

CITY COUNCIL AGENDA

Brainerd, Minnesota

April 5, 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: 187 648 5126

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:

040521 COUNCIL AP REGISTER.pdf

B. Approval Of Minutes

1. Regular Meeting Held on March 15, 2021

Documents:

20210315_CC draft.pdf

C. Approval Of Licenses

Contractor Licenses - 3

Documents:

2021-04-01 Contractor Licenses.pdf

D. Department Activity Reports

1. Fire Chief
2. Parks Maintenance and Recreation

Documents:

Fire Chief Report.pdf
Parks Rec Report.pdf

E. Adopt Resolution Accepting Donations & Contributions For The 1st Quarter Of 2021

Documents:

1st QTR 2021 Donations.pdf

F. Minnesota Lawful Gambling - Adopt Resolution Authorizing The Brainerd Eagles #287, 124 Front St., To Conduct Off-Site Gambling April 24, 2021 - May 1, 2021 At Memorial Park, 1700 Mill Ave., Brainerd, MN

6. Presentations

A. Parking Commission Interim Report

Documents:

Parking Commission.pdf

1. Parking Commission Report

Documents:

Parking Commission Interim Update.pdf

7. Council Committee Reports

A. Safety And Public Works Committee - 6:15 P.M.

WebEx Teleconference Information

- Call Toll-Free: 844-992-4726
- Access Code: 187 053 7219

Documents:

20210405_SPW.pdf

1. Consideration For Returning To Proactive Code Enforcement

Documents:

Consideration for Returning to Proactive Code Enforcement.pdf

2. Request To Approve Event Application - Corpus Christi Processional

Documents:

Corpus Christi Event.pdf

3. Request To Approve Event Application - Downtown Brainerd Spring Fling

Documents:

Downtown Spring Fling.pdf

4. Request To Approve Improvement 19-10 - 2020 NE Brainerd Resurfacing Project Change Order 1

Documents:

Imp 19-10 Change Order 1.pdf

5. Request To Award Improvement 21-01 And 21-05 - 2021 Parking Lot And Street Seal Coat Projects

Documents:

Imps 21-01 and 21-05 Award.pdf

6. Request To Approve Change To Transit Operating Policy

Documents:

Transit Operating Policy.pdf

7. Request To Discuss Evergreen Boat Landing Road Condition

Documents:

Evergreen Landing.pdf

8. Request To Review And Change Improvement 19-18 - Highway 25 Trail Construction Year

Documents:

Highway 25 Trail.pdf

9. Request To Re-Visit Colored Crosswalk Painting Plan

Documents:

Colored Crosswalk Painting.pdf

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

WebEx Teleconference Information

- Call Toll-Free: 844-992-4726
- Access Code: 187 940 6399

Documents:

20210405_PF.pdf

1. Consideration Of Request To Waive City's Ability To Recertify Special Assessments On Lot 5 Block 3 In The Serene Pines Development (PID 41280507) By Mr. Brandon Town

Documents:

Lot 5 Block 3 Serene Pines.pdf

2. Authorization Of Payment To Mr. Jedlenski

Documents:

Jedlenski Refund.pdf

3. Resignation Of Firefighter Rubbelke

Documents:

Resignation FD.pdf

4. Ratify Hiring Of Police Officer Jacob Engst

Documents:

Ratify PD Hiring.pdf

5. Approval Of On-Sale And Sunday Liquor Licenses For CC's Bar LLC At 121 Washington Street NE, Brainerd, MN

Documents:

CCs Bar On Sale Liquor License.pdf

6. Review Of Brainerd Public Utilities And Infrastructure Capital Budgets

Documents:

BPU and Infrastructure Capital.pdf

8. Unfinished Business

A. Call For Applicants - Informational

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

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

Cable TV Advisory Committee - 1 term (Expire 2022)
Charter Commission - 1 term (Expire 2022)
Rental Dwelling License Board of Appeals - 3 terms (Expire 2022)
Transportation Advisory Committee (TAC) - 1 term (Expire 2022)

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

Economic Development Authority (EDA) - 1 term (Expire 2021) - 1 term (Expire 2026)

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

Police & Fire Civil Service Commission - 1 term (Expire 2023)

Ad Hoc Committees - Applicants Needed

Water Tower Committee - Two positions available

9. New Business

- A. **Public Hearing And Resolution - Ordering Improvement, Approving Plans And Specifications, And Ordering Advertisement For Bids - Improvements 19-19 - Jackson Street And NW 3rd Street Reconstruction Project**

Documents:

PH and RES IMP 19-19.pdf

- B. **Public Hearing And Resolution - Ordering Improvement, Approving Plans And Specifications, And Ordering Advertisement For Bids - Improvements 20-05 And 20-06 - Madison Street And SE Brainerd Construction Project**

Documents:

PH and RES IMP 20-05 20-06.pdf

1. Email Received

Documents:

Email IMP.pdf

- C. **First Reading - Proposed Ordinance No. 1515 - Amending Section 515-37: Signs**

Documents:

First Reading ORD 1515.pdf

D. Variance & Conditional Use Permit Amendment - Garfield Elementary

Documents:

Variance and Conditional Use Permit Amendment - Garfield Elementary.pdf

10. Public Forum

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

11. Staff Reports

(Verbal: Any Updates since Packet)

12. Mayor's Report

13. Council Member Reports

14. Adjourn To Closed Session Pursuant Minnesota Statute 13D.05 Subd. 3(C)(3) To Consider Counteroffers For The Purchase Of Property At 502 Jackson Street, In Brainerd, MN 56401

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

WebEx Teleconference Call In Info:

Call Toll-Free: 844-992-4726

Access Code: 187 940 6399

Safety & Public Works Committee will meet at 6:15 P.M.

WebEx Teleconference Call In Info:

Call Toll-Free: 844-992-4726

Access Code: 187 053 7219

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"

04/01/2021 03:30 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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EXP CHECK RUN DATES 04/05/2021 - 04/05/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0011 - ACE HARDWARE:							
295340 64842	ACE HARDWARE MAIL BOX REPAIR 235-3125-42220	03/15/2021 pziemer REPAIR & MAINT	04/07/2021	183.49 183.49	183.49	Open	N 04/07/2021
295357 64851	ACE HARDWARE CHAIN REPAIR 235-3100-42220	03/15/2021 pziemer REPAIR & MAINT	04/07/2021	17.97 17.97	17.97	Open	N 04/07/2021
295379 64855	ACE HARDWARE SHOP GARDEN HOSE END 235-3100-42220	03/16/2021 pziemer REPAIR & MAINT	04/07/2021	4.49 4.49	4.49	Open	N 04/07/2021
295490 64872	ACE HARDWARE SANITARY SEWER CLEAN OUT CAP 237-3190-42220	03/19/2021 pziemer REPAIR & MAINT	04/07/2021	4.49 4.49	4.49	Open	N 04/07/2021
295388 64893	ACE HARDWARE SWEEPER 111 WASHOUT FITTINGS 235-3100-42220	03/16/2021 pziemer REPAIR & MAINT	04/07/2021	14.51 14.51	14.51	Open	N 04/07/2021
295492 64942	ACE HARDWARE SPRAY NOZZLE 225-2120-42220	03/19/2021 pziemer REPAIR & MAINT	04/07/2021	13.49 13.49	13.49	Open	N 04/07/2021
295573 64957	ACE HARDWARE HOT WATER JETTER ANTI-FREEZE 238-3160-42220	03/24/2021 pziemer REPAIR & MAINT	04/07/2021	20.65 20.65	20.65	Open	N 04/07/2021
295610 64969	ACE HARDWARE NUTS AND BOLTS RESUPPLY 235-3100-42220	03/25/2021 pziemer REPAIR & MAINT	04/07/2021	26.95 26.95	26.95	Open	N 04/07/2021
295599 64986	ACE HARDWARE KEYS AND TAGS 225-2120-42210	03/24/2021 pziemer OPERATING SUPPLIES	04/07/2021	0.00 44.89	0.00	Void	N 04/07/2021
295535 64996	ACE HARDWARE LUG XTREME/FUSE ATM-MINI 225-2220-42210	03/22/2021 pziemer OPERATING SUPPLIES	04/07/2021	14.02 14.02	14.02	Open	N 04/07/2021

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
295522 64997	ACE HARDWARE FASTENERS 225-2220-42210	03/22/2021 pziemer	04/07/2021	5.16	5.16	Open	N 04/07/2021
	OPERATING SUPPLIES			5.16			
295458 65095	ACE HARDWARE GGP - PAINT/BRUSH 230-5200-42220	03/18/2021 pziemer	04/07/2021	37.87	37.87	Open	N 04/07/2021
	REPAIR & MAINT			37.87			
295770 65111	ACE HARDWARE VAC TRUCK FASTENERS 237-3190-42220	03/31/2021 pziemer	04/07/2021	1.68	1.68	Open	N 04/07/2021
	REPAIR & MAINT			1.68			
Total for vendor 0011 - ACE HARDWARE:				344.77	344.77		

Vendor 2902 - ADVANCE AUTO PA:

6574107484302 64850	ADVANCE AUTO PARTS ARROW BOARD REPLACEMENT LIGHT 235-3170-42220	03/15/2021 pziemer	04/07/2021	13.50	13.50	Open	N 04/07/2021
	REPAIR & MAINT			13.50			
6574106784034 64852	ADVANCE AUTO PARTS STREET SWEEPER SEALS 235-3100-42220	03/08/2021 pziemer	04/07/2021	83.64	83.64	Open	N 04/07/2021
	REPAIR & MAINT			83.64			
6574107784443 64866	ADVANCE AUTO PARTS FILTER RETURN 235-3100-42220	03/18/2021 pziemer	04/07/2021	(84.67)	(84.67)	Open	N 04/07/2021
	REPAIR & MAINT			(84.67)			
6574107784444 64867	ADVANCE AUTO PARTS HEX SOCKETS AND EXTENSION 235-3100-42220	03/18/2021 pziemer	04/07/2021	57.93	57.93	Open	N 04/07/2021
	REPAIR & MAINT			57.93			
6574108384672 64936	ADVANCE AUTO PARTS GASKET SEALANT 235-3100-42220	03/24/2021 pziemer	04/07/2021	34.94	34.94	Open	N 04/07/2021
	REPAIR & MAINT			34.94			
Total for vendor 2902 - ADVANCE AUTO PA:				105.34	105.34		

Vendor 0533 - ALLEGRA:

91047 64973	ALLEGRA SIGNS FOR GRAB AND GO 211-5500-42200	03/14/2021 pziemer	04/07/2021	46.00	46.00	Open	N 04/07/2021
	OFFICE SUPPLIES			46.00			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Total for vendor 0533 - ALLEGRA:				46.00	46.00		
Vendor 2846 - AMERICAN WELDING:							
07657564 64847	AMERICAN WELDING-GAS INC RENTAL CYLINDER 235-3100-42220	03/01/2021 pziemer	04/07/2021	49.01	49.01	Open	N 04/07/2021
	MIG WELDING GAS			49.01			
07693396 65042	AMERICAN WELDING-GAS INC WELDING SUPPLIES 235-3100-42220	03/24/2021 pziemer	04/07/2021	10.55	10.55	Open	N 04/07/2021
	REPAIR & MAINT			10.55			
Total for vendor 2846 - AMERICAN WELDING:				59.56	59.56		
Vendor 0039 - AMERIPRIDE LINE:							
2201445034 64837	ARAMARK UNIFORM RUGS AND OVERALLS 235-3100-43430	03/11/2021 pziemer	04/07/2021	68.17	68.17	Open	N 04/07/2021
	MISCELLANEOUS			68.17			
2201447958 64868	ARAMARK UNIFORM RUGS AND COVERALLS 235-3100-43430	03/18/2021 pziemer	04/07/2021	93.33	93.33	Open	N 04/07/2021
	MISCELLANEOUS			93.33			
2201450578 64968	ARAMARK UNIFORM TOWELS AND UNIFORMS 235-3100-43430	03/25/2021 pziemer	04/07/2021	68.17	68.17	Open	N 04/07/2021
	MISCELLANEOUS			68.17			
Total for vendor 0039 - AMERIPRIDE LINE:				229.67	229.67		
Vendor 2740 - AT&T MOBILITY:							
0356X04032021 65106	AT&T MOBILITY ACCT 287287520356 DEPT CELL PHONES 225-2120-43309	03/25/2021 pziemer	04/07/2021	1,959.06	1,959.06	Open	N 04/07/2021
	COMPUTER TECHNICAL SUPPORT			764.60			
	TELEPHONE			1,194.46			
Total for vendor 2740 - AT&T MOBILITY:				1,959.06	1,959.06		
Vendor 1474 - B&B BOAT & REC,:							
13316 65110	BRAINERD SPORTS & MARINE VAC TRUCK ROPE GRIPPER 237-3190-42220	03/31/2021 pziemer	04/07/2021	12.49	12.49	Open	N 04/07/2021
	REPAIR & MAINT			12.49			
Total for vendor 1474 - B&B BOAT & REC,:				12.49	12.49		

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0319 - BAKER TILLY MUN:							
BTMA9408 65094	BAKER TILLY MUNICIPAL ADVISORS, LLC 2010A ARBITRAGE 11/17/15-2/1/21 309-7800-46620	03/30/2021 pziemer	04/07/2021	3,100.00	3,100.00	Open	N 04/07/2021
	PAYING AGENT FEES			3,100.00			
	Total for vendor 0319 - BAKER TILLY MUN:			3,100.00	3,100.00		
Vendor 3201 - BAYCOM INC:							
SRVCE0000000032909 64994	BAYCOM INC COMMUNICATION SYSTEM 225-2220-42220	03/23/2021 pziemer	04/07/2021	135.00	135.00	Open	N 04/07/2021
	REPAIR & MAINT			135.00			
EQUIPINV_031969 65086	BAYCOM INC SQD 435 & 436 - NEW SQUAD BUILD 400-9050-45530	03/23/2021 pziemer	04/07/2021	6,618.00	6,618.00	Open	N 04/07/2021
	CAPITAL - OTHER			6,618.00			
	Total for vendor 3201 - BAYCOM INC:			6,753.00	6,753.00		
Vendor 0065 - BOYER TRUCKS RO:							
92564R 64871	BOYER TRUCKS ROGERS HYDRAULIC FITTINGS 235-3100-42220	03/18/2021 pziemer	04/07/2021	12.48	12.48	Open	N 04/07/2021
	REPAIR & MAINT			12.48			
93239R 64939	BOYER TRUCKS ROGERS HYDRAULIC FITTINGS 235-3100-42220	03/24/2021 pziemer	04/07/2021	100.50	100.50	Open	N 04/07/2021
	REPAIR & MAINT			100.50			
93407R 65085	BOYER TRUCKS ROGERS SHOP PAPER TOWELS 235-3100-42220	03/30/2021 pziemer	04/07/2021	151.80	151.80	Open	N 04/07/2021
	REPAIR & MAINT			151.80			
93538R 65105	BOYER TRUCKS ROGERS TRUCK 109 SHACKLE PIN AND WASHERS 235-3125-42220	03/31/2021 pziemer	04/07/2021	30.95	30.95	Open	N 04/07/2021
	REPAIR & MAINT			30.95			
	Total for vendor 0065 - BOYER TRUCKS RO:			295.73	295.73		
Vendor 0077 - BRAINERD HYDRAU:							
19575 64853	BRAINERD HYDRAULICS/AIR SANDER O-RINGS 235-3125-42220	03/15/2021 pziemer	04/07/2021	15.20	15.20	Open	N 04/07/2021
	REPAIR & MAINT			15.20			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	Total for vendor 0077 - BRAINERD HYDRAU:			15.20	15.20		
Vendor 2684 - BRAINERD PARKS:							
3/23/21 65096	BRAINERD PARKS & RECREATION EARLY BIRD TOURNAMENT CASH FUND 230-5215-42210	03/23/2021 pziemer	04/07/2021	1,200.00	1,200.00	Open	N 04/07/2021
	OPERATING SUPPLIES			1,200.00			
	Total for vendor 2684 - BRAINERD PARKS:			1,200.00	1,200.00		
Vendor 0296 - BRAINERD PUBLIC:							
202102254730 64648	BRAINERD PUBLIC UTILITIES WELLNESS REIMBURSE 278-6515-43430	02/26/2021 pziemer	03/17/2021	64.41	64.41	Open	N 04/07/2021
	MISCELLANEOUS			64.41			
JAN 21 64817	BRAINERD PUBLIC UTILITIES JANUARY 2021 TAX SETTLEMENT 101-0000-20850	03/15/2021 pziemer	04/07/2021	1,962.70	1,962.70	Open	N 04/07/2021
	DUE TO COMPONENT UNIT			1,962.70			
	Total for vendor 0296 - BRAINERD PUBLIC:			2,027.11	2,027.11		
Vendor 2106 - BSN SPORTS, LLC:							
911727000 65097	BSN SPORTS, LLC BASES/TENNIS/BASKETBALL NETS/DRA 230-5200-42220 230-5215-42220	03/01/2021 pziemer	04/07/2021	1,985.65	1,985.65	Open	N 04/07/2021
	REPAIR & MAINT			672.91			
	REPAIR & MAINT			1,312.74			
	Total for vendor 2106 - BSN SPORTS, LLC:			1,985.65	1,985.65		
Vendor 0102 - CANON FINANCIAL:							
26405572 64839	CANON FINANCIAL SERVICE FD COPIER CONTRACT 3/20/21-4/19/21 225-2220-43331	03/13/2021 pziemer	04/07/2021	67.27	67.27	Open	N 04/07/2021
	LEASED PAYMENTS			67.27			
26405575 64840	CANON FINANCIAL SERVICE LIB COPIER CONTRACT 3/20/21-4/19/21 211-5505-43430	03/13/2021 pziemer	04/07/2021	100.06	100.06	Open	N 04/07/2021
	MISC - COPY MACHINE PYMTS			100.06			
	Total for vendor 0102 - CANON FINANCIAL:			167.33	167.33		
Vendor 0447 - CDW GOVERNMENT, :							

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8965732 64844	CDW GOVERNMENT, INC EPADLINK USB	03/05/2021 pziemer	04/07/2021	142.14	142.14	Open	N 04/07/2021
8979821 64845	CDW GOVERNMENT, INC CDWG - RACK MOUNT STORAGE DRAWER 101-1800-42210	03/06/2021 pziemer	04/07/2021	121.26	121.26	Open	N 04/07/2021
	OPERATING SUPPLIES			121.26			
	Total for vendor 0447 - CDW GOVERNMENT,:			263.40	263.40		
Vendor 0307 - CENTERPOINT ENE:							
5933799-8/MAR 21 64962	CENTERPOINT ENERGY 2/16-3/17 PARKS UTILITIES 230-5200-43380	03/19/2021 pziemer	04/07/2021	237.46	237.46	Open	N 04/07/2021
	UTILITIES			237.46			
6032449-8/MAR 21 64963	CENTERPOINT ENERGY 2/16-3/17 LIBRARY UTILITIES 211-5500-43380	03/19/2021 pziemer	04/07/2021	816.80	816.80	Open	N 04/07/2021
	UTILITIES			816.80			
6031615-5/MAR 21 64964	CENTERPOINT ENERGY 2/16-3/17 LICENSE OFFICE UTILITIES 101-1940-43380	03/19/2021 pziemer	04/07/2021	281.91	281.91	Open	N 04/07/2021
	UTILITIES			281.91			
5974635-4/MAR 21 64965	CENTERPOINT ENERGY 2/16-3/17 STREET DET UTILITIES 235-3100-43380	03/19/2021 pziemer	04/07/2021	686.83	686.83	Open	N 04/07/2021
	UTILITIES			686.83			
5942870-6/MAR 21 64966	CENTERPOINT ENERGY 2/16-3/17 CITY HALL UTILITIES 101-1940-43380	03/19/2021 pziemer	04/07/2021	449.52	449.52	Open	N 04/07/2021
	UTILITIES			449.52			
5956221-5/MAR 21 64967	CENTERPOINT ENERGY 2/16-3/17 PD UTILITIES 225-2120-43380	03/19/2021 pziemer	04/07/2021	219.84	219.84	Open	N 04/07/2021
	UTILITIES			219.84			
6004720-6/MAR 21 64998	CENTERPOINT ENERGY 2/16-3/17 BRD FIRE STATION UTILITIES 225-2220-43380	03/19/2021 pziemer	04/07/2021	342.50	342.50	Open	N 04/07/2021
	UTILITIES			342.50			
11078538-3/MAR 21 64999	CENTERPOINT ENERGY 2/16-3/17 NE FIRE STATION UTILITIES	03/19/2021 pziemer	04/07/2021	208.27	208.27	Open	N 04/07/2021

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	225-2220-43380	UTILITIES		208.27			
	Total for vendor 0307 - CENTERPOINT ENE:			3,243.13	3,243.13		
Vendor 1343 - CHARTER COMMUNICATION:							
0008065030821							
64858	CHARTER COMMUNICATIONS	03/08/2021	04/07/2021	46.46	46.46	Open	N
	3/8-4/7 PD BUSINESS TV	pziemer					04/07/2021
	225-2120-43380	UTILITIES		46.46			
0055470030821							
64897	CHARTER COMMUNICATIONS	03/08/2021	04/07/2021	7.84	7.84	Open	N
	MARCH	pziemer					04/07/2021
	225-2220-43380	UTILITIES		7.84			
	Total for vendor 1343 - CHARTER COMMUNICATION:			54.30	54.30		
Vendor 3414 - COILS FLAGS - F:							
5641							
64849	COILS FLAGS - FLAGPOLES	03/10/2021	04/07/2021	464.00	464.00	Open	N
	QTY 8 FLAGS DOWNTOWN/CITY	pziemer					04/07/2021
	101-1940-42220	REPAIR & MAINT		464.00			
	Total for vendor 3414 - COILS FLAGS - F:			464.00	464.00		
Vendor 3378 - COLLINS BROTHER:							
21-69753							
64859	COLLINS BROTHERS TOWING	03/01/2021	04/07/2021	45.00	45.00	Open	N
	ICR 21001932 FLEEING TOW	pziemer					04/07/2021
	225-2120-43430	MISCELLANEOUS		45.00			
21-72289							
64943	COLLINS BROTHERS TOWING	03/17/2021	04/07/2021	65.00	65.00	Open	N
	TOW DRUG ICR 21003509	pziemer					04/07/2021
	223-2140-42210	OPERATING SUPPLIES		65.00			
	Total for vendor 3378 - COLLINS BROTHER:			110.00	110.00		
Vendor 0125 - CONSOLIDATED TE:							
20872452/IT							
64879	CONSOLIDATED TELEPHONE CO	03/12/2021	04/07/2021	979.56	979.56	Open	N
	CTC - PHONE/INTERNET 3/12-4/11/21	pziemer					04/07/2021
	101-1800-43321	TELEPHONE		979.56			
20872452/ADMIN							
64880	CONSOLIDATED TELEPHONE CO	03/12/2021	04/07/2021	6.64	6.64	Open	N
	3/12-4/11 PHONE/INTERNET	pziemer					04/07/2021
	101-1400-43321	TELEPHONE		6.64			

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20872452/ENG							
64881	CONSOLIDATED TELEPHONE CO	03/12/2021	04/07/2021	57.28	57.28	Open	N
	3/12-4/11 PHONE/INTERNET	pziemer					04/07/2021
	101-1700-43321	TELEPHONE		2.92			
	101-1940-43321	TELEPHONE		54.36			
20872452/COM DEV							
64882	CONSOLIDATED TELEPHONE CO	03/12/2021	04/07/2021	5.79	5.79	Open	N
	3/12-4/11 PHONE/INTERNET	pziemer					04/07/2021
	101-2400-43321	TELEPHONE		5.10			
	101-2400-43321	TELEPHONE		0.69			
20872452/TRANSIT							
64883	CONSOLIDATED TELEPHONE CO	03/12/2021	04/07/2021	6.24	6.24	Open	N
	3/12-4/11 PHONE/INTERNET	pziemer					04/07/2021
	203-9000-43321	TELEPHONE		6.24			
20872452/PD							
64884	CONSOLIDATED TELEPHONE CO	03/12/2021	04/07/2021	142.55	142.55	Open	N
	3/12-4/11 PHONE INTERNET	pziemer					04/07/2021
	225-2120-43321	TELEPHONE		123.80			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		18.75			
20872452/FD							
64885	CONSOLIDATED TELEPHONE CO	03/12/2021	04/07/2021	18.75	18.75	Open	N
	3/12-4/11 PHONE/INTERNET	pziemer					04/07/2021
	225-2220-43321	TELEPHONE		18.75			
20872452/STREETS							
64886	CONSOLIDATED TELEPHONE CO	03/12/2021	04/07/2021	76.84	76.84	Open	N
	3/12-4/11 PHONE/INTERNET	pziemer					04/07/2021
	235-3100-43321	TELEPHONE		76.84			
20872452/PARKS							
64887	CONSOLIDATED TELEPHONE CO	03/12/2021	04/07/2021	57.37	57.37	Open	N
	3/12-4/11 PHONE/INTERNET	pziemer					04/07/2021
	230-5200-43321	TELEPHONE		57.37			
Total for vendor 0125 - CONSOLIDATED TE:				1,351.02	1,351.02		

Vendor 0132 - CWC HIGHWAY DEP:

4059							
64835	CWC HIGHWAY DEPT	03/01/2021	04/07/2021	2,239.45	2,239.45	Open	N
	FEB 2021 TRANSIT FUEL	pziemer					04/07/2021
	203-9000-42212	MOTOR FUELS		2,239.45			
Total for vendor 0132 - CWC HIGHWAY DEP:				2,239.45	2,239.45		

Vendor 0134 - CWC SANITARY LA:

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155389 64848	CWC SANITARY LANDFILL SOFA SLEEPER 235-3100-42220	03/01/2021 pziemer	04/07/2021	14.00 14.00	14.00	Open	N 04/07/2021
161001 64898	CWC SANITARY LANDFILL ENG DEMO FURNITURE 101-1940-42220	03/12/2021 pziemer	04/07/2021	120.00 120.00	120.00	Open	N 04/07/2021
161317 65098	CWC SANITARY LANDFILL PARKS SPRING CLEANUP 230-5200-43430	03/23/2021 pziemer	04/07/2021	30.00 30.00	30.00	Open	N 04/07/2021
	MISCELLANEOUS			30.00			
	Total for vendor 0134 - CWC SANITARY LA:			164.00	164.00		
Vendor 3438 - D - D BEVERAGE,:							
1359263 64971	D - D BEVERAGE, LLC PAPER TOWELS/DISINFECTANT -LIBRARY 211-5500-42220	03/01/2021 pziemer	04/07/2021	90.45 90.45	90.45	Open	N 04/07/2021
	REPAIR & MAINT			90.45			
	Total for vendor 3438 - D - D BEVERAGE,:			90.45	90.45		
Vendor 1573 - DELL MARKETING:							
10471992975 64832	DELL MARKETING LP DELL - SERVER REPLACEMENT 400-9050-45530	03/12/2021 pziemer	04/07/2021	10,077.75 10,077.75	10,077.75	Open	N 04/07/2021
	CAPITAL - OTHER			10,077.75			
10471992983 64833	DELL MARKETING LP DELL - SERVER REPLACEMENT 400-9050-45530	03/12/2021 pziemer	04/07/2021	7,006.76 7,006.76	7,006.76	Open	N 04/07/2021
	CAPITAL - OTHER			7,006.76			
	Total for vendor 1573 - DELL MARKETING:			17,084.51	17,084.51		
Vendor 3353 - DTM FLEET SERVI:							
1018 65107	DTM FLEET SERVICE SQD 433 NEW SQUAD BUILD 400-9050-45530	03/01/2021 pziemer	04/07/2021	3,849.15 3,849.15	3,849.15	Open	N 04/07/2021
	CAPITAL - OTHER			3,849.15			
1038 65108	DTM FLEET SERVICE SQD 434 NEW SQUAD BUILD 400-9050-45530	03/30/2021 pziemer	04/07/2021	4,253.04 4,253.04	4,253.04	Open	N 04/07/2021
	CAPITAL - OTHER			4,253.04			
	Total for vendor 3353 - DTM FLEET SERVI:			8,102.19	8,102.19		

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Vendor 3800 - ENVIROTECH:							
64092/CITY HALL							
64979	ENVIROTECH	03/26/2021	04/07/2021	1,765.00	1,765.00	Open	N
	APRIL 21 CITY HALL JANITORIAL	pziemer					04/07/2021
	101-1940-43300	PROFESSIONAL SERVICES		1,765.00			
64092/FIRE DEPT							
64980	ENVIROTECH	03/26/2021	04/07/2021	238.00	238.00	Open	N
	APRIL 21 FIRE DEPT JANITORIAL	pziemer					04/07/2021
	225-2220-43300	PROFESSIONAL SERVICES		238.00			
64092/STREETS							
64982	ENVIROTECH	03/26/2021	04/07/2021	238.00	238.00	Open	N
	APRIL 21 STREET DEPT JANITORIAL	pziemer					04/07/2021
	235-3100-43300	PROFESSIONAL SERVICES		238.00			
Total for vendor 3800 - ENVIROTECH:				2,241.00	2,241.00		
Vendor 1815 - F.I.R.E. CROSSL:							
4901							
64896	F.I.R.E. CROSSLAKE	03/12/2021	04/07/2021	2,000.00	2,000.00	Open	N
	OFFICER TRAINING X4	pziemer					04/07/2021
	225-2220-43330	PROFESSIONAL DEVELOPMENT		2,000.00			
Total for vendor 1815 - F.I.R.E. CROSSL:				2,000.00	2,000.00		
Vendor 0170 - FASTENAL COMPAN:							
MNBAX244000							
64956	FASTENAL COMPANY	03/22/2021	04/07/2021	12.60	12.60	Open	N
	METAL HOLE SAW	pziemer					04/07/2021
	235-3100-42240	SMALL TOOLS		12.60			
MNBAX244064							
64978	FASTENAL COMPANY	03/23/2021	04/07/2021	42.13	42.13	Open	N
	PLOW WING BOLTS	pziemer					04/07/2021
	235-3125-42220	REPAIR & MAINT		42.13			
MNBAX243670							
65099	FASTENAL COMPANY	03/09/2021	04/07/2021	87.60	87.60	Open	N
	PICNIC TABLE HARDWARE	pziemer					04/07/2021
	230-5200-42220	REPAIR & MAINT		87.60			
MNBAX243870							
65100	FASTENAL COMPANY	03/17/2021	04/07/2021	79.65	79.65	Open	N
	CABLE TIES MMP	pziemer					04/07/2021
	230-5200-42220	REPAIR & MAINT		79.65			
Total for vendor 0170 - FASTENAL COMPAN:				221.98	221.98		

Vendor 3888 - FIRESERVICE MANAGEMENT LLC:

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23595 64940	FIRESERVICE MANAGEMENT LLC PPE REPAIRS 225-2220-42250 Total for vendor 3888 - FIRESERVICE MANAGEMENT LLC:	03/16/2021 pziemer PERSONAL PROTECTIVE GEAR	04/07/2021	149.35 149.35 149.35	149.35 149.35	Open	N 04/07/2021
Vendor 3402 - FLEETPRIDE:							
70296824 64854	FLEETPRIDE TRUCK 105 FUEL TANK FITTING 235-3125-42220 REPAIR & MAINT	03/16/2021 pziemer	04/07/2021	6.96 6.96	6.96	Open	N 04/07/2021
70621418 64937	FLEETPRIDE TRUCK 109 AXLE FLANGE GASKET 235-3125-42220 REPAIR & MAINT Total for vendor 3402 - FLEETPRIDE:	03/24/2021 pziemer	04/07/2021	4.89 4.89 11.85	4.89 11.85	Open	N 04/07/2021
Vendor 0071 - FORUM COMMUNICA:							
2243852/COM DEV 64960	FORUM COMMUNICATIONS COMPANY NOH: ANDERSON BROTHER CONDITIONAL USE 101-2400-43350 PRINTING/LEGAL PUBLICATION	03/01/2021 pziemer	04/07/2021	72.72 72.72	72.72	Open	N 04/07/2021
2243852/ENG 64961	FORUM COMMUNICATIONS COMPANY FEB 2021 LEGAL NOTICES 400-2001-43350 401-1901-43350 401-9030-43350 401-1901-43350 LEGAL PUBLICATIONS LEGAL PUBLICATIONS LEGAL PUBLICATIONS LEGAL PUBLICATIONS Total for vendor 0071 - FORUM COMMUNICA:	03/01/2021 pziemer	04/07/2021	909.00 460.56 145.44 157.56 145.44 981.72	909.00	Open	N 04/07/2021
Vendor 0186 - GALLS LLC:							
017825943 64987	GALLS LLC 721 UNIFORM PANTS 225-2120-41113 UNIFORM ALLOWANCE Total for vendor 0186 - GALLS LLC:	03/08/2021 pziemer	04/07/2021	175.96 175.96 175.96	175.96	Open	N 04/07/2021
Vendor 3068 - GLS PROMOTIONS:							
61714 65103	GLS PROMOTIONS COMMITTEE NAMEPLATES - EDA	03/31/2021 pziemer	04/07/2021	82.00	82.00	Open	N 04/07/2021

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	101-1110-43430			82.00			
		MISCELLANEOUS					
		Total for vendor 3068 - GLS PROMOTIONS:		82.00	82.00		

Vendor 1913 - GRAND FORKS FIR:

31157								
64874	GRAND FORKS FIRE EQUIPMENT LLC	03/15/2021	04/07/2021	1,206.00	1,206.00	Open	N	
	CLUTCH X2	pziemer					04/07/2021	
	225-2220-42210	OPERATING SUPPLIES		1,206.00				
	Total for vendor 1913 - GRAND FORKS FIR:			1,206.00	1,206.00			

Vendor 2377 - GRANITE ELECTRO:

150008943-1	GRANITE ELECTRONICS	03/11/2021	04/07/2021	3,432.00	3,432.00	Open	N
64895	PAGERS X4	piemier					04/07/2021
	404-9055-45580	CAPITAL - 800 MHZ RADIOS		3,432.00			
	Total for vendor 2377 - GRANITE ELECTRO:			3,432.00	3,432.00		

Vendor 0209 - HEARTLAND TIRE:

3023414	HEARTLAND TIRE INC.	03/22/2021	04/07/2021	20.00	20.00	Open	N
64944	SQD 426 MOUNT/INSTALL/BALANCE TIRES	03/22/2021	04/07/2021	20.00	20.00	Open	N
	225-2120-42221			20.00			
	SQUAD CAR REPAIR SUPPLIES			20.00			
3023549	HEARTLAND TIRE INC.	03/30/2021	04/07/2021	36.98	36.98	Open	N
65087	SQD 426 TIRE INSTALL	03/30/2021	04/07/2021	36.98	36.98	Open	N
	225-2120-42221			36.98			
	SQUAD CAR REPAIR SUPPLIES			36.98			
	Total for vendor 0209 - HEARTLAND TIRE:			56.98	56.98		

Vendor 3636 - HRGREEN:

141942								
64878	HRGREEN	03/11/2021	04/07/2021	480.00	480.00	Open	N	
	MN-H AND H MODEL THROUGH 2/26/21	pziemer						04/07/2021
	401-9030-43300-20:08	PROFESSIONAL SERVICES		480.00				
141943								
64953	HRGREEN	03/11/2021	04/07/2021	5,320.00	5,320.00	Open	N	
	MN-MS4 PROGRAM UPDATE THRU 2/28/21	pziemer						04/07/2021
	401-9030-43300-21:11	PROFESSIONAL SERVICES		5,320.00				
		Total for vendor 3636 - HRGREEN:		5,800.00	5,800.00			

Vendor 3421 - JOBSHQ:

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2241699 64870	JOBSHQ ADM SPEC/& SEASON ADS 101-1700-43350 101-2400-43350 101-2400-43350 235-3100-43350 230-5200-43350 101-1400-43430 101-0000-14100	03/19/2021 pziemer PRINTING/LEGAL PUBLICATION PRINTING/LEGAL PUBLICATION PRINTING/LEGAL PUBLICATION PRINTING/LEGAL PUBLICATION PRINTING/LEGAL PUBLICATION MISCELLANEOUS DUE FROM COMPONENT UNIT	04/07/2021	1,800.00 61.54 61.54 61.54 61.54 307.69 1,123.07 123.08	1,800.00	Open	N 04/07/2021
Total for vendor 3421 - JOBSHQ:				1,800.00	1,800.00		

Vendor 0223 - L & M STEEL:

