

CITY COUNCIL AGENDA

Brainerd, Minnesota

May 3, 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: 187 341 9208

Meetings are also live-streamed to the City of Brainerd YouTube channel.

1. Call To Order - 7:30 PM

2. Roll Call

___ T. Erickson ___ M. O'Day ___ K. Stunek ___ G. Johnson

___ D. Pritschet ___ T. Stenglein ___ 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:

012021-04272021 PREPAID INVOICE REGISTER.pdf
050321 COUNCIL AP REGISTER.pdf

B. Approval Of Minutes

1. Regular Meeting Held on April 19, 2021

Documents:

20210419_CC draft.pdf

C. Approval Of Licenses

Contractor Licenses - 7

Documents:

Contractor Licenses 2021-05-03.pdf

D. Department Activity Reports

1. Fire Chief
2. Parks Recreation and Maintenance

Documents:

Fire Chief Report.pdf
Parks Recreation.pdf

E. 2020 Audits For Brainerd Public Utility And Brainerd HRA

Documents:

2020 Audits.pdf

F. Approval Of 2021 Temporary Employee Hirings

Documents:

Auth Temps.pdf

G. Minnesota Lawful Gambling Premises Permit Application - Adopt Resolution To Allow Lawful Gambling By Confidence Learning Center At 5Rocks Distilling, 25 Washington St. NE., Brainerd, MN

6. Presentations

A. Camp Ripley's Annual Presentation

Documents:

2021 Community Brief.pdf

B. Update From Library Board - Ms. Mary Koep

Documents:

Library Board.pdf

1. Library Update Ms. Mary Koep

Documents:

Brainerd Library Board Update.pdf

7. Council Committee Reports

A. Personnel And Finance Committee - 7:00 P.M.

WebEx Teleconference Information

- Call Toll-Free: 844-992-4726

- Access Code: 187 902 0363

Documents:

20210503_PF.pdf

1. Request From Brainerd Community Action For 4th Of July Fireworks Donation

Documents:

BCA Fireworks Donation Request.pdf

2. Approval Of Memorandum Of Agreement With IBEW BPU Union For Hiring A Wastewater Intern/Operator

Documents:

MOA Eric Klein.pdf

3. Authorize Street Maintenance II Promotional Process

Documents:

Street Maint II.pdf

4. Authorize Hiring A Police Intern

Documents:

Authorize Hiring a Police Intern.pdf

5. Update On Police Chief Eligibility List

Documents:

Update on Police Chief Eligibility List Process 5_3_21.pdf

- a. Police Chief Hiring Update

Documents:

Police Chief Hiring Update.pdf

6. Request Approval To Dispose Of Surplus Equipment - Council Tablets

Documents:

Dispose of Surplus.pdf

7. Authorization To Purchase Flowers For Downtown

Documents:

Authorization to Purchase Flowers for Downtown.pdf

8. Annual Delegation To Perform Electronic Transfers

Documents:

Annual Delegation-Electronic Transfers.pdf

B. Safety And Public Works Committee -6:45 P.M.

WebEx Teleconference Information

- Call Toll-Free: 844-992-4726
- Access Code: 187 957 5535

Documents:

20210503_SPW.pdf

1. Request To Approve Event And Street Closure Application - DDBC
"Here For Good" Market

Documents:

DDBC Here for Good Event.pdf

2. Request To Approve Change Order For Improvement 21-07 - City Hall
Parking Lot And Alley Resurfacing And ADA Upgrades Project

Documents:

Parking Lot Change Order.pdf

3. Request To Designate Certain Tax-Forfeit Parcels As Non-
Conservation For Direct Sale

Documents:

Tax-Forfeit Parcels.pdf

4. Request To Accept Proposal For Materials Testing Services -
Improvement 19-01 - NW 4th Street Reconstruction

Documents:

Braun Intertec Proposal.pdf

5. Request To Adopt Resolution Of Support For The Mississippi River -
Brainerd Watershed: One Watershed, One Plan

Documents:

Res - One Watershed One Plan.pdf

6. Resolution - Accepting Quote - Improvement 19-19 - NW 3rd Street And Jackson Street Reconstruction Project

Documents:

Res - Accept Quote Improvement 19-19.pdf

7. Request To Set Annual Municipal Separate Storm Sewer Public Hearing

Documents:

Set MS4 Public Hearing.pdf

8. Resolution For Local Road Improvement Grant 24:21

Documents:

RES 24 _21 - Local Road Imp.docx

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 2021) - 2 terms (Expire 2022)

Charter Commission - 1 term (Expire 2022)

Park Board - 1 term (Expire 2024)

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. **Consideration Of Comprehensive Plan Amendment**

Documents:

Consideration of Comprehensive Plan Amendment.pdf

B. Front Yard Setback Variance - Lots 24 Through 40, Block 9 Northtown

Documents:

Variance Setbacks.pdf

C. Preliminary Plat - Lots 24 Through 40 And Outlot C, Northtown

Documents:

Preliminary Plat - Lots 24 through 40 and Outlot C, Northtown.pdf

D. Preliminary Plat - Outlot B, Brainerd Oaks

Documents:

Preliminary Plat - Outlot B, Brainerd Oaks.pdf

E. Consideration Of Resolution Temporarily Eliminating Patio Size Restrictions

Documents:

Res - Patio Size.pdf

F. Conditional Use Permit - CC's Bar Patio

Documents:

Conditional Use Permit - CCs Bar Patio.pdf

G. Conditional Use Permit - O'Neary's Irish Pub Patio

Documents:

Conditional Use Permit - ONearys Irish Pub Patio.pdf

H. Consideration Of Request To Amend Section 900 Of The City Code

Documents:

Consideration of Request to Amend Section 900 of the City Code.pdf

I. Resolution Supporting A 2nd Amtrak Passenger Train

Documents:

Res Supporting 2nd Train.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**

Personnel & Finance Committee will meet at 7:00 P.M.

WebEx Teleconference Call In Info:

Call Toll-Free: 844-992-4726

Access Code: 187 902 0363

Safety & Public Works Committee will meet at 6:45 P.M.

WebEx Teleconference Call In Info:

Call Toll-Free: 844-992-4726

Access Code: 187 957 5535

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"

04/27/2021 03:26 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 01/01/2021 - 04/30/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 1/4

Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 2705 - AITKIN POLICE D:							
4TH QTR 2020							
64462	AITKIN POLICE DEPARTMENT	12/01/2020	02/19/2021	1,614.77	0.00	Paid	Y
	TZD 4TH QTR 2020	pziemer					12/31/2020
225-0000-20800	DUE TO OTHER GOVT UNITS			1,614.77			
	Total for vendor 2705 - AITKIN POLICE D:			1,614.77	0.00		
Vendor 2068 - BAXTER POLICE D:							
4TH QTR 2020							
64463	BAXTER POLICE DEPARTMENT	12/01/2020	02/19/2021	4,043.62	0.00	Paid	Y
	TZD 4TH QTR 2020	pziemer					12/31/2020
225-0000-20800	DUE TO OTHER GOVT UNITS			4,043.62			
	Total for vendor 2068 - BAXTER POLICE D:			4,043.62	0.00		
Vendor 0076 - BRAINERD AMATEUR HOCKEY FOUNDATION:							
NW 4TH ST IMP 19-01							
65309	BAHF	04/19/2021	04/22/2021	30,000.00	0.00	Paid	Y
	PRIVATE PROP STTLMNT AGRMNT	pziemer					04/22/2021
401-1901-43430	MISCELLANEOUS			30,000.00			
	Total for vendor 0076 - BRAINERD AMATEUR HOCKEY FOUNDATION:			30,000.00	0.00		
Vendor 0447 - CDW GOVERNMENT,:							
4251751 - REISSUE							
65118	CDW GOVERNMENT, INC	12/31/2020	04/06/2021	457.43	0.00	Paid	Y
	TONER - COM DEV	pziemer					04/06/2021
101-1940-42200	OFFICE SUPPLIES			457.43			
	Total for vendor 0447 - CDW GOVERNMENT,:			457.43	0.00		
Vendor 3873 - CENTRAL TRAILER SALES, INC:							
DSC 10160							
63894	CENTRAL TRAILER SALES, INC	01/07/2021	01/08/2021	6,619.00	0.00	Paid	Y
	7G1BE1421ME010160 TRAILER - B-LAKES	pziemer					01/08/2021
225-2120-43430	B-LAKEZ T MISCELLANEOUS			6,619.00			
	Total for vendor 3873 - CENTRAL TRAILER SALES, INC:			6,619.00	0.00		
Vendor 2071 - CUYUNA POLICE D:							
4TH QTR 2020							
64465	CUYUNA POLICE DEPARTMENT	12/01/2020	02/19/2021	500.44	0.00	Paid	Y
	TZD 4TH QTR 2020	pziemer					12/31/2020
225-0000-20800	DUE TO OTHER GOVT UNITS			500.44			
	Total for vendor 2071 - CUYUNA POLICE D:			500.44	0.00		

04/27/2021 03:26 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 01/01/2021 - 04/30/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 2/4

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
Vendor 0133 - CWC RECORDER:							
IMP 19-01							
64316	CWC RECORDER	02/05/2021	02/05/2021	210.60	0.00	Paid	Y
	IMP 19-01 DEED TAX AND RECORDING FEE	pziemer					02/05/2021
401-1901-43350	LEGAL PUBLICATIONS			210.60			
	Total for vendor 0133 - CWC RECORDER:			210.60	0.00		
Vendor 1156 - CWC SHERIFF:							
4TH QTR 2020							
64464	CWC SHERIFF	12/01/2020	02/19/2021	603.34	0.00	Paid	Y
	TZD 4TH QTR 2020	pziemer					12/31/2020
225-0000-20800	DUE TO OTHER GOVT UNITS			603.34			
	Total for vendor 1156 - CWC SHERIFF:			603.34	0.00		
Vendor 1617 - MN MUNICIPAL UT:							
56984							
64469	MN MUNICIPAL UTILITIES ASSN	01/20/2021	02/19/2021	37.50	0.00	Paid	Y
	PRE-EMPLOYMENT TESTING FEE FOR DRUG/	pziemer					02/19/2021
260-9020-43324	SAFETY TRAINING/PHYSICALS			37.50			
56986							
64470	MN MUNICIPAL UTILITIES ASSN	01/20/2021	02/19/2021	37.50	0.00	Paid	Y
	PRE-EMPLOYMENT TESTING FEE FOR DRUG	pziemer					02/19/2021
230-5200-43430	MISCELLANEOUS			37.50			
	Total for vendor 1617 - MN MUNICIPAL UT:			75.00	0.00		
Vendor 0427 - NISSWA POLICE D:							
4TH QTR 2020							
64466	NISSWA POLICE DEPT	12/01/2020	02/19/2021	1,983.53	0.00	Paid	Y
	TZD 4TH QTR 2020	pziemer					12/31/2020
225-0000-20800	DUE TO OTHER GOVT UNITS			1,983.53			
	Total for vendor 0427 - NISSWA POLICE D:			1,983.53	0.00		
Vendor 2073 - PEQUOT LAKES PO:							
4TH QTR 2020							
64467	PEQUOT LAKES POLICE DEPARTMENT	12/01/2020	02/19/2021	900.61	0.00	Paid	Y
	TZD 4TH QTR 2020	pziemer					12/31/2020
225-0000-20800	DUE TO OTHER GOVT UNITS			900.61			
	Total for vendor 2073 - PEQUOT LAKES PO:			900.61	0.00		
Vendor 1636 - SCR - NORTHERN:							
W32275							
64740	SCR - NORTHERN BAXTER	12/24/2020	03/05/2021	523.50	0.00	Paid	Y
	LIBRARY AHU HEAT VALVE OPERATION	pziemer					12/31/2020

04/27/2021 03:26 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 01/01/2021 - 04/30/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 3/4

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
211-5500-45500	CAPITAL OUTLAY			523.50			
	Total for vendor 1636 - SCR - NORTHERN:			523.50	0.00		
Vendor 3138 - ST. LOUIS MRO I:							
50922							
64468	ST. LOUIS MRO INC.	01/01/2021	02/19/2021	24.50	0.00	Paid	Y
	PRE-EMPLOYMENT TESTING	pziemer					02/19/2021
225-2120-43300	PROFESSIONAL SERVICES			24.50			
	Total for vendor 3138 - ST. LOUIS MRO I:			24.50	0.00		
Vendor 0329 - TOMS BACKHOE SE:							
14-15 FINAL							
65127	TOMS BACKHOE SERVICE INC	04/07/2021	04/07/2021	125,000.00	0.00	Paid	Y
	SETTLEMENT - FINAL	pziemer					04/07/2021
401-0000-20700	DUE TO OTHER FUNDS			125,000.00			
	Total for vendor 0329 - TOMS BACKHOE SE:			125,000.00	0.00		
# of Invoices:	15	# Due:	0	Totals:	172,556.34	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				172,556.34	0.00		

--- TOTALS BY GL DISTRIBUTION ---

101-1940-42200	OFFICE SUPPLIES	457.43
211-5500-45500	CAPITAL OUTLAY	523.50
225-0000-20800	DUE TO OTHER GOVT UNITS	9,646.31
225-2120-43300	PROFESSIONAL SERVICES	24.50
225-2120-43430	MISCELLANEOUS	6,619.00
230-5200-43430	MISCELLANEOUS	37.50
260-9020-43324	SAFETY TRAINING/PHYSICALS	37.50
401-0000-20700	DUE TO OTHER FUNDS	125,000.00
401-1901-43350	LEGAL PUBLICATIONS	210.60
401-1901-43430	MISCELLANEOUS	30,000.00

04/27/2021 03:26 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 01/01/2021 - 04/30/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 4/4

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			457.43	0.00		
	211 - LIBRARY FUND			523.50	0.00		
	225 - PUBLIC SAFETY FUND			16,289.81	0.00		
	230 - PARK & RECREATION FUND			37.50	0.00		
	260 - AIRPORT FUND			37.50	0.00		
	401 - CONSTRUCTION FUND			155,210.60	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			134,646.31	0.00		
	1901 - 19:01 NW 4TH STREET IMPR			30,210.60	0.00		
	1940 - CITY HALL			457.43	0.00		
	2120 - POLICE DEPARTMENT			6,643.50	0.00		
	5200 - PARK MAIN/ADMINISTRATION			37.50	0.00		
	5500 - LIBRARY-BUDGETED			523.50	0.00		
	9020 - AIRPORT M & O			37.50	0.00		

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

GABE JOHNSON

KEVIN STUNEK

TIFFANY STENGLEIN

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 1/35

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 0011 - ACE HARDWARE:							
296238							
65375	ACE HARDWARE	04/20/2021	05/05/2021	13.49	13.49	Open	N
	SQD 428 - SPLICING	pziemer					05/05/2021
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			13.49			
296349							
65397	ACE HARDWARE	04/23/2021	05/05/2021	89.98	89.98	Open	N
	SLEDGE HAMMER	pziemer					05/05/2021
235-3100-42220	REPAIR & MAINT			89.98			
295578							
65488	ACE HARDWARE	04/01/2021	05/05/2021	8.98	8.98	Open	N
	DOOR KICK/DOOR STOP	pziemer					05/05/2021
211-5500-42220	REPAIR & MAINT			8.98			
296005							
65496	ACE HARDWARE	04/09/2021	05/05/2021	5.98	5.98	Open	N
	SINGLE CUT KEY - LIBRARY	pziemer					05/05/2021
211-5500-42220	REPAIR & MAINT			5.98			
Total for vendor 0011 - ACE HARDWARE:				118.43	118.43		
Vendor 2902 - ADVANCE AUTO PA:							
6574110585379							
65310	ADVANCE AUTO PARTS	04/15/2021	05/05/2021	5.98	5.98	Open	N
	SHACKLE TOOL BEARING	pziemer					05/05/2021
235-3100-42220	REPAIR & MAINT			5.98			
6574110927289							
65374	ADVANCE AUTO PARTS	04/19/2021	05/05/2021	19.25	19.25	Open	N
	VAC TRUCK SEAT COVER	pziemer					05/05/2021
237-3190-42220	REPAIR & MAINT			19.25			
6574111285594							
65485	ADVANCE AUTO PARTS	04/22/2021	05/05/2021	23.44	23.44	Open	N
	TRUCK 108 CABIN AIR FILTER	pziemer					05/05/2021
235-3125-42220	REPAIR & MAINT			23.44			
6574111285593							
65486	ADVANCE AUTO PARTS	04/22/2021	05/05/2021	26.58	26.58	Open	N
	HYDRAULIC BY-PASS VALVE AND LUBE	pziemer					05/05/2021
235-3125-42220	REPAIR & MAINT			26.58			
Total for vendor 2902 - ADVANCE AUTO PA:				75.25	75.25		
Vendor 0039 - AMERIPRIDE LINE:							
2201461969							
65373	ARAMARK UNIFORM	04/22/2021	05/05/2021	68.17	68.17	Open	N
	RUGS AND OVERALLS	pziemer					05/05/2021
235-3100-43430	MISCELLANEOUS			68.17			

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 2/35

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
2201464710							
65511	ARAMARK UNIFORM	04/29/2021	05/05/2021	94.33	94.33	Open	N
	RUGS AND OVERALLS	pziemer					05/05/2021
235-3100-43430	MISCELLANEOUS			94.33			
Total for vendor 0039 - AMERIPRIDE LINE:				162.50	162.50		

Vendor 3908 - BEAUDRY OIL & PROPANE:

1809667/FD							
65391	BEAUDRY OIL & PROPANE	04/13/2021	05/05/2021	190.34	190.34	Open	N
	ARFF TRAINING PROPANE	pziemer					05/05/2021
225-2220-43330	PROFESSIONAL DEVELOPMENT			190.34			
1809668/FD							
65392	BEAUDRY OIL & PROPANE	04/13/2021	05/05/2021	173.50	173.50	Open	N
	ARFF TRAINING PROPANE	pziemer					05/05/2021
225-2220-43330	PROFESSIONAL DEVELOPMENT			173.50			
4/14/21							
65393	BEAUDRY OIL & PROPANE	04/14/2021	05/05/2021	125.19	125.19	Open	N
	ARFF TRAINING PROPANE	pziemer					05/05/2021
225-2220-43330	PROFESSIONAL DEVELOPMENT			125.19			
Total for vendor 3908 - BEAUDRY OIL & PROPANE:				489.03	489.03		

Vendor 3508 - BIG RIVER GROUP:

#1 OF 2							
65483	BIG RIVER GROUP LLC	04/01/2021	05/05/2021	3,112.50	3,112.50	Open	N
	FIRST HALF 2021 PLANNING PROJECT	pziemer					05/05/2021
295-6510-43430	MISCELLANEOUS			3,112.50			
Total for vendor 3508 - BIG RIVER GROUP:				3,112.50	3,112.50		

Vendor 3120 - BOLTON & MENK:

0266494							
65357	BOLTON & MENK	03/31/2021	05/05/2021	6,972.50	6,972.50	Open	N
	IMP 19:01 THRU 3/31/21	pziemer					05/05/2021
401-1901-43300	PROFESSIONAL SERVICES			6,972.50			
0266495							
65358	BOLTON & MENK	03/31/2021	05/05/2021	220.00	220.00	Open	N
	IMP 19-19 THRU 3/31/21	pziemer					05/05/2021
401-1919-43300	PROFESSIONAL SERVICES			220.00			
Total for vendor 3120 - BOLTON & MENK:				7,192.50	7,192.50		

Vendor 0065 - BOYER TRUCKS RO:

03P1435							
65312	BOYER TRUCKS ROGERS	04/15/2021	05/05/2021	170.00	170.00	Open	N
	SHOP FREON	pziemer					05/05/2021

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 3/35

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
235-3100-42220	REPAIR & MAINT			170.00			
03P1353							
65313	BOYER TRUCKS ROGERS	04/15/2021	05/05/2021	234.45	234.45	Open	N
	TRUCK 108 DOT REPAIRS	pziemer					05/05/2021
235-3100-42220	REPAIR & MAINT			234.45			
03P1510							
65361	BOYER TRUCKS ROGERS	04/19/2021	05/05/2021	729.43	729.43	Open	N
	TRUCK 108 REPLACEMENT RADIATOR	pziemer					05/05/2021
235-3125-42220	REPAIR & MAINT			729.43			
03P1949							
65487	BOYER TRUCKS ROGERS	04/27/2021	05/05/2021	1,406.40	1,406.40	Open	N
	ASSORTED HYDRAULIC FITTINGS	pziemer					05/05/2021
235-3100-42220	REPAIR & MAINT			1,406.40			
	Total for vendor 0065 - BOYER TRUCKS RO:			2,540.28	2,540.28		

Vendor 2732 - BRAINERD LIBRAR:

4/26/2021							
65480	BRAINERD LIBRARY PETTY CASH	04/26/2021	05/05/2021	15.00	15.00	Open	N
	DESK FROM RESTORE	pziemer					05/05/2021
211-5500-42200	OFFICE SUPPLIES			15.00			
	Total for vendor 2732 - BRAINERD LIBRAR:			15.00	15.00		

Vendor 0296 - BRAINERD PUBLIC:

WATER TANK PROJ.							
65492	BRAINERD PUBLIC UTILITIES	04/19/2021	05/05/2021	976,000.00	976,000.00	Open	N
	WATER AVAILABILITY CHARGES 4/19/21 C	pziemer					05/05/2021
233-0000-43430	MISCELLANEOUS			976,000.00			
	Total for vendor 0296 - BRAINERD PUBLIC:			976,000.00	976,000.00		

Vendor 3598 - BS&A SOFTWARE:

134094							
65465	BS&A SOFTWARE	04/27/2021	05/05/2021	76.00	76.00	Open	N
	BS&A ONLINE PERMIT SERVICE FEE 10/7/2	pziemer					05/05/2021
101-1800-43309	COMPUTER SUPPORT			76.00			
	Total for vendor 3598 - BS&A SOFTWARE:			76.00	76.00		

Vendor 0447 - CDW GOVERNMENT,:

B633535							
65351	CDW GOVERNMENT, INC	04/12/2021	05/05/2021	1,102.04	1,102.04	Open	N
	CDWG - DELL MONITOR 27IN QTY 4	pziemer					05/05/2021
203-9000-42200	OFFICE SUPPLIES			1,102.04			

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 4/35

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
B499200							
65352	CDW GOVERNMENT, INC	04/08/2021	05/05/2021	415.20	415.20	Open	N
	CDWG - WEBCAM AVERMEDIA LIVE STREAMING	pziemer					05/05/2021
101-1800-42210	OPERATING SUPPLIES			415.20			
B593236							
65353	CDW GOVERNMENT, INC	04/08/2021	05/05/2021	3,244.09	3,244.09	Open	N
	CDWG - MERAKI WIFI AND MDM LICENSES	pziemer					05/05/2021
101-1800-43309	COMPUTER SUPPORT			2,027.56			
101-0000-15510	PREPAID OTHER - 4.5 MONTHS			1,216.53			
B710800							
65464	CDW GOVERNMENT, INC	04/13/2021	05/05/2021	12.99	12.99	Open	N
	CDWG - USB CABLES QTY 3	pziemer					05/05/2021
101-1800-42210	OPERATING SUPPLIES			12.99			
	Total for vendor 0447 - CDW GOVERNMENT,:			4,774.32	4,774.32		
Vendor 0307 - CENTERPOINT ENE:							
6032449-8/APR 21							
65378	CENTERPOINT ENERGY	04/19/2021	05/05/2021	632.03	632.03	Open	N
	3/17-4/15 LIBRARY UTILITIES	pziemer					05/05/2021
211-5500-43380	UTILITIES			632.03			
5942870-6/APR 21							
65379	CENTERPOINT ENERGY	04/19/2021	05/05/2021	251.79	251.79	Open	N
	3/17-4/15 CITY HALL UTILITIES	pziemer					05/05/2021
101-1940-43380	UTILITIES			251.79			
6031615-5/APR 21							
65380	CENTERPOINT ENERGY	04/19/2021	05/05/2021	152.12	152.12	Open	N
	3/17-4/15 ANNEX UTILITIES	pziemer					05/05/2021
101-1940-43380	UTILITIES			152.12			
5956221-5/APR 21							
65381	CENTERPOINT ENERGY	04/19/2021	05/05/2021	85.38	85.38	Open	N
	3/17-4/15 PD UTILITIES	pziemer					05/05/2021
225-2120-43380	UTILITIES			85.38			
5974635-4/APR 21							
65382	CENTERPOINT ENERGY	04/19/2021	05/05/2021	387.54	387.54	Open	N
	3/17-4/15 STREETS UTILITIES	pziemer					05/05/2021
235-3100-43380	UTILITIES			387.54			
11078538-3/APR 21							
65394	CENTERPOINT ENERGY	04/19/2021	05/05/2021	115.29	115.29	Open	N
	3/17-4/15 NE STATION	pziemer					05/05/2021
225-2220-43380	UTILITIES			115.29			
6004720-6/APR 21							
65395	CENTERPOINT ENERGY	04/19/2021	05/05/2021	241.46	241.46	Open	N
	3/15-4/17 MAIN FIRE STATION	pziemer					05/05/2021
225-2220-43380	UTILITIES			241.46			

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 5/35

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
5933799-8/APR 21							
65498	CENTERPOINT ENERGY	04/19/2021	05/05/2021	129.17	129.17	Open	N
	3/17/21-4/15/21 PARKS UTILITIES	pziemer					05/05/2021
230-5200-43380	UTILITIES			129.17			
	Total for vendor 0307 - CENTERPOINT ENE:			1,994.78	1,994.78		

Vendor 1333 - CHAMBERLAIN OIL:

355909-00							
65366	CHAMBERLAIN OIL COMPANY	04/21/2021	05/05/2021	478.76	478.76	Open	N
	WHEEL HUB LUBRICANT	pziemer					05/05/2021
235-3100-42220	REPAIR & MAINT			478.76			
	Total for vendor 1333 - CHAMBERLAIN OIL:			478.76	478.76		

Vendor 1217 - CWC AUDITOR-TRE:

4133							
65385	CWC AUDITOR-TREASURER	04/20/2021	05/05/2021	5,000.00	5,000.00	Open	N
	2021 ESRI ELA CONTRACT W/CWC	pziemer					05/05/2021
101-1800-43309	COMPUTER SUPPORT			5,000.00			
	Total for vendor 1217 - CWC AUDITOR-TRE:			5,000.00	5,000.00		

Vendor 0133 - CWC RECORDER:

21-5934							
65475	CWC RECORDER	04/21/2021	05/05/2021	92.00	92.00	Open	N
	RIGHT OF WAY & EASEMENT	pziemer					05/05/2021
401-1901-43430	MISCELLANEOUS			92.00			
	Total for vendor 0133 - CWC RECORDER:			92.00	92.00		

Vendor 3438 - D - D BEVERAGE,:

1384425							
65360	D - D BEVERAGE, LLC	04/20/2021	05/05/2021	37.40	37.40	Open	N
	BREAKROOM PAPER TOWELS - STREETS	pziemer					05/05/2021
235-3100-42220	REPAIR & MAINT			37.40			
	Total for vendor 3438 - D - D BEVERAGE,:			37.40	37.40		

Vendor 2742 - DVS:

556NNZ/2021							
65404	DVS	04/01/2021	05/05/2021	26.00	26.00	Open	N
	SQD 401 REGISTRATION RENEWAL	pziemer					05/05/2021
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			26.00			
	Total for vendor 2742 - DVS:			26.00	26.00		

Vendor 1286 - EAST SIDE OIL C:

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 6/35

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
R92413							
65350	EAST SIDE OIL COMPANY	04/14/2021	05/05/2021	200.00	200.00	Open	N
	OIL & FILTERS	pziemer					05/05/2021
	227-3230-43428			200.00			
	USED OIL RECYCLING EXPENSE						
	Total for vendor 1286 - EAST SIDE OIL C:			200.00	200.00		

Vendor 3395 - EMERGENCY RESPO:

P34475							
65500	MACQUEEN EMERGENCY	04/28/2021	05/05/2021	85.41	85.41	Open	N
	SWITCHER HEAD FIN REPLACEMENT	pziemer					05/05/2021
	237-3190-42220			85.41			
	REPAIR & MAINT						
	Total for vendor 3395 - EMERGENCY RESPO:			85.41	85.41		

Vendor 3800 - ENVIROTECH:

64286/CH							
65471	ENVIROTECH	04/26/2021	05/05/2021	1,765.00	1,765.00	Open	N
	MAY 21 CITY HALL JANITORIAL	pziemer					05/05/2021
	101-1940-43300			1,765.00			
	PROFESSIONAL SERVICES						
64286/FD							
65472	ENVIROTECH	04/27/2021	05/05/2021	238.00	238.00	Open	N
	MAY 21 FIRE DEPT JANITORIAL	pziemer					05/05/2021
	225-2220-43300			238.00			
	PROFESSIONAL SERVICES						
64286/PD							
65473	ENVIROTECH	04/27/2021	05/05/2021	1,255.00	1,255.00	Open	N
	MAY 21 POLICE DEPT JANITORIAL	pziemer					05/05/2021
	225-2120-43300			1,255.00			
	PROFESSIONAL SERVICES						
64286/STRTS							
65474	ENVIROTECH	04/27/2021	05/05/2021	238.00	238.00	Open	N
	MAY 21 STREET DEPT JANITORIAL	pziemer					05/05/2021
	235-3100-43300			238.00			
	PROFESSIONAL SERVICES						
	Total for vendor 3800 - ENVIROTECH:			3,496.00	3,496.00		

Vendor 1815 - F.I.R.E. CROSSL:

4964							
65405	F.I.R.E. CROSSLAKE	04/15/2021	05/05/2021	1,250.00	1,250.00	Open	N
	TECH ROPE RESCUE TRAINING	pziemer					05/05/2021
	225-2220-43330			1,250.00			
	PROFESSIONAL DEVELOPMENT						
	Total for vendor 1815 - F.I.R.E. CROSSL:			1,250.00	1,250.00		

Vendor MISC - GO PERMITS LLC:

00035910							
65476	GO PERMITS LLC	04/28/2021	05/05/2021	108.80	108.80	Open	N
	BD Payment Refund	pziemer					05/05/2021

Inv Num	Vendor		Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Inv Ref#	Description		Entered By					
Vendor 1913 - GRAND FORKS FIR:								
31583 65469	GRAND FORKS FIRE EQUIPMENT LLC HELMET		04/22/2021 pziermer	05/05/2021	332.97	332.97	Open	N 05/05/2021
225-2220-42250	PERSONAL PROTECTIVE GEAR				332.97			
	Total for vendor MISC - GO PERMITS LLC:				108.80	108.80		
Vendor 3011 - GUARDIAN PEST C:								
2237712 65489	GUARDIAN PEST CONTROL INC PEST CONTROL CHECKS/ADJUSTMENTS		04/02/2021 pziermer	05/05/2021	55.00	55.00	Open	N 05/05/2021
211-5500-42220	REPAIR & MAINT				55.00			
	Total for vendor 3011 - GUARDIAN PEST C:				55.00	55.00		
Vendor 0209 - HEARTLAND TIRE:								
3023908 65367	HEARTLAND TIRE INC. SQD 429 1 TIRE		04/17/2021 pziermer	05/05/2021	148.66	148.66	Open	N 05/05/2021
225-2120-42221	SQUAD CAR REPAIR SUPPLIES				148.66			
	Total for vendor 0209 - HEARTLAND TIRE:				148.66	148.66		
Vendor 3636 - HRGREEN:								
142712 65477	HARGREEN IMP 21-11 PROF SVS THRU 3/31/21		04/14/2021 pziermer	05/05/2021	2,850.00	2,850.00	Open	N 05/05/2021
401-9030-43300-21:11	PROFESSIONAL SERVICES				2,850.00			
142711 65494	HARGREEN IMP 20:08 BRD MN H & H MODEL THRU 3/31/21		04/14/2021 pziermer	05/05/2021	2,219.25	2,219.25	Open	N 05/05/2021
401-9030-43300-20:08	PROFESSIONAL SERVICES				2,219.25			
	Total for vendor 3636 - HRGREEN:				5,069.25	5,069.25		
Vendor 3056 - KDP FIRE LLC:								
1632 65390	ARFF SPECIALISTS, LLC ARFF TRAINING		04/13/2021 pziermer	05/05/2021	6,000.00	6,000.00	Open	N 05/05/2021
225-2220-43330	PROFESSIONAL DEVELOPMENT				6,000.00			
	Total for vendor 3056 - KDP FIRE LLC:				6,000.00	6,000.00		
Vendor 0221 - KITCHIGAMI REGI:								

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 8/35

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
2021 LEVY/1ST HALF							
65512	KITCHIGAMI REG LIBRARY	04/01/2021	05/05/2021	43,208.00	43,208.00	Open	N
	1ST HALF 2021 LEVY/AUTOMATION REPAIR/pziemer						05/05/2021
	211-5500-43401			4,659.00			
	211-5500-43450			38,549.00			
	Total for vendor 0221 - KITCHIGAMI REGI:			43,208.00	43,208.00		
Vendor 3545 - KITCHIGAMI REGI:							
4/9/21							
65491	KITCHIGAMI REGIONAL LIBRARY - CC	04/09/2021	05/05/2021	152.00	152.00	Open	N
	3/17/21-4/9/21 LIBRARY CREDIT CARDS pziemer						05/05/2021
	211-0000-20800			152.00			
	DUE TO OTHER GOVT UNITS						
	Total for vendor 3545 - KITCHIGAMI REGI:			152.00	152.00		
Vendor 0223 - L & M STEEL:							
032510							
65467	L & M STEEL	04/01/2021	05/05/2021	450.00	450.00	Open	N
	FUSION HITCH ADAPTION FOR STINGER	pziemer					05/05/2021
	235-3100-42220			450.00			
	REPAIR & MAINT						
032752							
65468	L & M STEEL	04/07/2021	05/05/2021	130.00	130.00	Open	N
	SKID STEER QUICK CONNECT PLATE	pziemer					05/05/2021
	235-3100-42220			130.00			
	REPAIR & MAINT						
	Total for vendor 0223 - L & M STEEL:			580.00	580.00		
Vendor 3469 - LAKES AREA MAT:							
20210427 #522							
65460	LAKES AREA MAT SERVICE INC	04/27/2021	05/05/2021	42.56	42.56	Open	N
	CITY HALL FLOOR MATS	pziemer					05/05/2021
	101-1940-43410			42.56			
	RENTAL EXPENSE						
20210413 #522							
65461	LAKES AREA MAT SERVICE INC	04/13/2021	05/05/2021	42.56	42.56	Open	N
	CITY HALL FLOOR MATS	pziemer					05/05/2021
	101-1940-43410			42.56			
	RENTAL EXPENSE						
20210413 #520							
65462	LAKES AREA MAT SERVICE INC	04/13/2021	05/05/2021	41.44	41.44	Open	N
	POLICE DEPT FLOOR MATS	pziemer					05/05/2021
	225-2120-43300			41.44			
	PROFESSIONAL SERVICES						
20210427 #520							
65463	LAKES AREA MAT SERVICE INC	04/27/2021	05/05/2021	41.44	41.44	Open	N
	POLICE DEPT FLOOR MATS	pziemer					05/05/2021
	225-2120-43300			41.44			
	PROFESSIONAL SERVICES						
	Total for vendor 3469 - LAKES AREA MAT:			168.00	168.00		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Inv Ref#	Description	Entered By					
GL Distribution	GRANT						
Vendor 3627 - LAKES AREA WILD:							
APRIL 2021							
65376	LAKES AREA WILDLIFE CONTROL	04/22/2021	05/05/2021	2,298.00	2,298.00	Open	N
	APR 21 ANIMAL CONTROL SERVICES	pziemer					05/05/2021
225-2700-43300	PROFESSIONAL SERVICES			2,298.00			
	Total for vendor 3627 - LAKES AREA WILD:			2,298.00	2,298.00		
Vendor 0227 - LAKES PRINTING:							
00203826							
65354	LAKES PRINTING	04/07/2021	05/05/2021	1,389.10	1,389.10	Open	N
	QTY 2500 TRANSIT BROCHURES	pziemer					05/05/2021
203-9000-43340	ADVERTISING/MARKETING			1,389.10			
	Total for vendor 0227 - LAKES PRINTING:			1,389.10	1,389.10		
Vendor MISC - LEAH KIPPES:							
4/28/21							
65502	LEAH KIPPES	04/28/2021	05/05/2021	32.36	32.36	Open	N
	REFUND PARTIAL PARKING - CANCEL SPOT	pziemer					05/05/2021
236-0000-34302	PARK A DAY RENTAL			30.00			
101-0000-20810	STATE TAX PAYABLE			2.06			
101-0000-20811	COUNTY SALES TAX			0.15			
101-0000-20812	CITY TAX PAYABLE			0.15			
	Total for vendor MISC - LEAH KIPPES:			32.36	32.36		
Vendor 0233 - LMC - UNIV AVE:							
340452							
65355	LEAGUE OF MN CITIES	04/08/2021	05/05/2021	780.00	780.00	Open	N
	MN CITIES STORMWATER COALITION CONTR	pziemer					05/05/2021
238-3160-43430	MISCELLANEOUS			780.00			
	Total for vendor 0233 - LMC - UNIV AVE:			780.00	780.00		
Vendor 1753 - MARCO:							
INV8660727							
65383	MARCO	04/19/2021	05/05/2021	1,504.00	1,504.00	Open	N
	MARCO - OFFICE365 3/16-4/15/21	pziemer					05/05/2021
101-1800-43309	COMPUTER SUPPORT			1,504.00			
INV8673969							
65478	MARCO	04/19/2021	05/05/2021	210.00	210.00	Open	N
	MARCO - TROUBLESHOOT JABBER REPAIRS	pziemer					05/05/2021
101-1800-43300	PROFESSIONAL SERVICES			210.00			
	Total for vendor 1753 - MARCO:			1,714.00	1,714.00		
Vendor 3355 - MILLER TESTING:							

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 10/35

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution GRANT						
202120/310 1ST AVE							
65344	MILLER TESTING & CONSULTING LLC	04/19/2021	05/05/2021	450.00	450.00	Open	N
	310 1ST AVE LORIMOR SINGLE RENTAL	pziemer					05/05/2021
202-6324-45530	NE BRAINE/CAPITAL - RENTAL			450.00			
202120/113 B ST							
65345	MILLER TESTING & CONSULTING LLC	04/19/2021	05/05/2021	450.00	450.00	Open	N
	113 B ST LORIMOR SINGLE RENTAL	pziemer					05/05/2021
202-6324-45530	NE BRAINE/CAPITAL - RENTAL			450.00			
202119/414 4TH AVE							
65347	MILLER TESTING & CONSULTING LLC	04/19/2021	05/05/2021	450.00	450.00	Open	N
	414 4TH AVE LORIMOR SINGLE RENTAL	pziemer					05/05/2021
202-6324-45530	NE BRAINE/CAPITAL - RENTAL			450.00			
202119/503 7TH							
65348	MILLER TESTING & CONSULTING LLC	04/19/2021	05/03/2021	450.00	450.00	Open	N
	503 7TH AVE LORIMOR SINGLE RENTAL	pziemer					05/05/2021
202-6324-45530	NE BRAINE/CAPITAL - RENTAL			450.00			
202118							
65349	MILLER TESTING & CONSULTING LLC	04/19/2021	05/05/2021	375.00	375.00	Open	N
	411 3RD AVE NE MCKAY SINGLE RENTAL	pziemer					05/05/2021
202-6324-45530	NE BRAINE/CAPITAL - RENTAL			375.00			
Total for vendor 3355 - MILLER TESTING:				2,175.00	2,175.00		

Vendor 0254 - MILLS MOTORS IN:

553978							
65482	MILLS MOTORS INC	04/01/2021	05/05/2021	125.40	125.40	Open	N
	TRANSIT BUS REPAIRS	pziemer					05/05/2021
203-9000-43401	VEHICLE REPAIRS			125.40			
553696							
65495	MILLS MOTORS INC	04/01/2021	05/05/2021	801.82	801.82	Open	N
	TRANSIT BUS REPAIRS	pziemer					05/05/2021
203-9000-43401	VEHICLE REPAIRS			801.82			
554169							
65505	MILLS MOTORS INC	04/01/2021	05/05/2021	109.44	109.44	Open	N
	SQD 434 NEW SQUAD BUILD	pziemer					05/05/2021
400-9050-45530	CAPITAL - OTHER			109.44			
Total for vendor 0254 - MILLS MOTORS IN:				1,036.66	1,036.66		

Vendor 3734 - MINNESOTA MAKERSPACE LLC:

1080							
65481	MINNESOTA MAKERSPACE LLC	04/26/2021	05/05/2021	5,937.50	5,937.50	Open	N
	50% SESQUECENTENNIAL BANNERS	pziemer					05/05/2021
101-9200-43438	MISC SPECIAL PROJECTS			5,937.50			
Total for vendor 3734 - MINNESOTA MAKERSPACE LLC:				5,937.50	5,937.50		

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 11/35

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 3905 - MINNESOTA'S BOOKSTORE:							
00000652864							
65396	DEPT OF ADMIN/PLANT MANAGEMENT	04/22/2021	05/05/2021	150.00	150.00	Open	N
	2021 TRANSIT RFP AD#3	pziemer					05/05/2021
203-9000-43340	ADVERTISING/MARKETING			150.00			
00000653305							
65501	DEPT OF ADMIN/PLANT MANAGEMENT	04/28/2021	05/05/2021	150.00	150.00	Open	N
	AD #4 TRANSIT RFP	pziemer					05/05/2021
203-9000-43350	PRINTING/LEGAL PUBLICATION			150.00			
Total for vendor 3905 - MINNESOTA'S BOOKSTORE:				300.00	300.00		

Vendor 1448 - MN DEPT OF TRAN:

