electrical boxes; received Babe the Ox statue, partnered with TCAA to work with a local artist to paint it.*	Admin, Parks and CD Departments
Facilities & Infrastructure			
Goal	**Strategies/Action Steps**	**Status**	**Department**
Goal 1: Improve the overall image of the city	Ensure that adequate infrastructure is provided to areas targeted for growth (residential, commercial and industrial)	*Adequate infrastructure is in place for all development types and city staff have been actively maintaining these areas to ensure they are suitable and appealing to prospective developers.*	*Engineering, Community Development.*

City Council Goals

August 1, 2020 to December 31, 2022

Goal 2: Preserve the history and small-town feel of Brainerd	Prioritize infrastructure investments within existing neighborhoods and potential areas of growth		
Goal 3: Provide quality water/power and wastewater systems that support new and existing development and redevelopment; all while being adaptive to change	Continue to research and explore methods for funding options		
	Encourage the use of stormwater best management practices to improve local and regional water quality	*Engineering Department has been working on plans including Stormwater Retrofit Plan, Brainerd Hydraulic and Hydrologic model, and new MS4 permit and Stormwater Pollution and Prevention plan FY 2021 to apply for new MS4 permit. Focus will turn to implementation and applying for Clean Water Fund grants to fund projects as identified in these plans and to implement the plans in their entirety.*	*Engineering Department*
Public Safety			

City Council Goals

August 1, 2020 to December 31, 2022

Goal	Strategies/Action Steps	Status	Department
Goal 1: Brainerd will protect and provide for the safety of residents and visitors	Continuously seek to eradicate crime through innovative and contemporary strategies including preventative, proactive and responsive measures	*On – going with an emphasis with staff to be proactive within our neighbors to build positive relationship – pending COVID timelines*	PD
	Fill the vacant police officer positions	*Up to 25 police officers – focus on local recruitment and CLC students 2021 create new hiring list*	PD/HR
Goal 2: Evaluate and improve Brainerd's emergency management	Promote and expand existing programs whereby private business voluntarily share closed circuit security camera footage with law enforcement	*Plan in 2021 – Grant seeking for technology opportunities and reach out community partners*	PD
Goal 3: Continue to seek out and foster partnerships to better prepare the public and city staff for emergencies and natural disasters in the context of a changing climate	Continue to work with the school district with current and long-range planning efforts	*SRO involvement planned in all ISD facilities – threat assessment assignment of officers to individual elementary schools/private schools*	PD
	Continue partnerships and programs with MnDOT such as Safe Routes to Schools (SRTS) and Towards Zero Deaths (TZD)	*See grant funding to update bicycle equipment and train officers on education and safety*	PD

Updated 11/12/2020; 3/1/2021

City Council Goals

August 1, 2020 to December 31, 2022

Natural Resources			
Goal	**Strategies/Action Steps**	**Status**	**Department**
Goal 1: Protect and preserve our waterways, wetlands and wooded areas, and identify threats to native species within and around the City	Conduct an evaluation of city-wide opportunities to integrate low impact development solutions		Parks, Engineering and CD
	Develop a best management practice guide or education series around water quality	*Stormwater retrofit analysis has been completed along with a full hydraulic model of City's stormwater infrastructure. Focus will turn to implementation of stormwater best management strategies to prepare the City for future MS4 permits and impending Total Maximum Daily Load Allocations.*	Engineering
	Clearly identify greenways and corridors that should be preserved	*Tree replacement program into the future will provide necessary funds to provide for green infrastructure by planting trees where diseased and dead trees have left gaps.*	Parks and Engineering

City Council Goals

August 1, 2020 to December 31, 2022

	Develop a tree replacement plan	*Budgeted $25,000 in streets and parks budget for tree replacement in 2021;* *Parks received a DNR grant for Emerald Ash Borer to complete a tree inventory, replace and treat diseased ash trees and develop a plan for tree resources*	Parks, Engineering and CD
Goal 2: Increase access to open space	Review and revise subdivision ordinances to reflect the content of the plan	*Zoning Code Update is closing out Phase 1. Subdivision ordinances will be amended to match the updated zoning code upon completion.*	CD
	Review and revise site design guidelines to align with the polices of this plan	*Zoning Code Update is closing out Phase 1.*	CD