032525 64856	L & M STEEL TRUCK 105 FUEL TANK 235-3125-42220	03/16/2021 pziemer REPAIR & MAINT	04/07/2021	290.00 290.00	290.00	Open	N 04/07/2021
032593 64955	L & M STEEL TRUCK 109 WING REPAIR 235-3125-42220	03/23/2021 pziemer REPAIR & MAINT	04/07/2021	47.40 47.40	47.40	Open	N 04/07/2021
032558 65043	L & M STEEL MODIFY QUICK ATTACH LOADER FORK 235-3100-42220	03/18/2021 pziemer REPAIR & MAINT	04/07/2021	525.00 525.00	525.00	Open	N 04/07/2021
032680 65112	L & M STEEL ALL THREAD STEEL 235-3100-42220	03/31/2021 pziemer REPAIR & MAINT	04/07/2021	12.71 12.71	12.71	Open	N 04/07/2021
Total for vendor 0223 - L & M STEEL:				875.11	875.11		

Vendor 3418 - LAKES AREA LOCK:

9636 64941	LAKES AREA LOCK & DOOR HARDWARE, IN QTY 4 DND KEYS LIBRARY - LESS SALES 211-5500-42220	03/01/2021 pziemer REPAIR & MAINT	04/07/2021	24.00 24.00	24.00	Open	N 04/07/2021
Total for vendor 3418 - LAKES AREA LOCK:				24.00	24.00		

Vendor 3469 - LAKES AREA MAT:

20210316 #522 65047	LAKES AREA MAT SERVICE INC CITY HALL FLOOR MATS 101-1940-43410	03/16/2021 pziemer RENTAL EXPENSE	04/07/2021	42.56 42.56	42.56	Open	N 04/07/2021
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20210302 #522 65048	LAKES AREA MAT SERVICE INC CITY HALL FLOOR MATS 101-1940-43410	03/02/2021 pziemer	04/07/2021	42.56	42.56	Open	N 04/07/2021
	RENTAL EXPENSE			42.56			
20210330 #522 65049	LAKES AREA MAT SERVICE INC CITY HALL FLOOR MATS 101-1940-43410	03/30/2021 pziemer	04/07/2021	42.56	42.56	Open	N 04/07/2021
	RENTAL EXPENSE			42.56			
20210302 #520 65050	LAKES AREA MAT SERVICE INC POLICE DEPT FLOOR MATS 225-2120-43300	03/02/2021 pziemer	04/07/2021	41.44	41.44	Open	N 04/07/2021
	PROFESSIONAL SERVICES			41.44			
20210330 #520 65051	LAKES AREA MAT SERVICE INC POLICE FLOOR MATS 225-2120-43300	03/30/2021 pziemer	04/07/2021	41.44	41.44	Open	N 04/07/2021
	PROFESSIONAL SERVICES			41.44			
20210316 #520 65052	LAKES AREA MAT SERVICE INC POLICE FLOOR MATS 225-2120-43300	03/16/2021 pziemer	04/07/2021	41.44	41.44	Open	N 04/07/2021
	PROFESSIONAL SERVICES			41.44			
Total for vendor 3469 - LAKES AREA MAT:				252.00	252.00		

Vendor 3627 - LAKES AREA WILD:

MARCH 2021 64876	LAKES AREA WILDLIFE CONTROL MAR 21 ANIMAL CONTROL CONTRACT 225-2700-43300	03/22/2021 pziemer	04/07/2021	2,298.00	2,298.00	Open	N 04/07/2021
	PROFESSIONAL SERVICES			2,298.00			
Total for vendor 3627 - LAKES AREA WILD:				2,298.00	2,298.00		

Vendor 3188 - LARSON, JUSTIN:

3/20/21 64889	LARSON, JUSTIN WORK BOOTS REIMBURSE 50% 401-9030-43430	03/20/2021 pziemer	04/07/2021	40.00	40.00	Open	N 04/07/2021
	MISCELLANEOUS			40.00			
Total for vendor 3188 - LARSON, JUSTIN:				40.00	40.00		

Vendor 0237 - LOCATORS - SUPP:

0290861-IN 65037	LOCATORS - SUPPLIES INC REFELCTIVE VESTS 235-3170-42210	03/18/2021 pziemer	04/07/2021	176.54	176.54	Open	N 04/07/2021
	OPERATING SUPPLIES			176.54			

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0290941-IN 65084	LOCATORS - SUPPLIES INC CHAIN COME-ALONG 235-3125-42220	03/15/2021 pziemer	04/07/2021	805.47 805.47	805.47	Open	N 04/07/2021
	REPAIR & MAINT			805.47			
	Total for vendor 0237 - LOCATORS - SUPP:			982.01	982.01		
Vendor 0239 - MACQUEEN EQUIPM:							
P33664 64983	MACQUEEN EQUIPMENT INC SWEEPER 118 DIRT SHOE 235-3100-42220	03/25/2021 pziemer	04/07/2021	81.64 81.64	81.64	Open	N 04/07/2021
	REPAIR & MAINT			81.64			
	Total for vendor 0239 - MACQUEEN EQUIPM:			81.64	81.64		
Vendor 1753 - MARCO:							
INV8569137 64984	MARCO MARCO - OFFICE 365 2/16-3/15/21 101-1800-43309	03/22/2021 pziemer	04/07/2021	1,504.00 1,504.00	1,504.00	Open	N 04/07/2021
	COMPUTER SUPPORT			1,504.00			
	Total for vendor 1753 - MARCO:			1,504.00	1,504.00		
Vendor 3889 - MID-AM TEXTILES, INC:							
3/18/21 64954	MID-AM TEXTILES, INC QTY 2 BLUE BONDED CELLULOSE TOWELS 235-3100-42220	03/18/2021 pziemer	04/07/2021	138.00 138.00	138.00	Open	N 04/07/2021
	REPAIR & MAINT			138.00			
	Total for vendor 3889 - MID-AM TEXTILES, INC:			138.00	138.00		
Vendor 3394 - MIDWEST MACHINE:							
2340291 64857	MIDWEST MACHINERY CO STREET SWEEPER CHAIN 235-3100-42220	03/16/2021 pziemer	04/07/2021	99.68 99.68	99.68	Open	N 04/07/2021
	REPAIR & MAINT			99.68			
	Total for vendor 3394 - MIDWEST MACHINE:			99.68	99.68		
Vendor 0254 - MILLS MOTORS IN:							
553362 64869	MILLS MOTORS INC BUS 119 REPAIRS 203-9000-43401	03/18/2021 pziemer	04/07/2021	637.66 637.66	637.66	Open	N 04/07/2021
	VEHICLE REPAIRS			637.66			
552822 65088	MILLS MOTORS INC SQD 433 INTERIOR LIGHTS/DARK MODE	03/01/2021 pziemer	04/07/2021	136.80	136.80	Open	N 04/07/2021

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		136.80			
	Total for vendor 0254 - MILLS MOTORS IN:			774.46	774.46		
Vendor 1448 - MN DEPT OF TRAN:							
P00012985							
64975	MN DEPT OF TRANSPORTATION	03/23/2021	04/07/2021	112.76	112.76	Open	N
	TRAFFIC SIGNAL MAINTENANCE	pziemer					04/07/2021
	235-3100-42220	REPAIR & MAINT		112.76			
	Total for vendor 1448 - MN DEPT OF TRAN:			112.76	112.76		
Vendor 0445 - MN FIRE SERVICE:							
8534							
64875	MN FIRE SERVICE CERTIFICATION BOARD	03/16/2021	04/07/2021	360.00	360.00	Open	N
	INSTRUCTOR I EXAM X3	pziemer					04/07/2021
	225-2220-43330	PROFESSIONAL DEVELOPMENT		360.00			
	Total for vendor 0445 - MN FIRE SERVICE:			360.00	360.00		
Vendor 3168 - MOTORS-N-MORE:							
28224							
64860	MOTORS-N-MORE	03/09/2021	04/07/2021	23.00	23.00	Open	N
	SQD 428 OIL CHANGE	pziemer					04/07/2021
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		23.00			
28247							
64938	MOTORS-N-MORE	03/24/2021	04/07/2021	23.00	23.00	Open	N
	SQD 442 OIL CHANGE	pziemer					04/07/2021
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		23.00			
28237							
64945	MOTORS-N-MORE	03/16/2021	04/07/2021	427.87	427.87	Open	N
	SQD 431 BRAKES	pziemer					04/07/2021
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		427.87			
28254							
64988	MOTORS-N-MORE	03/26/2021	04/07/2021	23.00	23.00	Open	N
	SQD 429 OIL CHANGE	pziemer					04/07/2021
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		23.00			
28255							
64989	MOTORS-N-MORE	03/26/2021	04/07/2021	23.00	23.00	Open	N
	SQD 432 OIL CHANGE	pziemer					04/07/2021
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		23.00			
28264							
65089	MOTORS-N-MORE	03/30/2021	04/07/2021	447.15	447.15	Open	N
	SQD 431 BRAKES & OIL CHANGE	pziemer					04/07/2021
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		447.15			

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Total for vendor 3168 - MOTORS-N-MORE:				967.02	967.02		
Vendor 0798 - MR TIRE:							
24503 65101	MR TIRE MOWER TIRE 230-5200-42220	03/17/2021 pziemer	04/07/2021	116.97	116.97	Open	N 04/07/2021
	REPAIR & MAINT			116.97			
Total for vendor 0798 - MR TIRE:				116.97	116.97		
Vendor 3671 - NAC MECHANICAL:							
2759-01 64976	NAC MECHANICAL & ELECTRICAL SERVICE BRD PD HVAC CONTROLS 50%	03/23/2021 pziemer	04/07/2021	24,465.00	24,465.00	Open	N 04/07/2021
Total for vendor 3671 - NAC MECHANICAL:				24,465.00	24,465.00		
Vendor 0273 - NAPA AUTO PARTS:							
388028 64894	NAPA AUTO PARTS SHOP TORX DRIVERS 235-3100-42220	03/16/2021 pziemer	04/07/2021	36.98	36.98	Open	N 04/07/2021
	REPAIR & MAINT			36.98			
389833 64995	NAPA AUTO PARTS LIFT SUPPORT 225-2220-42210	03/23/2021 pziemer	04/07/2021	116.84	116.84	Open	N 04/07/2021
	OPERATING SUPPLIES			116.84			
391935 65104	NAPA AUTO PARTS SHOP FLOOR JACK 235-3125-42220	03/31/2021 pziemer	04/07/2021	279.00	279.00	Open	N 04/07/2021
	REPAIR & MAINT			279.00			
Total for vendor 0273 - NAPA AUTO PARTS:				432.82	432.82		
Vendor 1965 - NORTH CENTRAL B:							
278490 64841	NORTH CENTRAL BUS SALES WBG LOOP 203-9000-42210	03/12/2021 pziemer	04/07/2021	171.06	171.06	Open	N 04/07/2021
	OPERATING SUPPLIES			171.06			
Total for vendor 1965 - NORTH CENTRAL B:				171.06	171.06		
Vendor 0284 - OFFICE SHOP:							
1093381-0 64843	OFFICE SHOP PARTITION HANGERS/FILES	03/12/2021 pziemer	04/07/2021	15.10	15.10	Open	N 04/07/2021

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	101-1940-42200	OFFICE SUPPLIES		15.10			
1093634-0 64888	OFFICE SHOP OFFICE CHAIR - ADMIN 101-1940-42200	03/18/2021 pziemer	04/07/2021	259.00	259.00	Open	N 04/07/2021
		OFFICE SUPPLIES		259.00			
1093381-1 64899	OFFICE SHOP POCKET FILES/CUBICLE 101-1940-42200	03/16/2021 pziemer	04/07/2021	27.98	27.98	Open	N 04/07/2021
		OFFICE SUPPLIES		27.98			
1093542-0 64900	OFFICE SHOP FLOOR MATS - ENG DEPT 101-1940-42200	03/17/2021 pziemer	04/07/2021	299.96	299.96	Open	N 04/07/2021
		OFFICE SUPPLIES		299.96			
1094025-0 64993	OFFICE SHOP SEWER BOOK HIGHLIGHTERS 237-3190-42220	03/29/2021 pziemer	04/07/2021	9.98	9.98	Open	N 04/07/2021
		REPAIR & MAINT		9.98			
315618-0 65040	OFFICE SHOP LIBRARY COPIER CONTRACT 211-5505-43430	03/23/2021 pziemer	04/07/2021	167.18	167.18	Open	N 04/07/2021
		MISC - COPY MACHINE PYMTS		167.18			
315599-0 65041	OFFICE SHOP FD COPIER CONTRACT 225-2220-43331	03/23/2021 pziemer	04/07/2021	65.37	65.37	Open	N 04/07/2021
		LEASED PAYMENTS		65.37			
	Total for vendor 0284 - OFFICE SHOP:			844.57	844.57		

Vendor 2137 - O'REILLY AUTOMO:

1647-433647 65093	O'REILLY AUTOMOTIVE STORES INC. SQD 429 PARKING LAMP RELAY 225-2120-42221	03/26/2021 pziemer	04/07/2021	25.06	25.06	Open	N 04/07/2021
		SQUAD CAR REPAIR SUPPLIES		25.06			
1647-432569 65102	O'REILLY AUTOMOTIVE STORES INC. GROOMER BATTERY 230-5200-42221	03/22/2021 pziemer	04/07/2021	42.96	42.96	Open	N 04/07/2021
		R&M-ATHLETIC FIELD MAINT		42.96			
	Total for vendor 2137 - O'REILLY AUTOMO:			68.02	68.02		

Vendor 0561 - PEOPLES SECURIT:

222698 64972	PEOPLES SECURITY ANNUAL MONITORING CHARGE	03/01/2021 pziemer	04/07/2021	263.88	263.88	Open	N 04/07/2021
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	211-5500-42220	REPAIR & MAINT		263.88			
	Total for vendor 0561 - PEOPLES SECURIT:			263.88	263.88		
Vendor 0521 - PITNEY BOWES IN:							
3104655935 65038	PITNEY BOWES INC POSTAGE MACHINE LEASE 101-1940-43331	03/27/2021 pziemer	04/07/2021	651.24	651.24	Open	N 04/07/2021
	LEASE PAYMENTS			651.24			
	Total for vendor 0521 - PITNEY BOWES IN:			651.24	651.24		
Vendor 3863 - PREMIER TEST & BALANCE:							
FINAL 64959	PREMIER TEST & BALANCE CITY HALL REMODEL FINAL 400-1980-45530	03/20/2021 pziemer	04/07/2021	500.00	500.00	Open	N 04/07/2021
	PYMTS TO CONTRACTORS			500.00			
	Total for vendor 3863 - PREMIER TEST & BALANCE:			500.00	500.00		
Vendor 3768 - SADUSKY RENOVATIONS:							
# 20 64873	SADUSKY RENOVATIONS 3/2-3/15 INSPECTION SERVICES 101-2400-43300	03/18/2021 pziemer	04/07/2021	1,292.22	1,292.22	Open	N 04/07/2021
	PROFESSIONAL SERVICES			1,292.22			
	Total for vendor 3768 - SADUSKY RENOVATIONS:			1,292.22	1,292.22		
Vendor 1636 - SCR - NORTHERN:							
W33173 64890	SCR - NORTHERN BAXTER BOILER REPAIRS 211-5500-45500	03/11/2021 pziemer	04/07/2021	360.25	360.25	Open	N 04/07/2021
	CAPITAL OUTLAY			360.25			
	Total for vendor 1636 - SCR - NORTHERN:			360.25	360.25		
Vendor 3612 - SEVERSON PORTER:							
MARCH 2021 64877	SEVERSON PORTER LAW MAR 2021 PROSECUTION AGREEMENT 225-2127-43310	03/22/2021 pziemer	04/07/2021	16,131.55	16,131.55	Open	N 04/07/2021
	MISDEMEANOR PROSECUTOR			16,131.55			
	Total for vendor 3612 - SEVERSON PORTER:			16,131.55	16,131.55		
Vendor 0314 - SHANNON'S AUTO:							
34775 64861	SHANNON'S AUTO BODY SQD 430 AUTO BODY REPAIR	03/10/2021 pziemer	04/07/2021	4,721.04	4,721.04	Open	N 04/07/2021

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		4,721.04			
	Total for vendor 0314 - SHANNON'S AUTO:			4,721.04	4,721.04		
Vendor 0317 - SHORT ELLIOTT :							
402414 64891	SHORT ELLIOTT HENDRICKSON IMP 19-02 CUYUNA LAKES 401-1902-43300	03/15/2021 pziemer PROFESSIONAL SERVICES	04/07/2021	16,605.72 16,605.72	16,605.72	Open	N 04/07/2021
402415 64892	SHORT ELLIOTT HENDRICKSON IMP 19-18 BRDMN TH 25 TRL 401-1918-43300	03/15/2021 pziemer PROFESSIONAL SERVICES	04/07/2021	766.57 766.57	766.57	Open	N 04/07/2021
	Total for vendor 0317 - SHORT ELLIOTT :			17,372.29	17,372.29		
Vendor 2589 - STAPLES ADVANTA:							
3470834463 64862	STAPLES ADVANTAGE TRASH CAN/LABELS 225-2120-42220	03/01/2021 pziemer REPAIR & MAINT	04/07/2021	15.32 4.55	15.32	Open	N 04/07/2021
	225-2120-42200	OFFICE SUPPLIES		10.77			
3470834466 64863	STAPLES ADVANTAGE BOOKENDS 225-2120-42200	03/01/2021 pziemer OFFICE SUPPLIES	04/07/2021	6.49 6.49	6.49	Open	N 04/07/2021
3470834467 64864	STAPLES ADVANTAGE TRASH CANS 225-2120-42220	03/01/2021 pziemer REPAIR & MAINT	04/07/2021	27.30 27.30	27.30	Open	N 04/07/2021
3471620843 64946	STAPLES ADVANTAGE DESK ORGANIZER 225-2120-42200	03/06/2021 pziemer OFFICE SUPPLIES	04/07/2021	35.49 35.49	35.49	Open	N 04/07/2021
3472564959 65039	STAPLES ADVANTAGE HONEYWELL AIR CIRCULATOR 225-2220-42200	03/18/2021 pziemer OFFICE SUPPLIES	04/07/2021	14.79 14.79	14.79	Open	N 04/07/2021
3472564931 65090	STAPLES ADVANTAGE TONER 225-2120-42200	03/20/2021 pziemer OFFICE SUPPLIES	04/07/2021	122.41 122.41	122.41	Open	N 04/07/2021
	Total for vendor 2589 - STAPLES ADVANTA:			221.80	221.80		

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Vendor 0322 - STREICHERS PROF:							
I1490784 64947	STREICHERS PROF EQUIP 724BA INITIAL ISSUE 225-2120-41113	03/16/2021 pziemer	04/07/2021	289.99	289.99	Open	N 04/07/2021
	UNIFORM ALLOWANCE			289.99			
I1491111 64948	STREICHERS PROF EQUIP 701 UNIFORM PANTS 225-2120-41113	03/17/2021 pziemer	04/07/2021	109.98	109.98	Open	N 04/07/2021
	UNIFORM ALLOWANCE			109.98			
I1491114 64949	STREICHERS PROF EQUIP 716 UNIFORM PANTS 225-2120-41113	03/04/2021 pziemer	04/07/2021	89.99	89.99	Open	N 04/07/2021
	UNIFORM ALLOWANCE			89.99			
I1491440 64950	STREICHERS PROF EQUIP 701 UNIFORM NAMEPLATE 225-2120-41113	03/17/2021 pziemer	04/07/2021	11.99	11.99	Open	N 04/07/2021
	UNIFORM ALLOWANCE			11.99			
I1491496 64951	STREICHERS PROF EQUIP WEAPON LIGHTS 225-2120-41113	03/18/2021 pziemer	04/07/2021	317.98	317.98	Open	N 04/07/2021
	UNIFORM ALLOWANCE			317.98			
I1492024 64990	STREICHERS PROF EQUIP 701 UNIFORM SHIRTS & ACCESSORIES 225-2120-41113	03/22/2021 pziemer	04/07/2021	400.93	400.93	Open	N 04/07/2021
	UNIFORM ALLOWANCE			400.93			
I1492091 64991	STREICHERS PROF EQUIP 723JE INITIAL ISSUE 225-2120-41113	03/22/2021 pziemer	04/07/2021	1,031.77	1,031.77	Open	N 04/07/2021
	UNIFORM ALLOWANCE			1,031.77			
I1492102 64992	STREICHERS PROF EQUIP 723JE INITIAL ORDER 225-2120-41113	03/22/2021 pziemer	04/07/2021	101.98	101.98	Open	N 04/07/2021
	UNIFORM ALLOWANCE			101.98			
I1492655 65091	STREICHERS PROF EQUIP 701 UNIFORM CUFF HOLDER 225-2120-41113	03/24/2021 pziemer	04/07/2021	24.00	24.00	Open	N 04/07/2021
	UNIFORM ALLOWANCE			24.00			
I1492863 65092	STREICHERS PROF EQUIP 701UNIFORM BELT HOLDER 225-2120-41113	03/25/2021 pziemer	04/07/2021	28.99	28.99	Open	N 04/07/2021
	UNIFORM ALLOWANCE			28.99			

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I1493097 65109	STREICHERS PROF EQUIP 704 EXTERNAL VEST CARRIER 225-2120-41113	03/26/2021 pziemer	04/07/2021	94.98 94.98	94.98	Open	N 04/07/2021
	UNIFORM ALLOWANCE			94.98			
	Total for vendor 0322 - STREICHERS PROF:			2,502.58	2,502.58		
Vendor 2848 - TEAMVIEWER GMBH:							
2106342351 64834	TEAMVIEWER GMBH TEAMVIEWER SUBSCRIPTION - LESS SALES 101-1800-43309	03/12/2021 pziemer	04/07/2021	1,528.00 1,528.00	1,528.00	Open	N 04/07/2021
	COMPUTER SUPPORT			1,528.00			
	Total for vendor 2848 - TEAMVIEWER GMBH:			1,528.00	1,528.00		
Vendor 0329 - TOMS BACKHOE SE:							
17506 64846	TOMS BACKHOE SERVICE INC 3/11 SNOW BASE PLUS 1 INCH 235-3125-43402	03/12/2021 pziemer	04/07/2021	8,358.40 8,358.40	8,358.40	Open	N 04/07/2021
	DOWNTOWN SNOW REMOVAL			8,358.40			
	Total for vendor 0329 - TOMS BACKHOE SE:			8,358.40	8,358.40		
Vendor 3155 - TREAS, FIRE REL:							
2020 PYMNT 64836	TREAS, FIRE RELIEF ASSOC 2020 SUPPLIMENT PAYMENT RETIRED FF 225-0000-20800	03/15/2021 pziemer	04/07/2021	1,000.00 1,000.00	1,000.00	Open	N 04/07/2021
	DUE TO OTHER GOVT UNITS			1,000.00			
	Total for vendor 3155 - TREAS, FIRE REL:			1,000.00	1,000.00		
Vendor 3891 - TRITECH SOFTWARE SYSTEMS:							
304497 64977	TRITECH SOFTWARE SYSTEMS CRS/NIBRS PROJECT 225-2120-43309	01/06/2021 pziemer	04/07/2021	27,500.00 27,500.00	27,500.00	Open	N 04/07/2021
	COMPUTER TECHNICAL SUPPORT			27,500.00			
	Total for vendor 3891 - TRITECH SOFTWARE SYSTEMS:			27,500.00	27,500.00		
Vendor 2924 - VERIZON WIRELES:							
9875585943 64952	VERIZON WIRELESS 2/16-3/15 FD IPADS 225-2220-43321	03/15/2021 pziemer	04/07/2021	245.07 245.07	245.07	Open	N 04/07/2021
	TELEPHONE			245.07			
9876140693/ADM 65044	VERIZON WIRELESS 2/24-3/23 DEPT CELL PHONES	03/23/2021 pziemer	04/07/2021	46.50	46.50	Open	N 04/07/2021

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	101-1400-43321	TELEPHONE		46.50			
9876140693/FIRE							
65045	VERIZON WIRELESS	03/23/2021	04/07/2021	40.01	40.01	Open	N
	NE STATION SECURITY	pziemer					04/07/2021
	225-2220-43321	TELEPHONE		40.01			
9876140693/PARKS							
65046	VERIZON WIRELESS	03/23/2021	04/07/2021	46.50	46.50	Open	N
	2/24-3/23 DEPT CELL PHONES	pziemer					04/07/2021
	230-5200-43321	TELEPHONE		46.50			
Total for vendor 2924 - VERIZON WIRELES:				378.08	378.08		

Vendor 0087 - VISIT BRAINERD:

JAN 2021							
64831	VISIT BRAINERD	03/11/2021	04/07/2021	2,541.25	2,541.25	Open	N
	JAN 2021 LODGING TAX	pziemer					04/07/2021
	101-9200-43340	LODGING TAX REMIT/PR		2,541.25			
Total for vendor 0087 - VISIT BRAINERD:				2,541.25	2,541.25		

Vendor 3893 - VISUAL COMPUTER SOLUTIONS:

14926							
64985	VISUAL COMPUTER SOLUTIONS	03/23/2021	04/07/2021	3,969.00	3,969.00	Open	N
	QTY 35 POSS SCHEDULING/TIMESHEET CAL	pziemer					04/07/2021
Total for vendor 3893 - VISUAL COMPUTER SOLUTIONS:				3,969.00	3,969.00		

Vendor 3856 - WALGREEN CO:

EASEMENTS 2021							
65114	WALGREEN CO	04/01/2021	04/07/2021	2,415.00	2,415.00	Open	N
	41040553 & 41040554 EASEMENTS	pziemer					04/07/2021
	401-1901-43430	MISCELLANEOUS - 41040554		2,053.00			
	401-1901-43430	MISCELLANEOUS - 41040553		362.00			
Total for vendor 3856 - WALGREEN CO:				2,415.00	2,415.00		

Vendor 3892 - WALLACE, CHRIS:

3/13/2021							
65000	WALLACE, CHRIS	03/13/2021	04/07/2021	100.00	100.00	Open	N
	TRAINING REIMB - STRATEGIES AND TACTI	pziemer					04/07/2021
	225-2220-43330	PROFESSIONAL DEVELOPMENT		100.00			
Total for vendor 3892 - WALLACE, CHRIS:				100.00	100.00		

Vendor 0344 - WASTE PARTNERS:

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12X00566 64974	WASTE PARTNERS INC FEB 21 LIBRARY WASTE REMOVAL 211-5500-43380	03/01/2021 pziemer	04/07/2021	101.16	101.16	Open	N 04/07/2021
	UTILITIES			101.16			
	Total for vendor 0344 - WASTE PARTNERS:			101.16	101.16		

Vendor 0354 - ZIEGLER, INC:

IN000026513 64838	ZIEGLER, INC LOADER 115 SNOW PLOW FITTINGS 235-3125-42220	03/12/2021 pziemer	04/07/2021	399.63	399.63	Open	N 04/07/2021
	REPAIR & MAINT			399.63			
IN000038104 64958	ZIEGLER, INC V PLOW COUPLER MODIFICATIONS 235-3125-42220	03/23/2021 pziemer	04/07/2021	2,139.16	2,139.16	Open	N 04/07/2021
	REPAIR & MAINT			2,139.16			
IN000039824 64970	ZIEGLER, INC QUICK COUPLER CAP 235-3125-42220	03/24/2021 pziemer	04/07/2021	83.46	83.46	Open	N 04/07/2021
	REPAIR & MAINT			83.46			
	Total for vendor 0354 - ZIEGLER, INC:			2,622.25	2,622.25		

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

Vendor 3698 - AMAZON:

2/22/21 65019	AMAZON HEADSETS AND WINDOW FILM/CUBICLES 101-1940-42200	03/01/2021 pziemer	04/07/2021	257.05	257.05	Open	N 04/07/2021
	OFFICE SUPPLIES			239.96			
	OFFICE SUPPLIES			17.09			
	Total for vendor 3698 - AMAZON:			257.05	257.05		

Vendor 2610 - MN SOCIETY'S OF:

3/18/21 65020	MN SOCIETY'S OF CPA'S CPA MEMBERSHIP RENEW - HILLMAN 101-1400-43433	03/18/2021 pziemer	04/07/2021	315.00	315.00	Open	N 04/07/2021
	DUES & SUBSCRIPTIONS			315.00			
	Total for vendor 2610 - MN SOCIETY'S OF:			315.00	315.00		

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

572.05 572.05

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DB: Brainerd

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

PCard: 2257 U.S. BANK Card Holder: COM DEV

Vendor 0264 - MN DEPT LABOR &:

3/1/21							
65008	MN DEPT LABOR & INDUSTRY	03/01/2021	04/07/2021	25.00	25.00	Open	N
	DESETH TRAINING	pziemer					04/07/2021
	101-2400-43330	PROFESSIONAL DEVELOPMENT		25.00			
3/1/21 - 2							
65009	MN DEPT LABOR & INDUSTRY	03/01/2021	04/07/2021	25.00	25.00	Open	N
	DESETH TRAINING	pziemer					04/07/2021
	101-2400-43330	PROFESSIONAL DEVELOPMENT		25.00			
3/1/21 - 3							
65010	MN DEPT LABOR & INDUSTRY	03/01/2021	04/07/2021	25.00	25.00	Open	N
	STOCKINGER TRAINING	pziemer					04/07/2021
	101-2400-43330	PROFESSIONAL DEVELOPMENT		25.00			
3/1/21 - 4							
65011	MN DEPT LABOR & INDUSTRY	03/01/2021	04/07/2021	25.00	25.00	Open	N
	STOCKINGER TRAINING	pziemer					04/07/2021
	101-2400-43330	PROFESSIONAL DEVELOPMENT		25.00			
	Total for vendor 0264 - MN DEPT LABOR &:			100.00	100.00		

Vendor 1342 - UNIVERSITY OF M:

3/10/21							
65015	UNIVERSITY OF MINNESOTA	03/10/2021	04/07/2021	100.00	100.00	Open	N
	KRAMVIK TREE INSPECT CERTIFICATION	pziemer					04/07/2021
	101-2400-43330	PROFESSIONAL DEVELOPMENT		100.00			
	Total for vendor 1342 - UNIVERSITY OF M:			100.00	100.00		

Total PCard: 2257 U.S. BANK Card Holder: COM DEV

200.00 200.00

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

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

Vendor 3696 - BOXNET:

3/14/21

65012

BOX
BOXNET SERVICES
401-1415-43430

03/14/2021

pziemer

04/07/2021

25.00

25.00

Open

N

04/07/2021

MISCELLANEOUS

25.00

Total for vendor 3696 - BOXNET:

25.00

25.00

Vendor 2989 - HOME DEPOT:

3/11/21

65024

HOME DEPOT
MOVING BOXES - ENG OFFICE REMODEL
101-1700-43430

03/11/2021

pziemer

04/07/2021

46.94

46.94

Open

N

04/07/2021

MISCELLANEOUS

46.94

Total for vendor 2989 - HOME DEPOT:

46.94

46.94

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

71.94

71.94

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

Vendor 3698 - AMAZON:

3/8/21 65032	AMAZON TIE DOWN KIT/ CRESCENT SHAFT 225-2220-42210	03/08/2021 pziemer OPERATING SUPPLIES	04/07/2021	183.67 183.67	183.67	Open	N 04/07/2021
3/8/21 - 2 65033	AMAZON SNAP LIGHT STICKS 225-2220-42210	03/08/2021 pziemer OPERATING SUPPLIES	04/07/2021	58.89 58.89	58.89	Open	N 04/07/2021
3/1/21 65034	AMAZON DEWALT FLEXVOLT *DONATED FUNDS FROM pziemer 225-2220-42210	03/01/2021 pziemer OPERATING SUPPLIES	04/07/2021	243.99 243.99	243.99	Open	N 04/07/2021
3/1/21 - 2 65035	AMAZON DEWALT MAX FLEXVOLT *DONATED FUNDS Fpziemer 225-2220-42210	03/01/2021 pziemer OPERATING SUPPLIES	04/07/2021	199.00 199.00	199.00	Open	N 04/07/2021
3/1/21 - 3 65036	AMAZON DEWALT FLEX VOLT *DONATED FUNDS FROM pziemer 225-2220-42210	03/01/2021 pziemer OPERATING SUPPLIES	04/07/2021	148.95 148.95	148.95	Open	N 04/07/2021
Total for vendor 3698 - AMAZON:				834.50	834.50		

Vendor 3895 - DICK'S SPORTING GOODS:

3/5/21 65028	DICK'S SPORTING GOODS TREADMILL *DONATED FUNDS FROM THE BRpziemer 225-2220-42210	03/05/2021 pziemer OPERATING SUPPLIES	04/07/2021	1,200.00 1,200.00	1,200.00	Open	N 04/07/2021
Total for vendor 3895 - DICK'S SPORTING GOODS:				1,200.00	1,200.00		

Vendor 2895 - FIRESTORE ONLIN:

3/9/21 65027	FIRESTORE ONLINE INC. HELMET FRONT 225-2220-42250	03/09/2021 pziemer PERSONAL PROTECTIVE GEAR	04/07/2021	78.72 78.72	78.72	Open	N 04/07/2021
Total for vendor 2895 - FIRESTORE ONLIN:				78.72	78.72		

Vendor MISC - FORESTRY SUPPLIERS:

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

3/23/21 65025	FORESTRY SUPPLIERS PUMP PACKS X3 225-2220-42220	03/23/2021 pziemer	04/07/2021	230.10	230.10	Open	N 04/07/2021
	REPAIR & MAINT			230.10			
	Total for vendor MISC - FORESTRY SUPPLIERS:			230.10	230.10		

Vendor 2989 - HOME DEPOT:

3/3/21 65029	HOME DEPOT PLYWOOD/SCREWS/WASHER 225-2220-42210	03/03/2021 pziemer	04/07/2021	56.36	56.36	Open	N 04/07/2021
	OPERATING SUPPLIES			56.36			
3/3/21 - 2 65030	HOME DEPOT BUNGEEES/TIES/CLAMPS 225-2220-42210	03/03/2021 pziemer	04/07/2021	30.70	30.70	Open	N 04/07/2021
	OPERATING SUPPLIES			30.70			
	Total for vendor 2989 - HOME DEPOT:			87.06	87.06		

Vendor 3894 - MAGNUM ELECTRONICS:

3/23/21 65026	MAGNUM ELECTRONICS BLACK HEADSET HANGAR HOOKS 225-2220-42210	03/23/2021 pziemer	04/07/2021	49.42	49.42	Open	N 04/07/2021
	OPERATING SUPPLIES			49.42			
	Total for vendor 3894 - MAGNUM ELECTRONICS:			49.42	49.42		

Vendor 3885 - THE UPS STORE:

2/25/21 65031	THE UPS STORE POSTAGE 225-2220-43322	03/01/2021 pziemer	04/07/2021	11.36	11.36	Open	N 04/07/2021
	POSTAGE			11.36			
	Total for vendor 3885 - THE UPS STORE:			11.36	11.36		

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

2,491.16	2,491.16
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PCard: 2257 U.S. BANK Card Holder: IT

Vendor 3698 - AMAZON:

3/3/21 65017	AMAZON AMAZON WEB STORAGE 2/1-2/28/21 101-1800-43309	03/03/2021 pziemer COMPUTER SUPPORT	04/07/2021	176.14 176.14	176.14	Open	N 04/07/2021
3/3/21 - 3 65053	AMAZON AMAZON - DRAWER COUNCIL CHAMBERS 101-1800-42220	03/03/2021 pziemer REPAIR & MAINT	04/07/2021	69.00 69.00	69.00	Open	N 04/07/2021
Total for vendor 3698 - AMAZON:				245.14	245.14		

Vendor 3706 - BEST BUY:

3/18/21 65023	BEST BUY BEST BUY - CONF RM TV MOUNT 101-9200-43434	03/18/2021 pziemer LAKES MEDIA COLLABORATIVE	04/07/2021	119.99 119.99	119.99	Open	N 04/07/2021
Total for vendor 3706 - BEST BUY:				119.99	119.99		

Vendor 3710 - SRFAX:

3/18/21 65014	SRFAX SRFAX SERVICE 3/18/21-3/17/22 101-1800-43309	03/18/2021 pziemer COMPUTER SUPPORT	04/07/2021	95.40 95.40	95.40	Open	N 04/07/2021
Total for vendor 3710 - SRFAX:				95.40	95.40		

Vendor 3708 - ZENDESK:

3/22/21 65113	ZENDESK ZENDESK 3/22/21--4/21/21 101-1800-43309	03/22/2021 pziemer COMPUTER SUPPORT	04/07/2021	50.00 50.00	50.00	Open	N 04/07/2021
Total for vendor 3708 - ZENDESK:				50.00	50.00		

Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:

3/18/21 65013	ZOOM VIDEO COMMUNICATIONS ZOOM VIDEO 3/18-4/17/21 101-1800-43309 225-2120-43309 230-5200-43309	03/18/2021 pziemer COMPUTER SUPPORT COMPUTER TECHNICAL SUPPORT COMPUTER TECHNICAL SUPPORT	04/07/2021	59.96 14.99 29.98 14.99	59.96	Open	N 04/07/2021
Total for vendor 3858 - ZOOM VIDEO COMMUNICATIONS:				59.96	59.96		