P00013049							
65403	MN DEPT OF TRANSPORTATION	04/21/2021	05/05/2021	957.23	957.23	Open	N
	TRAFFIC SIGNAL REPAIR - ACCIDENT	pziemer					05/05/2021
235-3100-42220	REPAIR & MAINT			275.61			
235-3100-42220	REPAIR & MAINT			681.62			
Total for vendor 1448 - MN DEPT OF TRAN:				957.23	957.23		

Vendor 0445 - MN FIRE SERVICE:

8708							
65484	MN FIRE SERVICE CERTIFICATION BOARD	04/22/2021	05/05/2021	480.00	480.00	Open	N
	OFFICER CERTIFICATION EXAM	pziemer					05/05/2021
225-2220-43330	PROFESSIONAL DEVELOPMENT			480.00			
Total for vendor 0445 - MN FIRE SERVICE:				480.00	480.00		

Vendor 3168 - MOTORS-N-MORE:

28325							
65506	MOTORS-N-MORE	04/27/2021	05/05/2021	391.59	391.59	Open	N
	SQD 431 BRAKE PADS	pziemer					05/05/2021
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			391.59			
Total for vendor 3168 - MOTORS-N-MORE:				391.59	391.59		

Vendor 1449 - M-R SIGN CO., I:

211760							
65479	M-R SIGN CO., INC.	04/19/2021	05/05/2021	95.08	95.08	Open	N
	STREET SIGNS	pziemer					05/05/2021
235-3170-42210	OPERATING SUPPLIES			95.08			
Total for vendor 1449 - M-R SIGN CO., I:				95.08	95.08		

Vendor 0273 - NAPA AUTO PARTS:

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 12/35

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
396358							
65311	NAPA AUTO PARTS	04/15/2021	05/05/2021	191.04	191.04	Open	N
	SOCKET SET	pziemer					05/05/2021
235-3100-42240	SMALL TOOLS			191.04			
397354							
65341	NAPA AUTO PARTS	04/19/2021	05/05/2021	35.97	35.97	Open	N
	SOCKET HOLDER	pziemer					05/05/2021
235-3100-42220	REPAIR & MAINT			35.97			
397970							
65372	NAPA AUTO PARTS	04/21/2021	05/05/2021	17.68	17.68	Open	N
	12-POINT IMPACT SOCKETS	pziemer					05/05/2021
235-3100-42220	REPAIR & MAINT			17.68			
Total for vendor 0273 - NAPA AUTO PARTS:				244.69	244.69		
Vendor 2839 - NATIONWIDE:							
878307289/2021							
65359	NATIONWIDE	04/12/2021	05/05/2021	200.00	200.00	Open	N
	2021 RENEWAL ROW RESTORATION BOND	pziemer					05/05/2021
235-3100-43430	MISCELLANEOUS			200.00			
Total for vendor 2839 - NATIONWIDE:				200.00	200.00		
Vendor 0736 - NORTHLAND FIRE:							
44583							
65356	NORTHLAND FIRE PROTECTION	04/09/2021	05/05/2021	148.60	148.60	Open	N
	ANNEX FIRE EXTINGUISHER SERVICE	pziemer					05/05/2021
101-1940-42220	REPAIR & MAINT			148.60			
Total for vendor 0736 - NORTHLAND FIRE:				148.60	148.60		
Vendor 0284 - OFFICE SHOP:							
1095149-0							
65388	OFFICE SHOP	04/22/2021	05/05/2021	72.84	72.84	Open	N
	FILE HOLDER/POST ITS	pziemer					05/05/2021
101-1940-42200	OFFICE SUPPLIES			72.84			
1095149-1							
65389	OFFICE SHOP	04/23/2021	05/05/2021	17.16	17.16	Open	N
	9X12 ENVELOPES	pziemer					05/05/2021
101-1940-42200	OFFICE SUPPLIES			17.16			
1095245-0							
65466	OFFICE SHOP	04/26/2021	05/05/2021	10.00	10.00	Open	N
	SEWER PHONE CHARGER CORD	pziemer					05/05/2021
237-3190-42220	REPAIR & MAINT			10.00			

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 13/35

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
1094962-0							
65493	OFFICE SHOP	04/23/2021	05/05/2021	38.22	38.22	Open	N
	BLDG DEPT DEPOSIT STAMP	pziemer					05/05/2021
101-1940-42200	OFFICE SUPPLIES			38.22			
1095246-0							
65514	OFFICE SHOP	04/28/2021	05/05/2021	23.28	23.28	Open	N
	SEWER CAMERA THUMB DRIVES	pziemer					05/05/2021
237-3190-42220	REPAIR & MAINT			23.28			
	Total for vendor 0284 - OFFICE SHOP:			161.50	161.50		
Vendor MISC - PIKE PLUMBING & HEATING OF BRAINERD:							
00035994							
65308	PIKE PLUMBING & HEATING OF BRAINERD	04/20/2021	05/05/2021	32.00	32.00	Open	N
	BD Payment Refund	pziemer					05/05/2021
101-0000-20200	Plumbing Water Heater Fee			32.00			
	Total for vendor MISC - PIKE PLUMBING & HEATING OF BRAINERD:			32.00	32.00		
Vendor 3413 - RATWIK, ROSZAK:							
MARCH 2021							
65513	RATWIK, ROSZAK AND MALONEY	04/01/2021	05/05/2021	11,030.38	11,030.38	Open	N
	MAR 21 SERVICES/RETAINER	pziemer					05/05/2021
101-1610-43301	CITY ATTORNEY			4,535.38			
101-1610-43301	CITY ATTORNEY			4,035.00			
401-1415-43300	PROFESSIONAL SERVICES			390.00			
401-1901-43300	PROFESSIONAL SERVICES			675.00			
401-1609-43300	PROFESSIONAL SERVICES			540.00			
101-0000-14100	DUE FROM COMPONENT UNIT			855.00			
	Total for vendor 3413 - RATWIK, ROSZAK:			11,030.38	11,030.38		
Vendor 3768 - SADUSKY RENOVATIONS:							
22							
65314	SADUSKY RENOVATIONS	04/17/2021	05/05/2021	1,154.25	1,154.25	Open	N
	4/1-4/14 INSPECTION SERVICES	pziemer					05/05/2021
101-2400-43300	PROFESSIONAL SERVICES			1,154.25			
16							
65340	SADUSKY RENOVATIONS	03/31/2021	05/05/2021	6,652.35	6,652.35	Open	N
	1/4-1/14 INSPECTION SERVICES	pziemer					05/05/2021
101-2400-43300	PROFESSIONAL SERVICES			6,652.35			
19							
65343	SADUSKY RENOVATIONS	03/31/2021	05/05/2021	307.80	307.80	Open	N
	2/22-2/26 INSPECTION SERVICES	pziemer					05/05/2021
101-2400-43300	PROFESSIONAL SERVICES			307.80			
	Total for vendor 3768 - SADUSKY RENOVATIONS:			8,114.40	8,114.40		

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 14/35

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
Vendor 3875 - SAFARILAND, LLC:							
75871 REV 1							
65387	SAFARILAND, LLC	04/22/2021	05/05/2021	275.00	275.00	Open	N
	703 - IMPACT MUNITIONS INSTRUCTOR COL	pziemer					05/05/2021
225-2120-43330	PROFESSIONAL DEVELOPMENT			275.00			
Total for vendor 3875 - SAFARILAND, LLC:				275.00	275.00		

Vendor 3612 - SEVERSON PORTER:

APRIL 2021							
65377	SEVERSON PORTER LAW	04/22/2021	05/05/2021	16,131.55	16,131.55	Open	N
	APR 21 PROSECUTION AGREEMENT	pziemer					05/05/2021
225-2127-43310	MISDEMEANOR PROSECUTOR			16,131.55			
Total for vendor 3612 - SEVERSON PORTER:				16,131.55	16,131.55		

Vendor 0317 - SHORT ELLIOTT :

403859							
65362	SHORT ELLIOTT HENDRICKSON	04/16/2021	05/05/2021	664.62	664.62	Open	N
	17:06, 17:07, 18:05 PROJECT CLOSEOUT	pziemer					05/05/2021
401-1706-43300	PROFESSIONAL SERVICES			412.06			
401-1707-43300	PROFESSIONAL SERVICES			232.62			
401-1805-43300	PROFESSIONAL SERVICES			19.94			
403860							
65363	SHORT ELLIOTT HENDRICKSON	04/16/2021	05/05/2021	1,102.48	1,102.48	Open	N
	IMP 1708 PROJECT CLOSEOUT	pziemer					05/05/2021
401-1708-43300	PROFESSIONAL SERVICES			1,102.48			
403861							
65364	SHORT ELLIOTT HENDRICKSON	04/16/2021	05/05/2021	308.30	308.30	Open	N
	IMP 1902 THRU 3/31/21	pziemer					05/05/2021
401-1902-43300	PROFESSIONAL SERVICES			308.30			
403862							
65365	SHORT ELLIOTT HENDRICKSON	04/16/2021	05/05/2021	1,145.73	1,145.73	Open	N
	IMP 14:15 PROJECT CLOSEOUT	pziemer					05/05/2021
401-1415-43300	PROFESSIONAL SERVICES			1,145.73			
Total for vendor 0317 - SHORT ELLIOTT :				3,221.13	3,221.13		

Vendor 2984 - STONEHENGE LLC:

3907							
65346	STONEHENGE LLC	04/19/2021	05/05/2021	10,228.00	10,228.00	Open	N
	206 GILLIS AVE -OWNER OCC	pziemer					05/05/2021
202-6324-45510	NE BRAINE/CAPITAL - RESDIENTIAL			10,228.00			
Total for vendor 2984 - STONEHENGE LLC:				10,228.00	10,228.00		

Vendor 3599 - STOUT HYDROSEED:

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 15/35

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution GRANT						
2085							
65386	STOUT HYDROSEEDING & FERTILIZING	04/23/2021	05/05/2021	45.00	45.00	Open	N
	CITY HALL FERTILIZING & WEED CONTROL	pziemer					05/05/2021
	101-1940-42220 REPAIR & MAINT			45.00			
2086							
65470	STOUT HYDROSEEDING & FERTILIZING	04/23/2021	05/05/2021	130.00	130.00	Open	N
	STATION 1 & 2 FERTILIZING & WEED CONTROL	pziemer					05/05/2021
	225-2220-43300 PROFESSIONAL SERVICES			130.00			
2087							
65507	STOUT HYDROSEEDING & FERTILIZING	04/23/2021	05/05/2021	65.00	65.00	Open	N
	FERTILIZING & WEED CONTROL	pziemer					05/05/2021
	225-2120-43300 PROFESSIONAL SERVICES			65.00			
	Total for vendor 3599 - STOUT HYDROSEED:			240.00	240.00		

Vendor 0322 - STREICHERS PROF:

CM288781							
65368	STREICHERS PROF EQUIP	03/25/2021	05/05/2021	(59.98)	(59.98)	Open	N
	RETURN 701 UNIFORM ACCESSORIES	pziemer					05/05/2021
	225-2120-41113 UNIFORM ALLOWANCE			(59.98)			
I1496835							
65369	STREICHERS PROF EQUIP	04/14/2021	05/05/2021	1,227.00	1,227.00	Open	N
	723JE INITITAL ISSUE	pziemer					05/05/2021
	225-2120-41113 UNIFORM ALLOWANCE			1,227.00			
I1496938							
65370	STREICHERS PROF EQUIP	04/14/2021	05/05/2021	101.98	101.98	Open	N
	719AM EXTERNAL VEST CARRIER	pziemer					05/05/2021
	225-2120-41113 UNIFORM ALLOWANCE			101.98			
I1497622							
65371	STREICHERS PROF EQUIP	04/16/2021	05/05/2021	333.99	333.99	Open	N
	723JE INITIAL ISSUE	pziemer					05/05/2021
	225-2120-41113 UNIFORM ALLOWANCE			333.99			
	Total for vendor 0322 - STREICHERS PROF:			1,602.99	1,602.99		

Vendor 2924 - VERIZON WIRELES:

9877726457							
65384	VERIZON WIRELESS	04/15/2021	05/05/2021	245.07	245.07	Open	N
	3/16-4/15 FD IPADS	pziemer					05/05/2021
	225-2220-43321 TELEPHONE			245.07			
9878276844/HR							
65508	VERIZON WIRELESS	04/23/2021	05/05/2021	46.51	46.51	Open	N
	3/24-4/23 HR CELL PHONE	pziemer					05/05/2021
	101-1400-43321 TELEPHONE			46.51			

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 16/35

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution GRANT						
9878276844/FD							
65509	VERIZON WIRELESS	04/23/2021	05/05/2021	40.01	40.01	Open	N
	3/24-4/23 FIRE DEPT CELL PHONE	pziemer					05/05/2021
	225-2220-43321 TELEPHONE			40.01			
9878276844/PARKS							
65510	VERIZON WIRELESS	04/23/2021	05/05/2021	46.51	46.51	Open	N
	3/24-4/23 PARKS CELL PHONE	pziemer					05/05/2021
	230-5200-43321 TELEPHONE			46.51			
	Total for vendor 2924 - VERIZON WIRELES:			378.10	378.10		
Vendor 0087 - VISIT BRAINERD:							
FEB 2021							
65503	VISIT BRAINERD	04/29/2021	05/05/2021	1,102.97	1,102.97	Open	N
	FEB 2021 LODGING TAX	pziemer					05/05/2021
	101-9200-43340 LODGING TAX REMIT/PR			1,102.97			
MAR 21							
65504	VISIT BRAINERD	04/29/2021	05/05/2021	1,504.98	1,504.98	Open	N
	MARCH 2021 LODGING TAX	pziemer					05/05/2021
	101-9200-43340 LODGING TAX REMIT/PR			1,504.98			
	Total for vendor 0087 - VISIT BRAINERD:			2,607.95	2,607.95		
Vendor 0344 - WASTE PARTNERS:							
13X00817							
65490	WASTE PARTNERS INC	04/01/2021	05/05/2021	101.16	101.16	Open	N
	MAR 21 LIBRARY WASTE REMOVAL	pziemer					05/05/2021
	211-5500-43380 UTILITIES			101.16			
	Total for vendor 0344 - WASTE PARTNERS:			101.16	101.16		
Vendor 0354 - ZIEGLER, INC:							
IN000070614							
65342	ZIEGLER, INC	04/19/2021	05/05/2021	18.33	18.33	Open	N
	TRUCK 108 OIL FILTER	pziemer					05/05/2021
	235-3100-42220 REPAIR & MAINT			18.33			
PC190100651							
65398	ZIEGLER, INC	03/31/2021	05/05/2021	285.05	285.05	Open	N
	GRADER 112 WEAR STRIP	pziemer					05/05/2021
	235-3125-42220 REPAIR & MAINT			285.05			
PC190100652							
65399	ZIEGLER, INC	03/31/2021	05/05/2021	41.10	41.10	Open	N
	GRADER 112 MOLDBOARD SHIMS	pziemer					05/05/2021
	235-3125-42220 REPAIR & MAINT			41.10			

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 17/35

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
PC190100653							
65400	ZIEGLER, INC	03/31/2021	05/05/2021	92.81	92.81	Open	N
	GRADER 113 ELEMENT SWITCH	pziemer					05/05/2021
	235-3125-42220 REPAIR & MAINT			92.81			
PC190101020							
65401	ZIEGLER, INC	03/31/2021	05/05/2021	1.84	1.84	Open	N
	GRADER 113 GASKETS	pziemer					05/05/2021
	235-3125-42220 REPAIR & MAINT			1.84			
SW90031049							
65402	ZIEGLER, INC	03/31/2021	05/05/2021	328.89	328.89	Open	N
	GRADER 113 HYDRAULIC RAM AND LINE REPAIR	pziemer					05/05/2021
	235-3125-42220 GRADER 113 HYDRAULIC RAM AND HOSE REPAIR			328.89			
	Total for vendor 0354 - ZIEGLER, INC:			768.02	768.02		

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

Vendor 3698 - AMAZON:

4/12/21-COM DEV

65447	AMAZON	04/12/2021	05/05/2021	36.88	36.88	Open	N
	WINDOW FILM - CUBICLES	pziemer					05/05/2021
	101-1940-42200 OFFICE SUPPLIES			36.88			
	Total for vendor 3698 - AMAZON:			36.88	36.88		

Vendor 0033 - AMERICAN PLANNI:

4/20/21

65411	AMERICAN PLANNING ASSOCIA	04/20/2021	05/05/2021	99.00	99.00	Open	N
	APA MEMBERSHIP - CHANSKI	pziemer					05/05/2021
	101-2400-43433 DUES & SUBSCRIPTIONS			99.00			
	Total for vendor 0033 - AMERICAN PLANNI:			99.00	99.00		

Vendor 3910 - ECONOMIC DEVELOPMENT ASSOCIATION:

4/20/21

65413	ECONOMIC DEVELOPMENT ASSOCIATION	04/20/2021	05/05/2021	20.00	20.00	Open	N
	WEBINAR REG. REAL ESTATE MARKET ROUNDTABLE	pziemer					05/05/2021
	101-2400-43330 PROFESSIONAL DEVELOPMENT			20.00			
	Total for vendor 3910 - ECONOMIC DEVELOPMENT ASSOCIATION:			20.00	20.00		

Vendor 1518 - ICMA MEMBERSHIP:

4/20/21

65412	ICMA MEMBERSHIP RENEWALS	04/20/2021	05/05/2021	200.00	200.00	Open	N
	AFFILIATE MEMBERSHIP	pziemer					05/05/2021
	101-2400-43300 PROFESSIONAL SERVICES			200.00			
	Total for vendor 1518 - ICMA MEMBERSHIP:			200.00	200.00		

04/29/2021 01:32 PM
User: pziemer
DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 05/03/2021 - 05/03/2021
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution	GRANT					
PCard: 2257 U.S. BANK Card Holder: COM DEV							
Total PCard: 2257 U.S. BANK Card Holder: COM DEV				355.88	355.88		

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 19/35

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date

GL Distribution GRANT

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

Vendor 3696 - BOXNET:

4/14/21

65410	BOX	04/14/2021	05/05/2021	25.00	25.00	Open	N
	4/14-5/13 BOXNET LICENSING	pziemer					05/05/2021
401-1415-43430	MISCELLANEOUS			25.00			
	Total for vendor 3696 - BOXNET:			25.00	25.00		

Vendor 3871 - MN STATE COLLEGES & UNIVERSITIES:

3/3/2021

65408	MN STATE COLLEGES & UNIVERSITIES	04/01/2021	05/05/2021	(250.00)	(250.00)	Open	N
	RETURN FOR CANCELLED CLASS - PRATT	pziemer					05/05/2021
101-1700-43330	PROFESSIONAL DEVELOPMENT			(250.00)			
	Total for vendor 3871 - MN STATE COLLEGES & UNIVERSITIES:			(250.00)	(250.00)		

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

(225.00)	(225.00)
----------	----------

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 20/35

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

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

Vendor 3348 - ACTIVE911 INC:

4/6/21

65449	ACTIVE911 INC	04/06/2021	05/05/2021	662.50	662.50	Open	N
	ACTIVE 911 - JULY 2021 - JULY 2022	pziemer					05/05/2021
225-2220-43433	DUES & SUBSCRIPTIONS			662.50			
	Total for vendor 3348 - ACTIVE911 INC:			662.50	662.50		

Vendor 3698 - AMAZON:

4/12/21

65455	AMAZON	04/12/2021	05/05/2021	194.71	194.71	Open	N
	LED LIGHTS/TOURNIQUETS/SPEED CLIPS	pziemer					05/05/2021
225-2220-42220	REPAIR & MAINT			29.98			
225-2220-42220	REPAIR & MAINT			78.99			
225-2220-42210	OPERATING SUPPLIES			53.98			
225-2220-42210	OPERATING SUPPLIES			23.78			
225-2220-42210	OPERATING SUPPLIES			7.98			
	Total for vendor 3698 - AMAZON:			194.71	194.71		

Vendor 2895 - FIRESTORE ONLIN:

4/6/21

65448	FIRESTORE ONLINE INC.	04/06/2021	05/05/2021	(15.96)	(15.96)	Open	N
	STREAMLIGHT SURVIVOR-SALES TAX CREDIT	pziemer					05/05/2021
225-2220-42250	PERSONAL PROTECTIVE GEAR			(15.96)			

4/6/21 - 2

65451	FIRESTORE ONLINE INC.	04/06/2021	05/05/2021	218.73	218.73	Open	N
	STREAMLIGHT SURVIVOR RECHARGEABLE	pziemer					05/05/2021
225-2220-42250	PERSONAL PROTECTIVE GEAR			218.73			

4/22/21

65452	FIRESTORE ONLINE INC.	04/22/2021	05/05/2021	74.94	74.94	Open	N
	CUSTOM SHIELDS	pziemer					05/05/2021
225-2220-42250	PERSONAL PROTECTIVE GEAR			74.94			

3/9/21 - 2

65454	FIRESTORE ONLINE INC.	04/01/2021	05/05/2021	(5.74)	(5.74)	Open	N
	LEATHER SHIELDS - SALES TAX CREDIT	pziemer					05/05/2021
225-2220-42250	PERSONAL PROTECTIVE GEAR			(5.74)			

2/23/21 - 2

65456	FIRESTORE ONLINE INC.	04/01/2021	05/05/2021	(75.28)	(75.28)	Open	N
	LEATHER SHIELDS SALES TAX CREDIT	pziemer					05/05/2021
225-2220-42250	PERSONAL PROTECTIVE GEAR			(75.28)			
	Total for vendor 2895 - FIRESTORE ONLIN:			196.69	196.69		

Vendor 0264 - MN DEPT LABOR &:

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 21/35

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

GL Distribution GRANT

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

4/7/21

65453

MN DEPT LABOR & INDUSTRY

04/07/2021

05/05/2021

10.00

10.00

Open

N

1287754 PRESSURE VESSEL - FIRE DEPT pziemer

05/05/2021

225-2220-42210

OPERATING SUPPLIES

10.00

Total for vendor 0264 - MN DEPT LABOR &:

10.00

10.00

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

1,063.90

1,063.90

04/29/2021 01:32 PM
User: pziemer
DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 05/03/2021 - 05/03/2021
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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

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

Vendor 3698 - AMAZON:							
4/06/21 - 3							
65450	AMAZON	04/06/2021	05/05/2021	35.37	35.37	Open	N
	BLACKHAWK SPEED CLIPS	pziemer					05/05/2021
225-2220-42210	OPERATING SUPPLIES			35.37			
Total for vendor 3698 - AMAZON:				35.37	35.37		
Total PCard: 2257 U.S. BANK Card Holder: FIRE				35.37	35.37		

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 23/35

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

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

Vendor 0233 - LMC - UNIV AVE:

3/26/21

65443	LEAGUE OF MN CITIES	04/01/2021	05/05/2021	50.00	50.00	Open	N
	IPMA-HR MN CHAPTER DUES - K. SCHUBERT	pziemer					05/05/2021
101-1400-43433	DUES & SUBSCRIPTIONS			50.00			
	Total for vendor 0233 - LMC - UNIV AVE:			50.00	50.00		

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

50.00	50.00
-------	-------

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 24/35

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

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

Vendor 3698 - AMAZON:

4/2/21							
65407	AMAZON	04/02/2021	05/05/2021	191.96	191.96	Open	N
	AMAZON WEB SERVICES 3/1-3/31/21	pziemer					05/05/2021
	101-1800-43309	COMPUTER SUPPORT		191.96			
4/8/21							
65415	AMAZON	04/05/2021	05/05/2021	58.97	58.97	Open	N
	IPHONE OTTERBOXES AND SCREEN PROTECT	pziemer					05/05/2021
	101-1800-42210	OPERATING SUPPLIES		58.97			
4/12/21-IT							
65446	AMAZON	04/12/2021	05/05/2021	10.88	10.88	Open	N
	USB CHARGING PORTS	pziemer					05/05/2021
	101-1800-42210	OPERATING SUPPLIES		10.88			
	Total for vendor 3698 - AMAZON:			261.81	261.81		

Vendor 3718 - AVTECH SOFTWARE INC:

4/20/21							
65416	AVTECH SOFTWARE INC	04/20/2021	05/05/2021	99.95	99.95	Open	N
	ROOM ALERT SUBSCRIPTION 4/20/21-4/19/	pziemer					05/05/2021
	101-1800-43309	COMPUTER SUPPORT		99.95			
	Total for vendor 3718 - AVTECH SOFTWARE INC:			99.95	99.95		

Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:

4/18/21							
65406	ZOOM VIDEO COMMUNICATIONS	04/18/2021	05/05/2021	59.96	59.96	Open	N
	ZOOM 4/18-5/17/21	pziemer					05/05/2021
	101-1800-43309	COMPUTER SUPPORT		14.99			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		29.98			
	230-5200-43309	COMPUTER TECHNICAL SUPPORT		14.99			
	Total for vendor 3858 - ZOOM VIDEO COMMUNICATIONS:			59.96	59.96		

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

421.72 421.72

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 25/35

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

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

Vendor MISC - DANIELLE DUFFY AGENCY:

3/30/21

65457

DANIELLE DUFFY AGENCY

04/01/2021

05/05/2021

42.00

42.00

Open

N

1 YEAR SUBSCRIPTION

pziemer

05/05/2021

211-5500-42240

LIBRARY MATERIALS

42.00

Total for vendor MISC - DANIELLE DUFFY AGENCY:

42.00

42.00

Vendor MISC - MAILCHIMP:

4/5/21

65458

MAILCHIMP

04/05/2021

05/05/2021

30.99

30.99

Open

N

MAILCHIMP ESSENTIALS PLAN

pziemer

05/05/2021

211-5503-43430

MISC - USE OF HOLDEN TRUST

30.99

Total for vendor MISC - MAILCHIMP:

30.99

30.99

Vendor MISC - TRACFONE:

4/22/21

65459

TRACFONE

04/22/2021

05/05/2021

11.97

11.97

Open

N

TRACFONE REFILL

pziemer

05/05/2021

211-5501-43430

MISC - SPECIFIED DONATION USE

11.97

Total for vendor MISC - TRACFONE:

11.97

11.97

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

84.96

84.96

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 26/35

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

GL Distribution GRANT

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

Vendor 3500 - BRAINERD DISPAT:

4/15/21

65499	BRAINERD DISPATCH	04/15/2021	05/05/2021	222.04	222.04	Open	N
	BRAINERD DISPATCH SUBSCRIPTION 1 YEAR	pziemer					05/05/2021
230-5200-43433	DUES & SUBSCRIPTIONS			222.04			
	Total for vendor 3500 - BRAINERD DISPAT:			222.04	222.04		

Vendor 3711 - COSTCO:

4/23/21

65497	COSTCO	04/23/2021	05/05/2021	8.97	8.97	Open	N
	CONCESSIONS - PARKS	pziemer					05/05/2021
230-5204-42210	OPERATING SUPPLIES			8.97			
	Total for vendor 3711 - COSTCO:			8.97	8.97		

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

231.01 231.01

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 27/35

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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

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

Vendor 2902 - ADVANCE AUTO PA:

4/20/21							
65439	ADVANCE AUTO PARTS	04/20/2021	05/05/2021	(4.49)	(4.49)	Open	N
	SQD 428 FUSE - RETURN	pziemer					05/05/2021
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			(4.49)			
4/20/21 - 2							
65440	ADVANCE AUTO PARTS	04/20/2021	05/05/2021	4.49	4.49	Open	N
	SQD 428 FUSE	pziemer					05/05/2021
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			4.49			
	Total for vendor 2902 - ADVANCE AUTO PA:			0.00	0.00		

Vendor 3698 - AMAZON:

3/24/21							
65418	AMAZON	04/01/2021	05/05/2021	29.38	29.38	Open	N
	UNIFORM MIC HOLDER	pziemer					05/05/2021
225-2120-41113	UNIFORM ALLOWANCE			29.38			
3/24/21 -2							
65419	AMAZON	04/01/2021	05/05/2021	48.95	48.95	Open	N
	UNIFORM BELT KEEPERS W/KEY SLOT	pziemer					05/05/2021
225-2120-41113	UNIFORM ALLOWANCE			48.95			
3/31/21							
65423	AMAZON	04/01/2021	05/05/2021	29.48	29.48	Open	N
	LABELS/ 717 SPEAKER MIC EARPIECE	pziemer					05/05/2021
225-2120-42200	OFFICE SUPPLIES			13.49			
225-2120-41113	UNIFORM ALLOWANCE			15.99			
4/6/21							
65430	AMAZON	04/06/2021	05/05/2021	9.71	9.71	Open	N
	EVIDENCE SUPPLIES (SAMPLE VIALS)	pziemer					05/05/2021
225-2120-42210	OPERATING SUPPLIES			9.71			
4/6/21 - 2							
65431	AMAZON	04/06/2021	05/05/2021	150.98	150.98	Open	N
	FLASHDRIVES	pziemer					05/05/2021
225-2120-42210	OPERATING SUPPLIES			150.98			
	Total for vendor 3698 - AMAZON:			268.50	268.50		

Vendor 3702 - CHEWY.COM:

4/2/21							
65426	CHEWY.COM	04/02/2021	05/05/2021	60.12	60.12	Open	N
	K9 SUPPLIES - DOG FOOD	pziemer					05/05/2021
225-2128-43430	MISC - K9 PROGRAM			60.12			
	Total for vendor 3702 - CHEWY.COM:			60.12	60.12		

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 28/35

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

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

Vendor 2392 - MENARDS:

4/5/21							
65428	MENARDS	04/05/2021	05/05/2021	25.96	25.96	Open	N
	LAUNDRY DETERGENT	pziemer					05/05/2021
225-2120-42220	REPAIR & MAINT			25.96			
	Total for vendor 2392 - MENARDS:			25.96	25.96		

Vendor 0418 - MN POLICE CHIEF:

4/15/21							
65437	MN CHIEF'S OF POLICE ASSO	04/15/2021	05/05/2021	510.00	510.00	Open	N
	701 ETI REGISTRATION	pziemer					05/05/2021
225-2120-43330	PROFESSIONAL DEVELOPMENT			510.00			
	Total for vendor 0418 - MN POLICE CHIEF:			510.00	510.00		

Vendor 0497 - SIRCHIE FINGER:

3/22/21							
65417	SIRCHIE FINGER PRINT LABORATORIES,	04/01/2021	05/05/2021	58.38	58.38	Open	N
	SHARPS CONTAINERS X 3	pziemer					05/05/2021
225-2120-42209	SAFETY EQUIPMENT SUPPLIES			58.38			
3/24/21							
65420	SIRCHIE FINGER PRINT LABORATORIES,	04/01/2021	05/05/2021	52.17	52.17	Open	N
	EVIDENCE SUPPLIES	pziemer					05/05/2021
225-2120-42210	OPERATING SUPPLIES			52.17			
4/20/21							
65441	SIRCHIE FINGER PRINT LABORATORIES,	04/20/2021	05/05/2021	205.39	205.39	Open	N
	EVIDENCE SUPPLIES	pziemer					05/05/2021
225-2120-42210	OPERATING SUPPLIES			205.39			
	Total for vendor 0497 - SIRCHIE FINGER:			315.94	315.94		

Vendor 3911 - STORM TRAINING GROUP:

4/2/21							
65427	STORM TRAINING GROUP	04/02/2021	05/05/2021	796.00	796.00	Open	N
	704-722-715-719 REPORT WRITING	pziemer					05/05/2021
225-2120-43330	PROFESSIONAL DEVELOPMENT			796.00			
	Total for vendor 3911 - STORM TRAINING GROUP:			796.00	796.00		

Vendor 3703 - TRANSUNION RISK:

4/1/21							
65429	TRANSUNION RISK	04/01/2021	05/05/2021	75.00	75.00	Open	N
	MAR 21 INVESTIGATIONS/PARKING TICKETS	pziemer					05/05/2021
225-2120-42210	OPERATING SUPPLIES			75.00			

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 29/35

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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

GL Distribution GRANT

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

Total for vendor 3703 - TRANSUNION RISK:

75.00

75.00

Vendor 1455 - USPCA REGION 12:

4/6/21

65432

USPCA REGION 12

707 K9 TRAINING

04/06/2021

05/05/2021

75.00

75.00

Open

N

05/05/2021

225-2128-43430

MISC - K9 PROGRAM

75.00

4/6/21 - 2

65433

USPCA REGION 12

718- K9 TRAINING

04/06/2021

05/05/2021

75.00

75.00

Open

N

05/05/2021

225-2128-43430

MISC - K9 PROGRAM

75.00

Total for vendor 1455 - USPCA REGION 12:

150.00

150.00

Vendor 3697 - USPS:

3/26/21

65421

USPS

POSTAGE

04/01/2021

05/05/2021

17.20

17.20

Open

N

05/05/2021

225-2120-43322

POSTAGE

17.20

3/29/21

65422

USPS

POSTAGE

04/01/2021

05/05/2021

7.00

7.00

Open

N

05/05/2021

225-2120-43322

POSTAGE

7.00

4/1/21

65424

USPS

POSTMASTER

04/01/2021

05/05/2021

1.60

1.60

Open

N

05/05/2021

225-2120-43322

POSTAGE

1.60

4/1/21 - 2

65425

USPS

POSTAGE

04/01/2021

05/05/2021

4.80

4.80

Open

N

05/05/2021

225-2120-43322

POSTAGE

4.80

4/14/21

65434

USPS

POSTAGE

04/14/2021

05/05/2021

8.55

8.55

Open

N

05/05/2021

225-2120-43322

POSTAGE

8.55

4/14/21 - 2

65435

USPS

POSTAGE

04/14/2021

05/05/2021

5.00

5.00

Open

N

05/05/2021

225-2120-43322

POSTAGE

5.00

4/14/21 - 3

65436

USPS

POSTAGE

04/14/2021

05/05/2021

8.55

8.55

Open

N

05/05/2021

225-2120-43322

POSTAGE

8.55

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 30/35

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
PCard: 2257 U.S. BANK Card Holder: POLICE							
4/16/21							
65438	USPS	04/16/2021	05/05/2021	7.00	7.00	Open	N
	POSTAGE	pziemer					05/05/2021
225-2120-43322	POSTAGE			7.00			
4/23/21							
65442	USPS	04/23/2021	05/05/2021	8.55	8.55	Open	N
	POSTAGE	pziemer					05/05/2021
225-2120-43322	POSTAGE			8.55			
3/29/21 - 2							
65444	USPS	04/01/2021	05/05/2021	9.60	9.60	Open	N
	POSTAGE	pziemer					05/05/2021
225-2120-43322	POSTAGE			9.60			
4/20/21							
65445	USPS	04/20/2021	05/05/2021	16.50	16.50	Open	N
	POSTAGE	pziemer					05/05/2021
225-2120-43322	POSTAGE			16.50			
Total for vendor 3697 - USPS:				94.35	94.35		
Total PCard: 2257 U.S. BANK Card Holder: POLICE				2,295.87	2,295.87		

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 31/35

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

GL Distribution GRANT

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

Vendor 1474 - B&B BOAT & REC,:

3/31/2021

65414	BRAINERD SPORTS & MARINE	04/01/2021	05/05/2021	12.49	12.49	Open	N
	VAC TRUCK ROPE GRIPPER	pziemer					05/05/2021
237-3190-42220	REPAIR & MAINT			12.49			
	Total for vendor 1474 - B&B BOAT & REC,:			12.49	12.49		

Vendor 3909 - WATERSOURCE LLC:

4/1/21

65409	WATERSOURCE LLC	04/01/2021	05/05/2021	17.90	17.90	Open	N
	SHOP FLUID TRANSFER PUMP	pziemer					05/05/2021
235-3100-42220	REPAIR & MAINT			17.90			
	Total for vendor 3909 - WATERSOURCE LLC:			17.90	17.90		

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

# of Invoices:	175	# Due:	175	Totals:	1,140,866.38	1,140,866.38
# of Credit Memos:	6	# Due:	6	Totals:	(411.45)	(411.45)
Net of Invoices and Credit Memos:					1,140,454.93	1,140,454.93

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	855.00
101-0000-15510	PREPAID OTHER - 4.5 MONTHS	1,216.53
101-0000-20200	Plumbing Water Heater Fee	140.80
101-0000-20810	STATE TAX PAYABLE	2.06
101-0000-20811	COUNTY SALES TAX	0.15
101-0000-20812	CITY TAX PAYABLE	0.15
101-1400-43321	TELEPHONE	46.51
101-1400-43433	DUES & SUBSCRIPTIONS	50.00
101-1610-43301	CITY ATTORNEY	8,570.38
101-1700-43330	PROFESSIONAL DEVELOPMENT	(250.00)
101-1800-42210	OPERATING SUPPLIES	498.04
101-1800-43300	PROFESSIONAL SERVICES	210.00
101-1800-43309	COMPUTER SUPPORT	8,914.46
101-1940-42200	OFFICE SUPPLIES	165.10
101-1940-42220	REPAIR & MAINT	193.60
101-1940-43300	PROFESSIONAL SERVICES	1,765.00
101-1940-43380	UTILITIES	403.91
101-1940-43410	RENTAL EXPENSE	85.12
101-2400-43300	PROFESSIONAL SERVICES	8,314.40
101-2400-43330	PROFESSIONAL DEVELOPMENT	20.00
101-2400-43433	DUES & SUBSCRIPTIONS	99.00
101-9200-43340	LODGING TAX REMIT/PR	2,607.95
101-9200-43438	MISC SPECIAL PROJECTS	5,937.50
202-6324-45510	CAPITAL - RESIDENTIAL	10,228.00
202-6324-45530	CAPITAL - RENTAL	2,175.00

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
	203-9000-42200	OFFICE SUPPLIES		1,102.04			
	203-9000-43340	ADVERTISING/MARKETING		1,539.10			
	203-9000-43350	PRINTING/LEGAL PUBLICATION		150.00			
	203-9000-43401	VEHICLE REPAIRS		927.22			
	211-0000-20800	DUE TO OTHER GOVT UNITS		152.00			
	211-5500-42200	OFFICE SUPPLIES		15.00			
	211-5500-42220	REPAIR & MAINT		69.96			
	211-5500-42240	LIBRARY MATERIALS		42.00			
	211-5500-43380	UTILITIES		733.19			
	211-5500-43401	LIBRARY TECHNOLOGY		4,659.00			
	211-5500-43450	KITCHIGAMI REGIONAL LIBR PYMT		38,549.00			
	211-5501-43430	MISC - SPECIFIED DONATION USE		11.97			
	211-5503-43430	MISC - USE OF HOLDEN TRUST		30.99			
	225-2120-41113	UNIFORM ALLOWANCE		1,697.31			
	225-2120-42200	OFFICE SUPPLIES		13.49			
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES		58.38			
	225-2120-42210	OPERATING SUPPLIES		493.25			
	225-2120-42220	REPAIR & MAINT		25.96			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		579.74			
	225-2120-43300	PROFESSIONAL SERVICES		1,402.88			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		29.98			
	225-2120-43322	POSTAGE		94.35			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		1,581.00			
	225-2120-43380	UTILITIES		85.38			
	225-2127-43310	MISDEMEANOR PROSECUTOR		16,131.55			
	225-2128-43430	MISC - K9 PROGRAM		210.12			
	225-2220-42210	OPERATING SUPPLIES		131.11			
	225-2220-42220	REPAIR & MAINT		108.97			
	225-2220-42250	PERSONAL PROTECTIVE GEAR		529.66			
	225-2220-43300	PROFESSIONAL SERVICES		368.00			
	225-2220-43321	TELEPHONE		285.08			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		8,219.03			
	225-2220-43380	UTILITIES		356.75			
	225-2220-43433	DUES & SUBSCRIPTIONS		662.50			
	225-2700-43300	PROFESSIONAL SERVICES		2,298.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		200.00			
	230-5200-43309	COMPUTER TECHNICAL SUPPORT		14.99			
	230-5200-43321	TELEPHONE		46.51			
	230-5200-43380	UTILITIES		129.17			
	230-5200-43433	DUES & SUBSCRIPTIONS		222.04			
	230-5204-42210	OPERATING SUPPLIES		8.97			
	233-0000-43430	MISCELLANEOUS		976,000.00			
	235-3100-42220	REPAIR & MAINT		4,050.08			
	235-3100-42240	SMALL TOOLS		191.04			
	235-3100-43300	PROFESSIONAL SERVICES		238.00			
	235-3100-43380	UTILITIES		387.54			
	235-3100-43430	MISCELLANEOUS		362.50			
	235-3125-42220	REPAIR & MAINT		1,529.14			
	235-3170-42210	OPERATING SUPPLIES		95.08			
	236-0000-34302	PARK A DAY RENTAL		30.00			
	237-3190-42220	REPAIR & MAINT		150.43			
	238-3160-43430	MISCELLANEOUS		780.00			
	295-6510-43430	MISCELLANEOUS		3,112.50			
	400-9050-45530	CAPITAL - OTHER		109.44			
	401-1415-43300	PROFESSIONAL SERVICES		1,535.73			
	401-1415-43430	MISCELLANEOUS		25.00			
	401-1609-43300	PROFESSIONAL SERVICES		540.00			

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 33/35

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	GRANT						
	401-1706-43300	PROFESSIONAL SERVICES		412.06			
	401-1707-43300	PROFESSIONAL SERVICES		232.62			
	401-1708-43300	PROFESSIONAL SERVICES		1,102.48			
	401-1805-43300	PROFESSIONAL SERVICES		19.94			
	401-1901-43300	PROFESSIONAL SERVICES		7,647.50			
	401-1901-43430	MISCELLANEOUS		92.00			
	401-1902-43300	PROFESSIONAL SERVICES		308.30			
	401-1919-43300	PROFESSIONAL SERVICES		220.00			
	401-9030-43300-20:08	PROFESSIONAL SERVICES		2,219.25			
	401-9030-43300-21:11	PROFESSIONAL SERVICES		2,850.00			

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 34/35

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			39,845.66	39,845.66		
	202 - SCDP GRANTS			12,403.00	12,403.00		
	203 - TRANSIT FUND			3,718.36	3,718.36		
	211 - LIBRARY FUND			44,263.11	44,263.11		
	225 - PUBLIC SAFETY FUND			35,362.49	35,362.49		
	227 - RECYCLING FUND			200.00	200.00		
	230 - PARK & RECREATION FUND			421.68	421.68		
	233 - WAC FUND			976,000.00	976,000.00		
	235 - STREET & SEWER FUND			6,853.38	6,853.38		
	236 - PARKING LOT FUND			30.00	30.00		
	237 - SANITARY SEWER FUND			150.43	150.43		
	238 - STORM SEWER FUND			780.00	780.00		
	295 - EDA FUND			3,112.50	3,112.50		
	400 - CAPITAL PROJECTS FUND			109.44	109.44		
	401 - CONSTRUCTION FUND			17,204.88	17,204.88		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			978,396.69	978,396.69		
	1400 - ADMINISTRATION			96.51	96.51		
	1415 - 14:15 AIRPORT UTILITY EXT			1,560.73	1,560.73		
	1609 - 16:09 BUFFALO HILLS RECON			540.00	540.00		
	1610 - LEGAL-CIVIL ATTORNEY			8,570.38	8,570.38		
	1700 - ENGINEERING			(250.00)	(250.00)		
	1706 - 17:06 H ST RECON:8TH-13TH			412.06	412.06		
	1707 - 17:07 10TH AVE NE RECON-W			232.62	232.62		
	1708 - 17:08 SRTS & S 6TH SIDEWA			1,102.48	1,102.48		
	1800 - IT/GIS			9,622.50	9,622.50		
	1805 - 18:05 SIDEWALKS EVERG-H			19.94	19.94		
	1901 - 19:01 NW 4TH STREET IMPR			7,739.50	7,739.50		
	1902 - 19:02 CLST CONNECTION			308.30	308.30		
	1919 - 19:19 NW 3RD&JACKSON STRE			220.00	220.00		
	1940 - CITY HALL			2,612.73	2,612.73		
	2120 - POLICE DEPARTMENT			6,061.72	6,061.72		
	2127 - MISDEMEANOR PROSECUTOR			16,131.55	16,131.55		
	2128 - K-9 PROGRAM			210.12	210.12		
	2220 - FIRE DEPARTMENT			10,661.10	10,661.10		
	2400 - COMMUNITY DEVL/INSPECTION			8,433.40	8,433.40		
	2700 - ANIMAL CONTROL			2,298.00	2,298.00		
	3100 - S & S MAINTENANCE			5,229.16	5,229.16		
	3125 - SNOW REMOVAL			1,529.14	1,529.14		
	3160 - STORM SEWER EXPENSE			780.00	780.00		
	3170 - TRAFFIC CONTROL			95.08	95.08		

04/29/2021 01:32 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/03/2021 - 05/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 35/35

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
--- TOTALS BY DEPT/ACTIVITY ---							
	3190 - SANITARY SEWER EXPENSE			150.43	150.43		
	3230 - RECYCLING EXPENSE			200.00	200.00		
	5200 - PARK MAIN/ADMINISTRATION			412.71	412.71		
	5204 - CONCESSIONS			8.97	8.97		
	5500 - LIBRARY-BUDGETED			44,068.15	44,068.15		
	5501 - SPECIFIED DONATION USE			11.97	11.97		
	5503 - HOLDEN TRUST DONATION USE			30.99	30.99		
	6324 - NE SCDP GRANT			12,403.00	12,403.00		
	6510 - ECONOMIC DEVELOPMENT AUTH			3,112.50	3,112.50		
	9000 - TRANSIT FUND			3,718.36	3,718.36		
	9030 - CONSTRUCTION PROJ-MISC			5,069.25	5,069.25		
	9050 - CAPITAL PROJECTS-MISC			109.44	109.44		
	9200 - UNALLOCATED			8,545.45	8,545.45		

THE ABOVE LISTED ACCOUNTS PAYABLE DISBURSEMENTS HAVE BEEN REVIEWED AND HEREBY

APPROVED:

GABE JOHNSON

KEVIN STUNEK

TIFFANY STENGLEIN

**Brainerd, MN
April 19, 2021**

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

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

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

MOVED AND SECONDED BY ALDERMEN O'DAY AND PRITSCHET, DULY CARRIED, TO APPROVE THE AGENDA.