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
PCard: 2257 U.S. BANK Card Holder: IT							
Total PCard: 2257 U.S. BANK Card Holder: IT				570.49	570.49		

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

Vendor 3698 - AMAZON:

2/27/21 65002	AMAZON HAND SANITIZER 211-5500-42220	03/01/2021 pziemer	04/07/2021	48.85	48.85	Open	N 04/07/2021
	REPAIR & MAINT			48.85			
3/9/21 65004	AMAZON SOCIAL DISTANCING FLOOR DECALS 211-5500-42220	03/09/2021 pziemer	04/07/2021	24.79	24.79	Open	N 04/07/2021
	REPAIR & MAINT			24.79			
3/9/21 - 2 65005	AMAZON POSTER TOPLOAD HOLDER 211-5500-42220	03/09/2021 pziemer	04/07/2021	66.77	66.77	Open	N 04/07/2021
	REPAIR & MAINT			66.77			
	Total for vendor 3698 - AMAZON:			140.41	140.41		

Vendor 0160 - DEMCO INC:

3/1/21 65003	DEMCO INC WHITE RUBBER LIQUID CREAM GLUE 211-5500-42240	03/01/2021 pziemer	04/07/2021	34.67	34.67	Open	N 04/07/2021
	LIBRARY MATERIALS			34.67			
	Total for vendor 0160 - DEMCO INC:			34.67	34.67		

Vendor MISC - MAILCHIMP:

3/4/21 65007	MAILCHIMP LIBRARY EMAILS 211-5503-43430	03/04/2021 pziemer	04/07/2021	30.99	30.99	Open	N 04/07/2021
	MISC - USE OF HOLDEN TRUST			30.99			
	Total for vendor MISC - MAILCHIMP:			30.99	30.99		

Vendor MISC - TRACFONE:

2/27/21 65006	TRACFONE RELOAD TRACFONE - LIBRARY 211-5501-43430	03/01/2021 pziemer	04/07/2021	22.90	22.90	Open	N 04/07/2021
	MISC - SPECIFIED DONATION USE			22.90			
	Total for vendor MISC - TRACFONE:			22.90	22.90		

Vendor 3697 - USPS:

2/25/21 65001	USPS POSTAGE LIBRARY	03/01/2021 pziemer	04/07/2021	8.00	8.00	Open	N 04/07/2021
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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
PCard: 2257 U.S. BANK Card Holder: LIBRARY							
	211-5500-43322	POSTAGE		8.00			
		Total for vendor 3697 - USPS:		8.00	8.00		
Total PCard: 2257 U.S. BANK Card Holder: LIBRARY				236.97	236.97		

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

Vendor 3698 - AMAZON:

2/26/21 65058	AMAZON 703 UNIFORM RADIO POUCH 225-2120-41113	03/01/2021 pziemer UNIFORM ALLOWANCE	04/07/2021	25.90 25.90	25.90	Open	N 04/07/2021
2/26/21 - 2 65059	AMAZON FILE FOLDERS & MAGNETIC LABEL HOLDER 225-2120-42200	03/01/2021 pziemer OFFICE SUPPLIES	04/07/2021	29.24 29.24	29.24	Open	N 04/07/2021
3/1/21 - 4 65061	AMAZON 703 UNIFORM HOLSTER BELT CASE 225-2120-41113	03/01/2021 pziemer UNIFORM ALLOWANCE	04/07/2021	59.95 59.95	59.95	Open	N 04/07/2021
3/1/21 - 5 65062	AMAZON 703 UNIFORM RADIO HOLDER RETURNED 225-2120-41113	03/01/2021 pziemer UNIFORM ALLOWANCE	04/07/2021	(25.90) (25.90)	(25.90)	Open	N 04/07/2021
3/9/21 - 3 65068	AMAZON STORAGE BOXES 225-2120-42200	03/09/2021 pziemer OFFICE SUPPLIES	04/07/2021	34.24 34.24	34.24	Open	N 04/07/2021
3/9/21 - 4 65069	AMAZON 25 UNIFORM HOLSTER BELT CASES 225-2120-41113	03/09/2021 pziemer UNIFORM ALLOWANCE	04/07/2021	1,498.75 1,498.75	1,498.75	Open	N 04/07/2021
3/11/21 65071	AMAZON EVIDENCE SUPPLIES - SD CARDS 225-2120-42210	03/11/2021 pziemer OPERATING SUPPLIES	04/07/2021	42.33 42.33	42.33	Open	N 04/07/2021
3/12/21 65072	AMAZON REFUND FOR STORAGE BOXES 225-2120-42200	03/12/2021 pziemer OFFICE SUPPLIES	04/07/2021	(34.24) (34.24)	(34.24)	Open	N 04/07/2021
3/19/21 65080	AMAZON STORAGE ORGANIZER 225-2120-42200	03/19/2021 pziemer OFFICE SUPPLIES	04/07/2021	11.52 11.52	11.52	Open	N 04/07/2021
3/19/21 - 2 65081	AMAZON BULLETIN BOARD AND STORAGE CUBES	03/19/2021 pziemer	04/07/2021	34.60	34.60	Open	N 04/07/2021

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

225-2120-42200	OFFICE SUPPLIES			34.60			
	Total for vendor 3698 - AMAZON:			1,676.39	1,676.39		

Vendor 0081 - BRAINERD MEDICI:

3/18/21 65079	BRAINERD MEDICAL SUPPLY EYE WASH STATION REFILL 225-2120-42209	03/18/2021 pziemer	04/07/2021	68.00	68.00	Open	N 04/07/2021
	SAFETY EQUIPMENT SUPPLIES			68.00			
	Total for vendor 0081 - BRAINERD MEDICI:			68.00	68.00		

Vendor MISC - FTO SCHOOL:

3/19/21 65082	FTO SCHOOL 715 FTO SCHOOL 225-2120-43330	03/19/2021 pziemer	04/07/2021	550.00	550.00	Open	N 04/07/2021
	PROFESSIONAL DEVELOPMENT			550.00			
	Total for vendor MISC - FTO SCHOOL:			550.00	550.00		

Vendor 0186 - GALLS LLC:

017742309 65055	GALLS LLC 721 UNIFORM PANTS 225-2120-41113	03/01/2021 pziemer	04/07/2021	160.95	160.95	Open	N 04/07/2021
	UNIFORM ALLOWANCE			160.95			
2/22/21 65056	GALLS LLC 710 UNIFORM VEST CARRIER & PANTS 225-2120-41113	03/01/2021 pziemer	04/07/2021	193.82	193.82	Open	N 04/07/2021
	UNIFORM ALLOWANCE			193.82			
2/22/21 - 2 65063	GALLS LLC REFUND SALES TAX 225-2120-41113	03/01/2021 pziemer	04/07/2021	(7.85)	(7.85)	Open	N 04/07/2021
	UNIFORM ALLOWANCE			(7.85)			
017900899 65076	GALLS LLC 721 RETURN UNIFORM PANTS 225-2120-41113	03/16/2021 pziemer	04/07/2021	(157.96)	(157.96)	Open	N 04/07/2021
	UNIFORM ALLOWANCE			(157.96)			
	Total for vendor 0186 - GALLS LLC:			188.96	188.96		

Vendor 3898 - KOHL'S:

3/12/21 65073	KOHL'S VACUUM CLEANER	03/12/2021 pziemer	04/07/2021	143.99	143.99	Open	N 04/07/2021
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PCard: 2257 U.S. BANK Card Holder: POLICE

225-2120-42220	REPAIR & MAINT			143.99			
	Total for vendor 3898 - KOHL'S:			143.99	143.99		

Vendor 2392 - MENARDS:

3/12/21 65074	MENARDS GARBAGE BAGS 225-2120-42220	03/12/2021 pziemer	04/07/2021	12.99	12.99	Open	N 04/07/2021
	REPAIR & MAINT			12.99			
	Total for vendor 2392 - MENARDS:			12.99	12.99		

Vendor 3887 - MN STATE PATROL COM. VEH SECTION:

3/1/21 65064	STATE OF MINNESOTA POST LICENSE RENEW - 703,712,715,726,pziemer 225-2120-43433	03/01/2021 pziemer	04/07/2021	810.00	810.00	Open	N 04/07/2021
	DUES & SUBSCRIPTIONS			810.00			
	Total for vendor 3887 - MN STATE PATROL COM. VEH SECTION:			810.00	810.00		

Vendor MISC - MULTI REGIONAL TRAINING CENTER:

3/12/21 65075	MULTI REGIONAL TRAINING CENTER BLS ECARDS 225-2120-42210	03/12/2021 pziemer	04/07/2021	143.00	143.00	Open	N 04/07/2021
	OPERATING SUPPLIES			143.00			
	Total for vendor MISC - MULTI REGIONAL TRAINING CENTER:			143.00	143.00		

Vendor 3896 - RAYALLEN.COM:

2/25/21 65057	RAYALLEN.COM K9 EQUIPMENT -REFUND SALES TAX 225-2128-43430	03/01/2021 pziemer	04/07/2021	(6.43)	(6.43)	Open	N 04/07/2021
	MISC - K9 PROGRAM			(6.43)			
	Total for vendor 3896 - RAYALLEN.COM:			(6.43)	(6.43)		

Vendor 3897 - SEARS:

3/9/21 65070	SEARS EVIDENCE FREEZER 225-2120-42210	03/09/2021 pziemer	04/07/2021	289.99	289.99	Open	N 04/07/2021
	OPERATING SUPPLIES			289.99			
	Total for vendor 3897 - SEARS:			289.99	289.99		

Vendor 0497 - SIRCHIE FINGER:

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
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PCard: 2257 U.S. BANK Card Holder: POLICE

3/2/21

65066

SIRCHIE FINGER PRINT LABORATORIES,
EVIDENCE SUPPLIES
225-2120-42210

03/02/2021

pziemer

04/07/2021

386.93

386.93

Open

N
04/07/2021

OPERATING SUPPLIES

386.93

Total for vendor 0497 - SIRCHIE FINGER:

386.93

386.93

Vendor 3703 - TRANSUNION RISK:

3/1/21

65067

TRANSUNION RISK
INVESTIGATIONS AND PARKING TKT COLLE(pziemer
225-2120-42210

03/01/2021

pziemer

04/07/2021

75.00

75.00

Open

N
04/07/2021

OPERATING SUPPLIES

75.00

Total for vendor 3703 - TRANSUNION RISK:

75.00

75.00

Vendor 3697 - USPS:

2/26/21

65060

USPS
POSTAGE
225-2120-43322

03/01/2021

pziemer

04/07/2021

8.80

8.80

Open

N
04/07/2021

POSTAGE

8.80

3/2/11

65065

USPS
POSTAGE
225-2120-43322

03/02/2021

pziemer

04/07/2021

1.20

1.20

Open

N
04/07/2021

POSTAGE

1.20

3/16/21

65077

USPS
POSTAGE
225-2120-43322

03/16/2021

pziemer

04/07/2021

10.30

10.30

Open

N
04/07/2021

POSTAGE

10.30

3/16/21 - 2

65078

USPS
POSTAGE
225-2120-43322

03/16/2021

pziemer

04/07/2021

124.20

124.20

Open

N
04/07/2021

POSTAGE

124.20

3/23/21

65083

USPS
POSTAGE
225-2120-43322

03/23/2021

pziemer

04/07/2021

12.50

12.50

Open

N
04/07/2021

POSTAGE

12.50

Total for vendor 3697 - USPS:

157.00

157.00

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

4,495.82

4,495.82

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

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

Vendor 2064 - NUSS TRUCK & EQ:

3/1/21							
65016	NUSS TRUCK & EQUIPMENT	03/01/2021	04/07/2021	175.17	175.17	Open	N
	INV 3229734P TRUCK 103 BELT & DRAIN	pziemer					04/07/2021
	235-3125-42220	REPAIR & MAINT		175.17			
3/15/21							
65018	NUSS TRUCK & EQUIPMENT	03/15/2021	04/07/2021	193.11	193.11	Open	N
	INV 3230393P TRUCK 105 SCRAPER FUEL	pziemer					04/07/2021
	235-3125-42220	REPAIR & MAINT		193.11			
3/2/21							
65021	NUSS TRUCK & EQUIPMENT	03/02/2021	04/07/2021	501.25	501.25	Open	N
	INV 3229853P TRUCK 103 BELT & IDLER	pziemer					04/07/2021
	235-3125-42220	REPAIR & MAINT		501.25			
	Total for vendor 2064 - NUSS TRUCK & EQ:			869.53	869.53		
Total PCard: 2257 U.S. BANK Card Holder: STREETS				869.53	869.53		

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

Vendor 3698 - AMAZON:

3/4/21 65054	AMAZON QTY 2 VERSA DESKS 203-9000-42200	03/04/2021 pziemer	04/07/2021	889.00	889.00	Open	N 04/07/2021
	OFFICE SUPPLIES			889.00			
	Total for vendor 3698 - AMAZON:			889.00	889.00		

Vendor MISC - NATIONAL BUSINESS FURNITURE:

3/5/21 65022	NATIONAL BUSINESS FURNITURE TRANSIT FURNITURE 203-9000-42200	03/05/2021 pziemer	04/07/2021	1,587.24	1,587.24	Open	N 04/07/2021
	OFFICE SUPPLIES			1,587.24			
	Total for vendor MISC - NATIONAL BUSINESS FURNITURE:			1,587.24	1,587.24		

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

# of Invoices:	243	# Due:	242	Totals:	211,064.56	211,064.56
# of Credit Memos:	6	# Due:	6	Totals:	(317.05)	(317.05)
Net of Invoices and Credit Memos:					210,747.51	210,747.51

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	123.08
101-0000-20850	DUE TO COMPONENT UNIT	1,962.70
101-1110-43430	MISCELLANEOUS	82.00
101-1400-43321	TELEPHONE	53.14
101-1400-43430	MISCELLANEOUS	1,123.07
101-1400-43433	DUES & SUBSCRIPTIONS	315.00
101-1700-43321	TELEPHONE	2.92
101-1700-43350	PRINTING/LEGAL PUBLICATION	61.54
101-1700-43430	MISCELLANEOUS	46.94
101-1800-42210	OPERATING SUPPLIES	121.26
101-1800-42220	REPAIR & MAINT	69.00
101-1800-43309	COMPUTER SUPPORT	3,368.53
101-1800-43321	TELEPHONE	979.56
101-1940-42200	OFFICE SUPPLIES	859.09
101-1940-42220	REPAIR & MAINT	584.00
101-1940-43300	PROFESSIONAL SERVICES	1,765.00
101-1940-43321	TELEPHONE	54.36
101-1940-43331	LEASE PAYMENTS	651.24
101-1940-43380	UTILITIES	731.43
101-1940-43410	RENTAL EXPENSE	127.68
101-2400-43300	PROFESSIONAL SERVICES	1,292.22
101-2400-43321	TELEPHONE	5.79
101-2400-43330	PROFESSIONAL DEVELOPMENT	200.00
101-2400-43350	PRINTING/LEGAL PUBLICATION	195.80

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	101-9200-43340	LODGING TAX REMIT/PR		2,541.25			
	101-9200-43434	LAKES MEDIA COLLABORATIVE		119.99			
	203-9000-42200	OFFICE SUPPLIES		2,476.24			
	203-9000-42210	OPERATING SUPPLIES		171.06			
	203-9000-42212	MOTOR FUELS		2,239.45			
	203-9000-43321	TELEPHONE		6.24			
	203-9000-43401	VEHICLE REPAIRS		637.66			
	211-5500-42200	OFFICE SUPPLIES		46.00			
	211-5500-42220	REPAIR & MAINT		518.74			
	211-5500-42240	LIBRARY MATERIALS		34.67			
	211-5500-43322	POSTAGE		8.00			
	211-5500-43380	UTILITIES		917.96			
	211-5500-45500	CAPITAL OUTLAY		360.25			
	211-5501-43430	MISC - SPECIFIED DONATION USE		22.90			
	211-5503-43430	MISC - USE OF HOLDEN TRUST		30.99			
	211-5505-43430	MISC - COPY MACHINE PYMTS		267.24			
	223-2140-42210	OPERATING SUPPLIES		65.00			
	225-0000-20800	DUE TO OTHER GOVT UNITS		1,000.00			
	225-2120-41113	UNIFORM ALLOWANCE		4,426.20			
	225-2120-42200	OFFICE SUPPLIES		250.52			
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES		68.00			
	225-2120-42210	OPERATING SUPPLIES		937.25			
	225-2120-42220	REPAIR & MAINT		202.32			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		5,906.90			
	225-2120-43300	PROFESSIONAL SERVICES		124.32			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		28,313.33			
	225-2120-43321	TELEPHONE		1,318.26			
	225-2120-43322	POSTAGE		157.00			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		550.00			
	225-2120-43380	UTILITIES		266.30			
	225-2120-43430	MISCELLANEOUS		45.00			
	225-2120-43433	DUES & SUBSCRIPTIONS		810.00			
	225-2127-43310	MISDEMEANOR PROSECUTOR		16,131.55			
	225-2128-43430	MISC - K9 PROGRAM		(6.43)			
	225-2220-42200	OFFICE SUPPLIES		14.79			
	225-2220-42210	OPERATING SUPPLIES		3,513.00			
	225-2220-42220	REPAIR & MAINT		365.10			
	225-2220-42250	PERSONAL PROTECTIVE GEAR		228.07			
	225-2220-43300	PROFESSIONAL SERVICES		238.00			
	225-2220-43321	TELEPHONE		303.83			
	225-2220-43322	POSTAGE		11.36			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		2,460.00			
	225-2220-43331	LEASED PAYMENTS		132.64			
	225-2220-43380	UTILITIES		558.61			
	225-2700-43300	PROFESSIONAL SERVICES		2,298.00			
	230-5200-42220	REPAIR & MAINT		995.00			
	230-5200-42221	R&M-ATHLETIC FIELD MAINT		42.96			
	230-5200-43309	COMPUTER TECHNICAL SUPPORT		14.99			
	230-5200-43321	TELEPHONE		103.87			
	230-5200-43350	PRINTING/LEGAL PUBLICATION		307.69			
	230-5200-43380	UTILITIES		237.46			
	230-5200-43430	MISCELLANEOUS		30.00			
	230-5215-42210	OPERATING SUPPLIES		1,200.00			
	230-5215-42220	REPAIR & MAINT		1,312.74			
	235-3100-42220	MIG WELDING GAS		1,500.87			
	235-3100-42240	SMALL TOOLS		12.60			
	235-3100-43300	PROFESSIONAL SERVICES		238.00			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	235-3100-43321	TELEPHONE		76.84			
	235-3100-43350	PRINTING/LEGAL PUBLICATION		61.54			
	235-3100-43380	UTILITIES		686.83			
	235-3100-43430	MISCELLANEOUS		229.67			
	235-3125-42220	REPAIR & MAINT		5,197.27			
	235-3125-43402	DOWNTOWN SNOW REMOVAL		8,358.40			
	235-3170-42210	OPERATING SUPPLIES		176.54			
	235-3170-42220	REPAIR & MAINT		13.50			
	237-3190-42220	REPAIR & MAINT		28.64			
	238-3160-42220	REPAIR & MAINT		20.65			
	278-6515-43430	MISCELLANEOUS		64.41			
	309-7800-46620	PAYING AGENT FEES		3,100.00			
	400-1980-45530	PYMTS TO CONTRACTORS		500.00			
	400-2001-43350	LEGAL PUBLICATIONS		460.56			
	400-9050-45530	CAPITAL - OTHER		31,804.70			
	401-1415-43430	MISCELLANEOUS		25.00			
	401-1901-43350	LEGAL PUBLICATIONS		290.88			
	401-1901-43430	MISCELLANEOUS - 41040554		2,415.00			
	401-1902-43300	PROFESSIONAL SERVICES		16,605.72			
	401-1918-43300	PROFESSIONAL SERVICES		766.57			
	401-9030-43300-20:08	PROFESSIONAL SERVICES		480.00			
	401-9030-43300-21:11	PROFESSIONAL SERVICES		5,320.00			
	401-9030-43350	LEGAL PUBLICATIONS		157.56			
	401-9030-43430	MISCELLANEOUS		40.00			
	404-9055-45580	CAPITAL - 800 MHZ RADIOS		3,432.00			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			17,436.59	17,436.59		
	203 - TRANSIT FUND			5,530.65	5,530.65		
	211 - LIBRARY FUND			2,206.75	2,206.75		
	223 - DRUG FORFEITURE			65.00	65.00		
	225 - PUBLIC SAFETY FUND			70,623.92	70,623.92		
	230 - PARK & RECREATION FUND			4,244.71	4,244.71		
	235 - STREET & SEWER FUND			16,552.06	16,552.06		
	237 - SANITARY SEWER FUND			28.64	28.64		
	238 - STORM SEWER FUND			20.65	20.65		
	278 - HEALTHY EMPLOYE INITIATIVE			64.41	64.41		
	309 - SINKING 309 2010A GO FUND			3,100.00	3,100.00		
	400 - CAPITAL PROJECTS FUND			32,765.26	32,765.26		
	401 - CONSTRUCTION FUND			26,100.73	26,100.73		
	404 - FIRE DEPARTMENT CAPITAL			3,432.00	3,432.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			3,085.78	3,085.78		
	1110 - MAYOR & COUNCIL			82.00	82.00		
	1400 - ADMINISTRATION			1,491.21	1,491.21		
	1415 - 14:15 AIRPORT UTILITY EXT			25.00	25.00		
	1700 - ENGINEERING			111.40	111.40		
	1800 - IT/GIS			4,538.35	4,538.35		
	1901 - 19:01 NW 4TH STREET IMPR			2,705.88	2,705.88		
	1902 - 19:02 CLST CONNECTION			16,605.72	16,605.72		
	1918 - 19:18 TAP - 28TH TRAIL CO			766.57	766.57		
	1940 - CITY HALL			4,772.80	4,772.80		
	1980 - CITY HALL REMODEL			500.00	500.00		
	2001 - STREET REMODEL/ADDITION			460.56	460.56		
	2120 - POLICE DEPARTMENT			43,375.40	43,375.40		
	2127 - MISDEMEANOR PROSECUTOR			16,131.55	16,131.55		
	2128 - K-9 PROGRAM			(6.43)	(6.43)		
	2140 - DRUG FORFEITURE			65.00	65.00		
	2220 - FIRE DEPARTMENT			7,825.40	7,825.40		
	2400 - COMMUNITY DEVL/INSPECTION			1,693.81	1,693.81		
	2700 - ANIMAL CONTROL			2,298.00	2,298.00		
	3100 - S & S MAINTENANCE			2,806.35	2,806.35		
	3125 - SNOW REMOVAL			13,555.67	13,555.67		
	3160 - STORM SEWER EXPENSE			20.65	20.65		
	3170 - TRAFFIC CONTROL			190.04	190.04		
	3190 - SANITARY SEWER EXPENSE			28.64	28.64		
	5200 - PARK MAIN/ADMINISTRATION			1,731.97	1,731.97		
	5215 - ADULT SOFTBALL			2,512.74	2,512.74		

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Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY DEPT/ACTIVITY ---							
	5500 - LIBRARY-BUDGETED			1,885.62	1,885.62		
	5501 - SPECIFIED DONATION USE			22.90	22.90		
	5503 - HOLDEN TRUST DONATION USE			30.99	30.99		
	5505 - TAXABLE FEES			267.24	267.24		
	6515 - HEALTHY EMPLOYEE INITIATIVE			64.41	64.41		
	7800 - SINKING 2010A GO			3,100.00	3,100.00		
	9000 - TRANSIT FUND			5,530.65	5,530.65		
	9030 - CONSTRUCTION PROJ-MISC			5,997.56	5,997.56		
	9050 - CAPITAL PROJECTS-MISC			31,804.70	31,804.70		
	9055 - FIRE DEPARTMENT CAPITAL			3,432.00	3,432.00		
	9200 - UNALLOCATED			2,661.24	2,661.24		

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

GABE JOHNSON

KEVIN STUNEK

TIFFANY STENGLEIN

**Brainerd, MN
March 15, 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: Stenglein, Erickson, Stunek, Johnson, Pritschet, and Bevans. Mayor Badeaux was also noted as present. Member O'Day attended the meeting remotely.

Due to a member participating remotely, all motions will be made by roll call vote for accuracy.

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

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

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

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

A. Approval of Bills - Approved

B. Approval of the Minutes of the Regular Meeting held on March 1, 2021 and the Joint EDA Meeting held on March 8, 2021 - Approved

C. Approval of Licenses - Approved

Contractor Licenses - 3

D. Department Activity Reports - Approved

1. Police Chief
2. Finance Director

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

Community Member of the Month

Mayor Badeaux announced Brenda Billman-Arndt, owner of The Purple Fern, was nominated and chosen for Community Member of the Month. Ms. Billman-Arndt has been the driving force behind the Destination Downtown Business Coalition and is focused on making improvements. She spends countless hours working on making changes in the community. The Council applauded Ms. Billman-Arndt for her hard work.

Council Committee Reports

Safety & Public Works Committee Report

Request to Approve Brainerd and Crow Wing County Public Transit Request for Proposals for 3rd Party Operation Services - Approved

MOVED AND SECONDED BY ALDERMEN O'DAY AND ERICKSON FOR APPROVAL TO PROCEED WITH THE REQUEST FOR PROPOSALS FOR THIRD PARTY SERVICES FOR BRAINERD AND CROW WING COUNTY TRANSIT SERVICES.

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

Request to Approve Cost Share Agreement with Crow Wing County for Improvement 21-04 – 2021 Street Striping Project - Approved

MOVED AND SECONDED BY ALDERMEN O'DAY AND PRITSCHET TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE COST SHARE AGREEMENT WITH CROW WING COUNTY IN THE ESTIMATED COST OF \$20,868 FOR IMPROVEMENT 21-04 – 2021 STREET STRIPING PROJECT AND AUTHORIZE PROPER SIGNATURES ON THE AGREEMENT.

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

Request to Approve Downtown Crosswalk Painting Plan - Approved

MOVED AND SECONDED BY ALDERMEN O'DAY AND ERICKSON TO APPROVE THE DOWNTOWN CROSSWALK PAINTING PLAN RENDERINGS ONE AND TWO FOR THE AREA BOUND BY FRONT STREET ON THE NORTH, SOUTH 9TH STREET ON THE EAST, SOUTH 5TH STREET ON THE WEST AND MAPLE STREET ON THE SOUTH.

Council member Pritschet indicated Laurel and 7th Street will not be a part of the renderings, as they will be reaching out to local artists to potentially paint those crosswalks.

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

(Added Item) Request to Award Brainerd Street Garage Parks Addition Bids - Approved

MOVED AND SECONDED BY ALDERMEN O'DAY AND PRITSCHET TO AWARD THE CONTRACT FOR THE BRAINERD STREET GARAGE PARKS ADDITION TO NOR-SON INC. IN THE AMOUNT OF \$504,553 AND AUTHORIZE EXECUTION AND PROPER SIGNATURES ON THE CONTRACT DOCUMENTS.

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

Personnel and Finance Committee Report

Authorize Hiring of Community Service Officer - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO AUTHORIZE THE HIRING OF ONE COMMUNITY SERVICE OFFICER AND STAFF WILL PROVIDE EMPLOYMENT DETAILS WHEN AVAILABLE.

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

Authorize Updating the Police Officer Eligibility List - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN TO AUTHORIZE THE CIVIL SERVICE COMMISSION TO ESTABLISH A NEW POLICE OFFICER ELIGIBILITY LIST.

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

Consideration of Mr. Jedlenski's Request for Property Tax Refund - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO APPROVE MR. JEDLENSKI'S REQUEST FOR A REFUND AND DIRECT STAFF TO WORK WITH MR. JEDLENSKI AND CROW WING COUNTY FOR THE ACTUAL REFUND AMOUNT FOR TAX YEARS PAYABLE 2012-2020 AND RETURN TO THE COUNCIL FOR CONSIDERATION.

Committee Chair Johnson explained the details regarding the property, which was determined that the house was constructed on the wrong parcel back in the 1980's. He said it was discovered in 2011 when Crow Wing County implemented the GIS mapping program, and Mr. Jedlenski was paying taxes at an urban district rate rather than the rural district rate.

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

2022 Capital Equipment and Facility Budget – Informational

Finance Director Hillman gave a summary of the capital equipment and facility budget, which was included in the packet. She also indicated the cold storage facility was discussed at committee level and is included in the 2022 budget. Council discussion was held regarding the cold storage facility. A policy will come to Council in the future regarding the process for adding new facilities to the capital plan.

City Engineer Sandy indicated that the third-party transit contractor has difficulty locating storage for the ten transit buses, which are capital assets for the City. He explained an option is to work with the state to finance a building for the storage of the buses may be beneficial, and the street garage property would allow for this addition. He added that by collecting rental fees from the third-party contractor, this could potentially be fully paid with no cost to the City.

Unfinished Business

Committee Resignations – Accept with Regret - Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND STUNEK TO ACCEPT WITH REGRET THE RESIGNATION OF ED MENK FROM THE ECONOMIC DEVELOPMENT AUTHORITY (EDA).

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

Committee Recommendations - Recommended by Mayor Badeaux - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND PRITSCHET TO APPOINT THE FOLLOWING APPLICANTS TO THE COMMITTEES AS LISTED BELOW.

- Andrew Shipe, Charter Commission, for a term to expire 12/31/2024
- Jan Lambert, Charter Commission, for a term to expire 12/31/2024
- Wayne Erickson, Housing & Redevelopment Authority (HRA), for a term to expire 12/31/2025
- Jan Lambert, Transportation Advisory Committee (TAC), for a term to expire 12/31/2022

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

Call for Applicants – Informational:

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

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

Cable TV Advisory Committee – 1 term (Expire 2022)

Charter Commission – 1 term (Expire 2021) - 2 terms (Expire 2024) *pending appointment*

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

Rental Dwelling License Board of Appeals – 3 terms (Expire 2022)

Transportation Advisory Committee (TAC) – 2 terms (Expire 2022) *one pending appointment*

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

Economic Development Authority (EDA) – 1 term (Expire 2021) – 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

Discussion on Rental Property Maintenance Code – Informational

Council President Bevans indicated this is on the agenda at his request and would like an update of when to expect answers to the conduct on premises questions. Community Development Director Chanski gave a summary of the conduct on premises that is outlined in the City Code.

Acting Police Chief Bestul stated the Police Department follow the Ordinances set forth in the City Code regarding conduct and there are written management plans that the landlords must follow.

The Chair recognized Mr. Michael Duval, member of the Rental Ordinance Review Committee, who gave a recap of the work that has taken place at committee level. He stated that a finalized conduct on premises section should be completed after the Wednesday, March 17th committee meeting and to staff by the end of this week.

Final Reading – Proposed Ordinance No. 1514 – Repealing Section 905 and Amending Section 1400 of the City Code - City Administrator Bergman Recommends to Dispense with the Actual Reading - Approved

The Chair opened the public hearing at 8:07 p.m.

No one came forward.

The Chair closed the public hearing at 8:08 p.m.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND JOHNSON TO DISPENSE WITH THE ACTUAL READING AND HOLD THE FINAL READING OF PROPOSED ORDINANCE NO. 1514 – AN ORDINANCE TO REPEAL SECTION 905 SHADE TREE DISEASE CONTROL AND AMEND SECTION 1400 TREE DISEASE CONTROL OF THE CITY CODE.

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

MOVED AND SECONDED BY ALDERMEN STENGLEIN AND PRITSCHET TO ADOPT ORDINANCE NO. 1514 – AN ORDINANCE TO REPEAL SECTION 905 SHADE TREE DISEASE CONTROL AND AMEND SECTION 1400 TREE DISEASE CONTROL OF THE CITY CODE.

ORDINANCE NO. 1514

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

Public Hearing and Resolution – Approving a Project by Horizon Health, Inc. and Consenting to the Issuance of Tax-Exempt Obligations by the City of Pierz, Minnesota – Adopted by Resolution No. 14:21

The Chair opened the public hearing at 8:09 p.m.

The Chair recognized Mr. Christopher Virta from Fryberger, Buchanan, Smith & Frederick P.A law firm, who stated he prepared the resolution on behalf of Horizon Health and can answer any questions the Council may have.

The Chair closed the public hearing at 8:10 p.m.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO ADOPT A RESOLUTION APPROVING A PROJECT BY HORIZON HEALTH, INC., AND CONSENTING TO THE ISSUANCE OF TAX-EXEMPT OBLIGATIONS BY THE CITY OF PIERZ, MINNESOTA.

RESOLUTION NO. 14:21

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

Public Forum

The Chair opened the public forum at 8:12 p.m.

The Chair recognized Mr. Chris Carlberg, 15298 Woodrow Rd, Brainerd, who is calling regarding a parking ticket he received downtown. He stated he was backed into a diagonal space and was unaware it was against City ordinance to do so. He said he spoke with the Police Department and would like the ordinance to be reviewed or a sign posted.

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

Staff Reports

Acting Police Chief Bestul highlighted his new employee recognition program affectionately called "Bestul's Booyah" award. He said there will be monthly nominations within the department to acknowledge staff doing outstanding work. He said the month of February resulted in 13 nominations and he congratulated Officer Selvestra and Officer Personius for saving a life in northeast Brainerd.

HR Director Schubert stated information regarding the American Rescue Plan and how it affects employment will be brought to the April 5th Council meeting.

Community Development Director Chanski updated the Council that the sign ordinance will be reviewed by the Planning Commission at the March 17th meeting.

City Engineer Sandy stated the "Name a Snowplow" initiative link is posted on the City website and Facebook page. He encourages everyone to submit name ideas to be considered by a sub-committee in the near future.

City Administrator Bergman stated she had the opportunity to meet with Mayor Badeaux, Alderwoman Stenglein and Mary Devine Johnson to discuss the sesquicentennial events. It has been decided to set the week of September 18th through the 25th as the celebration timeframe. She said the Chamber to Commerce will be creating a time capsule on September 18th, and the Mayor will be making a proclamation to kick off the week. There will be additional outreach efforts for more event planning taking place.

City Administrator Bergman said the DDBC have been further discussing the holiday lights in downtown for next season. She also added that an email went out to Council members earlier today regarding franchise fees from Charter. Staff is working on obtaining an updated quote from them to broadcast and hope to bring it back to Council at the April 5th meeting.

Mayor's Report

Mayor Badeaux stated the Bestul's Booyah award program is a great idea to acknowledge staff efforts. He said the events downtown that took place on Saturday the 13th for St. Patrick's Day was a success. The Pot O' Gold specials are going through Wednesday the 17th, and the water tower is also illuminated in green through that day. He also said that Camp Ripley has reached out to him to schedule a day and time for Council members to visit the Camp. City Administrator Bergman will contact the Council and determine an agreed upon date.

Council Member Reports

Council member Erickson attended the TAC meeting last week and will also be present at the Planning Commission meeting the 17th and at the Arb on the 25th of March.

Council member Stenglein met with the planning group of the sesquicentennial and anticipates a request for a Council donation at the April 5th meeting.

Council member Pritschet announced the Brainerd Public Library is hoping to open on a limited grab and go basis for residents very soon.

Council members Stunek and Johnson both attended the festivities downtown on Saturday, enjoyed the beautiful weather and the scavenger hunt.

Adjourn to Joint City Council/BPU Commission Closed Session Pursuant to MN Statute 13D.03 to Discuss Labor Negotiations Strategy – 8:26 p.m.

The Council reconvened at 8:40 p.m.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO APPROVE THE 2021-2023 TENTATIVE AGREEMENT SUMMARY AND CONTRACT SUPPORTING DOCUMENTS BETWEEN THE CITY AND IBEW LOCAL NO. 31 (BPU) UNION.

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

MOVED AND SECONDED BY ALDERMEN JOHNSON AND PRITSCHET TO ADOPT A RESOLUTION SETTING THE IBEW LOCAL 31 (BPU) UNION WAGES FOR 2021-2023.

RESOLUTION NO. 15:21

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

MOVED AND SECONDED BY BPU COMMISSIONERS O'DAY AND MATTEN TO APPROVE THE 2021-2023 TENTATIVE AGREEMENT SUMMARY AND CONTRACT SUPPORTING DOCUMENTS BETWEEN THE CITY AND IBEW LOCAL NO. 31 (BPU) UNION.

Upon roll call, Commissioners O'Day, Matten, Angland, Wroolie, and Johnson voted "aye". No Commissioner voted "nay". The Chair declared the motion carried.

The Chair adjourned the meeting at 8:44 p.m.