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

A. Approval of Bills - Approved

B. Approval of the Minutes of the Regular Meeting held on April 5, 2021 - Approved

C. Approval of Licenses - Approved

Contractor Licenses - 2

D. Department Activity Reports - Approved

1. Police Chief
2. Finance Director

E. Adopt Resolution Accepting Donations & Contributions for the 1st Quarter of 2021 – Adopted by Resolution No. 20:21

F. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by Lakes Area Habitat for Humanity, PO Box 234, Brainerd for an Event to be Held on June 17, 2021 at The Exchange at the NP Center, 1410 Northern Pacific Rd, Brainerd - Approved

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 Dale Parks is being honored as the Community Member of the Month for his many years of service to the City of Brainerd. He has been a part of the City Council and has volunteered in many committees over more than 17 years. City Administrator Bergman indicated she has especially enjoyed and appreciated his sense of humor. Thank you, Dale, for being an asset to the City by serving the community and best wishes for your future endeavors.

Presentations – Postponed

No presentation was made at tonight's meeting.

Council Committee Reports

Safety & Public Works Committee Report

Request to Approve Certain Tax Forfeit Parcels as Non-Conservation Status and Approve for Sale - Approved

MOVED AND SECONDED BY ALDERMEN O'DAY AND PRITSCHET, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND CLASSIFY PARCELS 41300681, 41301043, AND 41301048 AS NON-CONSERVATION TO ALLOW CROW WING COUNTY TO SELL THESE PARCELS.

Request to Approve Event Application – LAMF Block Party - Approved

MOVED AND SECONDED BY ALDERMEN O'DAY AND ERICKSON, DULY CARRIED, TO APPROVE THE EVENT APPLICATION FOR THE LAKES AREA MUSIC FESTIVAL TO BE HELD AUGUST 12, 2021 WITH THE CONDITIONS AND NOTES FOR APPROVAL SHOWN ON THE APPLICATION.

Request to Select and Approve Name a Snowplow Final Names - Informational

Committee Chair O'Day stated the top three names have been selected at committee level. He indicated these will now go to the public for a final vote for each piece of equipment, and the winning name will be displayed on the equipment next fall. The link for the public is listed on the City website.

Mack Plow Truck No. 1	• Choncy • Bartholomew Blizzardblaster
Loader with Snowblower	• Kirby Truckett • Catalina Snow Mixer • Nom nom nom
Mack Plow Truck No. 2	• Spirit of Carl Snowalter • Snokyo Drift • Blizzard Wizard • Frank Truckington
Sterling Plow Truck No. 1	• Sir Plows-A-Lot • Plow Now Brown Cow • Saltan Sandy
Sterling Plow Truck No. 2	• Undercover FBI Van #113 • We've Been Plowing to Reach you About Your Car's Extended Warranty
Tractor Broom	• Cousin Eddie • Flanders • And Broom Goes the Dynamite
Road Grader	• The Tar Tickler • Slim Grady • Scrapey McScraperson

Loader with Plow

- Grader Minnesota
- Frank the Tank
- Petunia
- Pretty Good Snow Plow

Personnel and Finance Committee Report

Authorize the Hiring of Ms. Toni Gage for Administrative Specialist – Administration Department - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE THE HIRING OF MS. TONI GAGE FOR THE ADMINISTRATIVE SPECIALIST-ADMINISTRATION DEPARTMENT AT STEP 1 OF THE ADMINISTRATIVE SPECIALIST WAGE GRID PER THE IBEW ADMINISTRATIVE SUPPORT UNION CONTRACT WITH AN ANTICIPATED START DATE OF APRIL 28, 2021.

Update on Police Chief Eligibility List Process - Informational

Committee Chair Johnson indicated the Police & Fire Civil Service Commission met today and opened the letter of interest process for internal candidates. He said it will remain open through April 28th, and the Police & Fire Civil Service Commission will meet again on May 3rd to review letters that have been submitted.

Authorize Water Availability Charges to be Used Towards the Water Tank Project - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN, DULY CARRIED, TO AUTHORIZE THE USE OF \$976,000 OF THE CURRENT FUNDS IN THE WATER AVAILABILITY CHARGE FUND ON THE EXPANSION OF THE GROUNDWATER STORAGE WATER TANKS AND THE RELATED BACKWASH TANK PROJECT; FURTHER TO AUTHORIZE THE TRANSFER OF FUNDS TO BPU.

Unfinished Business

Final Reading – Proposed Ordinance No. 1515 – Amending Section 515-37 Signs – Approved

Community Development Director Chanski indicated the first reading of this ordinance was held at the April 5th Council meeting and a unanimous approval vote is needed to dispense with the actual reading. Council member Erickson provided some background and discussion from the Planning Commission. He indicated the focus was on limiting the number of signs and the size allowed, and not the content.

MOVED AND SECONDED BY ALDERMEN ERICKSON AND PRITSCHET, DULY CARRIED, TO HOLD THE FINAL READING OF PROPOSED ORDINANCE NO. 1515 AMENDING SECTION 515-37 SIGNS AND DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY ALDERMEN ERICKSON AND PRITSCHET TO ADOPT ORDINANCE NO. 1515 AMENDING SECTION 515-37 SIGNS.

ORDINANCE NO. 1515

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

Committee Resignations – Accept with Regret

MOVED AND SECONDED BY ALDERMEN STENGLEIN AND PRITSCHET, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATIONS OF DALE PARKS FROM THE PARK BOARD AND W. MERRITT BUSSIERE FROM THE CABLE TV ADVISORY COMMITTEE.

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 2021) – 2 terms (Expire 2022)

Charter Commission – 1 term (Expire 2022)

Park Board – 1 term (Expire 2024)

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 Fundraising Committee – Two positions available

New Business

Consider Purchase of Banners for the Sesquicentennial

City Administrator Bergman gave a brief update to the events being planned for the sesquicentennial and the estimates received to create the banners. Mayor Badeaux indicated the banners would then be sold or donated once the events have ended.

MOVED AND SECONDED BY ALDERMEN STENGLEIN AND PRITSCHET TO AUTHORIZE STAFF TO PURCHASE THE SESQUICENTENNIAL BANNERS FROM MINNESOTA MAKERSPACE IN THE AMOUNT OF \$12,800 FROM THE SPECIAL PROJECTS BUDGETED LINE ITEM.

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

Council member Johnson stated this item should have been on the Personnel & Finance Committee agenda first since it does have a cost factor and was not budgeted. City Administrator Bergman regrettably agreed with the error in judgement of where to place it on the agenda.

Public Forum

The Chair opened the public forum at 8:00 p.m.

No one came forward.

The Chair closed the public forum at 8:02 p.m.

Staff Reports

Community Development Director Chanski stated the Parking Commission met last week and considered the questions raised by the Council at the April 5th meeting. He said they are reviewing the overall strategic plan regarding parking concerns.

Police Chief Bestul indicated he has been working with HR Director Schubert and Sourcewell for the potential hiring of a Community Service Officer (CSO) intern. He said that item will be coming to the Council for consideration at a future meeting.

City Engineer Sandy announced that road restrictions should be lifted on April 26th, which is approximately 2 weeks after they are lifted in the metro area. He stated the NW 4th Street and Jackson Street project that starts on April 26th will result in a hard road closure to get that roundabout project done as quickly as possible. He also added the City Hall parking lot will be striped that week, so alternate parking will need to be found during that time.

Finance Director Hillman said the field auditors have started the field work and will be on site at City Hall tomorrow.

City Administrator Bergman distributed a handout regarding the development of a strategic supply plan to support childcare needs in our community. She said the handout shows the results of a survey that BLAEDC initiated for parents, childcare providers, and employers to take part in. Any comments or input should be forwarded to Mike Bjerkness at BLAEDC. She stated work continues with the franchise agreements with Charter and CTC. The Charter Commission met on April 14th and an ordinance is being drafted from City Attorney Langel to be brought to Council for consideration. She announced that the Cable TV Advisory committee meets tomorrow at 3:00 pm to discuss the peg channel.

Mayor's Report

Mayor Badeaux said the Downtown Golf Event will take place this Saturday, April 24th and the Spring Fling Downtown Event is scheduled for May 7th and 8th. He added the Parks and Recreation Department is partnering with the YMCA and Community Education for youth sports events this summer.

Council Member Reports

Council member Johnson attended the Parking Commission meeting last week and said they are reviewing the questions sent forth from the Council. He said he was surprised to learn that only 1/3 of parking tickets issued are in the downtown area. He stated he has received interest from residents about the sesquicentennial and if the City Council would consider assembling an ad hoc committee that focuses on Brainerd History.

Council member O'Day has received some calls regarding potholes, and for everyone to be patient as crews will be addressing those concerns as weather allows. City Engineer Sandy

indicated feel free to call in to the Engineering Department to report those areas that need attention.

Council member Bevans directed those interested to the Northside Association Facebook page, as Chuck Marohn gave a great presentation on planning and parks.

Adjourn

The Council adjourned at 8:15 p.m.

Jennifer Bergman
City Administrator

Contractor List

04/27/2021

Contractor Name	Address	Local License #	Licensee Type
BANDEL CONCRETE & MASONRY TROY BANDEL	11490 SLEEPY HOLLOW RD (218) 825-0825	2021-0007	Masonry
FABCON PRECAST, LLC MARK PEDERSON	12520 QUENTIN AVE. S. (952) 890 4444	2021-0002	Residential Building
GULL LAKE HEATING & A/C LLC BRYON ENYDAHL	5341 OX TRL SW (218) 820-2000	2021-0055	Mechanical
LEROY SIGNS, INC. Lee Reiter	6325 WELCOME AVE N (763) 535-0080	2021-0011	Sign Erector
LUNDBERG PLUMBING & HEATING INC THOMAS K. LUNDBERG	1075 2ND ST NW (218) 927-3248	2021-0056	Mechanical
MICHELS PIPELINE INC JOHN SCHROEDER	817 MAIN STREET (920) 583 3132	2021-0057	Mechanical
PERFECT FLOW PLUMBING LLC DEXTER HANSON	1016 ROSEWOOD ST (218) 820 9380	2021-0035	Plumbing Contractor

Totals: 7

Population: All Records
Licensee.DateRegistered Between 4/15/2021 12:00:00 AM AND 4/27/2021 12:00:00 AM
AND
Licensee.LocalLicenseNumber Starts With 2



Brainerd Fire Department Monthly Report

April 2021

TRAINING AND STAFF DEVELOPMENT

We had some good training starting with Active Shooter Rescue Task Force training with our public safety partners, law enforcement and EMS. This training focused on the fire department's role when responding to an active shooter / hostile intruder. We worked with our partnering agencies to better our ability to work together. This type of training is essential when it comes to the safety of our community. We build trust with our partners and understand each other's roles. A special thank you to ISD 181 for allowing us in their schools for this important training.



Another big training in April was our annual Airport Rescue Fire Fighting (ARFF) training at the Brainerd Lakes Regional Airport. This training is in collaboration with the firefighters at the airport. Brainerd Fire Department serves as the primary backup to the airport in the event of an emergency and this training is key in building on

the trust and understanding of the requirements when it comes to aircraft incidents.



One more great training this month was a 2-day Technical Rope Rescue class at Camp Ripley. We had 9 BFD firefighters attend along with members of the Camp Ripley Fire Department. We were able to use the great training facilities at the camp.



We finished off our April training with firefighting skills and truck operations. We worked in several smaller groups on aerial apparatus placement and set-up, pump operations, and flowing water through different master stream nozzles. We continue to also use our online training platform for additional training opportunities that do not require hands-on, which has been very helpful.





Brainerd Fire Department Monthly Report

April 2021

INSPECTIONS

There are several major projects in the community and Fire Marshal Cox has been working closely with these projects, along with various City license inspections. Our Fire Marshal is an important part of our mission of providing a safe community for all.

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT

Type of NFIRS Incident (National Fire Incident Reporting System)	Coverage Area Total Incidents (Includes City of Brainerd)
Fire	11
Rescue & Emergency Medical Service	7
Hazardous Condition	1
Service Calls	2
Good Intent Call	15
Alarm Activation	8
Severe Weather	0
TOTAL	44

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	1
Good Intent Call	6
Alarm Activation	4
Severe Weather	0
TOTAL	15



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

April 27, 2021 PARK BOARD MEETING

Recreation Report

Recreation

Early Bird Adult Softball Tournament was voted despite the cold to be ran April 24, 2021.

The Brainerd Eagles Club and All Fried Up will be the sole concession resource for the tournament, due to a late hot water turn on to the concession stand because of the cold weather and safety precautions.

Summer Adult Softball League Registrations

Mondays – Women's: 10 – deadline to register April 30

Tuesdays - MS2 (Men's Lower): 12 *Schedule Complete -team sanctioning submitted. Start April 27*

Wednesdays - MS1(Men's Upper): 9 *Schedule Complete -team sanctioning submitted Start April 28*

Thursdays – Coed1 (Upper): 3 – deadline to register April 30

Thursdays – Coed2 (Lower): 12 – FULL

Fridays- Master's (35+): 3 – deadline to register April 30

We have received our scorebooks from USA Softball. They no longer print score books, but I have a pdf version I will send team managers via email.

Community Ed & YMCA

- Q1 Budget Reports and Invoices submitted
- Keys checked out to YMCA and equipment inventory/allocation process started

Special Events

Easter Egg Hunt

Huge Success. It was a very controlled environment that felt safe. Check in process worked very smoothly almost everyone had their receipt or knew their correct group and time. Several comments and feedback stating we should do something similar in the future. Perhaps with larger quadrant groupings instead of 25 increase it to 50.

Kids Fishing Clinic

May 22, 2021 – Free

9:30 a.m. – 2:00 p.m.

Registration Required Maximum Child Attendance 150

- 10 to 11 learning stations i.e., casting, knot tying, boat safety, life jacket relay, minnow races, wheel of fish, fish identification.
- Free shore lunch for volunteers, participants, and families
- Fishing contest
- Award ceremony and gift bag for participants

Concessions

Our plan for 2021 is to hire a concessions worker for Bane, Buffalo Hills, and Memorial Park. Hire extra concession workers for tournament weekends. Staff concession stands Monday – Thursday. We do not sell enough to staff MMP Fridays, however perhaps a food truck would be a good option. This year we will keep detailed spreadsheets on product ordered and price product including cost of staffing concession stand. All Fried-Up food truck will be selling at Memorial Park on Tuesdays and then Thursdays once Coed softball starts. After the summer fall sport season concludes we can present a more detailed plan for 2022.

Arbor Day/Earth Day

In the past Brainerd Parks and Recreation has hosted an Arbor Day event at Garfield Elementary with learning stations. This year the schools are still not open to visitors and facing their own challenges with getting coursework in.

I went to Central Lakes College and presented to one of their Natural Resources “Parks” classes regarding what is going on with Brainerd Parks and Recreation and that in fact Arbor Day was cancelled. CLC typically provides students to volunteer for that event to run an interactive game. They also usually do a park planning activity each year. Instead of those items we came up with an Arbor Day/Earth Day event taking place on April 22. CLC students will run a park clean up at 3 different parks: Kiwanis Park, Buster Dog Park, and Rotary Park. They are tasked to perform a cleanup then write a report on the impact of leaves, feces, litter on parks and how much of an impact they made. Those reports will be given on April 29. I will report back their accomplishments in the May regular park board meeting.

Grants

We received a \$500 grant from Crow Wing Energized for water bottles with Crow Wing Energized emblem on them (stickers or printed). These will be given out free at the grand opening for the water bottle filling station. Crow Wing Energized has also stated they would like to be at the grand opening for the new water bottle filling station for “Re-Think Your Drink” publicity/education.

Maintenance Report

Spring Clean-Up

With the change of seasons, Parks staff has been beginning to open restroom facilities and concession stands and starting clean-up and field preparation in all the Parks. Besides the clean-up occurring with the College that was coordinated through Katie, City staff will be taking a week sometime in mid-May to do a Park-wide sweep of every park to clean-up each park by brushing, trimming trees, grading, sweeping, and performing general beautification of the Parks for summer. This will also include fresh mulch in the boulevard areas that the department is responsible for along with planning our summer maintenance improvements in each Park. I have dedicated all 8 of the street department staff and all the permanent and temporary parks staff that will be available to help get all this work completed. With the public works structure, this was the intent to cross train and utilize the full workforce within the department to help assist in this clean-up, much like parks employees come and help the street department in the winter with plowing duties. By the end of May, we should see all our parks cleaned up and tidy for the summer use season. We also intend on addressing the campground host site at the time of spring clean-up and clean-up the area near the Parks and Recreation building at Lum Park.

Park Design Standards

We rescheduled the Park Board Design Standard Workshop with Widseth for May 11, 2021 due to scheduling conflicts with a few of the Park Board members. This work was authorized to help guide Parks Department staff and the Park Board on what the future of our parks looks like and to help us focus on branding and consistency throughout each of our Parks.

Staffing

While staff has been working to try and get a full workforce for summer help to assist our full-time staff in the summer months, we have had a couple of staff members out on work injury, which has left us with a minimal full-time staff. We anticipate this to last for most of the spring months and into the summer months but will continue to work to get temporary staff hired to assist in the tasks performed by our full-time maintenance staff so that we can get to somewhat full-strength during our busy season.

Maintenance Tasks Completed in the Month Prior

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.

- Hung distance signs on baseball fields.
- Repurposed gate for Evergreen landing

- Tennis courts up and ready.
- Swept all trails.
- Put up batting cages.
- Raked up plow scars.
- Working on all fields.
- Changed over all winter equipment to summer.
- Replaced broken window Jaycees Park due to vandalism.
- Turning water on to parks.
- Fired up all electricity.
- Opened campground for business.
- Cleaning up beach area.
- Installed shelving for concessions.
- Moved soccer shed to MEM.
- Started mulching leftover leaves in parks.
- Garbage runs.
- Ordered a few new signs for Lum to replace worn ones.
- Replaced water pole for flower bed Lum.

Splash Pad

City Staff, the Contractor on site, and the City's Consultant Engineer WSB have been coordinating and planning the installation of the splash pad in unison with the Memorial Park Development. The contractor performing the install has been in the loop at preconstruction meetings and has been in contact with both the Engineer and Contractor to coordinate all this construction to happen concurrently and by the intended completion date. In the meantime, if you know of anyone who would still like to donate, please reach out to City staff for that information.

Memorial Park Construction

Construction at Memorial Park is anticipated to begin on April 26th. Currently, the Park Board awarded the base bid which includes the warming house, large rink, and other amenities in the Park. The item on the agenda tonight is specifically related to construction of alternate 1 without the boards and light amenities. These two amenities would be budgeted for in a future year. The Park Board will also be discussing the change from a stick built warming house to a CMU block type warming house. There may be some cost saving and long-term maintenance east gained with pursuing this switch.



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: 2020 Audits for BPU and Brainerd HRA

☐ 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): N/A	Estimated Time Needed: N/A
Summary of Issue: The 2020 audits for Brainerd Public Utilities and Brainerd HRA have been completed and presented to the respective boards. The audits can be found via the links below: BPU: http://bpu.org/wp-lib/wp-content/uploads/2021/04/2020.pdf Brainerd HRA: http://brainerdhra.org/wp-lib/wp-content/uploads/2021/04/Audited-Financial-Statements.pdf	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Informational - no action needed.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

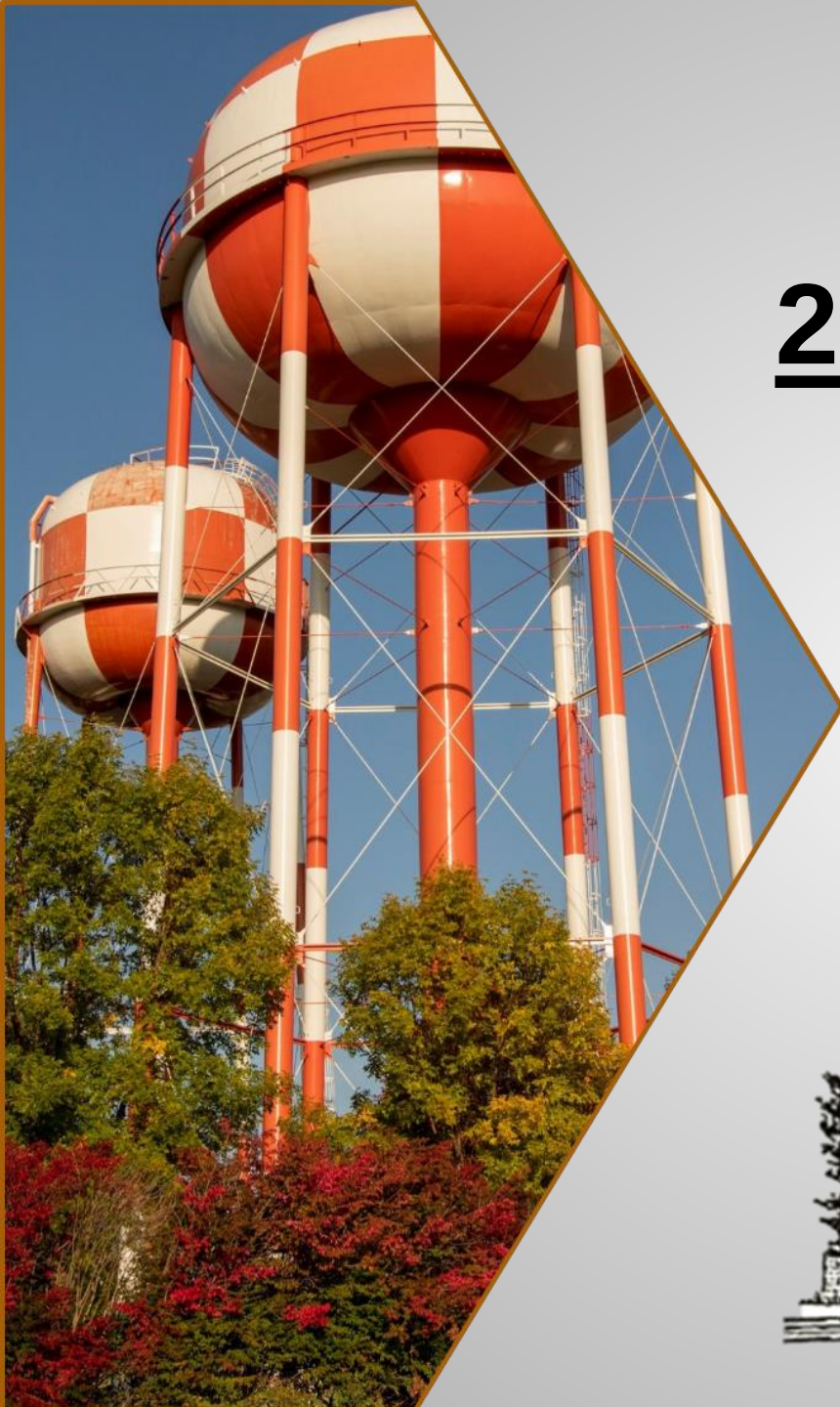
Title of Item: Authorize Hiring of 2021 Temporary Employees

☐ INFORMATION ONLY ☒ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Kris Schubert	Department: Human Resources
Presenter (Name & Title): HR Director Kris Schubert	Estimated Time Needed: n/a - consent calendar item
Summary of Issue: Attached is a listing of 2021 temporary/seasonal employees that have currently received a conditional job offer and have successfully completed their background checks. Pursuant to MN Statute, seasonal assignments are limited to 67 working days per calendar year or 100 working days per calendar year if the employees are under the age of 22, are full-time students enrolled in a nonprofit or public educational institution prior to being hired by the employer, and have indicated, either in an application for employment or by being enrolled at an educational institution for the next academic year or term, an intention to continue as students during or after their temporary employment.	
Alternatives, Options, Effects on Others/Comments: I have also included a notation if the individuals are eligible for funding under Sourewell's Internship Program. Please note that if funding arrangements are approved by Sourcewell, Sourcewell will reimburse the City for wages paid up to \$12 per hour and up to 640 hours (approximately 80 working days). The City had budgeted to receive Sourcewell funding for four interns this year. We are hopeful that we will be able to hire four individuals that will meet Sourcewell's Internship funding requirements. Please note that the Park Board and BPU Commission will approve the hiring of their temporary staff. If Park or BPU Interns are eligible for Sourcewell Funding, I will bring that information to the attention of the Council.	
Recommended Action/Motion: n/a - consent calendar.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> The wages for these positions are included in the City's 2021 budget. The budgeted wage is included on the attached spreadsheet.	

2021 Interns/Temporary Employee List

			Date of	Hourly	Budgeted	Eligible for
	Name	Job Title	Hire	Rate	Wage	Sourcewell Funding
1	Jessica Ernster	Communications Intern	5/24/2021	\$ 13.50	\$ 12.13	No-previous Sourcewell Intern
Submitted for consideration at the May 3, 2021 Council Meeting						

2021 Camp Ripley Update



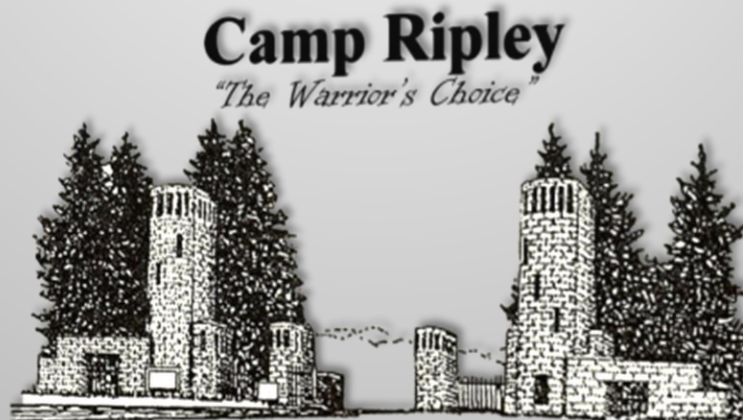
Camp Ripley
"The Warrior's Choice"





Camp Ripley's Mission

Provide superior customer service, facilities, and resources empowering organizations to train in a realistic environment while fostering positive community relations.





MN Leadership



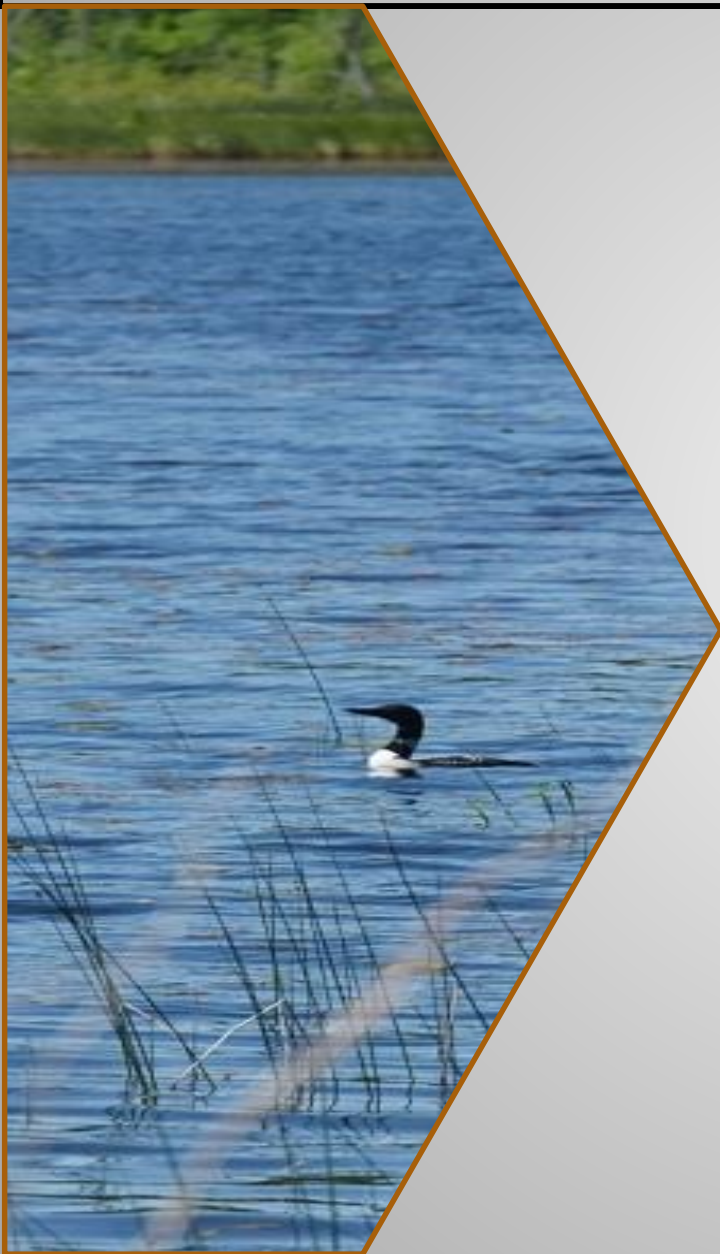
- **MG Shawn Manke** is the Adjutant General of the Minnesota National Guard



- **CSM Brian Soper** is the Command Senior Enlisted Leader for the Minnesota National Guard

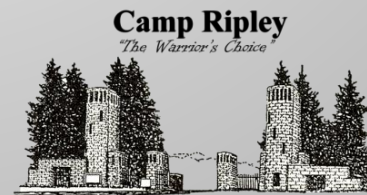


Economic Impact



Payroll	\$61,969,063.00
Construction Projects	\$19,608,420.00
Maintenance Contracts	\$4,795,823.00
Utilities	\$1,932,422.00
Food/Meals	\$2,702,900.00
Army Compatible Use Buffer	\$1,900,000.00
Education	\$685,386.00
Total	\$93,594,014.00

3 Year Average Overall \$77,626,541.33
Add 3 year construction
Camp Ripley has 800-1,000, State & Federal Employees





Accomplishments / Events

- In 2020 we hosted 425,000 DoD and 35,000 local/state interagency partner man-days
- Awarded NGB Environmental Stewardship award & DOD Natural Resources Conservation Award
- Completed rail siding and conducted winter rail operations
- Hosted multiple joint training events: 123rd CRG, MDSU 2, USCG Winter Dive School
- Served as the central hub, providing logistical and medical support for the Civil Disturbance, Long Term Care, Testing, & Vaccination missions
 - Over 6,500 Activated Soldiers & over 80,000 man-days
 - Operation Safety Net
- 2-135 IN successfully mobilized 800 Soldiers for deployment
- Supported the 1/34th ABCT's NTC Rotation – 1st exercise at the NTC in COVID environment



2020 Civil Response

- Assisted in the quick mobilization for the 1-194, 2-136, 134 BSB
- Camp Ripley provided logistical support for these organizations to report to Arden Hills within 12 hours of their notification
- Logistical Support included
 - 4,100 Cots
 - 4,800 MRE's distributed
 - 18,000 locally catered meals served
 - Repair parts, protective equipment, personal items, etc.
- Camp Ripley supported out-processing and COVID testing for all 6,500 activated Soldiers





COVID-19 Response

- 188 Soldiers activated to support community based testing – 11 locations
- 275 Soldiers activated for Long Term Care Facility support – 21 facilities
- 374 Soldiers supporting vaccination efforts – 28 locations
 - Logistical, medical & administrative support
- 12 Soldiers are supporting an Isolation Support Facility
- Participating in DOD Pilot Vaccination Program
- \$7.6M of PPE & \$10M of medical supplies distributed





Operation Safety Net

- MN National Guard is integrated with state agencies and part of the planning team
- Camp Ripley is serving as the primary in/out processing site for all activated Soldiers
- Camp Ripley is the logistic center for all missions
 - Meals
 - Cots/Blankets
 - Replacement Equipment/Parts
 - Protective Equipment
- Billeting for logistical support staff





Support to Civil Authorities



Typical Missions:

- Winter Storm Response
- Flood Response
- Wildfire Response
- Civil Disturbance



Typical Associated Tasks:

- Security
- Traffic Control (TCP)
- Evacuation
- Search and Rescue
- Civil Disturbance Control
- Aerial Wild land Fire Response
- Natural Disaster Relief
- Emergency Debris Clearance
- Emergency Shelter



Construction Update

Construction Completed in 2020:

- Squad Bays Long Houses and Latrines in Area 5
- 5-130 Sims Building
- Fire Hall Facility
- Renovated MATES Warehouses
- 11-1 Latrines and Classrooms
- Renovations to 2-202 and 2-222
- Remodel of the Recreation Center
- Micro-grid Upgrades





Construction Update

Planned Construction for 2021:

- Nelson Hall Remodel
- Joint Emergency Response Training Center
- Motor Vehicle Sheds in Area 17
- Biomass Facility
- Area 5 Dining Facilities
- Area 9 Headquarters
- Fire Hall Addition
- Remodel of 10-67 & 10-87
- Softball Fields





Museum Update

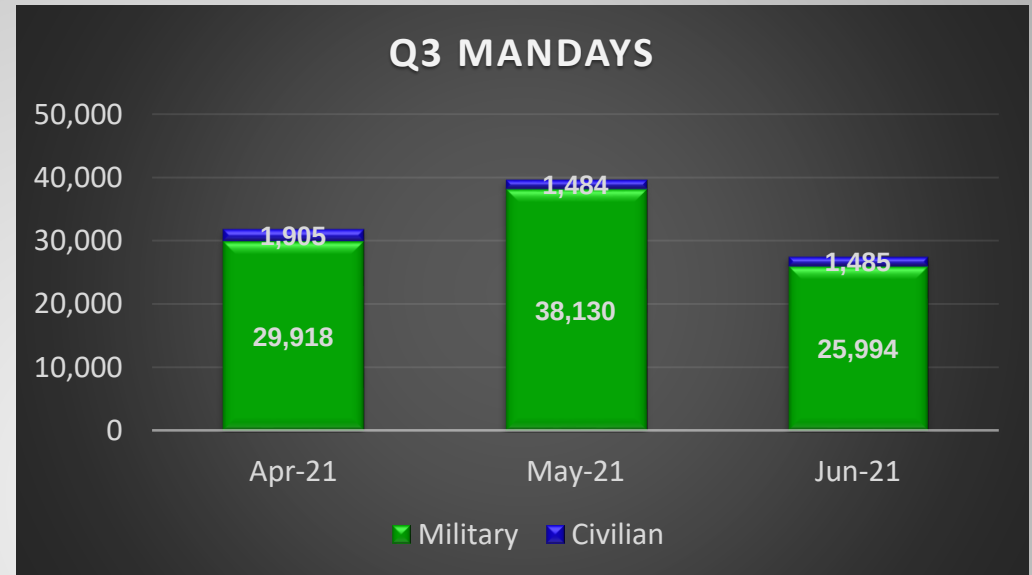
MN Legislature approve \$13M in 2020

- Currently in design
- Expected to open in 2023
- Located between Veterans Cemetery & Hwy 371





A Look Ahead – FY21

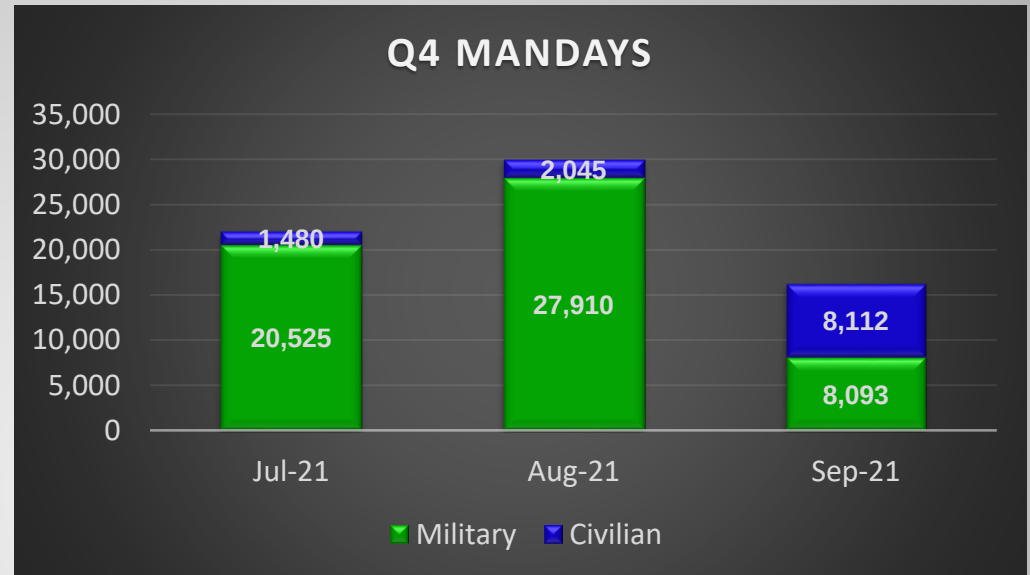


- Trolling For Troops / Turkey Hunts
- State Patrol Academy
- Best Warrior Competition
- NOREX





A Look Ahead – FY21



- Youth Camp
- Field Artillery & Demolition Ranges
- MN DOT Snowplow Training
- Open House





Camp Ripley Partners

MN DNR

- Conservation Officer Headquarters on Post
- Academy conducted
- Annual training events

MN State Patrol

- Training Offices on Post
- Academy conducted
- Annual training events

HSEM

- Offices on Post
- Multi-agency training events conducted

MN DOT

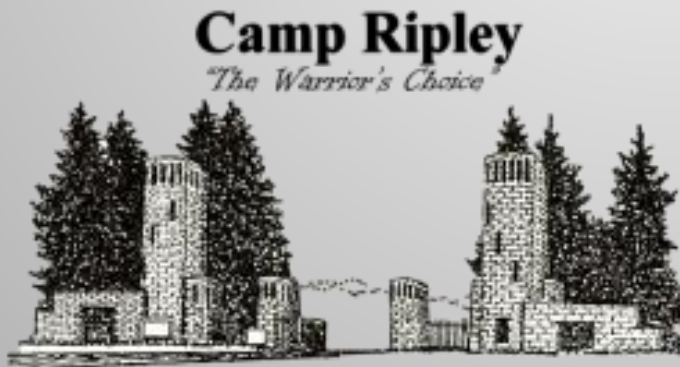
- Annual driver training events





Community Outreach

- Camp Ripley Open House (September 2021)
- Environmental Field Tours, Festivals and Presentations
- National Public Lands Day, Earth Day
- Morrison County Water Festival
- Memorial and Veterans Day Speeches
- Christmas Gift Tags & Food Drives
- Make-A-Wish Sponsorship
- Job Shadow Program
- Archery Hunt
- Disabled American Veterans & Soldier Hunts
- Trolling for the Troops Fishing Event





Environmental Program

“Managing Today’s Resources for Tomorrow’s Mission”

Responsibilities

- Wildlife
- Fisheries
- Forestry
- Protected Species
- Cultural Resources
- Pest Management
- Wetlands
- Noise
- Wild Land Fire
- Outreach & Recreation
- ITAM (Land Rehabilitation)
- GIS

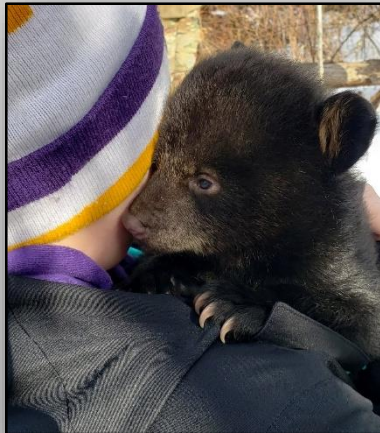


**2020 ARNG Cultural Resource
Conservation Award**

**2019 DOD, Army, ARNG Natural
Resource Conservation Award**

**2018 DOD, Army, ARNG Cultural
Resources Protection Award**

**2017 DOD, Army, ARNG Natural
Resource Conservation Award**





Environmental Oversight

Drivers of Regulation

- Federal and State Statutes [**EPA, USFWS, MPCA, MNDNR**]
 - E.g. Integrated Natural Resource Management Plan coordination through by NGB, MN DNR, and USFWS
- Federal and State Executive orders [**Presidential and Governor Orders**]
- Army and ARNG Regulations [**ACSIM, ARNG I&E**]
 - Environmental Performance Assessment (EPAS), Environmental Management System (eMS),
- DoD Strategic Sustainability Plan and Directives [**DoD, HQDA, ARNG**]
- Army Campaign Plan [**HQDA, ACSIM, ARNG I&E**]
- Army National Guard Environmental and Sustainability Policy [**AR-2001, JFMN 200-1**]
- MN National Guard Campaign Plan - Sustainable Infrastructure [**MNNG**]
- Right thing to do

Agency Oversight listed above:

- EPA: Environmental Protection Agency
- USFWS: US Fish and Wildlife Service
- MPCA- Minnesota Pollution Control Agency
- MNDNR: Minnesota Department of Natural Resources
- ACSIM: Army Assistant Chief of Staff for Installation Management
- ARNG I&E: Army National Guard Installations and Environment
- AR: Army Regulation
- HQDA: Headquarters Army

Minnesota National Guard
Campaign Plan 2019-2021
OPERATION: ARROWHEAD



Camp Ripley Training Site
Integrated Natural Resource
Management Plan

2018-2022



Minnesota Department of Military Affairs
Minnesota Army National Guard



Environmental Partnerships

- Minnesota Department of Natural Resources
- Minnesota Board of Water and Soil Resources
- Minnesota State Colleges and Universities
 - Central Lakes College
 - St. Cloud State University
- U.S. Fish and Wildlife Service
- The Nature Conservancy
- Local School Districts
- Community Interest Groups





Prescribed Burns

When: April-June 2021

Why we conduct burns:

- To create a safe training environment for Soldiers and protect surrounding communities
- Mitigates the risk of fires starting during range firing
- Improve and enhance native fire dependent plant communities

Considerations taken before burns:

- Wind Speed/direction
- Temperature
- Relative Humidity
- Fuel/moisture content
- Training area occupancy

Those involved:

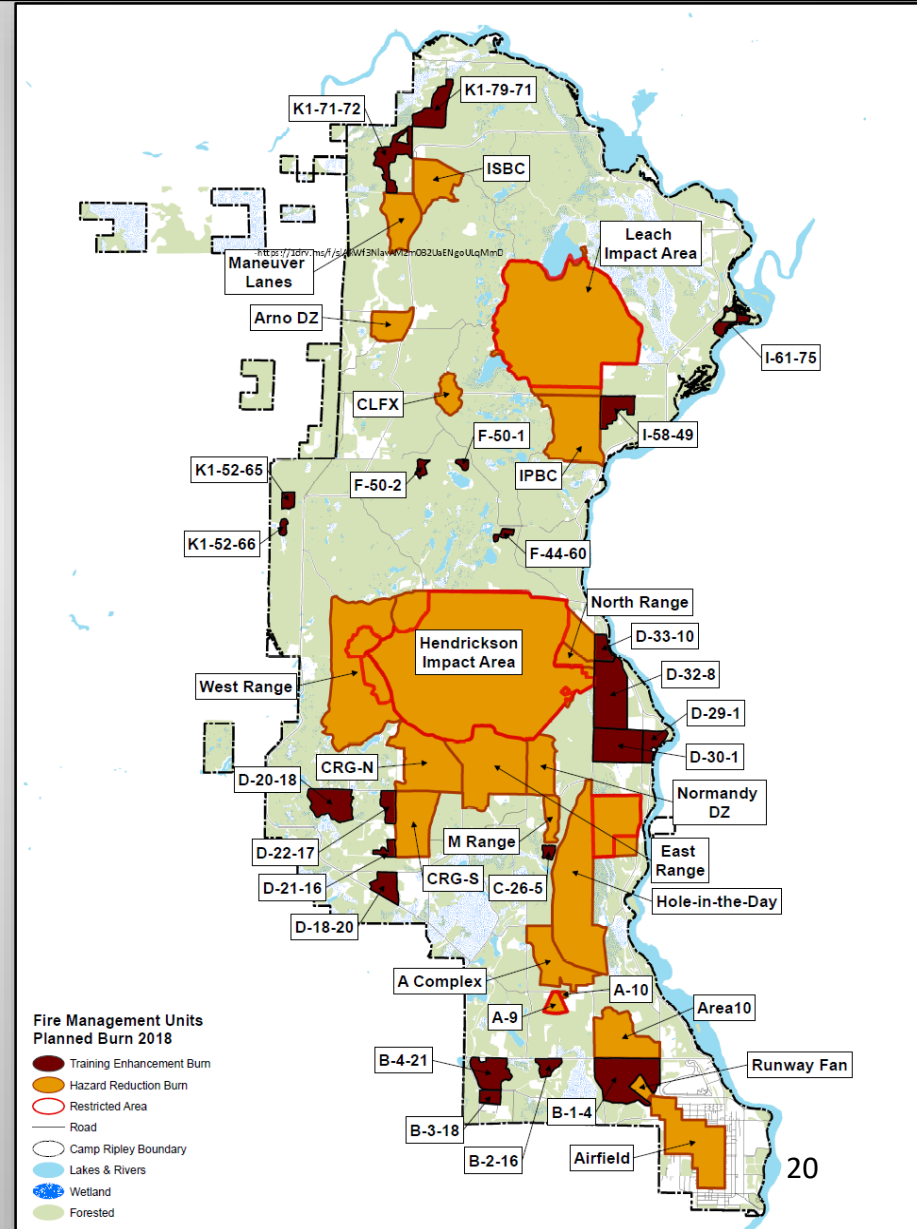
- Camp Ripley's Fire and Emergency Services
- Camp Ripley's Dept. of Public Works
- Camp Ripley's Environmental Team

Hazard Reduction Burns

- 14,233 acres

Mission Enhancement Burns

- 1,758 acres





ACUB*/Sentinel Landscape

Program Status

FY21 Federal Funding

REPI \$1.5 million

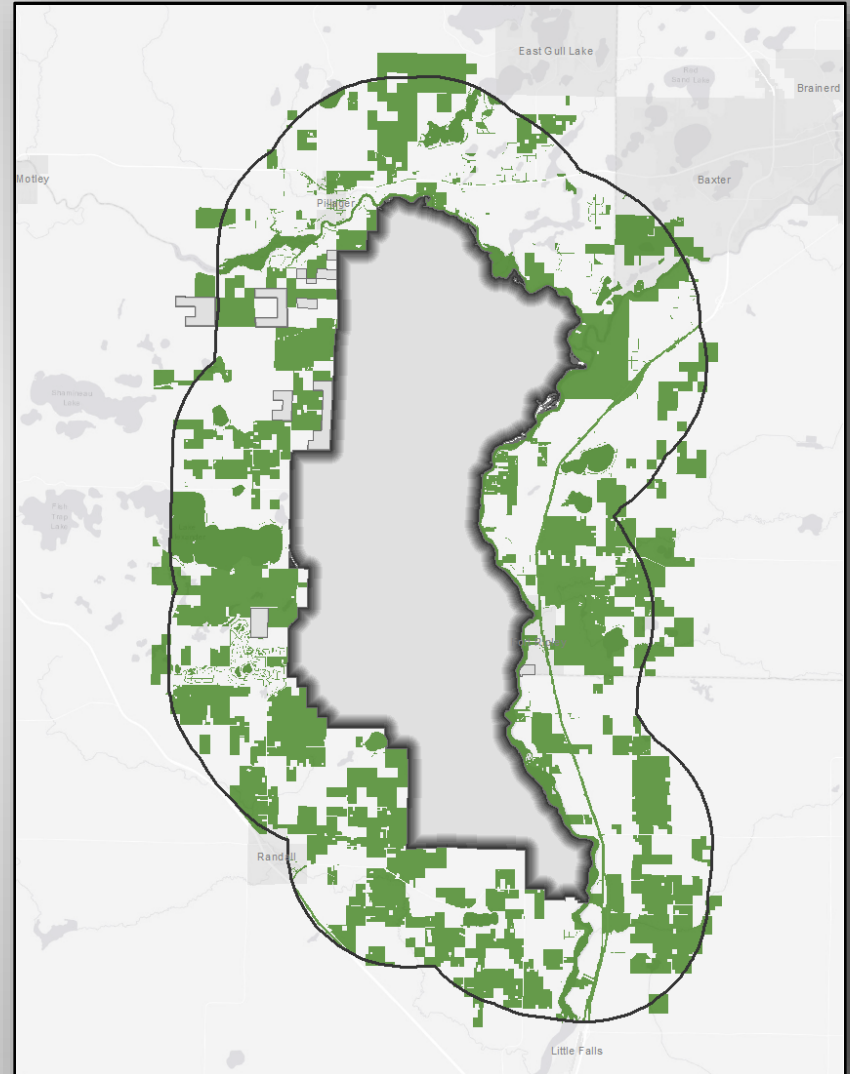
FY21 State Funding

\$1.3 million Lessard-Sams Outdoor
Heritage Council

**NRCS Direct Agreement with
Morrison SWCD for Private Lands
Forester**

**Other Partner Activity reported in
the Sentinel Landscape is
approximately \$3.5 million**

***Army Compatible Use Buffer**





Questions?



To find more information about Camp Ripley
please search for us on these social media sites:





Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Presentation - Ms. Mary Koep - Library Board

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) <i>*provide copy of published hearing notice</i> ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Jennifer Bergman	Department: Administration
Presenter (Name & Title): Mary Koep	Estimated Time Needed: 10 Minutes
Summary of Issue: Ms. Mary Koep, member of the Brainerd Library Board will be making a presentation to the City Council on behalf of the Library Board.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: No action needed - informational only	
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>	

7. Finance Committee report:

- h
h
e
- a. Motion made by Mary to pay invoices as presented. Sue seconded. All approved by roll call.
 - b. Motion made by Mary to accept the final report subject to audit. Seconded by Dave. All board members approved through roll call.
 - c. Motion by Mary: Recommendation to Brainerd City Council from the finance committee of the Brainerd Public Library board is that a one-year levy for Kitchigami, that portion of the levy only will be held in abeyance for tax year 2022 from the \$316,215 personnel 7-year underspent budget; that \$210,000 of that money be credited to the Brainerd Public Library capital fund and the remainder be left with Kitchigami Regional Library System in hopes that they would spend it to make necessary personnel adjustments within the Brainerd Library system, with the understanding the regular library levy for the city would continue in the following year, 2023. Seconded by Loyal. Motion carried—8 yes votes, 1 no vote, one abstention

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

May 3, 2021

7:00 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 844-992-4726

Access Code: 187 341 0363

1. Request from Brainerd Community Action for 4th of July Fireworks Donation
2. Approval of Memorandum of Agreement with IBEW BPU Union for Hiring a Wastewater Intern/Operator
3. Authorize Street Maintenance II Promotional Process
4. Authorize Hiring a Police Intern
5. Update of Police Chief Eligibility List
6. Dispose of Surplus Equipment – Council Tablets
7. Authorization to Purchase Hanging Baskets for Downtown
8. Annual Designation to Perform Electronic Transfers



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Request from BCA for 4th of July Fireworks Donation

☐ 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): Executive Director of BCA Dave Badeaux/City Administrator	Estimated Time Needed: 5 Minutes
Summary of Issue: Please see the attached 4th of July celebration update from Brainerd Community Action's Executive Director.	
Alternatives, Options, Effects on Others/Comments: Historically we have used the special projects budget line item for the fireworks/celebration donation. Below is a history of the donations: 2020 - \$8,000; 2019 - \$8,000; 2018 - \$8,000; 2017 - \$8,000; 2016 - \$8,000; 2015 - \$7,500; 2014 - \$8,500; 2013 - \$8,000; 2012 - \$5,000; 2011 - \$5,000; 2010 - \$0. There was \$28,000 budgeted for special projects in 2021. \$13,300 of the budgeted has been authorized to be spent as of May 1st - \$500 to historical society, \$12,800 for banners for the sesquicentennial.	
Recommended Action/Motion: Approve the request from Brainerd Community Action for a donation for 4th of July fireworks.	
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 The funds budgeted for special projects. <u>Please Explain:</u>	



April 28, 2021

Dear City Officials,

Each year Brainerd Community Action hosts numerous annual events, that attract thousands of people into The Brainerd Lakes Area and throughout our communities. We understand that things are moving along differently again this year, but we want to make sure that we are continuing to prepare and are moving forward with the 2021 Fourth of July firework display.

At this current time, we are formulating our plans moving into the busy summer schedule and want to ensure everyone that our priority is the safety and health of our community. We are not prepared at this moment to make a full announcement as to the ultimate status of events but would like to communicate with everyone about what timelines moving forward might look like. Some events will look different again this year. However, our goal is to provide a celebration that is both appropriate for and worthy of the title of Minnesota's 4th of July Capital right here in the Brainerd Lakes.

What we learned from last year's altered events is that the firework portion of the day was a success even with the change in format from previous years. Because of this Brainerd Community Action will be using this as a basis for our celebration and building from there as we are allowed with safety as the number one priority.

What we ask of both our cities, Brainerd and Baxter, is that they continue to support the fireworks portion of this important event for our area and understand that there may be some changes that need to be made along the way.

Brainerd Community Action will continue to evaluate the situation and work with our partners so that we are able to give our area a celebration that is in line with state and local guidelines. The scope and dynamics of this will continue to change, but the end goal will continue to be giving a moment where we can stand together as a community in celebration.

Thank you for your continued community support.

A handwritten signature in blue ink, appearing to read "Dave Badeaux", is written over a faint, larger blue outline of the same signature.

Dave Badeaux
Executive Director
Brainerd Community Action



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Approve Memorandum of Agreement for BPU Employee Eric Klein

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading *provide copy of published hearing notice
Submitted by: Kris Schubert	Department: Human Resources
Presenter (Name & Title): HR Director Kris Schubert	Estimated Time Needed: 5 minutes
Summary of Issue: BPU Wastewater Operator John Backowski resigned in March. As required by the Employee Policy Manual and the IBEW BPU Union Contract, we posted the Wastewater Operator position internally on March 29th and did not receive any applications. After considering our options and also realizing this is peak time for Wastewater staff due to the limited window for sludge hauling, Staff re-hired Eric Klein who was our 2020 Wastewater Intern. Eric started as our 2021 Wastewater Intern on April 5, 2021 and works for us when he is available while attending college. After graduation, Management would like to offer Eric the full-time Wastewater Operator job as he is interested in full-time employment, he will have completed the Wastewater Operator education requirements, we are familiar with his quality of work as a previous intern and also based on our previous difficulty to hire Wastewater staff. The BPU Commission met on April 27, 2021, and discussed this matter. The Commission approved the attached Memorandum of Agreement (MOA) to accomplish Eric's hiring as described above; further, the Commission recommended that the City Council also approve the MOA.	
Alternatives, Options, Effects on Others/Comments: Please note that BPU can set the wage for our Interns as it is not a union position; therefore, Eric's 2021 Wastewater Intern wage was set at 85% of Step 2 since he is being rehired from last year. When Eric graduates in mid-July, he will be automatically be promoted to a Wastewater Operator (union position) and will start at Step 2 as required by the union contract which also meets the EPM language too (wage increase for a promotion). The IBEW BPU Union has also agreed to the MOA.	
Recommended Action/Motion: Motion to approve the attached Memorandum of Agreement between the City of Brainerd and the IBEW Local No. 31 (BPU) Union which details Eric Klein's progression as our 2021 Wastewater Intern to a full-time Wastewater Operator.	
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> The position is included in the 2021 BPU budget.	

Memorandum of Agreement

This Memorandum of Agreement (hereinafter, "MOA") is entered into between the City of Brainerd (hereinafter, "City") and International Brotherhood of Electrical Workers, Local No. 31 (hereinafter, "Union"), on behalf of the Brainerd Public Utilities bargaining unit. The City and the Union are hereinafter referred to collectively as the "parties" and individually as a "party."

WHEREAS, the City and the Union are parties to a collective bargaining agreement dated January 1, 2021 through December 31, 2023 ("CBA"), governed by the Minnesota Public Employment Labor Relations Act (as amended), and

WHEREAS, the City desires to hire Eric Klein immediately as a Wastewater Intern pending his graduation from college, at which time the City currently wishes to hire Mr. Klein as a Wastewater Operator upon college graduation, and

WHEREAS, the terms and conditions of employment of Wastewater Operators are governed by the CBA, and

WHEREAS, the CBA does not include payment or employee benefit terms for a Wastewater Intern position, and

WHEREAS, the City and Union have discussed applicable pay and employee benefits for Mr. Klein while he works on a limited basis while attending College.

NOW, THEREFORE, the parties agree as follows:

1. Mr. Klein will be hired as a Wastewater Intern effective April 5, 2021 and will be paid \$25.38 per hour which is 85% of the Wastewater Operator 2021 Step 2 wage identified in Appendix A of the CBA.
2. While Mr. Klein is employed as a Wastewater Intern, it is agreed that he will initially work on a limited basis and work when available, and in no case more than 40 hours per week. Mr. Klein will not be eligible for benefits identified in the CBA, including, but not limited to, sick leave, vacation, holiday pay, and/or insurance while working as a Wastewater Intern.
3. Mr. Klein will be hired as a full-time, overtime eligible Wastewater Operator after graduation from Water/Wastewater School and provision of proof of graduation to the City. For purposes of the CBA, including wage progression, benefit accrual, and seniority, Mr. Klein's date of hire will be the date that he provides the City with proof of his graduation from the Water/Wastewater School program in which he is currently enrolled.
4. It is anticipated that Mr. Klein will graduate from college and be eligible to begin the full-time Wastewater Operator position mid-July 2021. As discussed in Paragraph 3 of this MOA, however, Mr. Klein will be eligible for employment-related benefits in accordance with the CBA at the time he provides the City with proof of graduation.
5. All hours worked by Mr. Klein as a Wastewater Intern and a Wastewater Operator will be counted toward the 1,040 hours (six-month equivalency of full-time employment) probationary period described in Article 7 - Seniority, of the

CBA. The Parties expressly agree that the six-month probationary period will be calculated based on the total hours worked by Mr. Klein, not the date of Mr. Klein's hire in either the Wastewater Operator or Wastewater Intern positions. Article 7 - Seniority of the CBA will otherwise pertain to Mr. Klein while he is serving the probationary period.

6. Mr. Klein will be eligible to join the union and pay union dues based on monthly earnings as a Wastewater Intern. As discussed in Paragraph 3 of this MOA, however, Mr. Klein will not accrue seniority or other employee benefits described in the CBA until he becomes a Wastewater Operator after providing the City with proof of successful completion of the Water/Wastewater college program.
7. As discussed in Paragraph 2 of this CBA, the parties anticipate that Mr. Klein will work on a limited basis as a Wastewater Intern. If, however, Mr. Klein's work in that position, Mr. Klein will be entitled to overtime in accordance with the CBA's overtime provisions, if applicable.
8. The parties agree that the temporary Wastewater Intern position will, in all other respects, be subject to the CBA.
9. The City and the Union acknowledge that this MOA shall not be deemed to constitute a precedent or create a past practice which would be applicable to any other member of the bargaining unit or classification identified in the CBA or be admissible in any arbitration proceeding or other proceeding involving a dispute between the parties as evidence of a precedent or past practice. This MOA may not be used as evidence—whether in negotiations, arbitration, or other proceeding—or otherwise be used in any manner to interpret the CBA, or to seek similar benefits for any City employee(s) other than Mr. Klein, either through arbitration, negotiation, or other means.
10. The terms of this MOA are contractual and supersede any and all prior agreements between the parties relating to the subject matter of this MOA. No waiver or modification of any provision of this MOA is valid unless it is in writing and signed by all parties.
11. This MOA shall be construed to have been drafted equally by the parties.

By signing below, each party specifically acknowledges that it has read this Memorandum of Agreement and that it understands and agrees it is legally bound by all terms of the Memorandum of Agreement.

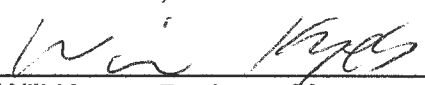
IN WITNESS whereof the parties have hereunto set their hands the date and year affixed below.

FOR THE CITY OF BRAINERD

Jennifer Bergman, City Administrator

Date:

FOR INTERNATIONAL
BROTHERHOOD OF ELECTRICAL
WORKERS, LOCAL NO. 31



Will Keyes, Business Manager

4/14/2021
Date:



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Authorize Street Maintenance II Promotional Process

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Paul Sandy & Kris Schubert	Department: Engineering/Human Resources
Presenter (Name & Title): HR Director Kris Schubert	Estimated Time Needed: 5 minutes
Summary of Issue: Included in the 2021 budget was the promotion of a Street Maintenance I employee to a Street Maintenance II employee effective July 1, 2021. Staff is requesting authorization to begin the promotional process.	
Alternatives, Options, Effects on Others/Comments: Last year we hired three Street Maintenance I employees. Normally we have two Street Maintenance and requested time to evaluate the three individuals to help determine who should advance to Street Maintenance II.	
Recommended Action/Motion: Motion to authorize Staff to begin the Street Maintenance II promotional process.	
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> The adjustment for this promotion was included in the 2021 budget.	



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Authorize Hiring a Police Intern

☐ 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: Mike Bestul & Kris Schubert	Department: Police/Human Resources
Presenter (Name & Title): Mike Bestul & Kris Schubert	Estimated Time Needed: 5 minutes
Summary of Issue: Typically we have four part-time Community Service Officers (CSO) on staff to assist the Police Department. Our CSO's are usually Central Lakes College law enforcement program students and each CSO can work up to 29 hours per week (if they average 30 or more hours per week, they are eligible for benefits per our Employee Policy Manual). In January, Masen Barton resigned and we recently requested authorization to backfill his position. In the recruitment process, we received an application from Nick Karsnia who is a full-time UMD student studying Criminology. Nick is originally from the Brainerd area and inquired about an Internship opportunity. In discussing this with Sourcewell, they are agreeable to fund a Police Intern position for us this summer for \$12 per hour. Since an Intern is considered a temporary employee, Nick could work up to 40 hours per week and up to 100 working days in this position per State law.	
Alternatives, Options, Effects on Others/Comments: One of our CSO's will also be completing the skills portion of his education and will not be available to work for us most of the summer. Staff feels utilizing an intern that can work up to 40 hours per week would help cover the majority of the workload; however, since we will be basically short two CSO's, Staff plans to recommend the hiring of another CSO at a future meeting.	
Recommended Action/Motion: Motion to hire Nick Karsnia as a Police Department Intern effective May 10, 2021, at \$12 per hour subject to successfully completing a pre-employment background check.	
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>\$12 per hour</u> <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i> Sourcewell will reimburse the City \$12 per hour for Nick's wages for up to 640 hours. Any additional cost (if he works more than 640 hours) would be absorbed by the Police Department 2021 budget.	



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Update on Police Chief Eligibility List Process

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Kris Schubert	Department: Human Resources
Presenter (Name & Title): HR Director Kris Schubert	Estimated Time Needed: 5 minutes
Summary of Issue: The deadline for our sworn Police Department staff to submit letters of interest for our Police Chief position is 4 pm on April 29, 2021. The Civil Service Commission will meet on Monday, May 3rd at 3:30 pm to interview the applicants. The Commission is intending to complete this promotional testing process and submit a Police Chief eligibility list for Council hiring consideration at the May 3rd Council meeting.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Staff will provide an update at the May 3, 2021 meeting.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>unknown</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> The Police Chief position was included in the 2021 budget.	

May 3, 2021 Police Chief Hiring Update

Civil Service Commission Action:

- The Police & Fire Civil Service Commission posted and published the Police Chief promotional testing process as required by Brainerd Police Civil Service Rules and state law. Please note that the Commission conducted this promotional testing process exclusively for internal candidates as recommended by the City Council.
- The Commission received one letter of interest for the Police Chief position from Acting Police Chief Mike Bestul.
- The Police & Fire Civil Service Commission met on May 3, 2021 and after interviewing the candidate, the Commission certified the current Police Chief Eligibility List. Acting Police Chief Mike Bestul was the only applicant on the 2021 Police Chief Eligibility List.
- The Civil Service Commission reviewed and approved a timeline to update our Deputy Police Chief Eligibility List subject to City Council approval of the funding for the testing process. This process backfills Mike Bestul's previous position.

Staff Recommendation to P & F Committee:

Motion #1: Staff recommends a motion to authorize a conditional job offer to Mike Bestul for our Police Chief position subject to:

1. Successful completion of a pre-employment background check;
2. Placed on Step 4 of the Police Chief Wage Grid which is \$51.72 per hour (please note he is currently on Step 3 as Acting Police Chief);
3. Receives Department Head benefit adjustments as noted in the Employee Policy Manual i.e. increased life insurance policy and vacation accrual;
4. Serves a 90-day trial period as noted in the Employee Policy Manual;
5. The wage and benefit changes will be effective upon acceptance of this offer and successful completion of Item #1; and
6. Bestul will advance to Step 5 on January 1, 2022. (Per the Employee Policy Manual, step increases for employees promoted before September 30 of any year will become effective on January 1 of each year following the employee's performance review. Bestul's next performance review will be completed in September/October 2021).

Motion #2: Staff recommends a motion to authorize the funding as needed for the Civil Service Commission to update the Deputy Police Chief Eligibility List. This cost will be offset from savings in the Police Department's 2021 personnel budget.



www.ci.brainerd.mn.us

May 3, 2021

Mr. Dave Badeaux, Mayor
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Dear Mayor Badeaux:

The Police & Fire Civil Service Commission posted and published the Police Chief promotional process as required by our Rules and state law. Please note that the Commission conducted this promotional testing process exclusively for internal candidates as recommended by the City Council.

For this process, the Commission received one letter of interest for the Police Chief position from Acting Police Chief Mike Bestul.

After interviewing the candidate, the Police & Fire Civil Service Commission is pleased to certify to you the current Police Chief Eligibility List. Acting Police Chief Mike Bestul is the only applicant on the 2021 Police Chief Eligibility List.

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

Sincerely,

CITY OF BRAINERD

Cathy Gray, Chair
Police & Fire Civil Service Commission

/ks

cc: City Administrator Bergman
Mike Bestul Personnel File



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Request Approval to Dispose of Surplus Equipment - Council Tablets

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) <i>*provide copy of published hearing notice</i> ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Shawn Strong, IT/GIS Director	Department: IT/GIS
Presenter (Name & Title): Shawn Strong, IT/GIS Director	Estimated Time Needed: 5 min
Summary of Issue: City council members have been provided new laptops to replace the previous Microsoft Surface Pro 4 tablets purchased 4 years ago. The council Surfaces could be offered for sale at public auction, rather than recycled or donated, as they may have some resale value. This year we will also be replacing department head Surfaces -- some of which may be repurposed for other uses.	
Alternatives, Options, Effects on Others/Comments: 1. Sell on public auction website 2. Recycle or donate	
Recommended Action/Motion: Authorize staff to offer 8 used Surfaces for sale on PublicSurplus (auction) website.	
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: May 3, 2021

Title of Item: Authorization to Purchase Flowers for Downtown

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Community Development Director	Department: Community Development
Presenter (Name & Title): David Chanski, CDD	Estimated Time Needed: 5 minutes
Summary of Issue: The City has had flowers planted downtown each year since 2010. The cost of the flowers as well as summer downtown landscaping maintenance is assessed to the downtown special taxing district each year. Staff is requesting authorization from the City Council to contract with Copper Creek for hanging flower baskets at a cost not to exceed \$2,900 (see attached quote) and to authorize staff to purchase and plant flowers in the downtown urns at a cost not to exceed \$2,500 including labor.	
Alternatives, Options, Effects on Others/Comments: In addition to the planting of flowers downtown, a seasonal employee (whose time will be split between downtown and code enforcement) will be spending 15-20 hours per week water flowers and conducting landscape maintenance. The time this employee spends downtown will also be assessed to the downtown special taxing district and the time he spends conducting code enforcement will come out of the budgeted funds in the General Fund. Since 2010, the City has always contracted for downtown maintenance the cost of which is assessed to the downtown. The 2021 cost for downtown maintenance is estimated to be around \$5,000. In total, the cost of flowers and maintenance should not exceed \$11,000 (annual average is around \$12,000).	
Recommended Action/Motion: Motion to authorize staff to contract with Copper Creek for hanging flower baskets at a cost not to exceed \$2,900 (see attached quote) and to purchase and plant flowers in the downtown urns at a cost not to exceed \$2,500 including labor.	
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> \$ 5,400 <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i> The cost of flowers and maintenance is assessed to the downtown special taxing district.	

Proposal

April 13, 2021

Downtown Brainerd Landscaping

Copper Creek Landscaping hereby proposes to furnish all materials required and to perform all the labor necessary for the completion of the proposed work:

Hanging Baskets	\$ 2,700.00
1. 20 Hanging Baskets planted with a variety of color, texture, height, heat tolerant. Includes 18" Pulp Fiber baskets with reinforced spinning hangers	\$ 2700.00
1. Delivery, transport, fuel	\$178.00

Total Project including Budget Items

Qualifications and Project Notes:

*Copper Creek Landscaping has successfully been in business for 15+ years providing full landscaping services to the surrounding community. Entities such as Grand View Lodge, Gander Outdoors, and Lakes Area Eye Clinic are all local happy clients.

*The Project Manager for the Downtown Brainerd Streetscape Project has been employed by Copper Creek for the specific purpose of plant design, planting, and plant maintenance. She will direct this project and see it through to completion.

*Other employees for this job have worked for Copper Creek for a combined 10 years, some with

horticulture degrees.

***Copper Creek Landscaping WILL PROVIDE care instructions for the hanging baskets to promote healthy growing throughout the entire growing season for 2021.**

***Attached you will find a list of proposed flower materials for each area of work.**

- Bid Does Not Include – Any required fees for permits, special soil amendments or corrective soil work if the excavation of existing soils finds an unforeseen need for it. This bid does not include any removal or disposal of buried items, repair of unmarked utilities, or repair of any buried items.
- Bid Does Not Include – Any repairs to the existing irrigation system, yard, or underground utilities (unless specified in bid)
- This proposal may be withdrawn if it is not accepted within 60 days.



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Annual Delegation to Perform Electronic Transfers

☐ 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): Jennifer Bergman, City Administrator	Estimated Time Needed: 5 Minutes
Summary of Issue: Per MN Statute 471.38 Subd. 3a (a) in order for a city to perform electronic transfers, one of the requirement is that "the governing body shall annually delegate the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee."	
Alternatives, Options, Effects on Others/Comments: City and BPU accounting staff makes electronic transfers regularly, such as to make bond payments, investment transactions, as well as certain payments to vendors. There are controls in place such as user name and passwords, dollar limits on transactions, and verification of transactions if over a certain dollar amount. It was noted in the 2019 CAFR and will be in our 2020 CAFR in the Independent Auditors' Report on Minnesota Legal Compliance that the City did not delegate the authority to make electronic transfers annually. The annual delegation will now occur on the first meeting of the year going forward.	
Recommended Action/Motion: Recommended motion is to delegate the Finance Director, or their designee to make electronic transfers as deemed necessary by the Finance Director to conduct City business for 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>	

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

May 3, 2021

6:45 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 844-992-4726

Access Code: 187 957 5535

1. Request to Approve Event and Street Closure Application - DDBC "Here for Good" Market
2. Request to Approve Change Order for Improvement 21-07 - City Hall Parking Lot and Alley Resurfacing and ADA Upgrades Project
3. Request to Designate Certain Tax-Forfeit Parcels as Non-Conservation for Direct Sale
4. Request to Accept Proposal for Materials Testing Services - Improvement 19-01 - NW 4th Street Reconstruction
5. Request to Adopt Resolution of Support for the Mississippi River - Brainerd Watershed One Watershed, One Plan
6. Resolution - Accepting Quote - Improvement 19-19 - NW 3rd Street and Jackson Street Reconstruction Project
7. Request to Set Annual Municipal Separate Storm Sewer Public Hearing



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Request to Approve Event/Street Closure App-DDBC Here for Good Market

☐ 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/Police/Comm. Dev.
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 10 Minutes
Summary of Issue: Attached is an event application for the DDBC Here for Good Market, to be held through the summer months from June 8 to August 31 on Tuesdays on S 7th Street from Laurel Street to Front Street.	
Alternatives, Options, Effects on Others/Comments: This event is a market type event where vendors will sell goods as well as live music and demos by local businesses. The applicant has requested electrical usage and use of amplified sound for the event. The applicant also indicates there will be signs and banners for the event in and around the downtown. The applicant has requested the closure of S 7th Street from Laurel Street to Front Street. The applicant has indicated a representative will be available at the meeting to talk through the application and some of the conditions or talking points that should be worked out before the event approval. Please see the staff recommended conditions page within the application. After discussion, the Committee and Council will have the opportunity to remove or add conditions as they see fit based on the conversation.	
Recommended Action/Motion: Staff recommends approval of the application with the proposed conditions presented.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



SPECIAL EVENT APPLICATION

Date of Application: 4/17/21

Event applications that do not include a street closure must be submitted to the Parks & Recreation Department at 1619 Washington Street NE, Brainerd, MN 56401 or parks@ci.brainerd.mn.us at least 14 calendar days prior to the event. Applications that include a street closure must be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or engineer@ci.brainerd.mn.us at least 30 calendar days prior to the event and will require City Council approval.

Type of event:

☐
☒

Event – City Parking Lot
Event with Street Closure

☐
☐

Event – City Park
Other _____

Name of event: Here For Good Market presented By the DDBC

Organizer Information

Organizer's Name:

Destination Downtown Brainerd Coalition

Organizer's Address:

707 Laurel St. Brainerd, Mn 56401

Event Contact Person:

Rylie Weber

Event Contact Daytime Phone:

218-831-4870

Event Contact E-mail Address:

rylie@downtownbrainerd.org

Contact Name/Number Day of Event:

Rylie Weber - 218-831-4870

For Profit/Nonprofit Status (type):

Nonprofit

Applicant information (if different from the event organizer):

Applicant Name:

Same

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
Tuesdays June 8, 2021 – August 31, 2021	1 pm	8:30 pm	Street closures of 7th between Front & Laurel

☒ Recurring event (requires only one application submittal per year.) Indicate all event dates and times above.

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 event is a weekly farmers market coordinated by the
DBL there will be vendors selling goods as well as
live music & demos by local businesses.

Site Information

Electrical usage

☒

Yes

☐

No

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

potentially will need electrical hook up for live music
and demonstrations to seventh street

Amplified Sound

☒

Yes

☐

No

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

potentially speakers for live music performers - speakers
will be provided by musicians

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:

Sandwich boards & canvas banners w/ DDBC Farmer's
Market logo. located on Front & 7th / Laurel and 7th

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 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):

~~South~~ South 7th Street between front & laurel St.

Date and time for beginning of street closures: Tuesdays (June 8 - Aug 31) @ Noon

Date and time for reopening of streets: Thursdays (June 8 - Aug 31) 9pm

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.

Vendor stations will only be set up on the proposed closed street, leaving side walks clear for pedestrian flow for patrons and residents.

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:

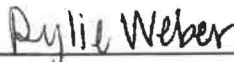
- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance 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	Any power needs coordinate through BPV staff.
City Administration	OK	None
Engineering Department	OK	Traffic Control for closure can be provided. Call Shawn @ 218-513-4412 to coordinate drop-off.
Fire Department	OK	None
Fire Support/EMS	OK	None
Parks Department	OK	None
Planning Department	OK	See below.
Police Department	OK	See below

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 or Parks & Recreation Director

Date

Approval Conditions

Approval is based on following conditions:

1. Approval from adjacent businesses near closure should be obtained.
2. Coordinate Power needs w/ BPV staff.
3. Coordinate Traffic Control w/ Shawn at Street Dept. - 218-513-4412
4. Applicant should meet with police staff and come up w/ plan to clear street before event each Tuesday.
5. Remove all signs/banners after the event.

Certification of Street Closure Approval

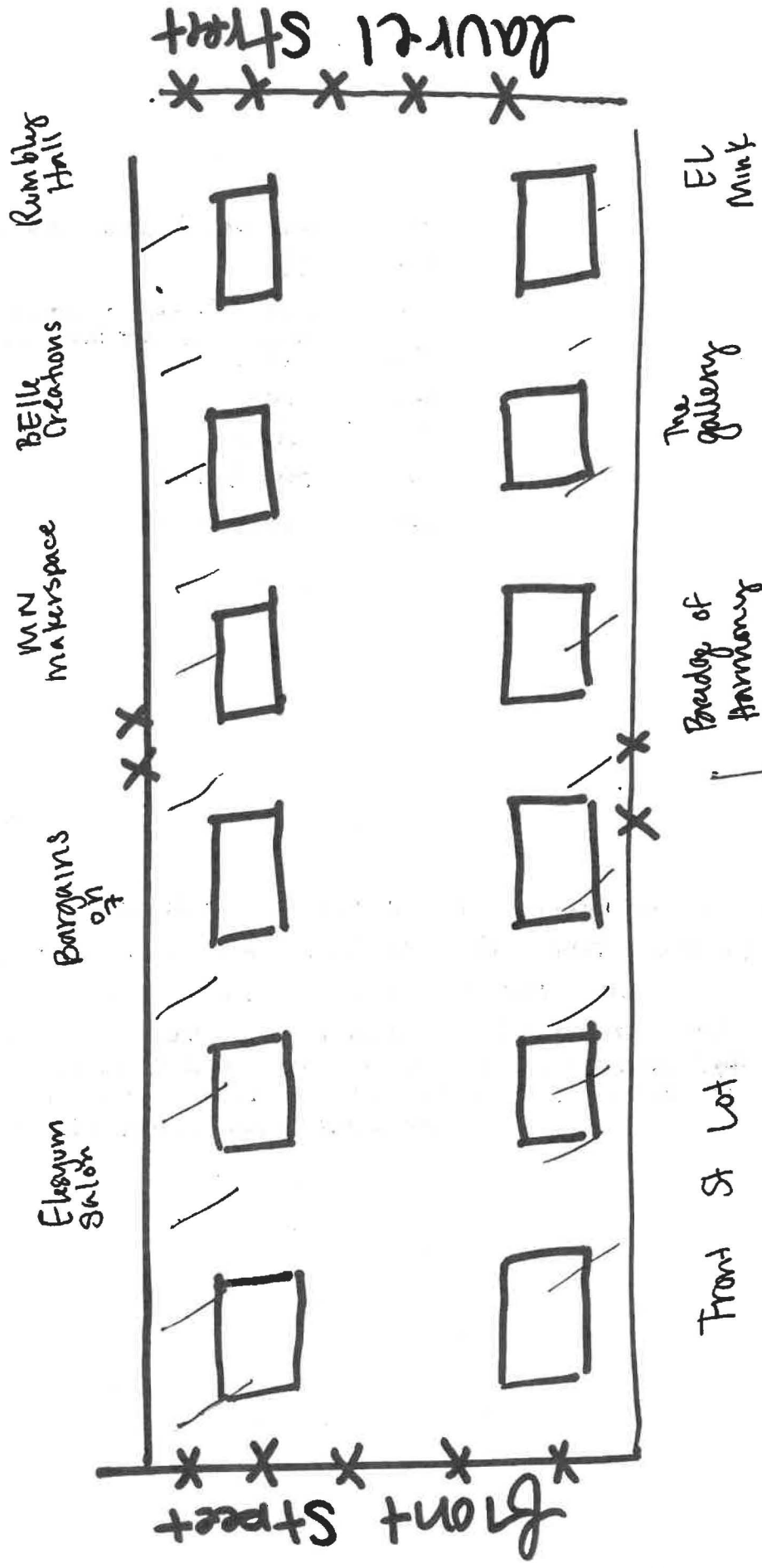
The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):

* Side walks will be open for foot traffic

* 12-20 10x16 foot prints for vendors

* 6ft+ between vendor stations

X = barricades to Hwy 3 streets



DDEB Market Drawing - For Question, Contact Rajiv 219-831-4970



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Request to Approve Change Order for Improvement 21-07

☐ 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 removals of the bituminous pavement on the City Hall Parking Lot, we discovered some issues with the thickness of the pavement and underlying base course that needed to be addressed with the Improvement project.	
Alternatives, Options, Effects on Others/Comments: When the milling machine was in the lot, we discovered there was in excess of 10 inches of bituminous pavement and or bituminous stabilized base course in the parking lot. The lot did not have any gravel surfacing under the bituminous section. We directed the milling contractor to remove the entire section of bituminous pavement while they were here. We are not left with a parking lot with no gravel in which to pave the new parking area. The original plan was to remove the presumed 2-3 inches of bituminous pavement, regrade the underlying gravel, and replace with new pavement, along with some other concrete curb replacement and sidewalk modifications to meet ADA. This work was quoted at a total cost of \$73,196.83. We have received pricing for the added mill time to remove all of the additional material of \$17,622.00. We also need to add to the contract 4 of gravel over most of the area, which will be about an additional 500 tons of gravel at a quotes cost of \$21.19/Ton for a total cost of \$10,595. We are anticipating the total change order cost to be in the range of \$27,791.83. Staff felt that for the long term replacement of the lot, removing all of the bituminous material from the lot was best long term, and thus proceeded with that work, but wanted to get this in front of the council so that they were aware.	
Recommended Action/Motion: Staff recommends authorization of the change order pricing for the City Hall Parking Lot in estimated amount of \$27,791.83 so that Anderson Brothers may work to get the job completed.	
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>\$27,791.83</u> <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i> This change order cost is an unforeseen change to the plans for resurfacing the lot, but would be anticipated to come from Capital Improvement Fund 400.	