Jennifer Bergman
City Administrator

Contractor List

04/01/2021

Contractor Name	Address	Local License #	Licensee Type
ACCESS GARAGE DOOR LLC RYAN STECHNIJ	8998 COUNTY ROAD 144 (218) 537 8157	2021-0003	Overhead Doors
LAKEFRONT HEATING AND AIR DANIEL BALL	29801 ZUNI CIRCLE (218) 562 2043	2021-0052	Mechanical
R & N ROOFING CONSTRUCTION INC STEVEN SCHNEBLY	2555 COUNTRYSIDE (952) 929 0812	2021-0007	Commercial Roofing

Totals: 3

Population: All Records
Licensee.DateRegistered Between 3/10/2021 12:00:00 AM AND 4/1/2021 12:00:00 AM
AND
Licensee.LocalLicenseNumber Starts With 2



Brainerd Fire Department Monthly Report

March 2021

ACTIVITIES AND PUBLIC EDUCATION

March of 2021 has been our busiest March since 2015. We continue to have great participation from our firefighters as they remain healthy and available to serve our community.

As we look back one year, we are all very thankful that we are making progress in the response to COVID-19. We look forward to a time when we can resume our public education events in the community.

CROW WING COUNTY ALERT



With the spring season upon us, stay informed of weather-related activity with Crow Wing Alert. The City of Brainerd uses Crow Wing County Alert powered by

Everbridge to make sure you know about issues that may affect your safety. This system allows the City of Brainerd to contact thousands of residents in seconds, so you can find out about an emergency right away. Sign up at <https://member.everbridge.net/index/892807736729514#/signup>.

TRAINING AND STAFF DEVELOPMENT



This month we have been able to bring more training back to our firefighters as we follow the State and CDC guidelines. We had great training this month, including Auto Extrication with an instructor from Genesis Systems. Several vehicles were provided by Collins Brother's Towing. We also trained on our new insulation vacuum. This was purchased from a generous



donation from the Brainerd Fire Department Relief Association. The insulation vacuum is used for overhaul and salvage to help decrease the amount of damage to a home if a fire gets into the attic space and insulation. We also had EMS refresher training, and our Target Solutions training included Fire Alarms and Combustibles & Flammables.



We conducted a live burn training in an acquired structure. This training is very valuable to get as real as possible training for our firefighters. This type of training allows us to train on a variety of different techniques, including fire growth and development, hose management, and fire streams. We then bring various training aspects together to get to our end goal of saving lives and putting the fire out.





Brainerd Fire Department Monthly Report

March 2021

INSPECTIONS

Deputy Chief / Fire Marshal Cox remains busy with inspections and fire code related questions.

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT

Type of NFIRS Incident (National Fire Incident Reporting System)	Coverage Area Total Incidents (Includes City of Brainerd)
Fire	5
Rescue & Emergency Medical Service	6
Hazardous Condition	1
Service Calls	12
Good Intent Call	18
Alarm Activation	12
Severe Weather	0
TOTAL	54

Type of NFIRS Incident (National Fire Incident Reporting System)	City of Brainerd Total Incidents
Fire	2
Rescue & Emergency Medical Service	2
Hazardous Condition	0
Service Calls	4
Good Intent Call	8
Alarm Activation	6
Severe Weather	0
TOTAL	22



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

Recreation Report

Recreation

The Brainerd Men's C/D Early Bird Softball Tournament is FULL. 14 teams.

Summer Adult Softball League Registrations

Mondays – Women's: 4

Tuesdays - MS2 (Men's Lower): 12 (FULL)

Wednesdays - MS1 (Men's Upper): 7

Thursdays – Coed1 (Upper): 2

Thursdays – Coed2 (Lower): 11

Fridays- Master's (35+): 3

Community Ed & YMCA Contract details

- Press Release has been sent out to local radio stations, Brainerd Dispatch, & social media.
- Community Ed has opened their registrations
- YMCA will open their registrations on April 1
- We will be receiving budgetary reports and we will be paying both entities their quarterly rate at the end of the month.

Warming Houses

2021 Brainerd Warming House Report is attached. This year was tough as we were only "Open" 29 days. Of those 29 days, we closed all our rinks due to extreme weather conditions 2 days and we closed early a minimum of 8 days on top of that. By opening the warming houses, we were able to serve 1,378 people during warming house hours. Most likely several hundred more due to community members, service groups, and schools utilizing the rinks during the day.

Special Events

Easter Egg Hunt

Registration is open. Currently there are: 221 children enrolled. (Out of 300 available spots) 3.17.2021

Candy was delivered and is being re-bagged into smaller bags. Proper Covid-19 measures are being used. Sanitizing work area and using gloves as well as wearing a mask.

Crow Wing Energized has mentioned possibly getting their carrot mascot out for the event. They are looking for someone to wear it still.

Rotary Club has started a volunteer sign up based on all the different duties throughout the day.

Concessions

This year we will be fully licensing Memorial Park, Buffalo Hills, and Bane Park. Jaycees Park will function under a "Special Event" licensure. This can only be used for 10 dates. I have been advised by Minnesota Department of Health that I may also use the Jaycees Special Event license for a couple days of serving food at Mills Field at Memorial Park (15 U State, 14 U (AA) Tournaments).

Our contract with Viking Coca-Cola will expire March 11, 2022. As you remember Viking Coca-Cola did agree to provide us \$2,500 (which we used for the purchasing of a new score board). Viking Coca-Cola also agreed to donated 30 cases of 12 oz can soft drinks along with \$250 towards youth team sponsorships annually. Viking agreed to provide and pay for 4 (4x8) Coca-Cola advertising banners for use at Memorial and Mill Avenue Parks.

Maintenance Report

Memorial Park

City Staff and Chris Sonmor from WSB opened bids for the 2021 Memorial Park Redevelopment Project on March 1, 2021. In total, 3 bids were received from contractors. Anderson Brothers Construction of Brainerd, LLC was the apparent low bidder. City Staff and the Park Board met on March 17, 2021 to review the bids and award the contract. The Park Board unanimously voted to award the base bid of the contract to Anderson Brothers Construction of Brainerd, LLC along with allowing staff to purchase the Sourcewell provided packages. The total base bid amount submitted by Anderson Brothers was \$918,329 and the total amount of the Sourcewell packages including the boards, the lighting, and some rubber matting is \$154,319 for a total base bid project amount of \$1,072,648. The total estimated budget at this point taking into consideration the \$1,300,000 that the city bonded for, the cost of the purchased parking lot, WSB's design and construction administration fees, and the 2021 park budget allocation of \$260,000 towards the project is \$1,164,810. With the budget number and the base bid awarded items, there is approximately \$92,162 left in contingency. The Park Board elected to not move forward with the alternate one items (small rink, boards, and lighting) at this time until a month or two down the road. With the \$92,162 in funds, the small rink pad and other items associated with the construction contract could get completed, but the boards and lights for the rink would put the project over budget. The Park Board elected to wait and see if there were some value engineering items staff could bring forward to reduce the base bid costs and see if we can afford to do the entire project in 2021. The other option is to construct alternate 1 and purchase the boards and lights in a future year when it is budgeted.

Park Design Standards

The Park Board is scheduling a kick-off meeting with its consultant, Widseth, to brainstorm and come up with design standards to use within the park system. These standards will be used to brand our parks in the future, along with helping to formulate the new 30-year capital improvement plan for the park system. Design standard creation is anticipated to last a couple of months, with 30-year capital planning creation and brainstorming occurring in the summer months to be prepared for the fall budget cycle.

Change of Seasons

With the change of seasons here, the maintenance staff have been working on repairing picnic tables, putting up nets at the tennis courts, doing spring clean-up, and starting to prepare for the busy summer season. There is a lot to look forward to in 2021. Below is a detailed list of the maintenance activities done in the month prior to this meeting.

- Removed graffiti at Rotary Park.
- Repaired flagpole and replaced all flags downtown.
- Changed a rink bulb at Bane.
- Fixed gate boards at Bane Park hockey rink.
- Assembled a memorial bench.
- Covered graffiti under College Drive bridge.
- Assembled new field rakes and drags.
- Repairing and painting older picnic tables.
- Hung tennis nets and turned-on tennis lights and timer.
- Fixed and painted serving tables for pavilions.
- Painted and stored all skate helpers.
- Stored all hockey nets.
- Cleaned out Mill Avenue Park building.
- Ordered field chalk and drying agents
- Cleaned and paint job on JD power broom.
- Removed park office signage.
- Put outside player benches away
- Setting out garbage receptacles and tables in parks.

- Repaired damaged keystone wall.
- Removed flooding equipment from van.
- Moved all Easter stuff to Gregory Park building.
- Pressure washed aluminum trailers.
- Acquired new mower and stored.
- Clean trucks weekly.
- Garbage runs.
- Garbage truck out of storage and cleaned/prepped for spring.
- Removed two dead trees and two widow makers.
- Picked garbage and sticks out of parks.
- Rubber mats move to storage.

Splash Pad

City Staff, representatives from WSB, and Emily Rolfson have been working to find donors for the rest of the items that are needed to complete the splash pad. There have been commitments received from Anderson Brothers and Hy-Tec to assist us with the construction of the donor related items such as concrete work, donor column, grading, and other items around the pad. The group is still working on getting donated materials such as brick pavers, engraving services, and landscape materials as part of the donor area. The splash pad committee is still also receiving monetary donations to help with the pad construction. Please contact Emily Rolfson if you know of someone who would like to donate.

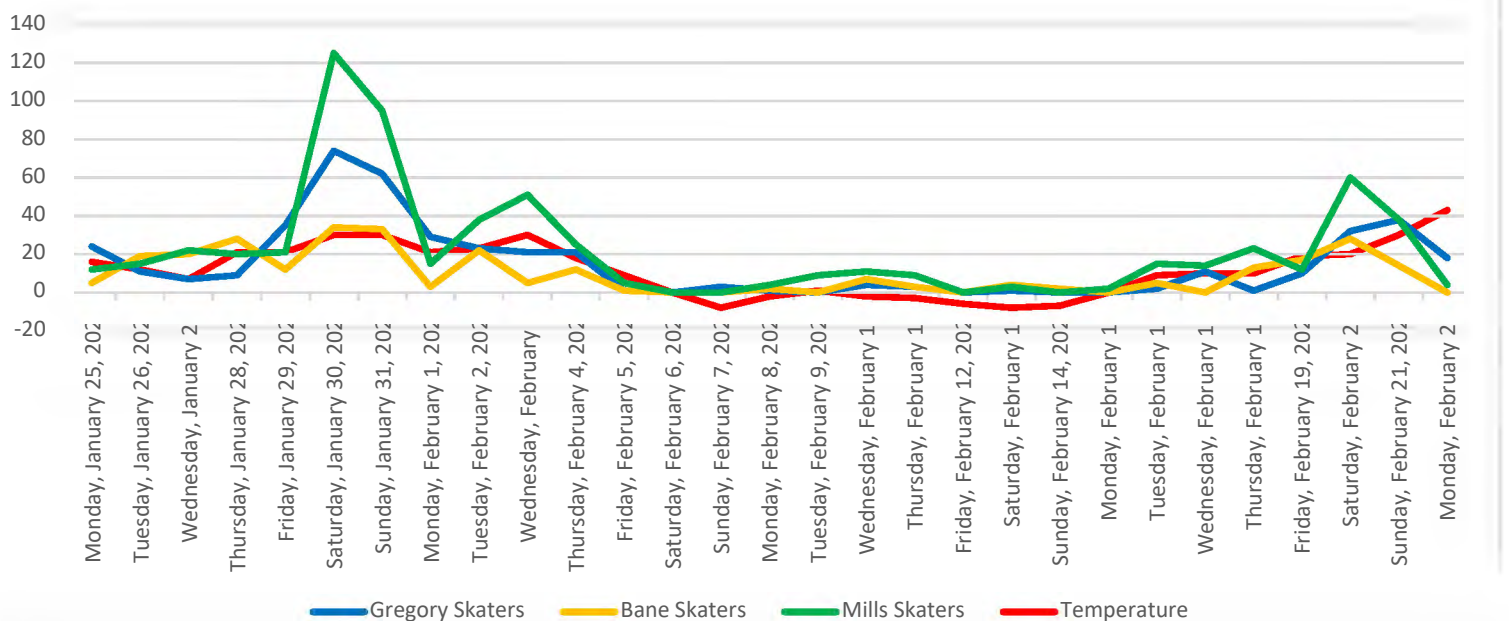
Mill Park

The Mill Park lease was officially over on March 1, 2021. Staff has removed all the City belongings within the park and have turned over the keys to Mike Higgins, whom is the owner of the Brainerd Industrial Center. Mike intends on demolition of the site soon, with the amenities from the park being placed at Memorial Park.

2021 Brainerd Warming House Report

Date	Gregory Skaters	Bane Skaters	Mills Skaters	Temperature	"notes"	Total/Day
Monday, January 25, 2021	24	5	12	16		41
Tuesday, January 26, 2021	11	19	15	12		45
Wednesday, January 27, 2021	7	20	22	7		49
Thursday, January 28, 2021	9	28	20	21		57
Friday, January 29, 2021	35	12	21	21		68
Saturday, January 30, 2021	74	34	125	30		233
Sunday, January 31, 2021	62	33	95	30		190
Monday, February 1, 2021	29	3	15	21		47
Tuesday, February 2, 2021	23	22	38	23		83
Wednesday, February 3, 2021	21	5	51	30		77
Thursday, February 4, 2021	21	12	25	18		58
Friday, February 5, 2021	1	1	5	9		7
Saturday, February 6, 2021	0	0	0	0	closed	0
Sunday, February 7, 2021	3	0	0	-8	closed early	3
Monday, February 8, 2021	1	2	4	-2	closed early	7
Tuesday, February 9, 2021	0	0	9	1	closed early	9
Wednesday, February 10, 2021	4	7	11	-2		22
Thursday, February 11, 2021	3	3	9	-3	closed early	15
Friday, February 12, 2021	0	0	0	-6	closed early	0
Saturday, February 13, 2021	1	4	3	-8	closed early	8
Sunday, February 14, 2021	0	2	0	-7	closed	2
Monday, February 15, 2021	0	0	2	0	closed early	2
Tuesday, February 16, 2021	2	5	15	9		22
Wednesday, February 17, 2021	11	0	14	10		25
Thursday, February 18, 2021	1	13	23	10		37
Friday, February 19, 2021	10	17	12	19		39
Saturday, February 20, 2021	32	28	60	20		120
Sunday, February 21, 2021	38	14	38	30		90
Monday, February 22, 2021	18	0	4	43	closed early	22
Total/Park	441	289	648	Total Skaters Served		1378

2021 # of Skaters to Temperature Trends



MEMO

TO: Mayor and Council

FROM: City Administrator Jennifer Bergman

DATE: April 1, 2021

RE: Resolution Accepting Donations & Contributions for 1st Quarter 2021

Attached is a resolution accepting donations and contributions that have been made to the City of Brainerd for the period of January 1 and March 31 2021. The City is very appreciative to all who have made these contributions. The funds from the donations and contributions will be used as requested by the donor.

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

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

\pz

MEMO

TO: Finance Director Connie Hillman
FROM: Fire Chief Tim Holmes 
DATE: April 1, 2021
SUBJECT: 2021 – 1st Quarter Donations



www.ci.brainerd.mn.us

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

- | | | |
|--|------------|---|
| • Bjerga Feed Stores | \$ 25.00 | Public Fire Safety Education |
| • Brainerd Building Construction Trades | \$ 75.00 | Public Fire Safety Education |
| • Brainerd Fire Dept. Relief Association | \$2,332.03 | Fire Station Treadmill, Backpack Blower,
Hammer Drill, Batteries |
| • North Ambulance | \$3,000.00 | PulsePoint Foundation |

Feel free to contact me with any questions.

**RESOLUTION
NO. xx:21**

**RESOLUTION ACCEPTING DONATIONS AND/OR CONTRIBUTIONS
JANUARY 1, 2021 THROUGH MARCH 31, 2021**

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

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

<u>Name of Donor</u>	<u>Amount</u>	<u>Requested Use of Donation or Contribution</u>
----------------------	---------------	--

SEE ATTACHED LIST OF DONORS

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

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

Adopted this ___ day of 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: April 5, 2021

Title of Item: Parking Commission Interim Report

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☒ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Community Development Director	Department: Community Development
Presenter (Name & Title): David Chanski & Kevin Yeager	Estimated Time Needed: 10 minutes
Summary of Issue: Community Development Director Chanski and Parking Commission Chair Kevin Yeager will be provide the City Council with an update on the work done thus far by the Parking Commission.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

MEMO



TO: Mayor and City Council
FROM: Parking Commission
DATE: April 5, 2021
RE: Interim Update

The Parking Commission has been meeting regularly and working, as directed, on overall parking-related issues within the city. The Commission has identified 7 categories of issues that we will be addressing in the months to come. They are:

- Finance
- Parking Enforcement
- Safety and Walkability
- Education and Marketing
- Patron and Business Growth
- Community Character
- Residential Cohesion

With this interim update, we are reporting back some of our early findings and recommendations as well as seeking your guidance as to the next steps. We ask you to consider the following:

1. The City needs to get out of the business of providing parking.

We believe that the City is best positioned if we get out of the business of providing off-street parking. The City is incurring significant financial losses from providing parking, as well as accumulating long-term liabilities without a commensurate source of revenue. There is no viable plan for closing that gap as, from a supply and demand perspective, there is an abundance of parking in the core downtown and/or not enough demand for that parking to raise rates.

Parking Lot Fund (236) - 5 Year History					
	2015	2016	2017	2018	2019
Revenues	22,735	23,510	26,555	25,719	34,408
Expenditures	17,345	19,791	26,934	39,193	49,552
Net Operating Income/(Deficit)	5,390	3,719	(380)	(13,474)	(15,144)
Annual Estimated Amount for Resurfacing & Maintenance Costs (Based on 2021 Costs)	4,447	4,447	4,447	4,447	4,447
Net Operating Income/(Deficit) w/ Capital Improvements	943	(728)	(4,827)	(17,921)	(19,591)
Actual Ending Fund Balance	10,614	14,333	13,953	479	(14,665)

2. The City should become more active in managing parking.

Most of the parking challenges within the core downtown do not relate to the supply of parking but to its overall use and management. For example:

- The City provides on-street parking, which is the most valuable parking for businesses, but does little to manage this asset.
- There are different needs for parking through the day and overnight, but these are not currently addressed in any kind of nuanced way.
- Within two blocks of the core downtown, there is excessive amounts of parking, but the walkability connecting that parking with businesses is lacking.

Having fewer parking spaces that are better managed will provide more opportunity for business enterprise and tax base growth while costing taxpayers – including those in the downtown – less money. This should be preferred to having an excess of parking that is inefficiently managed.

3. The City should establish measurements of success for parking in the core downtown.

To successfully implement a parking management strategy, the City should establish how success is measured. The Parking Committee has discussed the following:

- **Increasing Property Values.** A successful parking management strategy should increase the value of land and property within the core downtown at greater rates than we see commercial property increasing in other parts of the city and region. We can measure this through the County Assessor's records.
- **Increasing Sales Tax Receipts.** A successful parking management strategy should bring more patrons to the core downtown and result in more sales transactions. We can measure this through records with the Minnesota Department of Commerce.
- **Increasing Human Count / Overall Activity.** A successful parking management strategy will result in more people being in the core downtown during prime hours. We can start counting overall activity (sidewalk count of people) on a regular basis to discern trends.

The Parking Commission would benefit from knowing the City Council's reaction to these proposed measurements of success and any others that members would consider important.

4. As the Parking Commission continues to work, the City should take these short-term actions.

In an effort to move the City from a parking provider to a manager of parking while also moving in a more fiscally responsible direction, we recommend that the City Council direct the staff to undertake the following steps over the next 90 days:

(0-30 days) Identify options for supplementing leased parking within the downtown.

(30-60 days) Notify parking leaseholders in the Burlington Northern lot that the City is discontinuing providing leases on that property in 60 days. Share alternatives for leased parking as part of the notification.

(60-90 days) Notify Burlington-Northern that the City is ending the lease on property we are currently leasing for parking.

This is a first step toward better parking management, improving the character of our community, and increasing city's the overall economic vitality.

We welcome any feedback or guidance the Mayor and City Council may wish to provide.

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

April 5, 2021

6:15 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 844-992-4726

Access Code: 187 053 7219

1. Consideration for Returning to Proactive Code Enforcement
2. Request to Approve Event Application - Corpus Christi Processional
3. Request to Approve Event Application - Downtown Brainerd Spring Fling
4. Request to Approve Improvement 19-10 - 2020 NE Brainerd Resurfacing Project Change Order 1
5. Request to Award Improvement 21-01 and 21-05 - 2021 Parking Lot and Street Seal Coat Projects
6. Request to Approve Change to Transit Operating Policy
7. Request to Discuss Evergreen Boat Landing Road Condition
8. Request to Review and Change Improvement 19-18 - Highway 25 Trail Construction Year
9. Request to Re-Visit Colored Crosswalk Painting Plan



Brainerd City Council Agenda Request

Requested Meeting Date: April 5, 2021

Title of Item: Consideration for Returning to Proactive Code Enforcement

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Community Development Director	Department: Community Development
Presenter (Name & Title): David Chanski, CDD	Estimated Time Needed: 5 minutes
Summary of Issue: In spring 2020, as part of the response to the COVID-19 pandemic, the City Council directed staff to conduct code enforcement only when complaints were received. In June 2020, the Council did grant staff permission to be proactive with enforcement of landscaping and junk/debris violations as they were becoming a wide spread issue, but all other issues were to remain complaint driven only. Staff has been operating in this manner ever since. With spring now fully upon us, staff is request that Council authorize staff to return to proactive enforcement of the City Code.	
Alternatives, Options, Effects on Others/Comments: As a warm March caused early melting, the Community Development Department has received increased code complaints. In one situation, a resident was very upset with the overall disorder of her neighborhood and questioned why the City no longer proactively enforced the code. Staff conducted a four block sweep around this resident's property and found 19 properties with junk/debris or unlicensed/unregistered vehicle violations. Staff was being quite conservative and didn't include property maintenance violations or other code violations. Additionally, the City received the attached anonymous letter detailing a variety of code issues. No property maintenance enforcement has occurred since fall 2019. During my presentation in February, I did let the Council know our desire to resume proactive code enforcement.	
Recommended Action/Motion: Motion to authorize staff to return to full proactive enforcement of the City Code.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

Just A Few of the things
that need attention
The city needs to care, what
the neighborhoods look like —
such a disappointment —

* ~~X~~ 115 H. Street NE - garbage bags
hiding a mattress next to
garage

* ~~X~~ 821 2nd Ave NE - no house
number. White House - looks
abandoned. Paint needed.

* ~~X~~ 823 3rd Ave NE -
garbage bags - carpet
since Fall.

RECEIVED

MAR 29 2021

CITY OF BRAINERD
ADMINISTRATION

* ~~X~~ ~~914~~ 3rd Ave NE -
mattress in alley

* 403 4th Ave - Very old falling
apart fish house in yard.

* ~~X~~ 123 H Street - car parked
in yard.



Brainerd City Council Agenda Request

Requested Meeting Date: April 5, 2021

Title of Item: Request to Approve Event Application - Corpus Christi Processional

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is an event application for the Corpus Christi Processional, to be held on June 6, 2021 from 12:00 PM to 1:30 PM on the streets of Juniper Street, S 8th Street, and Willow Street.	
Alternatives, Options, Effects on Others/Comments: This is a processional that begins at St. Francis Church and ends at St. Andrews church and consists of people praying and walking. There will be light amplification out of the back of a vehicle and the participants handing out fliers. This event has had no issues in the past, and is an annual event. Staff will be available to answer any questions the committee and council may have.	
Recommended Action/Motion: Staff recommends approval of the attached event application under the conditions identified including coordinating busy intersection crossings with the police department staff prior to the event.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



SPECIAL EVENT APPLICATION

3/15/2021

Date of Application: _____

Event applications can be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or engineer@ci.brainerd.mn.us. Event applications that include a street closure must be submitted at least 30 calendar days prior to the event and will require City Council approval. All other event applications must be submitted at least 14 calendar days prior to the event.

Type of event: ☐ Event – City Parking Lot ☐ Event – City Park
☐ Event with Street Closure ☒ Other Procession

Name of event: Corpus Christi Procession

Organizer Information

Organizer's Name:

Brainerd Lakes Catholic Churches

Organizer's Address:

1108 Willow St.

Event Contact Person:

Dan O'Reilly

Event Contact Daytime Phone:

218-831-3197

Event Contact E-mail Address:

dan@oreillystavern.com

Contact Name/Number Day of Event:

Dan O'Reilly 218-831-3197

For Profit/Nonprofit Status (type):

Nonprofit

Applicant information (if different from the event organizer):

Applicant Name:

Applicant Address:

Applicant Phone:

Applicant E-mail Address:

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
6/6/2021	12:00	1:30	Route Between St. Francis Catholic Church and St. Andrew's
			Catholic Church on Juniper to N 8th to Willow St.

☐ Recurring event (requires only one application submittal per year)

Event locations (*all dimensions are parking lot usable space estimates*):

- City Hall Parking Lot (130' x 146')
- Laurel Street Parking Lot (92' x 120')
- Front Street Parking Lot (66' x 125')
- City Street(s) (street closure request information on page 4 MUST be filled out)
- City Park (must contact the Parks & Recreation Department for information)
- Other (specify location above)

Description of Activities

Brief description of the activities planned during the event. If a parade/run/walk event, please describe the proposed route with the assembly and dispersal locations and attach a route map:

Eucharistic procession of people praying. The procession will take place between St. Francis Catholic Church and St. Andrew's Catholic church.

It will involve a number of people moving in group through town. There will be some low amplified sound and singing of hymn music.

The route will be begin at st. Francis and proceed up Juniper to 8th street. It will follow 8th St. to willow st and proceed East to St. Andrews

The procession will briefly stop at three points along the way at North 8th and Juniper, 214 S. 8th St.& 1205 S. 9th St.

Site Information

Electrical usage

☐

Yes

☒

No

Describe the type of equipment to be used and how you intent to supply the power:

Amplified Sound

☒

Yes

☐

No

Describe any recording and sound amplification equipment to be used in your event along with the times:
some sound amplification will be used to allow the procession group to follow with prayers during the procession

The sounds will consist of a small set of speakers on the back of a vehicle.

Restrooms provided

☐

Yes

☒

No

If yes, how many _____ (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: _____
(if restrooms are provided by neighboring property(s), please submit the location and property owner's signature to verify approval has been granted)

Signs, banners, and/or posters/flyers

☒

Yes

☐

No

Describe the signs, banners, posters, flyers and the locations:

Only carried with the group during the procession.

Trash Receptacle Disposal

☐

Yes

☒

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

Please provide a layout of the event showing booths, tents, staging, amusement, food, etc and provide a street map or park map showing the borders of the event.

Throughout all events, businesses should be reasonably accessible to the public. If a business's entrance is blocked by an event layout, then accommodations such as signage, handbills, or similar methods should be made available to mitigate the impact on customer access.

A \$100/day security deposit for publicly owned spaces ONLY is required (payable by check only). The security deposit will be refunded should the event site be left clean and void of trash and all event items are removed on the last day of the event. An event that does not occur will not have its security deposit refunded except for hazardous weather conditions, as determined by the City of Brainerd.

Street Closure Request Information

Describe the name and sections of the streets for which you are requesting temporary closure (e.g. South 7th Street between Maple Street and Front Street):

We would request an escorted crossing of major intersections such as 8th and Washington St. As well as through the downtown area.

Date and time for beginning of street closures: Only along with the procession.

Date and time for reopening of streets: _____

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian flow along sidewalks). Additional pages may be attached.

Flyers and information will be handed out to property owners prior to the event.

While the City continues to treat downtown as a venue for events, event plans must be balanced with the interests and needs of property owners.

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or engineer@ci.brainerd.mn.us.

Hold Harmless Agreement and Insurance Information

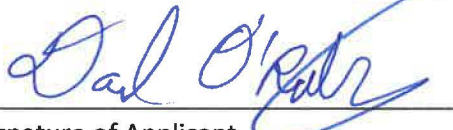
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event herein described.

The City, at its discretion, may require the Applicant to obtain liability insurance for any event. If liability insurance is required, the following requirements apply:

- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an "Additional Insured" on the policy.
- At least ten (10) days prior to the event, the Applicant must provide to the City a Certificate of Insurance showing the required coverage.

Signature of Event Applicant

I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.



Signature of Applicant



Print Name

Contacts, Permits, and Fees Checklist

Each event has its own requirements and needs. Listed below is a summary of the permits common to many events. Please note that it is not necessary to have all permits approved upon submission of this application. However, this checklist should serve as a guide as you plan your event. *All events must have all permits and fees paid and approved prior to the start of the event.*

The Event Planner is responsible for providing the following (as needed) information:

Permit, License, or Checklist	Yes	Pending	N/A	Contact (See contact information below)
Authorization to use a city park			X	Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support	X			Check yes to request emergency support. The appropriate level of fire, EMS, and police support will be determined based on crowd size and the type of event. Fees may be discussed with the sponsor.
Food and vendor licenses			X	All vendors must apply for a temporary license through the Commissioner of Revenue's Office. Food vendors are required to collect and report meals tax. Contact City Hall for information/procedure.
Health Department Permit			X	All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate			X	May be required before issuing a permit.
Sign/banner Permits			X	Contact the Planning Department for information/procedure.
Parade Permit			X	Issued by the Police Department after complete submission of application.
Alcohol Use Permit			X	Must be approved by City Council after submission of the event application. Contact City Hall for information/procedure.

Contact Information

Administration Department:	(218) 828-2307 admin@ci.brainerd.mn.us
Parks and Recreation Department:	(218) 828-2320 parks@ci.brainerd.mn.us
Engineering Department:	(218) 828-2307 engineer@ci.brainerd.mn.us
Planning Department:	(218) 828-2307 planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 police@ci.brainerd.mn.us
Fire Department:	(218) 828-2312 fire@ci.brainerd.mn.us
MN Commissioner of Revenue:	(651) 282-5225 www.revenue.state.mn.us
MN Department of Health	(320) 223-7300 www.health.state.mn.us
MNDOT Baxter Office	(218) 828-5700 www.dot.state.mn.us

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	OK	No Comments 3/22
City Administration	OK	No Comments 3/22
Engineering Department	OK	No Comments 3/22
Fire Department	OK	No Comments 3/22
Fire Support/EMS	OK	No Comments 3/22
Parks Department	OK	No Comments 3/22
Planning Department	OK	No comments 3/22
Police Department	OK	Typically have CSO's and on-duty officers assist with busy Street Crossings.

Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

City Administrator

Date

Approval Conditions

Organize Street crossing support/escort with police department before event.

Certification of Street Closure Approval

The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):



Brainerd City Council Agenda Request

Requested Meeting Date: April 5, 2021

Title of Item: Request to Approve Event Application - Downtown Brainerd Spring Fling

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is an event application for the Downtown Brainerd Spring Fling to be held on May 7th and 8th from 12pm - 7 pm on the 7th and 10am - 5pm on the 8th throughout the downtown.	
Alternatives, Options, Effects on Others/Comments: The Destination Downtown Business Coalition has planned for this downtown event to include a shopping event that will include VIP bags for purchase, store discounts, historic downtown walking tours, in-store events, live jazz music by the CLC Jazz Group, etc. Power will be needed to run amps and microphones along with a parking lot closure in the Laurel Street lot. Posters will be created and passed out to downtown businesses prior to the event. No street closure is requested. Staff has made a couple of notes regarding coordination with a few departments for the event.	
Recommended Action/Motion: Staff recommends approval of the attached application with consideration made to the coordination by the applicant with applicable departments, as noted in the signed application.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



SPECIAL EVENT APPLICATION

Date of Application: 3/16/21

Event applications can be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or engineer@ci.brainerd.mn.us. Event applications that include a street closure must be submitted at least 30 calendar days prior to the event and will require City Council approval. All other event applications must be submitted at least 14 calendar days prior to the event.

Type of event: ☐ Event – City Parking Lot ☐ Event – City Park
☐ Event with Street Closure ☐ Other _____

Name of event: Downtown Brainerd Spring Fling

Organizer Information

Organizer's Name: Destination Downtown Business Coalition
Organizer's Address: 719 Laurel Street, Brainerd
Event Contact Person: Brenda Billman-Arndt
Event Contact Daytime Phone: 218-454-1699
Event Contact E-mail Address: brendbla@icloud.com
Contact Name/Number Day of Event: Brenda Billman-Arndt, 218-454-1699
For Profit/Nonprofit Status (type): 501c3 (currently processing)

Applicant information (if different from the event organizer):

Applicant Name: _____
Applicant Address: _____
Applicant Phone: _____
Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
5/7/2021	12 pm	7 pm	throughout downtown
5/8/2021	10 am	5 pm	throughout downtown

☐ Recurring event (requires only one application submittal per year)

Event locations (*all dimensions are parking lot usable space estimates*):

- City Hall Parking Lot (130' x 146')
- Laurel Street Parking Lot (92' x 120')
- Front Street Parking Lot (66' x 125')
- City Street(s) (street closure request information on page 4 MUST be filled out)
- City Park (must contact the Parks & Recreation Department for information)
- Other (specify location above)

Description of Activities

Brief description of the activities planned during the event. If a parade/run/walk event, please describe the proposed route with the assembly and dispersal locations and attach a route map:

The DDBC has planned this downtown shopping event, that will include VIP bags for purchase, store discounts, historic downtown walking tours, in-store events, and live jazz music by the CLC Jazz Group on Saturday, May 8 from 12-2 pm.

Site Information

Electrical usage

☒

Yes

☐

No

Describe the type of equipment to be used and how you intent to supply the power:

The musicians need power to run instruments, microphones and amplifiers. We would like to use the nearest power source.

Amplified Sound

☐

Yes

☐

No

Describe any recording and sound amplification equipment to be used in your event along with the times:

Live Jazz music and singing will take place in the parking lot.

Restrooms provided

☐

Yes

☒

No

If yes, how many _____ (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: _____

(if restrooms are provided by neighboring property(s), please submit the location and property owner's signature to verify approval has been granted)

Signs, banners, and/or posters/flyers

☐

Yes

☐

No

Describe the signs, banners, posters, flyers and the locations:

Posters will be created and passed out to downtown businesses, along with social media marketing.

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

Please provide a layout of the event showing booths, tents, staging, amusement, food, etc and provide a street map or park map showing the borders of the event.

Throughout all events, businesses should be reasonably accessible to the public. If a business's entrance is blocked by an event layout, then accommodations such as signage, handbills, or similar methods should be made available to mitigate the impact on customer access.

A \$100/day security deposit for publicly owned spaces ONLY is required (payable by check only). The security deposit will be refunded should the event site be left clean and void of trash and all event items are removed on the last day of the event. An event that does not occur will not have its security deposit refunded except for hazardous weather conditions, as determined by the City of Brainerd.

Street Closure Request Information

Describe the name and sections of the streets for which you are requesting temporary closure (e.g. South 7th Street between Maple Street and Front Street):

N/A

Date and time for beginning of street closures: N/A

Date and time for reopening of streets: N/A

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian flow along sidewalks). Additional pages may be attached.

Normal access to businesses and residents will be available.

While the City continues to treat downtown as a venue for events, event plans must be balanced with the interests and needs of property owners.

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or engineer@ci.brainerd.mn.us.

Hold Harmless Agreement and Insurance Information

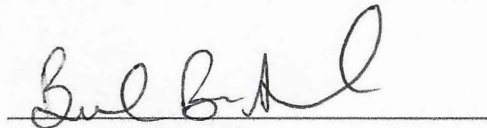
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event herein described.

The City, at its discretion, may require the Applicant to obtain liability insurance for any event. If liability insurance is required, the following requirements apply:

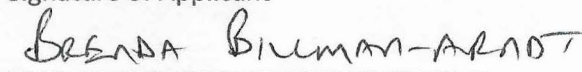
- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an "Additional Insured" on the policy.
- At least ten (10) days prior to the event, the Applicant must provide to the City a Certificate of Insurance showing the required coverage.

Signature of Event Applicant

I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.



Signature of Applicant



Print Name

Contacts, Permits, and Fees Checklist

Each event has its own requirements and needs. Listed below is a summary of the permits common to many events. Please note that it is not necessary to have all permits approved upon submission of this application. However, this checklist should serve as a guide as you plan your event. *All events must have all permits and fees paid and approved prior to the start of the event.*

The Event Planner is responsible for providing the following (as needed) information:

Permit, License, or Checklist	Yes	Pending	N/A	Contact (See contact information below)
Authorization to use a city park			X	Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support			x	Check yes to request emergency support. The appropriate level of fire, EMS, and police support will be determined based on crowd size and the type of event. Fees may be discussed with the sponsor.
Food and vendor licenses			x	All vendors must apply for a temporary license through the Commissioner of Revenue's Office. Food vendors are required to collect and report meals tax. Contact City Hall for information/procedure.
Health Department Permit			x	All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate				May be required before issuing a permit.
Sign/banner Permits			X	Contact the Planning Department for information/procedure.
Parade Permit			X	Issued by the Police Department after complete submission of application.
Alcohol Use Permit			x	Must be approved by City Council after submission of the event application. Contact City Hall for information/procedure.