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Request to Classify Tax-Forfeit Parcel as Non-Conservation for Direct Sale

☐ 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/Finance/Comm. Dev.
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is a Crow Wing County regarding one parcel in which is proposed for a direct sale to an abutting property owner.	
Alternatives, Options, Effects on Others/Comments: The City has the opportunity to hold this parcels in "conservation" for future purchase and use by the City. If the City deems that they do not want these parcels for future public use, the City Council must deem the parcels as "non-conservation" so that Crow Wing County can offer them on their land sale. Crow Wing County typically asks for the zoning and assessments on the lots, and can be seen attached in the attached documents. There are also maps attached for the Committee and Council's review. Staff has deemed that there is no real public purpose or need to hold these parcels in conservation for purpose by the City. This parcel is also odd as it appears that the parcels in which this house sits on appears to be on City Property and Tax Forfeit Property. Staff will do some research with Crow Wing County and the resident to resolve this issue, however, it does not affect the use of this property or the reason to deem this non-conservation. The City has no intended future uses of this parcel and therefore should allow the sale to happen while we try to resolve the other issues.	
Recommended Action/Motion: Staff recommends concurring with Crow Wing County's non-conservation status for Parcel 41360583.	
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>	



Land Services Department
218-824-1010

322 Laurel Street
Brainerd Minnesota 56401

RECEIVED

APR 29 2021

CITY OF BRAINERD
ADMINISTRATION

April 22, 2021

Jennifer Bergman
City of Brainerd
501 Laurel St
Brainerd, MN 56401

Re: Classification to "Non-Conservation" and Future Direct Sale of a Non-Conforming Tax Forfeited Tract

Dear Ms. Bergman:

In the near future, the Crow Wing County Board of Commissioners will classify the tax forfeited tract(s), attached, as "Non-Conservation" which is required prior to sale pursuant to MS 282.01

RE Code	Legal Description	Acres	Forfeiture Date	Comments
41360583	THAT PART OF LOT 1 BLOCK 7, DESCRIBED AS FOL.; COMM. ON THE SW SIDE OF SAID LOT 1 AT A POINT 49 FT SE'LY FROM THE MOST W'LY PART OF SAID LOT 1, THEN RUNNING NW'LY TO THE MOST W'LY PART OF SAID LOT 1, THEN E. ON THE N. LINE OF SAID LOT 1, 51 FT, THEN SW'LY, WOODLAND PARK ADDITION TO BRAINERD	0.05	5/26/1952	

Before, however, Crow Wing County can proceed with its plans to offer this tract for sale, the city or township wherein these tracts lie **"must first approve the classification and intended sale"** by the County Board. The city or township **"is considered to have approved the classification and sale if the county board is not notified of the disapproval...within 60 days of the date"** of this letter.

If you respond within 60 days and do not support the County Board's action, **"the County Board must follow the procedures in paragraphs (c) and (d), with regard to the parcel, and must additionally cause to be published in a newspaper a notice of the date, time, location, and purpose of the required meeting."**

According to MS 282.01, Subdivision 1, If the town or city **"fails to submit an application and a resolution of the board or governing body to acquire the property within the six month withholding period, the county may offer the property for sale upon expiration of the withholding period."**

Whenever tax forfeited land is proposed to be sold, a generic form letter containing the language above is mailed to the township or city wherein the tax forfeited land lies. The language, above, stipulates the Statutes which apply and does reference a PUBLIC SALE which is the typical sale method. IN THIS CASE, HOWEVER, CROW WING COUNTY PLANS TO PURSUE A POSSIBLE ALTERNATE SALE PROCEDURE PURSUANT TO MS 282.01, SUBD 7A, WHICH ALLOWS THE COUNTY BOARD TO SELL A NON-CONFORMING TRACT TO AN ADJOINING LANDOWNER.

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.



Land Services Department
218-824-1010

322 Laurel Street
Brainerd Minnesota 56401

Please review the tax forfeited tract, attached, and inform this Department of your approval or disapproval of the County Board's future action to classify said tract to a "non-conservation" status with intentions to sell directly to an adjoining landowner.

If you have further questions, please give me a call.

Sincerely,
Heather Becker
Assessment Specialist

Enclosures

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.



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

41360583 - Direct Sale

Date: 4/22/2021 Time: 4:34:44 PM





Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Request to Approve Testing Services Contract - Improvement 19-01

☐ 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 a proposal from Braun Intertec for materials testing services on Improvement 19-01 - NW 4th Street Reconstruction Project.	
Alternatives, Options, Effects on Others/Comments: This contract for testing services is for materials testing of the materials that are incorporated into the project including gravel, concrete, bituminous, etc. These materials need to be tested to MnDOT specifications and per the schedule of materials control that is included in the contract documents due to the use of state aid money and Local Road Improvement Program proceeds. On our local projects (ie Imp 19-19), we usually do a minimal amount of materials testing to keep the contractor honest and to ensure we are getting the materials we ask for. The state aid project materials testing contracts are usually a bit higher due to the extra requirements for testing and reporting at the end of the project. We have used Braun in the past on most, if not all, of our state aid testing contracts due to their experience and expertise in materials testing and MnDOT reporting.	
Recommended Action/Motion: Staff recommends approval of the materials testing contract with Braun Intertec in the amount of \$34,040 for Improvement 19-01 - NW 4th Street Reconstruction Project.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>\$34,040</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> These contracts become part of the engineering expenses of the contract and is reimbursable through the City's State Aid account.	

April 27, 2021

Proposal QTB138169

Mr. Paul Sandy, PE
City of Brainerd
501 Laurel St.
Brainerd, MN 56401

Re: Proposal for Construction Materials Testing Services
Brainerd NW 4th Street Improvements
SP 1805-85
Brainerd, Minnesota

Dear Mr. Sandy:

Braun Intertec Corporation is pleased to submit this proposal to provide construction materials testing services for the Brainerd NW 4th Street Improvements project in Brainerd, Minnesota.

We will have several projects under construction in the Brainerd area during the 2021 construction season. Whenever possible we will utilize staff already in the area to minimize travel time and trip expenses, which is not reflected in this proposal. For estimating purposes, we estimated this project using mobilization from our St. Cloud office.

Our Understanding of Project

We understand this project will include the construction of a new roundabout at the intersection of the Northwest 4th Street and Jackson Street, as well as the reconstruction of Northwest 4th Street from the new roundabout to Trunk Highway 210. Work will include pavement subgrade preparation, aggregate base placement, a multi-use trail, new concrete curb and gutter, sidewalk, ADA improvements, and driveways along with a new bituminous pavement. Improvements to the storm sewer utilities will also be part of this project.

This project is a City of Brainerd project with federal funding. Projects that are constructed with federal funding are required to perform Quality Control and Quality Assurance (QC/QA) testing in accordance with the Minnesota Department of Transportation's (MnDOT's) 2018 Standard Specifications for Construction and MnDOT's Schedule of Materials Control. This project is using MnDOT's 2019 State Aid for Local Transportation (SALT) Schedule of Materials Control. Personnel with MnDOT certifications must complete the monitoring and testing. Braun Intertec will perform the QA field testing and plant monitoring on the project as listed in our scope of services and as shown on our attached cost estimate table. The contractor will be responsible for performing all of the required QC testing and submitting all the documentation upon completion of the project. An audit of the project could be conducted upon completion. The audit may include reviewing tests and paperwork provided by your QC/QA representative.

Available Project Information

This proposal was prepared using the following documents and information.

- Project plans and specifications prepared by Bolton & Menk, Inc., dated March 30, 2020, and January 26, 2021, respectively.
- Project Addenda numbered 1 and 2, dated February 5, 2021 and February 12, 2021, respectively.

Braun Intertec Project Personnel

For this project, we will provide technicians that are MnDOT certified in each specialized field. For the proposed scope of services, our staff will have the following certifications:

- Aggregate Production
- Grading & Base I
- Concrete Field I
- Concrete Plant I
- Bituminous Plant I
- MnDOT or ACI Strength Testing

Accredited Laboratory

In the SALT Schedule of Material Control, which is part of this project's testing requirements, MnDOT requires laboratories performing acceptance tests for payment to be accredited by the AASHTO Resource (formerly AASHTO Materials Reference Laboratory [AMRL]) for all test procedures performed.

Braun Intertec is one of the few independent testing companies that is accredited in the state. With Braun Intertec's Metro Material Laboratory typically operating 24 hours a day, laboratory test results are delivered in a timely manner.

Scope of Services

Testing services will be performed on an on-call, as-needed basis as requested and scheduled by you or your on-site project personnel. Based on our understanding of the project, we propose the following services.

Soil Related Services

- Perform nuclear gauge density tests on sub-grade and utility backfill materials.
- Perform Dynamic Cone Penetrometer (DCP) tests on aggregate base material.
- Perform moisture content tests at time of compaction on utility backfill, subgrade, and aggregate base materials.

- Perform gradation and percent crushed tests on aggregate base materials.
- Perform laboratory standard Proctor tests on backfill and fill materials.
- Prepare the preliminary and final grading and base report along with assembling the random sampling locations report for the aggregate base according to MnDOT Specifications.

Concrete Field Testing Related Services

- Sample and test the plastic concrete for slump, air content, temperature prior to placement. We assume that we will be able to appropriately dispose of excess concrete (and associated wash water) on site at no additional cost to us.
- Prepare 4-inch by 8-inch cylinders for compressive strength testing. A set of three cylinders will be tested at 28 days for each set cast. If field cure cylinders are requested, each additional cylinder will be charged at the unit price listed in our cost estimate.
- Laboratory compressive strength testing of cylinders.
- Perform concrete ready-mix batch plant inspections which include periodic observations of plant operations, collecting and submitting aggregate samples, cement samples and admixture samples for testing. Review and periodically observe contractor's quality control gradation and moisture testing of coarse and fine aggregates. Perform concrete plant monitoring per MnDOT 2461 specification.
- Perform coarse and fine aggregate verification gradation tests. Compare agency test results with contractor's test results for compliance with MnDOT 2461 specification.
- Develop the Weekly Concrete Reports for the Project Engineer's review and their submittal to MnDOT's Concrete Office.

Bituminous Related Services

- Perform bituminous plant inspections which includes periodically observing the contractor's quality control testing, observing one set of contractor tests per day and collecting companion samples for quality assurance tests. Perform bituminous plant monitoring per MnDOT's 2360 specification.
- Collect verification samples per MnDOT's 2360 specification and randomly select one sample per day per mix to run quality assurance tests on. Perform quality assurance tests on the verification samples which include the following tests: Rice specific gravity, asphalt content, extracted aggregate gradation, gyratory density, coarse aggregate angularity, and fine aggregate angularity. Compare agency test results with contractor's test results for compliance with MnDOT 2360 specification.
- Randomly determine bituminous core locations by using MnDOT's random core worksheet and mark pavement core locations.

- Observe the contractor coring and core testing in accordance with MnDOT 2360 specification, which include watching quality control personnel weigh the cores at their laboratory.
- Collect companion cores and test for thickness and density of pavement cores. Compare agency test results with contractor's test results for compliance with MnDOT 2360 specification. Review incentive and disincentive sheets completed by contractor.

MnDOT Independent Assurance (IA)

On Federal funded projects, MnDOT requires one of their IA personnel observe the QC/QA representative performing soil, concrete and bituminous tests. We will schedule the IA visits as required for Braun Intertec personnel.

Reporting and Project Management

Test results will be issued weekly for the project as the various tasks are performed. If, at any time, there are failing tests which do not appear to be in accordance with the plans and specifications or MnDOT's Schedule of Materials Control, we will notify the engineer's representative and any others that we are directed to notify.

Before the final project closeout, we will issue a final report. The report will include the following:

- Braun Intertec technician roster for technicians that conducted testing on the project.
- Completed MnDOT Materials Certification Exceptions Summary for items tested by Braun Intertec.
- Completed Preliminary and Final Grading and Base Report.
- Completed IA Summary Report.
- Moisture, Density, DCP, Proctor and Gradation tests.
- Concrete mix designs.
- Weekly concrete reports.
- Concrete compressive strength results.
- Completed test reports for samples sent to the MnDOT Materials Lab.
- Bituminous mix designs.
- Bituminous batch plant inspection field forms.

- Bituminous verification test results.
- Bituminous contractor's summary sheets.
- Random core log location worksheets.
- Completed density incentive/disincentive worksheets.
- Copies of concrete and bituminous plant certifications.

Basis of Scope of Work

The costs associated with the proposed scope of services were estimated using the following assumptions. If the construction schedule is modified or the contractor completes the various phases of the project at different frequencies or durations than shown in this proposal, we may need to adjust the overall cost accordingly. The scope of work and number of trips required to perform these services are as shown in the attached table. Notable assumptions in developing our estimate include:

- We assume it will take six trips to complete the nuclear density gauge testing on this project.
- We assume compaction testing on aggregate base will be performed using the Dynamic Cone Penetration (DCP) method; a minimum of three tests will be conducted each trip with two trips assumed.
- We assume 17 sets of concrete tests will be required to complete the project.
- We assume one coarse aggregate and one fine aggregate in the ready-mix concrete.
- We assume the ready-mix concrete for this project will come out of one ready mix plant.
- We assume bituminous paving will be completed in two days for this project.
- We assume MnDOT will calibrate and certify the ready-mix concrete plant.
- We assume your full time on-site construction observer will observe the test rolling for this project.
- We assume the project engineer of record will review and approve the contractor's quality control submittals and test results.
- You, or others you may designate, will provide us with current and approved plans and specifications for the project. Modification to these plans must also be sent to us so we can review their incorporation into the work.

- We will require a minimum of 24 hours' notice for scheduling inspections for a specific time. Shorter than 24 hours' notice may impact our ability to perform the requested services, and the associated impacts will be the responsibility of others.

If the work is completed at different rates than described above, this proposal should be revised.

Cost and Invoicing

We will furnish the services described herein for an estimated fee of **\$34,040. Our estimated costs are based on industry averages for construction production. Depending on the contractor's performance, our costs may be significantly reduced or slightly higher than estimated.** A tabulation showing our estimated hourly and/or unit rates associated with our proposed scope of services is also attached. The actual cost of our services will be based on the actual units or hours expended to meet the requirements of the project documents.

This cost estimate was developed with the understanding that the scope of services defined herein will be required and requested during our normal work hours of 6:00 a.m. to 4:00 p.m., Monday through Friday. Services that we are asked to provide to meet the project requirements or the contractor's construction schedule **outside** our normal business hours will be invoiced using an overtime rate factor. The factor for services provided outside our normal work hours or on Saturday will be 1.25 times the listed hourly rate for the service provided. The factor for services provided on Sunday or legal holidays will be 1.5 times the listed hourly rate for the service provided. We have not included premiums for overtime in our cost estimate; however, we recommend that allowances and contingencies be made for overtime charges based on conversations with the contractor. You will be billed only for services provided on a time and materials basis.

Because our services are directly controlled by the schedule and performance of others, the actual cost may vary from our estimate. It is difficult to project all of the services and the quantity of services that may be required for any project. If services are required that are not discussed above, we will provide them at the rates shown in the attached table or, if not shown, at our current Schedule of Charges. We will invoice you on a monthly basis.

General Remarks

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

We appreciate the opportunity to present this proposal to you. After reviewing this proposal, **please sign and return one copy to our office as notification of acceptance and authorization to proceed.** If anything in this proposal is not consistent with your requirements, please let us know immediately. Braun Intertec will not release any written reports until we have received a signed agreement. Also, ordering services from Braun Intertec constitutes acceptance of the terms of this proposal (including the attached General Conditions).

The proposed fee is based on the scope of services described and the assumption that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Keith Kluempke at 320.980.3181 (kkluempke@braunintertec.com) or Brett Gruber at 320.428.8578 (bgruber@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION



Keith J. Kluempke
Project Manager



Shaun W. Sevigny
Business Unit Leader



Brett P. Gruber
Business Unit Manager

Attachments:

Cost Estimate Table

General Conditions – CMT (1/1/18)

c: Mr. Phil Martin, PE, Bolton & Menk, Inc.

The proposal is accepted. We will reimburse you in accordance with this agreement, and you are authorized to proceed:

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

Project Proposal

QTB138169

Brainerd NW 4th Street Improvements - SP 1805-85

Client:

City of Brainerd
Paul Sandy
501 Laurel St
Brainerd, MN 56401
(218) 828-2309

Work Site Address:

NW 4th Street
Jackson Street
Brainerd, MN

Service Description:

Construction Materials Testing

	Description	Quantity	Units	Unit Price	Extension
Phase 1	MnDOT Testing				
Activity 1.1	Soil Testing				\$6,132.00
207□	Compaction Testing - Nuclear	21.00	Hour	82.00	\$1,722.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Utilities, Storm Sewer	4.00	Trips	3.50	14.00
	Subgrade Preparation	2.00	Trips	3.50	7.00
1308□	Nuclear moisture-density meter charge, per hour	21.00	Each	24.00	\$504.00
217□	Compaction Testing - Sandcone & DCP's	8.00	Hour	82.00	\$656.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Aggregate Base	2.00	Trips	4.00	8.00
1861□	CMT Trip Charge	11.00	Each	110.00	\$1,210.00
209□	Sample pick-up	10.50	Hour	82.00	\$861.00
1318□	Moisture Density Relationship (Proctor)	3.00	Each	185.00	\$555.00
1162□	Sieve Analysis with 200 wash, per sample	4.00	Each	136.00	\$544.00
1688AG□	Percent Crushed, Aggregate Base, per sample	1.00	Each	80.00	\$80.00
Activity 1.2	Concrete Testing				\$18,069.00
261□	Concrete Testing	68.00	Hour	82.00	\$5,576.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Sidewalks	8.00	Trips	4.00	32.00
	Curb & Gutter	8.00	Trips	4.00	32.00
	Driveway Aprons	1.00	Trips	4.00	4.00
278□	Concrete Cylinder Pick up	36.00	Hour	82.00	\$2,952.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Cylinder Pickup	12.00	Trips	3.00	36.00
1861□	CMT Trip Charge	34.00	Each	110.00	\$3,740.00
1364□	Compressive strength of concrete cylinders, per specimen	51.00	Each	31.00	\$1,581.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Sidewalks	8.00	Set	3.00	24.00
	Curb & Gutter	8.00	Set	3.00	24.00
	Driveway Aprons	1.00	Set	3.00	3.00
1162CO□	Sieve Analysis, per sample	10.00	Each	136.00	\$1,360.00
215□	Concrete Ready Mix Plant Monitoring	27.50	Hour	104.00	\$2,860.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Sidewalks	3.00	Trips	5.50	16.50
	Curb & Gutter	2.00	Trips	5.50	11.00
Activity 1.3	Pavement Testing				\$5,438.00
2689□	MnDOT Bituminous Verification, per sample	2.00	Each	679.00	\$1,358.00
221□	Bituminous Coring	12.00	Hour	104.00	\$1,248.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Mark & Observe Contractor Coring & Testing	2.00	Trips	6.00	12.00
1861□	CMT Trip Charge	4.00	Each	110.00	\$440.00

Project Proposal

QTB138169

Brainerd NW 4th Street Improvements - SP 1805-85

1542□	Thickness and Density of Bituminous Core	14.00	Each	52.00	\$728.00
222□	Bituminous Verification Testing	16.00	Hour	104.00	\$1,664.00

<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
Bituminous Plant Monitoring	2.00	Trips	8.00	16.00

Activity 1.4	Project Management				\$4,401.00
226□	Project Manager	16.00	Hour	160.00	\$2,560.00
1230□	MnDOT Final Report	1.00	Each	1,000.00	\$1,000.00
228□	Senior Project Manager	1.00	Hour	185.00	\$185.00
238□	Project Assistant	8.00	Hour	82.00	\$656.00
Phase 1 Total:					\$34,040.00

Proposal Total:	\$34,040.00
------------------------	--------------------

Section 1: Agreement

1.1 Our agreement with you consists of these General Conditions and the accompanying written proposal or authorization ("Agreement"). This Agreement is the entire agreement between you and us. It supersedes prior agreements. It may be modified only in a writing signed by us, making specific reference to the provision modified.

1.2 The words "you," "we," "us," and "our" include officers, employees, and subcontractors.

1.3 In the event you use a purchase order or other documentation to authorize our scope of work ("Services"), any conflicting or additional terms are not part of this Agreement. Directing us to start work prior to execution of this Agreement constitutes your acceptance. If, however, mutually acceptable terms cannot be established, we have the right to terminate this Agreement without liability to you or others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

Section 2: Our Responsibilities

2.1 We will provide Services specifically described in this Agreement. You agree that we are not responsible for services that are not expressly included in this Agreement. Unless otherwise agreed in writing, our findings, opinions, and recommendations will be provided to you in writing. You agree not to rely on oral findings, opinions, or recommendations without our written approval.

2.2 In performing our professional services, we will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of our profession practicing in the same locality. If you direct us to deviate from our recommended procedures, you agree to hold us harmless from claims, damages, and expenses arising out of your direction. If during the one year period following completion of Services it is determined that the above standards have not been met and you have promptly notified us in writing of such failure, we will perform, at our cost, such corrective services as may be necessary, within the original scope in this Agreement, to remedy such deficiency. Remedies set forth in this section constitute your sole and exclusive recourse with respect to the performance or quality of Services.

2.3 We will reference our field observations and sampling to available reference points, but we will not survey, set, or check the accuracy of those points unless we accept that duty in writing. Locations of field observations or sampling described in our report or shown on our sketches are based on information provided by others or estimates made by our personnel. You agree that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. You accept the inherent risk that samples or observations may not be representative of things not sampled or seen and

further that site conditions may vary over distance or change over time.

2.4 Our duties do not include supervising or directing your representatives or contractors or commenting on, overseeing, or providing the means and methods of their services unless expressly set forth in this Agreement. We will not be responsible for the failure of your contractors, and the providing of Services will not relieve others of their responsibilities to you or to others.

2.5 We will provide a health and safety program for our employees, but we will not be responsible for contractor, owner, project, or site health or safety.

2.6 You will provide, at no cost to us, appropriate site safety measures as to work areas to be observed or inspected by us. Our employees are authorized by you to refuse to work under conditions that may be unsafe.

2.7 Unless a fixed fee is indicated, our price is an estimate of our project costs and expenses based on information available to us and our experience and knowledge. Such estimates are an exercise of our professional judgment and are not guaranteed or warranted. Actual costs may vary. You should allow a contingency in addition to estimated costs.

Section 3: Your Responsibilities

3.1 You will provide us with prior environmental, geotechnical and other reports, specifications, plans, and information to which you have access about the site. You agree to provide us with all plans, changes in plans, and new information as to site conditions until we have completed Services.

3.2 You will provide access to the site. In the performance of Services some site damage is normal even when due care is exercised. We will use reasonable care to minimize damage to the site. We have not included the cost of restoration of damage in the estimated charges.

3.3 If we notify you that radiographic or gamma ray equipment or other nuclear testing or measuring device will be used, you will be responsible for the cooperation of your employees and your contractors in observing all radiation safety standards.

3.4 You will notify us of any knowledge or suspicion of the presence of hazardous or dangerous materials present on any work site. If we observe or suspect the presence of contaminants not anticipated in this Agreement, we may terminate Services without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

3.5 The time our field personnel spend on the job site depends upon the scheduling of the work we are observing or testing. You agree that any changes in scheduling may result in additional

costs and agree to pay for those services at the rates listed in our cost estimate.

3.6 You agree to include us as an indemnified party in your contracts, if any, for work by others on the project, protecting us to the same degree as you are protected. You agree to list us as an Additional Insured under your liability insurance policies and to require subrogation be waived against us and that we will be added as an Additional Insured on all policies of insurance, including any policies required of your contractors or subcontractors, covering any construction or development activities to be performed on the project site.

Section 4: Reports and Records

4.1 Unless you request otherwise, we will provide our report(s) in an electronic format.

4.2 Our reports, notes, calculations, and other documents and our computer software and data are instruments of our service to you, and they remain our property. We hereby grant you a license to use the reports and related information we provide only for the related project and for the purposes disclosed to us. You may not transfer our reports to others or use them for a purpose for which they were not prepared without our written approval. *You agree to indemnify, defend, and hold us harmless from claims, damages, losses, and expenses, including attorney fees, arising out of such a transfer or use.*

4.3 If you do not pay for Services in full as agreed, we may retain work not yet delivered to you and you agree to return to us all of our work that is in your possession or under your control.

4.4 Electronic data, reports, photographs, samples, and other materials provided by you or others may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.

Section 5: Compensation

5.1 You will pay for Services as stated in this Agreement. If such payment references our Schedule of Charges, the invoicing will be based upon the most current schedule. An estimated amount is not a firm figure. You agree to pay all sales taxes and other taxes based on your payment of our compensation. Our performance is subject to credit approval and payment of any specified retainer.

5.2 You will notify us of billing disputes within 15 days. You will pay undisputed portions of invoices upon receipt. You agree to pay interest on unpaid balances beginning 30 days after invoice dates at the rate of 1.5% per month, or at the maximum rate allowed by law.

5.3 If you direct us to invoice a third party, we may do so, but you agree to be responsible for our compensation unless the third party is

creditworthy (in our sole opinion) and provides written acceptance of all terms of this Agreement.

5.4 Your obligation to pay for Services under this Agreement is not contingent on your ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of any lawsuit, your successful completion of any project, receipt of payment from a third party, or any other event. No retainage will be withheld.

5.5 If you do not pay us in accordance with this Agreement, you agree to reimburse all costs and expenses for collection of the moneys invoiced, including but not limited to attorney fees and staff time.

5.6 You agree to compensate us in accordance with our Schedule of Charges if we are asked or required to respond to legal process arising out of a proceeding related to the project and as to which we are not a party.

5.7 If we are delayed by factors beyond our control, or if project conditions or the scope or amount of work changes, or if changed labor conditions result in increased costs, decreased efficiency, or delays, or if the standards or methods change, we will give you timely notice, the schedule will be extended for each day of delay, and we will be compensated for costs and expenses incurred in accordance with our Schedule of Charges.

5.8 If you fail to pay us in accordance with this Agreement, we may consider the default a total breach of this Agreement and, at our option, terminate our duties without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

5.9 In consideration of our providing insurance to cover claims made by you, you hereby waive any right to offset fees otherwise due us.

Section 6: Disputes, Damage, and Risk Allocation

6.1 Each of us will exercise good faith efforts to resolve disputes without litigation. Such efforts will include, but not be limited to, a meeting(s) attended by each party's representative(s) empowered to resolve the dispute. Before either of us commences an action against the other, disputes (except collections) will be submitted to mediation.

6.2 *Notwithstanding anything to the contrary in this Agreement, neither party hereto shall be responsible or held liable to the other for punitive, indirect, incidental, or consequential damages, or liability for loss of use, loss of*

business opportunity, loss of profit or revenue, loss of product or output, or business interruption.

6.3 You and we agree that any action in relation to an alleged breach of our standard of care or this Agreement shall be commenced within one year of the date of the breach or of the date of substantial completion of Services, whichever is earlier, without regard to the date the breach is discovered. Any action not brought within that one year time period shall be barred, without regard to any other limitations period set forth by law or statute. We will not be liable unless you have notified us within 30 days of the date of such breach and unless you have given us an opportunity to investigate and to recommend ways of mitigating damages. You agree not to make a claim against us unless you have provided us at least 30 days prior to the institution of any legal proceeding against us with a written certificate executed by an appropriately licensed professional specifying and certifying each and every act or omission that you contend constitutes a violation of the standard of care governing our professional services. Should you fail to meet the conditions above, you agree to fully release us from any liability for such allegation.

6.4 *For you to obtain the benefit of a fee which includes a reasonable allowance for risks, you agree that our aggregate liability for all claims will not exceed the fee paid for Services or \$50,000, whichever is greater. If you are unwilling to accept this allocation of risk, we will increase our aggregate liability to \$100,000 provided that, within 10 days of the date of this Agreement, you provide payment in an amount that will increase our fees by 10%, but not less than \$500, to compensate us for the greater risk undertaken.* This increased fee is not the purchase of insurance.

6.5 *You agree to indemnify us from all liability to others in excess of the risk allocation stated herein and to insure this obligation. In addition, all indemnities and limitations of liability set forth in this Agreement apply however the same may arise, whether in contract, tort, statute, equity or other theory of law, including, but not limited to, the breach of any legal duty or the fault, negligence, or strict liability of either party.*

6.6 This Agreement shall be governed, construed, and enforced in accordance with the laws of the state in which our servicing office is located, without regard to its conflict of laws rules. The laws of the state of our servicing office will govern all disputes, and all claims shall be heard in the state or federal courts for that state. Each of us waives trial by jury.

6.7 No officer or employee acting within the scope of employment shall have individual liability for his or her acts or omissions, and you agree not to make a claim against individual officers or employees.

Section 7: General Indemnification

7.1 *We will indemnify and hold you harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by our negligent acts or omissions or those negligent acts or omissions of persons for whom we are legally responsible. You will indemnify and hold us harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by your negligent acts or omissions or those negligent acts or omissions of persons for whom you are legally responsible.*

7.2 To the extent it may be necessary to indemnify either of us under Section 7.1, you and we expressly waive, in favor of the other only, any immunity or exemption from liability that exists under any worker compensation law.

Section 8: Miscellaneous Provisions

8.1 We will provide a certificate of insurance to you upon request. Any claim as an Additional Insured shall be limited to losses caused by our negligence.

8.2 You and we, for ourselves and our insurers, waive all claims and rights of subrogation for losses arising out of causes of loss covered by our respective insurance policies.

8.3 Neither of us will assign or transfer any interest, any claim, any cause of action, or any right against the other. Neither of us will assign or otherwise transfer or encumber any proceeds or expected proceeds or compensation from the project or project claims to any third person, whether directly or as collateral or otherwise.

8.4 This Agreement may be terminated early only in writing. You will compensate us for fees earned for performance completed and expenses incurred up to the time of termination.

8.5 If any provision of this Agreement is held invalid or unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.

8.6 No waiver of any right or privilege of either party will occur upon such party's failure to insist on performance of any term, condition, or instruction, or failure to exercise any right or privilege or its waiver of any breach.



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Resolution - Request to Support One Watershed One Plan Efforts

☐ 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 a resolution in which supports efforts by the Board of Soil and Water Resources, Soil and Water Conservation Districts, and Counties to perform a comprehensive watershed management plan consistent with Minnesota Statute 103.	
Alternatives, Options, Effects on Others/Comments: This is a resolution of support for this effort. Being that Brainerd is one of the largest cities within the watershed, our local Soil and Water Conservation District reached out for support of this effort, along with working on a team (steering committee) to guide the process and potential planning grant that would be awarded to local SWCD's for the planning process. City staff intend on being a part of this process anyways, but this resolution will show support from the council to our other agencies on this effort.	
Recommended Action/Motion: Staff recommends adoption of the attached resolution in which supports the Mississippi River - Brainerd Watershed One Watershed, One Plan.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

RESOLUTION
NO _____

**RESOLUTION TO SUPPORT A MISSISSIPPI RIVER – BRAINERD WATERSHED
ONE WATERSHED, ONE PLAN**

WHEREAS, the Minnesota Board of Soil and Water Resources has developed policies for coordination and development of comprehensive watershed management plans, also known as One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Watershed Management Planning Program; and

WHEREAS, Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a local water management plan; and

WHEREAS, Minnesota Statutes, Chapter 103C.331, subdivision 11, Comprehensive Plan, authorizes Minnesota Soil and Water Conservation Districts to develop and implement a comprehensive plan; and

WHEREAS, the counties and soil and water conservation districts within the Mississippi River - Brainerd Watershed (Hydrologic Code 07010104), as delineated in the attached One Watershed, One Plan Suggested Boundary Map, have interest in developing a comprehensive watershed management plan for this area.

NOW, THEREFORE, BE IT RESOLVED, that City of Brainerd recognizes and supports watershed-scale planning efforts consistent with Minnesota Statutes, Chapter 103B.801, also known as One Watershed, One Plan; and

BE IT FURTHER RESOLVED that the City of Brainerd welcomes the opportunity to collaborate with the counties and soil and water conservation districts within the Mississippi River - Brainerd Watershed for watershed-scale planning efforts in the future; and

BE IT FURTHER RESOLVED that City of Brainerd supports an application to the Board of Water and Soil Resources for a planning grant to develop a comprehensive watershed management plan and anticipates entering into a Memorandum of Agreement with the counties and soil and water conservation districts, within the Mississippi River - Brainerd Watershed, to collaborate on this effort, pending selection as a recipient of a planning grant.

Adopted this _____ day of _____, 2021

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Resolution - Accepting Quote - Improvement 19-19 - NW 3rd and Jackson

☐ 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 Minuntes
Summary of Issue: Attached to this request is a resolution and quote recommendation letter from Bolton and Menk in regards to Improvement 19-19 - NW 3rd and Jackson Street Reconstruction Project.	
Alternatives, Options, Effects on Others/Comments: Quotes were received on April 23rd. Two quotes were received from Anderson Brothers Construction of Brainerd, LLC and JR Ferche, Inc in the amounts of \$143,734.24 and \$194,659.00 respectively. This represents 9.28% under and 22.86% over engineer's estimate respectively. Anderson Brothers also was awarded the work adjacent to this project on NW 4th Street. The pricing that was received is favorable, which is a good sign on our upcoming projects that will let bids on May 7.	
Recommended Action/Motion: Staff recommends adopting the attached resolution in which accepts the quotes and awards the construction contract for Improvement 19-19 - NW 3rd Street and Jackson Street Reconstruction Project to Anderson Brothers Construction of Brainerd, LLC in the amount of \$143,734.24 and authorize 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>\$143,734.24</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> This project was a part of the 5-year capital improvement plan for 2021. Project funds anticipated to come from the Construction Fund 401 and respoective utility finds (storm, sanitary, and water).	



Real People. Real Solutions.

7656 Design Road
Suite 200
Baxter, MN 56425-8676

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

April 28, 2021

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

RE: Jackson Street & NW 3rd Street – Bid Recommendation

Dear Paul:

Bids were opened on April 23, 2021 at 10:00 a.m. for the Jackson Street & NW 3rd Street Improvements. Two (2) bids were received from the companies listed below. Please refer to attached Abstract of Bids (verified) for a summary of the bids submitted.

Company	Bid Amount
Anderson Brothers Construction Company	\$143,734.24
JR Ferche, Inc	\$194,659.00
<i>Engineer's Estimate</i>	<i>\$158,433.50</i>

We are familiar with Anderson Brothers Construction Company and the City has experience with them as well. As a result, we believe Anderson Brothers Construction Company to be the low responsive, responsible bidder. We recommend award to Anderson Brothers Construction Company in the amount of \$143,734.24. Upon City award of the bid, we would assist with preparation of a contract with the selected contractor and schedule a pre-construction meeting to begin planning for construction activity.

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

Sincerely,
Bolton & Menk, Inc.

Phil Martin, PE
Principal Engineer

Cc: *Abstract of Bids*

ABSTRACT OF BIDS

NW 3RD STREET IMPROVEMENTS
CITY OF BRAINERD, MINNESOTA
BMI PROJECT NO. B11.118093

BID DATE: 4/23/2021
TIME: 10:00 AM

ITEM NO.	MNDOT SPEC NO.	ITEM	APPROX. QUANT.	UNIT	Engineer's Estimate Bolton & Menk, Inc.		1 Anderson Brothers Company		2 J.R. Ferche, Inc.	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	2021.501	MOBILIZATION	1	LUMP SUM	\$8,000.00	\$8,000.00	\$6,145.00	\$6,145.00	\$4,000.00	\$4,000.00
2	2101.524	CLEARING	0.1	ACRE	\$5,000.00	\$500.00	\$8,810.00	\$881.00	\$20,000.00	\$2,000.00
3	2101.524	GRUBBING	0.1	ACRE	\$5,000.00	\$500.00	\$8,810.00	\$881.00	\$20,000.00	\$2,000.00
4	2104.502	REMOVE STORM MANHOLE OR CATCH BASIN	2	EACH	\$600.00	\$1,200.00	\$523.25	\$1,046.50	\$500.00	\$1,000.00
5	2104.503	REMOVE CURB & GUTTER	8	LIN FT	\$10.00	\$80.00	\$16.50	\$132.00	\$10.00	\$80.00
6	2104.503	REMOVE SEWER PIPE (STORM)	86	LIN FT	\$10.00	\$860.00	\$9.45	\$812.70	\$15.00	\$1,290.00
7	2104.504	REMOVE BITUMINOUS PAVEMENT	45	SQ YD	\$3.00	\$135.00	\$10.10	\$454.50	\$12.00	\$540.00
8	2105.507	COMMON EXCAVATION	800	CU YD	\$15.00	\$12,000.00	\$11.00	\$8,800.00	\$40.00	\$32,000.00
9	2211.507	AGGREGATE BASE, CLASS 5	400	CU YD	\$20.00	\$8,000.00	\$30.00	\$12,000.00	\$38.50	\$15,400.00
10	2231.604	BITUMINOUS PATCH	10	SQ YD	\$50.00	\$500.00	\$30.00	\$300.00	\$50.00	\$500.00
11	2360.509	TYPE SP 9.5 WEAR COURSE MIX (2,C)	364	TON	\$70.00	\$25,480.00	\$66.00	\$24,024.00	\$90.00	\$32,760.00
12	2503.503	12" RC PIPE SEWER	346	LIN FT	\$45.00	\$15,570.00	\$38.70	\$13,390.20	\$50.00	\$17,300.00
13	2503.503	18" RC PIPE SEWER	75	LIN FT	\$65.00	\$4,875.00	\$52.85	\$3,963.75	\$65.00	\$4,875.00
14	2503.602	CONNECT TO EXISTING STORM SEWER	1	EACH	\$2,000.00	\$2,000.00	\$1,627.50	\$1,627.50	\$1,200.00	\$1,200.00
15	2504.602	ADJUST VALVE BOX	1	EACH	\$350.00	\$350.00	\$336.00	\$336.00	\$350.00	\$350.00
16	2506.502	CASTING ASSEMBLY	6	EACH	\$800.00	\$4,800.00	\$1,207.50	\$7,245.00	\$950.00	\$5,700.00
17	2506.502	ADJUST FRAME & RING CASTING	4	EACH	\$650.00	\$2,600.00	\$150.00	\$600.00	\$550.00	\$2,200.00
18	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	20.29	LIN FT	\$400.00	\$8,116.00	\$468.30	\$9,501.81	\$550.00	\$11,159.50
19	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4022	6.55	LIN FT	\$450.00	\$2,947.50	\$488.25	\$3,198.04	\$550.00	\$3,602.50
20	2531.503	CONCRETE CURB AND GUTTER DESIGN B618	1790	LIN FT	\$19.00	\$34,010.00	\$16.28	\$29,141.20	\$18.00	\$32,220.00
21	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	90	SQ YD	\$70.00	\$6,300.00	\$71.40	\$6,426.00	\$80.00	\$7,200.00
22	2563.601	TRAFFIC CONTROL	1	LS	\$5,000.00	\$5,000.00	\$945.00	\$945.00	\$1,800.00	\$1,800.00
23	2564.618	SIGN TYPE C	16	SQ FT	\$55.00	\$880.00	\$33.60	\$537.60	\$37.00	\$592.00
24	2573.502	STORM DRAIN INLET PROTECTION	8	EACH	\$200.00	\$1,600.00	\$141.75	\$1,134.00	\$220.00	\$1,760.00
25	2573.501	STABILIZE CONSTRUCTION EXIT	1	LUMP SUM	\$1,000.00	\$1,000.00	\$2,310.00	\$2,310.00	\$2,000.00	\$2,000.00
26	2574.507	COMMON TOPSOIL BORROW	130	CU YD	\$30.00	\$3,900.00	\$30.00	\$3,900.00	\$50.00	\$6,500.00
27	2575.504	EROSION CONTROL BLANKET, CATEGORY 3	605	SQ YD	\$6.00	\$3,630.00	\$1.60	\$968.00	\$2.00	\$1,210.00
28	2575.605	TURF ESTABLISHMENT	0.36	ACRE	\$10,000.00	\$3,600.00	\$8,426.25	\$3,033.45	\$9,500.00	\$3,420.00
TOTAL AMOUNT BID:					\$158,433.50		\$143,734.24		\$194,659.00	

RESOLUTION
NO _____

RESOLUTION ACCEPTING QUOTE

WHEREAS, pursuant to an advertisement for quotes for the improvements of the following described improvements:

IMPROVEMENT 19-19

Street Reconstruction

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

NW 3rd Street – James Street to Jackson Street

Quotes were received, opened, and tabulated according to law and the following quotes were received complying with the advertisement:

<u>NAME OF QUOTER</u>	<u>AMOUNT OF QUOTE</u>
Anderson Brothers Construction of Brainerd, LLC	\$143,734.24
JR Ferche, Inc.	\$194,659.00

AND WHEREAS, Anderson Brothers Construction of Brainerd, Minnesota, LLC is the lowest responsible quoter; and

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

1. The Mayor and the City Administrator are hereby authorized and directed to enter into a contract with Anderson Brothers Construction of Brainerd, Minnesota, LLC for the amount of its said bid in the name of the City of Brainerd for the improvements above described according to the plans and specifications therefore approved by the City Council and of record in the office of the City Administrator.
2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Adopted this _____ day of _____, 2021

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Request to Set Annual Municipal Separate Storm Sewer Public Hearing

☐ 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 a public hearing notice for the annual MS4 Public Hearing, to be held on May 17, 2021 at 7:30 PM during the regularly scheduled City Council meeting.	
Alternatives, Options, Effects on Others/Comments: This is something that is required of the City to complete annually as part of our MS4 permit to receive comments or public feedback on our permit. Staff will have a brief presentation before the public hearing to give an overview to the council of where we are at and where we are going with the new permit.	
Recommended Action/Motion: Staff recommends setting the annual MS4 Public Hearing for May 17, 2021 at 7:30 PM during the regularly scheduled City Council meeting.	
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>	

NOTICE OF ANNUAL STORMWATER PUBLIC MEETING

NOTICE is hereby given that the City Council of the City of Brainerd will hold the Annual Stormwater Public Meeting in the Council Chambers of the City Hall, 501 Laurel Street, Brainerd, Minnesota 56401 at 7:30 p.m. on Monday, May 17, 2021. Any person wishing to express an opinion on the matters to be considered will be heard orally or in writing.