Contact Information

Administration Department:	(218) 828-2307 admin@ci.brainerd.mn.us
Parks and Recreation Department:	(218) 828-2320 parks@ci.brainerd.mn.us
Engineering Department:	(218) 828-2307 engineer@ci.brainerd.mn.us
Planning Department:	(218) 828-2307 planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 police@ci.brainerd.mn.us
Fire Department:	(218) 828-2312 fire@ci.brainerd.mn.us
MN Commissioner of Revenue:	(651) 282-5225 www.revenue.state.mn.us
MN Department of Health	(320) 223-7300 www.health.state.mn.us
MNDOT Baxter Office	(218) 828-5700 www.dot.state.mn.us

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	Ok	Will have to work with BPU on temporary power if over 120 is needed. 120 can be garnered from light poles.
City Administration	Ok	None
Engineering Department	Ok	Please coordinate with Shawn at Street Department for traffic control. He can be reached at 218-513-4412.
Fire Department	Ok	None
Fire Support/EMS	Ok	None
Parks Department	Ok	None
Planning Department	Ok	None
Police Department	Ok	Please coordinate with Police on closure needs. CSO's can assist with getting lots closed and cars removed.

Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

City Administrator

Date _____

Approval Conditions

See notes above for coordination of the event with applicable departments. Application is approved as presented.

Certification of Street Closure Approval

The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):



Brainerd City Council Agenda Request

Requested Meeting Date: April 5, 2021

Title of Item: Imp 19-10-2020 NE Brainerd Resurfacing Project Change Order 1

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is Change Order 1 for the 2020 NE Brainerd Resurfacing Project (Improvement 19-10).	
Alternatives, Options, Effects on Others/Comments: Staff has also included a write-up explaining the situation and costs of each respective change order item. Staff will be available to answer any questions the Committee or Council may have at the meeting.	
Recommended Action/Motion: Staff recommends approval of Change Order 1 for Improvement 19-10 in the total amount of \$11,582.38	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ <u>10,529.44</u> Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> Even with this change order, the project is anticipated to be right at the budget number as bid by Knife River.	



MEMO

TO: Safety and Public Works Committee
FROM: City Engineer/Interim PW Director Sandy
DATE: March 23, 2021
SUBJECT: Improvement 19-10 Change Order 1

Below is a list and explanation of the changes per the attached documents related to change order #1.

Holiday Station Temp Water Service and 2" Water Connection

When the project was being designed, it was not known that a 2" water service was servicing the Holiday Station. The 2" curb stop was located in the field, and the Engineer directed the contractor to replace the 2" service line and provide temporary water to the service station while the line was being replaced.

- **Total BPU Cost: \$5,946.58**

8" Ductile Iron Pipe Connection for Water at 10th Avenue NE and Q Street

During plan creation, it was thought that the Q Street was serviced with a 6" ductile iron watermain. Upon digging up the connection, it was found to be an 8" watermain. The costs for this relate to one section of 8" watermain being replaced and connected to the existing 8" watermain.

- **Total BPU Cost: \$1,024.55**

O Street Catch Basin Concrete Collar Installations

During the reconstruction of O Street, some of the catch basins had leaking rings, which cause for the overlying street to sink due to the infiltration of water. Because of this issue, the Engineer directed the contractor to place concrete collars around the rings to prevent infiltration and surface sinkholes.

- **Total Storm Sewer Costs: \$1,428.19**

10th Avenue NE 4" Sump Pump Drain Line

During the resurfacing of 10th Avenue NE, the underground contractor accidentally cut a 4" sump pump drain line that was attached to the storm sewer and not identified on the plan. The Engineer directed the contractor to re-connect the sump pump line.

- **Total Storm Sewer Cost: \$2,130.12**

Knife River is allowed a 10% markup as prime contractor per specification.

Total Change Order Cost: \$11,582.38



P.O. Box 1306
St. Cloud, MN 56302-1306

March 23, 2021

James Fladung
Assistant City Engineer
City of Brainerd
501 Laurel Street
Brainerd MN 56401

RE: C/O for 2020's City of Brainerd Project 19-10

James,

Knife River is formally submitting a C/O to cover extra work from Dechantal Excavating that you and he worked out for the city. Attached is his breakdown of the work. Knife River's C/O submittal is for \$11,582.38. That is Dechantal's \$10,529.44 plus a 10% mark up of \$1,052.94. Let me know if you have any questions.

Adam Surma
Project Manager



P.O. Box 315
Brainerd, MN 56401

Quote

Date	Quote #
3/15/2021	1325

Name / Address

Knife River
4787 Shadow Wood Drive NE
Sauk Rapids, MN 56379

Description	Quantity	Unit Cost	Unit	Total
* Brainerd NE Resurfacing				
* Change Order Work				
*Holiday Station Temp Water				
1. Materials	1	424.26	LS	424.26
2. Crew Labor	2.75	170.00	Hour	467.50
10% OH&P	1	89.18	LS	89.18
Subtotal				980.94
* Holiday Station New 2" Water Service				
1. Materials	1	1,780.47	LS	1,780.47
2. Crew Labor	6.75	405.00	Hour	2,733.75
10% OH&P	1	451.42	LS	451.42
Subtotal				4,965.64
* 8" DIP Installed				
1. Materials	1	526.41	LS	526.41
2. Crew Labor	1	405.00	Hour	405.00
10% OH&P	1	93.14	LS	93.14
Subtotal				1,024.55
* O Street CB Concrete Collar				
1. Materials	1	703.35	LS	703.35
2. Crew Labor	3.5	170.00	Hour	595.00
10% OH&P	1	129.84	LS	129.84
Subtotal				1,428.19
* 10th Avenue 4" Sump Drain Line				
1. Materials	1	788.97	LS	788.97
Total				

Office: 218-828-4636
Cell: 218-839-1318
Fax: 218-824-1510
Email: adechantal@gmail.com



P.O. Box 315
Brainerd, MN 56401

Quote

Date	Quote #
3/15/2021	1325

Name / Address

Knife River
4787 Shadow Wood Drive NE
Sauk Rapids, MN 56379

Description	Quantity	Unit Cost	Unit	Total
2. Crew Labor	4.5	255.00	Hour	1,147.50
10% OH&P	1	193.65	LS	193.65
Subtotal				2,130.12
Total				\$10,529.44

Office: 218-828-4636
Cell: 218-839-1318
Fax: 218-824-1510
Email: adechantal@gmail.com



Brainerd City Council Agenda Request

Requested Meeting Date: April 5, 2021

Title of Item: Request to Award Imps 21-01 and 21-05-2021 Street and Lot Seal Coat

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Bids were opened for Improvements 21-01 and 21-05 on March 12, 2021 at 10:00 AM.	
Alternatives, Options, Effects on Others/Comments: In total, 3 bids were received from Asphalt Surface Technologies Corporation, Asphalt Preservation Company, and Allied Blacktop Company. Total bid prices submitted by each contractor respectively were \$153,357.01, \$169,399.77, and \$193,281.93 which represent a 6.16% under, 3.66% over, and 18.27% over engineer's estimate of \$163,426.05. The budget for this project included \$150,000 for the street portion of the project (Imp 21-01) and \$13,000 for the police, fire, and NE fire parking lots. A portion of the \$13,000 will go towards crack sealing of those lots, but overall, we are looking to be in a good budget position for these projects as a whole.	
Recommended Action/Motion: Staff recommends awarding improvements 21-01 and 21-05 to Asphalt Surface Technologies Corporation (ASTECH) in the total bid amount of \$153,357.01 and authorizing proper signatures on the contract documents.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>\$153,357.01</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> There is \$150,000 in the construction fund (401) and \$13,000 in the capital improvement fund (400) for these improvements.	

Contract 2021-01 - Bid Abstract By Contract

Report Date: 3/12/2021
Contract Name: 2021 Chip Seal & Parking Lot Chip Seal Projects
Contract Number: 2021-01
Bid Opening: 3/12/2021, 10:00 AM

Base Bid

Records 1-15 of 15												
							Asphalt Surface Technologies Corp.		Asphalt Preservation Company Inc.		Allied Blacktop Company	
Line	Number	Description	Unit	Contract Quantity	Engineer's Estimated Price	Engineer's Estimated Amount	Bid Amount	Total Amount	Bid Amount	Total Amount	Bid Amount	Total Amount
1	2021.501/00010	MOBILIZATION	LS	0.96	\$8,000.00	7,680	\$6,000.00	5,760	\$10,000.00	9,600	\$8,000.00	7,680
1	2021.501/00010	MOBILIZATION	LS	0.04	\$8,000.00	320	\$6,000.00	240	\$10,000.00	400	\$8,000.00	320
2	2355.506/00010	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	10,231	\$1.25	12,788.75	\$2.00	20,462	\$0.99	10,128.69	\$1.50	15,346.5
2	2355.506/00010	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	498	\$1.25	622.5	\$2.50	1,245	\$0.99	493.02	\$1.50	747
3	2356.504/00010	BITUMINOUS SEAL COAT	S Y	85,257	\$0.60	51,154.2	\$0.43	36,660.51	\$1.11	94,635.27	\$0.78	66,500.46
3	2356.504/00010	BITUMINOUS SEAL COAT	S Y	4,149	\$0.60	2,489.4	\$0.70	2,904.3	\$1.11	4,605.39	\$0.93	3,858.57
4	2356.506/00020	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	29,840	\$2.00	59,680	\$2.15	64,156	\$1.00	29,840	\$2.00	59,680
4	2356.506/00020	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	1,452	\$2.00	2,904	\$2.15	3,121.8	\$1.00	1,452	\$2.00	2,904
5	2563.601/00010	TRAFFIC CONTROL	LS	0.96	\$5,000.00	4,800	\$5,000.00	4,800	\$5,000.00	4,800	\$23,000.00	22,080
5	2563.601/00010	TRAFFIC CONTROL	LS	0.04	\$5,000.00	200	\$5,000.00	200	\$5,000.00	200	\$23,000.00	920
6	2582.503/10104	4" SOLID LINE PAINT	L F	13,904	\$0.45	6,256.8	\$0.23	3,197.92	\$0.22	3,058.88	\$0.22	3,058.88
7	2582.503/10124	24" SOLID LINE PAINT	L F	60	\$4.00	240	\$2.10	126	\$2.00	120	\$2.00	120
8	2582.503/10404	4" DBLE SOLID LINE PAINT	L F	3,448	\$0.95	3,275.6	\$0.46	1,586.08	\$0.44	1,517.12	\$0.44	1,517.12
9	2582.518/01000	PAVT MSSG PAINT	S F	1,212	\$3.10	3,757.2	\$2.85	3,454.2	\$2.75	3,333	\$2.75	3,333
10	2582.518/05000	CROSSWALK PAIN	S F	4,536	\$1.60	7,257.6	\$1.20	5,443.2	\$1.15	5,216.4	\$1.15	5,216.4
						Total 163,426.05		Total 153,357.01 6.16% UNDER		Total 169,399.77 3.66% OVER		Total 193,281.93 18.27% OVER

Totals

Engineer's Estimated Amount	Asphalt Surface Technologies Corp.	Asphalt Preservation Company Inc.	Allied Blacktop Company
\$163,426.05	\$153,357.01 6.16% UNDER	\$169,399.77 3.66% OVER	\$193,281.93 18.27% OVER

I hereby certify that this is an exact reproduction of bids received.

License Number: 53635

Signature: *Paul Sandy*

Date: 03/23/2021



Brainerd City Council Agenda Request

Requested Meeting Date: April 5, 2021

Title of Item: Request to Approve Change to Transit Operating Policy

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Transit
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: At the TAC meeting on 03/11/2021, policy language revision for Transit Operating Policy 2.3.3.1 was discussed as an agenda item. The purpose of updating this policy is to match the Americans with Disabilities Act (ADA), for Title II, mobility aid and device definitions and requirements. This update will clarify and refine the rules in this policy to match that of the new standards.	
Alternatives, Options, Effects on Others/Comments: Current Transit Operating Policy 2.3.3.1: 2.3.3.1 Mobility Aids: All common mobility aids shall be transported and properly secured. A common mobility aid does not exceed 30 inches in width and 48 inches in length (measured two inches above the ground) and does not weigh more than 600 pounds when occupied. Vehicles may not be able to accommodate mobility aids exceeding these standards. The transit service may require a certified weight, which would be obtained at the cost of the rider. Revised Transit Operating Policy 2.3.3.1: 2.3.3.1 Mobility Aids and Devices: Individuals with mobility disabilities are permitted to use wheelchairs and manually-powered mobility aids, such as walkers, crutches, canes, braces, or other similar device designed for use by individuals with mobility disabilities. Unless the mobility aid or device can not be operated in accordance with legitimate safety requirements. All common mobility aids and devices shall be transported and properly secured. If the passenger cannot be safely secured on the device with approved securements the passenger may be required to transfer to a seat or waive liability.	
Recommended Action/Motion: Staff recommends approval of this policy as presented. This was unanimously approved by the Transportation Advisory Committee.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



Brainerd City Council Agenda Request

Requested Meeting Date: April 5, 2021

Title of Item: Request to Discuss Evergreen Boat Landing Condition

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☒ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: During the spring season the last couple of years, the Evergreen Boat Landing access road has become near impassable during the spring thaw.	
Alternatives, Options, Effects on Others/Comments: The road traverses through the river floodplain to the City owned boat landing on the Mississippi River. The City Street Department spent a lot of man time in the past year getting the roadway in better condition. This spring, the road once again is a mess and near impossible to get through with a vehicle. When vehicles do travel down this road, it creates more issues with large ruts getting formed from the vehicle trying to not get stuck. Attached are some photos of the roadway in the current condition. Once spring ends and the roadway firms up, there are very little issues with the roadway. This is not a public street, but rather a City maintained access to the River for public use (it has never formally been opened as a street). What staff would like to discuss is the possibility that the Committee and Council would allow staff to install a gate across this roadway for use this time of year to prevent vehicles traveling down the roadway and making a mess. This is also a very regular dump site for garbage and other items during he spring time, and this would prevent that issue from happening too. Staff would leave enough room around the gate to allow for foot or bike travel to the river is people still wanted to utilize the access during this season.	
Recommended Action/Motion: Staff recommends installing a gate across the access of Evergreen Landing for use during he spring season and thaw to prevent damage to the roadway surface and reduce maintenance time and effort to repair.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>unknown</u> <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i> This is anticipated to take minimal staff time to complete. The Parks Department has some gates that came from a different site that can be used for this purpose and can be seen in the attached picture.	









Brainerd City Council Agenda Request

Requested Meeting Date: April 5, 2021

Title of Item: Request to Review and Change Highway 25 Trail Construction Year

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: 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: Back in 2019, the City was awarded federal funds in the amount of \$190,000 for the construction of the trail segment along Highway 25 from 5th Avenue NE to 28th Street through the Transportation Alternatives Program. The funding was due to come out in 2024 (it is a 5-year lead time from when projects are funded to when the funding becomes available). The City's current plan was to construct the trail in 2022 along with the MnDOT bridge replacement project.	
Alternatives, Options, Effects on Others/Comments: See the attached memo for more information and history.	
Recommended Action/Motion: Staff recommends moving the 2022 construction of the trail segment on Highway 25 from 5th Avenue NE to 28th Street SE to 2025 to be constructed along with the Highway 210 reconstruction with MnDOT. Further, staff recommends working with MnDOT on the design of the trail to be incorporated in their plans, along with ensuring MnDOT will cover the 20% in local funds and engineering costs that would come along with this funding source.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



MEMO

TO: Safety and Public Works Committee

FROM: City Engineer/Interim Public Works Director Paul Sandy

DATE: March 22, 2021

SUBJECT: Highway 25 Trail Construction Year Discussion

Back in 2019, the City was awarded federal funds in the amount of \$190,000 for the construction of the trail segment along Highway 25 from 5th Avenue NE to 28th Street through the Transportation Alternatives Program. The funding was due to come out in 2024 (it is a 5-year lead time from when projects are funded to when the funding becomes available). The City's current plan was to construct the trail in 2022 along with the MnDOT bridge replacement project. The MnDOT bridge project got pushed back to 2023 with recent shifts in the MnDOT budgets due to COVID, which really stirred up the need to have this conversation.

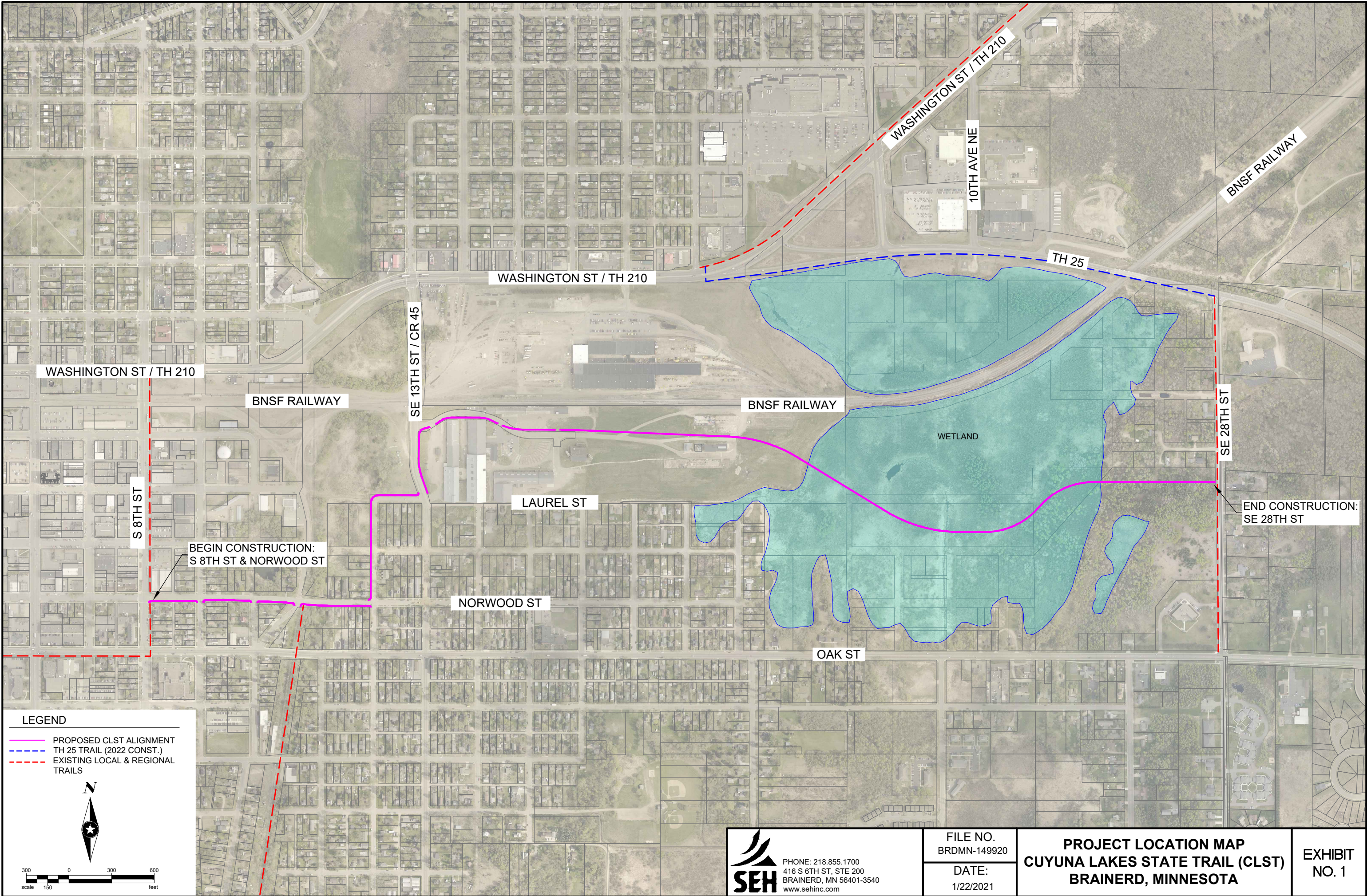
There are numerous projects being done in the next few years in this project area and includes the MnDOT replacement of the railroad bridge on Highway 25 and the Trunk Highway 210 reconstruction with MnDOT in 2025. There are many unknowns with the Highway 210 reconstruction, and staff has been working with MnDOT on alternatives for intersections along the corridor. These alternatives will soon be out to the public as the public participation portion of the corridor study will begin. This is one of the intersections that is planned to change dramatically in 2025, and the project limits include areas in which will impact the trail construction is it were to be built in 2022.

Staff was approached by MnDOT to see if the City would be willing to hold off on trail construction until 2025. By doing this, MnDOT would include the federal funds the City was awarded in their project, design the trail connection along with implementing the modified intersection at Mill Avenue and Highway 210, cover the 20% construction cost match that the City would be responsible for to use the federal funds, and MnDOT would also do the entire design as part of their project (along with any environmental documentation that needs to occur). This means that the City would not have a cost share for the construction of this trail, albeit waiting a couple of additional years for the trail construction.

At this point, due to cost considerations, construction and alignment changes to Highway 210 and the eminent impact to the trail alignment, along with all the other things that come with the use of federal funds, staff would like consideration to this request to have MnDOT do the design and construction on behalf of the City along with covering the City's cost share in this

construction of the trail. You will recall, we did something like this with the sidewalk extension on S 6th Street currently planned for 2022 in which MnDOT is taking the City's federal awarded funds, designing, and paying for the sidewalk along S 6th Street as part of the reconstruction project. Therefore, the City has no participation in the new sidewalk except for applying and receiving the grant money.

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LEGEND

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



300 0 300 600
Scale 150 feet



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

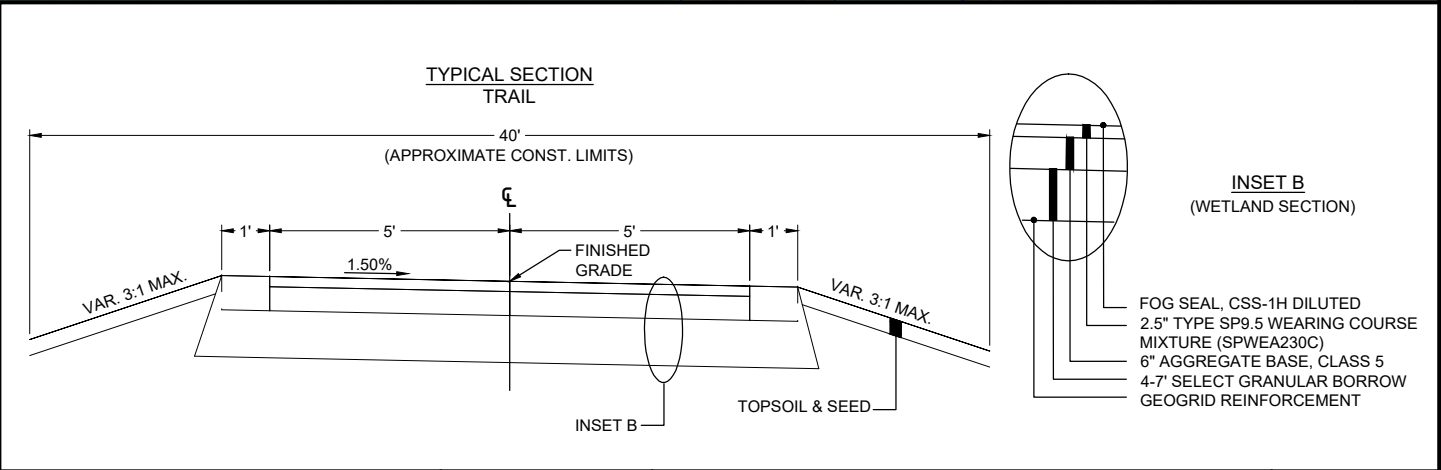
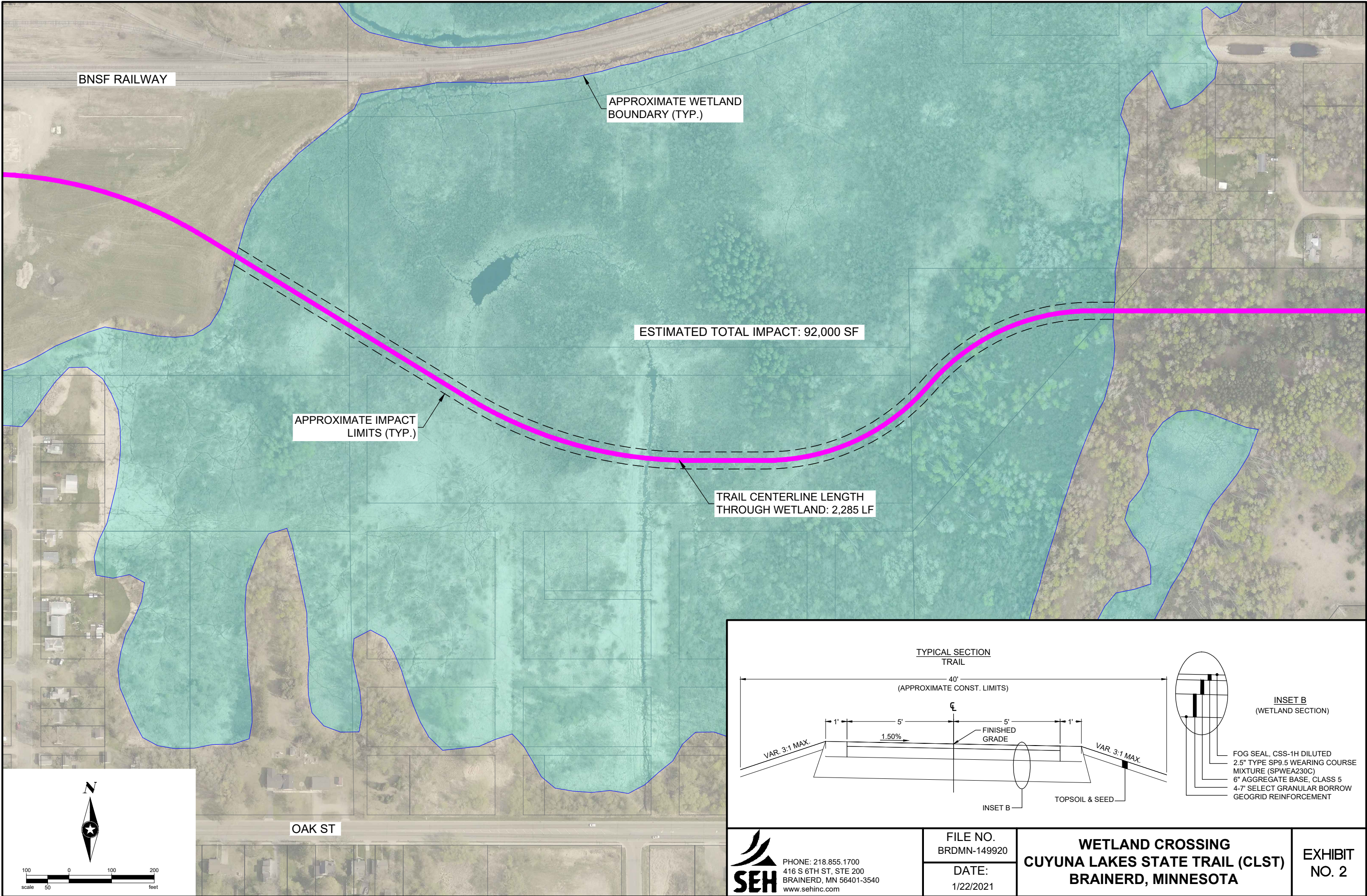
FILE NO.
BRDMN-149920

DATE:
1/22/2021

PROJECT LOCATION MAP
CUYUNA LAKES STATE TRAIL (CLST)
BRAINERD, MINNESOTA

EXHIBIT
NO. 1

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 PHONE: 218.855.1700 416 S 6TH ST, STE 200 BRainerd, MN 56401-3540 www.sehinc.com	FILE NO. BRDMN-149920	WETLAND CROSSING CUYUNA LAKES STATE TRAIL (CLST) BRainerd, MINNESOTA	EXHIBIT NO. 2
	DATE: 1/22/2021		



Brainerd City Council Agenda Request

Requested Meeting Date: April 5, 2021

Title of Item: Request to Re-Visit Colored 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 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 10 Minutes
Summary of Issue: Since the last Council meeting, staff has continued to research this topic in depth as it relates to the Manual on Uniform Traffic Control Devices along with receiving information directly from the FHWA related to this topic.	
Alternatives, Options, Effects on Others/Comments: Attached is the latest guidance and interpretation of the MUTCD. To clarify previous statements, the MUTCD applies to all streets open to the public for use. The purpose of the MUTCD is to provide for uniform traffic control devices across the United States. If you look at the two pertinent sections of this interpretation, it covers all elements in which were chosen for the colored crosswalk design and disallows them. This was verified over the phone with the safety engineer from FHWA. Through this additional guidance and research, staff feels that these colored crosswalks do not meet the intent of the interpretation of the MUTCD provided by the FHWA. The only thing that would meet is the white blocks with earth tone/rust/red colors in which the guidance references. The FHWA staff member that staff spoke too referenced the new draft of the MUTCD that is out currently, and which staff intends on commenting on this specific section. Many Cities have chosen to ignore this guidance put forth in the MUTCD, as can be seen with a simple google search. This could go multiple ways, but due to the potential liability involved, staff has no other option but to recommend not continuing forward with this plan.	
Recommended Action/Motion: Staff recommends not pursuing colored crosswalks in downtown area identified in previous discussions unless it meets the guidance set forth in the MUTCD for colored pavements.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

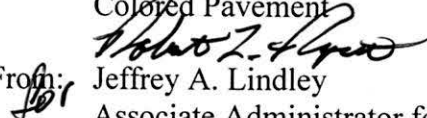


U.S. Department
of Transportation
Federal Highway
Administration

Memorandum

Subject: **INFORMATION:** MUTCD – Official
Ruling 3(09)-24(I) – Application of
Colored Pavement

Date: **AUG 15 2013**

From: 
Jeffrey A. Lindley
Associate Administrator for Operations

In Reply Refer To:
HOTO-1

To: Federal Lands Highway Division Engineers
Division Administrators

Purpose: Through this memorandum, the Federal Highway Administration's (FHWA) Office of Transportation Operations (HOTO) is issuing an Official Interpretation of Chapter 3G of the *Manual on Uniform Traffic Control Devices for Streets and Highways* (MUTCD) on the approved uses of colored pavement. For recordkeeping purposes, this Official Ruling has been assigned the following number and title: "3(09)-24(I) – Application of Colored Pavement."

Background: The FHWA is concerned that considerable ambiguity continues regarding how colored pavement can be used, especially between the white transverse lines of a legally marked crosswalk.

Colored pavements consist of differently colored road paving materials, such as colored asphalt or concrete, or paint or other marking materials applied to the surface of a road or island to simulate a colored pavement. Colored pavement is a traffic control device when it attempts to communicate with any roadway user or when it incorporates retroreflective properties. Colored pavement can also be a purely aesthetic treatment. When used in this manner, colored pavement is not a traffic control device provided that it does not attempt to communicate with the motorist or incorporate elements of retroreflectorization.

Colored Pavement in Crosswalks: In the late 1990s, the marketplace introduced and promoted aesthetic treatments for urban streetscape environments that included the opportunity to install a range of colors and a multitude of patterns. The most popular opportunity to implement these treatments was between the legally marked transverse lines of crosswalks. This was typically done as part of larger efforts by cities to enhance the aesthetics of an area that could include decorative luminaires, street furniture, sidewalk art, etc. These crosswalk treatments were publicized and marketed as a method to increase conspicuity of the crosswalk that would translate into increased safety and a reduction of pedestrian deaths. In December 2001, the FHWA issued its first Official Ruling¹

¹ MUTCD Official Ruling 3-152 (I) as Memorandum of Action, December 7, 2001

regarding the use of these aesthetic treatments, which concluded that crosswalk enhancements of this type had no such discernible effect on safety or crash reduction.

The marketplace looked to capitalize on advancements in pavement retroreflectivity in the mid-2000s, and further advocated for these aesthetic treatments on public streets as a way to increase crosswalk visibility. This included the benefits of the increased recognition of crosswalks both during the day and at night since the materials were designing retroreflective properties into the aesthetic treatments. In 2004 and in 2005, the FHWA issued two separate but related Official Rulings^{2,3} concluding that incorporating retroreflectivity into an aesthetic crosswalk treatment renders it an official traffic control device. Further, these Official Rulings continued to discourage implementation of such treatments and also concluded that these enhancements still had no increased effect on safety or contributed to a reduction in pedestrian deaths.

The evolution of crosswalk treatments continued into the form of “crosswalk art” because it was becoming a common misconception that as long as the white transverse lines were present—thereby legally marking the crosswalk—then the agency was free to treat the interior portion of the crosswalk as it desired. In 2011, the FHWA issued an additional Official Ruling⁴ that crosswalk art—defined as any freeform design to draw attention to the crosswalk—would degrade the contrast of the white transverse lines against the composition of the pavement beneath it. In deviating from previous Official Rulings on the matter that concluded an increased factor of safety and decreased number of pedestrian deaths were not evident after installation, this 2011 Official Ruling stated that the use of crosswalk art is actually contrary to the goal of increased safety and most likely could be a contributing factor to a false sense of security for both motorists and pedestrians.

The FHWA’s position has always been, and continues to be that subdued-colored aesthetic treatments between the legally marked transverse crosswalk lines are permissible provided that they are devoid of retroreflective properties and that they do not diminish the effectiveness of the legally required white transverse pavement markings used to establish the crosswalk. Examples of acceptable treatments include brick lattice patterns, paving bricks, paving stones, setts, cobbles, or other resources designed to simulate such paving. Acceptable colors for these materials would be red, rust, brown, burgundy, clay, tan or similar earth tone equivalents. All elements of pattern and color for these treatments are to be uniform, consistent, repetitive, and expected so as not to be a source of distraction. No element of the aesthetic interior treatment is to be random or unsystematic. No element of the aesthetic interior treatment can implement pictographs, symbols, multiple color arrangements, etc., or can otherwise attempt to communicate with any roadway user.

Patterns or colors that degrade the contrast of the white transverse pavement markings establishing the crosswalk are to be avoided. Attempts to intensify this contrast by increasing or thickening the width of the transverse pavement markings have been observed in the field. These attempts to increase contrast are perceived to be efforts to circumvent the contrast prerequisite so that an intentional noncompliant alternative of an aesthetic interior pattern or color can be used. Further techniques to install an empty buffer

² MUTCD Official Ruling 3-169 (I) – Section 3B.19 Retroreflective Colored Pavement, September 1, 2004

³ MUTCD Official Ruling 3-178 (I) – Retroreflective Colored Pavement – Additional Clarification, April 27, 2005

⁴ MUTCD Official Ruling 3(09)–8 (I) – Colored Pavement Treatments in Crosswalks, May 3, 2011.

space between an aesthetic treatment and the interior edge of the white transverse crosswalk markings have also been observed in the field. This strategy is also perceived to be an attempt to circumvent FHWA's prior position on contrast. However, an empty buffer space between a subdued-colored, uniform-patterned aesthetic treatment can be implemented to enhance contrast between the aesthetic treatment and the white transverse pavement markings. When used properly, buffer spaces can be an effective tool to disseminate a necessary contrast in order to visually enhance an otherwise difficult to discern white transverse crosswalk marking, provided that the aesthetic treatment conforms to the conditions in the preceding paragraph.

Colored Pavement in Medians: Several agencies nationwide have used aesthetic colored pavement in medians that separate opposite directions of travel. These treatments are typically simulated red brick patterns or pavers. This is allowable if the median is closed to traffic. Where the center portion of the roadway functions to facilitate turns or operates as a two-way left turn lane, aesthetic treatments cannot be used in that center area in accordance with Paragraph 3 of Section 3G.01 in the MUTCD. Further, provisions elsewhere in Part 3 of the MUTCD require or recommend the turning functions of turn lanes or two-way left turn lanes to be marked with pavement word markings or arrows where applicable. The use of aesthetic colored patterns or pavers in these lanes simulates a supplemental background to standard turn markings and is an attempt to enhance conspicuity of the median thereby serving as communication with the motorist. This practice to use aesthetic treatments is disallowed since the median is open to traffic.

Colored Pavement for Islands: Where an island is designated as a traffic-control device, curbs, pavement edges, pavement markings, channelizing devices, or other devices are used. Islands are most commonly used to separate traffic movements or to provide pedestrian refuge. Regardless of whether the island is raised or flush with the roadway surface, islands are a potential for providing aesthetic qualities. Islands that separate movements of traffic and choose to incorporate colored pavement into interior sections or to the top surface of their design are to comply with Item A or B of Paragraph 3 of Section 3G.01. This would be applicable when the island is used to address a need to facilitate traffic that would otherwise have difficulty navigating the roadway if the island was absent.

Islands that are intentionally aesthetic in nature only are to be designed similar to those aesthetic treatments for crosswalks as described above. The most common applications of these purely aesthetic treatments are pedestrian refuge islands and textured raised buffers between a bikeway and a motorized vehicular lane.

Colored Pavement for Bicycle Lanes: Green colored pavement is approved for use in bicycle lanes only to enhance the conspicuity of where bicyclists are required to operate, and areas of the bicycle lane where bicyclists and other roadway traffic might have potentially conflicting weaving or crossing movements. Approval to use green colored pavement shall be in accordance with Paragraph 17 of Section 1A.10 in the 2009 MUTCD.

The FHWA issued an Interim Approval (IA-14) for the use and application of green colored pavement on April 15, 2011. The information provided in the IA-14 memorandum remains in effect.

The use of green colored pavement in a bicycle facility other than a legally marked bicycle lane is either not approved or is experimental. FHWA's Bicycle and Pedestrian Web site (http://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design_guidance/mutcd_bike.cfm) can be helpful in determining what is or is not approved and what is experimental. Agencies that desire to use bicycle facilities that are experimental are required to submit their request for approval in accordance with paragraphs 3, 4 and 8 through 10 of Section 1A.10 in the MUTCD.

The FHWA is aware that agencies might be using green colored pavement to supplement, fill in or outline parking stalls for electric vehicle charging stations in order to express the agency's commitment to environmentally friendly initiatives. Use of green colored pavement for this purpose is not allowed. Although the applicability of the MUTCD may be limited in certain settings involving parking stalls, agencies are encouraged to adhere to the MUTCD with respect to disallowing green colored pavement in parking facilities for the purpose of maintaining uniformity among similar facilities.

Colored Pavement on Freeways and Expressways: The FHWA is aware of agencies nationwide using colored pavement on higher speed facilities as a method to visually differentiate the shoulder or special-use lanes from the general-purpose lanes, to demarcate the exit gore area, or to differentiate a ramp terminal from the mainline facility. The FHWA maintains the position that contrasting techniques on high-speed facilities have no other intention than to communicate with the motorist, regardless of whether elements of retroreflectivity are implemented for the colored pavement.

Additionally, the 2011 edition of the American Association of State Highway and Transportation Officials' *A Policy on the Geometric Design of Highways and Streets* discusses various methods of contrasting the shoulder with the adjacent pavement traveled way. The policy states that with regard to bituminous pavements, "the use of edge lines as described in the Manual on Uniform Traffic Control Devices... reduces the need for shoulder contrast." Edge lines separating shoulders from the traveled way on Interstate routes have been required by the MUTCD since 1971, supplanting the practice of using contrasting material for shoulders when an edge line was optional. Therefore, there should be little need for such a contrast that cannot be accommodated by the allowable pavement colors prescribed by the MUTCD.

If a need to provide contrast on a high-speed facility has been determined, then that contrast can be accomplished by a number of alternatives. Asphalt mixtures can be tinted to provide a shade of grey. White colored pavement can also be implemented. Paragraph 3 of Section 3G.01 in the MUTCD allows the use of white colored pavement for exit gore areas and right-hand shoulders. In the event that the main traveled way is concrete, an asphalt top layer could be applied to the shoulder to provide contrast.

Colored Pavement for Public Transit Systems: The use of red colored pavement for public transit systems such as streetcar and/or bus-only lanes is currently experimental. The use of colored pavement in these settings requires approval from the FHWA's Office of Transportation Operations. Agencies that desire to experiment with colored pavement should only do so where an engineering study can determine that increased travel speeds will be expected by the public transit vehicle, reduced overall service time through the corridor will be expected by the public transit vehicle, and the implementation of the

colored pavement to a converted general purpose lane in the traveled way will not adversely affect the traffic flow in the remaining general purpose lanes.

Blue Colored Pavement: Blue is not a colored pavement and is not to be used as such in accordance with Paragraph 3 of Section 3G.01. Blue as it applies to a pavement marking is exclusively reserved for the background color in the international symbol of accessibility parking symbol (see Figure 3B-22) and for the supplemental pavement marking lines that define legal parking spaces reserved for use only by persons with disabilities as provided in Paragraph 5 of Section 3A.05.

Applying blue colored pavement to entire stalls or entire areas of parking reserved for persons with disabilities is to be avoided. Although the applicability of the MUTCD may be limited in certain settings involving parking stalls, agencies are encouraged to adhere to the MUTCD with respect to blue colored pavement in parking facilities for the purpose of maintaining uniformity among similar facilities.

Purple Colored Pavement: Purple is not approved for use as a colored pavement in any application, including toll facility environments. Purple as a pavement marking color is permitted in accordance with Paragraphs 5 and 6 of Section 3E.01 of the MUTCD.

Chromaticity Coordinates: The acceptable ranges of chromaticity coordinates that define the standard colors for pavement markings are found in the Appendix to Subpart F of 23 CFR 655—Alternate Method of Determining the Color of Retroreflective Sign Materials and Pavement Marking Materials.

Acceptable ranges for the chromaticity coordinates defining the color green for use as a pavement marking are provided in the IA-14 memo dated April 15, 2011.

Conclusion: Chapter 3G of the 2009 MUTCD contains provisions regarding the use of colored pavements. If colored pavement is used to regulate, warn, or guide traffic or otherwise attempts to communicate with the roadway user, the colored pavement constitutes a traffic control device. Agencies cannot intentionally exclude elements of retroreflectivity as part of a systematic process to classify the color pavement as a purely aesthetic treatment in order to circumvent the provisions of Chapter 3G.

Paragraph 3 of Section 3G.01 in the MUTCD limits the use of colored pavement used as a traffic control device to the colors yellow and white. Interim Approval IA-14 permits the use of green colored pavement for marked bicycle lanes. All other colors for use on highway pavement in the right-of-way are either disallowed or are experimental as described above, unless the colored pavement is a purely aesthetic treatment and makes no discernible attempt to communicate with a roadway user.

cc:

Associate Administrators
Chief Counsel
Chief Financial Officer
Directors of Field Services
Director of Technical Services

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

April 5, 2021

6:45 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 844-992-4726

Access Code: 187 940 6399

1. Consideration of Request to Waive City's Ability to Recertify Special Assessments on Lot 5 Block 6 in the Serene Pines Development (PID 41280507) by Mr. Brandon Town
2. Authorization of Payment to Mr. Jedlenski
3. Resignation of Firefighter Rubbelke
4. Ratify Hiring of Police Officer Jacob Engst
5. Approval of On-Sale and Sunday Liquor Licenses for CC's Bar LLC at 121 Washington Street NE, Brainerd
6. Review of Brainerd Public Utilities and Infrastructure Capital Budgets



Brainerd City Council Agenda Request

Requested Meeting Date: April 5, 2021

Title of Item: Request to Waive Recertification of SA at PID 41280507

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 5 Minutes
Summary of Issue: Please see attached memo.	
Alternatives, Options, Effects on Others/Comments: Mr. Town would like to add to his letter: "I feel that the City should put a priority on the interests of its individual citizens over those of a large out of town developer and hope that the Staff and the Council take that into consideration as well."	
Recommended Action/Motion: Deny the request of Mr. Town for the City to waive its right to recertify the \$32,474 of special assessments on PID 41280507 Lot 5 Block 6, Serene Pines; and further to request the HRA to request developer of the agreement with the HRA for the parcels identified in Resolution 30:16 to add Lot 5 Block 6, Serene Pines to the development agreement.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

MEMO



TO: Mayor and Council

FROM: Finance Director Connie Hillman

DATE: April 1, 2021

RE: Request to City to Waive Recertification of Special Assessments Lot 5 Block 3, Serene Pines.

The City received a request from Mr. Brandon Town, 16120 Serene Pines Ct. Staff has been corresponding with Mr. Town about Lot 5 Block 3, Serene Pines (PID 41280507). Mr. Town is the owner of Lot 6 Block 3, Serene Pines (PID 41280506), and Mr. Town's home is on this parcel.

Mr. Town is interested in purchasing Lot 5 Block 3, which is tax forfeit and reached out to the City about the \$32,473.73 of special assessments that is on the parcel. Mr. Town's letter is attached to the agenda request.

History of Lot 5 Block 6, Serene Pines PID 41280507:

One lot of the 25 original parcels in the Serene Pines development was purchased in 2009 and the special assessment against the property was paid at that time. The payment of the special assessment was applied to Lot 5 Block 3. Somehow, the house was built on Lot 6 Block 3. This mix up was discovered I would assume in 2014. When all of this was discovered, the assessment that was paid in 2009 was then applied to Lot 6 Block 3 (the parcel Mr. Town purchased in 2020), and Lot 5 Block 3 went back on the tax rolls including the special assessment. By Lot 5 Block 3 returning to the tax rolls, the timeline restarted – meaning the number of years it is for a parcel to become tax forfeit restarted.

The 23 remaining parcels in the Serene Pines development (with the exception of Lot 5 Block 3 and Lot 6 Block 3) went tax forfeit prior to 2016. By statute, the County cannot sell tax forfeit property at less its fair market value unless it is to another governmental entity. Crow Wing County's policy is that they list tax forfeit property at fair market value plus any special assessments against the property.

In 2016, a developer approached the HRA to purchase 3 tax forfeit developments – Serene Pines, Dal Mar Estates and Brainerd Oaks - for a total of 113 lots in the City. The HRA approached the City, requesting the City to waive the City's ability to recertify the special assessments, which the City agreed to on the 113 specific lots. Again, Lot 5 Block 3 was not yet tax forfeited and not part of the 113 lots. In lieu of the City waiving its ability to recertify the special assessments, the agreement between the HRA and the developer was that the purchase price of the lots paid by the developer would be remitted to the City. The County then conveyed the 113 lots to the HRA.

Current Status:

Lot 5 Block 6, has now went tax forfeit. Mr. Town would like to purchase but the price with the special assessment is too high. Per the letter from Mr. Town, is states that his intention is to have the lot remain vacant if he would purchase it.

Staff's Recommendation:

It is Staff's recollection that one of the reasons the City Council agreed to waive its right to recertify in 2016 because the developer was purchasing 113 tax forfeited parcels and the developer intended and entered into an agreement with the HRA to build 93 homes on the 113 lots. Since Mr. Town's proposal is for only one lot Staff's recommendation would be to **not** waive the City's right to recertify. Thus, if Mr. Town or any resident would purchase the lot, that the City would work with the purchaser, and could recertify the \$32,473.73 over 10 years with 0% interest.

Since the lots did not sell previously, and the specials are deterring Mr. Town from the purchase of the lot, an additional Staff recommendation would be to direct Staff to request the HRA to approach the current developer of the 2016 agreement, to see if the developer is interested in including Lot 5 Block 3 in the agreement. If so, the HRA can come back to City Council to consider adopting a resolution officially waiving its right for recertification of special assessments on PID 41280507.

Staff put this request on the agenda, as it is a request from a resident, and the City Council could approve the request to waive the recertification.

**Brandon Town
16120 Serene Pines CT
Brainerd MN 56401
218-839-1670
bjtown@gmail.com**

Dear City Council Members,

I respectfully submit this statement to accompany my email correspondence with Ms. Pamela Ziemer.

I am very interested in purchasing the vacant lot next to my home but have concerns over the special assessments that are added in addition to the sale price noted on the Crow Wing County Land for Sale list. The County advised me that I would need to discuss this matter with the City.

My family purchased our home on Serene Pines CT (16120 – Lot 6 Block 3) in September of 2020. It should first be stated that the listing paperwork of the house we ultimately purchased noted that the blue emergency house number sign at the end of the driveway had the incorrect number but was in the process of being fixed. The blue sign was for 16130 which corresponds to the vacant lot (Lot 5 Block 3) next to us. Other than some difficulty updating our name to the various utility and service providers, not much additional thought was given to the matter. When we moved in the incorrect sign was still there. I spoke to someone at the City offices to have a new sign installed and, in the process, learned that the seller of our house at one time owned the vacant land.

Upon some research and investigation into our newly purchased home's history and the surrounding area we learned that the vacant lot next to us was for sale on the Crow Wing County Tax Forfeited Land Sale list. As you can see in the email thread there is a special assessment on the vacant lot in the amount of \$32,473.73. No other properties on this list have such large special assessments so I started digging further.

Looking at the tax documents for the vacant property, it appears that from 2010 to 2014 it was classified as Residential Homestead. Before 2010 and after 2014 it was classified as RES NH 4B. Clearly the house was not built on this lot but rather the lot next to it (Lot 6, Block 3). The classifications are reversed on the property with the house. On the 2010 Proposed Property Taxes there is a curious New Improvement noted in the amount of \$52,300. I cannot help but wonder if the special assessments on the County's land sale list has something to do with the mix up of the vacant lot and the lot where the house was actually built.

Again, I want to purchase the tax forfeited vacant lot next to my home with the intent to keep it unbuilt, however do not wish to pay over \$32,000 in special assessments. I am respectfully asking the Council to consider my request to waive and forgive those special assessments.

Thank you very much for your time and consideration. I am available if you have further questions and I look forward to hearing your comments.

Sincerely,



Brandon Town



Brainerd City Council Agenda Request

Requested Meeting Date: April 5, 2021

Title of Item: Authorization of Payment to Mr. Jedlenski

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 5 minutes
Summary of Issue: At the March 15, 2021 council meeting, Council passed a motion to approve Mr. Jedlenski's request for a refund and to direct staff to work with Mr. Jedlenski and Crow Wing County for the actual refund amount for tax years payable 2012-2020 and return to the Council for consideration.	
Alternatives, Options, Effects on Others/Comments: If you recall, Staff wanted to confirm that the information we received from the County was for tax years payable for 2012-2019; and to get the difference in taxes for pay year 2020 since the amount was not included with the original information and Mr. Jedlenski's property was not in the the rural service district until pay year 2021. Staff confirmed with County staff that the \$4,444.62 that was included in the 3/15/21 packet was for the tax years payable for 2012-2019, and via an email that the difference for pay year 2020 would have been \$912 for a total repayment of \$5,354.62.	
Recommended Action/Motion: Staff's recommendation would be to authorize staff to make payment in the amount of \$5,355 to Mr. Jedlenski, which is the difference in the rural and urban City tax rate for taxes payable in the years of 2012-2020.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>5,354.62</u> <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i>	



JEDLENSKI, GREGORY PATRICIA 9089 DAL-MAR DR
PARCEL # 41330756

<u>YEAR</u>	<u>BRAINERD CITY RATE</u>	<u>RSD RATE</u>	<u>DIFFERENCE</u>
2019	\$4,342.00	\$3,520.00	\$822.00
2018	\$4,272.00	\$3,522.00	\$750.00
2017	\$4,274.00	\$3,638.00	\$636.00
2016	\$4,226.00	\$3,618.00	\$608.00
2015	\$3,382.00	\$2,910.00	\$472.00
2014	\$3,078.88	\$2,683.52	\$395.36
2013	\$2,905.58	\$2,513.67	\$391.91
2012	\$2,791.42	\$2,422.07	\$369.35

TOTAL DIFFERENCE **\$4,444.62**

\$4,444.62 + \$910 = \$5,354.62
Tax Year 2020

Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

Connie Hillman

From: David Chanski
Sent: [REDACTED]
To: Connie Hillman
Subject: FW: Jedlenski Tax Payments
Attachments: S-BRAINERD-21033010070.pdf

See below.

David

From: Melonie Flaws <[REDACTED]>
Sent: [REDACTED]
To: David Chanski <dchanski@ci.brainerd.mn.us>
Cc: Michaelle Cronquist <[REDACTED]>
Subject: FW: Jedlenski Tax Payments

Good morning David. The attached numbers are accurate. For 2020, the tax was \$4764. If it had been in the district they would have been \$3854.

Let me know if you need anything further.

\$4,764 - \$3,854 = \$910

Melonie Flaws
Assessment Specialist

Office: (218) 824-1010

Direct: (218) 824-1302

www.crowwing.us

Land Services
322 Laurel Street Suite 15
Brainerd, MN 56401

Excellent customer service is our top priority. Please let me know if I was helpful!

[Customer Service Survey](#)



Our Vision: Being Minnesota's favorite place.

Our Mission: Serve well. Deliver value. Drive results.

Our Values: Be responsible. Treat people right. Build a better future.

From: David Chanski <dchanski@ci.brainerd.mn.us>
Sent: [REDACTED]
To: Michaelle Cronquist <[REDACTED]>
Cc: Connie Hillman <chillman@ci.brainerd.mn.us>
Subject: Jedlenski Tax Payments

Good morning, Michaelle –



Brainerd City Council Agenda Request

Requested Meeting Date: April 5th, 2021

Title of Item: Resignation of Firefighter Rubbelke

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Fire Chief Tim Holmes	Department: Fire
Presenter (Name & Title): Fire Chief Tim Holmes	Estimated Time Needed: 5 minutes
Summary of Issue: On 3/5/2021 Paid On-call Firefighter Rubbelke submitted a letter of resignation effective 3/5/2021. Rubbelke has been with the fire department for almost 29 years. He has been very active, knowledgeable and dedicated to serving the community. Rubbelke finishes his career with the department as a Battalion Chief.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Accept, with regret, the resignation of Paid On-call Firefighter Daryl Rubbelke effective 3/5/2021.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

From: [Daryl Rubbelke](#)
To: [Tim Holmes](#)
Subject: {EXTERNAL} Resignation Letter
Date: Friday, March 5, 2021 11:56:33 AM

Chief Holmes,

After nearly 29 years of serving on The Brainerd Fire Department I am calling quits effective March 5, 2021. It has been a great honor to serve the great citizens of Brainerd, Baxter, and the surrounding area. I have served with many great people on the fire department and have made many great friends and memories over the year's. Thank you.

Sincerely,
Daryl Rubbelke

Thank you

Sent from my iPhone



Brainerd City Council Agenda Request

Requested Meeting Date: April 5, 2021

Title of Item: Ratify Hiring of Police Officer Jacob Engst

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Acting Chief Bestul	Department: Police
Presenter (Name & Title): Acting Chief Bestul	Estimated Time Needed: 5 minutes
Summary of Issue: Police Officer candidate Jacob Engst has successfully completed the pre-employment screening process. He is scheduled to start his first day of employment on Monday April 5, 2021. Jacob will start at 2021 Step 1, rate of \$28.26, pursuant to the current Law Enforcement Labor Services (LELS) Local #65 agreement.	
Alternatives, Options, Effects on Others/Comments: Jacob Engst puts our current licensed staffing level at 23 officers for the budgeted 27 in 2021.	
Recommended Action/Motion: Ratify the hiring of Police Officer Jacob Engst, starting at the LELS Step 1 rate of \$28.26, with a starting date of April 5, 2021.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> This position is within the department's current 2021 budget.	



Brainerd City Council Agenda Request

Requested Meeting Date: April 5, 2021

Title of Item: Approval of On-Sale and Sunday Liquor Licenses for CC's Bar

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance/Administration
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 5 Minutes
Summary of Issue: The City received an application from CC's Bar LLC, care of Ms. Cheyanne Cristi Miles for an on-sale and Sunday liquor licenses at 121 Washington Street. This location is in the former bar area of the Skillet. Ms. Miles is requesting a Class 1 on-sale liquor license. Under state law, Brainerd may not issue more than 12 on-sale intoxicating liquor licenses city-wide unless voters authorize more by referendum. This limit however does not apply to clubs, restaurants, theaters, hotels and bowling alleys. Given these exceptions, the 12-license limit effectively applies to bars, or any establishment that does not qualify for an exceptions.	
Alternatives, Options, Effects on Others/Comments: In 2018, the City's liquor ordinance was amended and 3 different liquor classes were established. i. Class 1: bars, pubs and taverns; ii. Class 2: restaurants; iii. Class 3: other (e.g.; clubs, bowling centers and hotels. The ordinance further states that the number of Class 1 on-sale licenses that may be issued by the City cannot exceed 12. Approval of CC's Bar LLC on-sale license would be the 8th license of 12 that could be issued. The previous licensee had a Class 2 license at this location. The owner of CC's Bar LLC plans to open on May 1, 2021.	
Recommended Action/Motion: Approval of on-sale and Sunday liquor license for CC's Bar LLC at 121 Washington Street, Brainerd, MN contingent upon the Police and Fire Cheif's approval.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



Brainerd City Council Agenda Request

Requested Meeting Date: April 5, 2021

Title of Item: Review of BPU and Infrastructure Capital Budgets

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 15 Minutes
Summary of Issue: Attached you will find BPU's 2021 - 2025 capital improvement budget. It was taken from a portion of the budget that was presented to Council last December. Also attached a portion of the City of Brainerd 5-year Street & Sewer Capital Improvement Plan. The entire plan can be found at: http://www.ci.brainerd.mn.us/DocumentCenter/View/5684/5-Year-CIP . The final attachment is a cash flow assumption for the construction fund (401). It shows that the City would need to bond each year to fund the current plan.	
Alternatives, Options, Effects on Others/Comments: The City of Brainerd has historically bonded each year for the City's street construction projects. The thought process has been as one debt issue expires another debt issue is added and the impact to the tax payers is minimal if any. The amount of the current tax levy (\$403,532) does not cover the estimated cost of personnel allocated to this fund and the maintenance costs. 2021 was the first year of the increased annual state aid allocations and \$91,000 of it is estimated to be transferred to the streets department to pay for the mechanic position. The attached cash flow plan makes the assumption that the sanitary and storm sewer funds have the ability to cash flow themselves. We will be doing a rate study for the sanitary and storm sewer funds later this year.	
Recommended Action/Motion: Discussion of the plans. The next step for the 2022 budget will be to look at the debt service budget - the amount needed to be levied to pay for debt service.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

**Brainerd Public Utilities
Capital Improvement Budget
For the Years 2021 Through 2025**

Department	2021	2022	2023	2024	2025	Total
Electric	\$2,073,000	\$1,034,000	\$919,000	\$887,000	\$914,000	\$5,827,000
Water	1,073,000	663,000	657,000	710,000	631,000	3,734,000
Wastewater	1,231,000	378,000	76,000	205,000	49,000	1,939,000
Hydro	491,000	155,000	134,000	71,000	119,000	970,000
Administration	536,600	173,000	37,000	42,000	37,000	825,600
Grand Total	<u>\$ 5,404,600</u>	<u>\$ 2,403,000</u>	<u>\$ 1,823,000</u>	<u>\$ 1,915,000</u>	<u>\$ 1,750,000</u>	<u>\$ 13,295,600</u>

Note: The summary of projects above is net of projects funded with debt financing and/or WAC and SAC.

**Brainerd Public Utilities
Electric Distribution Department
Capital Improvement Budget
For the Years 2021 Through 2025**

Project No.	Project Description	2021	2022	2023	2024	2025	Total
Production System Improvements							
01	Load Management/Time of Use	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 30,000
02	Electric System Model	20,000	20,000		20,000		60,000
03	Reclosures / VFI	50,000		50,000		50,000	150,000
Distribution System Improvements							
01	34.5 KV Distribution Expansion & Improv.	500,000	500,000	500,000	500,000	500,000	2,500,000
02	St. Joes Sub-Station Upgrade	425,000					425,000
03	Underground Service Conversions	50,000	50,000	50,000	50,000	50,000	250,000
04	AMI Upgrade	350,000					350,000
05	System Distribution Transformers	200,000	150,000	150,000	150,000	150,000	800,000
Lighting System Expansion and Improvements							
01	Conversion to Energy Efficient Street Lighting	60,000	50,000	50,000	50,000	50,000	260,000
Special Equipment							
01	34.5 kV Tools	30,000	15,000	15,000	15,000	15,000	90,000
Service Improvements							
01	Service Drop Improvements/Meter Improv.	5,000	5,000	5,000	5,000	5,000	25,000
Safety Equipment							
01	Safety Equipment	50,000	30,000	30,000	30,000	30,000	170,000
Test Equipment							
01	Misc. Line and Meter	30,000	30,000	20,000	15,000	15,000	110,000
02	Misc. Survey Tools		5,000		5,000		10,000
Trucks, Vehicles, and Tools							
01	Aerial Device		350,000		240,000		590,000
02	Chipper/chipper truck	152,000					152,000
03	Locator Truck	42,000					42,000
04	Drill Rig		125,000				125,000
Total Before Debt Financing and Contingencies		1,974,000	1,335,000	875,000	1,085,000	870,000	6,139,000
Projects Funded with Debt Financing			350,000	-	240,000	-	590,000
Total Before Contingencies		1,974,000	985,000	875,000	845,000	870,000	5,549,000
Contingencies		99,000	49,000	44,000	42,000	44,000	278,000
Grand Total		\$ 2,073,000	\$ 1,034,000	\$ 919,000	\$ 887,000	\$ 914,000	\$ 5,827,000

**Brainerd Public Utilities
Water Department
Capital Improvement Budget
For the Years 2021 Through 2025**

Project No.	Project Description	2021	2022	2023	2024	2025	Total
Production System Improvements							
01	Flow Meters For Wells	\$ 5,000		\$ 10,000			\$ 15,000
02	Check Valves For Wells	20,000		15,000			35,000
03	Well Rehab	30,000	30,000	30,000	30,000	30,000	150,000
Water Reservoir/Tanks							
01	Reclamation/Backwash Tank	2,150,000	2,150,000				4,300,000
02	2 Million Gallon Ground Reservoir	2,000,000	2,000,000				4,000,000
Filtration/Treatment Facility Improvements							
01	Filter Bed Improvements	75,000	40,000	40,000	40,000	40,000	235,000
02	Valves/Actuators/Level Indicators	55,000	20,000	20,000	20,000	20,000	135,000
03	Chemical Pumps	6,000	6,000	6,000	6,000	6,000	30,000
04	Pump House Roof	20,000					20,000
05	New Doors throughout plant (3)	6,000					6,000
Distribution System Improvements							
01	Gates/Valves/Hydrants	50,000	50,000	50,000	50,000	50,000	250,000
02	City Watermain Projects	600,000	400,000	400,000	400,000	400,000	2,200,000
Water Service Improvements							
01	Water Service Line Improvements	25,000	15,000	15,000	15,000	15,000	85,000
02	Commercial Water Meter Improvements	20,000	10,000	10,000	10,000	10,000	60,000
Special Equipment							
01	Laboratory Equipment/Scales/Containment	5,000	5,000	5,000	5,000	5,000	25,000
Trucks, Vehicles, and Tools							
01	Service Truck #2				75,000		75,000
02	Water Plant Pick-Up		30,000				30,000
03	Small Tools	5,000					5,000
04	Mini Dump	70,000					70,000
Safety Equipment							
01	Barricades/Warning Equipment/Fall Equip.	5,000	5,000	5,000	5,000	5,000	25,000
02	PPE	5,000	5,000	5,000	5,000	5,000	25,000
Other Improvements							
01	Instrumental & Control System	5,000	5,000	5,000	5,000	5,000	25,000
02	Control Room Remodel	10,000	5,000	5,000	5,000	5,000	30,000
03	Parking Lot Maintenance	5,000	5,000	5,000	5,000	5,000	25,000
Total Before Debt Financing and Contingencies		5,172,000	4,781,000	626,000	676,000	601,000	11,856,000
Projects Funded with Debt Financing/WAC Funds		4,150,000	4,150,000	-	-	-	8,300,000
Total Before Contingencies		1,022,000	631,000	626,000	676,000	601,000	3,556,000
Contingencies		51,000	32,000	31,000	34,000	30,000	178,000
Grand Total		\$ 1,073,000	\$ 663,000	\$ 657,000	\$ 710,000	\$ 631,000	\$ 3,734,000

**Brainerd Public Utilities
Wastewater Treatment Department
Capital Improvement Budget
For the Years 2021 Through 2025**

Project No.	Project Description	2021	2022	2023	2024	2025	Total
Improvements to Building							
01	Energy Improvements Control Building	\$ 20,000	\$ 10,000	\$ 10,000			\$ 40,000
02	Grounds Maintenance	65,000	20,000	15,000			100,000
03	Control Building HVAC	35,000					35,000
Equipment							
01	Sampling Devices/System Flow Meters	10,000	10,000	10,000	10,000	10,000	50,000
02	SBR DO probes	10,000					10,000
Improvements to WWTP							
01	WAS tank Pumps	30,000					30,000
02	One Bank UV Bulbs	22,000		22,000		22,000	66,000
03	SBR Impeller (3)	60,000			40,000		100,000
04	Chemical Building Pumps	25,000					25,000
05	Storage Tank/Future Upgrades	500,000	5,000,000	5,000,000			10,500,000
06	New Lab/Operations Room		10,000				10,000
Improvements to Lift Stations							
01	Control Panels	125,000	125,000				250,000
02	Evergreen / Generator / Fence	200,000	150,000				350,000
03	Main Lift	945,000	2,000,000				2,945,000
Test Equipment							
01	Lab Equipment	10,000	10,000	5,000	5,000	5,000	35,000
Safety Equipment							
01	Personal Protective Equipment	5,000	5,000	5,000	5,000	5,000	25,000
02	Hand Tools	5,000	5,000	5,000	5,000	5,000	25,000
03	Fall Protection at Openings	20,000	15,000				35,000
Trucks and Vehicles							
01	Truck				65,000		65,000
02	Kubota	30,000			65,000		95,000
Total Before Debt Financing and Contingencies		2,117,000	7,360,000	5,072,000	195,000	47,000	14,791,000
Projects Funded with Debt Financing/SAC Funds		945,000	7,000,000	5,000,000	-	-	12,945,000
Total Before Contingencies		1,172,000	360,000	72,000	195,000	47,000	1,846,000
Contingencies		59,000	18,000	4,000	10,000	2,000	93,000
Grand Total		\$ 1,231,000	\$ 378,000	\$ 76,000	\$ 205,000	\$ 49,000	\$ 1,939,000

**Brainerd Public Utilities
Hydro Department
Capital Improvement Budget
For the Years 2021 Through 2025**

Project No.	Project Description	2021	2022	2023	2024	2025	Total
Improvements to Building							
01	Paint - Interior	\$ 5,000					\$ 5,000
02	Paint - Exterior	30,000					30,000
03	Roof Repair	50,000					50,000
Equipment							
01	Fuses/Stocking /Backup Parts/Gauges	13,000	13,000	13,000	13,000	13,000	65,000
02	Sump Pumps/Hydraulic Upgrades	10,000	10,000	5,000			25,000
03	Turbine		1,700,000				1,700,000
04	Generator Maintenance	50,000	50,000	50,000	50,000	50,000	250,000
05	Governor Automation	200,000					200,000
Improvements to Dam Site							
01	Security Updates - Fence	20,000					20,000
02	Gate Maintenance	20,000		20,000		20,000	60,000
03	Grating over Turbine pit	20,000		20,000		20,000	60,000
Safety Equipment							
01	Personal Protective Equipment	5,000		5,000		5,000	15,000
02	Hand Tools	5,000	5,000	5,000	5,000	5,000	25,000
03	Bouy Maintenance	10,000					10,000
Trucks and Vehicles							
01	Forklift		50,000				50,000
Other Improvements							
01	FERC Re-licensing	30,000	20,000	10,000			60,000
Total Before Debt Financing and Contingencies		468,000	1,848,000	128,000	68,000	113,000	2,625,000
Projects Funded with Debt Financing		-	1,700,000	-	-	-	1,700,000
Total Before Contingencies		468,000	148,000	128,000	68,000	113,000	925,000
Contingencies		23,000	7,000	6,000	3,000	6,000	45,000
Grand Total		\$ 491,000	\$ 155,000	\$ 134,000	\$ 71,000	\$ 119,000	\$ 970,000

**Brainerd Public Utilities
Administration Department
Capital Improvement Budget
For the Years 2021 Through 2025**

Project No.	Project Description	2021	2022	2023	2024	2025	Total
Improvements to Service Center							
01	Parking Lot		\$ 5,000		\$ 5,000		\$ 10,000
02	Exterior Security - Fence/Gate/Parking Lot	45,000	25,000				70,000
03	Leased vehicle buy out - 4 vehicles	28,500					28,500
Other Improvements							
01	Custodial/Grounds Keeping Equipment	7,100					7,100
Safety Equipment							
01	Radios	10,000	10,000	10,000	10,000	10,000	50,000
Information Technology Improvements							
01	Computer System Improvements	120,000	25,000	25,000	25,000	25,000	220,000
02	SCADA upgrades	150,000	100,000				250,000
03	Utility software upgrade	150,000					150,000
Total Before Contingencies		510,600	165,000	35,000	40,000	35,000	785,600
Contingencies		26,000	8,000	2,000	2,000	2,000	40,000
Grand Total		<u>\$ 536,600</u>	<u>\$ 173,000</u>	<u>\$ 37,000</u>	<u>\$ 42,000</u>	<u>\$ 37,000</u>	<u>\$ 825,600</u>

2021

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



Capital Improvement Plan Report 2021-2025 - Construction Costs

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

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

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

Infrastructure Cash Flow Planning
Fund 401

	2021	2022	2023	2024	2025	2026
Permanent Improvement Levy	403,532	403,532	403,532	403,532	403,532	403,532
Special Assessment Income	40,000	30,000	20,000	10,000	10,000	21,200
State Aid Maintenance	211,988	211,988	211,988	211,988	211,988	211,988
Federal/State Grants	283,517	481,000	68,000	-	964,000	-
Other Funding	800,000	1,437,000	-	-	-	-
Paid for by Sanitary and Storm	421,000	655,000	733,000	506,000	128,000	-
Bond Proceeds	1,600,000	1,376,000	1,000,000	1,691,000	-	-
Interest Earnings	4,000	4,000	4,000	4,000	4,000	4,000
Total Revenue	3,764,037	4,598,520	2,440,520	2,826,520	1,721,520	640,720
Personnel Services	242,000	242,000	242,000	242,000	242,000	242,000
Maintenance Costs	235,000	235,000	240,000	240,000	235,000	-
Infrastructure	3,095,517	3,949,000	1,791,000	2,197,000	1,092,000	-
State Aid Transfer to Streets	91,000	91,000	91,000	91,000	91,000	91,000
Total Expenditure	3,663,517	4,517,000	2,364,000	2,770,000	1,660,000	333,000
Beginning Cash Balance	1,624,886	583,587	665,107	741,627	798,147	859,667
Annual Surplus (Deficit)	100,520	81,520	76,520	56,520	61,520	307,720
Owed to Other Funds for Airport Project	(1,016,819)	-	-	-	-	-
Rollover of Previous Year Projects	(125,000)	-	-	-	-	-
Available Cash Balance	583,587	665,107	741,627	798,147	859,667	1,167,387

For Special Assessment Revenue - assumed that everyone will pay assessment over 10 years - City has to cash flow the "loan." If the City issues debt, the special assessment revenue goes to the debt service fund.

2021 Special Assessments	430,000	Will go to debt service fund to pay off the debt
2022 Special Assessments	284,000	Will go to debt service fund to pay off the debt
2023 Special Assessments	243,000	Will go to debt service fund to pay off the debt
2024 Special Assessments	468,000	Will go to debt service fund to pay off the debt
2025 Special Assessments	212,000	



Brainerd City Council Agenda Request

Requested Meeting Date: April 5, 2021

Title of Item: Public Hearing - Improvement 19-19 - NW 3rd and Jackson Street

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 10 Minutes
Summary of Issue: Pursuant the notice of hearing and to continue with the assessment proceedings, the council must hold a public hearing to consider the improvement and hear testimony for or against the said improvements.	
Alternatives, Options, Effects on Others/Comments: Improvement 19-19 is for the reconstruction of Jackson Street between NW 4th Street and NW 3rd Street and NW 3rd Street between Jackson Street and James Street. The feasibility report, notice of hearing, and assessment policy can be seen attached to this request.	
Recommended Action/Motion: Hold the improvement hearing to hear testimony for or against the said improvements. Staff recommends adopting the attached resolution ordering the improvement, approving plans and specifications, and ordering advertisement of quotes to be opened on April 23, 2021 at 10:00 AM.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ 210,679 <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> These projects are part of the 5-year street and sewer capital improvement plan.	

February 23, 2021

Mayor Badeaux
and Brainerd City Council Members



RE: City Improvement 19-19 – Jackson Street and NW 3rd Street Improvements Feasibility Report www.ci.brainerd.mn.us

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,

A handwritten signature in blue ink, appearing to read "Paul Sandy".