Dated this 3rd Day of May 2021

Jennifer Bergman
City Administrator
City of Brainerd, Minnesota

Publish Brainerd Dispatch May 7, 2021 (once)

R E S O L U T I O N
NO 24:21

EXHIBIT E FOR GRANT AGREEMENT TO STATE TRANSPORTATION FUND
LOCAL ROAD IMPROVEMENT PROGRAM
GRANT TERMS AND CONDITIONS
SAP 108-103-010, TIED TO 108-129-003 & TIED TO 108-594-001

WHEREAS, the City of Brainerd has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for Local Road Improvement; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$1,000,000 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that the City of Brainerd does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.52 and will pay any additional amount by which the cost exceeds the estimate and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper city officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

Adopted this 3rd day of May, 2021

KELLY BEVANS
President of the Council

Approved this 3rd day of May, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Consideration of Comprehensive Plan Amendment

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading *provide copy of published hearing notice
--	--

RESOLUTION

No. ____:21

WHEREAS, the City Council has designated as one of the duties of the Planning Commission to write and revise its Comprehensive Plan when it finds need to do so; and

WHEREAS, the current Comprehensive Plan for the City of Brainerd was adopted by the City Council in 2019; and

WHEREAS, the Planning Commission determined the first task following adoption of the Comprehensive to be updating the Future Land Use Map; and

WHEREAS, the Planning Commission, with assistance from Staff and Sourcewell began the process of updating the Future Land Use Map in 2020; and

WHEREAS, the Planning Commission conducted an in-depth comparative analysis of the existing Future Land Use Map against the 2019 Comprehensive Plan, finding it inadequate; and

WHEREAS, the Planning Commission has revised the Future Land Use Map to be a functional representation of the goals and policies outlined in the Comprehensive Plan; and

WHEREAS, after reviewing the proposed document and taking public testimony, the Planning Commission recommended approval of the adoption of the Comprehensive Plan on April 21, 2021;

BE IT RESOLVED by the City Council of Brainerd, Minnesota, has reviewed the proposed Comprehensive Plan amendment on May 3, 2021 and does hereby approve its adoption.

Adopted this ____ day of May, 2021

KELLY BEVANS
President of the Council

Approved this ____ day of May, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

NOTICE OF HEARING

The City of Brainerd Planning Commission will be conducting a public hearing to consider amending the City's Comprehensive Plan. The following highlights the amended content in the plan:

- Land use chapter: The Future Land Use Plan has been amended to include new content, an updated future land use map, and updated future land use categories. This chapter also provides supporting narratives and information to support future work and zoning changes
 - Pages 17-28: **New** content was created, and edits were made to existing content within this page range
 - No additional content was amended or changed prior to page 17
- Housing chapter: Minimal changes occurred to this chapter. The only change that occurred was the additional of language introducing the recent completion of the Workforce Housing Study
 - Page 34: New content added
- Implementation chapter: Minimal changes were made to the land use implementation chart
 - Page 69: Omitted content
- Table of contents and acknowledgment page has been updated

A draft of the amended Comprehensive Plan can be found on the City's website at www.ci.brainerd.mn.us.

A Public Hearing will be conducted by the Planning Commission at 6:00 p.m. Wednesday, April 21, 2021 in City Hall Council Chambers, 501 Laurel Street, Brainerd.

The public is invited to attend the hearing to offer input regarding the proposed amendments. Any individual needing special accommodations please call (218) 828-2307.

Dated this 8th day of April 2021

Publication Date: April 11, 2021



David C. Chanski, MPA
Community Development Director

ANNOUNCEMENT

March 19, 2020

The City of Brainerd is concluding the process of amending the City's Comprehensive Plan which was previously adopted in October of 2019. A public hearing on this Comprehensive Plan Amendment has been scheduled to place at the regularly scheduled Brainerd Planning Commission meeting on Wednesday, April 21, 2021 in the City Council Chambers at Brainerd City Hall located at 501 Laurel St., Brainerd, MN 56401.

A copy of this draft Comprehensive Plan amendment can be found on the City of Brainerd's website at www.ci.brainerd.mn.us. The City is receiving public comment on this proposed amendment until Wednesday, April 21. The following highlights the amended content in the plan to where the City would like to direct your comments:

- Land use chapter: The Future Land Use Plan has been amended to include new content, an updated future land use map, and updated future land use categories. This chapter also provides supporting narratives and information to support future work and zoning changes
 - Pages 17-28: New content was created, and edits were made to existing content within this page range
 - No additional content was amended or changed prior to page 17
- Housing chapter: Minimal changes occurred to this chapter. The only change that occurred was the additional of language introducing the recent completion of the Workforce Housing Study
 - Page 34: New content added
- Implementation chapter: Minimal changes were made to the land use implementation chart
 - Page 69: Omitted content
- Table of contents and acknowledgment page has been updated

Comments may be submitted to:

Mr. David Chanski
dchanski@ci.brainerd.mn.us
501 Laurel Street
Brainerd, MN 56401

If you have any questions on this project, please contact the Community Development Department at 218-828-2307.



David C. Chanski, MPA
Community Development Director

February 8, 2020

Dear Community Partner:

The City of Brainerd is concluding the process of amending the City's Comprehensive Plan which was previously adopted in October of 2019. A public hearing on this Comprehensive Plan Amendment has not yet been scheduled but is likely to take place at a regularly scheduled Brainerd Planning Commission meeting, held Wednesday, April 21, 2021 at in the City Council Chambers at Brainerd City Hall located at 501 Laurel St., Brainerd, MN 56401.

A copy of this draft Comprehensive Plan Amendment is enclosed for your review. Per the Minnesota Planning Act and Minnesota State Statute 462.3535, please submit questions and comments in writing or via e-mail by Friday, April 9, 2021. The following highlights the amended content in the plan where we would like to direct your comments to:

- Land use chapter: The Future Land Use Plan has been amended to include new content, an updated future land use map, and updated future land use categories. This chapter also provides supporting narratives and information to support future work and zoning changes
 - Pages 17-28: **New** content was created, and edits were made to existing content within this page range
 - No additional content was amended or changed prior to page 17
- Housing chapter: Minimal changes occurred to this chapter. The only change that occurred was the additional of language introducing the recent completion of the Workforce Housing Study
 - Page 34: New content added
- Implementation chapter: Minimal changes were made to the land use implementation chart
 - Page 69: Omitted content
- Table of contents and acknowledgment page has been updated

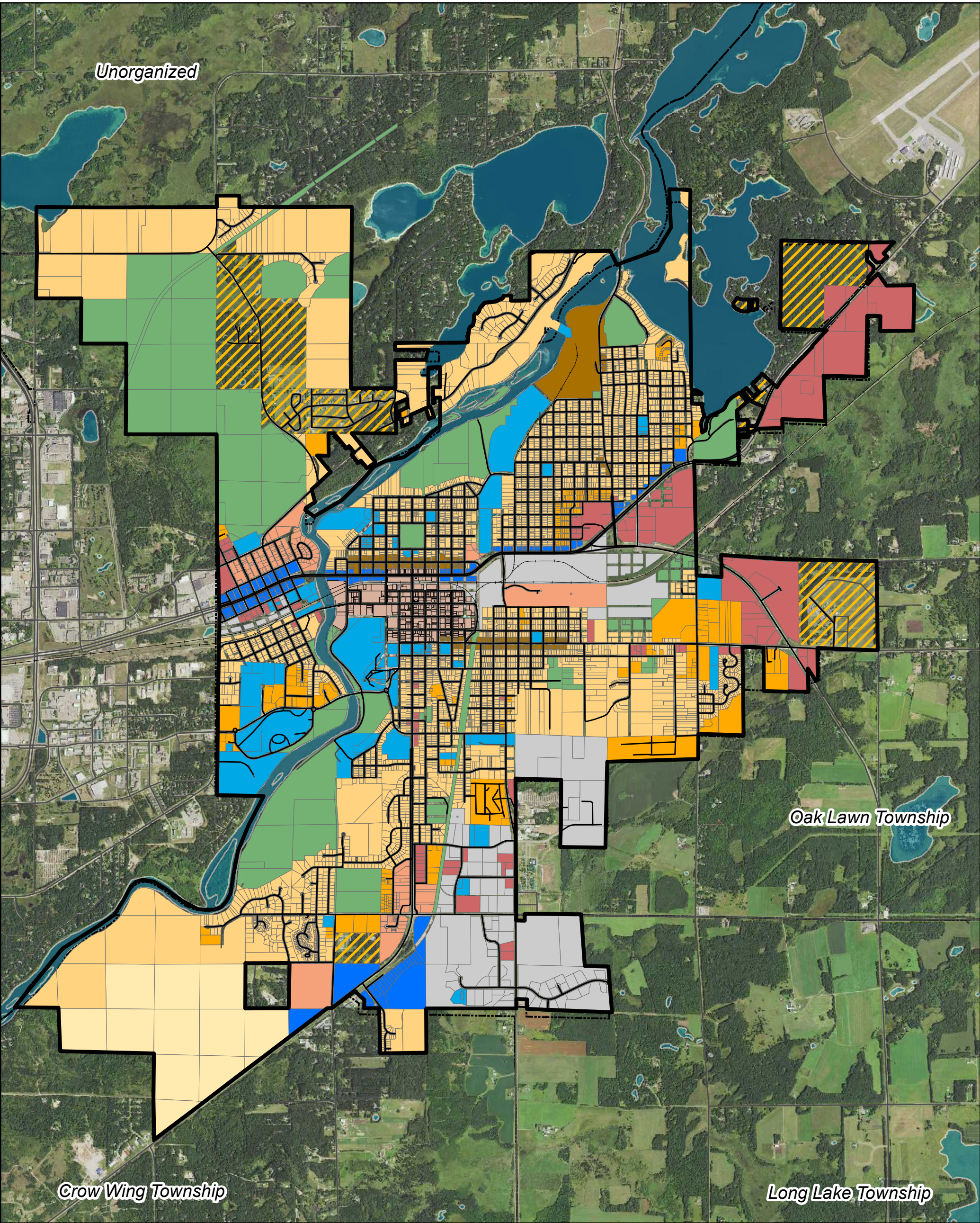
Comments may be submitted to:

Mr. David Chanski
dchanski@ci.brainerd.mn.us
501 Laurel Street
Brainerd, MN 56401

If you have any questions on this project, please do not hesitate to contact me at 218-828-2307.

Sincerely,

David C. Chanski, MPA
Community Development Director
City of Brainerd



FUTURE LAND USE MAP

DRAFT

Legend

- Rail
- Road Network
- Lakes and Hydro Features
- - - Township
- ▭ City Limits

Parcels

- ▭ Parcel boundary

Future Land Use Categories

- ▭ Development Reserve
- ▭ Low-Medium Density
- ▭ Medium-High Density
- ▨ Mixed Residential
- ▭ Public, Semi-public, Institution
- ▭ Park and Open Space

- ▭ Gateway District
- ▭ Mixed Commercial-Residential
- ▭ Neighborhood Mix
- ▭ Downtown
- ▭ Commercial
- ▭ Industrial





Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Front Yard Setback Variance - Lots 24 through 40, Block 9 Northtown

☐ 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: Thomas Dehn has submitted a request on behalf of 3 Dehns LLC for a variance for Lots 24 through 40, Block 9 in the Northtown addition to Brainerd. The requested variance is from Section 515-55-7.B Principal Building Setbacks. The applicant is requesting a reduced front yard setback from 30 feet to 25 feet due to the significant topographic changes on Lots 24 through 40, Block 9.	
Alternatives, Options, Effects on Others/Comments: The Planning Commission considered this variance request during its regular meeting on April 21st. The Commission had extensive discussion which included testimony from neighboring property owners who expressed concern as the properties on the north side of Viking St. are in an HOA which restricts off-street parking but the properties on the south side of the street are not in the HOA and will not have the same restrictions. They felt that the reduced setback could have an increased negative effect on off-street parking. Additionally, they had concern about the height of the homes being built (mostly multi-level homes are likely to be built) as all the homes in the HOA are single-level patio homes. While the commission members understood the concerns of the neighbors, they stated that their concerns are more of a neighborhood issue than having direct implications to the requested variance as the developer could, in theory, build homes right now on the lots without the variance and their parking and building height concerns would still not be alleviated. In conversation with the developer, he did state that the only reason the HOA on the north side of Viking St has off-street parking restrictions is because the HOA conducts all snow removal, and the restriction helps ensure vehicles would not be in driveways during snow events. Ultimately, the Commission voted 5-2 to grant the requested variance. Commissioners Yeager and Gorham voted against the motion as they felt the request variance was not needed on every lot.	
Recommended Action/Motion: Motion to approve the requested variance to allow a reduced front yard setback from 40 feet to 25 feet on Lots 24 through 40, Block 9 Northtown.	
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: David Chanski, Community Development Director

DATE: April 21, 2021

RE: Variance – Northtown Lots 24-40, Block 9

Thomas Dehn has submitted a request on behalf of 3 Dehns LLC for a variance for Lots 24 through 40, Block 9 in the Northtown addition to Brainerd.

The requested variance is from *Section 515-55-7.B Principal Building Setbacks*. The applicant is requesting a reduced front yard setback from 30 feet to 25 feet due to the significant topographic changes on Lots 24 through 40, Block 9.

Findings of Fact

1. Lots 24 through 40, Block 9 are all zoned R-1A (Single Family Residential) District.
2. Lots 24 through 40, Block 9 are all currently undeveloped.
3. On average, 16 new home builds have been permitted in the Northtown development from 2017 to 2020 for a total of 72 homes.
 - a. 5 new home builds have been permitted so far in 2021.
4. [Section 515-55-7.B](#) lists a minimum front yard setback in R-1A Districts to be 30 feet from the property line.
 - a. The applicant is requesting that the setback requirement be reduced by 5 feet to a setback of 25 feet.
5. [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-1A (Single Family Residential) District is to “allow areas of low density, single family detached dwellings and to preserve the quiet single family neighborhoods free from other uses except those which are both compatible with residents of such districts.”
 - b. When the variances are consistent with the Comprehensive Plan
 - i. Staff believes this variance request is supported by Goal 1 of Chapter 3 of the Comprehensive plan which states, “provide a diverse mix of housing choices for all stages of life, income ranges, and ownership/rental preferences.”
 1. Policy 1 under Goal 1 states, “complement Brainerd’s entry-level and affordable housing options by encouraging other move-up and mid- to upper-end, market-rate housing options.”

2. Policy 2 under Goal 1 states, “expand home ownership and rental opportunities through rehabilitation and new construction.”
 3. Policy 5 under Goal 2 states, “ensure an adequate supply of quality and affordable housing units for current and future residents.”
6. Section 515-7-2, Subdivision 3B & Subdivision 4 – Variances may be granted when the applicant for the variances establishes that there are practical difficulties in complying with the Zoning Ordinance.
 - a. The property owner proposes to use the property in a reasonable manner not permitted by the Zoning Ordinance.
 - i. Single-family dwellings are a permitted use within R-1A districts.
 - ii. All homes being developed in Northtown are single-family homes.
 - b. The plight of the landowner is due to circumstances unique to the property not created by the landowner.
 - i. Lots 24 through 40, Block 9 experience a significant topography change of approximately 20 feet from their front property lines to their current rear property lines.
 - c. The variance, if granted, will not alter the essential character of the locality.
 - i. While Lots 24 through 40, Block 9 are all currently undeveloped, all the homes built in the development are single-family, and the homes built on these lots will be as well.

At the time of this writing, no parties have expressed any concerns with this variance request.

Staff Opinion

Staff recommends approval of this variance request as staff believes the requested variance meets the requirements as outlined in Section 515-7 of the Code of Ordinances, is supported by the Comprehensive Plan.

**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: xxx Viking Street

LEGAL DESCRIPTION: Lot(s): 24-40 Block: 9 Addition: Northtown
(attach description if lengthy)

Property Owner Name: 3 Dehns LLC

Street Address: 17821 HWY 371 City: Brainerd State: MN Zip Code: 56401

Phone Number: 612-328-2215 Fax: 218-822-3500 E-mail: tom.dehn@powerlodge.com

Applicant Name: (If different than Property Owner) same

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

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

Description of Request: On lots on 24-40 Block 9 Northtown. Due to the steep grade of the rear yards, I'm asking for a front yard setback variance to 25 feet versus the standard 30 feet front yard setback. See grading map on preliminary replat of Lots 24-40.

Property Owner Signature

4/7/2021

Date

Thomas Dehn

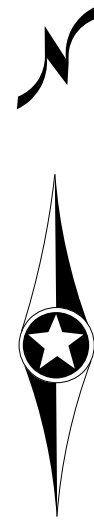
(Please print name)

Applicant Signature

Date

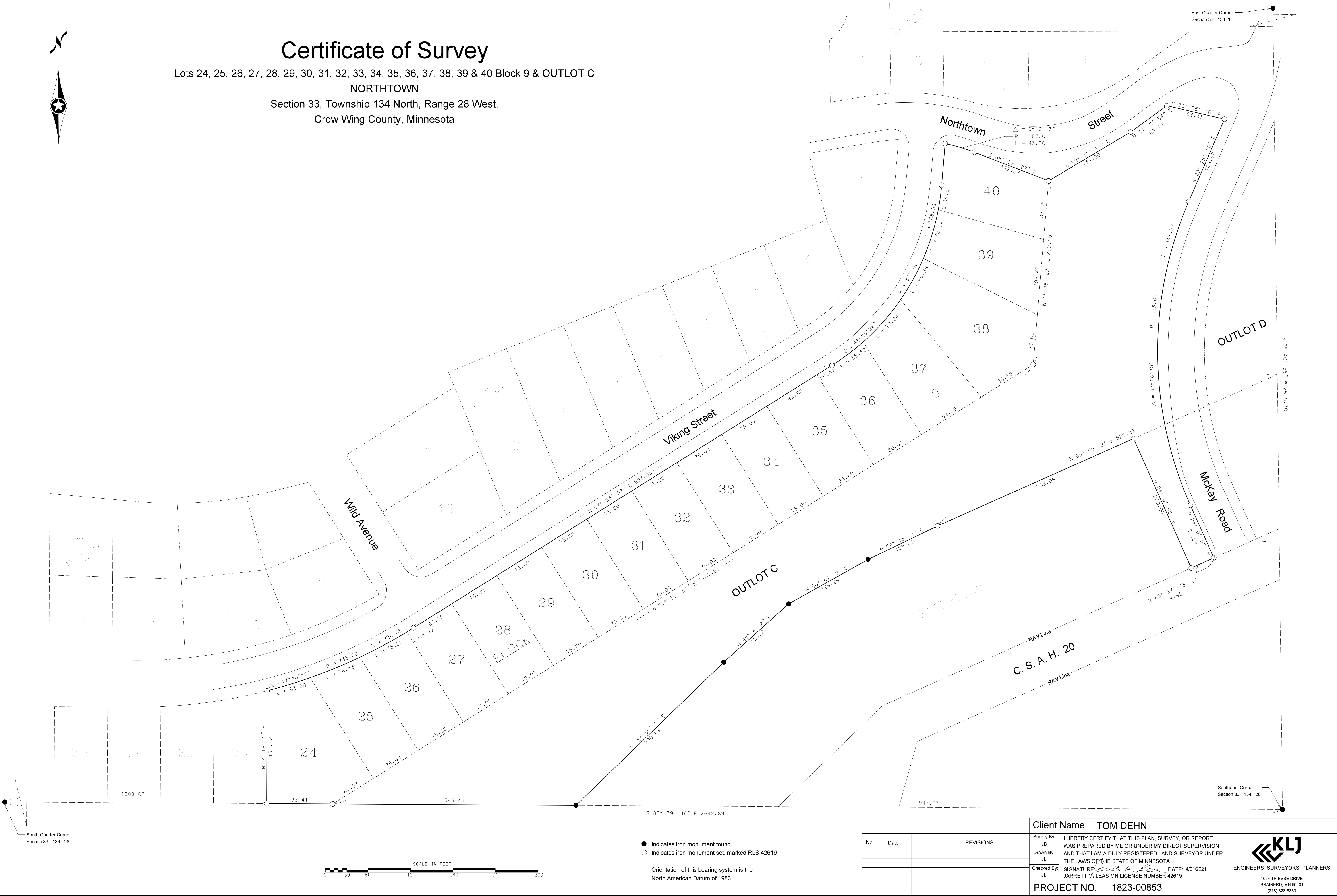
(Please print name)

(OVER)



Certificate of Survey

Lots 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39 & 40 Block 9 & OUTLOT C
NORTHTOWN
Section 33, Township 134 North, Range 28 West,
Crow Wing County, Minnesota



South Quarter Corner
Section 33 - 134 - 28

Southeast Corner
Section 33 - 134 - 28



● Indicates iron monument found
○ Indicates iron monument set, marked RLS 42619
Orientation of this bearing system is the
North American Datum of 1983.

No.	Date	REVISIONS

Client Name: TOM DEHN

Survey By:	JB
Drawn By:	JL
Checked By:	JL

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: *Jarrett M. Leas* DATE: 4/01/2021
JARRETT M. LEAS MN LICENSE NUMBER 42619

PROJECT NO. 1823-00853

ENGINEERS SURVEYORS PLANNERS

1024 THEESSE DRIVE
BRAINERD, MN 56401
(218) 828-6330



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Preliminary Plat - Lots 24 through 40 and Outlot C, Northtown

☐ 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: Thomas Dehn has submitted a request on behalf of 3 Dehns LLC for a preliminary plat Lots 24 through 40, Block 9, and Outlot C all in the Northtown addition to Brainerd. The purpose of this preliminary plat request is to consolidate Outlot C into Lots 24 through 40.	
Alternatives, Options, Effects on Others/Comments: The Planning Commission considered this preliminary plat during its regular meeting on April 21st and, upon review, voted unanimously to recommend approval as presented with the condition that language for a conservation easement over the current Outlot C area (which the applicant stated he intended to put in place when the plat is recorded with the County) be submitted for review with the Final Plat application.	
Recommended Action/Motion: Motion to approve the requested Preliminary Plat to consolidate Outlot C into Lots 24 through 40, Block 9 Northtown as presented with the condition that language for the proposed conservation easement be included for review with the Final Plat 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>	

MEMO



TO: Planning Commission

FROM: David Chanski, Community Development Director

DATE: April 21, 2021

RE: Preliminary Plat – Northtown Lots 24-40, Block 9 & Outlot C

Thomas Dehn has submitted a request on behalf of 3 Dehns LLC for a preliminary plat Lots 24 through 40, Block 9, and Outlot C all in the Northtown addition to Brainerd. The purpose of this preliminary plat request is to consolidate Outlot C into Lots 24 through 40.

Findings of Fact

1. Preliminary plat approval shall be based on the criteria set forth in [Section 500-2-5](#) of the City Code.
 - a. As these lots have been previously platted and the requested replat will not significantly alter the physical character or future development of these lots, staff believes this request meets these criteria.
2. The plat for Lots 24 through 40, Block 9 and Outlot C was originally approved by the City Council on June 7, 2004.
3. Lots 24 through 40, Block 9 and Outlot C are all zoned R-1A (Single Family Residential) District.
4. Outlot C does not serve as any kind of easement or for stormwater retention.
5. Lots 24 through 40, Block 9 are all relatively consistent in size with average dimensions of approximately 78'x150'.
6. Outlot C is approximately 5.24 acres in size.
7. Lots 24 through 40, Block 9 experience a significant topography change of approximately 20 feet from their front property lines to their current rear property lines.
 - a. Outlot C has a further topography change of approximately 18 to 26 feet from the rear property lines.
8. All utilities, including water, sewer, and electric, are already in place and will experience no change with this requested plat change.
9. There should be no increased stormwater impacts not accounted for upon the development of these lots with the requested plat change.
10. For property tax pay year 2021, Outlot C has an assessment of \$640.00 while Lots 24 through 40, Block 9 (which are currently undeveloped) have assessments of around \$200.00 each.
 - a. It is staff's opinion that replatting Lots 24 through 40 to include Outlot C will increase the lots' taxable values at a higher rate than if they would remain in their current configuration.

As of this writing, the Community Development Department has not received any questions or concerns about this request.

Staff Opinion

Staff recommends approval of this Preliminary Plat with no alterations or conditions.



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: _____

PRELIMINARY PLAT/FINAL PLAT APPLICATION



PRELIMINARY PLAT (\$500.00 + \$30.00/lot residential + \$1,000.00 escrow deposit)
(\$600.00 + \$50.00/lot commercial + \$1,000.00 escrow deposit)



FINAL PLAT (fee included with Preliminary Plat)

PROPERTY ADDRESS: XXX Viking Street

LEGAL DESCRIPTION: Lot(s): 24-40 Block: 9 Addition: Northtown
(attach description if lengthy) OUTLOT C

Property Owner Name: 3 Dehns LLC

Street Address: 17821 Hwy 371 City: BRAINERD State: MN Zip Code: 56401

Phone Number: 612-328-2215 Fax: 218-822-3571 E-mail: tom.dehn@powerlodge.com

Applicant Name: (if different than Property Owner) Same

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

Phone Number: _____ Fax: _____ E-Mail: _____

Description of Request: ① I would like to combine
Outlot C to the adjacent lots 24-40
Block 9 of Northtown. This would make all the lot area
larger & eliminate outlot C. We would have a drainage/
utility easement over the area that consists of outlot C
② I would like to ask for a variance on front yard
setback from 30 feet to 25 feet to help with rear yard slope

Thomas A. Dehn

Property Owner Signature

Thomas A. Dehn

(Please print name)

Thomas A. Dehn - same

Applicant Signature

(Please print name)

4/5/2021

Date

Date

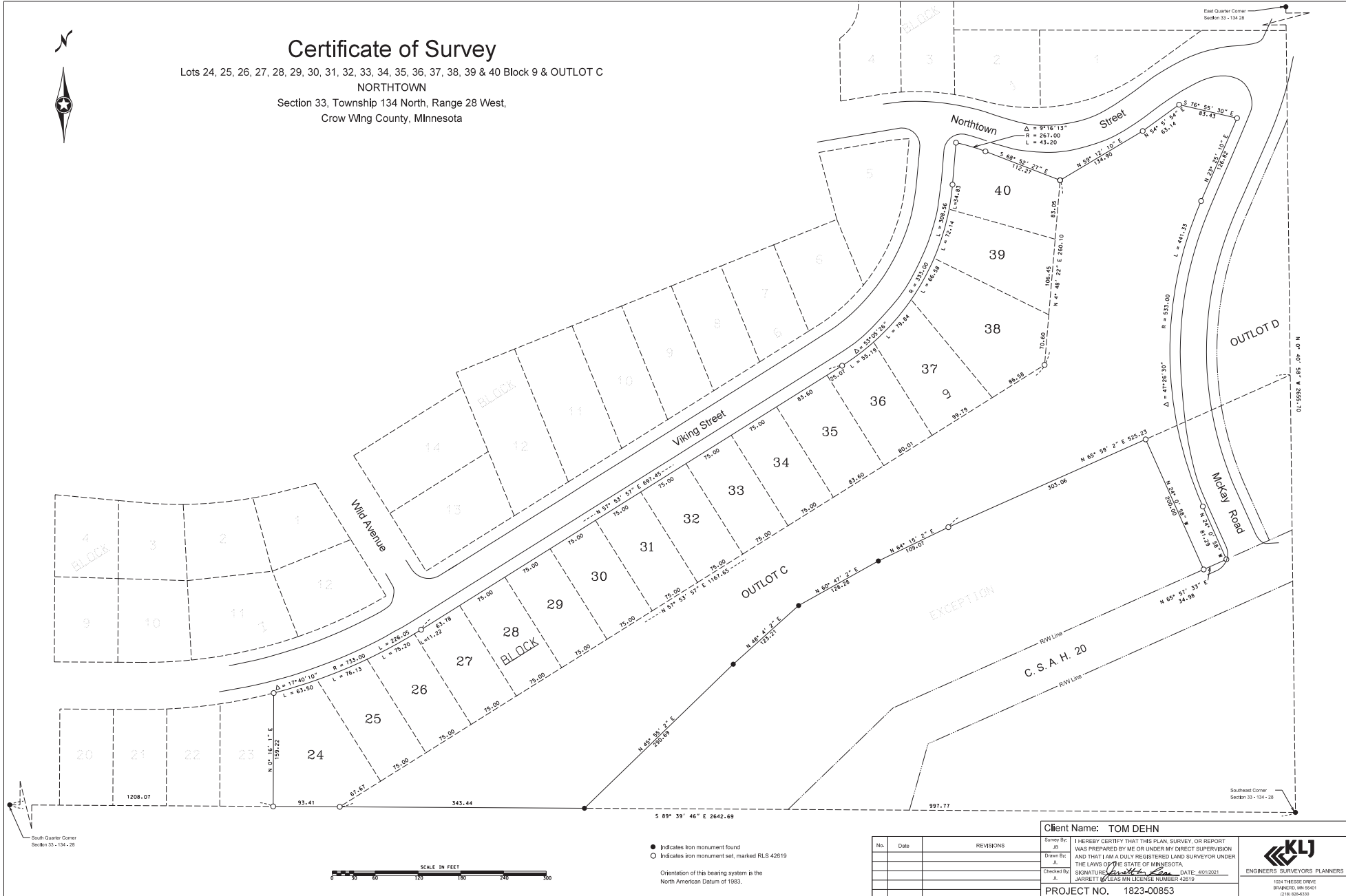


Certificate of Survey

Lots 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39 & 40 Block 9 & OUTLOT C

NORTHTOWN

Section 33, Township 134 North, Range 28 West,
Crow Wing County, Minnesota



- Indicates iron monument found
- Indicates iron monument set, marked RLS 42619

Orientation of this bearing system is the
North American Datum of 1983.

No.	Date	REVISIONS

Client Name: TOM DEHN

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT
WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION
AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER
THE LAWS OF THE STATE OF MINNESOTA.
SIGNATURE: *David J. Klj* DATE: 4/10/2021
JANETTY ALEXANDER LICENSE NUMBER 42619

PROJECT NO. 1823-00853



ENGINEERS SURVEYORS PLANNERS

1034 THIESSE DRIVE
BRANDERS, MN 56505
(716) 838-4330



Preliminary Plat of NORTHTOWN FIRST ADDITION

A Replat of Lots 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39 & 40 Block 9 & OUTLOT C

NORTHTOWN
Section 33, Township 134 North, Range 28 West,
Crow Wing County, Minnesota

Legal Description

Lots 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, and 40 all in Block 9 and Outlot C, NORTHTOWN, Crow Wing County, Minnesota.

Owner: 3 Dehns, LLC
Surveyor: Jarrett Leas
KLI Engineering, LLC
1024 Thiesse Dr.
Brainerd, MN 56401
218-828-6330

Parcel ID No: 41330545, 41330546, 41330547,
41330548, 41330549, 41330550,
41330551, 41330552, 41330553,
41330554, 41330555, 41330556,
41330557, 41330558, 41330559,
41330560, 41330561, 41330562,
41330709.

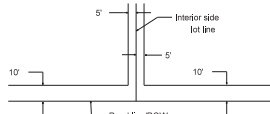
Current Zoning: R-1A

Parcel Area: 10.29 acres

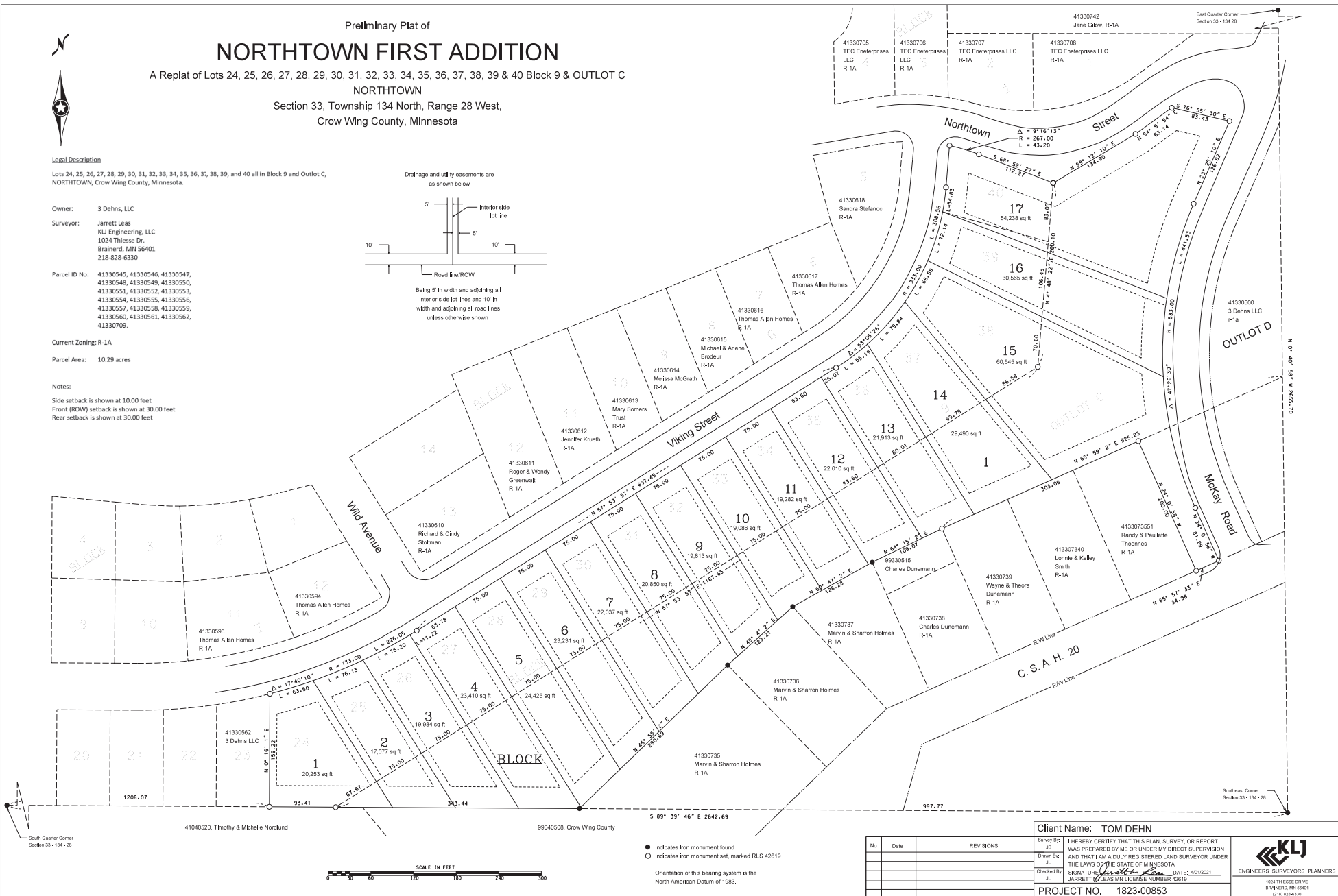
Notes:

Side setback is shown at 10.00 feet
Front (ROW) setback is shown at 30.00 feet
Rear setback is shown at 30.00 feet

Drainage and utility easements are
as shown below



Being 5' in width and adjoining all
interior side lot lines and 10' in
width and adjoining all road lines
unless otherwise shown.



- Indicates iron monument found
- Indicates iron monument set, marked RLS 42619

Orientation of this bearing system is the
North American Datum of 1983.

No.	Date	REVISIONS

Client Name: TOM DEHN

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT
WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION
AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER
THE LAWS OF THE STATE OF MINNESOTA.
SIGNATURE: *Jarrett Leas* DATE: 4/01/2021
JARRETT LEAS MIN LICENSE NUMBER 42619

PROJECT NO. 1823-00853



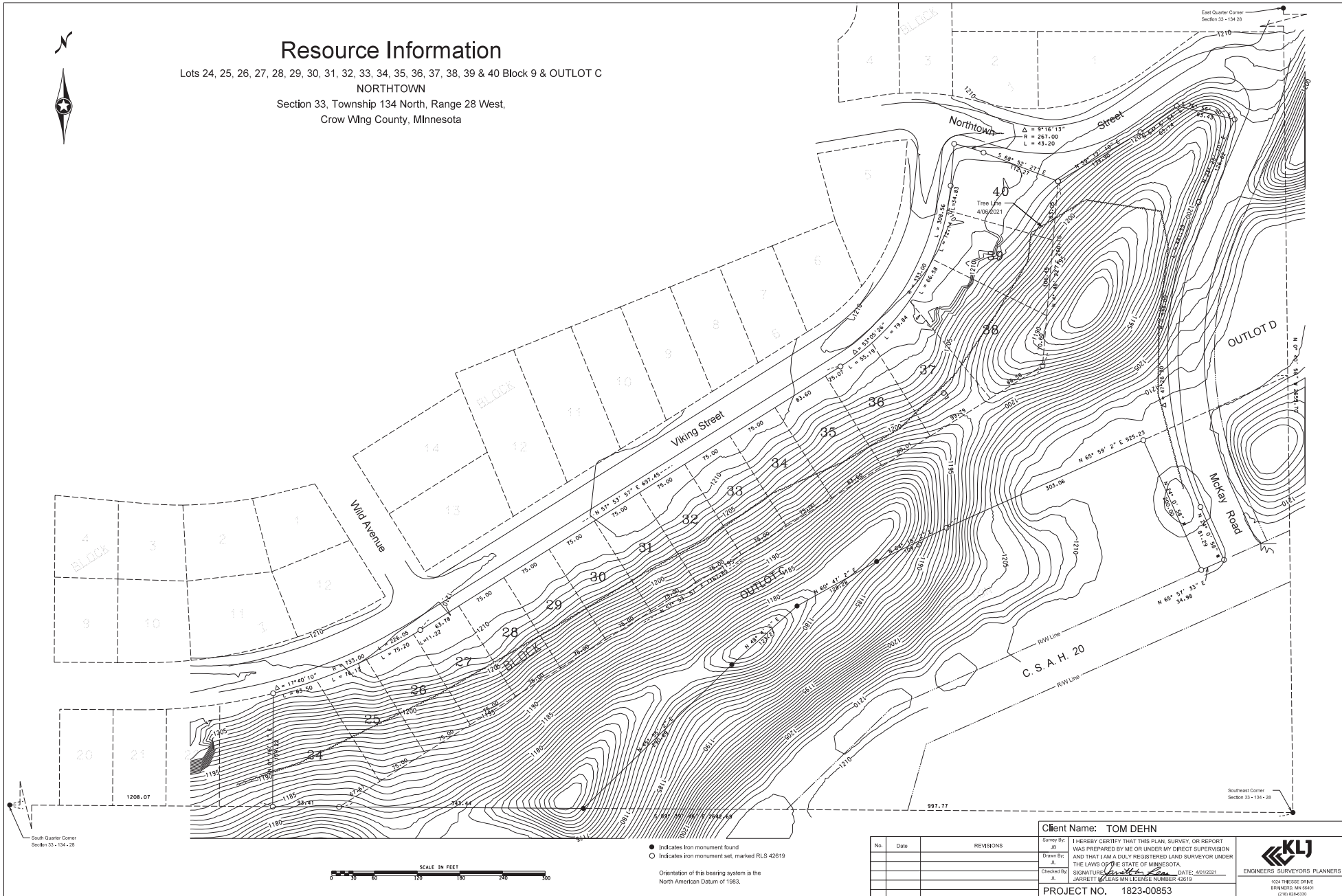
ENGINEERS SURVEYORS PLANNERS

1024 THIESSE DRIVE
BRANDERS, MN 56401
(218) 828-6330



Resource Information

Lots 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39 & 40 Block 9 & OUTLOT C
NORTHTOWN
Section 33, Township 134 North, Range 28 West,
Crow Wing County, Minnesota



- Indicates iron monument found
- Indicates iron monument set, marked RLS 42619

Orientation of this bearing system is the
North American Datum of 1983.

No.	Date	REVISIONS

Client Name: TOM DEHN

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT
WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION
AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER
THE LAWS OF THE STATE OF MINNESOTA.
SIGNATURE: *[Signature]* DATE: 4/10/2021
JAMES T. DEHN LICENSE NUMBER 42619

PROJECT NO. 1823-00853



ENGINEERS SURVEYORS PLANNERS

1034 THIESSE DRIVE
BRANDERS, MN 56505
(716) 838-4330

NORTHTOWN

KNOW ALL PERSONS BY THESE PRESENTS: That RP&P Partnership, a Minnesota Partnership, is the owner and Lakeland Construction Finance, LLC, a Minnesota Limited Liability Company, is the mortgagee of the following described property situated in Crow Wing County, Minnesota, to-wit:

LEGAL DESCRIPTION: (Warranty Deed Document Number 0664319)

The Southwest Quarter of the Southeast Quarter (SW1/4-SE1/4), Section 33, Township 134, Range 28

EXCEPT the North 30.00 feet thereof

AND

The Southeast Quarter of the Southeast Quarter (SE1/4-SE1/4), Section 33, Township 134, Range 28

EXCEPT That part thereof lying Southerly of the following described line: Beginning at a point on the East line of said SE1/4-SE1/4, which is 614.25 feet North 00 degrees 18 minutes West, assumed bearing, from the Southeast corner of said Section 33; thence South 66 degrees 22 minutes West 232.23 feet; thence South 64 degrees 38 minutes West 109.07 feet; thence South 61 degrees 10 minutes West 128.28 feet; thence south 48 degrees 27 minutes West 123.21 feet; thence South 46 degrees 18 minutes West 292.35 feet to the South line of said SE1/4-SE1/4 and there ending;

AND

EXCEPT The North 30.00 feet of the Southeast Quarter (SE1/4-SE1/4), Section 33, Township 134, Range 28,

AND

EXCEPT All that part of the Southeast Quarter of the Southeast Quarter (SE1/4-SE1/4), Section 33, Township 134, Range 28, lying North of the following described line: Commencing at a point on the East line of the SE1/4-SE1/4, which point is 30.00 feet south of the Northeast corner of the SE1/4-SE1/4; thence running North 89 degrees 59 minutes 05 seconds West a distance of 1332.19 feet to point marked by a surveyors pipe stake which is 30 feet South of a pipe corner fence post.

EXCEPT the North 230 feet of the East 466 feet of the Southeast Quarter of the Southeast Quarter, Section 33, Township 134, Range 28.

AND

That part of the Southeast Quarter of the Southeast Quarter (SE1/4-SE1/4), Section 33, Township 134, Range 28, described as follows: Commencing at the Southeast corner of said SE1/4-SE1/4; thence North 0 degrees 18 minutes West 396.5 feet along the East line of the said SE1/4-SE1/4 to the North right of way line of the County Highway, the place of beginning; thence North 0 degrees 18 minutes West 217.75 feet; thence South 66 degrees 22 minutes West 222.17 feet; thence South 23 degrees 38 minutes East 200.00 feet to the North right of way line of the County Highway; thence North 66 degrees 22 minutes East 135.9 feet along the said right of way line to the place of beginning.

All subject to mineral reservations of record, if any, and also subject to easements, reservations, or restrictions of record, if any.

Have caused the same to be surveyed and platted as NORTHTOWN and do hereby donate and dedicate to the public for public use forever Twin Street, Warrior Avenue, Northtown Street, Wild Ave, Wolves Street, Viking Street, Rice Court, Boom Court, and McKay Road, the roads indicated on the plat and also dedicating the easements as shown on this plat for drainage and utility purposes only.

IN WITNESS WHEREOF, said RP&P Partnership has caused these presents to be signed by its proper officers this 16 day of June, 2004 and said Lakeland Construction Finance, LLC has caused these presents to be signed by its proper officer this 16 day of June, 2004.

OWNER:

RP&P Partnership

Dohn Pagel, Partner

Tom Swanson, Partner

State of Minnesota

County of Crow Wing

The foregoing instrument was acknowledged before me this 16 day of June, 2004, by Dohn Pagel, Partner, and Tom Swanson, Partner, of RP&P Partnership, a Minnesota Partnership, on behalf of the partnership.



MORTGAGEE:

Lakeland Construction Finance, LLC

Robert J. Machacek, Chief Operating Officer

Notary Public
Kathy A. Schack
Crow Wing County, Minnesota
My Commission Expires 1-31-08

The foregoing instrument was acknowledged before me this 16 day of June, 2004, by Robert J. Machacek, Chief Operating Officer of Lakeland Construction Finance, LLC, a Minnesota Limited Liability Company, on behalf of the company.



Notary Public
Kari L. Hollenbach
My Commission Expires 1-31-05

I hereby certify that I have surveyed and platted the property described on this plat as NORTHTOWN, that this plat is a correct representation of the survey, that all distances are correctly shown on the plat in feet and hundredths of a foot, that all monuments have been placed in the ground as shown or will be correctly placed in the ground as designated; that the outside boundary lines are correctly designated on the plat; and that there are no wet lands as defined in MS 505.02, Subd. 1, or public highways to be designated other than as shown.

Chad M. Conner, Land Surveyor
Minnesota License Number 41643

State of Minnesota
County of Crow Wing

The foregoing Surveyor's Certificate was acknowledged before me this 16 day of June, 2004, by Chad M. Conner, Minnesota License Number 41643.



Notary Public
Kathy A. Schack
Crow Wing County, Minnesota
My Commission Expires 1-31-08

This plat of NORTHTOWN was approved by the Planning Commission of the City of Brainerd, Minnesota, on this 24 day of May, 2004.

ATTEST: Robert C. Schack
Chairman

Secretary

This plat of NORTHTOWN was approved by the City Council of Brainerd, Minnesota, on this 7 day of June, 2004.

ATTEST: James E. Abelson
Mayor

City Administrator

I, Roy A. Luukkainen, Auditor for Crow Wing County, do hereby certify that the taxes on the lands described hereon have been paid for the years prior to 2004.

Roy A. Luukkainen
Auditor
Crow Wing County, Minnesota

I, Lauren E. Borden, Treasurer for Crow Wing County, do hereby certify that the taxes on the lands described hereon payable in the year 2004, have been paid.

Lauren E. Borden
Treasurer
Crow Wing County, Minnesota

Office of County Recorder
County of Crow Wing, Minn.
I hereby certify that the within instrument was filed
in this office for record on the 16 day of June, 2004,
and was duly recorded in DSC No. 0666973

County Recorder

WIDSETH
SMITH
NOLTING

ENGINEERS
ARCHITECTS
LAND SURVEYORS
ENVIRONMENTAL SERVICES
ALEXANDRIA
BENGLI
BRANDEN
CHICKENSON
GRAND FORKS
WWW.WSN-MN.COM

NORTHTOWN



WIDSETH SMITH NOLTING
 ENGINEERS
 ARCHITECTS
 LAND SURVEYORS
 ENVIRONMENTAL SERVICES
 ALEXANDRIA
 BEMIDJ
 BRANDED
 CHICKEN
 GRAND FORKS
 WWW.WSN.MN.COM

DRAINAGE AND UTILITY EASEMENTS ARE AS SHOWN BELOW INTERIOR SIDE LOT LINE

10' 5' 10'

ROAD LINE

BEING 5 FEET IN WIDTH AND ADJOINING ALL INTERIOR SIDE LOT LINES AND 10 FEET IN WIDTH AND ADJOINING ALL ROAD LINES UNLESS OTHERWISE SHOWN

0 100 200
 (SCALE IN FEET)

ORIENTATION OF THIS BEARING SYSTEM IS BASED ON OHIO RING COUNTY COORDINATE DATABASE NAD 83M

• DENOTES FOUND IRON MONUMENT
 ○ DENOTES 1/2 INCH BY 18 INCH IRON PIPE MONUMENT SET AND MARKED RLS #41543

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Thomas Dehn has submitted a request on behalf of 3 Dehns LLC for a preliminary plat and variance for Lots 24 through 40, Block 9, and Outlot C all in the Northtown addition to Brainerd. The purpose of this preliminary plat request is to consolidate Outlot C into Lots 24 through 40. The variance request is from *Section 515-55-7.B: Principle Building Setbacks* for a reduce front yard setback from 30 feet to 25 feet.

The properties are legally described as:

*Lots 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, Block 9, Northtown
P.I.N. 41330561, 41330560, 41330559, 41330558, 41330557, 41330556, 41330555,
41330554, 41330553, 41330552, 41330551, 41330550, 41330549, 41330548, 41330547,
41330546, 41330545
Section 33, Township 134, Range 28*

*Outlot C, Northtown
P.I.N. 41330709
Section 33, Township 134, Range 28*

The property is zoned R-1A (Single Family Residential) District. A copy of the preliminary plat and variance request is on file for review with the Community Development Department.

A Public Hearing to consider this preliminary plat and variance request will be conducted by the Brainerd Planning Commission at 6:00 p.m. on Wednesday, April 21, 2021, in the City Council Chambers at 501 Laurel St., Brainerd, MN 56401.

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

Dated this 8th day of April 2021

Publication Date: April 11, 2021



David C. Chanski, MPA
Community Development Director



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Preliminary Plat - Outlot B, Brainerd Oaks

☐ 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: Eric & Dawn Myhra have submitted a request for a preliminary plat for Outlot B in the Brainerd Oaks addition to Brainerd. The purpose of this preliminary plat request is to replat Outlot B. This would allow the applicant to build a single-family dwelling on the property.	
Alternatives, Options, Effects on Others/Comments: The Planning Commission considered this preliminary plat during its regular meeting on April 21st and, upon review, voted unanimously to recommend approval as presented with no conditions or changes.	
Recommended Action/Motion: Motion to approve the requested Preliminary Plat to replat Outlot B, Brainerd Oaks as presented.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

MEMO



TO: Planning Commission

FROM: James Kramvik, Assistant Planner

DATE: April 21, 2021

RE: Preliminary Plat – Brainerd Oaks Outlot B

Eric & Dawn Myhra have submitted a request for a preliminary plat for Outlot B in the Brainerd Oaks addition to Brainerd. The purpose of this preliminary plat request is to replat Outlot B to Lot 32, Block 5, Brainerd Oaks. This would allow the applicant to build a single-family dwelling on the property.

Findings of Fact

1. Preliminary plat approval shall be based on the criteria set forth in [Section 500-2-5](#) of the City Code.
 - a. As these lots have been previously platted and the requested replat will not significantly alter the physical character or future development of these lots, staff believes this request meets these criteria.
2. The plat for Outlot B was originally recorded with Crow Wing County on December 2nd, 2003.
3. Outlot B is zoned R-1 (Single Family Residential) District.
4. Outlot B does not serve as any kind of easement or for stormwater retention. This was verified by the City Engineer.
5. Outlot B has a lot size of approximately 65'x150'.
6. Outlot B entered tax forfeiture status in 2008 as the developer for the Brainerd Oaks addition filed for bankruptcy.
 - a. The lot was originally going to be a city park for the Brainerd Oaks addition.
 - b. The idea of a park in Brainerd Oaks was abandoned by the Parks Board.
7. Outlot B was purchased through a tax forfeiture sale by the applicant on June 9th, 2017 from the State of Minnesota.
 - a. The Brainerd HRA did not purchase this lot as part of the development agreement with the City of Brainerd because it is an outlot.
 - b. The City Engineer and City Planner reviewed the potential use of this lot before the Crow Wing County tax forfeiture land sale, and the City Council approved this land for sale to the public.
 - c. No assessments were paid as part of the purchase of this property because it is an Outlot.
 - d. All assessments were waived by City Council, in the Brainerd Oaks addition, through an agreement with the HRA to encourage development.
8. All utilities, including water, sewer, and electric are available to this site.

- a. Sewer and water stub-in lines were not installed to the curb of this property because it is an Outlot.
 - i. The property owner will be responsible for connecting sewer and water to the utilities located in the street.
- 9. There should be no increased stormwater impacts not accounted for upon the development of this lot with the requested plat change.
- 10. For property tax pay year 2021, Outlot B has an assessment of \$114.56.
 - a. It is staff's opinion that replating Outlot B will increase the lot's taxable value at a higher rate than if it would remain in its current configuration.

As of this writing, the Community Development Department has received one call regarding the preliminary plat. The party had no concerns.

Staff Opinion

Staff recommends approval of this Preliminary Plat with no alterations or conditions.



City Planning Department

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

RECEIVED

MAR 10 2021

CITY OF BRAINERD
ADMINISTRATION

Receipt # _____

Check # _____

Date Paid: _____

PRELIMINARY PLAT/FINAL PLAT APPLICATION

☐ **PRELIMINARY PLAT** (\$500.00 + \$30.00/lot residential + \$1,000.00 escrow deposit)
(\$600.00 + \$50.00/lot commercial + \$1,000.00 escrow deposit)

☐ **FINAL PLAT** (fee included with Preliminary Plat)

PROPERTY ADDRESS: YORK CT, OUTLOT B BRAINERD MN 56401

LEGAL DESCRIPTION: Lot(s): OUTLOT B Block: _____ Addition: BRAINERD OAKS
(attach description if lengthy) PARCEL # 41290607, SECTION 29, SECTION 29, TOWNSHIP 45, RANGE 30

Property Owner Name: ERIC & DAWN MYHRA

Street Address: 26734 HWY 210, City: AITKIN State: MN Zip Code: 56431

Phone Number: 218-820-2838 Fax: _____ E-mail: ericmyhra@gmail.com

Applicant Name: (if different than Property Owner) _____

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

Phone Number: _____ Fax: _____ E-Mail: _____

Description of Request: _____

Eric J. Myhra

Property Owner Signature

ERIC J. MYHRA

(Please print name)

Dawn A. Myhra

DAWN A. MYHRA

3/5/2021

Date

Eric J. Myhra

Applicant Signature

ERIC J. MYHRA

(Please print name)

Dawn A. Myhra

DAWN A. MYHRA

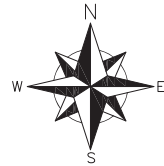
3/5/2021

Date

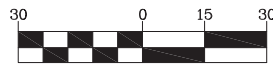
CERTIFICATE OF SURVEY

LEGEND

- DENOTES FOUND SURVEY MONUMENT
- ⊙ DENOTES HYDRANT
- ⊕ DENOTES WATER VALVE
- ⊙ DENOTES SEPTIC MANHOLE
- ⊙ DENOTES TELEPHONE PEDESTAL
- ⊙ DENOTES SPOT ELEVATION (NAVD 88)
- ▬ DENOTES BITUMINOUS SURFACE
- ▬ DENOTES CONCRETE SURFACE



GRAPHIC SCALE

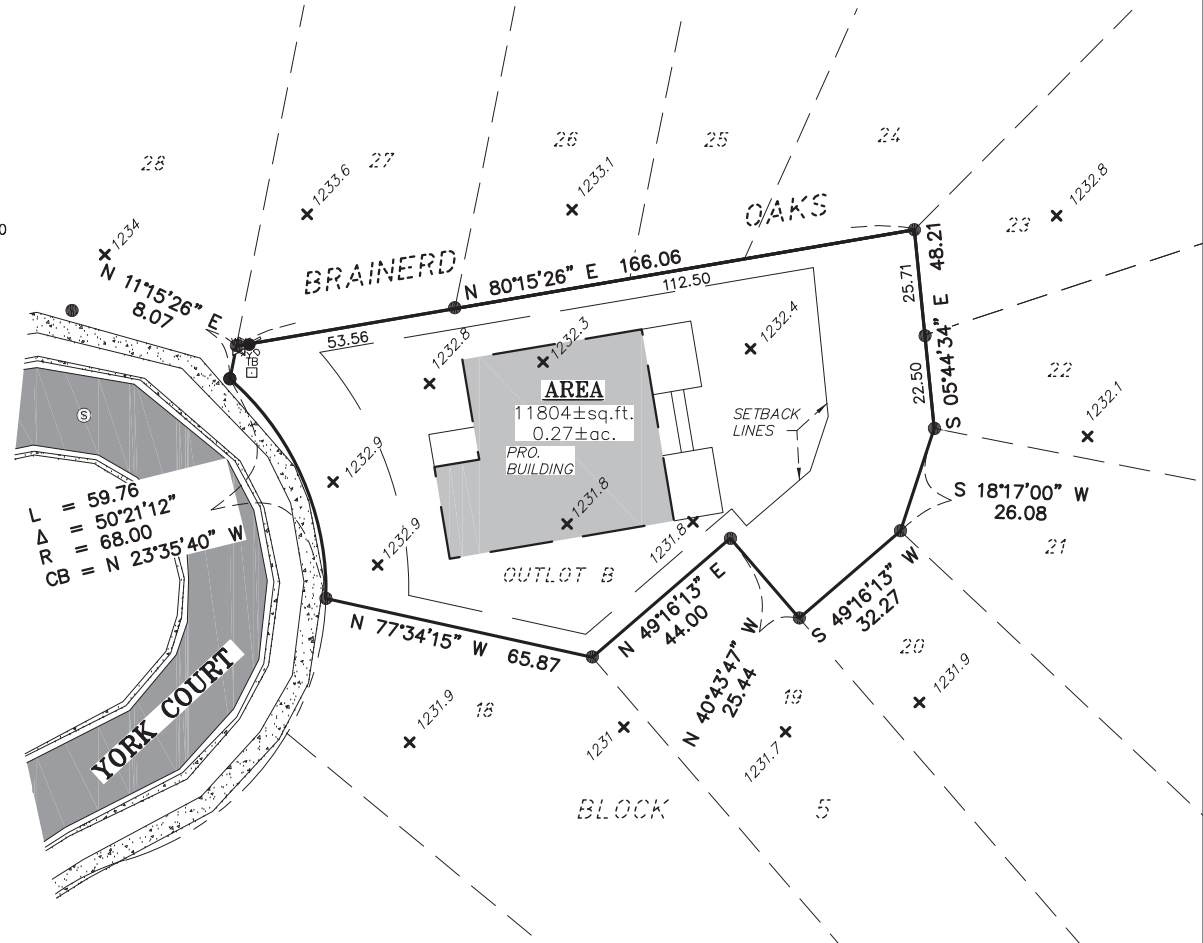


DESCRIPTION - (Parcel No.: 41290607)

Outlot B, BRAINERD OAKS, according to the recorded plat thereof, Crow Wing County, Minnesota

SURVEYOR'S NOTES:

- Bearing Orientation: The North line of Outlot B, Block 5 of BRAINERD OAKS, is assumed to have a bearing of North 80 degrees 15 minutes 26 seconds East.
- The field survey was completed on March 17, 2021.
- Arro Land Surveying of Brainerd, INC. has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.
- There was no evidence of visible wetlands across the property being surveyed.
- The utilities as shown on this survey were developed from the visible utilities across your property and is not implied nor intended to be the complete inventory of utilities in this area. It is the client's responsibility to verify the location of all utilities prior to construction or improving your property.
- Property Zoning: Single Family Residential (R1)
- Setback Requirements: Front Yard = 20 feet Side Yard = 5 feet Rear Yard = 25 feet
- It is the client's responsibility to verify zoning and setback requirements prior to construction or improving your property.



DRAWN BY: JAS
CHECKED BY: MTD

APPROVED BY: MTD
JOB NUMBER: 21-0348

NO.	DATE	BY	REVISION DESCRIPTION

CLIENT:

Eric Myhra

BOUNDARY SURVEY
 Outlot B
 BRAINERD OAKS
 Sec. 29, T45, R30
 Crow Wing County, MN



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

Dated this 30th day of March, 2021

By: Mark T. Downing
 Mark T. Downing, Minnesota License No. 46165

BRAINERD OAKS

KNOW ALL PERSONS BY THESE PRESENTS: that THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF BRAINERD, a public body corporate and politic under the laws of Minnesota, is the owner of the following described property situated in Crow Wing County, Minnesota, to-wit:

LEGAL DESCRIPTION:

That part of the Northwest Quarter of the Southwest Quarter of Section Twenty-nine (29), Township Forty-five (45) North, Range Thirty (30) West, Crow Wing County, Minnesota that lies east of the following described line: Commencing at the Northwest corner of said Northwest Quarter of the Southwest Quarter; thence East, assumed bearing, 629.00 feet along the North line of said Northwest Quarter of the Southwest Quarter to the point of beginning of the line to be described; thence South 02 degrees 16 minutes 00 seconds East to the south line of said Northwest Quarter of the Southwest Quarter and said line there terminating, AND The East 726.00 feet of the Southwest Quarter of the Southwest Quarter of Section Twenty-nine (29), Township Forty-five (45) North, Range Thirty (30) West, Crow Wing County, Minnesota.

AND

That part of the South 720.00 feet of the Northwest Quarter of the Southwest Quarter (NW1/4-SW1/4), Section Twenty-nine (29), Township Forty-five (45) North, Range Thirty (30) West, lying East of MARSH RUN, according to the recorded plat, on record in the Crow Wing County Recorder's Office, and lying Westerly of the following described line: Commencing at the Northwest corner of said Northwest Quarter of the Southwest Quarter; thence East, assumed bearing, 629.00 feet along the North line of said Northwest Quarter of the Southwest Quarter to the point of beginning of the line to be described; thence South 02 degrees 16 minutes 00 seconds East 1324.77 feet to the South line of said Northwest Quarter of the Southwest Quarter and said line there terminating.

All subject to mineral reservations of record, if any, and also subject to easements, reservations, or restrictions of record, if any.

Have caused the same to be surveyed and platted as BRAINERD OAKS and do hereby donate and dedicate to the public for public use forever: Holton Avenue, York Court, King Court, Oak Street and Alexander Street, the roads indicated on the plat and also dedicating the easements as shown on this plat for drainage and utility purposes only.

IN WITNESS WHEREOF, said THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF BRAINERD, a public body corporate and politic under the laws of Minnesota, has caused these presents to be signed by its proper officers this 21st day of November, 2003.

OWNER:

THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF BRAINERD

James F. Alderman
James F. Alderman, Chairman

Douglas P. Groat
Douglas P. Groat, Executive Director

State of Minnesota

County of Crow Wing

The foregoing instrument was acknowledged before me this 21st day of November, 2003 by James F. Alderman, Chairman and Douglas P. Groat, Executive Director of THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF BRAINERD, a public body corporate and politic under the laws of Minnesota, on behalf of the public body.



Cynthia L. Wittwer
Notary Public
Crow Wing County, Minnesota
My Commission Expires: 1/31/05

I hereby certify that I have surveyed and platted the property described on this plat as BRAINERD OAKS, that this plat is a correct representation of the survey, that all distances are correctly shown on the plat in feet and hundredths of a foot, that all monuments have been placed in the ground as shown or will be correctly placed in the ground as designated; that the outside boundary lines are correctly designated on the plat; and that there are no wet lands as defined in MS 505.02, Subd. 1, or public highways to be designated other than as shown.

Chad M. Conner
Chad M. Conner, Land Surveyor
Minnesota License Number 41643

State of Minnesota

County of Crow Wing

The foregoing Surveyor's Certificate was acknowledged before me this 21st day of November, 2003, by Chad M. Conner, Minnesota License Number 41643



Kathy A. Schack
Notary Public
Crow Wing County, Minnesota
My Commission Expires: 1-21-05

This plat of BRAINERD OAKS was approved by the Planning Commission of the City of Brainerd, Minnesota, on this 24th day of January, 2003.

ATTEST:

Ed Mark
Chairman

Jeffrey M. Muehlen
Secretary

This plat of BRAINERD OAKS was approved by the City Council of Brainerd, Minnesota, on this 16th day of September 2002.

ATTEST:

James E. Wallin
Mayor

Daniel M. Wallin
City Administrator

I, Roy A. Luukkonen, Auditor for Crow Wing County, do hereby certify that the taxes on the lands described hereon have been paid for the years prior to 2003.

Roy A. Luukkonen
Auditor
Crow Wing County, Minnesota

I, Laureen E. Borden, Treasurer for Crow Wing County, do hereby certify that the taxes on the lands described hereon payable in the year 2003, have been paid.

Laureen E. Borden
Treasurer
Crow Wing County, Minnesota

Office of County Recorder
County of Crow Wing, MN
I hereby certify that the within instrument was filed
in this office for record on the 22 day of Dec
A.D. 2003, at 10:00 A.M.
and was duly recorded as Doc No. 0653319
Jeffrey M. Muehlen County Recorder
(Seal)

**WIDSETH
SMITH
NOLTING**
ENGINEERS
ARCHITECTS
LAND SURVEYORS
ENVIRONMENTAL SERVICES
ALEXANDRIA
BRainerd
BRainerd
CROOKSTON
GRAND FORKS
WWW.WSN-MN.COM

ORIENTATION OF THIS BEARING SYSTEM
IS BASED ON THE NORTH LINE OF THE NW1/4-SW1/4
TO HAVE AN ASSUMED BEARING OF EAST

● = DENOTES FOUND IRON MONUMENT
○ = DENOTES 1/2 INCH DIAMETER BY 18 INCH LONG
IRON PIPE MONUMENT SET AND MARKED RLS # 41643

ONE

RUN

**WIDSETH
SMITH
NOLTING**

ENGINEERS ALEXANDRIA
ARCHITECTS BEMOLI
LAND SURVEYORS BRAINERD
ENVIRONMENTAL SERVICES CROOKSTON
WWW.WSN-MN.COM

MATCH LINE (SEE SHEET 3)

MARSH

BLOCK

LOT 1

ONE

RUN

SOUTH LINE OF BLOCK 1, MARSH RUN

NORTH LINE OF BLOCK 1, THE WILLOWS PREVIOUSLY NORTH LINE OF OUTLOT A, MARSH RUN

EAST LINE OF BLOCK 1, THE WILLOWS PREVIOUSLY EAST LINE OF OUTLOT A, MARSH RUN

BLAIR CIRCLE

BLAIR

THE WILLOWS

STREET

OUTLOT F

OUTLOT E

HOLTON

MATCH LINE (SEE SHEET 2)

BRAINERD OAKS

AVENUE

OUTLOT B

OUTLOT C

ALEXANDER STREET

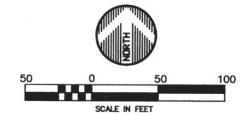
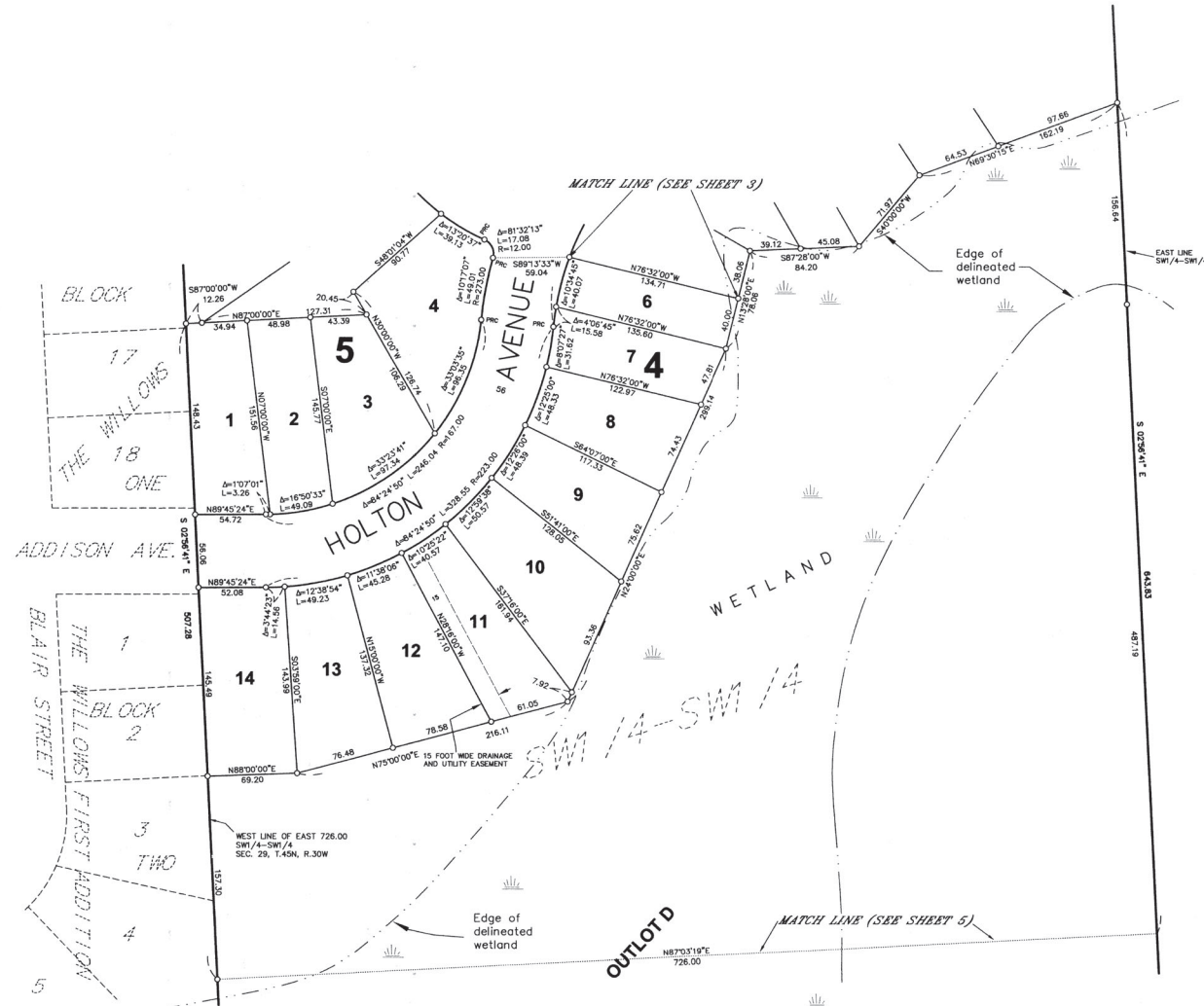
YORK COURT



ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE NORTH LINE OF THE NW 1/4-SW 1/4 TO HAVE AN ASSUMED BEARING OF EAST
• DENOTES FOUND IRON MONUMENT
○ DENOTES 1/2 INCH DIAMETER BY 18 INCH LONG IRON PIPE MONUMENT SET AND MARKED RLS # 41643

WIDSETH SMITH NOLTING
ENGINEERS ARCHITECTS LAND SURVEYORS ENVIRONMENTAL SERVICES
ALEXANDRIA BRANDED CROOKSTON GRAND FORGE
WWW.WSN.MN.COM

BRAINERD OAKS



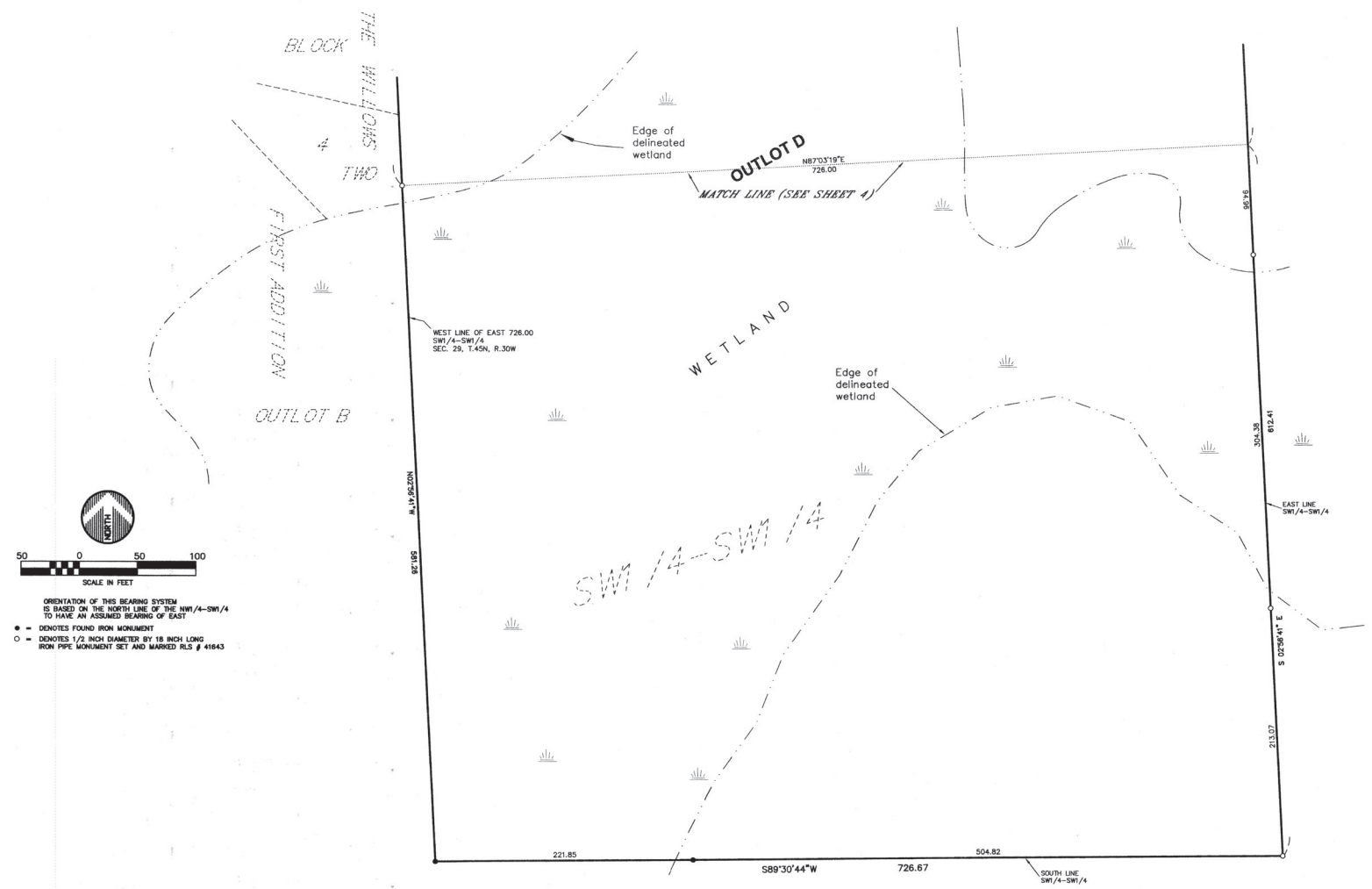
ORIENTATION OF THIS BEARING SYSTEM
IS BASED ON THE NORTH LINE OF THE NW 1/4-SW 1/4
TO HAVE AN ASSUMED BEARING OF EAST

- - DENOTES FOUND IRON MONUMENT
- - DENOTES 1/2 INCH DIAMETER BY 18 INCH LONG
IRON PIPE MONUMENT SET AND MARKED PLS # 41643

**WIDSETH
SMITH
NOLTING**

ENGINEERS ALEXANDRIA
ARCHITECTS BRANERD
LAND SURVEYORS CROOKSTON
ENVIRONMENTAL SERVICES GRAND FORKS
WWW.WSN-AM.COM

BRAINERD OAKS



**WIDSETH
SMITH
NOLTING**

ENGINEERS
ARCHITECTS
LAND SURVEYORS
ENVIRONMENTAL SERVICES

ALEXANDRIA
BRAND
BRAND
CROOKSTON
GRAND FORKS

WWW.WSN-NIN.COM

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Eric and Dawn Myrha have submitted a request for a preliminary plat for Outlot B in the Brainerd Oaks addition to Brainerd. The purpose of this preliminary plat request is to replat Outlot B as Lot 32, Block 5 Brainerd Oaks.

The property is legally described as:

Outlot B, Brainerd Oaks

P.I.N. 41290607

Section 29, Township 45, Range 30

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

A Public Hearing to consider this preliminary plat will be conducted by the Brainerd Planning Commission at 6:00 p.m. on Wednesday, April 21, 2021, in the City Council Chambers at 501 Laurel St., Brainerd, MN 56401.

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

Dated this 8th day of April 2021

Publication Date: April 11, 2021



David C. Chanski, MPA
Community Development Director



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Consideration of Resolution Temporarily Eliminating Patio Size Restrictions

☐ 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: During the Planning Commission's regular meeting on April 21st the Commission considered a proposed resolution that suspends the restriction on outdoor dining area and patio size for establishments that sell alcohol. The Commission voted unanimously to recommend approval of this resolution to the City Council.	
Alternatives, Options, Effects on Others/Comments: Please see the attached memo.	
Recommended Action/Motion: Motion to adopt the attached resolution, lifting the restrictions on the size of patios and outdoor dining areas as outlined in Section 515 of the City Code, effective May 3, 2021, until the updated zoning code is adopted.	
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: David Chanski, Community Development Director

DATE: April 21, 2021

RE: Patio Resolution

Over the last 12 months, we have seen a significant change in a central element of our societal structure. Due to the COVID-19 pandemic, bars and restaurants in the State of Minnesota have been twice closed to ingress, egress, use, and occupancy by members of the public. In addition to the financial strain these closures as well as occupancy restrictions have put on our service industry, we have seen an increased desire for outdoor dining options. Even as we begin to see the light at the end of the tunnel, the increased desire for outdoor dining options appears to be here to stay.

Currently, the Code of Ordinances restricted the size of patios to 30% of the total customer floor area within an establishment. For many of our restaurants and bars, this restriction provides little increase in customer service area, especially in a world of social distancing and occupancy restrictions.

Two Conditional Use Permit applications for patios have been submitted for consideration by the Planning Commission. Both of these applications request patios that exceed the 30% size restriction, and, therefore, do not meet the requirements of the Ordinance. However, staff believes that neither of these requested patios would be an aesthetic or functional detriment to the community. Additionally, restricting both of these establishments to patios that do not exceed 30% of their total customer floor area would serve them very little, especially in a post-COVID world.

Therefore, staff has drafted the attached resolution for consideration by the Planning Commission that temporarily lifts the restrictions on the size of patios and outdoor dining areas until December 31, 2021. Staff desires the following actions:

- 1) Recommend adoption of this resolution to the City Council.
- 2) Approve the two pending Conditional Use Permit with their request patio sizes contingent on the adoption of this resolution by the City Council.
- 3) As part of the Zoning Code Update, revise the patio size restriction to increase the allowable size of patios and outdoor dining areas.

RESOLUTION

No. ____:21

WHEREAS, a Peacetime Emergency was declared through Executive Order 20-01 on March 13, 2020 and remains in effect to this day; and

WHEREAS, bars and restaurants in the State of Minnesota have been twice closed to ingress, egress, use, and occupancy by members of the public due to the COVID-19 pandemic through Executive Orders 20-04 and 20-99; and

WHEREAS, the communal dining experience is a central element of our societal structure; and

WHEREAS, the environment by which this element of social interaction is experience has been permanently affected by the COVID-19 pandemic; and

WHEREAS, the restrictions put in place by executive order have put many of our bars and restaurants in dire financial condition; and

WHEREAS, the City of Brainerd Code of Ordinances currently restricts the size of patios to 30% of the total customer floor area within an establishment; and

WHEREAS, such a restriction provides little increase in customer service area for most establishments within the city; and

WHEREAS, the City of Brainerd seeks to partner with our business community and help them survive this pandemic,

BE IT RESOLVED, the City Council of the City of Brainerd, Minnesota, hereby temporarily lifts the restrictions on the size of patios and outdoor dining areas as outlined in Section 515 of the City Code, effective May 3, 2021, until the updated zoning code is adopted.

Adopted this ____ day of ____ 2021

KELLY BEVANS
President of the Council

Approved this ____ day of ____ 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Conditional Use Permit - CC's Bar Patio

☐ 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: Cheyanne Miles has submitted a request on behalf of CC's Bar located at 121 Washington St. NE for a Conditional Use Permit to construct an outdoor patio for serving alcohol when accessory to a bar. The operation of an outdoor patio for serving alcohol when accessory to a restaurant and/or bar requires a Conditional Use Permit in a B-4 District per Section 515-63-6.F of the Code of Ordinances.	
Alternatives, Options, Effects on Others/Comments: The Planning Commission considered this Conditional Use Permit request during its regular meeting on April 21st and voted unanimously to approved the request conditional on approval of the recommended resolution suspending restrictions on patio size and citing staff's findings-of-fact. If the recommended resolution is not passed by the City Council, the applicant will need to work with staff to revise the site plan to the required 30% of the indoor customer floor but will not need to reappear before the Planning Commission.	
Recommended Action/Motion: Motion to approve a Conditional Use Permit for CC's Bar at 121 Washington St NE to construct an outdoor patio for serving alcohol when accessory to a bar.	
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: Planning Commission

FROM: James Kramvik, Assistant Planner

DATE: April 21, 2021

RE: CUP – 121 Washington St. – CC's Bar LLC

Cheyenne Miles has submitted a request on behalf of CC's Bar located at 121 Washington St. for a Conditional Use Permit to construct an outdoor patio for serving alcohol when accessory to a bar.