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

RESOLUTION
NO. _____

**RESOLUTION ORDERING IMPROVEMENT, APPROVING PLANS AND
SPECIFICATIONS, AND ORDERING ADVERTISEMENT FOR BIDS**

WHEREAS, a motion by the City Council passed on the 1st day of March 2021, fixed a date for a Council hearing on the proposed improvement listed below; and

WHEREAS, the City Engineer has prepared plans and specifications for the improvement of the following described project:

IMPROVEMENT 19-19

Street Reconstruction

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

WHEREAS, such plans and specifications have been presented to the Council for approval;

WHEREAS, ten days' mailed and two weeks' published notice of the hearing was given and the hearing was held thereon on the 5th day of April 2021, at which time all persons desiring to be heard were given an opportunity to be heard thereon; and

WHEREAS, at said hearing there was available a reasonable estimate of the amount to be assessed and a description of the methodology, in the forms attached hereto as Exhibit A;

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

1. Said improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Said improvement is hereby ordered as proposed in the Council motion on the 5th day of April 2021.
3. City Engineer Sandy is hereby designated as the engineer for this improvement. He shall prepare plans and specifications for the making of such improvement.
4. The City Council declares its official intent to reimburse itself for costs of the project from proceeds of bonds, which are expected to be issued in the maximum principal amount of \$210,679.

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

1. Such plans and specifications, a copy of which is on file at the offices of the City Administrator and the City Engineer, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper an advertisement for quotes upon the making of such improvement under such approved plans and specifications. The advertisement shall be published, shall specify the work to be done, shall state that quotes will be received by the City Administrator until 10:00 a.m. on April 23, 2021, at which time they will be publicly opened in the Council Chambers of the City Hall by the City Administrator and City Engineer, will then be tabulated, and will be considered by the Council at 7:30 p.m. on May 3, 2021, in the Council Chambers of the City Hall, Brainerd, Minnesota. Any quoter whose responsibility is questioned during consideration of the quote will be given an opportunity to address the Council on the issue of responsibility. No quotes will be considered unless sealed and filed with the City Administrator and accompanied by a

cash deposit, cashier's check, bid bond or certified check payable to the City Administrator for five (5) percent of the amount of such quote.

Adopted this ____ day of _____, 2021

Approved this ____ day of _____, 2021

KELLY BEVANS
President of the Council

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

EXHIBIT A
IMPACT OF ASSESSMENTS
CITY OF BRAINERD
IMPROVEMENT NO. 19-19

Available at Hearing Held April 5, 2021

The impact of the improvement is to provide necessary and desirable facilities for public use. The impact of the assessments for the improvement is to make benefited properties and their owners responsible for paying the costs of the improvement over time, not the public at large. The extent of the impact of the assessments depends upon the amount assessed.

A reasonable estimate of the total amount assessed is \$146,000. This estimate is approximately 100% of the street reconstruction costs. The City reserves the right when actually levying assessments to assess up to the full costs of the improvement, which may exceed estimates available at the time of the hearing on the improvement.

The following is a description of the methodology the City intends to use to calculate individual assessments for affected parcels on Improvement 19-19: front footage. The City reserves the right when actually levying assessments to modify or depart from this methodology to the extent the City deems appropriate.

City of Brainerd, Minnesota

Street and Sewer Assessment Policy

1. Introduction

Special assessments are a charge imposed on properties for an improvement that benefits the owners of that selected property. The authority to use special assessments originates in the state constitution which allows the state legislature to give cities and other local government units the authority “to levy and collect assessments for local improvements upon property benefitted hereby”. The legislature designates that authority to cities in Minnesota Statutes Chapter 429.

A charter city (in which Brainerd is) may choose to use either Chapter 429 or provisions of the charter to assess for local improvements, however, even the state law requires that charter cities follow state law in certain steps of the proceedings.

Special Assessments have three distinct characteristics:

- They are a levy the City uses to finance, or partially finance, a public improvement program.
- The city levies the charge only against those parcels of property that receive some special benefit from the program.
- The amount of the charge bears a direct relationship to value of the benefits the property receives.

The City of Brainerd, Minnesota finds it beneficial to fund portions or all the 5-year street and sewer capital plan using special assessments. Special assessment proceedings will follow the procedures as outlined in Minnesota Statute 429 and any modifications thereto.

2. Assessable Improvements

How Much is Being Assessed?

Developer New Construction

On projects where utilities and roadways are being constructed for the first time, the developer is responsible for installing the watermain, sanitary sewer, grading, surfacing, storm sewers, and any other incidental features it sees fit. The city requires developers to construct all facilities to city standards and be approved by the City engineering department. While it is ultimately up to the developer to decide how the development costs incurred are recouped, the developer will typically split these costs to the number of parcels developed and recoup its cost through the sale price of the lots.

Petitioned New Construction

On projects where the city is petitioned to install the new improvements, the entire project cost being constructed is assessed to the abutting properties, as either by a per lot basis or by a front-foot basis.

Petitioned or Council Authorized Reconstruction of Resurfacing

Whether the city acts upon its own authority to make an improvement or it is petitioned by property owners, the city assesses one-half (1/2) of the cost of the reconstruction or resurfacing improvement including construction and engineering of the said improvement on a front-foot or per lot basis. The other one-half (1/2) of the resurfacing or reconstruction cost is paid by the city. If utilities such as sanitary sewer, water mains, or storm sewers are being reconstructed along with the project, the cost of this work is not assessed, but rather is covered through user fees and rates set by council or public utilities commission. If a project consisting of overlaying a street is proposed, the entire project cost is assessed to abutting properties. The City does not typically assess for new sidewalks, but may from time to time, assess for the entire costs of repairs thereto.

Pursuant to Petition – Properties Abutting the City but outside City Corporate Boundaries

The City does not construct municipal utilities outside of its corporate boundaries until such time the properties are annexed and within the City of Brainerd corporate boundaries. Once annexation is completed, the utilities are installed and the entire cost of installation of said utilities are assessed to abutting property owners.

Pursuant to Council Action – Properties not Abutting the City Corporate Boundaries

The City does not construct municipal utilities outside of its corporate boundaries until such time the properties are annexed and within the City of Brainerd corporate boundaries. Once annexation is completed, the utilities are installed and the entire cost of installation of said utilities are assessed to abutting property owners.

In prior years, the City Council authorized the construction of utility improvements outside its corporate boundaries and not abutting the city. To pay for such costs, the council established a Water Connection Charge (WCC) and Sewer Connection Charge (SCC). This charge, as initially set by council resolution, represents the average costs of constructing such utility improvements and is payable immediately upon connection to the system. This charge is enacted if the property owner elects to divide the property in which assessments were imposed and deferred. If a lot is split and the owner elects to connect to sewer and water, the WCC and SCC are charged to the property owner, with the balance of the deferred assessment remaining on the other parcel created from the split.

The WCC and SCC set by council resolution will remain in effect until repealed by the council. Said resolution may be adjusted periodically by the city council.

3. Initiation of an Improvement

By Petition from Property Owners

Per Minnesota Statute 429, if the council chooses to proceed with an improvement based on a petition, it must have the signatures of at least 35 percent in frontage of the property bordering the proposed improvements. If the council relies upon a petition as its basis for proceeding, it cannot make substantial change the improvement from what is asked for in the petition. The council must pass a resolution determining whether the petition is legally sufficient or not.

By Council Action

Per City of Brainerd Charter Section 92, in the first instance in which the council desires to levy a special assessment for an improvement, it shall require a two-thirds (2/3) vote of the members elect except in the case of sidewalks, in which a majority is sufficient.

4. Proceedings

Minnesota Statute 429

The City of Brainerd has elected to utilize Minnesota Statute 429 for its assessment proceedings, as amended and incorporated by reference into this policy.

Interest Rates

The council determines the interest rate on the special assessments, along with any other repayment provisions. The interest rate is typically set by ensuring a reasonable relationship between the assessments interest rate and the bond interest rate if the city issued bonds for the project. If the city finances the project with funds on hand, the council will look at the interest rate the city would otherwise have earned on the funds.

5. Payments

Once the assessments have been adopted, property owners originally have numerous options for repayment:

1. Pay the total amount of the assessment within 30 days after the council adopts the assessment rolls. This this situation, the city cannot charge interest; or
2. Pay the assessments in annual installments (with interest) under the terms set by the council; or
3. Pay the entire amount at any time after the 30 days, but before any certification to the county auditor. The property owner pays only the amount of interest accrued as of the date of payment; or
4. At any time after certification to the County Auditor, the property owner may still pay the entire remaining unpaid amount to the County Treasurer. However, the property owner must pay the entire remaining unpaid amount of the assessment before November 15 of any year and must also pay all interest accrued until the end of that calendar year.

6. Deferments

The City Council has adopted policy which allows for assessment deferments for elderly person and for all other persons who fall within the economic hardship criteria. A deferred assessment is not forgiven but is postponed until such time that the property owner either elects to resume making the annual installments as certified, no longer meets the economic hardship criteria, or sells the property. Persons interested in deferring assessments must apply each year to have the following year assessment installment deferred. After 10 years, no further applications are necessary, and the deferred installments will remain permanently deferred without accrual of additional interest, until such time that the deferred assessment is voluntarily paid of the property is sold. The most current deferment criteria passed by council resolution can be requested from the City Clerk and a copy provided to the requestor.

7. Other Frequently Asked Questions

Will Improvements Affect my Property Taxes?

While it is well documented within the real estate industry that streets and utilities that are in poor condition decrease the marketability and sale prices of homes, improvements to the streets and utilities do not automatically increase the taxes on the property. Property market valuations, as determined by the County Assessor, are based on the recent sale prices of comparable properties within the neighborhood. Following improvements to streets and utilities, the marketability of properties tends to increase, and the properties can demand a higher sale price. As years pass and the history of sale prices in the neighborhood show increases, the County Assessor will adjust the market valuation of properties to more closely reflect the price the property would sell for. If the market valuations in the neighborhood are increasing at a faster rate than the City, County, and School District averages, the property taxes will tend to increase over time.

Why is There a Difference Between my Front Footage and Assessable Footage?

If you live on a corner lot, your property is subject to assessments for improvements on both streets. The City Council has adopted a side-yard deduction assessment policy to help reduce the burden for the owners of corner lots or reconstruction or resurfacing projects. Your side-yard is defined as the side of your lot with the most street frontage. Improvements made to your side-yard street result in the city paying for the cost of one-half of your side-yard footage and the property owner being assessed for one-half (1/2) of the side-yard footage. The most common assessment notices for side-yard street improvements will list the front-footage as 140 feet and the assessable front-footage as 70 feet.



Brainerd City Council Agenda Request

Requested Meeting Date: April 5, 2021

Title of Item: Public Hearing - Improvements 20-05 and 20-06-Madison Street and SE Brd

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer Sandy	Department: Engineering
Presenter (Name & Title): City Engineer Sandy	Estimated Time Needed: 15 Minutes
Summary of Issue: Pursuant the notice of hearing and to continue with the assessment proceedings, the council must hold a public hearing to consider the improvement and hear testimony for or against the said improvements.	
Alternatives, Options, Effects on Others/Comments: Improvements 20-05 and 20-06 is a resurfacing/reconstruction project in SE Brainerd. The attached documents outline the segments in which are being planned for resurfacing/reconstruction. Staff will be available to answer any questions or concerns the Committee and Council may have about the project at the meeting.	
Recommended Action/Motion: Hold the improvement hearing to hear testimony for or against the said improvements. Staff recommends adopting the attached resolution ordering the improvement, approving plans and specifications, and ordering advertisement of bids to be opened on May 7, 2021 at 10:00 AM.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>3,316,895</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> These projects are part of the 5-year street and sewer capital improvement plan. Cost breakdowns can be seen attached in the feasibility report.	

Mayor Badeaux
and Brainerd City Council Members



RE: City Improvements 20-05 and 20-06 – Madison Street and SE Brainerd Construction Project www.ci.brainerd.mn.us

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 disrepair 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.

City of Brainerd, 501 Laurel Street, Brainerd, MN 56401 218-828-2307

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 watermain 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

RESOLUTION
NO. _____

**RESOLUTION ORDERING IMPROVEMENT, APPROVING PLANS AND
SPECIFICATIONS, AND ORDERING ADVERTISEMENT FOR BIDS**

WHEREAS, a motion by the City Council passed on the 1st day of March 2021, fixed a date for a Council hearing on the proposed improvement listed below; and

WHEREAS, the City Engineer has prepared plans and specifications for the improvement of the following described project:

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

WHEREAS, such plans and specifications have been presented to the Council for approval;

WHEREAS, ten days' mailed and two weeks' published notice of the hearing was given and the hearing was held thereon on the 5th day of April 2021, at which time all persons desiring to be heard were given an opportunity to be heard thereon; and

WHEREAS, at said hearing there was available a reasonable estimate of the amount to be assessed and a description of the methodology, in the forms attached hereto as Exhibit A;

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

1. Said improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Said improvement is hereby ordered as proposed in the Council motion on the 5th day of April 2021.
3. City Engineer Sandy is hereby designated as the engineer for this improvement. He shall prepare plans and specifications for the making of such improvement.
4. The City Council declares its official intent to reimburse itself for costs of the project from proceeds of bonds, which are expected to be issued in the maximum principal amount of \$3,316,895.

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

1. Such plans and specifications, a copy of which is on file at the offices of the City Administrator and the City Engineer, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published, shall specify the work to be done, shall

state that bids will be received by the City Administrator until 10:00 a.m. on May 7, 2021, at which time they will be publicly opened in the Council Chambers of the City Hall by the City Administrator and City Engineer, will then be tabulated, and will be considered by the Council at 7:30 p.m. on May 17, 2021, in the Council Chambers of the City Hall, Brainerd, Minnesota. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City Administrator for five (5) percent of the amount of such bid.

Adopted this ____ day of _____, 2021

KELLY BEVANS
President of the Council

Approved this ____ day of _____, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

EXHIBIT A
IMPACT OF ASSESSMENTS
CITY OF BRAINERD
IMPROVEMENT NO.'S 20-05 and 20-06

Available at Hearing Held April 5, 2021

The impact of the improvement is to provide necessary and desirable facilities for public use. The impact of the assessments for the improvement is to make benefited properties and their owners responsible for paying the costs of the improvement over time, not the public at large. The extent of the impact of the assessments depends upon the amount assessed.

A reasonable estimate of the total amount assessed is \$803,513. This estimate is approximately 50% of the street resurfacing costs. The City reserves the right when actually levying assessments to assess up to the full costs of the improvement, which may exceed estimates available at the time of the hearing on the improvement.

The following is a description of the methodology the City intends to use to calculate individual assessments for affected parcels on Improvements 20-05 and 20-06: front footage. The City reserves the right when actually levying assessments to modify or depart from this methodology to the extent the City deems appropriate.

City of Brainerd, Minnesota

Street and Sewer Assessment Policy

1. Introduction

Special assessments are a charge imposed on properties for an improvement that benefits the owners of that selected property. The authority to use special assessments originates in the state constitution which allows the state legislature to give cities and other local government units the authority “to levy and collect assessments for local improvements upon property benefitted hereby”. The legislature designates that authority to cities in Minnesota Statutes Chapter 429.

A charter city (in which Brainerd is) may choose to use either Chapter 429 or provisions of the charter to assess for local improvements, however, even the state law requires that charter cities follow state law in certain steps of the proceedings.

Special Assessments have three distinct characteristics:

- They are a levy the City uses to finance, or partially finance, a public improvement program.
- The city levies the charge only against those parcels of property that receive some special benefit from the program.
- The amount of the charge bears a direct relationship to value of the benefits the property receives.

The City of Brainerd, Minnesota finds it beneficial to fund portions or all the 5-year street and sewer capital plan using special assessments. Special assessment proceedings will follow the procedures as outlined in Minnesota Statute 429 and any modifications thereto.

2. Assessable Improvements

How Much is Being Assessed?

Developer New Construction

On projects where utilities and roadways are being constructed for the first time, the developer is responsible for installing the watermain, sanitary sewer, grading, surfacing, storm sewers, and any other incidental features it sees fit. The city requires developers to construct all facilities to city standards and be approved by the City engineering department. While it is ultimately up to the developer to decide how the development costs incurred are recouped, the developer will typically split these costs to the number of parcels developed and recoup its cost through the sale price of the lots.

Petitioned New Construction

On projects where the city is petitioned to install the new improvements, the entire project cost being constructed is assessed to the abutting properties, as either by a per lot basis or by a front-foot basis.

Petitioned or Council Authorized Reconstruction of Resurfacing

Whether the city acts upon its own authority to make an improvement or it is petitioned by property owners, the city assesses one-half (1/2) of the cost of the reconstruction or resurfacing improvement including construction and engineering of the said improvement on a front-foot or per lot basis. The other one-half (1/2) of the resurfacing or reconstruction cost is paid by the city. If utilities such as sanitary sewer, water mains, or storm sewers are being reconstructed along with the project, the cost of this work is not assessed, but rather is covered through user fees and rates set by council or public utilities commission. If a project consisting of overlaying a street is proposed, the entire project cost is assessed to abutting properties. The City does not typically assess for new sidewalks, but may from time to time, assess for the entire costs of repairs thereto.

Pursuant to Petition – Properties Abutting the City but outside City Corporate Boundaries

The City does not construct municipal utilities outside of its corporate boundaries until such time the properties are annexed and within the City of Brainerd corporate boundaries. Once annexation is completed, the utilities are installed and the entire cost of installation of said utilities are assessed to abutting property owners.

Pursuant to Council Action – Properties not Abutting the City Corporate Boundaries

The City does not construct municipal utilities outside of its corporate boundaries until such time the properties are annexed and within the City of Brainerd corporate boundaries. Once annexation is completed, the utilities are installed and the entire cost of installation of said utilities are assessed to abutting property owners.

In prior years, the City Council authorized the construction of utility improvements outside its corporate boundaries and not abutting the city. To pay for such costs, the council established a Water Connection Charge (WCC) and Sewer Connection Charge (SCC). This charge, as initially set by council resolution, represents the average costs of constructing such utility improvements and is payable immediately upon connection to the system. This charge is enacted if the property owner elects to divide the property in which assessments were imposed and deferred. If a lot is split and the owner elects to connect to sewer and water, the WCC and SCC are charged to the property owner, with the balance of the deferred assessment remaining on the other parcel created from the split.

The WCC and SCC set by council resolution will remain in effect until repealed by the council. Said resolution may be adjusted periodically by the city council.

3. Initiation of an Improvement

By Petition from Property Owners

Per Minnesota Statute 429, if the council chooses to proceed with an improvement based on a petition, it must have the signatures of at least 35 percent in frontage of the property bordering the proposed improvements. If the council relies upon a petition as its basis for proceeding, it cannot make substantial change the improvement from what is asked for in the petition. The council must pass a resolution determining whether the petition is legally sufficient or not.

By Council Action

Per City of Brainerd Charter Section 92, in the first instance in which the council desires to levy a special assessment for an improvement, it shall require a two-thirds (2/3) vote of the members elect except in the case of sidewalks, in which a majority is sufficient.

4. Proceedings

Minnesota Statute 429

The City of Brainerd has elected to utilize Minnesota Statute 429 for its assessment proceedings, as amended and incorporated by reference into this policy.

Interest Rates

The council determines the interest rate on the special assessments, along with any other repayment provisions. The interest rate is typically set by ensuring a reasonable relationship between the assessments interest rate and the bond interest rate if the city issued bonds for the project. If the city finances the project with funds on hand, the council will look at the interest rate the city would otherwise have earned on the funds.

5. Payments

Once the assessments have been adopted, property owners originally have numerous options for repayment:

1. Pay the total amount of the assessment within 30 days after the council adopts the assessment rolls. This this situation, the city cannot charge interest; or
2. Pay the assessments in annual installments (with interest) under the terms set by the council; or
3. Pay the entire amount at any time after the 30 days, but before any certification to the county auditor. The property owner pays only the amount of interest accrued as of the date of payment; or
4. At any time after certification to the County Auditor, the property owner may still pay the entire remaining unpaid amount to the County Treasurer. However, the property owner must pay the entire remaining unpaid amount of the assessment before November 15 of any year and must also pay all interest accrued until the end of that calendar year.

6. Deferments

The City Council has adopted policy which allows for assessment deferments for elderly person and for all other persons who fall within the economic hardship criteria. A deferred assessment is not forgiven but is postponed until such time that the property owner either elects to resume making the annual installments as certified, no longer meets the economic hardship criteria, or sells the property. Persons interested in deferring assessments must apply each year to have the following year assessment installment deferred. After 10 years, no further applications are necessary, and the deferred installments will remain permanently deferred without accrual of additional interest, until such time that the deferred assessment is voluntarily paid of the property is sold. The most current deferment criteria passed by council resolution can be requested from the City Clerk and a copy provided to the requestor.

7. Other Frequently Asked Questions

Will Improvements Affect my Property Taxes?

While it is well documented within the real estate industry that streets and utilities that are in poor condition decrease the marketability and sale prices of homes, improvements to the streets and utilities do not automatically increase the taxes on the property. Property market valuations, as determined by the County Assessor, are based on the recent sale prices of comparable properties within the neighborhood. Following improvements to streets and utilities, the marketability of properties tends to increase, and the properties can demand a higher sale price. As years pass and the history of sale prices in the neighborhood show increases, the County Assessor will adjust the market valuation of properties to more closely reflect the price the property would sell for. If the market valuations in the neighborhood are increasing at a faster rate than the City, County, and School District averages, the property taxes will tend to increase over time.

Why is There a Difference Between my Front Footage and Assessable Footage?

If you live on a corner lot, your property is subject to assessments for improvements on both streets. The City Council has adopted a side-yard deduction assessment policy to help reduce the burden for the owners of corner lots or reconstruction or resurfacing projects. Your side-yard is defined as the side of your lot with the most street frontage. Improvements made to your side-yard street result in the city paying for the cost of one-half of your side-yard footage and the property owner being assessed for one-half (1/2) of the side-yard footage. The most common assessment notices for side-yard street improvements will list the front-footage as 140 feet and the assessable front-footage as 70 feet.

From: Aliina Simmons
Sent: Tuesday, April 6, 2021 9:03 AM
To: Paul Sandy <psandy@ci.brainerd.mn.us>
Subject: Re: Proposed City Improvement 20-06-SE Brainerd Resurfacing

Thank you for your prompt reply and clarification. I will certainly be active in pleading my case for an adjusted assessment amount.

Thank you once again!

On Tue, Apr 6, 2021, 8:59 AM Paul Sandy <psandy@ci.brainerd.mn.us> wrote:

Hello Aliina,

I apologize for this. During the staff reports, we did bring your email forward. I had told the council president about the email and handed each member your email before the meeting, so they were able to read it and it will be a part of the public record after I had made it known in the staff reports that you had submitted the email. Again, I apologize as it completely slipped both our minds during the public hearing portion, but we did acknowledge receipt and it will become part of the minutes.

You will have another opportunity to speak about the assessments to the property at the assessment hearing in the fall. This first hearing really has nothing to do about assessments, and more to do with if they project should move forward or not. I would recommend, if you want to formally contest your assessment, that you do so before the hearing in the fall, in which you will receive another notice for. This will have the final proposed assessment and rate calculated, and not an estimate like the one you received earlier.

The email option will also work for this to speak to your assessment and rate at that meeting. So keep in touch over the summer and I will let you know when you should be expecting the notice (sometime in September or early October).

Paul

Paul G. Sandy, P.E.

City Engineer/Interim Public Works Director | City Of Brainerd

501 Laurel Street, Brainerd, MN 56401

218.454.3411 direct | 218.828.2316 fax

218.513.0172 mobile

Email | psandy@ci.brainerd.mn.us

www.ci.brainerd.mn.us

From: aliina.simmons <aliina.simmons@gmail.com>

Sent: Tuesday, April 6, 2021 8:54 AM

To: Paul Sandy <psandy@ci.brainerd.mn.us>

Subject: RE: Proposed City Improvement 20-06-SE Brainerd Resurfacing

I watched the City Council meeting on YouTube Live last night and was very disappointed that no reference was made to my comments and condition.

I realize that I could have called in, but believed that they would acknowledge my printed out email as an option.

I'd like to be considered for special consideration since I have 2 properties on streets that are both assessed similar to Kitty Jacob's on the corner of SE 15th and Quince. I am on the corner of SE 16th and Quince.

The Quince property has no power or utilities and is in disrepair. It has always been used for storage since I have no basement.

Please consider if I could be assessed for half the amount on the Quince property.

Thank you for your time and consideration.

Aliina Simmons

723 SE 16th St

Brainerd

Sent via the Samsung Galaxy S8+, an AT&T 5G Evolution capable smartphone

----- Original message -----

From: Paul Sandy <psandy@ci.brainerd.mn.us>

Date: 4/5/21 10:59 AM (GMT-06:00)

To: "aliina.simmons" <aliina.simmons@gmail.com>

Subject: RE: Proposed City Improvement 20-06-SE Brainerd Resurfacing

Goodmorning Aliina,

I will be printing this out and leaving it for the City Council to consider tonight during the public hearing. Thankyou for this concern and your time in putting your thoughts forward to the Council in regards to this project.

Paul

Paul G. Sandy, P.E.

City Engineer/Interim Public Works Director | City Of Brainerd

501 Laurel Street, Brainerd, MN 56401

218.454.3411 direct | 218.828.2316 fax

218.513.0172 mobile

Email | psandy@ci.brainerd.mn.us

www.ci.brainerd.mn.us

From: aliina.simmons <aliina.simmons@gmail.com>

Sent: Monday, April 5, 2021 10:56 AM

To: Paul Sandy <psandy@ci.brainerd.mn.us>

Subject: Proposed City Improvement 20-06-SE Brainerd Resurfacing

City Council,

I am the property owner of

723 SE 16th St. Brainerd and

1526 Quince St. Brainerd

with estimated assessments of

\$6,075.00 and

\$4,365.00 totaling

\$10,440 !

Points of concern:

- Scheduling this work and cost during these times of the Pandemic and income fluctuation because of lost jobs and wages.
- I am a Senior and Widow with a fixed income. This will create a hardship for many or all of the lower income residents of this neighborhood.
- Financial advisors warn of a looming time of inflation creating additional financial hardships, even with the 10 year option of payment.
- This is not much notice to consider this large amount added to our taxes or full payout.

Thank you for organizing a public hearing on this matter.

Aliina Simmons



Brainerd City Council Agenda Request

Requested Meeting Date: April 5, 2021

Title of Item: First Reading - Proposed Ordinance No. 1515 - Amending Section 515-37: Signs

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☒ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Community Development Director	Department: Community Development
Presenter (Name & Title): David Chanski, CDD	Estimated Time Needed: 10 minutes
Summary of Issue: On March 1st, the City Council directed staff to refer the sign ordinance to the Planning Commission for review, and temporarily halt enforcement of non-commercial speech sign removal. This direction came in response to concerns brought before the Council from members of the community regarding letters that staff had issued, requesting the removal of non-commercial speech signs per Section 515-37: Signs of the City Code. The Planning Commission considered revisions to Section 515-37 during its regular meeting on March 21st and made the recommendation to approve the attached amendments to the ordinance.	
Alternatives, Options, Effects on Others/Comments: The primary concern with Section 515-37 is the ordinance's language regulating non-commercial speech signs. The proposed amendments entirely removes Section 515-37-5.C, which currently regulates non-commercial speech signs, and replaces it with a new section that more broadly regulates signage as well as a new "Findings" section at the beginning of the ordinance. Additionally, all other language that appears to regulate signage content or give preference to commercial speech over non-commercial speech has been removed or amended. Finally, Section 515-37-10.A has been slightly amended to accurately represent the City's current residential zoning districts.	
Recommended Action/Motion: Motion to conduct the first reading of Proposed Ordinance No. 1515, an ordinance amending Section 515-37: Signs of the Code of Ordinances, but dispense with the actual reading of the ordinance.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

**ORDINANCE
NO. 1515**

AN ORDINANCE AMENDING SECTION 515-37: SIGNS OF THE CITY CODE

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Section 515-37-1 of the City Code is hereby amended by adding the following:

515-37-1: **Findings.** Purpose and Intent. It is not the purpose or intent of this sign Ordinance to regulate the message displayed on any sign, nor is it the purpose or intent of this Ordinance to regulate any building design or any display not defined as a sign, or any sign which cannot be viewed from outside a building.

A. The city council hereby finds as follows:

1. Signs provide an important medium through which individuals may convey a variety of messages.

2. Exterior signs have a substantial impact on the character and quality of the environment.

3. Signs can create traffic hazards, aesthetic concerns and detriments to property values, thereby threatening the public health, safety and welfare.

4. As defined by Section 515-2 of this Ordinance, a sign is any letter, word or symbol, poster, picture, statuary, reading matter or representation in the nature of advertisement, announcement, message or visual communication, whether painted, posted, printed, affixed or constructed, including all associated brackets, braces, supports, wires and structures, which is displayed for informational or communicative purposes.

5. The city's zoning regulations have included the regulation of signs in an effort to provide adequate means of expression and to promote the economic viability of the business community, while protecting the city and its citizens from a proliferation of signs of type, size, location and character that would adversely impact upon the aesthetics of the community and threaten the health, safety and welfare of the community. The regulation of the physical characteristics of signs within the city has had a positive impact on traffic safety and the appearance of the community.

B.. The purpose and intent of this Ordinance is to:

1A. Regulate the number, location, size, type, illumination, and other physical characteristics of signs within the City in order to promote the public health, safety and welfare.

2B. Maintain, enhance, and improve the aesthetic environment of the City by preventing visual clutter that is harmful to the appearance of the community.

3C. Improve the visual appearance of the City while providing for effective means of communication, consistent with constitutional guarantees and the City's goals of public safety and aesthetics.

4D. Provide for fair and consistent enforcement of the sign regulations set for herein under the zoning authority of the City.

SECTION TWO: Section 515-37-5 of the City Code is hereby amended by adding the following:

515-37-5: Permit Not Required. The following signs shall not require a permit and are allowed in addition to those signs allowed by Section 515-37-10 of this Ordinance. These exemptions however shall not be construed as relieving the owner of the sign from the responsibility of its erection and maintenance and its compliance with the provisions of this Ordinance or any other law or Ordinance regulating the same.

A. The changing of the display surface on an existing sign.

B. Signs, subject to the following:

1. **Signs shall only be located on private property with the permission of the property owner.**
2. **Signs shall be placed no less than fifteen (15) feet from the back of the curb and shall not be within the sight visibility triangle or located within the Right-of-Way.**
3. **Ground mounted signs shall not exceed six (6) square feet in area and shall not exceed three (3) feet in height.**
4. **No more than two (2) ground mounted signs and two (2) flags are allowed per property.**
 - a. **Additional signs are permitted beginning forty-six (46) days before the State primary in a State general election year until ten (10) days following the State general election, and ninety-one (91) days prior to any special election until ten (10) days following the special election.**
5. **Signs shall not be illuminated.**

CB. One (1) temporary off-premises sign on private property six (6) square feet or less in size, not to exceed three (3) feet **in height in Residential Districts.** Temporary signs shall be allowed for a period of seven (7) days.

C. ~~All non-commercial speech signs of any size posted in any number from forty-six (46) days before the State primary in a State general election year until ten (10) days following the State general election, and thirteen (13) weeks prior to any~~

special election until ten (10) days following the special election, subject to the following:

1. Signs shall comply with the fair campaign practices act contained in Minnesota State Statutes Section 211B.045.

2. No such sign shall be located within one hundred (100) feet of any polling site.

3. Signs must be removed by the person responsible within ten (10) days following an election.

4. Signs shall be located on private property with permission of the property owner.

5. Signs shall be placed no less than fifteen (15) feet from the back of the curb and shall not be within the sight visibility triangle.

6. The City shall have the right to remove and destroy all signs not conforming to this subsection.

D. Signs located within the public right-of-way are regulated by Chapter VIII of the City Code.

E. Official signs.

F. Flags or emblems of a National, Federal, or State government or memorial signs thereof, displayed on private property

G. Except for temporary signs in 517-37-9 G, one (1) on-premises temporary sign shall be allowed per street frontage when a property is offered for sale or lease, provided that:

1. Within the R (residential) districts, no sign shall exceed twelve (12) square feet in area and six (6) feet in height for single family, two family, townhouse, and quadraminium units; or thirty-two (32) square feet in area or eight (8) feet in height for multi-family or public and semi-public uses.

2. Within non-residential districts, thirty-two (32) square feet is allowed if less than ten (10) acres.

3. Within all other zoning districts and in those cases where a parcel of land exceeds ten (10) acres, regardless of its zoning, no sign shall exceed sixty-four (64) square feet in area or ten (10) feet in height.

4. Directional and information signs for parking areas, loading areas, and for buildings or locations on a site subject to the following conditions:

A. Individual signs shall not exceed six (6) square feet in area.

B. Signs may not be located in a public right-of-way.

5. ~~Banners, pennants, inflatable signs, sandwich boards, "A" frame signs and the like.~~

SECTION THREE: Section 515-37-10 of the City Code is hereby amended by adding the following:

A. Non-residential uses within the R-A, R-R, R-1, **R-1A**, R-2, **and** R-3, **~~R-4, and R-5~~** Districts.

SECTION FOUR: All other provisions of Section 515-37 shall remain in full force and effect.

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

Adopted this _____ day of _____, 2021

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Published: One Time – _____

SECTION 37 SIGNS

Section:

- 515-37-1: Purpose and Intent
- 515-37-2: Effect
- 515-37-3: Severability
- 515-37-4: Permit Required
- 515-37-5: Permit Not Required
- 515-37-6: Prohibited Signs
- 515-37-7: Violations
- 515-37-8: Substitution
- 515-37-9: General Regulations
- 515-37-10: District Regulations
- 515-37-11: Non-Conforming Signs

515-37-1: Findings, Purpose and Intent. It is not the purpose or intent of this sign Ordinance to regulate the message displayed on any sign, nor is it the purpose or intent of this Ordinance to regulate any building design or any display not defined as a sign, or any sign which cannot be viewed from outside a building.

A. The city council hereby finds as follows:

1. Signs provide an important medium through which individuals may convey a variety of messages.
2. Exterior signs have a substantial impact on the character and quality of the environment.
3. Signs can create traffic hazards, aesthetic concerns and detriments to property values, thereby threatening the public health, safety and welfare.
4. As defined by Section 515-2 of this Ordinance, a sign is any letter, word or symbol, poster, picture, statuary, reading matter or representation in the nature of advertisement, announcement, message or visual communication, whether painted, posted, printed, affixed or constructed, including all associated brackets, braces, supports, wires and structures, which is displayed for informational or communicative purposes.
5. The city's zoning regulations have included the regulation of signs in an effort to provide adequate means of expression and to promote the economic viability of the business community, while protecting the city and its citizens from a proliferation of signs of type, size, location and character that would adversely impact upon the aesthetics of the community and threaten the health, safety and welfare of the community. The regulation of the physical characteristics of signs within the city has had a positive impact on traffic safety and the appearance of the community.

B. The purpose and intent of this Ordinance is to:

1A. Regulate the number, location, size, type, illumination, and other physical characteristics of signs within the City in order to promote the public health, safety and welfare.

2B. Maintain, enhance, and improve the aesthetic environment of the City by preventing visual clutter that is harmful to the appearance of the community.

3C. Improve the visual appearance of the City while providing for effective means of communication, consistent with constitutional guarantees and the City's goals of public safety and aesthetics.

4D. Provide for fair and consistent enforcement of the sign regulations set for herein under the zoning authority of the City.

515-37-2: Effect. A sign may be erected, mounted, displayed, or maintained in the City if it is in conformance with the provisions of this Ordinance. The effect of this Ordinance, as more specifically set for herein, is to:

- A. Allow a wide variety of sign types in commercial zones, and a more limited variety of signs in other zones, subject to the standards set forth in this sign Ordinance.
- B. Allow certain small, unobtrusive signs incidental to the principal use of a site in all zones when in compliance with the requirements of this sign Ordinance.
- C. Prohibit signs whose location, size, type, illumination or other physical characteristics negatively affect the environment and where the communication can be accomplished by means of having a lesser impact on the environment and the public health, safety and welfare.
- D. Provide for the enforcement of the provisions of this sign Ordinance.

515-37-3: Severability. If any section, subsection, sentence, clause, or phrase of this sign Ordinance is for any reason held to be invalid, such invalidity shall not affect the validity or enforceability of the remaining portions of this sign Ordinance. The City Council hereby declares that it would have adopted the sign Ordinance in each section, subsection, sentence, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

515-37-4: Permit Required. No sign shall be erected, altered, improved, reconstructed, maintained, or moved in the City without first securing a permit from the City:

- A. The content of the message or speech displayed on the building and/or sign shall not be reviewed or considered in determining whether to approve or deny a Sign Permit.
- B. Application for an Administrative Permit shall be filed by the property owner or designated agent with the City on forms to be provided by the City.
- C. Application for a permit shall contain the following information unless waived by the City:
 - 1. Names and addresses of the applicant owners of the sign and lot.
 - 2. Address at which any signs are to be erected.
 - 3. Lot, block, and addition at which the signs are to be erected and the street on which they are to front.
 - 4. Type and size of sign (e.g., wall sign, pylon sign, monument sign).
 - 5. A site plan to scale showing the location of lot lines, building structures, parking areas, existing and proposed signs and any other physical features.
 - 6. Inventory of existing on-site signage (size, height, location).
 - 7. Plans, location and specifications and method of construction and attachment to the buildings or placement method of the ground.
 - 8. Copy of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction in the amount required by this and all other laws and Ordinances of the City.
 - 9. Written consent of the owner or lessee of any site on which the sign is to be erected.
 - 10. Any Electrical Permit and/or Building Permit required and issued for the sign.
 - 11. A detailed description of any electronic or electrical components that are proposed to be added to the sign.
 - 12. Other information to demonstrate compliance with this and all other Ordinances of the City.
- D. The Sign Permit application shall be accompanied by a fee. Fees for the review and processing of Sign Permit applications shall be imposed in accordance with the fee schedule established by City Ordinance.

- E. The City shall notify the applicant, in writing, of an incomplete application within fifteen (15) days of the date of submission.
- F. The City shall review the application and related materials and shall determine whether the proposal is in compliance with all applicable evaluation criteria, Ordinances and applicable performance standards set forth in this Ordinance within sixty (60) days of submission of a complete application pursuant to MN State Statutes Section 15.99. If the work that is authorized under a permit has not been completed within sixty (60) days after the date of issuance, the permit shall be null and void.
- G. All signs, including electric wiring, supporting structure, guy wires or chains, shall be properly maintained and kept in safe condition. A sign or sign structure which is deteriorated, unsafe, defaced or otherwise altered shall be repaired, repainted, or replaced by the permit holder or property owner on which the sign is located.

515-37-5: Permit Not Required. The following signs shall not require a permit and are allowed in addition to those signs allowed by Section 515-37-10 of this Ordinance. These exemptions however shall not be construed as relieving the owner of the sign from the responsibility of its erection and maintenance and its compliance with the provisions of this Ordinance or any other law or Ordinance regulating the same.

A. The changing of the display surface on an existing sign.

B. Signs, subject to the following:

1. Signs shall only be located on private property with the permission of the property owner.
2. Signs shall be placed no less than fifteen (15) feet from the back of the curb and shall not be within the sight visibility triangle or located within the Right-of-Way.
3. Ground mounted signs shall not exceed six (6) square feet in area and shall not exceed three (3) feet in height.
4. No more than two (2) ground mounted signs and two (2) flags are allowed per property.
 - a. Additional signs are permitted beginning forty-six (46) days before the State primary in a State general election year until ten (10) days following the State general election, and ninety-one (91) days prior to any special election until ten (10) days following the special election.
5. Signs shall not be illuminated.

CB. One (1) temporary off-premises sign on private property six (6) square feet or less in size, not to exceed three (3) feet in ~~height in Residential Districts.~~ Temporary height. Temporary signs shall be allowed for a period of seven (7) days.

~~C. All non-commercial speech signs of any size posted in any number from forty-six (46) days before the State primary in a State general election year until ten (10) days following the State general election, and thirteen (13) weeks prior to any special election until ten (10) days following the special election, subject to the following:~~

- ~~1. Signs shall comply with the fair campaign practices act contained in Minnesota State Statutes Section 211B.045.~~
- ~~2. No such sign shall be located within one hundred (100) feet of any polling site.~~
- ~~3. Signs must be removed by the person responsible within ten (10) days following an election.~~
- ~~4. Signs shall be located on private property with permission of the property owner.~~
- ~~5. Signs shall be placed no less than fifteen (15) feet from the back of the curb and shall not be within the sight visibility triangle.~~
- ~~6. The City shall have the right to remove and destroy all signs not conforming to this subsection.~~

D. Signs located within the public right-of-way are regulated by Chapter VIII of the City Code.

E. Official signs.

~~F. Flags or emblems of a National, Federal, or State government or memorial signs thereof, displayed on private property~~

~~G. Except for temporary signs in 517-37-9 G, one (1) on-premises temporary sign shall be allowed per street frontage when a property is offered for sale or lease, provided that:~~

- ~~1. Within the R (residential) districts, no sign shall exceed twelve (12) square feet in area and six (6) feet in height for single family, two family, townhouse, and quadraminium units; or thirty two (32) square feet in area or eight (8) feet in height for multi-family or public and semi-public uses.~~
- ~~2. Within non-residential districts, thirty two (32) square feet is allowed if less than ten (10) acres.~~

- ~~3. Within all other zoning districts and in those cases where a parcel of land exceeds ten (10) acres, regardless of its zoning, no sign shall exceed sixty-four (64) square feet in area or ten (10) feet in height.~~
- ~~4. Directional and information signs for parking areas, loading areas, and for buildings or locations on a site subject to the following conditions:
 - ~~A. Individual signs shall not exceed six (6) square feet in area.~~
 - ~~B. Signs may not be located in a public right-of-way.~~~~
- ~~5. Banners, pennants, inflatable signs, sandwich boards, "A" frame signs and the like.~~

515-37-6: Prohibited Signs. The following signs are prohibited:

- A. Any sign, signal, marking or device which purports to be or is an imitation of or resembles any official traffic control device or railroad sign or signal, or emergency vehicle signs, or which attempts to direct the movement of traffic or which hides from view or interferes with the effectiveness of any official traffic-control device or any railroad sign or signal.
- B. All signs over three hundred (300) square feet in area.
- C. All off-premises signs greater than six (6) square feet in area.
- D. Changeable copy signs, except as specifically allowed by Section 515-37-10.
- E. Content classified as "obscene" as defined by Minnesota State Statutes Section 617.241.
- F. Flashing or rotating signs.
- G. Signs painted, attached or in any other manner affixed to trees or similar natural surfaces, or attached to utility poles, bridges, towers, or similar public structures.

515-37-7: Violations. Any person who violates, disobeys, omits, neglects, or refuses to comply with, or resists the enforcement of any of the provisions of this Ordinance shall, upon conviction thereof, be guilty of a petty misdemeanor. Persons violating this Section may be fined in addition to other penalties for Ordinance violations allowed by this Ordinance. Any sign violation of this Section may be subject to immediate removal by the City, at the expense of the owner, without notice to the property owner or owner of the sign if different than the property owner. Each day that the violation continues is a separate offense.

- A. This Ordinance shall be administered and enforced by City staff. Any City staff person may institute in the name of the City appropriate actions or proceedings against a violator.
- B. Inspection. All signs for which a permit is required shall be subject to inspection by City staff.
- C. The City reserves the right to require the removal at the owner's expense of any sign when the requirements of this Section are not completely followed and adhered to, or if a sign is not properly maintained or falls into a state of disrepair. The City shall not have any obligation or liability to replace any sign when removed by the City.

515-37-8: Substitution. The owner of any sign which is otherwise allowed by this sign Ordinance may substitute non-commercial copy in lieu of any other commercial or non-commercial copy. Conversion back to commercial copy is permitted as allowed in each zoning district. This substitution of copy may be made without any additional approval or permitting. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over non-commercial speech or favoring of any particular non-commercial message over any other non-commercial message. This provision prevails over any more specific provision to the contrary.

515-37-9: General Regulations.

- A. All freestanding and monument signs shall be set back three (3) feet from any property line and outside of the site visibility triangle. No portion of the sign shall extend into the public right-of-way or an easement.
- B. Wall signs may extend no more than twenty-four (24) inches from the building façade and may encroach into the public right-of-way where there is a zero building setback.
- C. The installation of electrical signs shall be subject to the State Electrical Code. Electrical service to a freestanding sign shall be underground.
- D. No sign shall be attached or be allowed to hang from any building until all necessary wall attachments have been approved by the City Building Official.
- E. No signs, guys, stays or attachments shall be erected, placed, or maintained on trees nor interfere with any electric light, power, telephone or telegraph wires or the supports thereof.
- F. Illuminated signs shall be shielded to prevent lights from being directed at oncoming traffic in such brilliance that it impairs the vision of the driver and may not interfere with or obscure traffic signs or signals. Lighting may not illuminate any adjacent properties, buildings, or streets.

- G. Portable signs which are designed to be transported, including by trailer or on its own wheels, even though the wheels of such sign may be removed are permitted within B-4, B-5, B-6 and industrial zones subject to the following:
1. A Sign Permit is issued for the sign that shall require a non-refundable fee as set by Ordinance, together with a bond or cash deposit is issued for the sign.
 2. In the event the sign is not removed within two (2) business days of the permit expiration date, the bond or cash deposit shall be forfeited as a penalty.
 3. Permits shall be for periods not to exceed sixty (60) consecutive days of each ninety (90) calendar day period for one premises, or a total of one hundred twenty (120) days in a calendar year.
 4. One (1) temporary sign is allowed on the premises at one time.
 5. Temporary signs permitted by Subsection 515-37-5 of this Ordinance shall be exempt from the requirements of this Section.
- H. No sign or sign structure shall be erected or maintained that prevents free ingress or egress from any door, window, or fire escape. No sign or sign structure shall be attached to a standpipe or fire escape.
- I. A freestanding sign or sign structure constructed so that the faces are not back-to-back, shall not have an angle separating the faces exceeding twenty degrees (20°) unless the total area of both sides added together does not exceed the maximum allowable sign area for that district.
- J. The area within the frame of a sign shall be used to calculate the square footage except that the width of a frame exceeding twelve (12) inches shall constitute sign face, and if such letters or graphics be mounted directly on a wall or fascia or in such way as to be without a frame the dimensions for calculating the square footage shall be the area extending six (6) inches beyond the periphery formed around such letters or graphics in a plane figure bounded by straight lines connecting the outermost points thereof. Each surface utilized to display a message or to attract attention shall be measured as a separate sign and shall be calculated in the overall square footage. Symbols, flags, pictures, wording, figures or other forms of graphics painted on walls, awnings, free-standing structures, suspended by balloons, or kites or on persons, animals, or vehicles are considered a sign and are included in calculating the overall square footage.
- K. The top of a wall sign, including its superstructure, if any, shall be no higher than the top of the roof of the building to which such sign may be attached.
- L. Projecting signs may be allowed in commercial districts provided that:

1. There is a minimum of eight (8) feet of clearance under the base of the sign to the ground below.
2. The sign does not project more than five (5) feet beyond the wall to which it is mounted, may not project over any vehicular drive aisle or traveled portion of a public or private street and may not project over a public right-of-way except within the B-3 District.
3. The area of the projecting sign is not more than fifty (50) percent of the maximum area allowed for an individual wall sign in the respective zoning district in Sections 515-37-10.B and 515-37-10.C of this Ordinance.

M. Roof signs shall be allowed in commercial and industrial districts provided that:

1. The height of the sign shall not exceed the height of the roof.
2. The sign design shall be consistent with the building character and integrated into the building architecture.

N. Signs are not allowed to encroach into or over MnDOT right-of-way.

515-37-10: District Regulations. In addition to the signs allowed by Section 515-37-5 of this Ordinance, the following signs shall be allowed within the specific Zoning Districts:

A. Non-residential uses within the R-A, R-R, R-1, R-1A, R-2, R-3, R-4, and R-5 Districts.

1. Except for the uses specified in Section 515-37-5 of this Ordinance, one (1) sign shall be allowed per parcel provided that:
 - a. The total area of the sign shall not exceed thirty-two (32) square feet.
 - b. A freestanding sign shall be limited to a maximum height of six (6) feet.
2. Signs shall be allowed for a subdivision or multiple family development of five (5) or more lots or dwelling units provided that:
 - a. One (1) sign shall be allowed at each street entrance. Entrances less than one hundred (100) feet apart are not permitted individual entrance signs.
 - b. The area of each sign shall not exceed twenty-four (24) square feet.
 - c. Freestanding signs shall be limited to a maximum height of six (6) feet.

- d. Illumination of the sign shall be as regulated in Section 515-37-9.F of this Ordinance.
 - e. For sign(s) requiring regular long-term maintenance, the sign(s) shall be located on common space of sufficient size and area to accommodate said structure. The property owner or association shall be responsible for maintenance of the sign.
 - f. One (1) wall sign up to sixteen (16) square feet is permitted for each multifamily development.
 - g. The area around the sign shall be landscaped in such a manner to accent and enhance the sign while remaining sensitive to the natural features of the site. Detailed site and landscape plans shall be included with each sign permit application and shall be subject approval by City staff.
 - h. The design and construction of area identification signs shall be done with the highest commercial quality materials and workmanship to keep maintenance and upkeep costs to a minimum and to minimize the potential for vandalism. Area identification signs are to be aesthetically pleasing when designed and constructed. The sign shall be compatible with nearby structures in the area. Detailed construction plans and a materials list shall be included with each Sign Permit application and shall be subject approval by City staff.
3. Additional signs shall be allowed upon approval of a Final Plat for a subdivision having not less than five (5) lots provided that:
- a. One (1) sign shall be allowed per project or subdivision or one (1) sign for each frontage to a public street, whichever is greater.
 - b. The area of the sign shall not exceed thirty-two (32) square feet.
 - c. Freestanding signs shall be limited to a maximum height of eight (8) feet.
 - d. The sign shall not be displayed for a period to exceed twenty-four (24) months from the date a permit is issued for the sign or until building permits have been issued for eighty-five (85) percent of the lots or dwelling units within the subdivision, whichever is less restrictive.
4. Government buildings and structures, public, quasi-public or private recreation buildings, public parks and recreation areas, public and private educational institutions limited to accredited elementary, middle, senior high schools, or colleges and universities, and places of worship shall be allowed the following signs:

- a. Not more than two (2) wall signs shall be permitted on the front wall. The combined total area of such sign or signs shall not exceed the lesser of fifteen (15) percent of the area of the front face (including doors and windows).
- b. For each principal building on a lot, there shall not be more than one (1) freestanding monument sign except on a corner lot where two signs, one facing each street, shall be permitted. No such signs shall exceed one hundred (100) square feet in area. Monument signs may not exceed twelve (12) feet in height. The monument sign may include a changeable copy sign as part of the allowable sign area.
 - 1) The changeable copy sign may be a wall, freestanding, or monument sign. The changeable copy sign area shall be counted as part of the total sign area allowed within a respective Zoning District.
 - 2) No more than one (1) changeable copy sign per parcel.
 - 3) A dimmer switch shall be installed which limits illumination brilliance of the sign during nighttime hours to no more than five hundred (500) lumens. Nighttime hours shall be considered to be from dusk to dawn.
 - 4) Minimum height of the sign shall be eight (8) feet as measured from grade to the bottom of the sign.
- c. Temporary signage is subject to the provisions of Sections 515-37-5 and 515-37-9 of this Ordinance.

B. Within the B-1 District the following additional regulations shall apply:

- 1. All residential use regulations in accordance with Section 515-37-10.A.
- 2. Each parcel shall be allowed one (1) wall sign up to two (2) square feet in area and one (1) freestanding sign up to twelve (12) square feet in area.
- 3. The height of a freestanding sign shall not exceed six (6) feet.

C. Within the B-2, B-3, B-4, B-5, B-6, I-1 and I-2 Districts the following additional regulations shall apply:

- 1. The total area of building signs displayed on a parcel shall not exceed fifteen (15) percent of the building façade on which the sign is to be located fronting not more than two (2) public streets.

2. A one hundred (100) square foot sign up to twenty-five (25) feet tall is permitted for a parcel with street frontage of one hundred (100) feet or less.
 - a. In B-4, B-5 and B-6 zoning districts, one (1) square foot of sign area may be added to the permitted one hundred (100) square foot sign area for each one (1) foot of street frontage over one hundred (100) feet. A sign up to three hundred (300) square feet is permitted.
 - b. Parcels in B-4, B-5 and B-6 zoning districts with more than three hundred (300) feet of street frontage may have one (1) additional sign for each additional three hundred (300) feet of street frontage. Signs shall be located at least three hundred (300) feet apart.
 - c. Sign area for parcels permitted more than one (1) sign is equal to the total feet of street frontage. If more than one (1) sign is used, the total sign area allowed shall be distributed between permitted signs.
 - d. Each sign shall be three hundred (300) feet apart and each sign may not exceed three hundred (300) square feet in area.
 - e. Signs shall be located on the street frontage for which its sign area is determined.
3. Wall, Canopy and Marquee Signs. Wall, canopy, or marquee signs may occupy up to fifteen (15) percent of a building façade fronting a public street or alley. Up to an additional sixteen (16) square feet may be used for awning signs.
4. Awning or canopy signs. Letters may be painted or otherwise affixed to any permissible awning or canopy as follows:
 - a. One sign per canopy fascia fronting onto a public street.
 - b. Be within the physical dimensions of the awnings or canopy fascia.
5. Accessory signs to gas sales in conjunction with automobile service stations or convenience stores are permitted provided that:
 - a. Gasoline and price sign. One (1) sign (single or double faced) per frontage on a public street, suitable for apprising persons of the total sign price per gallon. The area of such price sign shall not exceed sixteen (16) square feet on either side. Each such sign shall be affixed to the standard of a ground sign or light fixture and shall state the total price. No sign posting an incomplete price or less than the total sales price is permitted.

- b. Signs denoting operating instructions associated with self service gas facilities including gas pump, air supply and car washes are exempt from the maximum sign area standards of this Subsection.
- 6. Changeable copy signage.
 - a. The changeable copy sign may be a wall, freestanding, or monument sign. The changeable copy sign area shall be counted as part of the total sign area allowed within a respective Zoning District.
 - b. No more than one (1) changeable copy sign per parcel.
 - c. A dimmer switch shall be installed which limits illumination brilliance of the sign during nighttime hours to no more than five hundred (500) lumens. Nighttime hours shall be considered to be from dusk to dawn.
 - d. Minimum height of the sign shall be eight (8) feet as measured from grade to the bottom of the sign.
- 7. In addition to the freestanding sign allowed by this Section 515-37-10.C.2, convenience food uses with drive through facilities may display additional signs, provided that:
 - a. Not more than one (1) sign is allowed.
 - b. The sign shall be single sided with an area not to exceed fifty (50) square feet.
 - c. The height of the sign shall not exceed six (6) feet including its base or pole measured from grade to the top of the structure.
 - d. The sign shall not encroach into any principal building setback and shall be located directly adjacent to the drive through aisle and oriented in such a manner so that the sign provides information to the drive through patrons only and does not impair site visibility or obstruct circulation.
- D. Multiple Occupancy Commercial and Industrial Buildings including Business/Commercial Centers:
 - 1. Except as provided for in this Subsection, individual tenants of a multiple occupancy building within a commercial or industrial zoning district may display separate wall, canopy or marquee signs when a tenant's business has an exclusive exterior entrance subject to the following requirements:
 - a. The number of wall signs shall be limited to one (1) per tenant space, except one (1) sign per exterior wall may be displayed for the tenant of a

corner suite or a suite that extends through a building this having two (2) exterior walls facing a public right of way.

- b. The total area of all wall signs shall not exceed fifteen (15) percent of the tenant bay.
 - c. Signs shall be located on the exterior wall of the tenant space to which the Sign Permit is issued but are not required to face a public street.
- 2. In addition to wall and free-standing signs, canopy and marquee signs are allowed provided that:
 - a. Occupy up to an additional sixteen (16) square feet on a building façade fronting a public street or alley.
 - b. Letters are painted or otherwise affixed to any permissible awning or canopy as follows:
 - 1) One (1) sign per canopy fascia fronting onto a street.
 - 2) Be within the physical dimensions of the awnings or canopy fascia.
 - 3. Business/Commercial Centers may erect one (1) free standing sign per street frontage, not to exceed two (2) freestanding signs per site (single or double faced).
 - 4. Changeable copy signs are allowed in accordance with Section 515-38-10.C.6 of this Ordinance.

515-37-11: Non-Conforming Signs. A nonconforming sign lawfully existing upon the effective date of this Section shall be regulated in accordance with Section 15 of this Ordinance.



Brainerd City Council Agenda Request

Requested Meeting Date: April 5, 2021

Title of Item: Variance & Conditional Use Permit Amendment - Garfield Elementary

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Community Development Director	Department: Community Development
Presenter (Name & Title): David Chanski, CDD	Estimated Time Needed: 5 minutes
Summary of Issue: Independent School District #181 has submitted a request for a variance and Conditional Use Permit amendment for Garfield Elementary School located at 1120 10th Ave N.E., Brainerd, MN 56401. The purpose of the Conditional Use Permit amendment is to permit the construction of an addition to the existing gymnasium. The requested variance is from Section 515-54-7.B Principle Building Setbacks. The applicant is requesting a reduced side yard setback from 20 feet to 16 feet 5 ¾ inches.	
Alternatives, Options, Effects on Others/Comments: The Planning Commission considered this request during its regular meeting on March 17 and unanimously voted to approved the request variance and Conditional Use Permit amendment with the condition that at least (2) shade trees of a 2" caliper size be planted between the proposed addition and sidewalk along L Street NE.	
Recommended Action/Motion: 1) Motion to approve the variance request for Garfield Elementary School located at 1120 10th Ave N.E. for a reduced side yard setback from 20 feet to 16 feet 5 ¾ inches. 2) Motion to approve the Conditional Use Permit amendment request for Garfield Elementary School located at 1120 10th Ave N.E. to permit the construction of an addition to the existing gymnasium with the condition that at least (2) shade trees of a 2" caliper size be planted between the proposed addition and sidewalk along L Street NE	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

MEMO



TO: Planning Commission

FROM: James Kramvik, Assistant Planner

DATE: March 17, 2021

RE: Variance – 1120 10th Ave NE.

Laine Larson, Superintendent ISD #181, has submitted a request on behalf of Brainerd Public Schools – ISD #181 to apply for a Variance to construct an addition to Garfield Elementary School at 1120 10th Ave NE.

Findings of Fact

1. Garfield Elementary School is located in a R-1 (Single Family Residential) District.
2. The operation of a school in a R-1 District is considered a conditional use per Section [515-54-5.F](#) of the Code of Ordinances.
3. The proposed addition includes a (1,529) square foot extension off the north east side of the building/ gymnasium. The (24.66) foot by (62) foot building extension will add recreational floor space.
4. The principal building setback of the front yard in a R-1 zone is twenty (20) feet per Section 515-54-7 of the Code of Ordinances.
 - a. The east side of the proposed addition along 11th Avenue NE meets the front yard setback requirement. The building will be setback (27) feet (4.5) inches from the east property line.
 - b. The north side of the proposed addition along L Street does not meet the front yard setback requirement. The building will be set back (16) feet (5.75) inches from the north property line.
3. Section [515-7-2](#), Subdivision 3A – Variances shall only be permitted:
 - a. When they are in harmony with the general purposes and intent of the ordinance.
 - i. The purpose of a R-1 (Single Family Residential) District is to “allow and preserve area in the City of quiet neighborhoods of one and two family homes, free from other uses except those which are compatible with residents of such a district.” Staff believes that neighborhood elementary schools within walking distance of residents fits the purpose of the R-1 District.
 - b. When the variances are consistent with the Comprehensive Plan.

- i. Staff believes this variance request is supported by Chapter 1 of the Comprehensive Plan.
 - 1. Policy 1(vii) under goal 1 states, “Strengthen and direct development toward existing neighborhoods.”
 - 2. Policy 2 under Goal 1 states, “Develop complete neighborhoods that meet the needs of all people within a comfortable walking or bicycling distance.”
- 4. Section [515-7-2](#), Subdivision 3B & Subdivision 4 – Variances may be granted when the applicant for the variances establishes that there are practical difficulties in complying with the Zoning Ordinance.
 - a. The property owner proposes to use the property in a reasonable manner not permitted by the Zoning Ordinance.
 - i. Schools are a conditional use within R-1 districts.
 - b. The plight of the landowner is due to circumstances unique to the property not created by the landowner.
 - i. Garfield Elementary was constructed in 1955. Since 1955, the size of the community has changed, and the addition to the gymnasium will further allow Garfield Elementary adjust to this growth and serve students in northeast Brainerd for years to come.
 - c. The variance, if granted, will not alter the essential character of the locality.
 - i. The property is currently used as an elementary school and will continue to be used as such.

As of this writing, a number of parties have contacted the Community Development Department with questions about the project, but none have expressed concerns or objections with it.

Staff Opinion

Staff recommends approval of the Variance application. Staff did make recommendations on the amended Conditional Use Permit application.

MEMO



TO: Planning Commission

FROM: James Kramvik, Assistant Planner

DATE: March 17, 2021

RE: CUP – 1120 10th Ave NE.

Laine Larson, Superintendent ISD #181, has submitted a request on behalf of Brainerd Public Schools – ISD #181 to amend the approved Conditional Use Permit to construct an addition to Garfield Elementary School at 1120 10th Ave NE.

Findings of Fact

1. Garfield Elementary School is located in a R-1 (Single Family Residential) District.
2. The operation of a school in a R-1 District is considered a conditional use per Section [515-54-5.F](#) of the Code of Ordinances.
3. The proposed addition includes a (1,529) square foot extension off the north east side of the building/ gymnasium. The (24.66) foot by (62) foot building extension will add recreational floor space.
4. The proposed addition must meet the following criteria as required by the aforementioned section of the Code:
 - a. The site accesses a major collector.
 - b. The site is landscaped in accordance with [Section 20](#) of the Zoning Code.
 - c. Off-street parking is provided in accordance with [Section 22](#) of the Zoning Code
 - d. Off-street loading and service entrances are provided as regulated by [Section 23](#) of the Zoning Code.
 - e. Emergency vehicle access is provided to and within the site.
5. No other elements are changing from the previous Conditional Use Permit approved by City Council on December 2nd 2019.

As of this writing, a number of parties have contacted the Community Development Department with questions about the project, but none have expressed concerns or objections with it.

Staff Opinion

Staff recommends approval of the CUP application with conditions. The planting of at least (2) shade trees of a 2" caliper size between the proposed addition and sidewalk along L Street NE. The tree planting will lessen the visual effects of the proposed building extension in relation to the height and decreased setback.



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: 1120 10th Ave NE, Brainerd, MN 56401

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: See attached Certificate of Survey
(attach description if lengthy)

Property Owner Name: Brainerd Public School - ISD 181

Street Address: 804 Oak Street City: Brainerd State: MN Zip Code 56401

Phone Number: 218-454-6900 Fax: 218-454-6901 E-mail: laine.larson@isd181.org

Applicant Name: (If different than Property Owner) Same as Owner

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

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

Description of Request: Garfield Elementary Additions & Renovations Variance Request

Variance request to add an expansion to the existing gymnasium at Garfield Elementary as indicated on the attached construction documents.

Laine D. Larson
Property Owner Signature

03-02-2021
Date

Laine D. Larson
(Please print name)

Laine D. Larson
Applicant Signature

03-02-2021
Date

Laine D. Larson
(Please print name)

(OVER)



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: 1120 10th Ave NE, Brainerd, MN 56401

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: See attached Certificate of Survey
(attach description if lengthy)

Property Owner Name: Brainerd Public School - ISD 181

Street Address: 804 Oak Street City: Brainerd State: MN Zip Code 56401

Phone Number: 218-454-6900 Fax: 218-454-6901 E-mail: laine.larson@isd181.org

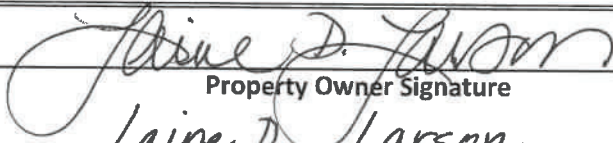
Applicant Name: (If different than Property Owner) Same as Owner

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

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

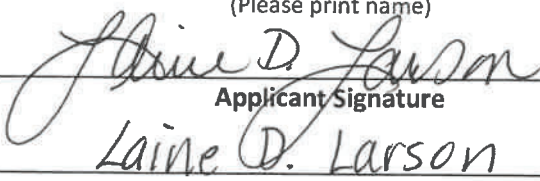
Description of Request: Garfield Elementary Additions & Renovations Amendment Request

Amendment to the existing Conditional Use Permit for the construction of the Garfield Elementary additions and renovation project consisting of; an added addition to the existing gymnasium as indicated on the attached construction documents.


Property Owner Signature

Laine D. Larson
(Please print name)

03-02-2021
Date

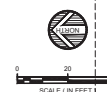

Applicant Signature

Laine D. Larson
(Please print name)

03-02-2021
Date

(OVER)

- CONTRACTOR SHALL CALL Gopher STATE ONE CALL PRIOR TO BEGINNING REMOVALS.
- THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY OWNER AND ENGINEER OF ANY DIFFERENCES BETWEEN THE FIELD AND PLAN.
- CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL AND SHALL BE IN COMPLIANCE WITH MINNESOTA UTILITY LOCATING AND MARKING SERVICES MANUAL AND TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS FIELD MANUAL. THE TRAFFIC CONTROL SHALL BE APPROVED BY THE ENGINEER PRIOR TO INSTALLATION.
- THE CONTRACTOR SHALL RECEIVE THE NECESSARY PERMISSION/PERMITS FOR ALL WORK LOCATED OUTSIDE OF THE MAINTENANCE RIGHT-OF-WAY OF THE LOCAL JURISDICTION.
- ALL CURB TO MEET MINNESOTA DEPARTMENT OF TRANSPORTATION SPECIFICATIONS FOR A TYPE "B618 CURB & GUTTER". UNLESS PLANS ARE MARKED OTHERWISE.
- ALL DIMENSIONS ARE TO BACK OF CURB UNLESS OTHERWISE NOTED.



Project Location:
1120 NE 10TH
AVENUE
BRAINERD, MN

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ALL DOCUMENTS HAVE BEEN REVIEWED FOR THE PROJECT ONLY. THE
FIRM DOES NOT HAVE ANY LIABILITY FOR THE PROJECTS OR PRODUCTS OF OTHER FIRMS. THE
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MARK	DATE	REVISION
1	12/05/19	ADDENDA #1
2	04/06/20	ASI #1
3	05/01/20	PR #5
4	07/16/20	CSI #01
5	01/28/21	PR #22

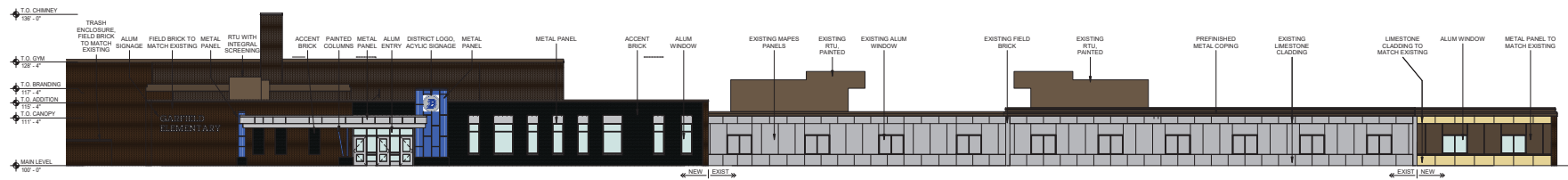
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the State of Minnesota.

Signature: Timothy T. Ramert
Printed Name: TIMOTHY T. RAMERT
Date: 11/18/2019 Reg. No: 41966

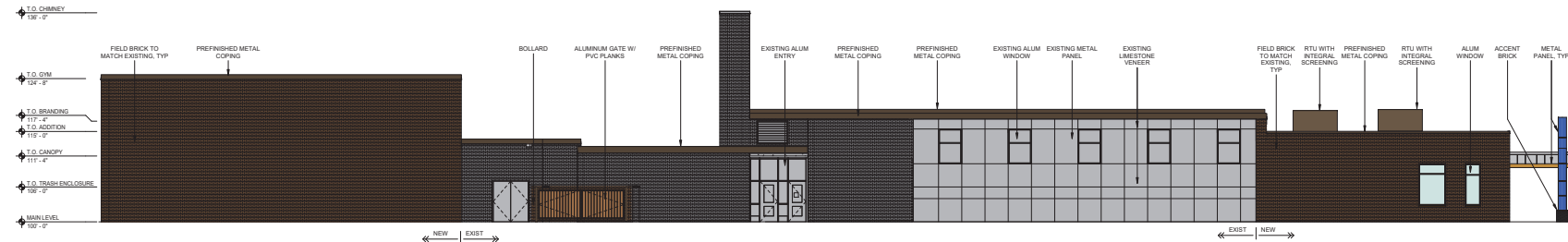
Project Information:
Project No. : 0281B0083.080
Drawn By : ERY
Checked By : TTR
Date : NOV. 2019
File Name:

Sheet Title:
SITE PLAN

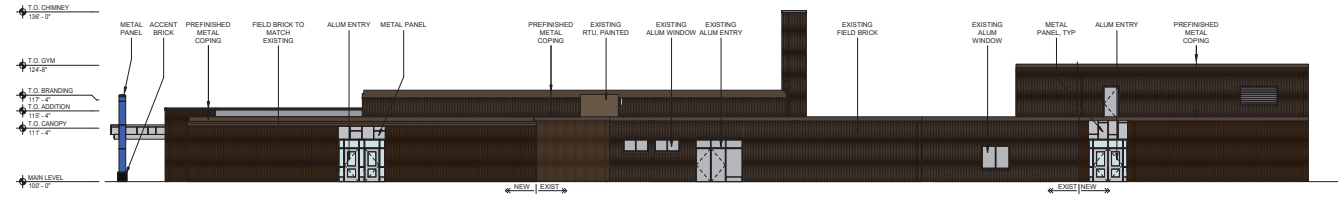
Sheet Number:
C5.01



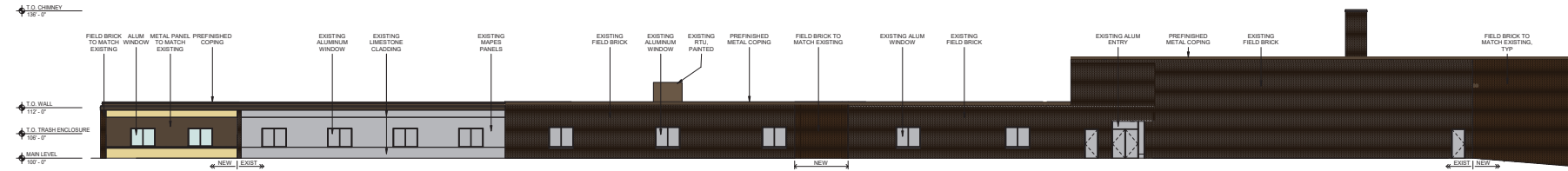
B1 WEST ELEVATION - OVERALL
3/32" = 1'-0"



C1 NORTH ELEVATION - OVERALL
1/8" = 1'-0"



E1 SOUTH ELEVATION - OVERALL
3/32" = 1'-0"



F1 EAST ELEVATION - OVERALL
3/32" = 1'-0"

CONDITIONAL USE PERMIT
NOT FOR CONSTRUCTION

Project Name:



**GARFIELD
ELEMENTARY
SCHOOL
GYM ADDITION**

Project Location:
1120 NE 10th Avenue
Brainerd, MN 56401

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Revision	Date	By

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.

Signature: _____
Printed Name: _____
Date: _____ Reg. No.: _____

Project Information:
Project No.: 192065
Drawn By: RG
Checked By: SK
Date: 01.28.2021
File Name: _____

Sheet Title:
EXTERIOR ELEVATIONS

Sheet Number:
CUP-02

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Independent School District #181 has submitted a request for a variance and Conditional Use Permit amendment for Garfield Elementary School located at 1120 10th Ave N.E., Brainerd, MN 56401. The purpose of the Conditional Use Permit amendment is to permit the construction of an addition to the existing gymnasium. The requested variance is from *Section 515-54-7.B Principle Building Setbacks*. The applicant is requesting a reduced side yard setback from 20 feet to 16 feet 5 ¾ inches. The property is legally described as:

Lot 12 and the South 30 feet of Lot 13, Block 4, GUSTAFSON'S ADDITION TO THE CITY OF BRAINERD, together with the vacated alley adjacent and accruing thereto

The South 45 feet of Lot 14, and Lot 13, EXCEPT the South 30 feet thereof, Block 4, GUSTAFSON'S ADDITION TO THE CITY OF BRAINERD, and the East ½ of adjacent vacated alley

Lots One (1), Two (2), Three (3), Four (4), Five (5), Six (6), Seven (7), Eight (8), Nine (9), Ten (10), Eleven (11) and Twelve (12), Block One (1), RYAN'S ADDITION TO THE CITY OF BRAINERD and Lots Three (3), Four (4), Five (5), Six (6), Seven (7) and Eight (8), Block Eight (8), SABIN'S ADDITION TO THE CITY OF BRAINERD

Lot One (1), Block Eight (8), SABIN'S ADDITION TO THE CITY OF BRAINERD

Lot Two (2), Block Eight (8), SABIN'S ADDITION TO THE CITY OF BRAINERD

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

A Public Hearing to consider the variance and Conditional Use Permit amendment requests will be conducted by the Brainerd Planning Commission at 6:00 p.m. on Wednesday, March 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, March 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 March 2021

Publication Date: March 7, 2021



David C. Chanski, MPA
Community Development Director