Findings of Fact

1. 121 Washington St. is located in a B-4 (General Business) District.
2. The operation of a bar in a B-4 District is a permitted use per [Section 515-63-2.C](#) of the Code of Ordinances.
3. The operation of an outdoor patio for serving alcohol when accessory to a restaurant and/or bar requires a Conditional Use Permit in a B-4 District per Section 515-63-6.F.
4. The proposed outdoor area includes a 1,197 square foot patio on the north side of the building with (2) exit gates operable from the patio only.
5. The proposed outdoor patio must meet the following criteria as required by the aforementioned section of the Code:
 - a. The applicant submits a site plan in accord with Section 5 of this Ordinance that includes information demonstrating the location and type of all tables, refuse receptacles, and wait stations.
 - i. *The applicant has submitted the required site plan.*
 - b. Access shall be provided only via the principal building.
 - i. *The applicant will replace an existing maintenance door with a glass door that directly opens to the proposed patio from the principal building.*
 - c. The size of the area is restricted to thirty (30) percent of the total customer floor area within the principal structure.
 - i. *The proposed patio size will be (64) percent of the principal structure.*
 - d. The area is screened from view from adjacent residential uses in accordance with [Section 20](#) of this Ordinance.
 - i. *The applicant is proposing a 6 ft high fence to screen from view. The nearest adjacent property is a parking lot that is also zoned B-4.*

- e. All lighting shall be hooded and directed away from adjacent residential uses in accordance with [Section 18](#) of this Ordinance.
 - i. There are no adjacent residential uses. Any added light fixtures will have to meet all zoning ordinances in Section 18. The applicant has not proposed any additional lighting at this time.*
- f. The applicant demonstrates that pedestrian circulation is not disrupted as a result of the area.
 - i. The proposed plan includes a 6' walkway for access to the rear entrance. The walkway has been reviewed by the Building Official and Fire Marshal for ADA accessibility and emergency escape. There are no proposed structures that will overhang or extend out of the patio.*
- g. The area is surfaced with concrete, bituminous, decorative pavers or may consist of a deck with wood or other flooring material that provides a clean, attractive, and functional surface.
 - i. The area is surface with concrete.*
- h. Storage of furniture shall not be permitted outdoors between November 1 and March 31. Outdoor furniture that is immovable or permanently fixed or attached to the sidewalk shall not be subject to the storage prohibition of this section. However, any immovable or permanently fixed or attached furniture shall be approved as part of the conditional use permit application.
 - i. The applicant must be compliant with this condition. The proposed furniture is moveable.*
- i. Additional off-street parking may be required pursuant to the requirements set forth in [Section 22](#) of this Ordinance based on the additional seating area provided by the area.
 - i. The B-4 District is exempt from off street parking requirements. The bar does have a large parking lot to the North with space for approximately (40) automobiles.*
- j. Closed lid refuse containers are to be provided.
 - i. The plan indicates (3) refuse containers.*
- k. So as to deter the free passage of any person or substance beyond the barriers of the non-enclosed areas, a barrier at a minimum of thirty-six (36) inches made of wood, vinyl, wrought iron, brick or natural stone, planters or other approved material shall be provided.
 - i. The applicant is proposing a 6' wood fence. The proposed panel is pictured in an attached document.*
- l. Smoking in the area, if allowed by the business owner, is permitted provided the area is in compliance with the Minnesota Freedom to Breathe Act of 2007.
 - i. The applicant must be compliant.*

- m. The Building Official shall review the suitability of the area in light of the applicable fire, building, and life safety codes and the adequacy of the proposal to provide for the safety of persons on the premises.
 - i. The Building Official will review the fence permit application and indicated the fence would be required to be anchored to meet the 90 mph wind design requirements of the building code.*
 - ii. The Fire Marshal reviewed the plan and required an added emergency exit on the North side of the patio. The applicant added it to the site plan.*
- n. There shall be no amplified live music allowed in the area except in the case of special event, which requires a permit from the City. Music shall be kept to a level that is not intrusive to surrounding property.
 - i. The applicant must be compliant with this condition.*
- o. All licenses required for serving alcohol specified in city code Chapter XIII shall be obtained.
 - i. The applicant was approved for a Class 1 Bar License by the Brainerd City Council on April 5th, 2021.*

As of this writing, no one has contacted the Community Development Department with concerns or objections to the Conditional Use Permit.

Staff Opinion

Staff recommends approval of the CUP application. The applicant must meet all interior requirements from the Building Official for access to the outdoor patio. Prior to patio use the space must be inspected by the City of Brainerd Building Official and Fire Marshal.



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

CONDITIONAL USE PERMIT ☐ (\$250.00)
REZONING ☐ (\$300.00)
VARIANCE ☐ (\$250.00)
ZONING TEXT AMENDMENT ☐ (\$250.00)

COMMERCIAL

☒ (\$400.00 + \$500.00 escrow deposit)
☐ (\$500.00)
☐ (\$400.00 + \$500.00 escrow deposit)
☐ (\$400.00)

PROPERTY ADDRESS:

121 Washington Brainerd MN 56401

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

Property Owner Name: Cheyenne Miles

Street Address: 1120 S. 8th Street City: Brainerd State: MN Zip Code 56401

Phone Number: 218-330-1955 Fax: _____ E-mail: C.C.M.SBAR@Gmail.com

Applicant Name: (If different than Property Owner) _____

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

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

Description of Request: Request a conditional use permit to create an outdoor patio for alcohol consumption.

Cheyenne Miles

Property Owner Signature

Cheyenne C. Miles

(Please print name)

Cheyenne Miles

Applicant Signature

Cheyenne Miles

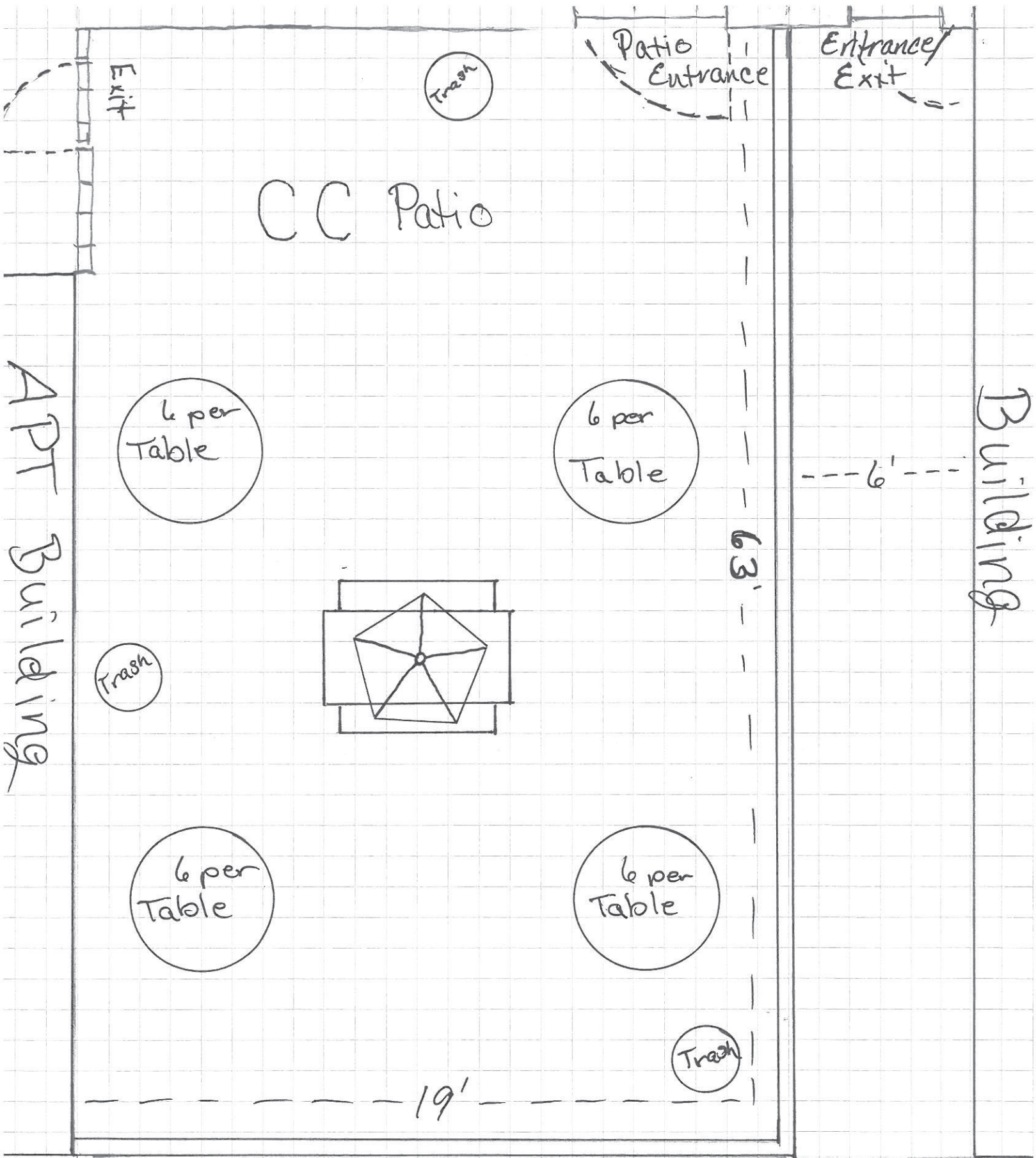
(Please print name)

4-6-2021

Date

4-6-2021

Date



PARKING

\$95.97

Actual Dimensions: 6' x 8' x 8' 1/2" - 7' x 8' 1/2"
Model: 171700
Material: Cedar
Finish: Natural
Weight: 115 lbs
Assembly: Required

ONLINE
AT HOMEDEPOT.COM

6' x 8'
Color-Treated
Cedar Tone
Pine Panel
Framed Rustic
Privacy

Shipping \$80.97



Privacy: Cedar and Pine
Finish: Natural
Weight: 115 lbs
Assembly: Required

Get the Card, Save Up To \$100 Today⁰
On Your Qualifying Purchase When You Open a New Credit Card Account with The Home Depot[®].
Credit is not convertible with other discounts. Valid 1/1/21-12/31/21.

\$25 Off **\$50 Off** **\$100 Off**
Purchases of \$25+
Purchases of \$50+
Purchases of \$100+
Purchases of \$300+
Purchases of \$500+
Purchases of \$1000+

1/1/21-12/31/21

TEXT APPLY TO 43223 Offer valid on new credit card accounts only.

New Accounts:

Get the Card, Save Up To \$100 Today⁰
On Your Qualifying Purchase When You Open a New Credit Card Account with The Home Depot[®].
Credit is not convertible with other discounts. Valid 1/1/21-12/31/21.

\$25 Off **\$50 Off** **\$100 Off**
Purchases of \$25+
Purchases of \$50+
Purchases of \$100+
Purchases of \$300+
Purchases of \$500+
Purchases of \$1000+

1/1/21-12/31/21

TEXT APPLY TO 43223 Offer valid on new credit card accounts only.

New Accounts:

UP TO 24 Months Financing
On \$2500 or more. Subject to credit review. See store for details. Offer valid on new credit card accounts only. Offer ends 3/31/21.

24 Months **18 Months** **12 Months**
Months of financing
Months of financing
Months of financing
Purchases of \$2500+
Purchases of \$2500+
Purchases of \$2500+

Get The Card, Save Up To \$100 Today⁰
On Your Qualifying Purchase When You Open a New Credit Card Account with The Home Depot[®].
Credit is not convertible with other discounts. Valid 1/1/21-12/31/21.

\$25 Off **\$50 Off** **\$100 Off**
Purchases of \$25+
Purchases of \$50+
Purchases of \$100+
Purchases of \$300+
Purchases of \$500+
Purchases of \$1000+

3/1/21-3/31/21

TEXT APPLY TO 43223 Offer valid on new credit card accounts only.

New Accounts:

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Cheyanne Miles has submitted a request for a Conditional Use Permit to construct an outdoor patio for serving alcohol at 121 Washington St. The property included in this application is described as:

*LOT 1, BLOCK 4 EXCEPT THE E 25 FT THEREOF. EAST BRAINERD
P.I.N. 41241674
Section 24, Township 45, Range 31*

The property is zoned B-4 (General Business District), and Zoning Ordinance Section 63-6.F (General Business District) Conditional Uses permits the operation of non-enclosed areas for dining and/or serving alcohol when accessory to a restaurant and/or bar provided that they meet the required provisions as listed under 63-6.F. A copy of the proposed site plan is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, April 21, 2021 in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the Conditional Use Permit request.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2309.

Dated this 8th day of April 2021



David C. Chanski, MPA
Community Development Director

Publication Date: April 11th, 2021



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Conditional Use Permit - O'Neary's Irish Pub Patio

☐ 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: Denise Rathman has submitted a request on behalf of O'Neary's Irish Pub located at 305 7th St S for a Conditional Use Permit to construct an outdoor patio for serving alcohol when accessory to a bar. The operation of an outdoor patio for serving alcohol when accessory to a restaurant and/or bar requires a Conditional Use Permit in a B-3 District per Section 515-62-2.C of the Code of Ordinances.	
Alternatives, Options, Effects on Others/Comments: The Planning Commission considered this Conditional Use Permit request during its regular meeting on April 21st and voted unanimously to approved the request conditional on approval of the recommended resolution suspending restrictions on patio size and citing staff's findings-of-fact. If the recommended resolution is not passed by the City Council, the applicant will need to work with staff to revise the site plan to the required 30% of the indoor customer floor but will not need to reappear before the Planning Commission.	
Recommended Action/Motion: Motion to approve a Conditional Use Permit for O'Neary's Irish Pub at 305 S. 7th St. to construct an outdoor patio for serving alcohol when accessory to a bar.	
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: Planning Commission

FROM: James Kramvik, Assistant Planner

DATE: April 21, 2021

RE: CUP – 305 S 7th St – O’Neary’s Irish Pub

Denise Rathman has submitted a request on behalf of O’Neary’s Irish Pub located at 305 7th St S for a Conditional Use Permit to construct an outdoor patio for serving alcohol when accessory to a bar.

Findings of Fact

1. 305 S 7th St is located in a B-3 (Central Business) District.
2. The operation of a bar in a B-3 District is a permitted use per Section [515-62-2.C](#) of the Code of Ordinances.
3. The operation of an outdoor patio for serving alcohol when accessory to a restaurant and/or bar requires a Conditional Use Permit in a B-3 District per Section 515-63-6.B.
4. The proposed outdoor area includes a (1,020) square foot patio on the east side of the building with (2) exit gates operable from the patio only. The proposed patio currently exists from the 2020 extension of premises permit. O’Neary’s Irish Pub would like to make their currant outdoor patio permanent.
5. The proposed outdoor patio must meet the following criteria as required by the aforementioned section of the Code:
 - a. The applicant submits a site plan in accord with Section 5 of this Ordinance that includes information demonstrating the location and type of all tables, refuse receptacles, and wait stations.
 - i. The applicant has submitted the required site plan.*
 - b. Access shall be provided only via the principal building.
 - i. The applicant will add a door that directly opens to the proposed patio from the principal building.*
 - c. The size of the area is restricted to thirty (30) percent of the total customer floor area within the principal structure.
 - i. The proposed patio size will be (64) percent of the principal structure.*
 - d. The area is screened from view from adjacent residential uses in accordance with [Section 20](#) of this Ordinance.

- i. The applicant is proposing a 6 ft high fence to screen from view. The nearest adjacent property with view to the outdoor patio is Bremer Bank.*
- e. All lighting shall be hooded and directed away from adjacent residential uses in accordance with [Section 18](#) of this Ordinance.
 - i. There are no adjacent residential uses. Any added light fixtures will have to meet all zoning ordinances in Section 18. The applicant has not proposed any additional lighting at this time.*
- f. The applicant demonstrates that pedestrian circulation is not disrupted as a result of the area.
 - i. The proposed plan includes an approximate 8' walkway around the patio. The walkway has been reviewed by the Building Official and Fire Marshal for ADA accessibility and emergency escape. There are no proposed structures that will overhang or extend out of the patio.*
- g. The area is surfaced with concrete, bituminous, decorative pavers or may consist of a deck with wood or other flooring material that provides a clean, attractive, and functional surface.
 - i. The area is surface with asphalt.*
- h. Storage of furniture shall not be permitted outdoors between November 1 and March 31. Outdoor furniture that is immovable or permanently fixed or attached to the sidewalk shall not be subject to the storage prohibition of this section. However, any immovable or permanently fixed or attached furniture shall be approved as part of the conditional use permit application.
 - i. The applicant must be compliant with this condition. The proposed furniture is moveable.*
- i. Additional off-street parking may be required pursuant to the requirements set forth in [Section 22](#) of this Ordinance based on the additional seating area provided by the area.
 - i. The B-3 District is exempt from off street parking requirements.*
- j. Closed lid refuse containers are to be provided.
 - i. The plan indicates (2) refuse containers.*
- k. So as to deter the free passage of any person or substance beyond the barriers of the non-enclosed areas, a barrier at a minimum of thirty-six (36) inches made of wood, vinyl, wrought iron, brick or natural stone, planters or other approved material shall be provided.
 - i. The applicant is proposing a 6' vinyl fence. The proposed panel is pictured in an attached document.*
- l. Smoking in the area, if allowed by the business owner, is permitted provided the area is in compliance with the Minnesota Freedom to Breathe Act of 2007.

- i. The applicant must be compliant.*
- m. The Building Official shall review the suitability of the area in light of the applicable fire, building, and life safety codes and the adequacy of the proposal to provide for the safety of persons on the premises.
 - i. The Building Official will review the fence permit application and indicated the fence would be required to be anchored to meet the 90 mph wind design requirements of the building code.*
 - ii. The Fire Marshal reviewed the plan to ensure this patio had proper emergency exiting. He indicated an exit gate must be opposite of the building. There is currently a gate on the east side and it will remain there.*
- n. There shall be no amplified live music allowed in the area except in the case of special event, which requires a permit from the City. Music shall be kept to a level that is not intrusive to surrounding property.
 - i. The applicant must be compliant with this condition.*
- o. All licenses required for serving alcohol specified in city code Chapter XIII shall be obtained.
 - i. The applicant is approved for a Class 1 Bar License by the Brainerd City Council.*

As of this writing, one party has contacted the Community Development Department and had no concerns or objections to the Conditional Use Permit.

Staff Opinion

Staff recommends approval of the CUP application. The applicant must meet all interior requirements from the Building Official for access to the outdoor patio. Prior to patio use the space must be inspected by the City of Brainerd Building Official and Fire Marshal.



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

CONDITIONAL USE PERMIT
REZONING
VARIANCE

☐ (\$250.00)
☐ (\$300.00)
☐ (\$250.00)

COMMERCIAL (River to Rails)

☒ (\$400.00 + \$500.00 escrow deposit)
☐ (\$500.00)
☐ (\$400.00 + \$500.00 escrow deposit)

PROPERTY ADDRESS: 305 S 7th St Brainerd Minnesota 56401

LEGAL DESCRIPTION: Lot(s): 16&17 Block: 71 Addition: First Addition
(attach description if lengthy)

Property Owner Name: Denise Rathman

Street Address: 11304 Half Moon Dr City: Merrifield State: MN Zip Code 56465

Phone Number: 2188206168 Fax: 2188293980 E-mail: drathman66@yahoo.com

Applicant Name: (If different than Property Owner) _____

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

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

Description of Request: Requesting a condional use permit to allow alcohol service to the outdoor patio area.

Denise Rathman
Property Owner Signature

4-5-21
Date

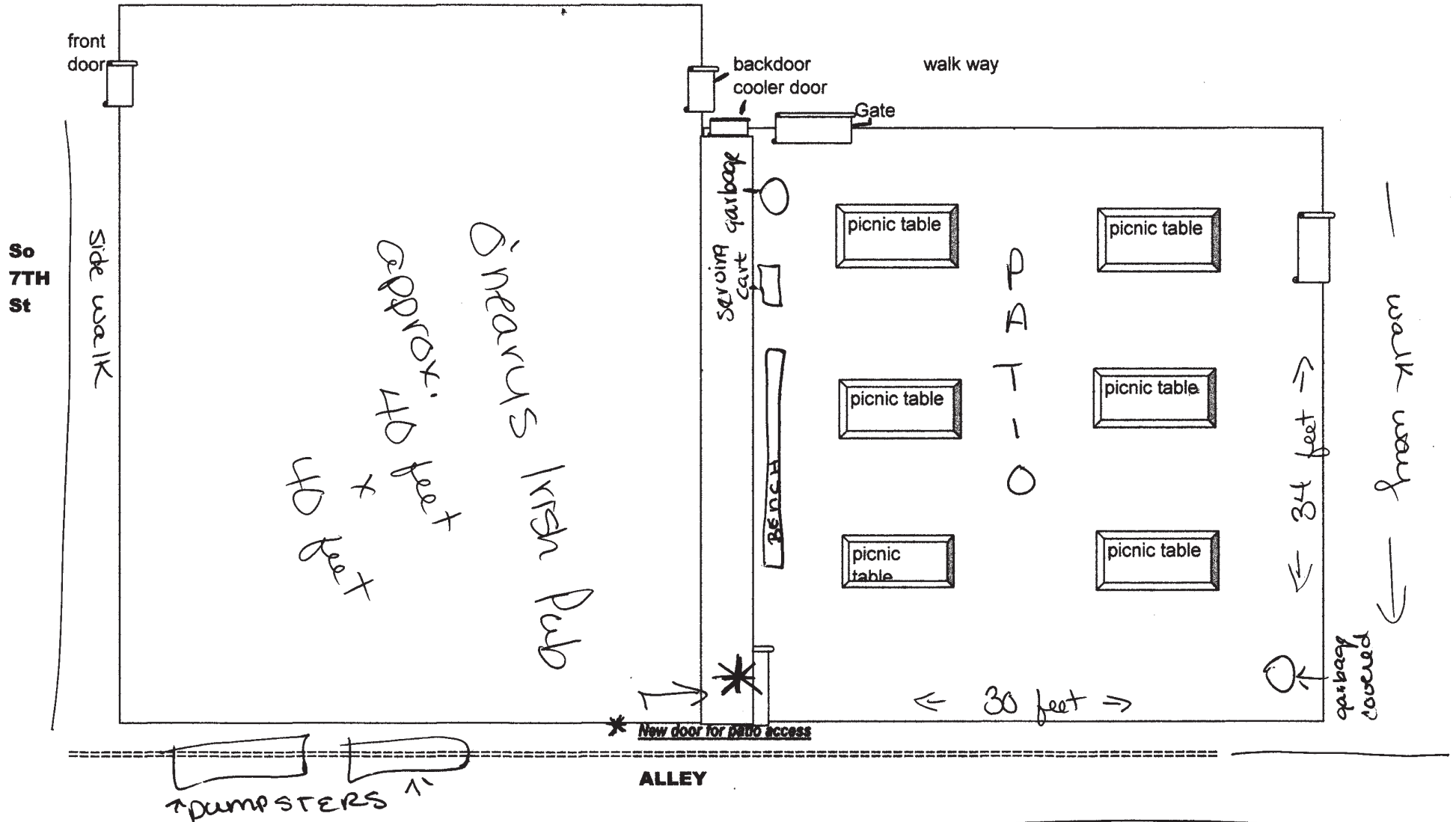
(Please print name)

Applicant Signature

Date

(Please print name)

NOTE: SITE PLAN for Conditional Use Permit
305 S 7th St Brd Mn 56401
O'neary's Irish Pub



BREMER BANK



WARNING
Security Cameras in Use

NO
PARKING

WARNING
Security
Cameras in Use

PUB
PARKING
ONLY

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Denise Rathman has submitted a request on behalf of O'Neary's Irish Pub for a Conditional Use Permit to construct an outdoor patio for serving alcohol at 305 S 7th St. The property included in this application is described as:

*THE W'LY 79 1/2 FT OF LOTS 16 AND 17 BLOCK 71
TOWN OF BRAINERD & FIRST ADDITION TO BRAINERD
P.I.N. 41241268
Section 24, Township 45, Range 31*

The property is zoned B-3 (Central Business District), and Zoning Ordinance Section 62-6.B (Central Business District) Conditional Uses permits the operation of non-enclosed areas for dining and/or serving alcohol when accessory to a restaurant and/or bar provided that they meet the required provisions as listed under 62-6.B. A copy of the proposed site plan is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, April 21, 2021 in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the Conditional Use Permit request.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2309.

Dated this 8th day of April 2021



David C. Chanski, MPA
Community Development Director

Publication Date: April 11th, 2021



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Consideration of Request to Amend Section 900 of the City Code

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Community Development Director	Department: Community Development
Presenter (Name & Title): David Chanski, CDD	Estimated Time Needed: 5 minutes
Summary of Issue: Cheryl Strand of 1518 Quince St. has submitted a text amendment request to Section 900 of the City Code. Her request is to amend Section 900 by either redefining "commercial kennel" or developing a new category of licensure of "animal rescue" or "in-home animal rescue." The Planning Commission considered this request during its regular meeting on April 21st, and, after extensive discussion, voted unanimously to recommend to not proceed with the requested text amendment.	
Alternatives, Options, Effects on Others/Comments: While the Commission was quick to recognize that fostering and rescuing animals is a noble endeavor, they felt that the ordinance as written best serves the community. They believe that, due to the relatively high density within our neighborhoods, maintaining the limit of 4 dogs and/or cats is wise. The Commission did note that commercial kennels as defined by the ordinance are allowed in our industrial zoned areas and areas zoned Rural Agriculture as well as accessory to animal clinics in commercial districts. They believe that these are the areas best suited for the care of dogs in excess of 4. The Planning Commission did also recognize that not proceeding with the requested amendment does not exclude people from operating an in-home rescue in a residential area as long as they do not have more than 4 animals in their home and the animals are properly registered with the City. If the Council upholds the Planning Commission's recommendation to not proceed with the requested amendment, Cheryl Peterson has requested a refund of the \$250 text amendment request fee (see attached email).	
Recommended Action/Motion: Motion to agree with the Planning Commission's recommendation to not proceed with the requested amendment to Section 900 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>	

MEMO



TO: Planning Commission

FROM: David Chanski, Community Development Director

DATE: April 21, 2021

RE: Text Amendment Request – Section 900

Cheryl Strand of 1518 Quince St. has submitted a text amendment request to [Section 900](#) of the City Code. Her request is to amend Section 900 by either redefining “commercial kennel” or developing a new category of licensure of “animal rescue” or “in-home animal rescue.”

In her application, Ms. Strand states that she “would like our city ordinance to become up-to-date and current with state and federal, and aligned with the allowance of most cities across the country.” Additionally, she states, “The majority of adopted dogs are transferred to in-home rescues or foster homes assigned through these rescues, then adopted out after necessary vetting, any needed surgeries and behavioral observation so they go to the appropriate home.”

The first step of this text amendment request is for the Planning Commission to consider whether or not it would like to consider this request. If the Commission does not desire to consider this request, a recommendation to deny this request would be made to the City Council. If the Commission does desire to consider this request, a discussion would then take place as to what kinds of amendments should be made to Section 900 to meet this request. Staff would then take the direction given by the Commission and draft ordinance language to be considered by the Planning Commission during its May 19 meeting.

**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: 1518 Quince Street, Brainerd, MN 56401

LEGAL DESCRIPTION: Lot(s): 000 Block: 014 Addition: SECOND ADDITION TO BRAINERD
 (attach description if lengthy)

Property Owner Name: Clement R. Aberle

Street Address: 1518 Quince Street City: Brainerd State: MN Zip Code 56401

Phone Number: (218) 820-9883 Fax: _____ E-mail: opaoma3@msn.com

Applicant Name: (If different than Property Owner) (wife) Cheryl L. Strand for National Boxer Rescue

Street Address: 1518 Quince Street City: Brainerd State: MN Zip Code: 56401

Phone Number: (218) 232-7909 Fax: _____ E-mail: NationalBoxerRescue@gmail.com

Description of Request: An ordinance amendment to Section 900 either redefining "commercial kennel" or requesting a new category of licensure of "animal rescue" or "in-home animal rescue". Would like our city ordinance to become up-to-date and current with state and federal, and aligned with the allowances of most cities across the country. The majority of adopted dogs are transferred to in-home rescues or foster homes assigned through these rescues, then adopted out after necessary vetting, any needed surgeries and behavioral observation so they go to the appropriate home. Licensing is necessary.

Clement R. Aberle

Digitally signed by Clement R. Aberle
 Date: 2021.03.23 15:21:32 -05'00'

Property Owner Signature

03/24/2021

Date

Clement R. Aberle

(Please print name)

Cheryl L. Strand

Digitally signed by Cheryl L. Strand
 Date: 2021.03.23 15:11:44 -05'00'

Applicant Signature

03/24/2021

Date

Cheryl L. Strand

(Please print name)

*City Prosecutor supports this 100% and says to call him with any 775.
 (Joseph P.)*

Additional documents attached for reference: C.R.S.

(OVER)

Tasha Halsted
1524 Quince Street
Brainerd, MN 56401

3-12-21

To Whom It May Concern,

I am writing this letter on behalf of my neighbors Cheryl Strand and Clem Aberle. I have been their neighbor for one year. I have never had any problems with them or their dogs. Their dogs are quiet and well behaved. They are kind, thoughtful, and helpful neighbors. I am writing this letter in support of them getting a license for animal rescues. They love their dogs and treat them like family. If you have any questions please feel free to contact me.

Thank you,

Tasha Halsted

Roth Consulting Services LLC
29197 SE Wheeler Rd, Boring, OR 97009
cherice.roth.dvm@gmail.com
469-733-8186

November 9, 2018

To Whom It May Concern:

I have been working with the staff of National Boxer Rescue for three years. The group has recently undergone a name change making it necessary to re-do paperwork. That being said the NBR has proven in my opinion hundreds of times that with my medical advice take excellent care of any animals adopted by the organization. This includes but is not limited to treating according to heartworm status, OVH/castration, fecal exam, deworming, vaccines, socialization and even collecting funds for advanced surgical procedures if needed. It is with full confidence that I recommend this group as a valid and impressive animal care entity. If there are any questions please feel free to contact me directly.

A handwritten signature in black ink, appearing to read 'Cherice Roth' with a stylized flourish at the end.

Cherice Roth, MS, DVM, FFc HABc

To Whom It May Concern,

I am Jacklyn Rokusek the Director of Cowtown Boxer Rescue we are located in the Dallas/Ft Worth area. I have known and worked with Cheryl Strand Peterson and her organization on multiple occasions. She has even adopted one of our boxers and helped us with home visits in her home state. Her rescue operates with total transparency and always in the best interest of their dogs.

If I can answer any questions please do not hesitate to contact me.

Sincerely

Jacklyn Rokusek
Cowtown Boxer Rescue
President/Founder

I have worked with Spay it Forward - Sid Holden and Happy Hearts Dog Rescue Adri Robles-Groban. They can both vouch for me, as well as Sharon Sleighter with Legacy Boxer Rescue



Smart Images

A variety of images are being tested on your petition. [View your test here](#)

1,302 have signed. Let's get to 1,500!



Cheryl Petersen started this petition to Alderman at Large Ian Lambert Brainerd City Council

I have successfully run National Boxer Rescue sanctuary/rescue for elderly, special needs, medicals and adoptable dogs placing 80 dogs since October 2018. We are a small 501(c)(3) nonprofit organization and save lives with the help of fosters and adopt out many of the dogs directly from my home in central Minnesota. We vet thoroughly and allow the sanctuary dogs to live their lives out in peace.

Our city ordinance only allows 4 animals in any home. Most in-home rescues have more than the allotted amount of animals and hope that animal control doesn't knock on their door. Well they knocked on mine.

We need a "permit" or "license" of some sort written into our city ordinances so that in-home rescues that are already registered with the government and their states can also feel comfortable going to their cities and applying for a final permit to rescue legally in their homes. I'm not talking about a big kennel facility - that is different. I'm talking about 10-12 dogs, a manageable limit of dogs including personals, sanctuary and adoptables. Each rescue knows their own limit.

I'm asking you to please sign for our rescue and all rescues who need this addition to their city ordinance. TY

Cancel



[michael nixon](#) 11 months ago
[Old dogs need love too.](#)

-
- 3

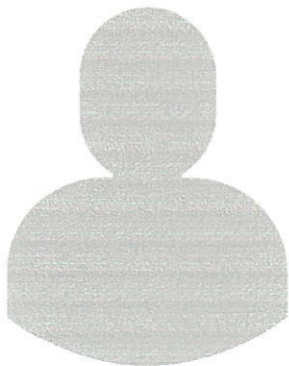
Share

[Tweet](#)

Delete this comment

This comment will be deleted permanently. Are you sure you want to delete it?

[Delete](#)[Cancel](#)



[Michael Tedder](#) 11 months ago

Michael Tedder Shes a wonderful person heart of gold. She give life to all the abandon dogs that deserve a chance. I have adopted a sweet boxer from her rescue. TO WHOM IT MAY CONCERN THERE TOP NOTCH ANIMAL RESCUE. YHEY deserve all the help they can get.

-
- 2

Share

[Tweet](#)

Delete this comment

This comment will be deleted permanently. Are you sure you want to delete it?

[Delete](#)[Cancel](#)



Kathi Konklin 11 months ago

This a reasonable request, a reasonable number of dogs to manage on one property. City ordinances should not contradict state ordinances, and all health permits are up to state standards. A city ordinance needs to welcome small rescues, since people continue to dump ill/terminal and simply senior pets with medical needs. Also, it is many people's biggest fear, to leave their beloved pets without a plan, without care, only to die a horrifying death in a kill shelter. These small in home shelters are much needed.

-
- 1

Share

[Tweet](#)

Delete this comment

This comment will be deleted permanently. Are you sure you want to delete it?

[Delete](#)[Cancel](#)



[Maria Van Geel](#) · 11 months ago
[Getekend](#)

-
- 1

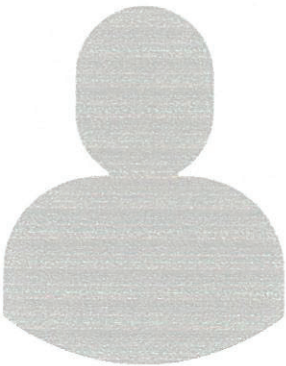
Share

[Tweet](#)

Delete this comment

This comment will be deleted permanently. Are you sure you want to delete it?

[Delete](#)[Cancel](#)



[Cara Tomlinson](#) · 11 months ago

[These dogs are not at fault and deserve a loving home to finish their sometimes traumatic, abusive lives with someone that actually cares about them!](#)

-
- 1

Share

[Tweet](#)

Delete this comment

This comment will be deleted permanently. Are you sure you want to delete it?

[Delete](#)[Cancel](#)

[View all reasons for signing](#)

[Report a policy violation](#)

Share this petition

1,302 have signed. Let's get to 1,500!

Brainerd City Council: City Permit for In-Home Sanctuary/Rescue

[Share on Facebook](#)

Shared on Facebook

- [Send a Facebook message](#)
- [Send an email to friends](#)
- [Tweet to your followers](#)
- [Copy link](#)[Copied](#)[Copied share link](#)

Show this petition to more potential supporters

[Promote this petition](#)

[Share this petition](#)

Today: Cheryl is counting on you

Cheryl Petersen needs your help with “**Brainerd City Council: City Permit for In-Home Sanctuary/Rescue**”. Join Cheryl and 1,301 supporters today.

[Sign this petition](#)

Today: Cheryl is counting on you

Cheryl Petersen needs your help with “**Brainerd City Council: City Permit for In-Home Sanctuary/Rescue**”. Join Cheryl and 1,301 supporters today.

[Sign this petition](#)

David Chanski

From: National Boxer Rescue <nationalboxerrescue@gmail.com>
Sent: Wednesday, April 28, 2021 11:28 AM
To: David Chanski
Subject: Re: Ordinance change request

David,

Will you be giving the city council the information to consider or is there something that I should do before the meeting? I have tried calling our Alderman Gabe Johnson and have left a couple of voicemails but he hasn't returned the calls.

Also it has been recommended twice that we request the \$250 application fee refunded since your immediate answer to the application was clearly predetermined and not even considered to a second meeting. So that is what we are doing.

Cheryl Strand and Clement Aberle
National Boxer Rescue
(218) 232-7909

Have a wonderful day!

On Apr 22, 2021, at 4:11 PM, David Chanski <dchanski@ci.brainerd.mn.us> wrote:

Good afternoon, Cheryl –

The Planning Commission did consider your request yesterday evening and, after extensive discussion, voted to not proceed with the requested text amendment. While the Commission was quick to recognize that fostering and rescuing animals is a noble endeavor, they felt that the ordinance as written best serves the community. They believe that, due to the relatively high density within our neighborhoods, maintaining the limit of 4 dogs and/or cats is wise. They did note that commercial kennels as defined by the ordinance are allowed in our industrial zoned areas and areas zoned Rural Agriculture as well as accessory to animal clinic in commercial districts. They believe that these are the areas best suited for the care of dogs in excess of 4.

I want emphasize that this does not exclude people from operating an in-home rescue in a residential area as long as they do not have more than 4 animals in their home and the animals are properly registered with the City.

The Planning Commission's recommendation to not proceed with the requested text amendment will be considered by the City Council during the council meeting on Monday, May 3rd.

Respectfully,

David

David C. Chanski, MPA
Community Development Director

City of Brainerd, MN
dchanski@ci.brainerd.mn.us
218-828-2307

"Force creates resistance, but great relationships build autonomy, which allows us to leverage trust, which builds massive influence." – Dr. Justin Coulson

From: National Boxer Rescue <nationalboxerrescue@gmail.com>
Sent: Thursday, April 22, 2021 3:30 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Cc: David Chanski <dchanski@ci.brainerd.mn.us>
Subject: Ordinance change request

Hi James,

We are just wondering how the Planning Commission Consideration went yesterday on our request for the Ordinance Change for a permit/license for in-home rescue, just out of basic curiosity. I forgot to ask if you let us know or not so sending you an inquiry.

Let me know if there's anything additional we can provide or questions you may have. Thanks for your time.

Have a wonderful day!

Cheryl Strand and Clem Aberle
National Boxer Rescue
(218) 232-7909
EIN 83-2331942
1518 Quince Street
Brainerd, MN 56401

Re: Questions

" Hi Cheryl,
I was able to speak with David about the timeline for the proposed ordinance text amendment and have included the dates below. I have forwarded the original e-mail that David sent on February 5th that explains the timeline. Please let us know if you have any other questions.

Planning Commission Consideration - April 21st
Planning Commission Recommendation - [May 19th](#)
City Council 1st Reading - [June 7th](#)
City Council 2nd Reading - [June 21st](#)
Ordinance is Effective - [June 28th](#)

Thank You,
James Kramvik
Assistant Planner
[\(218\) 454-3408](tel:2184543408)

City of Brainerd

501 Laurel St.
Brainerd MN, 56401”



Brainerd City Council Agenda Request

Requested Meeting Date: May 3, 2021

Title of Item: Resolution To Support Funding for 2nd Passenger Train

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Jennifer Bergman	Department: Administration
Presenter (Name & Title): City Administrator Bergman	Estimated Time Needed: 5 Minutes
Summary of Issue: The City received a request from Brian Nelson at All Aboard Minnesota asking if the Brainerd City Council would provide a resolution in supporting more passenger service through the northwest part of the state on a daytime schedule.	
Alternatives, Options, Effects on Others/Comments: The state was awarded a \$31.8 million grant for infrastructure improvements along the existing freight railroad's right of way to enable the 2nd train. This requires a matching grant from the state of Minnesota of \$10 million. All Aboard Minnesota is asking cities to consider adopting a resolution in support of this.	
Recommended Action/Motion: Adopt Resolution to Support Funding the Proposed 2nd Passenger Train Frequency Between the Twin Cities and Chicago.	
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>	

RESOLUTION NO. ____:21

**RESOLUTION TO SUPPORT FUNDING THE PROPOSED 2ND PASSENGER
TRAIN FREQUENCY BETWEEN THE TWIN CITIES AND CHICAGO**

WHEREAS, the MnDOT State Rail Plan includes a proposed 2nd Passenger Train frequency (2nd train) between the Twin Cities and Chicago for which design planning is completed. This new service between the Twin Cities, Milwaukee and Chicago utilizes the current route of Amtrak's Empire Builder at speeds up to 79 miles an hour; and

WHEREAS, the state of Minnesota was awarded a Consolidated Rail Infrastructure and Safety Improvement (CRISI) grant in 2020 totaling \$31.8M for infrastructure improvements along the existing freight railroad's right of way to enable the 2nd train; and

WHEREAS, the state of Minnesota needs to provide \$10M in matching funds to receive the CRISI grant; and

WHEREAS, once the 2nd Train service is operation, we believe its success would allow the expansion of passenger rail to our community per the MnDOT state rail plan; and

WHEREAS, freight railroads will benefit from the capital investment needed for (can fill in specifics here such as "Twin Cities daytime service to Fargo/Moorhead") , enabling greater freight train speeds, reducing railroad congestion, and;

WHEREAS, (city name here) residents are mainly reliant upon highways today for travel and more passenger rail service would expand transportation options to the east and west of our city for our residents who cannot or don't want to drive or fly; and

WHEREAS, more passenger rail service would greatly benefit visitors, tourism, and college students for (city name, if applicable) in such venues as: xyz, educational institution; and

WHEREAS, the 2nd train alone will benefit Minnesota's economy by an estimated \$25M annually, by supporting and increasing jobs, tourism, and creating a more economical travel choice, and for every one dollar invested in passenger rail service, it generates three dollars in every community served; and

WHEREAS, many states in the mid-west and around the country are investing in more passenger rail service as they realize the economic and mobility benefits of such services. Some of these states include but are not limited to: Wisconsin, Illinois, Michigan, Missouri, Ohio, Virginia, California, Oregon, Maine, North Carolina;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of (fill in here) Minnesota , that it hereby supports funding the proposed 2nd Passenger Train Frequency between the Twin Cities and Chicago, and requests that the Minnesota Legislature approve a minimum of \$10M to provide matching funds to secure the CRISI Grant Award as described above and supports funding of the MnDOT state rail plan specified at \$160M for possible expansion of passenger rail service to our city.

Adopted this ____ day of May, 2021

KELLY BEVANS
President of the Council

Approved this ____ day of May, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator