

CITY COUNCIL AGENDA

Brainerd, Minnesota

July 19, 2021

7:30 P.M.

The public is invited to attend the meeting in person or
by calling in as shown below.

WebEx Teleconference Meeting - Call In Information

CALL TOLL-FREE: 844-992-4726

Access Code: 146 292 1254

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

1. Call To Order - 7:30 PM

2. Roll Call

___ M. O'Day ___ K. Stunek ___ G. Johnson ___ D. Pritschet

___ T. Stenglein ___ T. Erickson ___ 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:

071921 COUNCIL INVOICE REGISTER.pdf

B. Approval Of Minutes

1. Regular Meeting Held on July 6th, 2021
2. City Council Zoning Workshop on July 12th, 2021

Documents:

20210706_CC Draft.pdf

20210712_CC -Zoning Workshop.pdf

C. Approval Of Licenses

Contractor Licenses- 4

Second Hand Auto Licenses (contingent upon approval)- 2

1. Midway Cars

2. Eclipse Auto

Documents:

20210709 Contractor Licenses.pdf

D. Department Activity Reports

1. Police Chief

2. Financial Report

Documents:

PD Report June.pdf

E. Minnesota Lawful Gambling Application To Conduct Excluded Bingo- Submitted By Lower South Long Lake Improvement Association, Bingo Event To Be Held At Jack's House Bowling, September 5th, 2021

F. Adopt Resolution Accepting Donations & Contributions For The 2nd Quarter Of 2021

Documents:

2nd Qtr Donations.pdf

6. Presentations

A. Community Development Mid-Year Presentation

Documents:

Community Development Department Mid-Year Presentation.pdf

7. Council Committee Reports

A. Safety And Public Works Committee -7:00 P.M.

WebEx Teleconference Information

- Call Toll-Free: 1-844-992-4726
- Access Code: 146 992 1285

Documents:

7-19 SPW Agenda.pdf

1. Approve Change Order 1 - Improvement 20-06 - SE Brainerd Resurfacing Project

Documents:

Imp 20-06 Change Order 1.pdf

2. Event Application - Downtown Minnow Races

Documents:

Minnow Races Event.pdf

3. Event Application - MHB Paddling Day

Documents:

MHB Paddling Day.pdf

4. Event/Street Closure Application - Jaycees Street Fest

Documents:

Jaycees Street Fest.pdf

5. Event/Street Closure Application - Lil' Rubber Duckie Race

Documents:

Lil Rubber Duckie Race.pdf

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

WebEx Teleconference Information

- Call Toll-Free: 1-844-992-4726
- Access Code: 146 764 7908

Documents:

07-19 PF Agenda.pdf

1. Approval Of Water Tower Committee Grant Match Request And Time Extension, And Authorize Grant Submission To MN Historical Society

Documents:

Water Tower Committee Request.pdf

2. Discussion Of Additional Cyber Liability Insurance Coverage

Documents:

Addl Cyber Insurance.pdf

3. Discussion Of Request For Proposals For 2021 Audit Services

Documents:

Audit Services .pdf

4. Resolution To Close Out Sinking Funds 319 And 309 And Fund 229 - Fund Used To Account For CARES Dollars

Documents:

Res -Close Out Funds.pdf

8. **Unfinished Business**

- A. **Call For Applicants - Informational**
(Applications Available on the City's Website)
(<http://www.ci.brainerd.mn.us/>)

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

Cable TV Advisory Committee - 1 term (Expire 2021) - 2 terms (Expire 2022)

Charter Commission - 1 term (Expire 2022)

Housing Redevelopment Authority- 1 term (Expire 2022)

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

Transportation- 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 For Designating The Park Board As The Managing Entity For The Mississippi Landing Trailhead Project And Implementing A Project Management Team**

Documents:

Consideration Designating Park Board to Manage MLT and Create PMT.pdf

- B. **Discussion Of Interim Public Works Department**

Documents:

Interim Public Works Department.pdf

- C. **Consideration For Resolution Adopting The Zoning Code Annotated Outline**

Documents:

Consideration for Resolution Adopting the Zoning Code Annotated Outline.pdf

- D. **Consideration For Interim Ordinance Instituting A Moratorium On Amendments To The Zoning Code**

Documents:

Ordinance Zoning Moratorium.pdf

10. Public Forum

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

11. Staff Reports

(Verbal: Any Updates since Packet)

12. Mayor's Report

13. Council Member Reports

14. Adjourn To Joint Meeting Of The City Council And Crow Wing County Commissioners For Joint Presentation By MNDOT On The TH210 Project On August 2, 2021 At 4:00 Pm In The City Council Chambers

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

WebEx Teleconference Call In Info:

Call Toll-Free: 1-844-992-4726

Access Code: 146 764 7908

Safety & Public Works Committee will meet at 7:00 P.M.

WebEx Teleconference Call In Info:

Call Toll-Free: 844-992-4726

Access Code: 146 992 1285

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"*

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 1/29

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:							
298288							
66656	ACE HARDWARE	07/02/2021	07/21/2021	4.49	4.49	Open	N
	SQUAD WIPER FUID	pziemer					07/21/2021
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			4.49			
298325							
66657	ACE HARDWARE	07/05/2021	07/21/2021	16.17	16.17	Open	N
	WIRE	pziemer					07/21/2021
225-2120-42220	REPAIR & MAINT			16.17			
298360							
66684	ACE HARDWARE	07/06/2021	07/21/2021	7.99	7.99	Open	N
	SEE SNAKE BATTERIES	pziemer					07/21/2021
237-3190-42220	REPAIR & MAINT			7.99			
298399							
66695	ACE HARDWARE	07/07/2021	07/21/2021	14.38	14.38	Open	N
	CEMENT MIXER CLEVIS HOOK	pziemer					07/21/2021
237-3190-42220	REPAIR & MAINT			14.38			
298398							
66696	ACE HARDWARE	07/07/2021	07/21/2021	40.43	40.43	Open	N
	SKID STEER PINDLE ATTACHMENT PAINT	pziemer					07/21/2021
235-3100-42220	REPAIR & MAINT			40.43			
298536							
66764	ACE HARDWARE	07/13/2021	07/21/2021	111.13	111.13	Open	N
	SMALL TOOLS CONSTR MISC	pziemer					07/21/2021
401-9030-43430	MISCELLANEOUS			111.13			
298558							
66802	ACE HARDWARE	07/13/2021	07/21/2021	7.98	7.98	Open	N
	COMMAND HOOKS	pziemer					07/21/2021
225-2120-42220	REPAIR & MAINT			7.98			
Total for vendor 0011 - ACE HARDWARE:				202.57	202.57		

Vendor 2902 - ADVANCE AUTO PA:

6574117587548							
66686	ADVANCE AUTO PARTS	06/24/2021	07/21/2021	102.88	102.88	Open	N
	SWEPPER 111 & 118 RADIAL SEAL O RINGS	pziemer					07/21/2021
235-3100-42220	REPAIR & MAINT			102.88			
6574118887964							
66687	ADVANCE AUTO PARTS	07/07/2021	07/21/2021	3.38	3.38	Open	N
	WHEEL VALVE STEMS	pziemer					07/21/2021
235-3100-42220	REPAIR & MAINT			3.38			
6574119688206							
66821	ADVANCE AUTO PARTS	07/15/2021	07/21/2021	11.80	11.80	Open	N
	HERBICIDE TANK HOSE	pziemer					07/21/2021

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 2/29

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
235-3100-42220	REPAIR & MAINT			11.80			
6574119388049							
66822	ADVANCE AUTO PARTS	07/12/2021	07/21/2021	117.44	117.44	Open	N
	TRACTOR 110 MOWER BELTS	pziemer					07/21/2021
235-3100-42220	REPAIR & MAINT			117.44			
	Total for vendor 2902 - ADVANCE AUTO PA:			235.50	235.50		
Vendor 1632 - ADVANCED AUTO :							
74008							
66723	ADVANCED AUTO REPAIR OF BRAINERD	07/07/2021	07/21/2021	27.78	27.78	Open	N
	S2 OIL CHANGE	pziemer					07/21/2021
225-2220-42220	REPAIR & MAINT			27.78			
74041							
66728	ADVANCED AUTO REPAIR OF BRAINERD	07/09/2021	07/21/2021	18.14	18.14	Open	N
	S1 OIL CHANGE	pziemer					07/21/2021
225-2220-42220	REPAIR & MAINT			18.14			
	Total for vendor 1632 - ADVANCED AUTO :			45.92	45.92		
Vendor 2670 - AMERICAN STEEL:							
105117							
66783	AMERICAN STEEL SUPPLY INC	06/30/2021	07/21/2021	178.00	178.00	Open	N
	MEMORIAL PARK GROOMER TEETH	pziemer					07/21/2021
230-5200-42221	R&M-ATHLETIC FIELD MAINT			178.00			
	Total for vendor 2670 - AMERICAN STEEL:			178.00	178.00		
Vendor 2846 - AMERICAN WELDING:							
07906897							
66650	AMERICAN WELDING-GAS INC	06/30/2021	07/21/2021	54.15	54.15	Open	N
	WELDING GAS TANK LEASE	pziemer					07/21/2021
235-3100-42220	REPAIR & MAINT			54.15			
	Total for vendor 2846 - AMERICAN WELDING:			54.15	54.15		
Vendor 0039 - AMERIPRIDE LINE:							
253000018100							
66649	ARAMARK UNIFORM SERVICES	07/01/2021	07/21/2021	68.16	68.16	Open	N
	RUGS AND OVERALLS	pziemer					07/21/2021
235-3100-43430	MISCELLANEOUS			68.16			
253000020482							
66725	ARAMARK UNIFORM SERVICES	07/08/2021	07/21/2021	93.32	93.32	Open	N
	RUGS AND OVERALLS	pziemer					07/21/2021
235-3100-43430	MISCELLANEOUS			93.32			
	Total for vendor 0039 - AMERIPRIDE LINE:			161.48	161.48		

07/15/2021 01:29 PM

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 3/29

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
Vendor 0041 - ANDERSON BROTHE:							
MMP PAY REQ 2							
66801	ANDERSON BROTHERS CONSTRU	06/11/2021	07/21/2021	194,214.64	194,214.64	Open	N
	MMP PAY REQ 2	pziemer					07/21/2021
400-9050-45510	CAPITAL - LAND			194,214.64			
Total for vendor 0041 - ANDERSON BROTHE:				194,214.64	194,214.64		
Vendor 3120 - BOLTON & MENK:							
0271857							
66702	BOLTON & MENK	06/29/2021	07/21/2021	27,755.96	27,755.96	Open	N
	IMP 19-01 PROF SVCS	pziemer					07/21/2021
401-1901-43300	PROFESSIONAL SERVICES			27,755.96			
0271676							
66703	BOLTON & MENK	06/29/2021	07/21/2021	6,302.50	6,302.50	Open	N
	IMP 19-19 PROF. SVCS	pziemer					07/21/2021
401-1919-43300	PROFESSIONAL SERVICES			6,302.50			
Total for vendor 3120 - BOLTON & MENK:				34,058.46	34,058.46		
Vendor 0749 - BRAINERD LAKES:							
7124							
66798	BRAINERD LAKES SEWER, LLC	07/01/2021	07/21/2021	290.00	290.00	Open	N
	JUNE 21 SATELLITE RENTAL FIELD 3 MMP/pziemer						07/21/2021
230-5215-42210	OPERATING SUPPLIES			120.00			
230-5200-43410	RENTAL EXPENSE			170.00			
Total for vendor 0749 - BRAINERD LAKES:				290.00	290.00		
Vendor 0296 - BRAINERD PUBLIC:							
202106304871							
66701	BRAINERD PUBLIC UTILITIES	06/30/2021	07/21/2021	419.09	419.09	Open	N
	JUNE 21 LUNCH AND LEARN	pziemer					07/21/2021
278-6515-43430	MISCELLANEOUS			419.09			
JUNE 21/LIBRARY							
66741	BRAINERD PUBLIC UTILITIES	06/30/2021	07/21/2021	2,590.40	2,590.40	Open	N
	5/24-6/24 LIBRARY UTILITIES	pziemer					07/21/2021
211-5500-43381	BPU UTILITIES			2,590.40			
JUNE 2021/ENG							
66742	BRAINERD PUBLIC UTILITIES	06/30/2021	07/21/2021	2,442.19	2,442.19	Open	N
	5/24-6/24 CITY UTILITIES	pziemer					07/21/2021
101-1940-43381	BPU UTILITIES			1,985.39			
101-1940-43381	BPU UTILITIES			213.06			
101-9200-43381	BPU UTILITIES			47.58			
101-9200-43381	BPU UTILITIES			65.14			
236-3180-43381	BPU UTILITIES			36.00			
401-1003-43380	UTILITIES			95.02			

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Page: 4/29

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
JUNE 2021/FD							
66743	BRAINERD PUBLIC UTILITIES	06/30/2021	07/21/2021	2,665.08	2,665.08	Open	N
	5/24-6/24 FIRE DEPT UTILITIES	pziemer					07/21/2021
225-2220-43381	BPU UTILITIES			2,665.08			
JUNE 21/POLICE							
66744	BRAINERD PUBLIC UTILITIES	06/30/2021	07/21/2021	5,046.23	5,046.23	Open	N
	5/24-6/24 POLICE DEPT UTILITIES	pziemer					07/21/2021
225-2120-43381	BPU UTILITIES			5,046.23			
JUNE 21/PARKS							
66745	BRAINERD PUBLIC UTILITIES	06/30/2021	07/21/2021	10,375.26	10,375.26	Open	N
	5/24-6/24 PARKS DEPT UTILITIES	pziemer					07/21/2021
230-5200-43381	BPU UTILITIES			9,603.64			
230-5280-43380	UTILITIES			669.33			
230-5280-43380	UTILITIES			4.67			
230-5280-43380	UTILITIES			97.62			
JUNE 21/STREETS							
66746	BRAINERD PUBLIC UTILITIES	06/30/2021	07/21/2021	24,535.47	24,535.47	Open	N
	5/24-6/24 STREET DEPT UTILITIES	pziemer					07/21/2021
235-3100-43381	BPU UTILITIES			24,535.47			
JULY 2021							
66817	BRAINERD PUBLIC UTILITIES	07/13/2021	07/21/2021	11,517.77	11,517.77	Open	N
	JULY 21 TAX SETTLEMENT REMIT	pziemer					07/21/2021
101-0000-20850	DUE TO COMPONENT UNIT			11,517.77			
7/12/21							
66818	BRAINERD PUBLIC UTILITIES	07/15/2021	07/21/2021	118,282.96	118,282.96	Open	N
	REMIT LOCAL SALES TAX THRU 7/12/21	pziemer					07/21/2021
251-9360-43467	REMIT LOCAL SALES TAX COLLECT			118,282.96			
Total for vendor 0296 - BRAINERD PUBLIC:				177,874.45	177,874.45		
Vendor 0929 - BRAUN INTERTEC:							
B258098							
66708	BRAUN INTERTEC CORP	07/09/2021	07/21/2021	829.50	829.50	Open	N
	IMP 19-01 PROF SVCS THRU 7/2/21	pziemer					07/21/2021
401-1901-43300	PROFESSIONAL SERVICES			829.50			
B258179							
66709	BRAUN INTERTEC CORP	07/09/2021	07/21/2021	8,070.50	8,070.50	Open	N
	IMP 19-01 PROF SVCS THRU 7/2/21	pziemer					07/21/2021
401-1901-43300	PROFESSIONAL SERVICES			8,070.50			
Total for vendor 0929 - BRAUN INTERTEC:				8,900.00	8,900.00		
Vendor 2911 - BUILDERS FIRST:							
83704341							
66654	BUILDERS FIRST SOURCE	07/06/2021	07/21/2021	129.76	129.76	Open	N
	APRON FORM BOARDS AND POLY - LESS SA	pziemer					07/21/2021

07/15/2021 01:29 PM

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 5/29

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

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GL Distribution	GRANT						
237-3190-42220	REPAIR & MAINT			129.76			
	Total for vendor 2911 - BUILDERS FIRST:			129.76	129.76		
Vendor 0102 - CANON FINANCIAL:							
27054814							
66765	CANON FINANCIAL SERVICE	07/13/2021	07/21/2021	67.27	67.27	Open	N
	7/20/21-8/19/21 FD COPIER CHARGE	pziemer					07/21/2021
225-2220-43331	LEASED PAYMENTS			67.27			
27054815							
66779	CANON FINANCIAL SERVICE	07/13/2021	07/21/2021	100.06	100.06	Open	N
	7/20-8/19 LIBRARY COPIER LEASE	pziemer					07/21/2021
211-5505-43430	MISC - COPY MACHINE PYMTS			100.06			
	Total for vendor 0102 - CANON FINANCIAL:			167.33	167.33		
Vendor 0447 - CDW GOVERNMENT, :							
G167228							
66761	CDW GOVERNMENT, INC	06/28/2021	07/21/2021	53.74	53.74	Open	N
	CDWG DELL MICRO MOUNT QTY 2	pziemer					07/21/2021
403-9070-45580	CAPITAL - OTHER EQUIPMENT			53.74			
G443598							
66762	CDW GOVERNMENT, INC	07/02/2021	07/21/2021	19.08	19.08	Open	N
	CDWG USB CABLES QTY 2	pziemer					07/21/2021
101-1800-42210	OPERATING SUPPLIES			19.08			
	Total for vendor 0447 - CDW GOVERNMENT, :			72.82	72.82		
Vendor 1333 - CHAMBERLAIN OIL:							
363832-00							
66766	CHAMBERLAIN OIL COMPANY	07/08/2021	07/21/2021	193.34	193.34	Open	N
	DIESEL EXHAUST FLUID AND GLASS CLEAN	pziemer					07/21/2021
235-3125-42220	REPAIR & MAINT			193.34			
	Total for vendor 1333 - CHAMBERLAIN OIL:			193.34	193.34		
Vendor 1343 - CHARTER COMMUNICATION:							
0055470070821							
66781	CHARTER COMMUNICATIONS	07/08/2021	07/21/2021	7.84	7.84	Open	N
	JULY - AUGUST	pziemer					07/21/2021
225-2220-43380	UTILITIES			7.84			
0008065070821							
66803	CHARTER COMMUNICATIONS	07/08/2021	07/21/2021	46.46	46.46	Open	N
	PD BUSINESS TV 7/8-8/7	pziemer					07/21/2021
225-2120-43380	UTILITIES			46.46			
	Total for vendor 1343 - CHARTER COMMUNICATION:			54.30	54.30		

07/15/2021 01:29 PM

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 6/29

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
Vendor 0119 - CLAREY'S SAFETY:							
195236							
66767	CLAREY'S SAFETY EQUIPMENT	07/09/2021	07/21/2021	1,964.16	1,964.16	Open	N
	GAS MONITORS X2	pziemer					07/21/2021
225-2220-42210	OPERATING SUPPLIES			1,964.16			
	Total for vendor 0119 - CLAREY'S SAFETY:			1,964.16	1,964.16		
Vendor 0229 - CLIFTONLARSONAL:							
2920438							
66749	CLIFTONLARSONALLEN LLP	06/25/2021	07/21/2021	12,915.00	12,915.00	Open	N
	2020 AUDIT FINAL BILLING	pziemer					07/21/2021
101-9200-43300	PROFESSIONAL SERVICES			12,915.00			
	Total for vendor 0229 - CLIFTONLARSONAL:			12,915.00	12,915.00		
Vendor 3378 - COLLINS BROTHER:							
21-78223							
66710	COLLINS BROTHERS TOWING	06/18/2021	07/21/2021	65.00	65.00	Open	N
	TOW - DRUG 21008407	pziemer					07/21/2021
223-2140-42210	OPERATING SUPPLIES			65.00			
21-78310							
66711	COLLINS BROTHERS TOWING	06/19/2021	07/21/2021	40.00	40.00	Open	N
	UNLOCK - DRUG 21008459	pziemer					07/21/2021
223-2140-42210	OPERATING SUPPLIES			40.00			
21-78782							
66712	COLLINS BROTHERS TOWING	06/25/2021	07/21/2021	40.00	40.00	Open	N
	TOW - DRUG 21008791	pziemer					07/21/2021
223-2140-42210	OPERATING SUPPLIES			40.00			
21-78942							
66713	COLLINS BROTHERS TOWING	06/29/2021	07/21/2021	80.00	80.00	Open	N
	TOW DUI 21008929	pziemer					07/21/2021
224-2150-42210	OPERATING SUPPLIES			80.00			
21-78721							
66769	COLLINS BROTHERS TOWING	06/25/2021	07/21/2021	125.00	125.00	Open	N
	TRANSIT BUS STUCK IN CONSTRUCTION -	Ipziemer					07/21/2021
203-9000-42220	REPAIR & MAINT			125.00			
	Total for vendor 3378 - COLLINS BROTHER:			350.00	350.00		
Vendor 0122 - COMMUNITY ACTIO:							
2021 2ND HALF							
66809	COMMUNITY ACTION	07/14/2021	07/21/2021	48,000.00	48,000.00	Open	N
	2ND HALF 2021 LEVY PAYMENT	pziemer					07/21/2021
101-9200-43460	REMIT COMMUNITY ACTION LEVY			48,000.00			
	Total for vendor 0122 - COMMUNITY ACTIO:			48,000.00	48,000.00		

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 7/29

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 0125 - CONSOLIDATED TE:							
20918418/IT							
66751	CONSOLIDATED TELEPHONE CO	07/12/2021	07/21/2021	879.47	879.47	Open	N
	CTC PHONE/INTERNET 7/12-8/11/21	pziemer					07/21/2021
101-1800-43321	TELEPHONE			879.47			
20918418/ADMIN							
66752	CONSOLIDATED TELEPHONE CO	07/12/2021	07/21/2021	4.95	4.95	Open	N
	7/12-8/11 PHONE/INTERNET	pziemer					07/21/2021
101-1400-43321	TELEPHONE			4.95			
20918418/ENG							
66753	CONSOLIDATED TELEPHONE CO	07/12/2021	07/21/2021	2.49	2.49	Open	N
	7/12-8/11 PHONE/INTERNET	pziemer					07/21/2021
101-1700-43321	TELEPHONE			2.49			
20918418/CD							
66754	CONSOLIDATED TELEPHONE CO	07/12/2021	07/21/2021	5.27	5.27	Open	N
	7/12-8/11 PHONE/INTERNET	pziemer					07/21/2021
101-2400-43321	TELEPHONE			5.27			
20918418/CH							
66755	CONSOLIDATED TELEPHONE CO	07/12/2021	07/21/2021	54.28	54.28	Open	N
	7/12-8/11 CITY HALL PHONE/INTERNET	pziemer					07/21/2021
101-1940-43321	TELEPHONE			54.28			
20918418/TRANSIT							
66756	CONSOLIDATED TELEPHONE CO	07/12/2021	07/21/2021	6.82	6.82	Open	N
	7/12-8/11 PHONE/INTERNET	pziemer					07/21/2021
203-9000-43321	TELEPHONE			6.82			
20918418/POLICE							
66757	CONSOLIDATED TELEPHONE CO	07/12/2021	07/21/2021	151.57	151.57	Open	N
	7/12-8/11 PHONE/INTERNET	pziemer					07/21/2021
225-2120-43321	TELEPHONE			132.82			
225-2120-43309	COMPUTER TECHNICAL SUPPORT			18.75			
20918418/FD							
66758	CONSOLIDATED TELEPHONE CO	07/12/2021	07/21/2021	18.75	18.75	Open	N
	7/12-8/11 PHONE/INTERNET	pziemer					07/21/2021
225-2220-43321	TELEPHONE			18.75			
20918418/STREETS							
66759	CONSOLIDATED TELEPHONE CO	07/12/2021	07/21/2021	76.72	76.72	Open	N
	7/12-8/11 PHONE/INTERNET	pziemer					07/21/2021
235-3100-43321	TELEPHONE			76.72			
20918418/PARKS							
66760	CONSOLIDATED TELEPHONE CO	07/12/2021	07/21/2021	49.64	49.64	Open	N
	7/12-8/11 PHONE/INTERNET	pziemer					07/21/2021
230-5200-43321	TELEPHONE			49.64			

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 8/29

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

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						
20928767							
66784	CONSOLIDATED TELEPHONE CO	07/12/2021	07/21/2021	117.20	117.20	Open	N
	7/12-8/11 LUM PARK CAMPGROUND/HOST	pziemer					07/21/2021
230-5280-43321	TELEPHONE			117.20			
	Total for vendor 0125 - CONSOLIDATED TE:			1,367.16	1,367.16		
Vendor 1217 - CWC AUDITOR-TRE:							
NOTARY - GAGE							
66729	CWC AUDITOR-TREASURER	07/13/2021	07/21/2021	20.00	20.00	Open	N
	T. GAGE 2021 NOTARY REGISTRATION	pziemer					07/21/2021
101-1400-43433	DUES & SUBSCRIPTIONS			20.00			
	Total for vendor 1217 - CWC AUDITOR-TRE:			20.00	20.00		
Vendor 0132 - CWC HIGHWAY DEP:							
4357							
66706	CWC HIGHWAY DEPT	06/30/2021	07/21/2021	4,102.40	4,102.40	Open	N
	JUNE 2021 TRANSIT FUEL	pziemer					07/21/2021
203-9000-42212	MOTOR FUELS			4,102.40			
	Total for vendor 0132 - CWC HIGHWAY DEP:			4,102.40	4,102.40		
Vendor 1919 - CWC LAND DEPART:							
7/1/21 STLMNT RETURN							
66816	CWC LAND DEPARTMENT	07/13/2021	07/21/2021	271.73	271.73	Open	N
	41090570, 41191707, 41300609 RETURN	pziemer					07/21/2021
101-0000-20800	DUE TO OTHER GOVT UNITS			271.73			
	Total for vendor 1919 - CWC LAND DEPART:			271.73	271.73		
Vendor 0135 - CWC TREASURER:							
4314							
66683	CWC TREASURER	07/01/2021	07/21/2021	8,050.00	8,050.00	Open	N
	JULY 2021 SHARED SERVICES	pziemer					07/21/2021
101-9200-43300	PROFESSIONAL SERVICES			7,425.00			
211-5500-42220	REPAIR & MAINT			625.00			
4351/ANNEX							
66688	CWC TREASURER	07/07/2021	07/21/2021	11,690.17	11,690.17	Open	N
	QTR 2 MAINT EXPENSES - ANNEX	pziemer					07/21/2021
101-1940-42220	REPAIR & MAINT			11,690.17			
4351/CH							
66689	CWC TREASURER	07/07/2021	07/21/2021	5,047.85	5,047.85	Open	N
	QTR 2 CITY HALL MAINT EXPENSES	pziemer					07/21/2021
101-1940-42220	REPAIR & MAINT			5,047.85			

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 9/29

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution GRANT						
4351/ENG							
66690	CWC TREASURER	07/07/2021	07/21/2021	64.83	64.83	Open	N
	2ND QTR 2021 MAINT EXPENSES - GROUND	pziemer					07/21/2021
101-1940-42220	REPAIR & MAINT			64.83			
4351/FD							
66691	CWC TREASURER	07/07/2021	07/21/2021	997.24	997.24	Open	N
	2ND QTR 2021 FIRE DEPT MAINT EXPENSES	pziemer					07/21/2021
225-2220-42221	R&M BUILDING			997.24			
4351/LIB							
66693	CWC TREASURER	07/07/2021	07/21/2021	201.93	201.93	Open	N
	2ND QTR 2021 LIBRARY MAINT EXPENSES	pziemer					07/21/2021
211-5500-42220	REPAIR & MAINT			201.93			
4351/PD							
66694	CWC TREASURER	07/07/2021	07/21/2021	1,388.47	1,388.47	Open	N
	2ND QTR 2021 PD MAINT. EXPENSES	pziemer					07/21/2021
225-2120-42220	REPAIR & MAINT			1,388.47			
	Total for vendor 0135 - CWC TREASURER:			27,440.49	27,440.49		

Vendor 3438 - D - D BEVERAGE,:

422539							
66633	D - D BEVERAGE, LLC	07/01/2021	07/21/2021	23.10	23.10	Open	N
	BREAKROOM SUPPLIES	pziemer					07/21/2021
235-3100-42200	OFFICE SUPPLIES			23.10			
1419542							
66785	D - D BEVERAGE, LLC	06/25/2021	07/21/2021	352.65	352.65	Open	N
	CUSTODIAL SUPPLIES - PARKS	pziemer					07/21/2021
230-5200-42210	OPERATING SUPPLIES			352.65			
1421263							
66786	D - D BEVERAGE, LLC	06/29/2021	07/21/2021	99.35	99.35	Open	N
	CONCESSIONS- POPCORN KITS, PH TEST S	pziemer					07/21/2021
230-5204-42210	OPERATING SUPPLIES			99.35			
	Total for vendor 3438 - D - D BEVERAGE,:			475.10	475.10		

Vendor 1381 - DECHANTAL EXCAV:

PAY REQ 2							
66748	DECHANTAL EXCAVATING LLC	07/09/2021	07/21/2021	406,929.43	406,929.43	Open	N
	IMP 20:05 & 20:06 THRU 7/9/21	pziemer					07/21/2021
401-9030-45530-20:05	CAPITAL-PYMTS TO CONTRACTS			122,722.72			
401-9030-45530-20:06	CAPITAL-PYMTS TO CONTRACTS			284,206.71			
	Total for vendor 1381 - DECHANTAL EXCAV:			406,929.43	406,929.43		

Vendor 1526 - DOOLEY, PAUL:

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 10/29

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

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						
6/15/21							
66659	DOOLEY, PAUL	07/01/2021	07/21/2021	48.78	48.78	Open	N
	MEAL REIMB - K9 TRIALS	pziemer					07/21/2021
225-2128-43430	MISC - K9 PROGRAM			48.78			
	Total for vendor 1526 - DOOLEY, PAUL:			48.78	48.78		

Vendor 3936 - FIELD TRAINING SOLUTIONS:

9147							
66681	FIELD TRAINING SOLUTIONS	06/27/2021	07/21/2021	295.00	295.00	Open	N
	729 - FTO SCHOOL	pziemer					07/21/2021
225-2120-43330	PROFESSIONAL DEVELOPMENT			295.00			
	Total for vendor 3936 - FIELD TRAINING SOLUTIONS:			295.00	295.00		

Vendor 0071 - FORUM COMMUNICA:

2264789							
66823	FORUM COMMUNICATIONS COMPANY	06/30/2021	07/21/2021	121.20	121.20	Open	N
	SUMMARY FINANCIAL REPORT 2020	pziemer					07/21/2021
101-9200-43350	LEGAL PUBLICATIONS			121.20			
	Total for vendor 0071 - FORUM COMMUNICA:			121.20	121.20		

Vendor 1967 - FRONTIER PRECIS:

235338							
66651	FRONTIER PRECISION INC	06/28/2021	07/21/2021	865.07	865.07	Open	N
	BRACKET, GLO PAINT	pziemer					07/21/2021
401-9030-43430	MISCELLANEOUS			865.07			
234941							
66652	FRONTIER PRECISION INC	06/21/2021	07/21/2021	109.04	109.04	Open	N
	PAINT BLUE & GREEN	pziemer					07/21/2021
401-9030-43430	MISCELLANEOUS			109.04			
236220							
66782	FRONTIER PRECISION INC	07/13/2021	07/21/2021	1,226.20	1,226.20	Open	N
	CONSTRUCTION SUPPLIES - TAPE/LATHS/P	pziemer					07/21/2021
401-9030-43430	MISCELLANEOUS			1,226.20			
	Total for vendor 1967 - FRONTIER PRECIS:			2,200.31	2,200.31		

Vendor 3938 - GLOBAL EQUIPMENT COMPANY INC:

117824701							
66787	GLOBAL EQUIPMENT COMPANY INC	06/22/2021	07/22/2021	711.00	711.00	Open	N
	JCP DRINKING FOUNTAIN	pziemer					07/21/2021
230-5200-42220	REPAIR & MAINT			711.00			
	Total for vendor 3938 - GLOBAL EQUIPMENT COMPANY INC:			711.00	711.00		

Vendor 0200 - HEARTLAND ANIMA:

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 11/29

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
JUNE 2021							
66747	HEARTLAND ANIMAL RESCUE	06/30/2021	07/21/2021	2,398.00	2,398.00	Open	N
	JUNE 21 BOARDING/ADMIN	pziemer					07/21/2021
225-2700-43430	MISCELLANEOUS			586.00			
225-2700-43300	PROFESSIONAL SERVICES			1,812.00			
	Total for vendor 0200 - HEARTLAND ANIMA:			2,398.00	2,398.00		
Vendor 0209 - HEARTLAND TIRE:							
3025812							
66714	HEARTLAND TIRE INC.	07/12/2021	07/21/2021	140.00	140.00	Open	N
	SQD 430 MOUNT AND BALANCE TIRES	pziemer					07/21/2021
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			140.00			
3025832							
66804	HEARTLAND TIRE INC.	07/13/2021	07/21/2021	157.66	157.66	Open	N
	SQD 429 TIRE	pziemer					07/21/2021
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			157.66			
	Total for vendor 0209 - HEARTLAND TIRE:			297.66	297.66		
Vendor 3636 - HRGREEN:							
144778							
66813	HRGREEN	07/08/2021	07/21/2021	7,429.75	7,429.75	Open	N
	BRD MN -H AND MODEL THRU 6/30/21	pziemer					07/21/2021
401-9030-43300-20:08	PROFESSIONAL SERVICES			7,429.75			
	Total for vendor 3636 - HRGREEN:			7,429.75	7,429.75		
Vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:							
39440							
66692	INDEPENDENT TESTING TECHNOLOGIES	06/30/2021	07/21/2021	1,640.00	1,640.00	Open	N
	IMP 20-06 SERVICES	pziemer					07/21/2021
401-9030-43300-20:06	PROFESSIONAL SERVICES			1,640.00			
	Total for vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:			1,640.00	1,640.00		
Vendor 3202 - INNOVATIVE OFFI:							
IN3403745							
66722	INNOVATIVE OFFICE SOLUTIONS LLC	07/06/2021	07/21/2021	335.13	335.13	Open	N
	TONER - FD	pziemer					07/21/2021
225-2220-42200	OFFICE SUPPLIES			335.13			
	Total for vendor 3202 - INNOVATIVE OFFI:			335.13	335.13		
Vendor 2396 - KNIFE RIVER:							
859285							
66635	KNIFE RIVER	06/25/2021	07/21/2021	668.00	668.00	Open	N
	VACTOR DUMP SITE RAMP CONCRETE	pziemer					07/21/2021

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 12/29

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

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						
237-3190-42220	REPAIR & MAINT			668.00			
864286							
66820	KNIFE RIVER	07/09/2021	07/21/2021	1,056.00	1,056.00	Open	N
	VAC TRUCK DUMP SITE APRON	pziemer					07/21/2021
237-3190-42220	REPAIR & MAINT			1,056.00			
	Total for vendor 2396 - KNIFE RIVER:			1,724.00	1,724.00		

Vendor 3824 - KOSTREBA, TRAVIS:

6/13/21

66814	KOSTREBA, TRAVIS	06/13/2021	07/21/2021	63.84	63.84	Open	N
	K9 TRIALS MILEAGE REIMBURSEMENT	pziemer					07/21/2021
225-2128-43430	MISC - K9 PROGRAM			63.84			
	Total for vendor 3824 - KOSTREBA, TRAVIS:			63.84	63.84		

Vendor 0313 - LAKES AREA SENI:

2021 2ND HALF

66810	LAKES AREA SENIOR CENTER	07/14/2021	07/21/2021	48,000.00	48,000.00	Open	N
	2ND HALF 2021 LEVY PAYMENT	pziemer					07/21/2021
101-9200-43461	REMIT SENIOR CITIZEN LEVY			48,000.00			
	Total for vendor 0313 - LAKES AREA SENI:			48,000.00	48,000.00		

Vendor 0232 - LMCIT-BERKLEY:

40001339/3RD QTR

66707	LEAGUE MN CITIES INS TRUS	07/06/2021	07/21/2021	53,107.00	53,107.00	Open	N
	3RD QTR 2021 PROPERTY/CASUALTY	pziemer					07/21/2021
101-1400-43361	INS - GENERAL LIABILITY			355.25			
101-1700-43361	INS - GENERAL LIABILITY			209.50			
101-1700-43363	INS - AUTO			154.50			
101-1800-43361	INS - GENERAL LIABILITY			137.75			
101-1940-43361	INS - GENERAL LIABILITY			12.00			
101-2400-43361	INS - GENERAL LIABILITY			262.00			
101-2400-43363	INS - AUTO			274.50			
101-9200-43361	INS - GENERAL LIABILITY			2,671.50			
101-9200-43362	INS - PROPERTY			1,808.25			
101-9200-43363	INS - AUTO			132.00			
101-9200-43365	INS - OTHER			700.25			
203-9000-43361	INS - GENERAL LIABILITY			295.75			
203-9000-43363	INS - AUTO			5,574.50			
203-9000-43365	INS - OTHER			61.75			
225-2120-43361	INS - GENERAL LIABILITY			12,467.25			
225-2120-43362	INS - PROPERTY			421.75			
225-2120-43363	INS - AUTO			6,212.25			
225-2120-43365	INS - OTHER			226.25			
225-2220-43361	INS - GENERAL LIABILITY			319.50			
225-2220-43362	INS - PROPERTY			613.25			
225-2220-43363	INS - AUTO			1,044.00			
225-2220-43365	INS - OTHER			174.75			
235-3100-43361	INS - GENERAL LIABILITY			2,452.25			
235-3100-43362	INS - PROPERTY			849.00			

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 13/29

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

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						
235-3100-43363	INS - AUTO			979.50			
235-3100-43365	INS - OTHER			640.25			
230-5200-43361	INS - GENERAL LIABILITY			600.25			
230-5200-43362	INS - PROPERTY			8,792.50			
230-5200-43363	INS - AUTO			574.75			
230-5200-43365	INS - OTHER			243.75			
211-5500-43361	INS - GENERAL LIABILITY			22.50			
211-5500-43362	INS - PROPERTY			1,373.25			
211-5500-43365	INS - OTHER			123.25			
237-3190-43361	INS - GENERAL LIABILITY			700.75			
237-3190-43362	INS - PROPERTY			242.50			
237-3190-43363	INS - AUTO			279.75			
237-3190-43365	INS - OTHER			183.00			
238-3160-43361	INS - GENERAL LIABILITY			350.25			
238-3160-43362	INS - PROPERTY			121.25			
238-3160-43363	INS - AUTO			140.00			
238-3160-43365	INS - OTHER			91.50			
295-6510-43361	INS - GENERAL LIABILITY			22.25			
260-9020-43365	INS - OTHER			125.00			
101-9200-43363	INS - AUTO			71.00			
Total for vendor 0232 - LMCIT-BERKLEY:				53,107.00	53,107.00		

Vendor 0243 - MARCO FINANCING:

447730615							
66805	MARCO FINANCING	07/07/2021	07/21/2021	796.96	796.96	Open	N
	PD COPIER LEASE	pziemer					07/21/2021
225-2120-43331	LEASED PAYMENTS			796.96			
447730920							
66812	MARCO FINANCING	07/07/2021	07/21/2021	1,585.92	1,585.92	Open	N
	MARCO CITY HALL COPIER 3RD FLOOR 8/1	pziemer					07/21/2021
101-1800-43331	LEASE PAYMENTS			1,585.92			
Total for vendor 0243 - MARCO FINANCING:				2,382.88	2,382.88		

Vendor 0889 - MENARDS - BAXTE:

57047							
66788	MENARDS - BAXTER	06/28/2021	07/21/2021	56.98	56.98	Open	N
	MILLS FIELD REPAIRS	pziemer					07/21/2021
230-5200-42221	R&M-ATHLETIC FIELD MAINT			56.98			
Total for vendor 0889 - MENARDS - BAXTE:				56.98	56.98		

Vendor 0669 - MICKEY'S PIZZA:

563145							
66815	MICKEY'S PIZZA - J&T FOOD SERVICE	07/14/2021	07/21/2021	271.36	271.36	Open	N
	JULY 21 LUNCH AND LEARN	pziemer					07/21/2021
278-6515-43430	MISCELLANEOUS			271.36			
Total for vendor 0669 - MICKEY'S PIZZA:				271.36	271.36		

Vendor 3394 - MIDWEST MACHINE:

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 14/29

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

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						
2426928							
66789	MIDWEST MACHINERY CO	06/25/2021	07/21/2021	188.95	188.95	Open	N
	BATTERY, DIESEL CAN	pziemer					07/21/2021
	230-5200-42220			188.95			
	REPAIR & MAINT						
	Total for vendor 3394 - MIDWEST MACHINE:			188.95	188.95		
Vendor 0260 - MN BUREAU OF CR:							
00000661195							
66727	MN BUREAU OF CRIM APPREHENSION	06/30/2021	07/21/2021	390.00	390.00	Open	N
	CJDN CONNECT - 2ND QTR 2021	pziemer					07/21/2021
	225-2120-43321			390.00			
	TELEPHONE						
	Total for vendor 0260 - MN BUREAU OF CR:			390.00	390.00		
Vendor 0270 - MN DEPT LABOR &:							
2ND QTR 2021							
66685	MN DEPT LABOR & INDUSTRY	07/07/2021	07/21/2021	5,096.99	5,096.99	Open	N
	BLDG PERMIT SURCHARGES 2ND QTR 2021	pziemer					07/21/2021
	101-0000-21800			5,035.28			
	101-2400-43430			61.71			
	MISCELLANEOUS						
	Total for vendor 0270 - MN DEPT LABOR &:			5,096.99	5,096.99		
Vendor 3168 - MOTORS-N-MORE:							
28494							
66660	MOTORS-N-MORE	07/06/2021	07/21/2021	23.00	23.00	Open	N
	SQD 432 OIL CHANGE	pziemer					07/21/2021
	225-2120-42221			23.00			
	SQUAD CAR REPAIR SUPPLIES						
28497							
66715	MOTORS-N-MORE	07/07/2021	07/21/2021	23.00	23.00	Open	N
	SQD 429 OIL CHANGE	pziemer					07/21/2021
	225-2120-42221			23.00			
	SQUAD CAR REPAIR SUPPLIES						
28515							
66806	MOTORS-N-MORE	07/13/2021	07/21/2021	107.67	107.67	Open	N
	SQD 426 - ALTERNATOR DRIVE BELT	pziemer					07/21/2021
	225-2120-42221			107.67			
	SQUAD CAR REPAIR SUPPLIES						
	Total for vendor 3168 - MOTORS-N-MORE:			153.67	153.67		
Vendor 1449 - M-R SIGN CO., I:							
212898							
66750	M-R SIGN CO., INC.	07/09/2021	07/21/2021	2,720.04	2,720.04	Open	N
	NO PARKING SIGNS - MULTIPLE	pziemer					07/21/2021
	235-3170-42210			2,720.04			
	DOWNTOWN PARKING SIGNS						
	Total for vendor 1449 - M-R SIGN CO., I:			2,720.04	2,720.04		

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 15/29

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

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							
Vendor 0273 - NAPA AUTO PARTS:							
423726							
66768	NAPA AUTO PARTS	07/12/2021	07/21/2021	75.92	75.92	Open	N
	DEF	pziemer					07/21/2021
225-2220-42210	OPERATING SUPPLIES			75.92			
Total for vendor 0273 - NAPA AUTO PARTS:				75.92	75.92		
Vendor 1153 - NORTHLAND ARBOR:							
2021 2ND HALF							
66808	NORTHLAND ARBORETUM	07/14/2021	07/21/2021	48,000.00	48,000.00	Open	N
	2ND HALF 2021 LEVY PAYMENT	pziemer					07/21/2021
101-9200-43462	REMIT ARBORETUM LEVY			48,000.00			
Total for vendor 1153 - NORTHLAND ARBOR:				48,000.00	48,000.00		
Vendor 0736 - NORTHLAND FIRE:							
45663							
66716	NORTHLAND FIRE PROTECTION	07/06/2021	07/21/2021	70.60	70.60	Open	N
	RECHARGE FIRE EXTINGUISHER	pziemer					07/21/2021
225-2120-42209	SAFETY EQUIPMENT SUPPLIES			70.60			
45610							
66790	NORTHLAND FIRE PROTECTION	06/30/2021	07/21/2021	183.00	183.00	Open	N
	FIRE EXTINGUISHERS SERVICED/RECERTIF	pziemer					07/21/2021
230-5200-42220	REPAIR & MAINT			183.00			
Total for vendor 0736 - NORTHLAND FIRE:				253.60	253.60		
Vendor 3069 - NORTHLAND FREIG:							
R500003149:01							
66724	NORTHLAND FREIGHTLINER	07/06/2021	07/21/2021	319.65	319.65	Open	N
	T1 OIL CHANGE	pziemer					07/21/2021
225-2220-42220	REPAIR & MAINT			319.65			
Total for vendor 3069 - NORTHLAND FREIG:				319.65	319.65		
Vendor 2652 - OFFICE OF THE S:							
M. HALVERSON 2021							
66811	OFFICE OF THE SECRETARY OF STATE	07/14/2021	07/21/2021	120.00	120.00	Open	N
	NOTARY COMMISSION FEE - HALVERSON	pziemer					07/21/2021
225-2120-43433	DUES & SUBSCRIPTIONS			120.00			
Total for vendor 2652 - OFFICE OF THE S:				120.00	120.00		
Vendor 2137 - O'REILLY AUTOMO:							
1647-455338							
66791	O'REILLY AUTOMOTIVE STORES INC.	07/01/2021	07/21/2021	97.57	97.57	Open	N
	MOTOR OIL, OIL FILTER	pziemer					07/21/2021

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 16/29

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
230-5200-42220	REPAIR & MAINT			97.57			
1647-456283							
66792	O'REILLY AUTOMOTIVE STORES INC.	07/06/2021	07/21/2021	58.97	58.97	Open	N
	ABSORBENT, MOTOR OIL	pziemer					07/21/2021
230-5200-42220	REPAIR & MAINT			58.97			
	Total for vendor 2137 - O'REILLY AUTOMO:			156.54	156.54		
Vendor 3474 - PAULINES TAILOR:							
976333							
66661	PAULINES TAILOR SHOP	06/25/2021	07/21/2021	62.00	62.00	Open	N
	774NK CSO UNIFORM ALTERATIONS	pziemer					07/21/2021
225-2121-41113	UNIFORM ALLOWANCE			62.00			
	Total for vendor 3474 - PAULINES TAILOR:			62.00	62.00		
Vendor 2620 - PERSONNEL EVALU:							
40684							
66717	PERSONNEL EVALUATION INC	06/30/2021	07/21/2021	40.00	40.00	Open	N
	PROFILE - POTENTIAL HIRES	pziemer					07/21/2021
225-2120-43300	PROFESSIONAL SERVICES			40.00			
	Total for vendor 2620 - PERSONNEL EVALU:			40.00	40.00		
Vendor 0695 - PIONEER:							
INV793668							
66793	PIONEER	06/28/2021	07/21/2021	1,057.00	1,057.00	Open	N
	BR0202 - FIELD MAINT SUPPLIES - STRIP	pziemer					07/21/2021
230-5200-42221	R&M-ATHLETIC FIELD MAINT			1,057.00			
	Total for vendor 0695 - PIONEER:			1,057.00	1,057.00		
Vendor 3436 - PRODUCTIVE ALTE:							
INV00067690							
66704	PRODUCTIVE ALTERNATIVES	06/30/2021	07/21/2021	62,972.59	62,972.59	Open	N
	JUNE 2021 3RD PARTY SERVICES	pziemer					07/21/2021
203-9000-42212	MOTOR FUELS			3,089.86			
203-9000-43401	VEHICLE REPAIRS			2,018.31			
203-9000-43440	TRANSIT SERVICE CONTRACT PY			57,864.42			
	Total for vendor 3436 - PRODUCTIVE ALTE:			62,972.59	62,972.59		
Vendor 3840 - SELVESTRA, DREW:							
6/22-6/24							
66718	SELVESTRA, DREW	06/24/2021	07/21/2021	218.40	218.40	Open	N
	NDASRO CONFERENCE MILEAGE	pziemer					07/21/2021
225-2120-43330	PROFESSIONAL DEVELOPMENT			218.40			
	Total for vendor 3840 - SELVESTRA, DREW:			218.40	218.40		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Inv Ref#	Description	Entered By					
GL Distribution	GRANT						
Vendor 1897 - SERVICEMASTER C:							
35891							
66682	SERVICEMASTER CLEAN OF BRAINERD	07/01/2021	07/21/2021	1,878.26	1,878.26	Open	N
	ANNEX DEEP CLEAN - LESS SALES TAX	pziemer					07/21/2021
101-1940-42220	REPAIR & MAINT			1,878.26			
	Total for vendor 1897 - SERVICEMASTER C:			1,878.26	1,878.26		
Vendor 0315 - SHERWIN WILLIAM:							
9119-1							
66634	SHERWIN WILLIAMS	06/28/2021	07/21/2021	11.89	11.89	Open	N
	THROAT SEAL	pziemer					07/21/2021
235-3170-42210	OPERATING SUPPLIES			11.89			
9512-7							
66770	SHERWIN WILLIAMS	07/13/2021	07/21/2021	52.25	52.25	Open	N
	PAINT STRAINERS	pziemer					07/21/2021
235-3170-42220	REPAIR & MAINT			52.25			
	Total for vendor 0315 - SHERWIN WILLIAM:			64.14	64.14		
Vendor 2589 - STAPLES ADVANTA:							
3480461695							
66662	STAPLES ADVANTAGE	06/26/2021	07/21/2021	362.04	362.04	Open	N
	PRINTER - DEPUTY CHIEFS OFFICE	pziemer					07/21/2021
225-2120-42200	OFFICE SUPPLIES			362.04			
3480461697							
66663	STAPLES ADVANTAGE	06/26/2021	07/21/2021	197.37	197.37	Open	N
	BULLETIN BOARDS	pziemer					07/21/2021
225-2120-42200	OFFICE SUPPLIES			197.37			
3480461698							
66664	STAPLES ADVANTAGE	06/26/2021	07/21/2021	362.04	362.04	Open	N
	PRINTER - LIEUTENANTS OFFICE	pziemer					07/21/2021
225-2120-42200	OFFICE SUPPLIES			362.04			
3480461699							
66665	STAPLES ADVANTAGE	06/26/2021	07/21/2021	362.04	362.04	Open	N
	PRINTER - INVESTIGATOR OFFICE	pziemer					07/21/2021
225-2120-42200	OFFICE SUPPLIES			362.04			
3480461700							
66666	STAPLES ADVANTAGE	06/26/2021	07/21/2021	194.19	194.19	Open	N
	TONER	pziemer					07/21/2021
225-2120-42200	OFFICE SUPPLIES			194.19			
	Total for vendor 2589 - STAPLES ADVANTA:			1,477.68	1,477.68		
Vendor 2984 - STONEHENGE LLC:							

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 18/29

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
3978							
66777	STONEHENGE LLC	06/16/2021	07/21/2021	10,910.00	10,910.00	Open	N
	206 GILLIS AVE NE - FINAL	pziemer					07/21/2021
	202-6324-45510			10,910.00			
	NE BRAINE/CAPITAL - RESIDENTIAL						
	Total for vendor 2984 - STONEHENGE LLC:			10,910.00	10,910.00		
Vendor 0322 - STREICHERS PROF:							
CM289725							
66667	STREICHERS PROF EQUIP	06/30/2021	07/21/2021	(12.99)	(12.99)	Open	N
	CREDIT - 703 UNIFORM BELT LOOP	pziemer					07/21/2021
	225-2120-41113			(12.99)			
I1510816							
66668	STREICHERS PROF EQUIP	06/28/2021	07/21/2021	31.98	31.98	Open	N
	INVESTIGATORS HOLSTERS	pziemer					07/21/2021
	225-2120-41113			31.98			
I1511166							
66669	STREICHERS PROF EQUIP	06/30/2021	07/21/2021	129.95	129.95	Open	N
	TOURNIQUETS	pziemer					07/21/2021
	225-2120-42209			129.95			
I1511244							
66670	STREICHERS PROF EQUIP	06/30/2021	07/21/2021	1,609.00	1,609.00	Open	N
	OFFICER UNIFORMS - DEPT ORDER	pziemer					07/21/2021
	225-2120-41113			1,609.00			
I1511365							
66671	STREICHERS PROF EQUIP	07/01/2021	07/21/2021	3,120.00	3,120.00	Open	N
	709/721 - TRT BODY ARMOR - VESTS	pziemer					07/21/2021
	225-2131-42210			3,120.00			
I1511517							
66672	STREICHERS PROF EQUIP	07/01/2021	07/21/2021	64.98	64.98	Open	N
	703 UNIFORM SHIRT	pziemer					07/21/2021
	225-2120-41113			64.98			
I1511957							
66719	STREICHERS PROF EQUIP	07/06/2021	07/21/2021	84.98	84.98	Open	N
	725JS INITITAL ISSUE	pziemer					07/21/2021
	225-2120-41113			84.98			
I1512172							
66720	STREICHERS PROF EQUIP	07/07/2021	07/21/2021	698.85	698.85	Open	N
	726JC INITIAL ISSUE	pziemer					07/21/2021
	225-2120-41113			698.85			
I1512299							
66721	STREICHERS PROF EQUIP	07/08/2021	07/21/2021	23.98	23.98	Open	N
	726JC INITIAL ISSUE	pziemer					07/21/2021
	225-2120-41113			23.98			

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 19/29

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

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						
I1512580							
66807	STREICHERS PROF EQUIP	07/09/2021	07/21/2021	90.96	90.96	Open	N
	701 UNIFORM COLLAR BRASS	pziemer					07/21/2021
225-2120-41113	UNIFORM ALLOWANCE			90.96			
	Total for vendor 0322 - STREICHERS PROF:			5,841.69	5,841.69		
Vendor 3424 - SULLIVAN CANDY:							
358738							
66794	SULLIVAN CANDY & SUPPLY	06/25/2021	07/21/2021	407.99	407.99	Open	N
	CONCESSIONS/CANDY	pziemer					07/21/2021
230-5204-42210	OPERATING SUPPLIES			407.99			
644333							
66795	SULLIVAN CANDY & SUPPLY	06/25/2021	07/21/2021	57.30	57.30	Open	N
	CONCESSIONS/POPCORN BOXES	pziemer					07/21/2021
230-5204-42210	OPERATING SUPPLIES			57.30			
	Total for vendor 3424 - SULLIVAN CANDY:			465.29	465.29		
Vendor 1438 - TIM THOMPSON PL:							
1692							
66796	TIM THOMPSON PLUMBING LLC	07/02/2021	07/21/2021	939.00	939.00	Open	N
	WATER BOTTLE FILLER INSTALL - GREGOR	pziemer					07/21/2021
230-5200-42220	REPAIR & MAINT			939.00			
	Total for vendor 1438 - TIM THOMPSON PL:			939.00	939.00		
Vendor 0339 - UPPER LAKES FOO:							
836330-00							
66799	UPPER LAKES FOODS INC	06/15/2021	07/21/2021	219.16	219.16	Open	N
	CONCESSIONS - BEEF PATTIES	pziemer					07/21/2021
230-5204-42210	OPERATING SUPPLIES			219.16			
	Total for vendor 0339 - UPPER LAKES FOO:			219.16	219.16		
Vendor 0087 - VISIT BRAINERD:							
MAY 2021							
66819	VISIT BRAINERD	07/15/2021	07/21/2021	2,311.62	2,311.62	Open	N
	MAY 21 LODGING TAX REMITTANCE	pziemer					07/21/2021
101-9200-43340	LODGING TAX REMIT/PR			2,311.62			
	Total for vendor 0087 - VISIT BRAINERD:			2,311.62	2,311.62		
Vendor 0349 - W W THOMPSON CO:							
2106-920502							
66653	W W THOMPSON CONCRETE	06/15/2021	07/21/2021	11.70	11.70	Open	N
	QTY 2 SAND	pziemer					07/21/2021
235-3170-42210	CROSSWALK GRIT			11.70			

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 20/29

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

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						
2107-926427							
66655	W W THOMPSON CONCRETE	07/06/2021	07/21/2021	17.30	17.30	Open	N
	APRON REBAR	pziemer					07/21/2021
237-3190-42220	REPAIR & MAINT			17.30			
	Total for vendor 0349 - W W THOMPSON CO:			29.00	29.00		

Vendor 0344 - WASTE PARTNERS:

16X22069							
66636	WASTE PARTNERS INC	06/30/2021	07/21/2021	98.50	98.50	Open	N
	JUNE 21 CITY HALL WASTE REMOVAL	pziemer					07/21/2021
101-1940-43380	UTILITIES			98.50			
16X22070							
66637	WASTE PARTNERS INC	06/30/2021	07/21/2021	243.36	243.36	Open	N
	JUNE 21 DOWNTOWN WASTE REMOVAL	pziemer					07/21/2021
401-1003-43300	PROFESSIONAL SERVICES			243.36			
16X22068							
66638	WASTE PARTNERS INC	06/30/2021	07/21/2021	93.60	93.60	Open	N
	JUNE 21 FIRE DEPT	pziemer					07/21/2021
225-2220-43380	UTILITIES			93.60			
16X22071							
66639	WASTE PARTNERS INC	06/30/2021	07/21/2021	124.45	124.45	Open	N
	JUNE 21 POLICE DEPT WASTE REMOVAL	pziemer					07/21/2021
225-2120-43380	UTILITIES			124.45			
16X22067							
66640	WASTE PARTNERS INC	06/30/2021	07/21/2021	87.75	87.75	Open	N
	JUNE 2021 STREET DEPT WASTE REMOVAL	pziemer					07/21/2021
235-3100-43380	UTILITIES			87.75			
16X22072							
66641	WASTE PARTNERS INC	06/30/2021	07/21/2021	81.90	81.90	Open	N
	JUNE 2021 WASTE OIL	pziemer					07/21/2021
227-3230-43428	USED OIL RECYCLING EXPENSE			81.90			
16X00132							
66778	WASTE PARTNERS INC	06/30/2021	07/21/2021	104.67	104.67	Open	N
	JUNE 2021 LIBRARY WASTE REMOVAL	pziemer					07/21/2021
211-5500-43380	UTILITIES			104.67			
16X22066							
66800	WASTE PARTNERS INC	06/30/2021	07/21/2021	778.05	778.05	Open	N
	JUNE 21 PARKS WASTE REMOVAL	pziemer					07/21/2021
230-5200-43380	UTILITIES			778.05			
	Total for vendor 0344 - WASTE PARTNERS:			1,612.28	1,612.28		

Vendor 3199 - WEX BANK:

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 21/29

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

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						
72542712/COM DEV							
66771	WEX BANK	06/30/2021	07/21/2021	346.97	346.97	Open	N
	JUNE 2021 COM DEV FUEL	pziemer					07/21/2021
	101-2400-42212			338.34			
	101-2400-42220			8.63			
	MOTOR FUELS						
	REPAIR & MAINT						
72542712/ENG							
66772*	WEX BANK	06/30/2021	07/21/2021	204.05	204.05	Open	N
	JUNE 2021 ENGINEERING FUEL	pziemer					07/21/2021
	401-9030-42212			204.83			
	401-9030-42212			(0.78)			
	MOTOR FUELS						
	MOTOR FUELS						
72542712/FIRE							
66773	WEX BANK	06/30/2021	07/21/2021	980.83	980.83	Open	N
	JUNE 2021 FIRE DEPT FUEL	pziemer					07/21/2021
	225-2220-42212			980.83			
	MOTOR FUELS						
72542712/POLICE							
66774*	WEX BANK	06/30/2021	07/21/2021	4,427.83	4,427.83	Open	N
	JUNE 2021 POLICE DEPT FUEL	pziemer					07/21/2021
	225-2120-42212			4,505.36			
	225-2120-42212			(77.53)			
	MOTOR FUELS						
	MOTOR FUELS						
72542712/PARKS							
66775	WEX BANK	06/30/2021	07/21/2021	1,880.80	1,880.80	Open	N
	JUNE 2021 PARKS FUEL	pziemer					07/21/2021
	230-5200-42212			1,880.80			
	MOTOR FUELS						
72542712/STREETS							
66776*	WEX BANK	06/30/2021	07/21/2021	2,901.44	2,901.44	Open	N
	JUNE 2021 STREET DEPT FUEL	pziemer					07/21/2021
	237-3190-42212			624.69			
	235-3100-42212			2,277.79			
	235-3100-42212			(1.04)			
	MOTOR FUELS						
	MOTOR FUELS						
72542712/IT							
66780*	WEX BANK	06/30/2021	07/21/2021	36.45	36.45	Open	N
	JUNE 2021 IT FUEL	pziemer					07/21/2021
	101-1940-42212			37.11			
	101-1940-42212			(0.66)			
	MOTOR FUELS						
	MOTOR FUELS						
Total for vendor 3199 - WEX BANK:				10,778.37	10,778.37		

Vendor 3899 - WEX HEALTH INC:

0001373967-IN

66763	WEX HEALTH INC	06/30/2021	07/21/2021	40.50	40.50	Open	N
	JUNE 2021 COBRA	pziemer					07/21/2021
	101-9200-43300			40.50			
	PROFESSIONAL SERVICES						
Total for vendor 3899 - WEX HEALTH INC:				40.50	40.50		

Vendor 0346 - WIDSETH SMITH N:

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 22/29

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
211699							
66797	WIDSETH SMITH NOLTING	06/26/2021	07/21/2021	1,250.00	1,250.00	Open	N
	PARKS DESIGN STANDARDS - PROF SVCS T	pziemer					07/21/2021
	230-5200-43300			1,250.00			
	PROFESSIONAL SERVICES						
	Total for vendor 0346 - WIDSETH SMITH N:			1,250.00	1,250.00		

Vendor 0354 - ZIEGLER, INC:

IN000166837							
66699	ZIEGLER, INC	07/08/2021	07/21/2021	228.05	228.05	Open	N
	LOADER 115 SERVICE DOOR ARM	pziemer					07/21/2021
	235-3100-42220			228.05			
	REPAIR & MAINT						
IN000166849							
66700	ZIEGLER, INC	07/08/2021	07/21/2021	675.00	675.00	Open	N
	OIL SAMPLE KITS 50 PACK	pziemer					07/21/2021
	235-3100-42220			675.00			
	REPAIR & MAINT						
IN000169883							
66726	ZIEGLER, INC	07/10/2021	07/21/2021	6.87	6.87	Open	N
	LOADER 115 SERVICE DOOR BALL STUD	pziemer					07/21/2021
	235-3100-42220			6.87			
	REPAIR & MAINT						
	Total for vendor 0354 - ZIEGLER, INC:			909.92	909.92		

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

Vendor MISC - VIMEO:

6/19/21							
66697	VIMEO	06/19/2021	07/21/2021	84.00	84.00	Open	N
	VIMEO PLUS JUNE 2021	pziemer					07/21/2021
	101-1800-43309			84.00			
	COMPUTER SUPPORT						
	Total for vendor MISC - VIMEO:			84.00	84.00		

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

84.00 84.00

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 23/29

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

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: LIBRARY

Vendor 3698 - AMAZON:

5/25/21							
66674	AMAZON	06/01/2021	07/21/2021	19.32	19.32	Open	N
	STICKY NOTES	pziemer					07/21/2021
211-5500-42200	OFFICE SUPPLIES			19.32			
5/25/21 - 2							
66675	AMAZON	06/01/2021	07/21/2021	39.75	39.75	Open	N
	ENVELOPES, FOLDERS. TAPE, BANDAIDS	pziemer					07/21/2021
211-5500-42200	OFFICE SUPPLIES			39.75			
6/1/21							
66676	AMAZON	06/01/2021	07/21/2021	61.64	61.64	Open	N
	SIGN KITS	pziemer					07/21/2021
211-5503-43430	MISC - USE OF HOLDEN TRUST			61.64			
	Total for vendor 3698 - AMAZON:			120.71	120.71		

Vendor MISC - BRAINERD FLORAL:

6/19/21							
66678	BRAINERD FLORAL	06/19/2021	07/21/2021	50.70	50.70	Open	N
	FLOWERS - REIMBURSED EXPENSE	pziemer					07/21/2021
211-5501-43430	MISC - SPECIFIED DONATION USE			50.70			
	Total for vendor MISC - BRAINERD FLORAL:			50.70	50.70		

Vendor MISC - MAILCHIMP:

6/4/21							
66679	MAILCHIMP	06/04/2021	07/21/2021	30.99	30.99	Open	N
	EMAIL SERVICE - LIBRARY	pziemer					07/21/2021
211-5503-43430	MISC - USE OF HOLDEN TRUST			30.99			
	Total for vendor MISC - MAILCHIMP:			30.99	30.99		

Vendor MISC - MN DRIVERS MANUALS:

6/14/21							
66677	MN DRIVERS MANUALS	06/14/2021	07/21/2021	137.11	137.11	Open	N
	QTY 40 DRIVERS MANUALS	pziemer					07/21/2021
211-5505-43430	MISC - COPY MACHINE PYMTS			137.11			
	Total for vendor MISC - MN DRIVERS MANUALS:			137.11	137.11		

Vendor 3697 - USPS:

5/25/21							
66673	USPS	06/01/2021	07/21/2021	11.00	11.00	Open	N
	POSTAGE - LIBRARY	pziemer					07/21/2021
211-5500-43322	POSTAGE			11.00			

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 24/29

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

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: LIBRARY

Total for vendor 3697 - USPS:	11.00	11.00
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Vendor 0087 - VISIT BRAINERD:

6/24/21

66680

VISIT BRAINERD

06/24/2021

07/21/2021

75.00

75.00

Open

N

LIBRARY PURCHASE SESQUECENTENNIAL BANpziemer

07/21/2021

211-5508-43430

MISCELLANEOUS

75.00

Total for vendor 0087 - VISIT BRAINERD:

75.00

75.00

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

425.51

425.51

of Invoices: 169 # Due: 169

Totals:

1,202,825.84

1,202,825.84

of Credit Memos: 1 # Due: 1

Totals:

(12.99)

(12.99)

Net of Invoices and Credit Memos:

1,202,812.85

1,202,812.85

* 4 Net Invoices have Credits Totalling:

(80.01)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-20800	DUE TO OTHER GOVT UNITS	271.73
101-0000-20850	DUE TO COMPONENT UNIT	11,517.77
101-0000-21800	SURCHARGE PAYABLE TO STATE	5,035.28
101-1400-43321	TELEPHONE	4.95
101-1400-43361	INS - GENERAL LIABILITY	355.25
101-1400-43433	DUES & SUBSCRIPTIONS	20.00
101-1700-43321	TELEPHONE	2.49
101-1700-43361	INS - GENERAL LIABILITY	209.50
101-1700-43363	INS - AUTO	154.50
101-1800-42210	OPERATING SUPPLIES	19.08
101-1800-43309	COMPUTER SUPPORT	84.00
101-1800-43321	TELEPHONE	879.47
101-1800-43331	LEASE PAYMENTS	1,585.92
101-1800-43361	INS - GENERAL LIABILITY	137.75
101-1940-42212	MOTOR FUELS	36.45
101-1940-42220	REPAIR & MAINT	18,681.11
101-1940-43321	TELEPHONE	54.28
101-1940-43361	INS - GENERAL LIABILITY	12.00
101-1940-43380	UTILITIES	98.50
101-1940-43381	BPU UTILITIES	2,198.45
101-2400-42212	MOTOR FUELS	338.34
101-2400-42220	REPAIR & MAINT	8.63
101-2400-43321	TELEPHONE	5.27
101-2400-43361	INS - GENERAL LIABILITY	262.00
101-2400-43363	INS - AUTO	274.50
101-2400-43430	MISCELLANEOUS	61.71
101-9200-43300	PROFESSIONAL SERVICES	20,380.50
101-9200-43340	LODGING TAX REMIT/PR	2,311.62
101-9200-43350	LEGAL PUBLICATIONS	121.20
101-9200-43361	INS - GENERAL LIABILITY	2,671.50

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 25/29

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

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						
	101-9200-43362	INS - PROPERTY		1,808.25			
	101-9200-43363	INS - AUTO		203.00			
	101-9200-43365	INS - OTHER		700.25			
	101-9200-43381	BPU UTILITIES		112.72			
	101-9200-43460	REMIT COMMUNITY ACTION LEVY		48,000.00			
	101-9200-43461	REMIT SENIOR CITIZEN LEVY		48,000.00			
	101-9200-43462	REMIT ARBORETUM LEVY		48,000.00			
	202-6324-45510	CAPITAL - RESIDENTIAL		10,910.00			
	203-9000-42212	MOTOR FUELS		7,192.26			
	203-9000-42220	REPAIR & MAINT		125.00			
	203-9000-43321	TELEPHONE		6.82			
	203-9000-43361	INS - GENERAL LIABILITY		295.75			
	203-9000-43363	INS - AUTO		5,574.50			
	203-9000-43365	INS - OTHER		61.75			
	203-9000-43401	VEHICLE REPAIRS		2,018.31			
	203-9000-43440	TRANSIT SERVICE CONTRACT PY		57,864.42			
	211-5500-42200	OFFICE SUPPLIES		59.07			
	211-5500-42220	REPAIR & MAINT		826.93			
	211-5500-43322	POSTAGE		11.00			
	211-5500-43361	INS - GENERAL LIABILITY		22.50			
	211-5500-43362	INS - PROPERTY		1,373.25			
	211-5500-43365	INS - OTHER		123.25			
	211-5500-43380	UTILITIES		104.67			
	211-5500-43381	BPU UTILITIES		2,590.40			
	211-5501-43430	MISC - SPECIFIED DONATION USE		50.70			
	211-5503-43430	MISC - USE OF HOLDEN TRUST		92.63			
	211-5505-43430	MISC - COPY MACHINE PYMTS		237.17			
	211-5508-43430	MISCELLANEOUS		75.00			
	223-2140-42210	OPERATING SUPPLIES		145.00			
	224-2150-42210	OPERATING SUPPLIES		80.00			
	225-2120-41113	UNIFORM ALLOWANCE		2,591.74			
	225-2120-42200	OFFICE SUPPLIES		1,477.68			
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES		200.55			
	225-2120-42212	MOTOR FUELS		4,427.83			
	225-2120-42220	REPAIR & MAINT		1,412.62			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		455.82			
	225-2120-43300	PROFESSIONAL SERVICES		40.00			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		18.75			
	225-2120-43321	TELEPHONE		522.82			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		513.40			
	225-2120-43331	LEASED PAYMENTS		796.96			
	225-2120-43361	INS - GENERAL LIABILITY		12,467.25			
	225-2120-43362	INS - PROPERTY		421.75			
	225-2120-43363	INS - AUTO		6,212.25			
	225-2120-43365	INS - OTHER		226.25			
	225-2120-43380	UTILITIES		170.91			
	225-2120-43381	BPU UTILITIES		5,046.23			
	225-2120-43433	DUES & SUBSCRIPTIONS		120.00			
	225-2121-41113	UNIFORM ALLOWANCE		62.00			
	225-2128-43430	MISC - K9 PROGRAM		112.62			
	225-2131-42210	OPERATING SUPPLIES		3,120.00			
	225-2220-42200	OFFICE SUPPLIES		335.13			
	225-2220-42210	OPERATING SUPPLIES		2,040.08			
	225-2220-42212	MOTOR FUELS		980.83			
	225-2220-42220	REPAIR & MAINT		365.57			
	225-2220-42221	R&M BUILDING		997.24			
	225-2220-43321	TELEPHONE		18.75			

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 26/29

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

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						
225-2220-43331	LEASED PAYMENTS			67.27			
225-2220-43361	INS - GENERAL LIABILITY			319.50			
225-2220-43362	INS - PROPERTY			613.25			
225-2220-43363	INS - AUTO			1,044.00			
225-2220-43365	INS - OTHER			174.75			
225-2220-43380	UTILITIES			101.44			
225-2220-43381	BPU UTILITIES			2,665.08			
225-2700-43300	PROFESSIONAL SERVICES			1,812.00			
225-2700-43430	MISCELLANEOUS			586.00			
227-3230-43428	USED OIL RECYCLING EXPENSE			81.90			
230-5200-42210	OPERATING SUPPLIES			352.65			
230-5200-42212	MOTOR FUELS			1,880.80			
230-5200-42220	REPAIR & MAINT			2,178.49			
230-5200-42221	R&M-ATHLETIC FIELD MAINT			1,291.98			
230-5200-43300	PROFESSIONAL SERVICES			1,250.00			
230-5200-43321	TELEPHONE			49.64			
230-5200-43361	INS - GENERAL LIABILITY			600.25			
230-5200-43362	INS - PROPERTY			8,792.50			
230-5200-43363	INS - AUTO			574.75			
230-5200-43365	INS - OTHER			243.75			
230-5200-43380	UTILITIES			778.05			
230-5200-43381	BPU UTILITIES			9,603.64			
230-5200-43410	RENTAL EXPENSE			170.00			
230-5204-42210	OPERATING SUPPLIES			783.80			
230-5215-42210	OPERATING SUPPLIES			120.00			
230-5280-43321	TELEPHONE			117.20			
230-5280-43380	UTILITIES			771.62			
235-3100-42200	OFFICE SUPPLIES			23.10			
235-3100-42212	MOTOR FUELS			2,276.75			
235-3100-42220	REPAIR & MAINT			1,240.00			
235-3100-43321	TELEPHONE			76.72			
235-3100-43361	INS - GENERAL LIABILITY			2,452.25			
235-3100-43362	INS - PROPERTY			849.00			
235-3100-43363	INS - AUTO			979.50			
235-3100-43365	INS - OTHER			640.25			
235-3100-43380	UTILITIES			87.75			
235-3100-43381	BPU UTILITIES			24,535.47			
235-3100-43430	MISCELLANEOUS			161.48			
235-3125-42220	REPAIR & MAINT			193.34			
235-3170-42210	OPERATING SUPPLIES			2,743.63			
235-3170-42220	REPAIR & MAINT			52.25			
236-3180-43381	BPU UTILITIES			36.00			
237-3190-42212	MOTOR FUELS			624.69			
237-3190-42220	REPAIR & MAINT			1,893.43			
237-3190-43361	INS - GENERAL LIABILITY			700.75			
237-3190-43362	INS - PROPERTY			242.50			
237-3190-43363	INS - AUTO			279.75			
237-3190-43365	INS - OTHER			183.00			
238-3160-43361	INS - GENERAL LIABILITY			350.25			
238-3160-43362	INS - PROPERTY			121.25			
238-3160-43363	INS - AUTO			140.00			
238-3160-43365	INS - OTHER			91.50			
251-9360-43467	REMIT LOCAL SALES TAX COLLECT			118,282.96			
260-9020-43365	INS - OTHER			125.00			
278-6515-43430	MISCELLANEOUS			690.45			
295-6510-43361	INS - GENERAL LIABILITY			22.25			
400-9050-45510	CAPITAL - LAND			194,214.64			

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 27/29

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
401-1003-43300	PROFESSIONAL SERVICES			243.36			
401-1003-43380	UTILITIES			95.02			
401-1901-43300	PROFESSIONAL SERVICES			36,655.96			
401-1919-43300	PROFESSIONAL SERVICES			6,302.50			
401-9030-42212	MOTOR FUELS			204.05			
401-9030-43300-20:06	PROFESSIONAL SERVICES			1,640.00			
401-9030-43300-20:08	PROFESSIONAL SERVICES			7,429.75			
401-9030-43430	MISCELLANEOUS			2,311.44			
401-9030-45530-20:05	CAPITAL-PYMTS TO CONTRACTS			122,722.72			
401-9030-45530-20:06	CAPITAL-PYMTS TO CONTRACTS			284,206.71			
403-9070-45580	CAPITAL - OTHER EQUIPMENT			53.74			

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 28/29

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			214,617.97	214,617.97		
	202 - SCDP GRANTS			10,910.00	10,910.00		
	203 - TRANSIT FUND			73,138.81	73,138.81		
	211 - LIBRARY FUND			5,566.57	5,566.57		
	223 - DRUG FORFEITURE			145.00	145.00		
	224 - DUI FORFEITURE			80.00	80.00		
	225 - PUBLIC SAFETY FUND			52,538.32	52,538.32		
	227 - RECYCLING FUND			81.90	81.90		
	230 - PARK & RECREATION FUND			29,559.12	29,559.12		
	235 - STREET & SEWER FUND			36,311.49	36,311.49		
	236 - PARKING LOT FUND			36.00	36.00		
	237 - SANITARY SEWER FUND			3,924.12	3,924.12		
	238 - STORM SEWER FUND			703.00	703.00		
	251 - LOCAL OPTION SALES TAX			118,282.96	118,282.96		
	260 - AIRPORT FUND			125.00	125.00		
	278 - HEALTHY EMPLOYEE INITIATIVE			690.45	690.45		
	295 - EDA FUND			22.25	22.25		
	400 - CAPITAL PROJECTS FUND			194,214.64	194,214.64		
	401 - CONSTRUCTION FUND			461,811.51	461,811.51		
	403 - IT CAPITAL FUND			53.74	53.74		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			16,824.78	16,824.78		
	1003 - 10:03 DWNTWN MAIN CNTRACT			338.38	338.38		
	1400 - ADMINISTRATION			380.20	380.20		
	1700 - ENGINEERING			366.49	366.49		
	1800 - IT/GIS			2,706.22	2,706.22		
	1901 - 19:01 NW 4TH STREET IMPR			36,655.96	36,655.96		
	1919 - 19:19 NW 3RD&JACKSON STRE			6,302.50	6,302.50		
	1940 - CITY HALL			21,080.79	21,080.79		
	2120 - POLICE DEPARTMENT			37,122.81	37,122.81		
	2121 - COMMUNITY SERVICE			62.00	62.00		
	2128 - K-9 PROGRAM			112.62	112.62		
	2131 - TACTICAL TEAM			3,120.00	3,120.00		
	2140 - DRUG FORFEITURE			145.00	145.00		
	2150 - DUI FORFEITURE			80.00	80.00		
	2220 - FIRE DEPARTMENT			9,722.89	9,722.89		
	2400 - COMMUNITY DEVL/INSPECTION			950.45	950.45		
	2700 - ANIMAL CONTROL			2,398.00	2,398.00		
	3100 - S & S MAINTENANCE			33,322.27	33,322.27		
	3125 - SNOW REMOVAL			193.34	193.34		
	3160 - STORM SEWER EXPENSE			703.00	703.00		

07/15/2021 01:29 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/19/2021 - 07/19/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 29/29

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 ---							
	3170 - TRAFFIC CONTROL			2,795.88	2,795.88		
	3180 - PARKING LOTS EXPENSE			36.00	36.00		
	3190 - SANITARY SEWER EXPENSE			3,924.12	3,924.12		
	3230 - RECYCLING EXPENSE			81.90	81.90		
	5200 - PARK MAIN/ADMINISTRATION			27,766.50	27,766.50		
	5204 - CONCESSIONS			783.80	783.80		
	5215 - ADULT SOFTBALL			120.00	120.00		
	5280 - CAMPGROUND			888.82	888.82		
	5500 - LIBRARY-BUDGETED			5,111.07	5,111.07		
	5501 - SPECIFIED DONATION USE			50.70	50.70		
	5503 - HOLDEN TRUST DONATION USE			92.63	92.63		
	5505 - TAXABLE FEES			237.17	237.17		
	5508 - MILLIE GJERTSON			75.00	75.00		
	6324 - NE SCDP GRANT			10,910.00	10,910.00		
	6510 - ECONOMIC DEVELOPMENT AUTH			22.25	22.25		
	6515 - HEALTHY EMPLOYE INITIATIVE			690.45	690.45		
	9000 - TRANSIT FUND			73,138.81	73,138.81		
	9020 - AIRPORT M & O			125.00	125.00		
	9030 - CONSTRUCTION PROJ-MISC			418,514.67	418,514.67		
	9050 - CAPITAL PROJECTS-MISC			194,214.64	194,214.64		
	9070 - IT CAPITAL FUND			53.74	53.74		
	9200 - UNALLOCATED			172,309.04	172,309.04		
	9360 - LOCAL OPTION SALES TAX			118,282.96	118,282.96		

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

GABE JOHNSON

KEVIN STUNEK

TIFFANY STENGLEIN

**Brainerd, MN
July 6th, 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: O'Day, Stunek, Johnson, Pritschet, Stenglein, Erickson, and Bevans. Mayor Badeaux was noted as present.

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

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND JOHNSON, DULY CARRIED, TO APPROVE THE AGENDA WITH ADDITION OF WATER TOWER COMMITTEE PRESENTATION AND DW JONES PRESENTATION AS THE FIRST ITEM OF PERSONNEL AND FINANCE COMMITTEE REPORT.

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

- A. Approval of Bills- Approved
- B. Approval of the Minutes of the Regular Meeting held on June 21st, 2021- Approved
- C. Approval of Licenses-Approved
- D. Department Activity Reports
- E. Temporary On-Sale Liquor License Application- Submitted by Brainerd Jaycee's for an Event to be held July 31- August 1, 2021, at Memorial Park (updated dates)- Approved
- F. Minnesota Lawful Gambling Application for Exempt Permit- Submitted by Minnesota Deer Hunters Association Brainerd Chapter for an Event to be held on September 10, 2021, at the Crow Wing County Fair Grounds Curling Club- Approved
- G. Temporary On-Sale Liquor License Application- Submitted by Brainerd Sports Boosters for an Event to be held on September 11, 2021 (rescheduled due to COVID)-Approved
- H. Temporary On-Sale Liquor License Application- Submitted by Brainerd Jaycee's for an Event to be held September 18-19, 2021, at Memorial Park (updated dates)-Approved
- I. Minnesota Lawful Gambling Application for Exempt Permit- Submitted by Brainerd Fire Relief Assoc. for an Event to be held on December 6, 2021, at the Brainerd Fire Department-Approved

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

Presentations

Lakes Area Media Collaborative Presentation

David Henschke, 21535 Rose Lake Ln, Ironton, Executive Director, Lakes Area Media Collaborative was recognized by the chair to present to the Council. Mr. Henschke provided

information about Public Access Education and Government (PEG) channels in communities as well as the background and goals of the Lakes Area Media Collaborative. The collaborative functioned for 15 years out of the Brainerd High School with use of their equipment and studio. However, it is now looking for a different space and needs to purchase equipment. Anticipating the need for these things is the reason, Mr. Henschke, stated for a large fund balance held by the collaborative. The Chair recognized Chris Ford, B Johnson & Associates, who is the accountant for Lakes Area Media Collaborative to clarify financial questions.

Citizens to Save the Water Tower Committee Update

The Chair recognized Paul Skogen, 11347 Norway Dr, Baxter, Chair of the Citizens to Save the Water Tower Committee. Mr. Skogen explained the work scope and cost estimate for phase one to preserve the water tower. He also shared the importance the water tower has in Brainerd and the preservation of its history. The Chair asked Mr. Skogen to submit a formal ask to the Council so it can be put on the agenda for the next meeting. The Chair also asked Member Johnson to reproduce the original motion having to do with the \$300,000 that is set aside in the capital fund for the water tower.

Council Committee Reports

Safety and Public Works

Adopt Resolution- 2022 Capital Transit Bus Purchase- Approved

Committee Chair O'Day explained again that 80% of the cost is covered by the State and of the remaining the City is responsible for 46% of the remaining cost, less \$13,000 that is being covered by insurance. The City's portion is roughly \$2400 for the cost of the bus.

MOVED AND SECONDED BY ALDERMEN O'DAY AND ERICKSON, TO ADOPT RESOLUTION 35:21 TO AUTHORIZE USE OF 2022 CAPITAL FUNDING TO PURCHASE A TRANSIT BUS FROM NORTH CENTRAL BUS SALES OF ST. CLOUD AT A TOTAL COST OF \$91,073.

RESOLUTION 35:21

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

Event/Alley Closure Application- Shep's On 6th- Elbow Convention- Approved

Committee Chair O'Day stated that this event is from August 27th through 29th it is the 29th annual event.

MOVED AND SECONDED BY ALDERMEN O'DAY AND PRITSCHET, DULY CARRIED, TO ACCEPT THE EVENT APPLICATION WITH UNDER THE CONDITION THAT AN INSURANCE CERTIFICATE IS SUBMITTED AND REQUEST TRAFFIC CONTROL 1 WEEK PRIOR TO THE EVENT.

Personnel & Finance

DW Jones Presentation

Skip Duchesneau, PO Box 175, Walker, DW Jones Management, was recognized by the chair to present the concept and funding needs for Eight05 Laurel Housing Development. DW Jones is applying for tax increment financing through the State of Minnesota Housing and Finance. The resolution presented is needed to get points for the application to show that the local housing market is in need and that the City is in support of the housing development.

Andrew Duchesneau, 7015 County Road 50, Walker, DW Jones Management, was recognized by the chair to present the potential plan and layout of the Eight05 Laurel Housing Development.

Adopt Resolution of Support for the use of Tax Increment Financing (TIF) for a Rental Housing Development Project- Approved

Committee Chair Johnson reiterated that passage of the resolution would be support of the concept of a TIF district housing development it is not a commitment of tax dollars. The HRA also has passed a similar resolution as part of the application for funding to help the project move forward.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, TO ADOPT RESOLUTION 36:21 SUPPORTING THE USE OF TAX INCREMENT FINANCING FOR EIGHT05 HOUSING.

RESOLUTION 36:21

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

Accept Resignation of Community Service Officer Hunter Furstenberg- Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN, DULY CARRIED, TO ACCEPT RESIGNATION OF COMMUNITY SERVICE OFFICER (CSO) HUNTER FURSTENBERG AND AUTHORIZE FILLING THE VACANCY AT THE CURRENT HOURLY RATE OF \$14 PER HOUR.

Accept Resignation of Officer Brandon Anderson- Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT THE RESIGNATION OF OFFICER BRANDON ANDERSON.

Approve Promotion of Miranda Halverson to Police Records Lead Position- Approved

Committee Chair Johnson stated Ms. Halverson started out as a Community Service Officer with the police department, then moved into police record management technician position, and now lead position which is exciting for the department.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN, DULY CARRIED, TO AUTHORIZE PROMOTION OF MIRANDA HALVERSON TO POLICE RECORDS LEAD POSITION EFFECTIVE JULY 7TH, 2021; FURTHER THAT SHE BE PLACED ON STEP 5

OF THE POLICE RECORDS MANAGEMENT LEAD WAGE GRID AND AUTHORIZE STAFF TO START THE HIRING PROCESS TO BACKFILL THE POLICE RECORDS MANAGEMENT TECHNICIAN POSITION.

Adopt Resolution Approving State of Minnesota BCA Joint Powers Agreement and Authorize Appropriate Signatures- Approved

Committee Chair Johnson stated that this was standard resolution that allows the City Prosecutor to access the Bureau of Criminal Apprehension (BCA) database.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO ADOPT RESOLUTION 37:21 AUTHORIZING THE CITY ADMINISTRATOR AND MAYOR TO SIGN AND EXECUTE THE MASTER JOINT POWERS AGREEMENT AND AMENDMENT FOR THE CITY PROSECUTOR'S ACCESS TO THE CDJN SUBSCRIBER AGREEMENT.

RESOLUTION 37:21

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

Approve Memorandum of Agreement for Accounting Supervisor to Perform Accountant I Duties- Approved

Committee Chair Johnson stated that this is a Memorandum of Agreement in order for Ms. Pernula to continue to perform her current duties while she is training to become the Accounting Supervisor. This has already been approved by the Brainerd Public Utilities Commission (PUC) and is pending negotiation by the IBEW Union.

MOVED AND SECONDED BY JOHNSON AND STENGLEIN, DULY CARRIED, TO APPROVE MEMORANDUM OF AGREEMENT (MOA) BETWEEN THE CITY AND THE IBEW (BPU) UNION SUBJECT TO UNION NEGOTIATION ALLOWING MS. JANA PERNULA TO CONTINUE TO PERFORM ACCOUNTANT I DUTIES WHICH IS COVERED BY THE UNION CONTRACT UNTIL MARCH 25, 2022.

Adopt Resolution to Authorize Submission for the Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act (ARPA)- Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, TO ADOPT RESOLUTION AUTHORIZING SUBMISSION OF DATA TO THE STATE TO OBTAIN CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS UNDER THE AMERICAN RESCUE PLAN ACT (ARPA).

RESOLUTION: 38:21

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

Unfinished Business

Committee Recommendations- Mayor Badeaux Recommended- Approved

Andrew Shipe- Parks and Recreation Board, 1 term (expires 12/31/24)

MOVED AND SECONDED BY ALDERMEN JOHNSON AND PRITSCHET, DULY CARRIED, TO APPROVE ANDREW SHIPE TO THE PARKS AND RECREATION BOARD FOR 1 TERM EXPIRING DECEMBER 31ST, 2024.

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

Public Forum

The Chair opened public forum at 8:58

None came forward.

The Chair closed public forum at 8:59

Staff Reports

City Administrator Bergman stated that she attended the virtual League of Minnesota Cities Annual Conference, and she is excited to connect with people in person. Ad Hoc committees are expected to be brought back by resolution at the August 2nd meeting. On July 8th Administrator Bergman and Human Resources Director Schubert will be attending the IAFF mediation in Saint Paul and are hopeful that it will be the last mediation. The Charter Commission is meeting on July 14th. Ms. Bergman participated in the Rotary Change of Gavel Ceremony for Brainerd Rotary; she is happy to turn the gavel over to Treavor Harting. Finally, Member O'Day spoke to the City's Float in the Brainerd Independence Day parade that was a "blast" to be a part of. The City's float was based on the movie Fargo which received 1st Place in the Parade.

City Engineer/ Interim Public Works Director Sandy spoke about 4th street construction which is nearing the end of phase two. The signals are on back order which will delay the end of the project until August, but there will be a temporary solution until the signals are put in. The TH210 project has been announced by MnDOT as a partnership between the MnDOT, Crow Wing

County and the City of Brainerd. There will be a joint presentation for the City and County by MnDOT on August 2nd, at 4:00 p.m.

Community Development Director Chanski stated that Governor Walz approved the Fiscal Year 2021 Environmental Resource Trust Fund appropriations as a part of the Department of Natural Resources Legislative- Citizen Commission on Minnesota Resources (LCCMR) to the City in the amount of \$2.85 million dollars for the Mississippi Landing Trailhead Park project.

Human Resources Director Schubert stated that in preparation for union negotiations this fall, staff are starting to conduct market surveys for wages and benefits for City positions. Planning on having a closed union negotiation strategy session on August 2nd.

Mayors Report

Mayor Badeaux thanked the citizens, staff for participating in the parade, but most of all the Fire Department, Police Department, and Firework Staff for their hard work on the Independence Day Celebration.

Council Member Reports

Member Erickson commented that as an observer of the celebrations it was a great experience. Congratulated the float winners.

Member Pritschet stated that it was wonderful to see everyone celebrating but reminded everyone that we are not celebrating the "4th of July" rather the Declaration of Independence from Great Britain.

Member O'Day commented again how much fun it was to participate in the celebrations.

Member Johnson congratulated the Mayor and Brainerd Community Action for planning the celebration in a month. The fireworks were suspenseful and to be remembered. Mr. Johnson read in the Brainerd Dispatch that one of the City's Police Officer's rescued a woman from a burning house, he stated it is so great to hear another positive story from the police department. He is very happy and excited about the grant for the Trailhead Park and stated he will be proposing an ad hoc committee to include the citizens on the development of the park. Finally, Brainerd Public Utilities approved engineering services to improve wastewater treatment to reduce the amount of waste hauled to other facilities.

Adjourn to Council Workshop- Zoning Code Update, July 12, 2021, at 6:00 P.M. at the Fire Department Training Room- Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN, DULY CARRIED, TO ADJOURN TO THE COUNCIL WORKSHOP- ZONING CODE UPDATE ON JULY 12TH, 2021 AT 6:00 P.M. AT THE FIRE DEPARTMENT TRAINING ROOM.

Jennifer Bergman
City Administrator

Pursuant to due call and notice thereof, the Zoning Workshop of the Brainerd City Council was called to order at 6:00 P.M. by Council President Bevans.

Upon roll call, the following members were noted present: O'Day, Stunek, Johnson, Pritschet, Stenglein, Erickson, and Bevans. Also noted as present were Administrator Bergman, Community Development Director Chanski, and Assistant City Planner Kramvik. Mayor Badeaux was noted as absent.

Zoning Code Annotated Outline Presentation and Discussion

Community Development Director Chanski introduced the consultants: Jennifer Haskamp, Swanson-Haskamp Consulting, and Michael Lamb, Michael Lamb Consulting who have been working with the planning commission and task groups since October 2020 to form the annotated outline for the updated zoning code.

Ms. Haskamp introduced the objectives for the presentation of the zoning code and outlined the purpose of the update. The new code will be consolidated, reduce repetition, support future land use, and organized in a useful way.

Mr. Lamb introduced the annotated outline for the updated zoning code and concept of character areas as a way to classify neighborhoods. He talked through each of the character areas using examples of existing neighborhoods.

Mr. Chanski wrapped the presentation by discussing next steps. He will be bringing before Council on July 19th a resolution to approve the direction of the annotated outline and proposing a moratorium on zoning code until the completion of the new code. There will also be joint work sessions moving forward between the Council and Planning Commission. The floor was opened to discussion.

Member Stunek commented that cleaning up zoning ordinances is important for both the City and its citizens.

Council discussion took place.

Chair Bevans commented on behalf of Mayor Badeaux that he is opposed to a conservation zone/ district/ neighborhood in southeast Brainerd, specifically referring to the Mills property.

The Council had no immediate objections to the annotated outline.

Adjourn

MOVED AND SECONDED BY ALDERMEN STUNEK AND STENGLEIN, DULY CARRIED, TO ADJOURN THE ZONING WORKSHOP.

The Chair adjourned the meeting at 7:28 P.M.

Jennifer Bergman
City Administrator

Contractor List

07/09/2021

Contractor Name	Address	Local License #	Licensee Type
ANDERSON SITEWORK, LLC AUSTEN ANDERSON	463 40TH AVE NW (218) 838 9026	2021-0021	Excavator
DO IT ALL PLUMBING & HEATING LLC CARLY BUE-WATERCOTT	26617 143RD ST (218) 639 8100	2021-0041	Plumbing Contractor
FINKEN INC DBS FINKEN PLUMBING HEATING & COOLING Thomas Finken	3423 COUNTY ROAD 74 PO BOX 7190 (320) 258-2005	2021-0064	Mechanical
TOPLINE ADVERTISING, INC. JESSICA DAHL	11775 JUSTEN CIR STE A (763) 428-5067	2021-0013	Sign Erector

Totals: 4

Population: All Records
Licensee.LocalLicenseNumber Starts With 2 AND
Licensee.DateRegistered Between 6/28/2021 12:00:00 AM AND 7/9/2021 12:00:00 AM



BRAINERD POLICE DEPARTMENT MONTHLY REPORT



BESTUL'S BOOYAH AWARD

June brought a total of 21 nominations for Bestul's Booyah Award. Congratulations to Officer Ron Myers, who was selected as the BOOYAH Award winner.

Sgt. Paul Rosier nominated Officer Myers for his proactivity and established criminal interdiction skills, which led to the arrest of a subject for first degree sales, gross misdemeanor driving after revocation inimical to public safety, and possession of drug paraphernalia. Approximately 156 grams of methamphetamine was seized as a result of the traffic stop. Great stop Officer Myers.

BOOYAH!



STAFFING & ASSIGNMENTS

Officer Jacob Scholten started with the Brainerd Police Department on June 1st. Jacob is from Milaca, MN, and previously worked as a security officer at Fairview Northland Hospital. In his free time, Jacob enjoys spending time with family and friends, in the gym, and in the outdoors (hunting, fishing, etc.). Officer Scholten will be working under the guidance of our Field Training Officers for the next several months.

Sergeant John Davis was promoted to Deputy Chief, Officer Joel Reed was promoted to Sergeant, and Officer Boggs was assigned to investigations.

COMMUNITY OUTREACH

Officers attended the Music in the Park event held in Gregory Park on June 24th, and the Arts in the Park event held in Gregory Park on June 27th, both of which were well attended by the public.

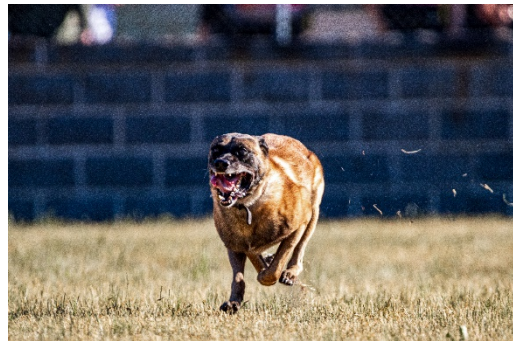
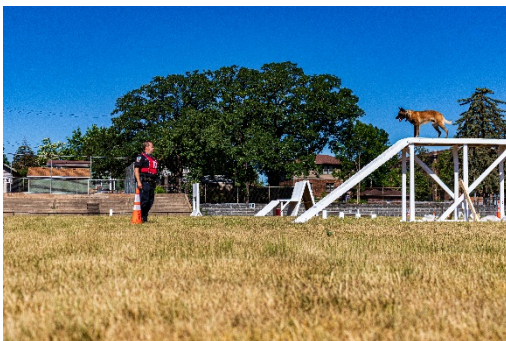
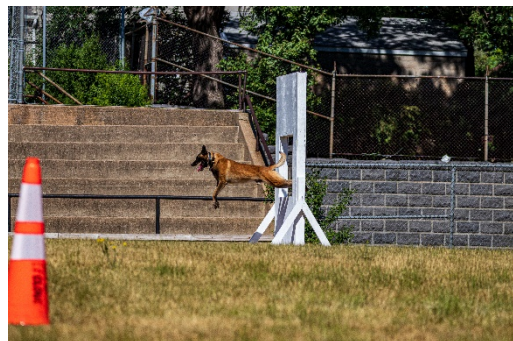
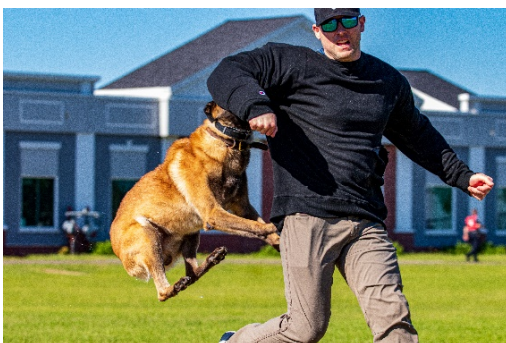
The Brainerd Police Department, Baxter Police Department, and other local law enforcement agencies will be participating in a Fishing with Cops event August 11th on Gull Lake with local diverse youths.



POLICE CANINE UNIT

"Sergeant Dooley and his K9 partner Keno recently completed their annual certification through the United States Police Canine Association (USPCA). The PD1 (police dog) trials were held in St Cloud from June 13-15. Keno and his leash holder had to show competence in Obedience, Agility, Article Search, and Suspect Search. The second day is criminal apprehension work.

Sergeant Dooley was extremely proud of Keno for finishing in 2nd place in the Agility event which includes a broad jump, crawl, hurdles, 6-foot tall A-frame and a catwalk. Keno is 8-years-old and still scored a 59.5 out of 60 on that event! Officer Kostreba did an awesome job catching Keno at his first trial as a Decoy."

*A Frame**Keno Running**Catwalk**Hurdles**Officer Kostreba Catching Keno**Sgt. Dooley & Keno*

TRAINING & STAFF DEVELOPMENT**ALICE Instructor Certification Training Course**

On June 8th and 9th, Officer Drew Selvestra attended the two-day ALICE Instructor Certification Training course. ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training is the leading program for response to violent critical incidents (VCI), which are man-made forms of violent disaster, including active shooter, violent intruder, mass shooting, terrorism, workplace violence, and other unexpected tragedies.

The Mission of ALICE is to save lives. The training program empowers individuals to participate in their own survival using proactive options-based response strategies when faced with violence. Participating in ALICE Instructor Certification provides the training necessary to teach others these lifesaving strategies. The ALICE Instructor Certification lasts for 2 years and is renewed through a recertification course.

2021 School Safety Conference

Officer Drew Selvestra attended the three-day 2021 School Safety Conference in June. The National Association of School Resource Officers (NASRO) is the world's leader in school-based policing, dedicated to making schools and children safer by providing the highest quality training to school-based law enforcement officers.

Keynote speakers presented on a variety of topics, including Actions over Words, Resiliency, Averting Targeted School Violence, Social Media, Criminal Street Gang Recognition and Response, Protection and Advocacy, and The First Day.

Internal Affairs Training

Deputy Chief John Davis began an online Internal Affairs training program in June. The focus of the program is to identify proper legal and operational standards for Internal Affairs Investigations, including the development of appropriate police practices on the use of force and force related policies. The training focuses on enhancing the effectiveness, operations, and management of the use of force incidents, and will also discuss how police agencies can investigate incidents and audit to ensure that policies and training are being followed.

Emergency Vehicle Operations and Police Pursuits (EVOC) & Pursuit Intervention Tactics (PIT) Training

Deputy Chief Davis, Sergeant Pallansch, Officer Kostreba, and Officer T. Gleason attended EVOC and PIT refresher training at the MN Highway Safety and Research Center in St. Cloud. This course meets and exceeds the minimum standards of the POST Board 5-year licensing requirement.

PATROL On-Line

Officers completed an OSHA mandated course and a Mental Health Crisis course in June.

Department Training

Officers received crash investigation training from MN State Patrol Sergeant Steve Dean. The department also participated in Active Shooter Training that was conducted at the Brainerd High School.



OVERALL CALLS FOR SERVICE

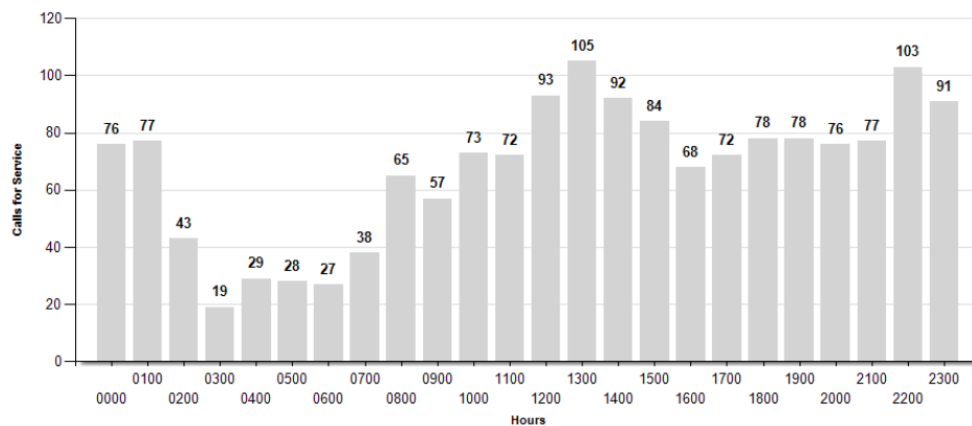
June	2021	2020
Number of Calls for Service	1621	1406



Calls for Service Hourly

6/1/2021 to 6/30/2021

Total Calls: 1672

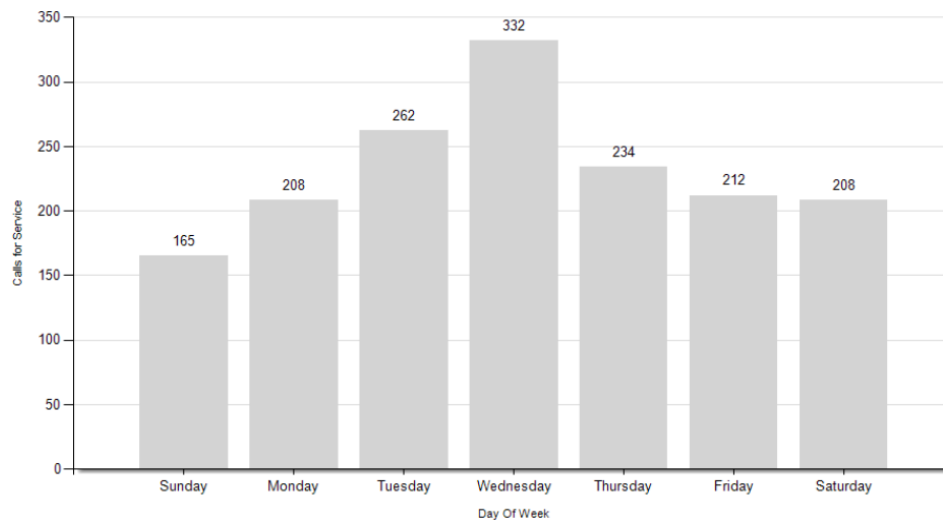


Calls for Service Day Of Week

Start Date: 6/1/2021

End Date: 6/30/2021

Total Calls: 1672



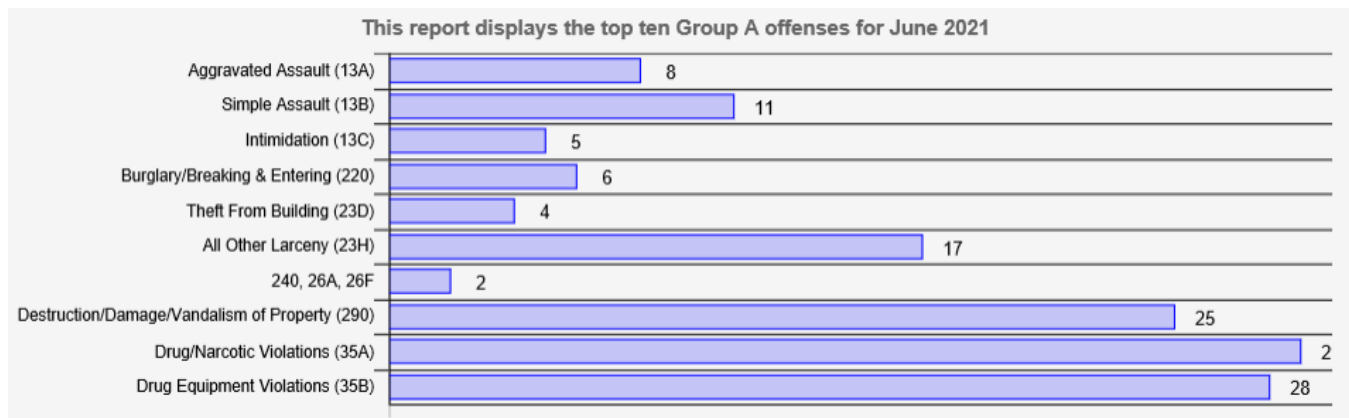
CRIME STATISTICS

June	2021	2020
Group A Offenses Known or Reported to Police	808	719
Group A and B Arrests	368	363

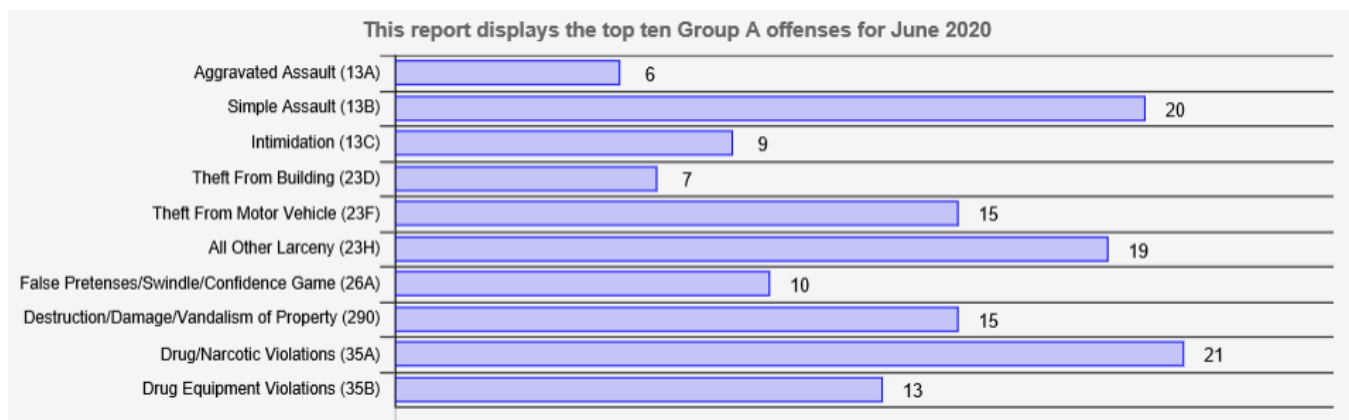
**** Note: 2021 totals do not include case files that have not yet been coded.**

TOP 10 GROUP A OFFENSES

June 2021

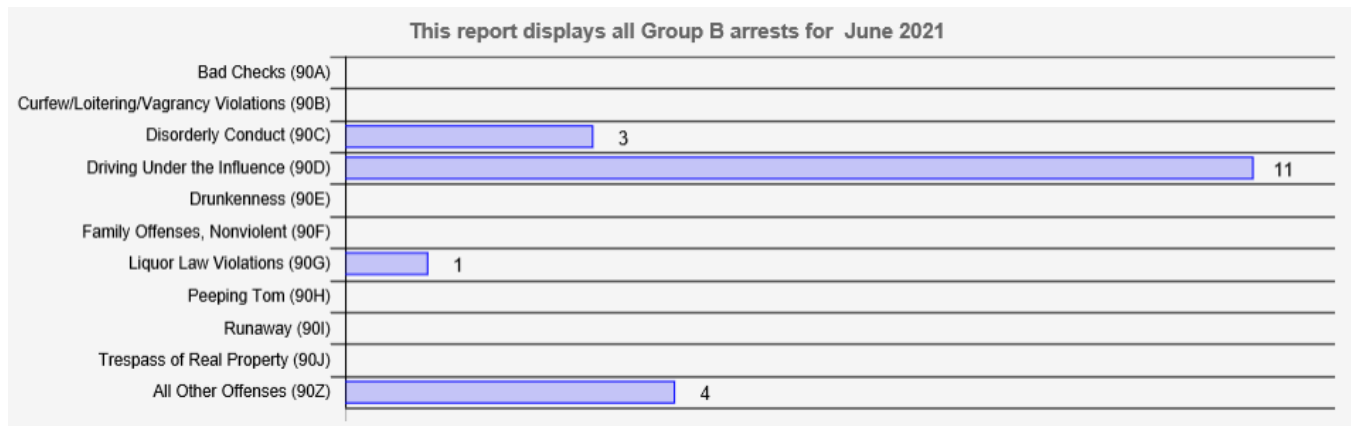


June 2020

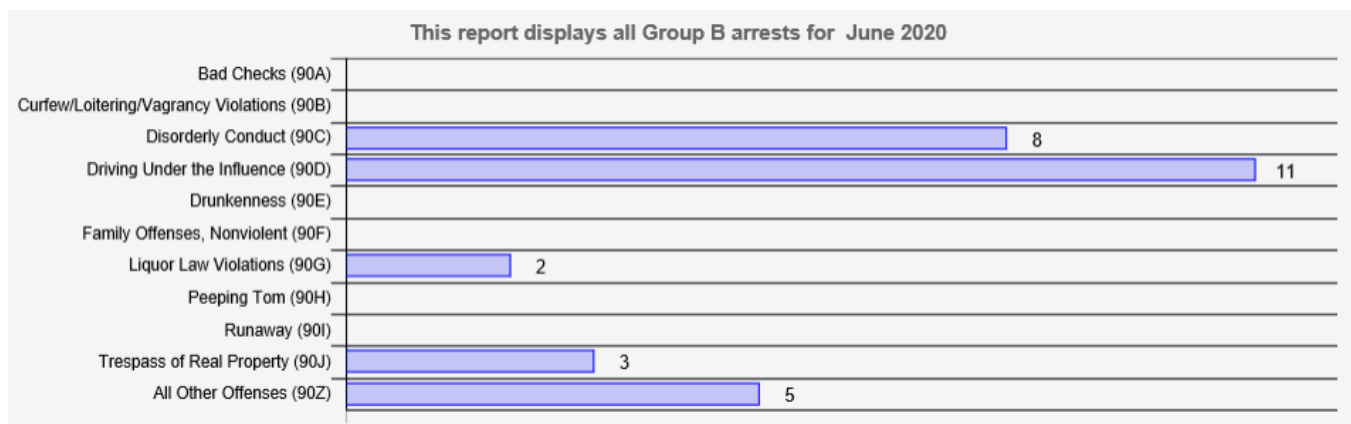


GROUP B ARREST DATA

June 2021



June 2020



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

June	2021	2020
Citations (Inc. Parking Tickets & Written Warnings)	222	181

33 parking tickets issued in the month of June, with the following dispositions.

3	Dismissed
0	Business Validations
17	Paid in Full
0	Partial Payments Received
13	No Payment Received

Revenue Recapture Receipts:

2020 Total:	\$8,304.50
2021 To Date:	\$5,935.82

JUNE 2021

CHIEF MIKE BESTUL

CONDUCT ON PREMISES ACTIVITY REPORT

ICR	Date Reported	Title	Address	Summary
21007920	06/08/21	Conduct on Premises	912 Oak St	Additional COP

BODY WORN CAMERA DATA REPORT

Month	Number of Videos	Hours of Video	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos per Day
June	2098	443	774	378	12.67 Minutes	70



**RESOLUTION
NO. xx:21**

**RESOLUTION ACCEPTING DONATIONS AND/OR CONTRIBUTIONS
April 1, 2021 through June 30, 2021**

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

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

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

SEE ATTACHED LIST OF DONORS

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

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

Adopted this 19th day of July 2021

KELLY BEVANS
President of the Council

Approved this 20th day of July 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



www.ci.brainerd.mn.us

MEMO

TO: Mayor and Council

FROM: City Administrator Jennifer Bergman

DATE: July 15, 2021

RE: Resolution Accepting Donations & Contributions for 2ND Quarter 2021

Attached is a resolution accepting donations and contributions that have been made to the City of Brainerd for the period of April 1 and June 30, 2021. The City is very appreciative to all who have made these contributions. The funds from the donations and contributions will be used as requested by the donor.

A resolution needs to be adopted with a two-thirds vote of the Council. The item appears on the July 19th agenda.

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

\pz

MEMO

TO: Finance Director Connie Hillman
FROM: Fire Chief Tim Holmes *UH*
DATE: July 1, 2021
SUBJECT: 2021 – 2nd Quarter Donations



www.ci.brainerd.mn.us

Brainerd Fire Department received the following donations in the 2nd quarter:

- | | | |
|-------------------|---------------------------|---------|
| • American Legion | Firefighter Tactical Gear | \$4,050 |
| • Anonymous | Gas Monitor | \$2,000 |

Feel free to contact me with any questions.



Brainerd City Council Agenda Request

Requested Meeting Date: July 19, 2021

Title of Item: Community Development Department Mid-Year Presentation

☒ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 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: Community Development Director Chanski will provide the Council a presentation recapping the Community Development Department's year-to-date activities for 2021.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

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

**July 19, 2021
7:00 P.M.**

**WebEx Teleconference Call-In Information
Call Toll-Free: 1-844-992-4726
Access Code: 146 992 1285**

1. Approve Change Order 1- Improvement 20-06- SE Brainerd Resurfacing Project
2. Event Application- Downtown Minnow Races
3. Event Application- Mississippi Headwaters Board Paddling Day
4. Event Application/ Street Closure- Jaycee's Street Fest
5. Event Application/ Street Closure- Lil' Rubber Ducky Race



Brainerd City Council Agenda Request

Requested Meeting Date: July 19, 2021

Title of Item: Approve Change Order 1 - Improvement 20-06 - SE Brainerd Project

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is change order 1 for Improvement 20-06 - SE Brainerd Resurfacing Project.	
Alternatives, Options, Effects on Others/Comments: The change order is for a couple of things that the contractor was asked to do as part of the project when the roads were being reconstructed. The first item was the addition of a sanitary sewer service to a vacant lot at the end of Rosewood Street. This was added to the project to allow for a future potential home to be built on this lot without tearing into the street. The other item was for adjustment of some sanitary sewer services that were in conflict with the newly installed watermain on Portland Avenue. The contractor had to cut out pieces of existing services and re-align them to miss the watermain while the trench was open. Total time and materials cost for this change order, plus the allowed 10% prime contractor markup for change orders is \$3,225.99.	
Recommended Action/Motion: Staff recommends approval of the attached change order as presented.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>\$3,225.99</u> <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i> It is too early in the project to determine if the project will be over or under the approved contract costs. This change order is about .10% of the overall contract cost.	



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)		MN Project No.:	N/A	Change Order No.	1
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Project Location	Madison Street from SE 10th Avenue to SE 13th Avenue, Various locations in SE		
Local Agency	City of Brainerd	Local Project No.	20-05, 20-06
Contractor	DeChantal Excavating LLC	Contract No.	2021-02
Address/City/State/Zip	P O Box 315 / Brainerd / MN / 56401		
Total Change Order Amount \$		\$3,225.99	

This change order is for the addition of a sanitary sewer service to 1008 Rosewood Street. This change order is also for the adjustment of sanitary sewer services that were in conflict with the installation of newly relocated watermain on Portland Avenue. See attached invoices for a further breakdown of quantities.

Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>					
Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
-	Labor - J & J Excavating (Rosewood Sanitary Service)	HR	\$750.00	2.4	\$1,800.00
-	Materials (Rosewood Sanitary Service)	LS	\$333.36	1	\$333.36
-	Prime Contractor Markup (10%) (Rosewood Sanitary Service)	LS	\$213.34	1	\$213.34
-	Labor - J & J Excavating (Sewer Service Adjustments - Portland Avenue)	LF	\$30.00	21	\$630.00
-	Materials (Sewer Service Adjustments - Portland Avenue)	LS	\$169.35	1	\$169.35
-	Prime Contractor Markup (10%) (Sewer Service Adjustments - Portland Avenue)	LS	\$79.94	1	\$79.94
Net Change this Change Order					\$3,225.99

Due to this change, the contract time: <i>(check one)</i>	
☒ (X) Is NOT changed	☐ () May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change: 0	Number of Calendar Days Affected by this Contract Change: 0

Approved by Project Engineer: first_name last_name

Date: obtained

Print Name: first_name last_name Phone: phone

Approved by Contractor: first_name last_name

Date: obtained

Print Name: first_name last_name Phone: phone


Approved



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)		MN Project No.:	N/A	Change Order No.	1
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DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for:

fund_fed3 Federal Funding
fund_state3 State Aid Funding
fund_local3 Local funds

District State Aid Engineer: first_name last_name Date: obtained



P.O. Box 315
Brainerd, MN 56401

Quote

Date	Quote #
7/2/2021	1369

Name / Address

City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Description	Quantity	Unit Cost	Unit	Total
* Added Sewer Service on Rosewood				
1. Labor - J&J Excavating	2.4	750.00	Hour	1,800.00
a. Backhoe - \$170.00 Hour				
b. Dozer - \$150.00 Hour				
c. Packer - \$130.00 Hour				
d. Laborer - \$60.00 Hour				
e. Laborer - \$60.00 Hour				
f. Laborer - \$60.00 Hour				
g. Foreman & Truck - \$120.00 Hour				
2. Materials	1	333.36	LS	333.36
a. Core & Main Invoice - \$190.06				
b. 8" PVC Pipe 5 LF - \$28.90				
c. 4" PVC Pipe 44 LF - \$114.40				
10% OH&P	1	213.34	LS	213.34
Total				\$2,346.70

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



INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice # P013922
Invoice Date 6/04/21
Account # 195845
Sales Rep DEAN EILERTSON
Phone # 701-219-7480
Branch #251 Fargo, ND
Total Amount Due \$190.06

Remit To:
CORE & MAIN LP
PO BOX 28330
ST LOUIS, MO 63146

DECHANTAL EXCAVATING LLC 000/0000
PO BOX 315 00000
BRainerd MN 56401 0315

Shipped To:
NW 4TH ST & JACKSON ST
AL DECHANTAL (218)839-1318
BRainerd, MN

CUSTOMER JOB- NW4THST BRainerd

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
6/03/21	6/03/21	EXTRA	BRainerd	NW4THST		CORE & MAIN LP	P013922

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
2708W04GG	8X4 PVC SDR35 SWR WYE GXG	1	1		74.62000	EA	74.62
28100288	1002-88 8 CLAYXCI/PVC CPLG	2	2		25.86000	EA	51.72
27044GS	4 PVC SDR35 SWR 45 GXSP	2	2		12.87000	EA	25.74
2704W04GG	4X4 PVC SDR35 SWR WYE GXG	1	1		19.42000	EA	19.42
2704PS	4 PVC SDR35 SWR SPIGOT PLUG	1	1		5.50000	EA	5.50

Freight	Delivery	Handling	Restock	Misc
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Subtotal:	177.00
Other:	.00
Tax:	13.06

Invoice Total:	\$190.06
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Terms: NET 30

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.
To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>



P.O. Box 315
Brainerd, MN 56401

Quote

Date	Quote #
7/2/2021	1370

Name / Address

City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Description	Quantity	Unit Cost	Unit	Total
* Sewer Lateral Crossings for Watermain Installation - Portland				
1. Labor - J&J Excavating	21	30.00	LF	630.00
2. Materials	1	169.35	LS	169.35
a. 6" PVC Pipe 21 LF - \$91.35				
b. 6" X 6" Ferncos 6 Each - \$78.00				
10% OH&P	1	79.94	LS	79.94
Total				\$879.29

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

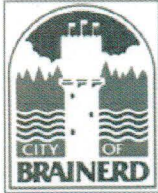


Brainerd City Council Agenda Request

Requested Meeting Date: July 19, 2021

Title of Item: Approve Event Application - Minnow Races

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is an event application for Minnow Races, to take place downtown Tuesdays during the Here for Good Market from 4 PM - 6 PM on the curbside bumpout near Doherty Staffing. Please note the applicant has requested this is a recurring event.	
Alternatives, Options, Effects on Others/Comments: The event is for "Minnow" races. Rather than live minnows, participants will push ping pong balls in a gutter with a squirt bottle/gun provided by Visit Brainerd. The applicant is not requesting electrical usage, street closure, amplified sound, trash receptacles, or anything else with this application. They are only requesting the use the the bumpout in from of Doherty Staffing. Doherty is closed for the day during the event, and the other business effected is Fancy Pants Chocolates, who welcomes the crowd. The only two conditions staff foresee are ensuring the applicant submit their insurance certificate and that a 4-foot walkway is maintained in accordance with ADA during the event.	
Recommended Action/Motion: Staff recommends approval of the event under the conditions that the applicant submit their insurance certificate and to ensure that a minimum of a 4-foot walkway is maintained during the event.	
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: 7/8/21

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 Event-Curbside/Bumpout

Name of event: Minnow Races

Organizer Information

Organizer's Name:

Visit Brainerd

Organizer's Address:

706 Laurel Street, Brainerd

Event Contact Person:

Holly Holm

Event Contact Daytime Phone:

218-825-0410

Event Contact E-mail Address:

holly@visitbrainerd.com

Contact Name/Number Day of Event:

Holly Holm/218-825-0410

For Profit/Nonprofit Status (type):

501c6

Applicant information (if different from the event organizer):

Applicant Name:

Applicant Address:

Applicant Phone:

Applicant E-mail Address:

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
Tuesdays though Oct. 28	4 pm	6 pm	Curbside/Bumpout near Doherty Staffing.
			702 Laurel Street, Brainerd

- ☒ 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:

Minnow Races in downtown Brainerd, during the Here For Good Market.

Live minnows will not be used, but rather ping pong balls.

Racers will squirt a ping pong ball over the finish line using a squirt bottle/gun, provided by Visit Brainerd. Racing lanes are made from gutters.

Site Information

Electrical usage ☐ Yes ☒ No

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

Amplified Sound ☐ Yes ☒ No

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

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:

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):

No street closure required.

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

People will be gathered on the corner to watch and participate in the Minnow Races.

This will not affect the closest business (Doherty Staffing) because they will be closed for the day. Fancy Pants Chocolates welcomes the crowd.

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

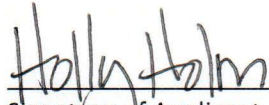
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and 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

Holly Holm

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, 7/9	None
City Administration	ok, 7/9	Please submit insurance to admin department.
Engineering Department	ok, 7/9	Please leave a minimum 4-foot walkway for pedestrians during the event in all directions.
Fire Department	ok, 7/9	None
Fire Support/EMS	ok, 7/9	None
Parks Department	ok, 7/9	None
Planning Department	ok, 7/9	None
Police Department	ok, 7/9	None

Event Application Approval

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

City Administrator

Date

Approval Conditions

Please ensure an adequate walk-way for pedestrians in maintained during the event. If you would like any assistance in determining this, please contact Paul Sandy at 218-454-3411.

Certification of Street Closure Approval

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



Brainerd City Council Agenda Request

Requested Meeting Date: July 19, 2021

Title of Item: Approve Event Application - Mississippi Headwaters Board Paddling Day

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is an event application for the MHB Paddling Day to be held on July 31, 2021 from 9:00 AM - 10:00 AM.	
Alternatives, Options, Effects on Others/Comments: This event will be in Kiwanis Park for a paddle down the river (beginning at 10 AM) to Crow Wing State Park. For the first hour before the trip, participants can view several booths pertaining to water quality. The applicant is not requesting any use of power, etc. for the event, simply a couple of booths set up in the Park for people to view before the canoe trip. The applicant will be requested to fill out a park use form.	
Recommended Action/Motion: Staff recommends approval of the attached application under the condition the applicant fill out the Park Use form that is available at City Hall.	
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: 6/30/2021

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

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

Name of event: Mississippi Headwaters Board (MHB) Paddling Day

Organizer Information

Organizer's Name: Mississippi Headwaters Board
Organizer's Address: 322 Laurel St. Brainerd, MN
Event Contact Person: Tim Terrill
Event Contact Daytime Phone: 218.824.1189
Event Contact E-mail Address: timt@mississippiheadwaters.org
Contact Name/Number Day of Event: 507.923.7167
For Profit/Nonprofit Status (type): N/A

Applicant information (if different from the event organizer):

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

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
7/31/21	9:00 am	10:00 am	Kiwanis Park

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

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

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

Description of Activities

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

Event will begin at 9 am where participants can view several booths pertaining to water quality. At 10 am, the participants can join in a paddle down to CW State Park.

Site Information

Electrical usage

☒

Yes

☐

No

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

Amplified Sound

☐

Yes

☐

No

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

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:

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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, 6/30	None
City Administration	ok, 6/30	None
Engineering Department	ok, 6/30	None
Fire Department	ok, 6/30	None
Fire Support/EMS	ok, 6/30	None
Parks Department	ok, 6/30	This will be an administrative approval for this event in the Park. Please call the Parks office to get a form to fill out.
Planning Department	ok, 6/30	None
Police Department	ok, 6/30	None

Event Application Approval

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

City Administrator

Date

Approval Conditions

Please fill out a park event and use form with the Parks Department. You may call Kim at 218-454-3423 to get an application.

Certification of Street Closure Approval

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



Brainerd City Council Agenda Request

Requested Meeting Date: July 19, 2021

Title of Item: Approve Event/Street Closure Application - Jaycees Street Fest

☐ 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 application is an event/street closure application for the annual Jaycees Street Fest to be held on September 25, 2021 from 7 AM - 12 AM in the Mills Parking Lot and on Front Street from S 6th Street to S 8th Street.	
Alternatives, Options, Effects on Others/Comments: Street fest is an annual event with a rib cookoff, games, activities, and music. The applicant typically works with BPU on water and power for the event, along with other hookups needed with a local vendor. Silent Partners Production will be providing professional sounds equipment and amplified sound at the event. Restrooms are being provided by Blakeman. The applicant indicates use of banners and fliers around the event. Trash receptacles will be provided by Waste Partners. The applicant is requesting closure off Front Street from 6th Street to 7th Street and a portion of Front Street from 7th to 8th Street. Sidewalks will remain open for the event. The application has received comments from all the departments within the City and can be seen on the department sign-off sheet along with the approval conditions.	
Recommended Action/Motion: Staff recommends approval of the attached application under the conditions that: 1. Applicant coordinate power and water needs with BPU staff as has been done in previous years. 2. Applicant monitor illegal parking within the leased BN Lot during the event. The City is able to provide the applicant with additional barricades for the lot if necessary. 3. Proper notification to all businesses should be provided before the event, along with details on how it may effect the businesses along the closure. 4. Remove all signs and banners after event conclusion. 5. Coordinate with the police department of staffing needed for the event. 6. Request traffic control needed 1-week prior to the event. Please call Shawn Middagh at 218-513-4412 with this request or email the engineering department at psandy@ci.brainerd.mn.us.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



SPECIAL EVENT APPLICATION

Date of Application: 7/1/2021

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

Type of event: Event – Event with Street Closure

Name of event: Street Fest

Organizer Information

Organizer's Name: Brainerd Jaycees

Organizer's Address: PO box 384 Brainerd, MN

Event Contact Person: Melissa Willis

Event Contact Daytime Phone: 218-831-1047

Event Contact E-mail Address: brdstreetfest@gmail.com

Contact Name/Number Day of Event: Melissa: 218-831-1047

For Profit/Nonprofit Status (type): Non-Profit

Applicant information (if different from the event organizer):

Applicant Name: _____ Applicant Address: _____

Applicant Phone:

Applicant E-mail Address:

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
9/25	7am	12am	Mills lot and Front Street Parking Lot

Recurring event (requires only one application submittal per year)

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

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

Description of Activities

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

Ribfest, games, activities, music

Site Information

Electrical usage **Yes**

Describe the type of equipment to be used and how you intent to supply the power: **Powered by Jaycess**

Amplified Sound **Yes**

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

Professional sound equipment by Silent Partners Production

Restrooms provided **Yes**

If yes, how many **15 + handicaps** (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: **Blakeman**

(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**

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

Small banners, flyers on event corners, permits

Trash Receptacle Disposal **Yes**

Company contracted for trash receptacle disposal: **Waste Partners**

Additional Event Information

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

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

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

Street Closure Request Information

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

Front Street between 6th St and 7th St with a portion between 7th St and 8th St.

Date and time for beginning of street closures: **Saturday 6am**

Date and time for reopening of streets: **Sunday 12am**

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.

Sidewalks will remain open during the event.

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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



Signature of Applicant

Melissa Willis

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			XX	Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support	XX			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	XX			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	XX			All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate	XX			May be required before issuing a permit.
Sign/banner Permits			XX	Contact the Planning Department for information/procedure.
Parade Permit			XX	Issued by the Police Department after complete submission of application.
Alcohol Use Permit	XX			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, 7/7 Applicant will need to work with BPU on water and power needs

City Administration ok, 7/7 Have received complaints in the past about attendees using BN Lot and taking up leased spaces. Continue working with Admin on alcohol permit. Submit insurance to admin department for event.

Engineering Department ok, 7/7 Please request traffic control 1-week prior to the event.

Fire Department ok, 7/7 None

Fire Support/EMS ok, 7/7 None

Parks Department ok, 7/7 None

Planning Department ok, 7/7 Remove all signage and banners immediately after event.

Police Department ok, 7/7 Police Department will work with Jaycees for required police presence at the event.

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.

Date _____ City Administrator

Approval Conditions

Applicant to coordinate power and water needs with BPU staff as they have in previous years.

- Applicant to monitor the BN Lot during the event for illegal parking. If more barricades are needed, they can be requested and delivered for the event to block off this area for all except lease holders.
- Please notify all adjacent businesses of the event and how it will effect their business traffic.
- Remove all signs and banners immediately after event conclusion.
- Continue to coordinate police needs with the department for 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):

Please request all traffic control 1-week prior to the event. Call Shawn at 218-513-4412.

- _____
- _____
- _____
- _____



Brainerd City Council Agenda Request

Requested Meeting Date: July 19, 2021

Title of Item: Approve Event/Street Closure Application - Lil' Rubber Duckie Race

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is an event/street closure application for the Lil' Rubber Duckie Race, to be held on September 18, 2021 from 4 PM - 5 PM on East River Road.	
Alternatives, Options, Effects on Others/Comments: The event is a race of approximately 5,000 rubber duckies down a giant slip and slide that is on East River Road. The event is simply that, with no restrooms, trash receptacles, signs/banners, or other event festivities taking place. The applicant is requesting the closure of East River Road from 2 PM - 6 PM for the event. Parking will not be blocked, however, through traffic will not be able to pass through during this time.	
Recommended Action/Motion: Staff recommends approval of the attached application under the condition that the applicant request traffic control for the event 1-week prior to the event.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



SPECIAL EVENT APPLICATION

Date of Application: 7/9/21

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

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

Name of event: Brainerd Jaycees Lil' Rubber Duckie

Organizer Information

Organizer's Name: Terad Schroeder - Brainerd Jaycees
Organizer's Address: PO BOX 384 Brainerd, MN 56401
Event Contact Person: Melissa Willis
Event Contact Daytime Phone: 218-831-1047
Event Contact E-mail Address: melissawillis85@gmail.com
Contact Name/Number Day of Event: Melissa Willis 218-831-1047
For Profit/Nonprofit Status (type): 501(c)4

Applicant information (if different from the event organizer):

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

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
9/18/21	4 pm	5 pm	E. River Road

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

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

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

Description of Activities

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

Race 5,000 rubber ducks down a giant
slip & slide.

Site Information

Electrical usage

☐

Yes

☒

No

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

Amplified Sound

☐

Yes

☒

No

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

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:

Trash Receptacle Disposal

☐

Yes

☒

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

E. River Road south of High Rise to North of
High School parking lot.

Date and time for beginning of street closures: 9/18 at 2pm

Date and time for reopening of streets: 9/18 at 6pm

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.

We will not block parking; only through
traffic will be affected.

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:

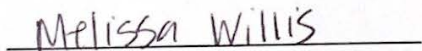
- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance 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			✓	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, 7/13	None
City Administration	ok, 7/13	None
Engineering Department	ok, 7/13	Please request traffic control 1-week prior to the event.
Fire Department	ok, 7/13	None
Fire Support/EMS	ok, 7/13	None
Parks Department	ok, 7/13	None
Planning Department	ok, 7/13	None
Police Department	ok, 7/13	None

Event Application Approval

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

City Administrator

Date

Approval Conditions

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):

Please request traffic control 1-week prior to the event. Please call Shawn Middagh at 218-513-4412 or email the engineering department at psandy@ci.brainerd.mn.us

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

July 19, 2021

7:00 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726

Access Code: 146 764 7908

1. Approve Water Tower Committee Grant Match Request and Time Extension, and Authorize Grant Submission to MN Historical Society
2. Discussion of Additional Cyber Liability Insurance Coverage
3. Discussion of Request for Proposals for Audit Services
4. Adopt Resolution to Close out Sinking Funds 319 and 309 and Fund 229- Funds Used to Account for CARES Dollars



Brainerd City Council Agenda Request

Requested Meeting Date: July 19, 2021

Title of Item: Water Tower Committee Request Grant Match, Time & Grant Submission

☐ 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): Water Tower Committee	Estimated Time Needed: 5 Minutes
Summary of Issue: At the July 6, 2021 Council meeting, Mr. Paul Skogen presented information on the funds raised for the water tower, and requested a City match for phase I for repairing the water tower. Attached you will find a letter, cost estimate for fixing the water tower, final design set for the new roof, final scope of work form, and the project manual for the Brainerd Water Tower all provided to staff by Mr. Skogen. The water tower committee is requesting a \$162,043 grant match and an extension to raise funds for the water tower until September of 2022.	
Alternatives, Options, Effects on Others/Comments: At the 8/9/2018 Council meeting, Council made a motion to appoint a citizen's committee, allow the committee 2 years (8/6/2020) to fund raise toward the restoration of the water tower and commit \$300,000 over the next three years towards the water tower project, and directed Staff to apply for historical society funding and grants. At the 4/15/2019 council meeting, Council authorized a local match of up to \$12,500 for construction and design engineering. It was noted that this would come out of the \$300,000 previously committed for the water tower. At the 10/5/2020 Council meeting the deadline to raise funding was extended until June 1, 2021 - portion of the minutes are attached. The City received a grant of \$23,700 from the MN Historical Society to help pay for design engineering. Which we have received \$21,330 of the grant to date. The total cost of the design engineering is \$36,200. So the City's portion is \$12,500. Other expenses paid for the water tower since 2018 was \$10,400 for the fence and covered walkway and \$4,000 to replace the ropes on the flagpoles of the water tower. Staff did not take these costs from the \$300,000 as one was authorized prior to the funds being committed, and the other was a repairs and maintenance item.	
Recommended Action/Motion: Authorize the \$162,043 in grant match funds from the committed funds for the water tower project and to extend the deadline to September of 2022 to raise funds for the water tower; and to authorize the submission of the grant request to the MN Historical Society by the July 23, 2021 deadline.	
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> \$ 162,043 <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> \$300,000 was committed over 3 years for the water tower, \$12,500 was used for design. Remaining balance is \$287,500.	

Mayor Dave Bedeaux, Council members Kevin Stunek, Tad Erickson, Mike O'Day, David Pritschet, Kelly Bevens, Tiffany Stenglein and Gabe Johnson.

First off, I wish I could present this proposal to you in person. As you meet on Tuesday, July 20th I will be on a plane heading back from vacation. I have informed Dave Bedeaux of my absence and he will be able to answer any questions you might have on the Water Tower and this request.

On behalf of the Citizens Committee to Save the Historic Water Tower, I want to personally Thank You for taking the time to listen to our status report at the Council Meeting on July 7th.

At this time, the final plans and specifications from LHB Architects have been submitted to the Minnesota Historical Society for final review. The State Historical Society does have thirty (30) days to review and approve the plans before they become property of the City.

As you all well know, 2020 was tough year on everyone. CoVid and CDC put a lot of restrictions and limitations on individuals, meetings, and group gatherings. As a committee it was very challenging to get anything accomplished under the strict and limited guidelines.

Because of the restrictions in 2020, I would like to ask for a one (1) year extension on the Water Tower, as the Committee has made great strides since January 2021. I request to have the deadline extended to September of 2022. Giving the committee time to raise the required funds through public donations, federal grants, state grants and any other means possible.

As I said during the council meeting, the group has raised over \$44,000 thousand dollars with another \$24,000 in private pledges which I hope to make public very soon. Along with other grant possibilities, public awareness campaigns and fund-raising events, the future does look very bright.

Based on a REVISED preliminary cost estimate to renovate the water tower (see attached appendix A) as submitted to the State Historical Society, I am in the process of applying for another State Historical Society Grant in the Amount of \$ 324,086.00. Of which I am asking the City of Brained to match the State Historical Society portion of the grant for \$ 162,043.00.

This money will help fund Phase One and Two renovation costs of the tower, Including a new roof, renovation of the interior and exterior steel staircase, Exterior Windows, New Lighting and Relocation of the Existing Flag Poles.

Grant application is due on Friday, July 23rd and will be submitted when I return.

I understand that this is a lot to ask for and does not cover total renovation of the tower. However, without a new roof the Water Tower will not last forever .

This is our first and very important step to preserving Brainerd's Historic Past and Iconic Structure.

So, what I am asking for is a one-year extension so that we as a committee may continue to seek public awareness and funding. And for the City Council to approve the use of \$ 162,043.00 in a matching grant with the State Historical Society.

Thank You for Your Time and Support

A handwritten signature in blue ink, appearing to read 'P. Skogen', is written over the printed name.

Paul Skogen

Chairman Citizens Committee to Save the Historic Brainerd Water Tower

Brainerd Water Tower Cost Estimate 7/9/2021

QTY UNIT COST per Unit Subtotal

PHASE 1: Scope Item 1 - Roof

Remove approximately 6' of waterproofing and brick liner at interior of bowl	785	SF	\$12.00	\$9,420.00
New Structural columns, beams, and TJI joists	1	EA	\$55,000.00	\$55,000.00
New roofing, flashing, counterflashing, and insulation to create positive drainage	1360	SF	\$20.00	\$27,200.00
Plywood roof deck	1360	SF	\$2.50	\$3,400.00
New roof hatch	1	EA	\$1,350.00	\$1,350.00
Roof Drain	1	EA	\$500.00	\$500.00
Fixed ladder with fall arrest kit and extendable safety post	1	EA	\$2,500.00	\$2,500.00
New downspouts to roof drain below	40	LF	\$20.00	\$800.00
Reinstall existing flag lighting at new roof	1	EA	\$1,200.00	\$1,200.00
Access and Material Delivery	1	EA	\$50,000.00	\$50,000.00

Phase 1 Construction Total \$151,370.00

Construction Administration Design Services (5% of Construction Costs) \$7,568.50

Mobilization (5% of construction budget) \$7,568.50

General Conditions (10% of construction budget) \$15,137.00

Contingencies (10% of construction budget) \$15,137.00

Phase 1 Grand Total \$196,781.00**PHASE 2: Scope Item 2 - Stairs**

Misc. structural improvements	1	EA	\$4,500.00	\$4,500.00
Prep and paint entire stairs and ladder to bottom of bowl	1,285	SF	\$25.00	\$32,125.00

Scope Item 2 Total \$36,625.00

PHASE 2: Scope Item 3 - Windows

Petrographic mortar testing	1	EA	\$2,000.00	\$2,000.00
Repoint brick surrounds	135	SF	\$45.00	\$6,075.00
Rehabilitate windows	12	EA	\$1,200.00	\$14,400.00
Lift cost	1	ea	\$10,000.00	\$10,000.00

Scope Item 3 Total \$32,475.00

PHASE 2: Scope Item 4 - Lighting

Install new lighting at dome and shaft	18	EA	\$1,400.00	\$25,200.00
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Scope Item 4 Total \$25,200.00

Phase 2 Construction Total \$94,300.00

Construction Administration Design Services (5% of Construction Costs) \$4,715.00

Mobilization (5% of construction budget) \$9,430.00

General Conditions (10% of construction budget) \$9,430.00

Contingencies (10% of construction budget) \$9,430.00

Phase 2 Grand Total \$127,305.00

ALL PHASES GRAND TOTAL \$324,086.00

PROJECT TEAM

CLIENT	ARCHITECT	STRUCTURAL ENGINEER
CITY OF BRAINERD 501 LAUREL STREET BRAINERD, MN 56401 PHONE: (21) 828-2307 CONTACT: PAUL SANDY CITY ENGINEER PSANDY@CI.BRAINERD.MN.US	LHB, INC. 701 N WASHINGTON AVE SUITE 201 MINNEAPOLIS, MN PHONE: (612) 766-2811 CONTACT: MIKE LOVATO, AIA MIKE.LOVATO@LHBCORP.COM	MATTSON MACDONALD YOUNG BASSETT CREEK BUSINESS CENTER 901 NORTH 3RD ST, SUITE 100 MINNEAPOLIS, MN 55401 PHONE: (612) 827-7825 CONTACT: KEN GREEN KENG@MATTSONMACDONALD.COM

This project has been financed in part with funds provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society. Post a project identification sign in a prominent location while work is in progress on a historic property.



BRAINERD WATER TOWER

NEW ROOF AND IMPROVEMENTS
624 WASHINGTON ST, BRAINERD, MN 56401

FINAL MNHS SET 7/9/2021



PERFORMANCE
DRIVEN DESIGN.
LHBcorp.com

21 W. Superior St., Ste 500 | Duluth, MN 55802 | 218.727.8446

CLIENT:
CITY OF BRAINERD

501 LAUREL STREET
BRAINERD, MN 56401

STATE MAP



SHEET INDEX

#	SHEET NAME
G001	PROJECT TITLE SHEET
G002	NOTES, LEGENDS, & ABBREVIATIONS
A101	PLANS
A201	EXTERIOR ELEVATIONS
A301	BUILDING SECTION
A601	PHASE 2 WINDOW REPAIRS
A501	EXTERIOR DETAILS
S0.00	STRUCTURAL NOTES
S0.01	SPECIAL INSPECTIONS AND STRUCTURAL ABBREVIATIONS
S1.00	BOWL PLANS
S2.00	DETAILS AND SECTIONS

PROJECT PHASING

PHASE 1) IMPROVEMENTS RELATED TO THE INSTALLATION OF A NEW BOWL ROOF STRUCTURE.

PHASE 2) WINDOW REHABILITATION AND PAINTING OF STEEL STAIRS.

LOCATION MAP



THIS SQUARE APPEARS 1/2"x1/2"
ON FULL SIZE SHEETS

4	7/9/2021	FINAL
3	5/14/2021	90% MNHS REVIEW
2	1/20/2021	60% MNHS REVIEW
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PROJECT NAME:
BRAINERD WATER
TOWER NEW ROOF &
IMPROVEMENTS

624 WASHINGTON ST,
BRAINERD, MN 56401

DRAWING TITLE:
PROJECT TITLE SHEET

DRAWN BY: Author
CHECKED BY: Checker
PROJ. NO: 190190
DRAWING NO:

G001

REFERENCE INDICATORS

ROOM NAME 101A	ROOM NAME/ NUMBER
22	KEYNOTES
1	REVISION NUMBER
1 G0.01	REFERENCE TAG
	SECTION REFERENCE
	BUILDING SECTION REFERENCE
1 A5.01	EXTERIOR ELEVATION REFERENCE
1 A5.03	INTERIOR ELEVATION REFERENCE
00	WINDOW/ LOUVER TAG
101A.1	DOOR TAG
A	WALL/ PARTITION TYPE. SEE PARTITION TYPES FOR ADDITIONAL INFO
	ELEVATION INDICATOR

MATERIALS

	FACE BRICK
	CAST-IN-PLACE CONCRETE
	CONCRETE BLOCK
	CONCRETE BLOCK (LARGE SCALE)
	WOOD STUD PARTITION
	METAL STUD PARTITION
	BATT INSULATION
	EXTERIOR RIGID INSULATION
	PLYWOOD
	WOOD BLOCKING
	FINISH WOOD
	GYPSUM BOARD OR PLASTER
	METAL
	STONE
	EXISTING

PROJECT GENERAL NOTES

- A. ALL WORK SHALL BE PERFORMED IN STRICT CONFORMANCE WITH LAWS, ORDINANCES, RULES, CODES AND REGULATIONS OF GOVERNMENT AUTHORITIES HAVING JURISDICTION.
- B. THE GENERAL CONTRACTOR, ASSOCIATED SUBCONTRACTORS, AND ALL OF THEIR SUBORDINATES (REGARDLESS OF THE TRADE INVOLVED) SHALL FAMILIARIZE THEMSELVES WITH ALL INFORMATION LOCATED WITHIN THE COMPLETE CONSTRUCTION DOCUMENT SET (ALL DRAWINGS AND SPECIFICATIONS) PRIOR TO CONSTRUCTION.
- C. CONTRACTOR(S) SHALL MAINTAIN CURRENT RECORD DRAWINGS ON SITE AT ALL TIMES.
- D. BEFORE COMMENCEMENT OF WORK, THE CONTRACTOR AND ASSOCIATED SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS AND CONDITIONS SHOWN IN THE CONTRACT DOCUMENTS. THIS INCLUDES REVIEW AND VERIFICATION THAT DIMENSIONS, LOCATIONS, AND REQUIREMENTS SHOWN ON THESE PLANS ARE ACCEPTABLE FOR INSTALLATION AND PROPER USE OF THEIR RESPECTIVE SYSTEMS, MATERIALS AND EQUIPMENT. ANY DEVIATIONS, DISCREPANCIES, AND/OR CONFLICTS SHALL BE REPORTED IN WRITING TO THE ARCHITECT.
- E. PRIOR TO COMMENCEMENT OF ANY OPERATION, EACH CONTRACTOR SHALL EXAMINE WORK PERFORMED BY OTHERS TO WHICH THEIR WORK ADJOINS OR IS APPLIED, AND REPORT TO THE ARCHITECT ANY CONDITIONS PREVENTING SATISFACTORY ACCOMPLISHMENT OF THEIR WORK. STARTING WORK OF ANY OPERATION SHALL INDICATE ACCEPTANCE OF CONDITIONS.
- F. COORDINATE ALL WORK INDICATED BY CIVIL, ARCHITECTURAL, MECHANICAL, ELECTRICAL, PLUMBING, FIRE PROTECTION, AND STRUCTURAL WORK SHOWN BY ONE TRADE MAY AFFECT ANOTHER.
- G. ALL CONSTRUCTION SCHEDULING AND SEQUENCING SHALL BE COORDINATED WITH THE OWNER PRIOR TO BEGINNING WORK.
- H. GENERAL CONTRACTOR IS RESPONSIBLE FOR PROJECT SECURITY. CONTRACTOR SHALL BECOME FAMILIAR WITH & COMPLY WITH OWNER'S PROCEDURES FOR MAINTAINING A SECURE SITE & BUILDING.
- I. COORDINATE ALL SHOP DRAWING SUBMITTALS, INCLUDING THE PRODUCT AND EQUIPMENT SIZES, SPECIFICATIONS AND MANUFACTURERS INSTALLATION INSTRUCTIONS, WITH THE PLANS IN THE DOCUMENTS. NOTIFY THE ARCHITECT IMMEDIATELY IF THERE ARE ANY DISCREPANCIES, CONFLICTS, OR ADDITIONAL REQUIREMENTS THAT NEED CLARIFICATION AND/OR FURTHER DIRECTION.
- J. DRAWINGS ARE NOT TO BE SCALED. DIMENSIONS GOVERN, LARGE SCALE DETAILS GOVERN OVER SMALL SCALE. CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AND FIELD CONDITIONS PRIOR TO COMMENCEMENT OF WORK, AND SHALL NOTIFY ARCHITECT IMMEDIATELY IF ANY CONFLICTS OR DISCREPANCIES OCCUR.
- K. MATERIALS AND NOTES COMMON TO SEVERAL DRAWINGS MAY BE NOTED ON ONLY ONE DRAWING. CONTRACTORS SHALL BE RESPONSIBLE FOR ENTIRE SET OF DOCUMENTS. REVIEW SPECIFICATIONS FOR INSTRUCTIONS NOT SHOWN ON DRAWINGS.
- L. REFERENCES SHOWN ON DRAWINGS DO NOT NECESSARILY INDICATE ALL LIKE CONDITIONS AND DO NOT LIMIT APPLICATION OF DRAWING OR DETAIL WHERE SPECIFIC DIMENSION, DETAILS, OR DESIGN INTENT CANNOT BE DETERMINED. CONSULT THE ARCHITECT PRIOR TO PROCEEDING WITH WORK.
- M. CONTRACTOR SHALL ARRANGE TO ACCOMMODATE "NOT IN CONTRACT" WORK. WHEN INFORMATION IS INADEQUATE, REQUEST FURTHER INSTRUCTIONS BEFORE PROCEEDING.
- N. CONTRACTOR SHALL PERFORM HIGH QUALITY WORK. MATERIALS INSTALLED TO UNIFORM ACCURATE FIT SO THEY MEET WITH NEAT, STRAIGHT LINES, FREE OF OPEN SEAMS OR OVERLAPS. INSTALL EXPOSED MATERIALS APPROPRIATELY LEVEL, PLUMB AND AT ACCURATE RIGHT ANGLES, OR FLUSH WITH ADJOINING MATERIALS. WORK OF EACH TRADE SHALL MEET OR EXCEED ALL NATIONAL STANDARDS PUBLISHED BY THE TRADE.
- O. COORDINATE WITH ALL SUBCONTRACTORS, ANY REQUIRED OPENINGS, INCLUDING THOSE NOT INDICATED IN THE CONSTRUCTION DOCUMENT.
- P. WHERE ACCESS PANELS ARE REQUIRED FOR EQUIPMENT, UTILITIES, OR DEVICES, THOSE PANELS SHALL BE INSTALLED WHETHER OR NOT THEY ARE SPECIFICALLY SHOWN ON THE DRAWINGS. WHEN INSTALLED IN A FIRE RATED ASSEMBLY, THE ACCESS PANEL MUST BE FIRE RATED TO MATCH THE RATING OF THAT ASSEMBLY. VERIFY ALL PANEL LOCATIONS WITH ARCHITECT AND OWNER BEFORE INSTALLING.
- Q. CONTRACTOR SHALL MAINTAIN CLEAN AND PRESENTABLE WORK AND STORAGE AREAS, AND SHALL NOT ALLOW ANY MATERIAL AS A RESULT OF DEMOLITION OR CONSTRUCTION TO ACCUMULATE.
- R. CONTRACTOR SHALL TAKE CARE TO PROTECT NEWLY INSTALLED MATERIALS.
- S. PRIOR TO FINAL INSPECTION OF AND ACCEPTANCE OF THIS PROJECT, THE CONTRACTOR SHALL HAVE PROJECT AREA FREE FROM ALL CONSTRUCTION DEBRIS, SCRAPS, MATERIAL, AND EQUIPMENT.
- T. UPON COMPLETION OF WORK, CONTRACTOR SHALL REMOVE ALL CONSTRUCTION DEBRIS. ALL AREAS AFFECTED BY THE PROJECT SHALL BE DELIVERED CLEAN, WHOLE, TIGHT, AND FIT FOR IMMEDIATE OCCUPANCY.
- U. THE CONTRACTOR SHALL ACCEPT THE PROJECT SITE AS IT EXISTS. ALL EXISTING DIMENSIONS AND EXISTING CONDITIONS WHETHER OR NOT SPECIFICALLY NOTED ON THE DRAWINGS SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO THE COMMENCEMENT OF ANY WORK. NOTIFY THE ARCHITECT IMMEDIATELY OF ANY CONFLICTS OR DISCREPANCIES.
- V. GENERAL CONTRACTOR SHALL TAKE PRECAUTIONS TO MAINTAIN & PROTECT EXISTING EQUIPMENT, SYSTEMS & FINISHES WHICH ARE TO REMAIN. ANY DAMAGES TO SUCH EQUIPMENT, SYSTEMS & FINISHES SHALL BE IMMEDIATELY REPAIRED IN A MANNER ACCEPTABLE TO THE OWNER'S REPRESENTATIVE. IF SATISFACTORY REPAIRS CANNOT BE MADE, CONTRACTOR SHALL REPLACE EQUIPMENT, SYSTEMS & FINISHES WITH LIKE NEW QUALITY ACCEPTABLE TO THE OWNER. ALL REPAIRS & REPLACEMENT COSTS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- W. THE ARCHITECTURAL DRAWINGS SHOW PRINCIPAL AREAS AND LIMITS OF CONSTRUCTION WHERE WORK MUST BE ACCOMPLISHED UNDER THIS CONTRACT. INCIDENTAL WORK MAY BE NECESSARY IN AREAS NOT SHOWN ON ARCHITECTURAL DRAWINGS DUE TO CHANGES AFFECTING ELECTRICAL, MECHANICAL AND PLUMBING ALONG WITH OTHER SYSTEMS. THIS INCIDENTAL WORK SHALL BE PART OF THIS CONTRACT, AND ALL TRADES SHALL INSPECT THESE AREAS, ASCERTAIN WORK REQUIRED AND DO THE WORK IN ACCORDANCE WITH CONTRACT REQUIREMENTS AT NO ADDITIONAL COST.
- X. ADJACENT AREAS WILL BE OCCUPIED FOR THE DURATION OF DEMOLITION AND CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING SAFE ACCESS AND EGRESS IN COMPLIANCE WITH ALL APPLICABLE CODES AND REGULATIONS. CONTRACTOR SHALL COORDINATE SCHEDULING OF DISRUPTIVE ACTIVITIES WITH THE OWNER.
- Y. CONTRACTORS TO PROVIDE TEMPORARY PARTITIONS AND DUST CONTROL AT ALL LOCATIONS WHERE WORK OCCURS IN CORRIDORS AND/OR CANNOT BE CONTAINED WITHIN ROOMS.
- Z. CONTRACTOR SHALL PATCH AND REPAIR ANY AND ALL FLOORS, WALLS, BASE, CEILING, ETC. IN A WORKMANSHIP-LIKE MANNER TO MATCH THE SURROUNDING SURFACE AREAS WHERE THERE IS DAMAGE BECAUSE OF REMOVAL OR REPLACEMENT OF EXISTING CONSTRUCTION.
- AA. OWNER'S LIFE SAFETY AND INFORMATION TECHNOLOGY SYSTEMS SHALL REMAIN FUNCTIONAL THROUGHOUT THE DURATION OF DEMOLITION AND CONSTRUCTION ACTIVITIES. SERVICES TO ADJACENT AREAS SHALL NOT BE DISRUPTED UNLESS COORDINATED IN ADVANCE WITH THE OWNER PER SPECIFICATION REQUIREMENTS.
- BB. REPLACE DAMAGED SOD/SOIL DUE TO CONSTRUCTION RELATED ACTIVITIES WITH BLACK DIRT AND NEW SOD TO ACHIEVE A UNIFORM SURFACE AND APPEARANCE.
- CC. ALL CONTRACTORS AND SUBCONTRACTORS TO COMPLY WITH MINNESOTA STATE (OR OTHER OWNER REQUIRED) STANDARD SPECIFICATIONS AND STANDARD PROCEDURES.
- DD. ALL ELECTRICAL, MECHANICAL, PLUMBING, AND FIRE PROTECTION WORK IS DESIGN-BUILD. COORDINATE REQUIREMENTS WITH ARCHITECTURAL DRAWINGS AND TENANT. (OR OWNER).

ABBREVIATIONS

A	AB	Absolute	D	DBL	Depth	H	HC	Hollow Core	P	PC	Portland Cement	T	T	Tread, Toilet
	AC	Acoustic		DEMO	HD		Hand Dryer	PBD		Particle Board	TB		Towel Bar	
	ACBD	Acoustic Board		DET	HDBD		Hardboard	PERF		Perforated	TD		Towel Dispenser	
	ACT	Acoustical Ceiling Tile		DF	Drinking Fountain		HDWD	Hardwood		PL	Plate		TEL	Telephone
	ADDM	Addendum		DIA	Diameter		HNDRL	Handrail		PLAS	Plaster		TEMP	Tempered
	ADJ	Adjacent		DIM	Dimension		HM	Hollow Metal		PLAM	Plastic Laminate		TER	Terrazzo
	ADJ	Adjoining		DISP	Dispenser		HORIZ	Horizontal		PLYWD	Plywood		TKBD	Tack Board
	ADJ	Adjustable		DN	Down		HT	Height		PREFIN	Prefinished		T&G	Tongue and Groove
	AFF	Above Finished Floor		DR	Door					PTD	Paper Towel Dispenser		T.O.	Top of
	AHU	Air Handling Unit		DR	Drain					PTH	Paper Towel Holder		TPD	Toilet Paper Dispenser
ALT	Alternate	DR	Drain			PT	Paint	TYP	Typical					
ALUM	Aluminum	DS	Down Spout											
AP	Access Panel	DT	Drain Tile											
APPROX	Approximate	DW	Dishwasher			I, J, K								
ARCH	Architect	DWG	Drawing			ID	Inside Diameter							
AWT	Acoustical Wall Treatment					INSUL	Insulation							
						INT	Interior							
						JAN	Janitor							
						JST	Joist							
						JT	Joint							
B			E	(E)	East	L	LAV	Lavatory	R	R	Riser, Radius, Range	V		
	BB	Bulletin Board		EA	Existing		RD	Roof Drain		VB	Vinyl Base			
	BD	Board		EF	Each Face		REC	Recessed		VCT	Vinyl Composition Tile			
	BITUM	Bituminous		EFIS	Exterior Finish Insulation		REF	Refrigerator		VERT	Vertical			
	BLKG	Blocking		EJ	Expansion Joint		REIN	Reinforced		VIF	Verify in Field			
	BLK	Block		EL	Elevation		REQD	Required		VWC	Vinyl Wall Covering			
	BM	Bench Mark, Beam		ELEC	Electrical		RESIL	Resilient						
	BMU	Burnished Masonry Unit		ELEV	Elevator		RM	Room						
	BOT	Bottom		ENCL	Enclosure		RO	Rough Opening						
	BRG	Bearing		EQ	Equal		RS	Rough Sawn						
BUR	Built-Up Roofing	EW	Each Way	RTF	Rubber Tile Flooring									
		EWC	elec. Water Cooler											
		EXP	Expansion, Exposed											
		EXPMATL	Expansion Material											
		EXT	Exterior											
		EXIST	Existing											
C			F	FD	Floor Drain	M	MATL	Material	S	S	South	W, X, Y, Z	W	West
	CAB	Cabinet		FDTN	Foundation		MAX	Maximum		SAT	Suspended Acoustical Tile		W	With
	CB	Catch Basin		FE	Fire Extinguisher		MECH	Mechanical		SC	Solid Core		W/O	Without
	CI	Cast Iron		FEC	Fire Extinguisher Cabinet		METMTL	Metal		SCHED	Schedule		WC	Water Closet
	CJ	Control Joint		FIN	Finish		MO	Masonry Opening		SECT	Section		WD	Wood
	CT	Ceramic Tile		FLR	Floor		MR	Moisture Resistant		SD	Soap Dispenser		WDW	Window
	CEM	Cement		FP	Fireproofing		MTG	Mounting		SGD	Sliding Glass Door		WGL	Wire Glass
	CEMPLAS	Cement Plaster		FR	Frame					SGT	Structural Glazed Tile		WH	Water Heater
	CHBD	Chalk Board		FT	Foot					SHHTG	Sheathing		WWM	Welded Wire Mesh
	CG	Corner Guard		FTG	Footing					SIM	Similar		WI	Wrought Iron
CL	Center Line	FWC	Fabric Wall Covering			SND	Sanitary Napkin Dispenser							
CLG	Ceiling					SPEC	Specification							
CLR	Clear					SQ FT	Square Foot							
CMU	Concrete Masonry Unit					SS	Stainless Steel							
CO	Column					STL	Steel							
COICOR	Contracting Officer (Rep)					STOR	Storage							
COL	Column					STRUCT	Structural							
COMP	Composition					SUSP	Suspended							
CONC	Concrete					SV	Sheet Vinyl							
CONF	Conference													
CONT	Continuous													
CONTR	Contractor													
CPT	Carpet													
CSG	Casing													
CUH	Cabinet Unit Heater													



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CLIENT:

CITY OF BRAINERD

501 LAUREL STREET
BRAINERD, MN 56401

THIS SQUARE APPEARS 1/2"x1/2"
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PROJECT NAME:

BRAINERD WATER
TOWER NEW ROOF &
IMPROVEMENTS

624 WASHINGTON ST,
BRAINERD, MN 56401

DRAWING TITLE:

NOTES, LEGENDS, &
ABBREVIATIONS

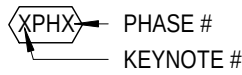
DRAWN BY: Author
CHECKED BY: Checker
PROJ. NO: 190190
DRAWING NO:

G002

GENERAL SHEET NOTES

- A. GENERAL NOTES APPLY TO ALL DRAWING SHEETS.
- B. PROTECT ALL AREAS AND FEATURES ADJACENT TO WORK.
- C. COORDINATE ARCHITECTURAL DRAWINGS WITH DRAWINGS BY STRUCTURAL. NOTE: SYMBOLS USED IN PLANS BY OTHER DISCIPLINES MAY DIFFER FROM ARCHITECTURAL SYMBOLS.

KEYED SHEET NOTES

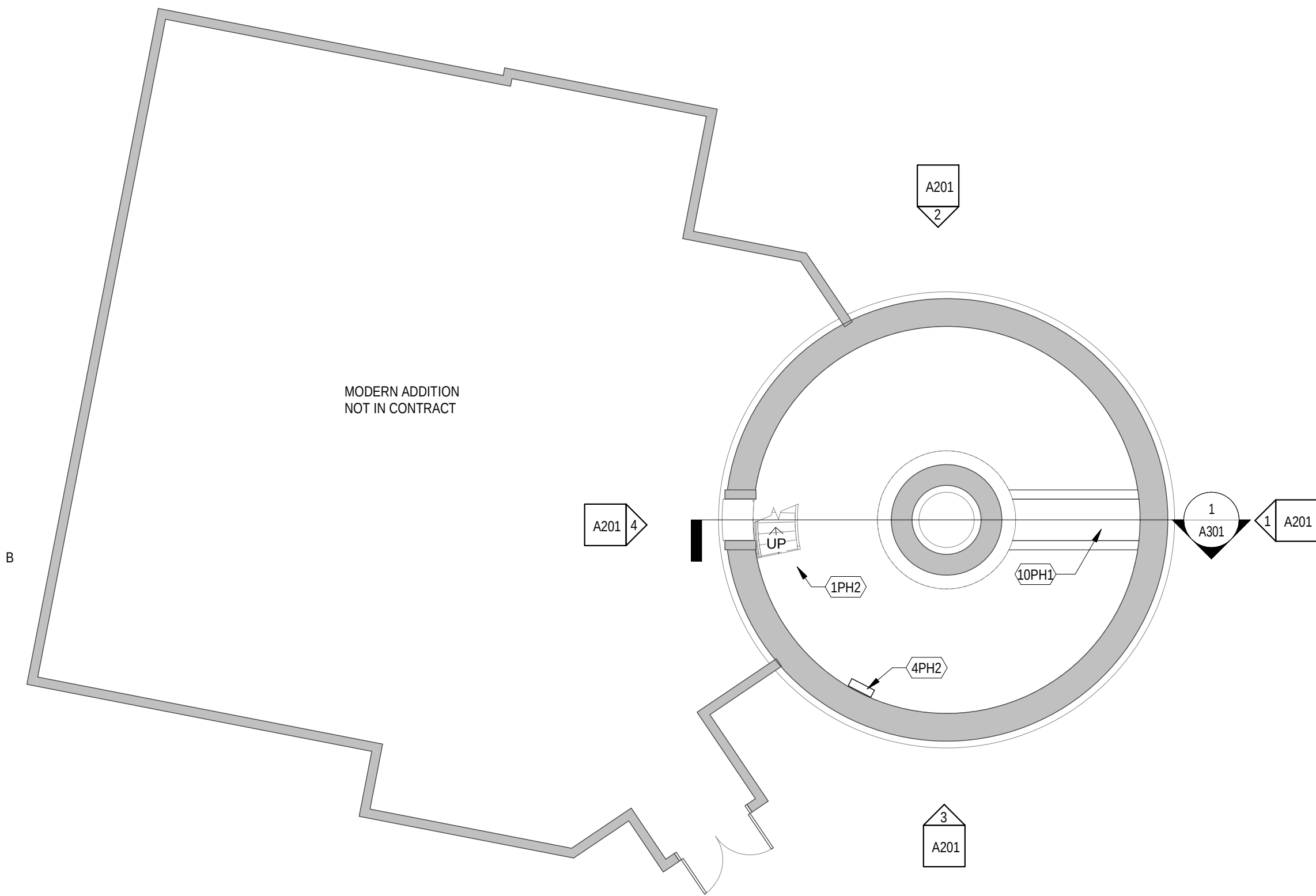


PHASE 1

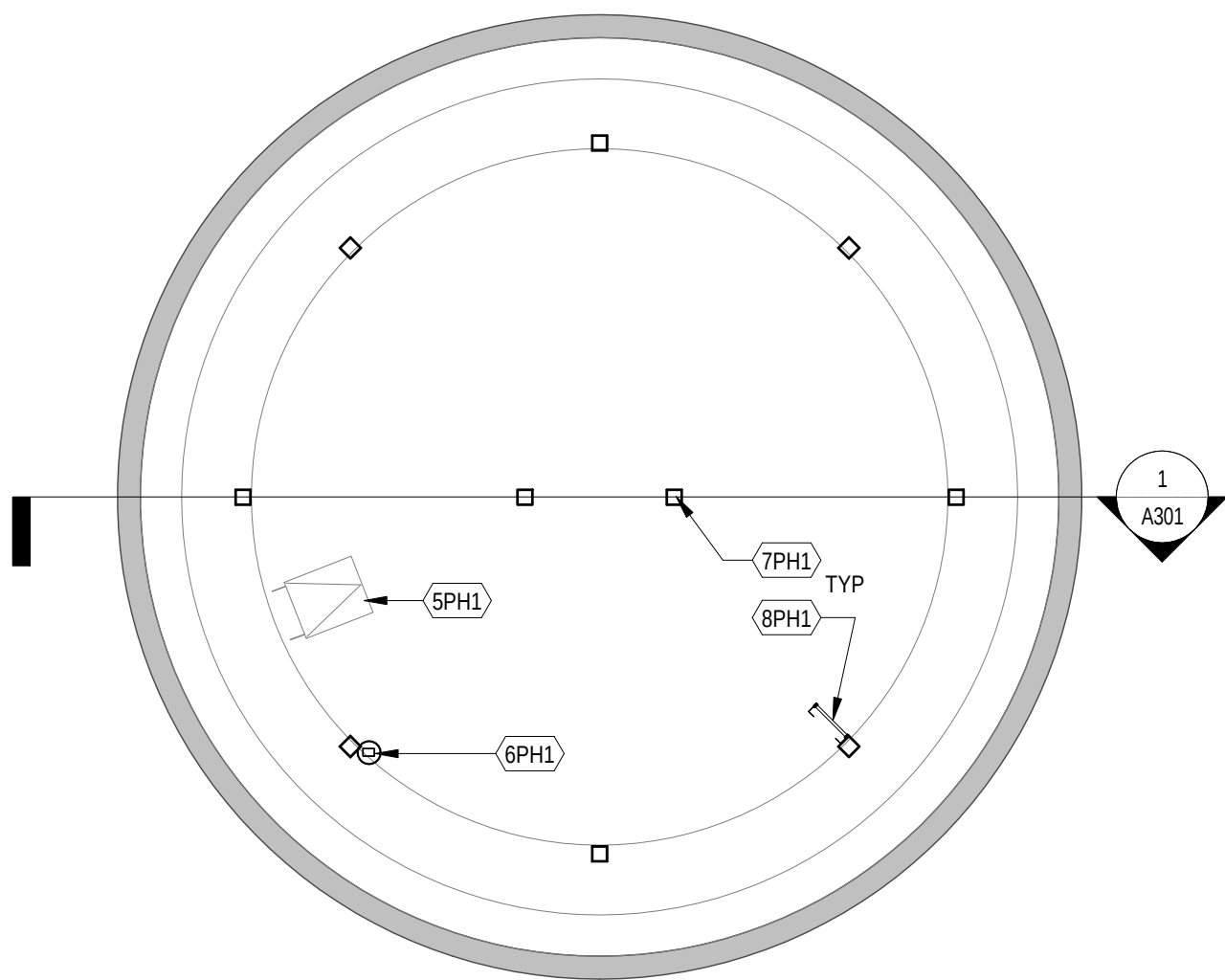
- 1PH1 REMOVE (E) BRICK BOWL LINER AND UNDERLYING BITUMINOUS WATERPROOFING TO BELOW (N) ROOF LEVEL AT ENTIRE PERIMETER.
- 2PH1 (N) MEMBRANE ROOF. SLOPE 1/4" PER FOOT TO DRAIN. PROVIDE SHT METAL FLASHING AT ALL PENETRATIONS. PROVIDE SHT MTL FLASHING IN REGLET & COUNTERFLASHING AT ENTIRE PERIMETER.
- 3PH1 (N) 30" x36" ROOF HATCH WITH SKYLIGHT. BILCO GS-50 OR SIMILAR.
- 4PH1 EXISTING FLAG POLES TO REMAIN.
- 5PH1 (E) ROOF HATCH TO REMAIN.
- 6PH1 (N) DRAINPIPE. AFFIX TO NEAREST NEW STRUCTRAL COLUMN. DRAIN INTO (E) ROOF DRAIN.
- 7PH1 (N) STL COLUMN. SEE STRUCTURAL DRAWINGS.
- 8PH1 (N) ROOF ACCESS LADDER.
- 9PH1 (N) ROOF DRAIN. PROVIDE GUTTER TO (E) ROOF DRAIN BELOW.
- 10PH1 (E) VAULT CONTAINING CAST IRON RISER ELBOW. PROVIDE (N) DRAIN LINE FROM END OF CAST IRON RISER AND PROVIDE DRAIN TILE TO DRAIN ROOF TO ADJACENT LANDSCAPE.
- 11PH1 STL ROOF FRAMING. SEE STRUCTURAL DRAWINGS.
- 12PH1 (E) BOWL ACCESS LADDER TO REMAIN.
- 13PH1 (N) OVERFLOW DRAIN.
- 14PH1 RELOCATE (E) FLAG LIGHTING AND FLAG LIGHTING FRAME. PROVIDE FLASHING AT LIGHTING SUPPORTS PER MANUFACTURER'S STANDARD DETAIL.

PHASE 2

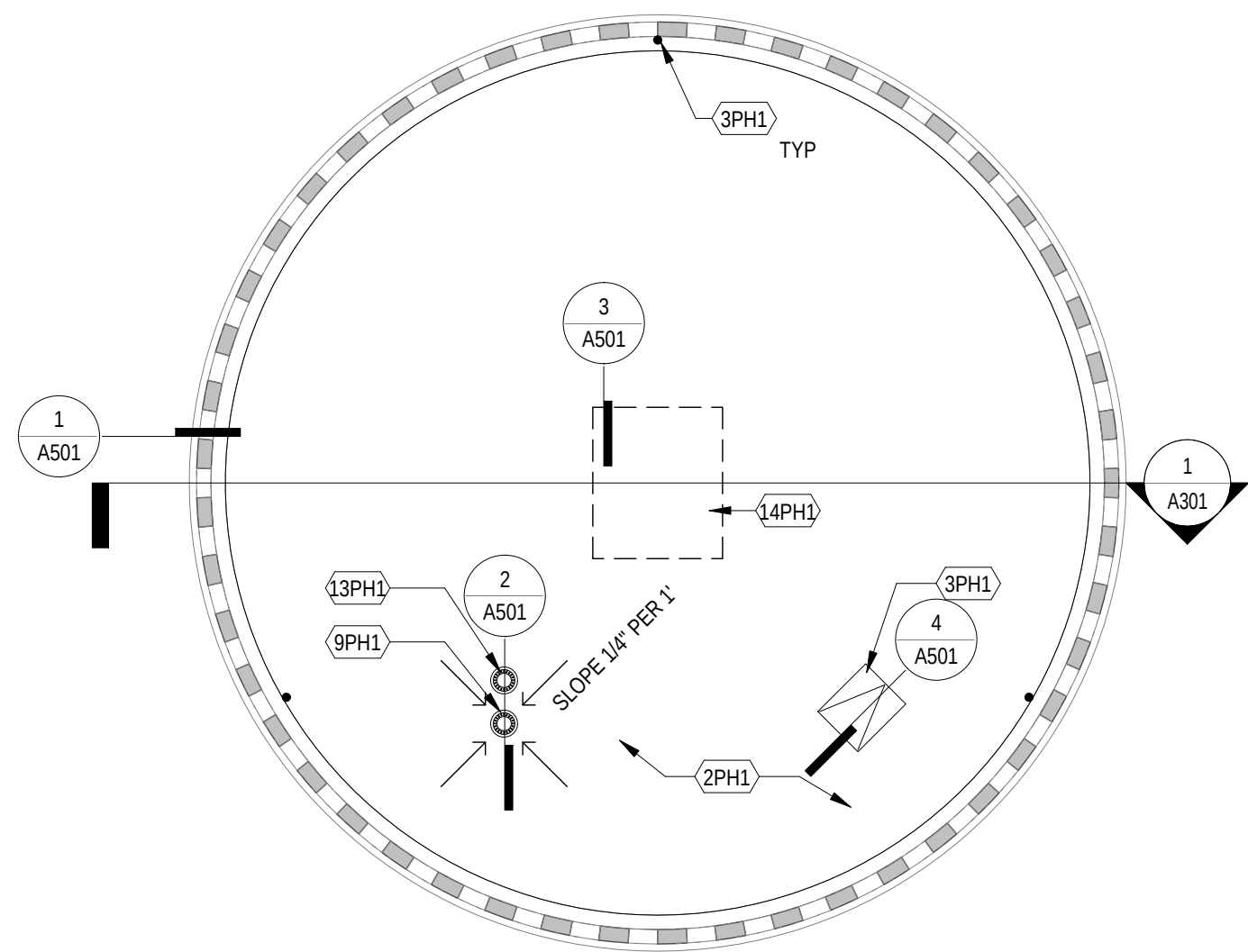
- 1PH2 (E) STL STAIRS. PREP AND PAINT TO MATCH ORIGINAL.
- 2PH2 REMOVE AND REHABILITATE WOOD CASEMENT WINDOW. REPOINT BRICK SURROUND. SEE WINDOW SCHEDULE.
- 3PH2 PROVIDE LIGHTING AT UNDERSIDE OF NEW ROOF AND ALONG INTERIOR STAIRWAY
- 4PH2 MODIFY EXISTING ELECTRICAL PANEL AS REQUIRED TO ACCOMODATE NEW LIGHTING



1 GROUND LEVEL FLOOR PLAN
1/8" = 1'-0"



2 BOWL LEVEL PLAN
1/8" = 1'-0"



3 ROOF LEVEL PLAN
1/8" = 1'-0"



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DRAWING TITLE:

PLANS

DRAWN BY: Author
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A101

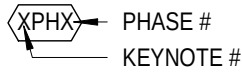


0'-0" 4'-0" 8'-0" 16'-0"

GENERAL SHEET NOTES

- A. GENERAL NOTES APPLY TO ALL DRAWING SHEETS.
- B. PROTECT ALL AREAS AND FEATURES ADJACENT TO WORK.
- C. COORDINATE ARCHITECTURAL DRAWINGS WITH DRAWINGS BY STRUCTURAL. NOTE: SYMBOLS USED IN PLANS BY OTHER DISCIPLINES MAY DIFFER FROM ARCHITECTURAL SYMBOLS.

KEYED SHEET NOTES

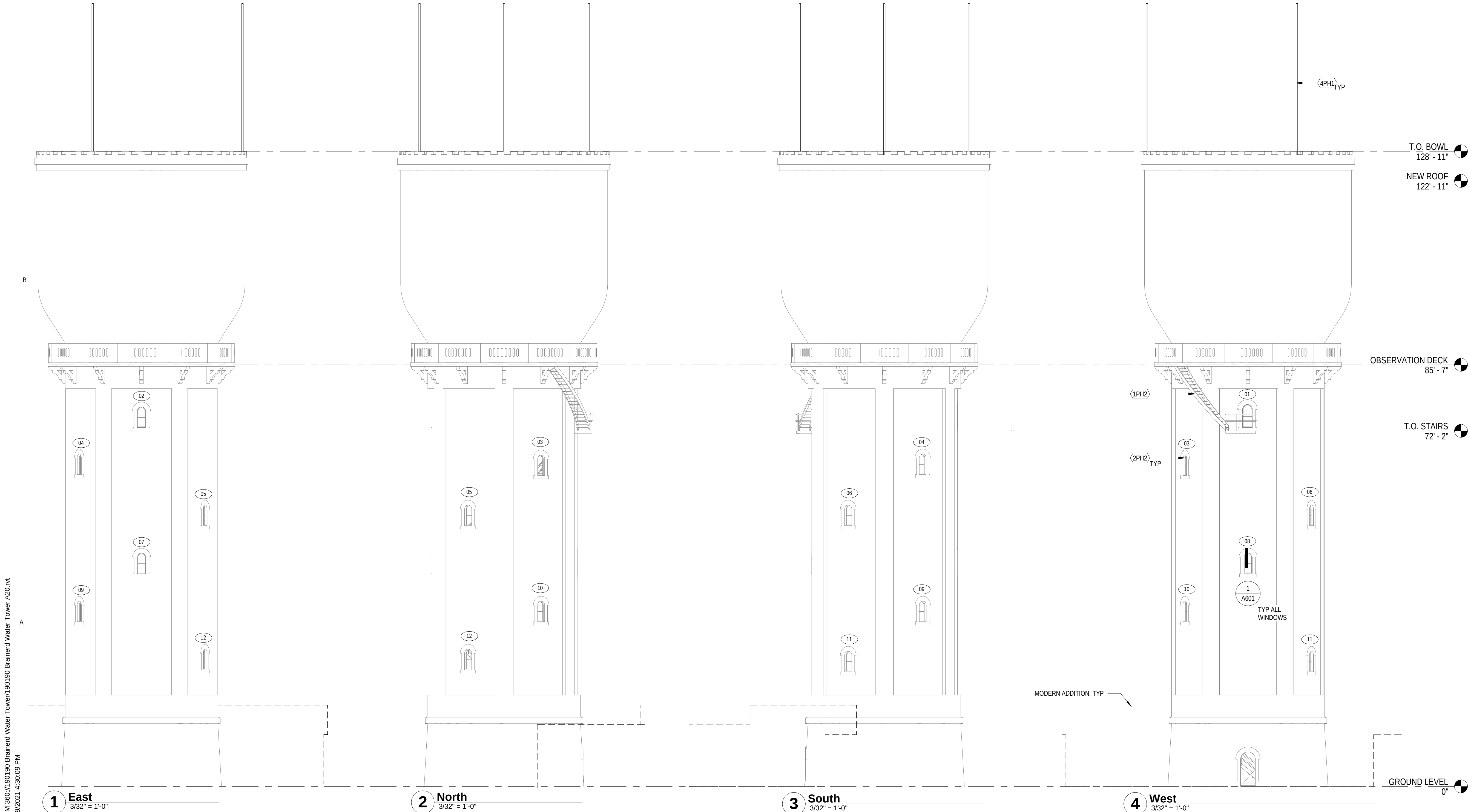


PHASE 1

- 1PH1 REMOVE (E) BRICK BOWL LINER AND UNDERLYING BITUMINOUS WATERPROOFING TO BELOW (N) ROOF LEVEL AT ENTIRE PERIMETER.
- 2PH1 (N) MEMBRANE ROOF. SLOPE 1/4" PER FOOT TO DRAIN. PROVIDE SHT METAL FLASHING AT ALL PENETRATIONS. PROVIDE SHT MTL FLASHING IN REGLET & COUNTERFLASHING AT ENTIRE PERIMETER.
- 3PH1 (N) 30" x36" ROOF HATCH WITH SKYLIGHT. BILCO GS-50 OR SIMILAR.
- 4PH1 EXISTING FLAG POLES TO REMAIN.
- 5PH1 (E) ROOF HATCH TO REMAIN.
- 6PH1 (N) DRAINPIPE. AFFIX TO NEAREST NEW STRUCTRAL COLUMN. DRAIN INTO (E) ROOF DRAIN.
- 7PH1 (N) STL COLUMN. SEE STRUCTURAL DRAWINGS.

PHASE 2

- 8PH1 (N) ROOF ACCESS LADDER.
- 9PH1 (N) ROOF DRAIN. PROVIDE GUTTER TO (E) ROOF DRAIN BELOW.
- 10PH1 (E) VAULT CONTAINING CAST IRON RISER ELBOW. PROVIDE (N) DRAIN LINE FROM END OF CAST IRON RISER AND PROVIDE DRAIN TILE TO DRAIN ROOF TO ADJACENT LANDSCAPE.
- 11PH1 STL ROOF FRAMING. SEE STRUCTURAL DRAWINGS.
- 12PH1 (E) BOWL ACCESS LADDER TO REMAIN.
- 13PH1 (N) OVERFLOW DRAIN.
- 14PH1 RELOCATE (E) FLAG LIGHTING AND FLAG LIGHTING FRAME. PROVIDE FLASHING AT LIGHTING SUPPORTS PER MANUFACTURER'S STANDARD DETAIL.
- 1PH2 (E) STL STAIRS. PREP AND PAINT TO MATCH ORIGINAL.
- 2PH2 REMOVE AND REHABILITATE WOOD CASEMENT WINDOW. REPOINT BRICK SURROUND. SEE WINDOW SCHEDULE.
- 3PH2 PROVIDE LIGHTING AT UNDERSIDE OF NEW ROOF AND ALONG INTERIOR STAIRWAY
- 4PH2 MODIFY EXISTING ELECTRICAL PANEL AS REQUIRED TO ACCOMMODATE NEW LIGHTING



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CLIENT:

CITY OF BRAINERD

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BRAINERD, MN 56401

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ON FULL SIZE SHEETS

4	7/9/2021	FINAL
3	5/14/2021	90% MNHS REVIEW
2	1/20/2021	60% MNHS REVIEW
1	8/18/2020	30% MNHS REVIEW
NO	DATE	ISSUED FOR

NO	DATE	REVISION
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PROJECT NAME:

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DRAWING TITLE:

EXTERIOR ELEVATIONS

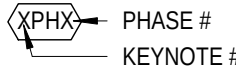
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CHECKED BY: Checker
PROJ. NO: 190190
DRAWING NO:

A201

GENERAL SHEET NOTES

- A. GENERAL NOTES APPLY TO ALL DRAWING SHEETS.
- B. PROTECT ALL AREAS AND FEATURES ADJACENT TO WORK.
- C. COORDINATE ARCHITECTURAL DRAWINGS WITH DRAWINGS BY STRUCTURAL. NOTE: SYMBOLS USED IN PLANS BY OTHER DISCIPLINES MAY DIFFER FROM ARCHITECTURAL SYMBOLS.

KEYED SHEET NOTES

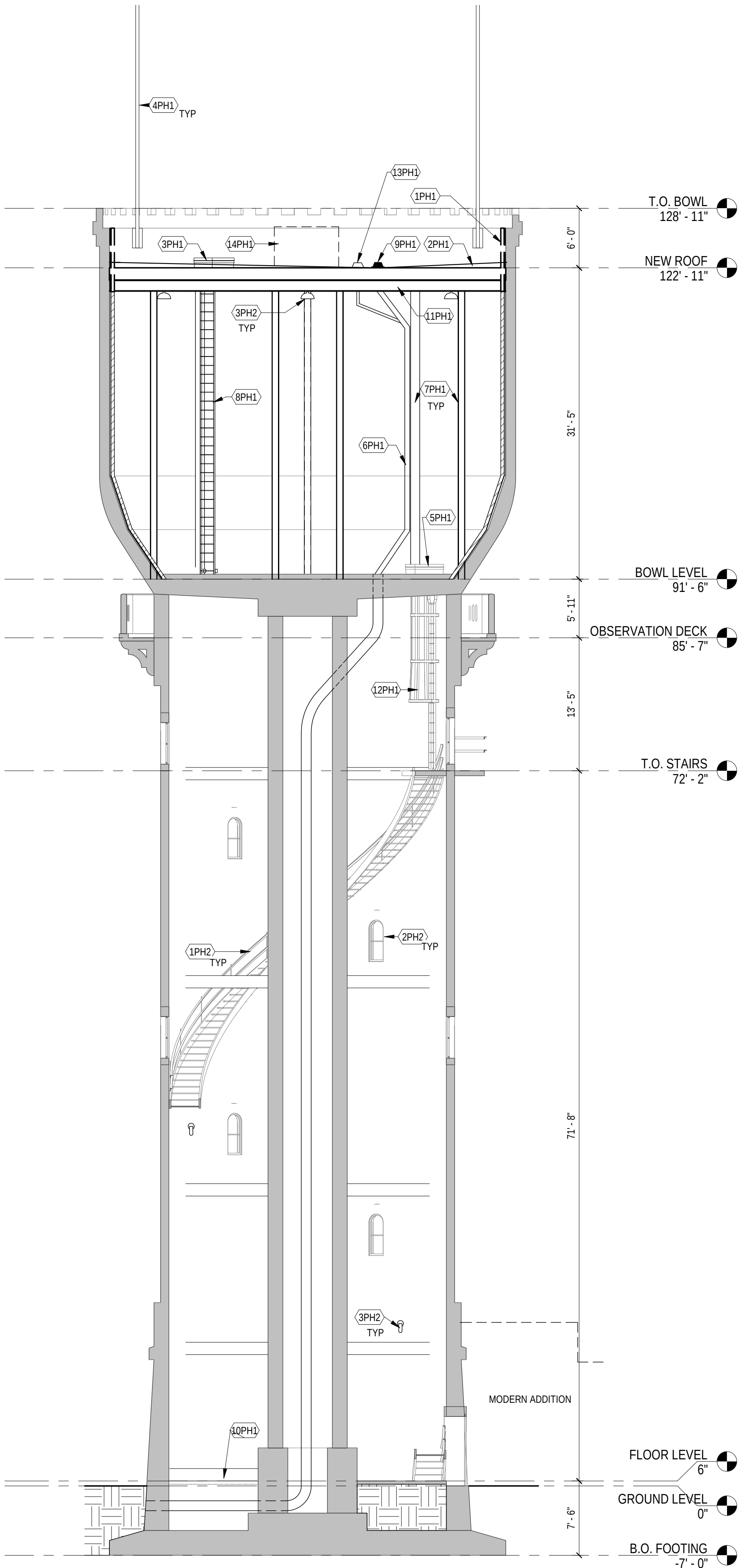


PHASE 1

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PHASE 2

- 1PH2 (E) STL STAIRS. PREP AND PAINT TO MATCH ORIGINAL.
- 2PH2 REMOVE AND REHABILITATE WOOD CASEMENT WINDOW. REPOINT BRICK SURROUND. SEE WINDOW SCHEDULE.
- 3PH2 PROVIDE LIGHTING AT UNDERSIDE OF NEW ROOF AND ALONG INTERIOR STAIRWAY
- 4PH2 MODIFY EXISTING ELECTRICAL PANEL AS REQUIRED TO ACCOMODATE NEW LIGHTING



1 EAST WEST SECTION LOOKING SOUTH
1/8" = 1'-0"



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PROJECT NAME:

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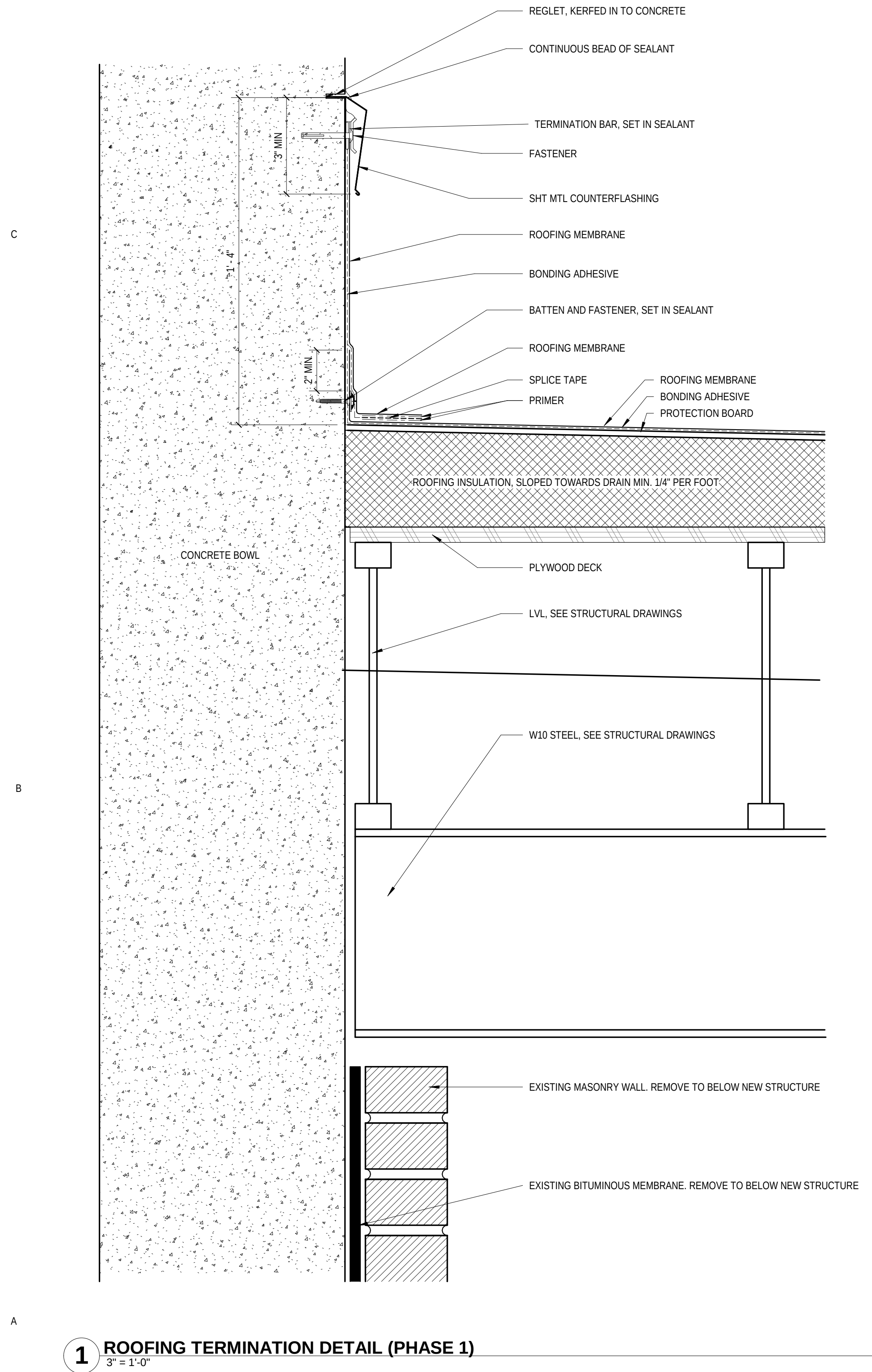
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BUILDING SECTION

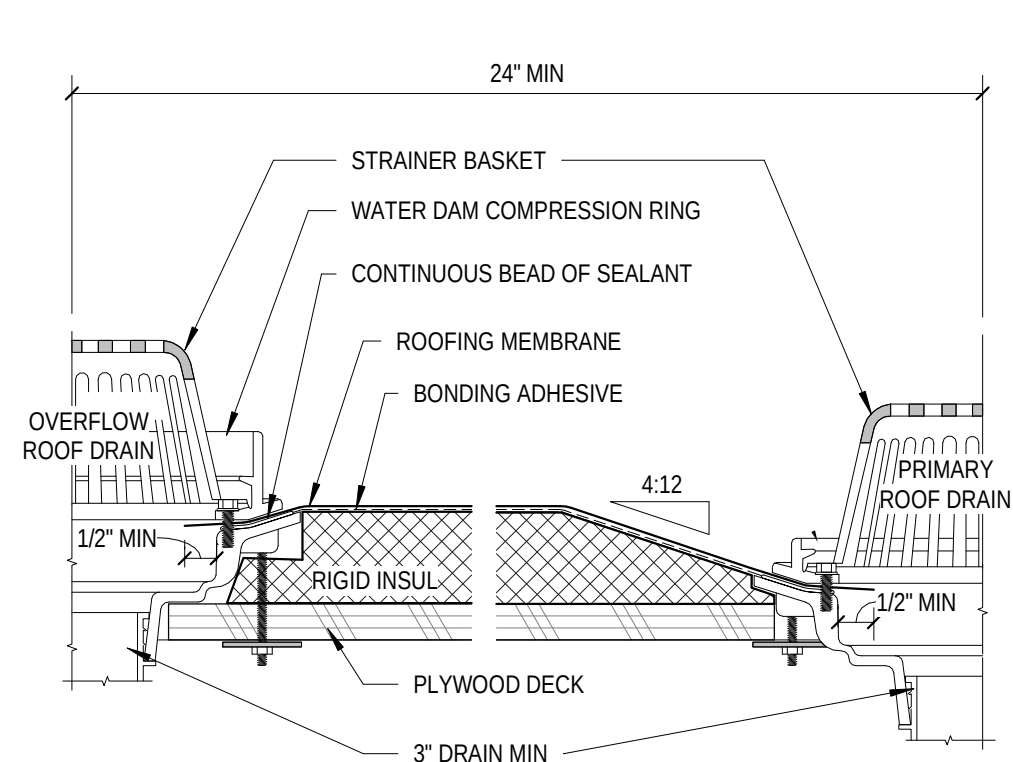
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DRAWING NO:

A301

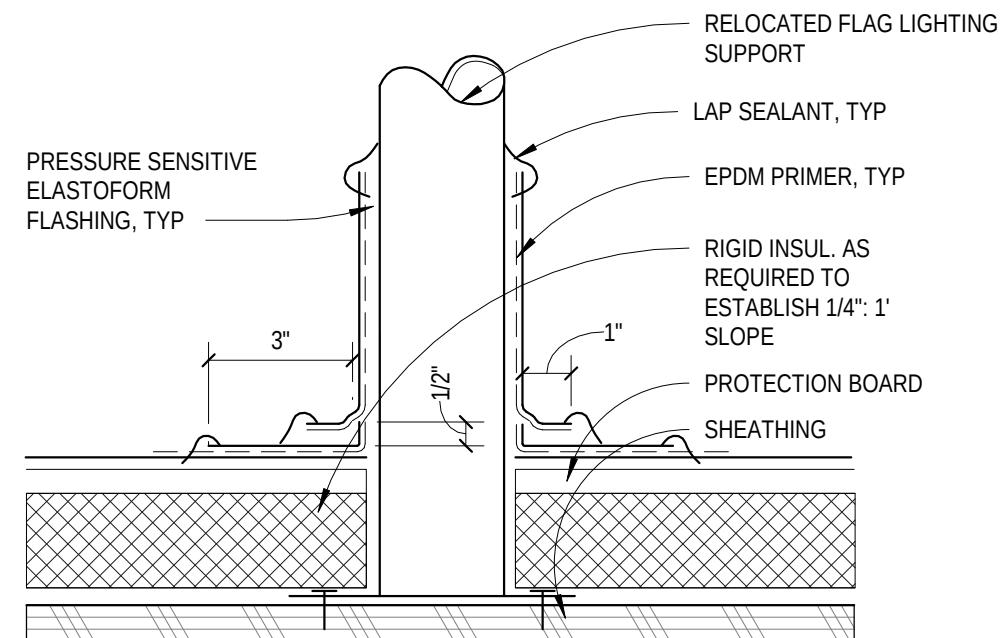
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7/9/2021 4:30:23 PM



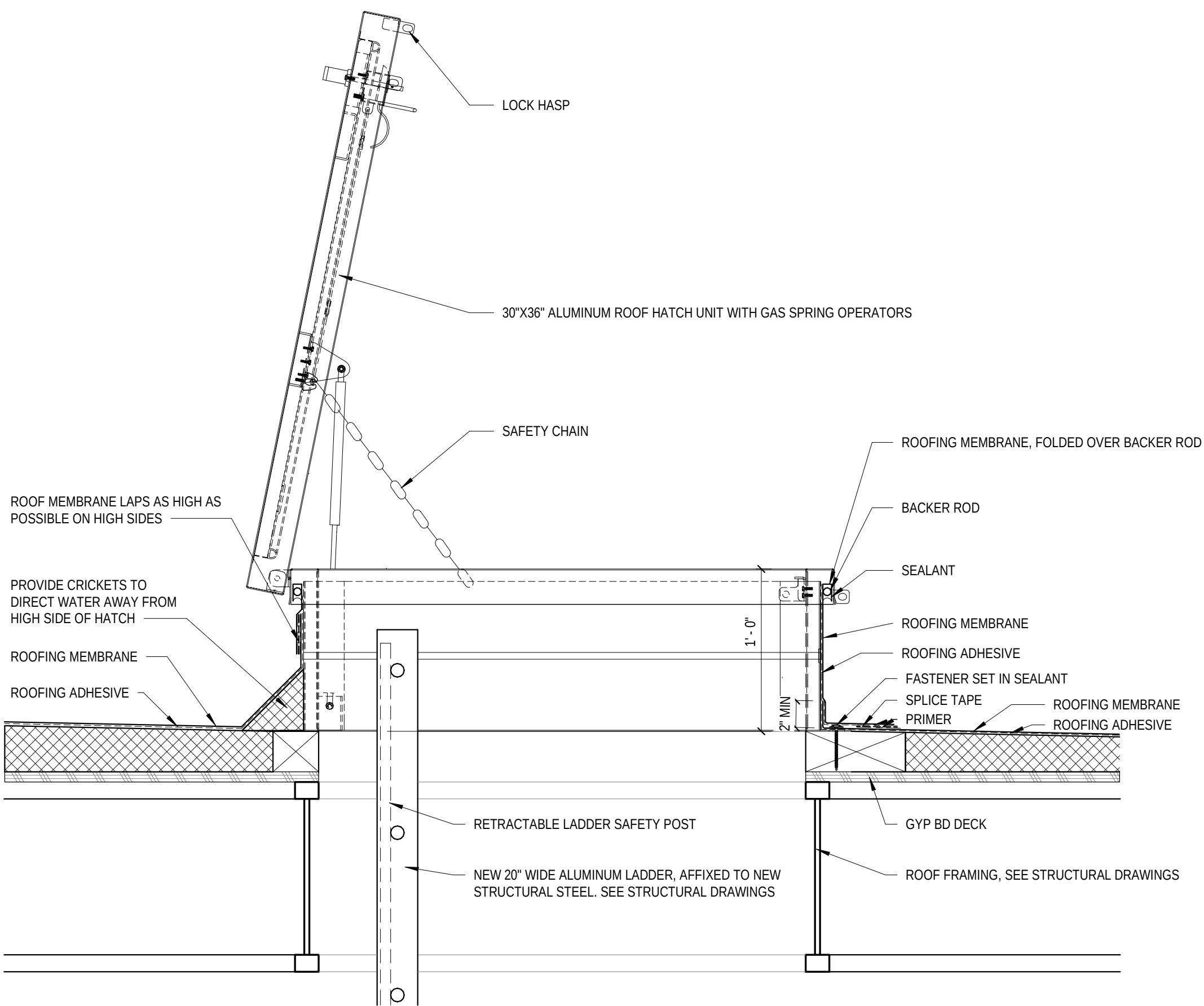
1 ROOFING TERMINATION DETAIL (PHASE 1)
3" = 1'-0"



2 ROOF DRAIN (PHASE 1)
3" = 1'-0"



3 ROOF PENETRATION DETAIL (PHASE 1)
3" = 1'-0"



4 ROOF HATCH (PHASE 1)
1 1/2" = 1'-0"



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624 WASHINGTON ST,
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DRAWING TITLE:

EXTERIOR DETAILS

DRAWN BY: Author
CHECKED BY: Checker
PROJ. NO: 190190
DRAWING NO:

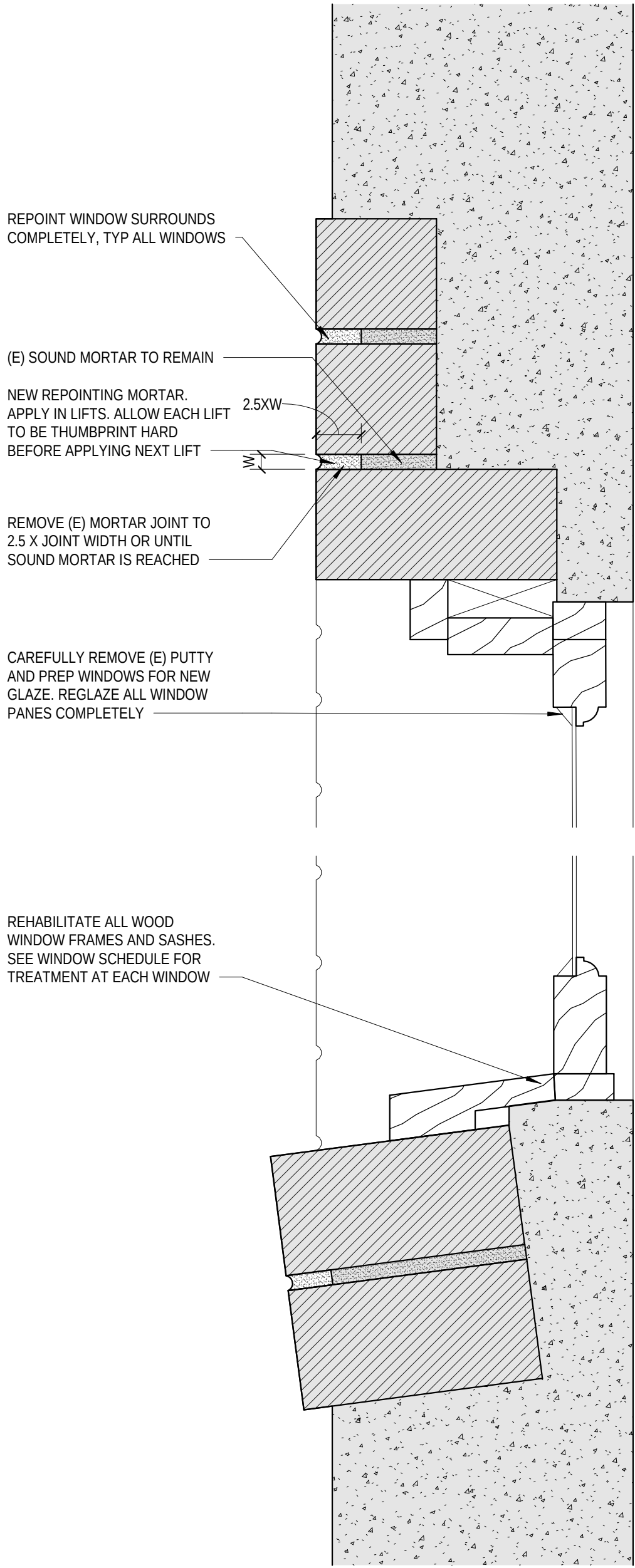
A501

A

B

C

Window Schedule					
WINDOW #	TYPE	HEIGHT	WIDTH	WINDOW REPAIR CLASS	COMMENTS
01	A	4' - 6"	2' - 0"	2	LARGER WINDOW SERVES AS ACCESS FOR OBSERVATION DECK STAIR
02	B	4' - 2"	1' - 8"	2	
03	B	4' - 2"	1' - 8"	2	
04	B	4' - 2"	1' - 8"	2	
05	B	4' - 2"	1' - 8"	2	
06	B	4' - 2"	1' - 8"	2	
07	B	4' - 2"	1' - 8"	2	
08	B	4' - 2"	1' - 8"	2	
09	B	4' - 2"	1' - 8"	2	
10	B	4' - 2"	1' - 8"	3	SIGNIFICANT WOOD DAMAGE AT TOP OF EXTERIOR CASING
11	B	4' - 2"	1' - 8"	2	
12	B	4' - 2"	1' - 8"	2	



1 TYPICAL WINDOW SECTION (PHASE 2)
3" = 1'-0"

WINDOW REPAIR NOTES (PHASE 2)

ABBREVIATIONS
(E) EXISTING
(N) NEW
PT PAINT
WD WOOD

GENERAL NOTES

- A. WINDOW SIZES INDICATED ARE NOMINAL. VIF ACTUAL SIZE.
B. CONTRACTOR TO SURVEY WINDOWS AND VERIFY SCOPE PRIOR TO WORK.
C. ALL EXISTING WINDOW SASHES AND FRAMES ARE WOOD. STORM WINDOWS ARE AS SCHEDULED.
D. REPLACE ALL TYPE FF STORM WINDOWS WITH NEW TYPE DD STORM WINDOWS.
E. PATCH, SCRAPE, PRIME, AND PAINT ALL WOOD WINDOWS AND TRIM.
F. REPAIR OR RESTORE (E) WOOD STORMS, SASHES AND FRAMES, REPLACING GLAZING COMPOUND. REPAIR DETERIORATED WOOD WITH EPOXY CONSOLIDANT. IF AN ENTIRE PORTION OF A WINDOW COMPONENT MUST BE REPLACED, USE A WOOD DUTCHMAN. IF A COMPONENT IS TOO DETERIORATED TO USE A DUTCHMAN, THEN REPLACE ENTIRE RAIL, STILE, ETC. MATCH EXISTING MATERIALS, DIMENSIONS, PROFILES, AND FINISHES.
G. (E) WINDOW LITES TO REMAIN UON. IF A WINDOW LITE MUST BE REPLACED, MATCH HISTORIC GLASS APPERANCE AND SURFACE QUALITY.
H. A QUALIFIED LEADED GLASS SPECIALIST SHALL PERFORM ALL WORK RELATED TO DECORATIVE LEADED GLASS WINDOWS.
I. ALL WINDOWS TO BE PAINTED TO MATCH EXISTING.
J. SEE DETAIL 4/A8.02 FOR WEATHERSTRIPPING DETAIL.

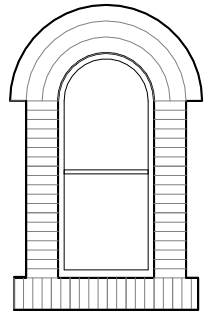
REPAIR CLASS
REPAIR CLASS IS BASED UPON THE US DEPARTMENT OF INTERIOR, NATIONAL PARK SERVICE, TECHNICAL NOTES 9: THE REPAIR OF HISTORIC WOOD WINDOWS AS MODIFIED TO BE APPROPRIATE FOR THIS PROJECT. SEE SPECIFICATION FOR ADDITIONAL DETAIL. WINDOWS SHALL BE EASILY OPERABLE AND IN SOUND CONDITION UPON COMPLETION OF WORK. REPAIR CATEGORY ARE BEST ESTIMATIONS OF WORK REQUIRED.

- REPAIR CLASS I: ROUTINE MAINTENANCE
1. REMOVE GLAZING COMPOUND
 2. REMOVE AND REPAIR SASH RAIL & STILE, CLEAN PAINT OFF OF GLASS
 3. REMOVE PUTTY AND REGLAZE SASHES
 4. REPLACE BROKEN GLASS
 5. REPAIR FRAME AND HARDWARE, REPLACE SASH CORD ROPES
 6. REPAIR INTERIOR TRIM
 7. WEATHERSTRIP AND REINSTALL SASH
 8. APPLY NEW GLAZING COMPOUND
 9. REPAINT TO MATCH EXISTING.

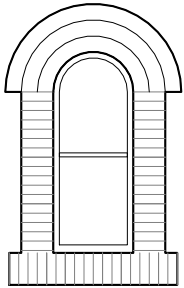
- REPAIR CLASS II: STABILIZATION (WOOD IS SPLIT, CHECKED, SHOWS SIGNS OF ROT)
1. DRY WOOD
 2. TREAT DECAYED AREAS WITH FUNGICIDE
 3. WATERPROOF
 4. FILL CRACKS AND HOLES
 5. ALL ITEMS IN CLASS I

- REPAIR CLASS III: SPLICES AND PARTS REPLACEMENT
1. REPLACE PARTS OF FRAME, SASH, OR TRIM WHICH ARE MISSING, WHERE MORE THAN 50% OF A MEMBER IS DETERIORATED, OR CANNOT BE STABILIZED.
 2. SPICE OR REPLACE MEMBER WHERE A PORTION IS MISSING.
 3. MATCH EXISTING MILLWORK MOULDING PROFILE
 4. ALL ITEMS IN CLASS I & II

WINDOW TYPES



TYPE A
LARGE CASEMENT



TYPE B
SMALL CASEMENT



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PROJECT NAME:

BRAINERD WATER
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IMPROVEMENTS

624 WASHINGTON ST,
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DRAWING TITLE:

PHASE 2 WINDOW
REPAIRS

DRAWN BY: Author
CHECKED BY: Checker
PROJ. NO: 190190
DRAWING NO:

A601

STRUCTURAL NOTES

Unless noted otherwise on the plans and/or in the details, these notes shall apply. If there are discrepancies between the plans/details and these notes, the contractor must conform to the more stringent requirements, unless clarified with the Structural Engineer of Record (SER) prior to work.

MATERIAL STRENGTHS

Structural Steel
HSS Rectangular and Square – ASTM A500 Gr. B, F_y = 46 ksi; or ASTM A1085
HSS Round – ASTM A500 Gr. B, F_y = 42 ksi; or ASTM A1085
W and WT shapes – ASTM A992, F_y = 50 ksi
Misc. structural steel – ASTM A36, F_y = 36 ksi
Structural Steel Fasteners
Connection bolts – ASTM F3125, F_u = 120 ksi, Type 1
Anchor rods – ASTM F1554, Gr. 36, F_y = 36 ksi
Threaded rods – ASTM A36, F_y = 36 ksi
Structural Lumber
2x lumber - #2 Hem-Fir or Spruce Pine Fir (SPF graded by NLGA)
Treated lumber - #2 Southern Yellow Pine or equal
Laminated Veneer Lumber (LVL)
E = 2,000,000 psi minimum
F_b = 2,600 psi minimum
Laminated Strand Lumber (LSL) studs, beams, and blocking
E = 1,550,000 psi minimum
F_b = 2,325 psi minimum

DESIGN LOADS

Risk Category II
Roof
Dead load 20 psf
Live load 20 psf
Snow load
Ground snow, p_g 60 psf
Flat roof snow load, p_r 45 psf
C_e = 0.9, C_t = 1.2, I_s = 1.0, C_s = 1.0
Rain intensity, i 3.25 in/hr
Wind
V_{ult} 110 mph (3 second gust)
V_{ref} 85 mph (3 second gust)
Exposure Category B
Internal pressure coefficient (GC_{pi}) ±0.18

DESIGN CODES

Minnesota Building Code (2020)
Minnesota Conservation Code for Existing Buildings (2020)

REFERENCE CODES

International Building Code (IBC-2018)
International Existing Building Code (IEBC-2018)
American Society of Civil Engineers/Structural Engineering Institute (ASCE/SEI 7-16)
American Institute of Steel Construction Manual (AISC 360-16)
American Welding Society – Structural Welding Code – Steel (AWS D1.1-20, D1.3-18, D1.4-18)
American Forest & Paper Association – National Design Specifications for Wood Construction with 2018 Supplement (ANSI/AWC – NDS-2018)

GENERAL NOTES

The contractor is solely responsible for site safety including all temporary precautionary measures and safety programs. Site observation visits by the SER do not include review of the contractor's safety precautions.

SUBMITTALS

Submit all submittals for all materials and/or products in a given system at one time.
The contractor shall review and stamp all submittals prior to the SER's review.
Stamp will include: Signature or initials certifying that all materials and/or products are in accordance with the requirements of the design documents.
Allow ten (10) business days for review and response for each submittal for review excluding delivery time to and from the Contractor.
When revised for resubmission, identify all changes made since previous submission.
SER shall not be responsible for delays caused by rejection of inadequate shop drawings.
Submittals not requested will not be recognized or processed.
All engineering design and associated calculations provided by others and submitted to the SER for review must bear a certification stamp and signature of a qualified professional engineer who is licensed in the state where the project is located.
The following items are to be issued as deferred submittals per 2020 Minnesota State Building Code Section 1300.0130:
Engineered wood I-Joists
Structural steel connections
Metal stairs and guardrails
All items issued as deferred submittals are to be issued a minimum of 30 days prior to installation and must not be installed until their design and submittal documents have been reviewed for general conformance to the drawings by the general contractor, the SER and the building official. A copy of the deferred submittal must be forwarded to the authority having jurisdiction (AHJ) after the SER has reviewed the documents and prior to the erection of the deferred submittal items. Deferred submittal items must not be installed until approved by the AHJ.

COORDINATION - ARCHITECTURAL, CIVIL, MECHANICAL, AND ELECTRICAL ITEMS

Contractor shall verify all dimensions and conditions on site with the plans before construction begins. All discrepancies must be reported immediately.
Location, dimensions and details of recesses, depressions, openings, and equipment supports must be verified by reference to architectural, civil, electrical, and mechanical drawings.

EXISTING CONDITIONS

Contractor shall verify all dimensions, elevations, and details of the existing structure where they affect the new structural work. Notify architect and SER if there are any deviations from the contract documents.
Contractor shall field verify dimensions and elevations prior to fabrication of structural members.
Remove and replace existing architectural, electrical, mechanical, structural, civil, or miscellaneous items as necessary.

SHORING

General Contractor shall be responsible for temporary shoring of the existing construction until the new construction is in place and properly anchored in final form.
Shoring loads for existing structure not shown in documents to be determined by an engineer licensed in the state in which the project is located.
Shoring must be designed and the final design must be submitted to SER per Submittal Section for review.

TEMPORARY BRACING

All structural members are designed for in-place loads. Contractor is responsible for bracing, without overstressing, all structural elements as required at all stages of construction until completion of this project.
Provide temporary lateral support for all walls until adequately braced by the permanent structure.
Provide required temporary bracing for structural steel until permanent bracing and walls are in place.

ROOF TOP OPENINGS

Verify size and location of all openings with architectural and mechanical drawings.
Openings in floor and roof not shown on structural drawings must be placed between structural members.

GENERAL SOIL NOTES

The structure has been designed using an assumed allowable soil bearing pressure of 2000 psf on virgin soil or compacted granular fill for footings.
Any discrepancies in the assumed allowable soil bearing pressure must be reported immediately.
If verified conditions differ from assumed capacities, redesign of the foundation system, size and reinforcing of footings, walls and retaining walls may be required.
The contractor shall verify the location of existing underground utilities, tanks and other obstacles prior to beginning excavation.

STRUCTURAL STEEL

Structural steel must be designed, fabricated, and erected according to the specifications of the American Institute of Steel Construction (AISC).
Roof structure has been designed for ponding in accordance with the IBC, section 1611. Overflow drains are required and roof scuppers must not have ballast stops higher than the roof ballast. See the architectural and/or mechanical drawings.
Naturally occurring camber in beams to be set with the camber up.
Structural steel supplier must supply all cap plates, bearing assemblies, base plates, stiffeners, splices and connections.
All welding must match filler materials in accordance with the rules of the American Welding Society (AWS D1.1) Structural Welding Code.
All welders shall be certified by the rules of the American Welding Society.
Steel beams to have minimum 5/16" x 3/4" beam height web stiffeners each side at all bearing locations and when supporting columns above.
Field weld all steel beams to concrete or masonry bearing plates full length each face with 1/4" fillets.
Steel beam lintels to have 5/16" thick bottom plate welded to the bottom flange with 1/4" x 2" fillet welds at 12" OC each face staggered.
All structural steel exposed to weather must be galvanized.
Galvanized structural steel must be hot-dipped to G60 per ASTM C955 or equivalent.
Modification of structural steel members in the field is not permitted without prior approval by the SER.

STRUCTURAL STEEL CONNECTIONS

Provide standard connections per the AISC 360 Steel Construction Manual.
Provide certified calculations for non-standard connections by a qualified Professional Engineer who is licensed in the state where the project is located.
Connections shown in details without plate, bolt or weld call-outs are for understanding of geometry and represent engineers' concept. Steel supplier is to design for reactions shown on drawings and per structural notes. Deviations from connections shown are acceptable.
Provide minimum 2 bolt connections.
Refer to Architectural Drawings for additional connection requirements for exposed to view connections.
Concealed connections to be completely contained within finishes.
Connections which require additional capacity or have special reaction requirements are noted on the drawings similar to V = 75 k for Shear, P = 10 k for Axial and M= 25 k-ft for Moments.
All forces given are service load reactions.
Typically provide bolted connections for field installation and welded or bolted shop connections.
Provide 3/4" diameter A325-N bolts in standard or short slotted holes for shear connections.
Structural steel supplier must provide all components for OSHA requirements.

DIMENSION LUMBER

Design assumes lumber is free of significant splits and checks. Contractor must visually inspect lumber during installation.
All lumber must be grade stamped and provide the following information: grading agency, mill number or name, grade of lumber, species or species grouping or combination designation, rules under which graded, where applicable, and condition of seasoning at time of manufacture.
Lumber grading rules and wood species must conform to Voluntary Product Standard PS 20-10 as published by the Department of Commerce. Grading rules must be from an agency certified by the Board of Review of the American Lumber Standards Committee.
All lumber must be seasoned to a moisture content of 19% or less, with the indication of "S-Dry" on the grade stamp.
All lumber must be protected from the elements and stored on site per suppliers requirements.
Sill plates and all other lumber in contact with concrete or masonry, or within 8" of finished grade must be preservative treated wood. In crawlspaces or unexcavated areas within the building foundation, wood must be preservative treated for joists within 18" of exposed ground and/or girders within 12" of exposed ground.
Preservative treated wood must be in accordance with the American Wood Protection Association, Standard U1.
All fasteners and hangers in contact with treated lumber must be G185 hot dipped galvanized or equal.
Beams and headers must be fully supported across the width of the member. Bear each end on all support studs or columns noted on plan with a minimum 3" bearing length.
Beams or headers made of multiple 2x plies with 1/2" spacer must be nailed together with 16d nails (162" x 3 1/2") at 16" OC along each edge, typical for each lumber ply.
Wood joists must bear the full width of supporting members (stud wall, beams, etc.)
Beams and joists not bearing on supporting members must be framed with prefabricated metal hangers.
Space joist bridging at a maximum of 8'-0" OC.
Double all joists under parallel partitions.
Minimum nailing to be in accordance with Table 2304.9.1 of IBC.
Lumber joists and studs shall not be notched without prior approval of the SER unless otherwise shown on the drawings.
All plywood and OSB must be installed per APA standards, including the use of construction adhesive for fastening to floor joists.
Performance requirements, adhesive bond performance, panel construction, workmanship, dimensions, tolerances, marking, and moisture content of Wood-based Structural-use Panels must conform to Voluntary Product Standard PS 2-10 published by the Department of Commerce.

ENGINEERED LUMBER

All engineered LVL, LSL, and PSL lumber must meet the minimum design properties listed in the Material Strengths section of these notes.
Protect engineered lumber from the elements and store per manufacturer recommendations.
All engineered lumber intended for exterior use must be PSL lumber with Wolmanized preservative protection and meet the minimum design properties as listed in the Material Strengths section of these notes.
All fasteners and hangers in contact with treated engineered lumber must be G185 hot dipped galvanized or equal.
Engineered lumber headers and beams must have a minimum 3" length of bearing at each end and be supported fully across their width.
Fasten multiple plies of engineered lumber beams or headers together as per manufacture recommendations, with a minimum of 2 rows of TrussLOK, SDS or SDW screws spaced at 16" OC, maximum, staggered on each face. Screws to penetrate all plies of multi-ply members.
Provide solid vertical blocking at all joist spaces below engineered lumber columns. Provide matching columns to foundation at lower levels below engineered lumber columns.
Engineered lumber beams and joists not bearing on supporting members must be framed with prefabricated metal hangers.

ENGINEERED LUMBER I-JOISTS

I-joist members noted on drawings are manufactured by the Weyerhaeuser Company. Alternate manufacturer products with equal design properties may be used with prior approval of the SER.
Notching or cutting of I-joist flanges is not permitted.
Web openings may occur under strict limitations indicated by the joist manufacturer.
I-joists must bear the full width of supporting members.
Engineered lumber I-joists not bearing on supporting members must be framed with prefabricated metal hangers.
Install web stiffeners, blocking between members, and nail to supporting members as per manufacturers recommendations.
Protect I-joists from the elements and store per manufacturer recommendations.

ROOF SHEATHING

Roof sheathing must be minimum 23/32" Performance Category panels rated per APA for the spacing of the supporting members. A minimum 40/20 span rating is recommended. Provide panel clips, one between each support, for supports spaced greater than 16" OC.
Provide panels meeting APA standard PS 1 or PS 2 and Exterior or Exposure 1 grade.
Panels must be continuous over two or more spans and the long panel dimension must be perpendicular to supports.
Fasten roof sheathing with 8d common nails (0.131" diameter x 2 1/2") spaced at 6" OC at supported edges and 12" OC at intermediate supports.
Locate nails a minimum of 3/8" from edge of panel.
Leave an 1/8" gap at all end and edge joints to allow for expansion.
Design of roof sheathing assumes that the roof will be properly insulated and ventilated.
Refer to APA publication N335N "Proper Installation of APA Rated Sheathing for Roof Applications."

WOOD FASTENERS AND CONNECTORS

Nails shall conform to ASTM F1667 including supplement S1.
All nails are common type unless noted otherwise.
Prefabricated steel connectors noted on drawings refer to Simpson Strong-Tie hangers, clips, post bases, hold downs, etc. with specified product number.
USP connectors may be submitted as a substitution to the SER for approval.
Install prefabricated metal connectors in strict accordance with the manufacturer's recommendations.

Structural Wood Screws (SWS) noted in the drawings refer to high-strength, self-tapping wood screws. The table below defines SWS by diameter with a list of acceptable manufacturer products. The following criteria apply:
Minimum Yield Strength: 160,000 psi (carbon steel)
Conforms to ASTM A510 and/or has values published by third-party testing such as ICC
Powder-coated or otherwise treated for corrosion protection.
Acceptable products by Size (length varies per manufacturer)

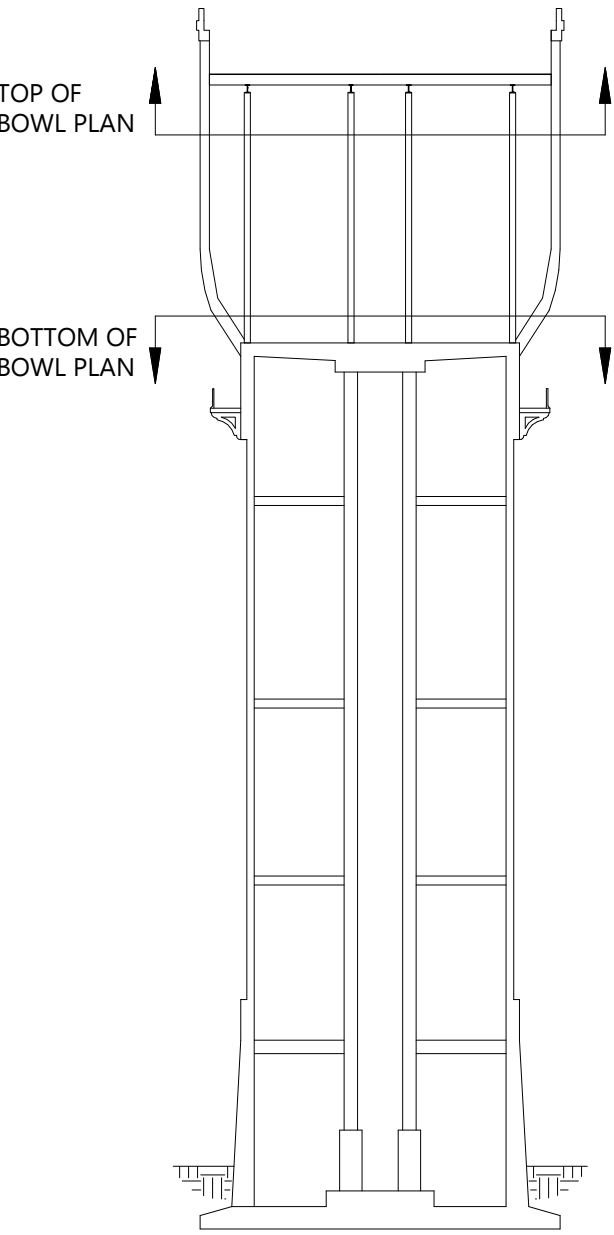
Type Noted	Acceptable Products
#12 SWS	FastenMaster TimberLOK, FastenMaster HeadLOK, Simpson SDWH
#14 SWS	FastenMaster LedgerLOK, FastenMaster FlatLOK, Simpson SDWS
Ledger SWS	FastenMaster FlatLOK 5", Simpson SDWS-22600DB, Mitek MSWH5

Install Structural Wood Screws per manufacturer's recommendations.
Install Ledger Structural Wood Screws within 3/16" of the centerline of wall studs or fasten ledger to blocking.
All substitute products for use as structural wood screws must be submitted to the SER for approval.

ADHESIVE/MECHANICAL ANCHORS

Adhesive and mechanical anchors must be provided and installed in strict accordance with the manufacturer's instructions and the design documents.
Refer to the special inspections table for inspection requirements.
All horizontal and upwardly inclined installations that resist sustained tension loads must be performed by certified adhesive anchor installers.
Provide anchor type and size as indicated on the drawings with length identification markings conforming to ICC ES AC01 or ICC ES AC193.
Concrete Screw Anchors are a single-use item. Do not remove and reinstall anchors nor install new anchors in previously used holes.
For exposed exterior applications, use anchoring systems with stainless steel, hot-dip galvanized, or mechanical galvanized (Class 55 min per ASTM B695) accessories.
Adhesive anchoring systems:
Concrete:
Hilti HIT HY-200 (A or R)
Hilti HIT-RE 500 V3
Masonry:
Hilti HIT HY-200 (A or R) for grouted CMU only
Hilti HIT HY-270
Mechanical anchoring systems
Concrete and grouted CMU:
Hilti Kwik Bolt 1 or 3 or Simpson STRONG-BOLT 2 expansion anchor
Hilti Kwik HUS-EZ (CRC) or Simpson Titen HD screw anchor.
Alternate anchoring system may be submitted to the SER for approval. Reference drawings for additional information and requirements.

STRUCTURAL SHEET INDEX	
S0.00	STRUCTURAL NOTES
S0.01	SPECIAL INSPECTIONS AND STRUCTURAL ABBREVIATIONS
S1.00	BOWL PLANS
S2.00	DETAILS AND SECTIONS



STRUCTURAL PLAN VIEW DIAGRAM

NOT TO SCALE



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Typed or Printed Name: _____

Date: 07/02/2021 Reg. No.: _____

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PROJECT NAME:

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TOWER, FRAMING
OPTIONS

BRAINERD, MN

DRAWING TITLE:

STRUCTURAL NOTES

FILE: XXX
DRAWN BY: CAB
CHECKED BY:KJG
PROJ. NO: 20210
DRAWING NO:

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SPECIAL INSPECTIONS

The contractor shall include in the bid the cost of all testing and inspections indicated on the plans and in the specifications, including special inspections required by the building code. The actual contracting of the inspection and testing services shall be in accordance with the division of responsibility dictated by the Minnesota Building Code.

IBC Section 1705 requires that in addition to the inspections required by Section 110, the owner shall employ one or more special inspectors who shall provide inspections during construction of certain types of work.

"Special Inspection" concerns work requiring observation and judgement and shall be performed by a structural engineer (or a designated person under the supervision of the engineer). "Testing" involves the analysis of materials in accordance with approved standards and shall be performed by an independent testing agency.

The contractor shall coordinate the testing and inspection services in accordance with the progress of the work. The contractor shall provide sufficient prior notice to the testing and/or inspection agency of the required work to allow proper scheduling of personnel. The cost of any retesting or additional inspections as a result of failed tests and rejected work shall be borne by the contractor.

This project requires a STRUCTURAL TESTING AND SPECIAL INSPECTION SCHEDULE, to be signed by the Owner, Contractor, Architect, Structural Engineer of Record, and Testing Agency. Refer to the program summary schedule for frequency of testing and inspections.

REQUIRED SPECIAL INSPECTIONS					
DESCRIPTION OF WORK IBC SECTION 1705	INSPECTION		TESTING		REMARKS
	YES	NO	YES	NO	
1. Welding (1705.2)	●			●	1a, 1b, and 1c
2. Struct Steel Details (1705.2.1)	●			●	2a
3. High Strength Bolting (1705.2.1)	●			●	3a, 3b, 3c, and 3d
4. Concrete Construction (1705.3)		●	●		4a, 4b, and 4c
5. Structural Masonry (1705.4)			●		5a, and 5b
6. Wood Assemblies (1705.5)	●			●	6a and 6b
7. Soils (1705.6)				●	
8. Pile Foundations (1705.7)				●	
9. Pier Foundations (1705.8)				●	
10. Special Inspections for Wind Resistance (1705.10)				●	
11. Sprayed Fire-Resistant Materials (1705.13)				●	See architectural drawings
12. Mastic and Intumescent Fire-Resistant Materials (1705.14)				●	See architectural drawings
13. Exterior Insulation and Finish Systems (EIFS) (1705.15)				●	See architectural drawings
14. Fire Resistance Penetration and Joints (1705.16)				●	See architectural drawings
15. Smoke Control (1705.17)				●	See architectural drawings
16. Special Cases (1705.1.1)				●	16a

SPECIAL INSPECTIONS WORK REQUIRED

Items marked with an asterisk * * * are conventional testing not strictly a part of Section 1705 but are required for adequate quality assurance and can be provided by the contractor. All other work must be provided by the owner as indicated by the MN State Building Code.

1. Welding - Structural Steel

a.* Provide verification of Quality Control/Quality Assurance Program regarding fabrication process.

b. Provide visual inspection of all field welding.

c. Qualification of Welders prior to start of work.
2. Structural Steel Details

a. Provide visual inspection of structural steel details such as bracing, stiffening, member configuration, and proper construction of joint details at each connection.
3. High-strength Bolting

a. Provide verification of Quality Control/Quality Assurance Program regarding fabrication process.

b. Visual Inspection of all field bolting.

c. Bolt designs are based on "bearing" type connections, verify that the connected materials have been drawn together properly.

d. Provide periodic inspection of bolt installation method. Acceptable methods are turn of the nut, direct tension indicator, or twist-off bolt.
4. Concrete Testing

a.* Provide mix design in accordance with ACI requirements.

b. Test concrete at the time of pouring for slump, air-entrainment, and temperature in accordance with the specifications.

c. Make and test concrete cylinders for representative strength in accordance with the specifications.
5. Masonry - Level B Quality Assurance

a. Design of masonry based on net area compressive strength of masonry = 2000 psi. Inspections may be performed in accordance with Table 1.19.2 in ACI 530-11.

b. Provide letter of certification from the manufacturer of concrete masonry units and suppliers of mortar and grout, to assure compliance with the compressive strengths required.
6. Wood Assemblies

a. Provide verification of Quality Control/Quality Assurance Program regarding fabrication process.

b. Visually inspect framing layout and connection details.
16. Special Cases

a. Post-installed anchors. Inspection requirements based on manufacturer's requirements, as described in the ICC Evaluation Service Report (ICC-ESR).

STRUCTURAL ABBREVIATIONS

A	AB	ANCHOR BOLT	F	FAB	FABRICATE OR FABRICATOR		
	ACI	AMERICAN CONCRETE INSTITUTE		FD	FLOOR DRAIN		
	ADD	ADDENDUM		FDN	FOUNDATION		
	ADDN'L	ADDITIONAL		FFE	FINISH FLOOR ELEVATION		
	AFF	ABOVE FINISH FLOOR		FLR	FLOOR		
	AISC	AMERICAN INSTITUTE OF STEEL CONSTRUCTION		FRT	FIRE RETARDANT TREATED		
	ALT	ALTERNATE		FS	FAR SIDE		
	AMT	AMOUNT		FT	FEET OR FOOT		
	ANCH	ANCHOR, ANCHORAGE		FTG	FOOTING		
	ANSI	AMERICAN NATIONAL STANDARDS INSTITUTE		FV	FIELD VERIFY		
A	ARCH	ARCHITECT(URAL)	G	GA	GAGE, GUAGE		
	ASCE	AMERICAN SOCIETY OF CIVIL ENGINEERS		GALV	GALVANIZED		
	ASD	ALLOWABLE STRESS DESIGN		GC	GENERAL CONTRACTOR		
	ASTM	AMERICAN SOCIETY FOR TESTING AND MATERIALS		GLULAM	GLUED LAMINATED WOOD		
	AWPB	AMERICAN WOOD PRESERVATIVE BUREAU		GYP	GYPSUM		
	AWS	AMERICAN WELDING SOCIETY		H	HDR	HEADER	
	B	BD			BOARD	HGR	HANGER
		BDE			BOTTOM OF DECK ELEVATION	HK	HOOK
		BFE			BOTTOM OF FOOTING ELEVATION	HORIZ	HORIZONTAL
		BGBE			BOTTOM OF GRADE BEAM ELEVATION	HSS	HEADED STUD(S)
BLDG		BUILDING	HST		HOLLOW STRUCTURAL SECTION		
BLK		BLOCK	HT		HEIGHT		
BLKG		BLOCKING	I		IBC	INTERNATIONAL BUILDING CODE	
BM		BEAM			ID	INSIDE DIAMETER	
BOT OR BTM		BOTTOM			IF	INSIDE FACE	
BPCE		BASE PLATE		IN	INCH		
BRG	BEARING	INFO		INFORMATION			
BTS	BOTH SIDES	INT		INTERIOR			
BTWN	BETWEEN	J		JBE	JOIST BEARING ELEVATION		
C	CANT			CHANNEL	JST(S)	JOIST(S)	
	CFS			CANTILEVER(ED)	JT	JOINT	
	CIP			CAST-IN PLACE	K	K	KIP(S)
	CJ		CONTROL JOINT	KLF		KIPS PER LINEAL FOOT	
	CL		CENTERLINE	KSI		KIPS PER SQUARE INCH	
	CLINE		CLEAR(ANCE)	L		L	ANGLE
	CMU		CONCRETE MASONRY UNIT			LL	LIVE LOAD
	CNTR		CENTER			LLH	LONG LEG HORIZONTAL
	CNTR'D		CENTERED			LLV	LONG LEG VERTICAL
	COL	COLUMN	LONG			LONGITUDINAL	
COMP	COMPOSITE	LRFD	LOAD RESISTANCE FACTOR				
CONC	CONCRETE	LSL	DESIGN				
CONN	CONNECTION	LT	LIGHT				
CONSTR	CONSTRUCTION	LT WT	LIGHT WEIGHT				
CONT	CONTINUOUS	LVL	LAMINATED VENEER LUMBER				
D	DBA	DEFORMED BAR ANCHOR	LWC	LIGHT WEIGHT CONCRETE			
	DBE	DECK BEARING ELEVATION	M	M	MOMENT		
	DBL	DOUBLE		MAS	MASONRY		
	DEFL	DEFLECTION		MATR'L	MATERIAL		
	DEMO	DEMOLITION		MAX	MAXIMUM		
	DET OR DTL	DETAIL		MB	MACHINE BOLT		
	DIA	DIAMETER		MC	MISCELLANEOUS CHANNEL		
	DIAG	DIAGONAL		MECH	MECHANICAL		
	DIR	DIRECTION(S)		MEZZ	MEZZANINE		
	DL	DEAD LOAD		MFR	MANUFACTURER		
DN	DOWN	MIN		MINIMUM			
DWG(S)	DRAWING(S)	MISC	MISCELLANEOUS				
DWL(S)	DOWEL	MO	MASONRY OPENING				
E	EA	EAST	MSR	MACHINE STRESS RATED			
	EDBE	EXISTING DECK BEARING ELEVATION	MTL	METAL			
	EF	EACH FACE	N	N	NORTH		
	EL OR ELEV	ELEVATION		NDS	NATIONAL DESIGN SPECIFICATION		
	ELEC	ELECTRICAL		NIC	NOT IN CONTRACT		
	ENCL	ENCLOSURE		NOM	NOMINAL		
	ENG	ENGINEER		NS	NEAR SIDE		
	EOR	ENGINEER OF RECORD		NTS	NOT TO SCALE		
	ES	EACH SIDE		NWC	NORMAL WEIGHT CONCRETE		
	EQ	EQUAL		O	OC	ON CENTER	
EQUIP	EQUIPMENT	OD			OUTSIDE DIAMETER		
EW	EACH WAY	OF			OUTSIDE FACE		
EXP	EXPANSION	OPNG	OPENING				
EXT	EXTERIOR	OPP	OPPOSITE				
		OSB	ORIENTED STRAND BOARD				
		OVS	OVERSIZED				



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TOWER, FRAMING
OPTIONS

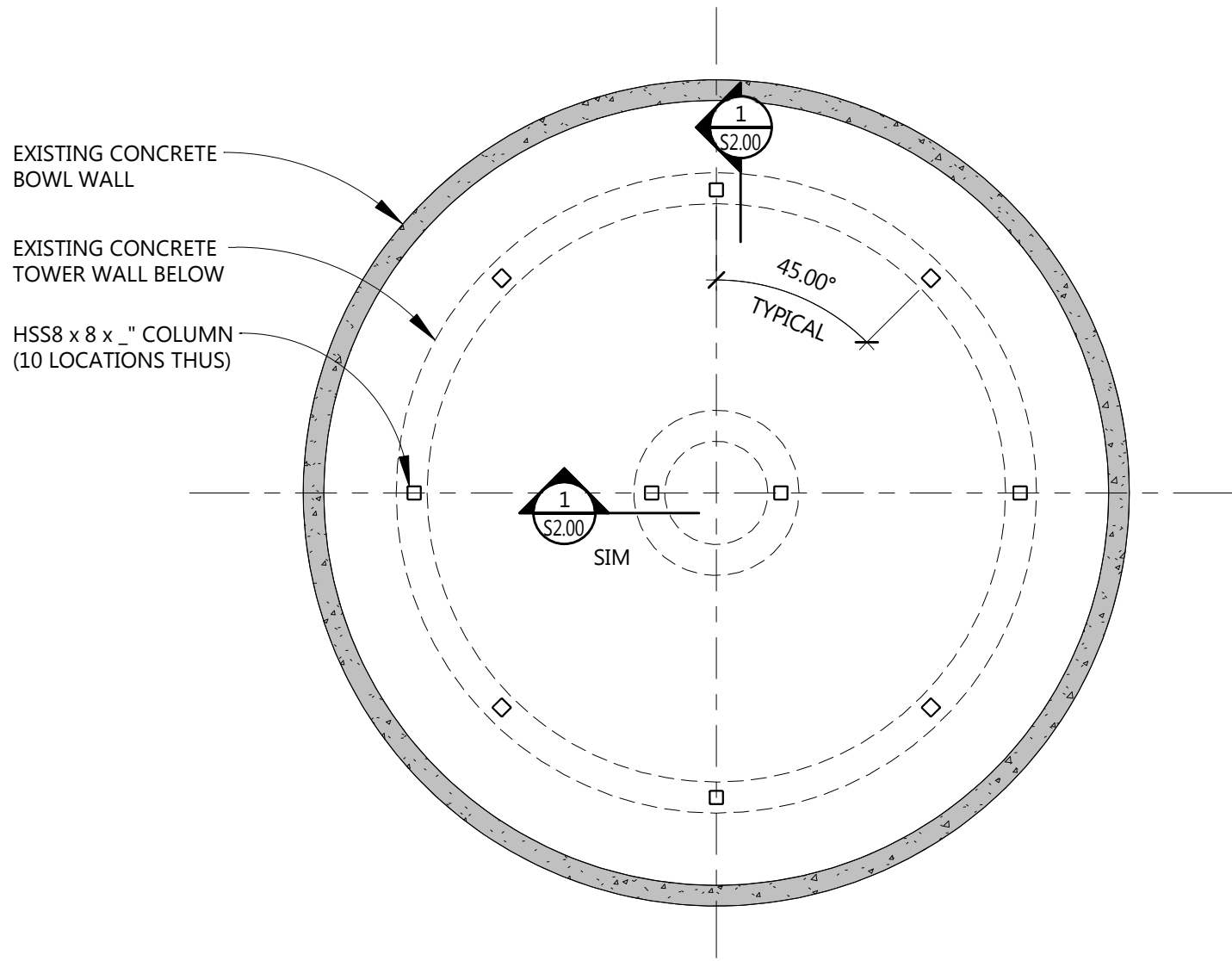
BRAINERD, MN

DRAWING TITLE:

SPECIAL INSPECTIONS
AND STRUCTURAL
ABBREVIATIONS

FILE: XXX
DRAWN BY: CAB
CHECKED BY:KJG
PROJ. NO: 20210
DRAWING NO:

S0.01

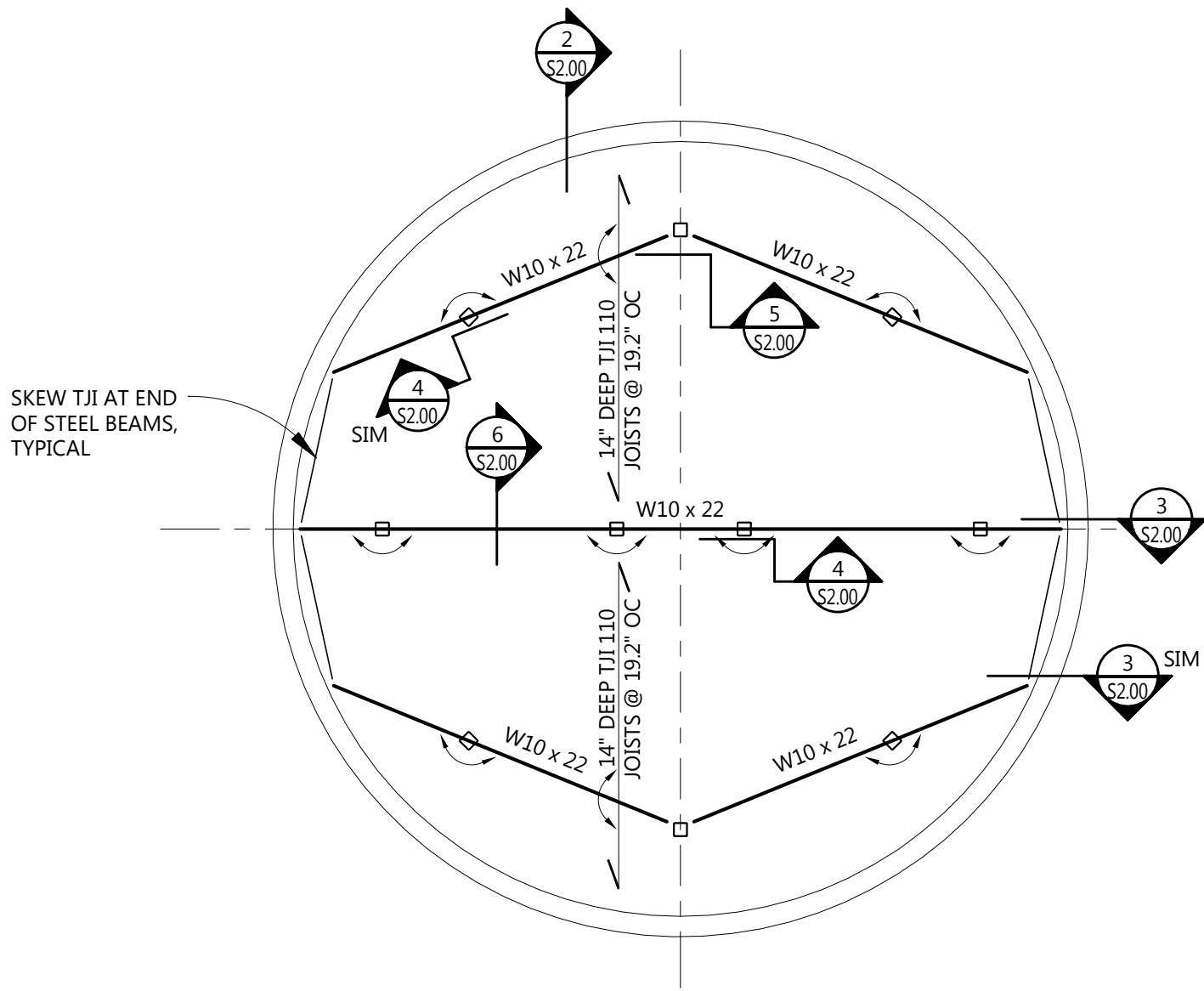


1
S1.00

BOTTOM OF BOWL PLAN
1/8" = 1'-0"

PLAN NOTES (TYPICAL UNLESS NOTED OTHERWISE):

- CONTRACTOR SHALL VERIFY ALL DIMENSIONS, ELEVATIONS, AND DETAILS OF EXISTING STRUCTURE WHERE THEY AFFECT STRUCTURAL WORK. NOTIFY ARCHITECT AND STRUCTURAL ENGINEER OF RECORD IF THERE ARE ANY DEVIATIONS FROM CONTRACT DOCUMENTS. CONTRACTOR SHALL FIELD VERIFY DIMENSIONS AND ELEVATIONS PRIOR TO FABRICATION OF STRUCTURAL MEMBERS.



2
S1.00

TOP OF BOWL PLAN
1/8" = 1'-0"

PLAN NOTES (TYPICAL UNLESS NOTED OTHERWISE):

- CONTRACTOR SHALL VERIFY ALL DIMENSIONS, ELEVATIONS, AND DETAILS OF EXISTING STRUCTURE WHERE THEY AFFECT STRUCTURAL WORK. NOTIFY ARCHITECT AND STRUCTURAL ENGINEER OF RECORD IF THERE ARE ANY DEVIATIONS FROM CONTRACT DOCUMENTS. CONTRACTOR SHALL FIELD VERIFY DIMENSIONS AND ELEVATIONS PRIOR TO FABRICATION OF STRUCTURAL MEMBERS.
- MARKS THUS: " " " INDICATE SPAN DIRECTION OF FRAMING MEMBERS.
- MARKS THUS: " " " INDICATE FRAMING TO BE CONTINUOUS OVER SUPPORT.
- TOP OF STEEL ELEVATION (TSE) = 127'-2".
- ROOF SHEATHING SHALL BE 23/32" PERFORMANCE CATEGORY PLYWOOD/OSB (MINIMUM). ATTACH SHEATHING TO ROOF FRAMING MEMBERS w/ 10d NAILS @ 6" OC AT PANEL EDGES AND @ 6" OC AT INTERMEDIATE SUPPORTS.
- ROOF MEMBERS SUPPORTED w/ HANGERS REQUIRE ADDITIONAL NAILING FOR INCREASED UPLIFT RESISTANCE.



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OPTIONS**

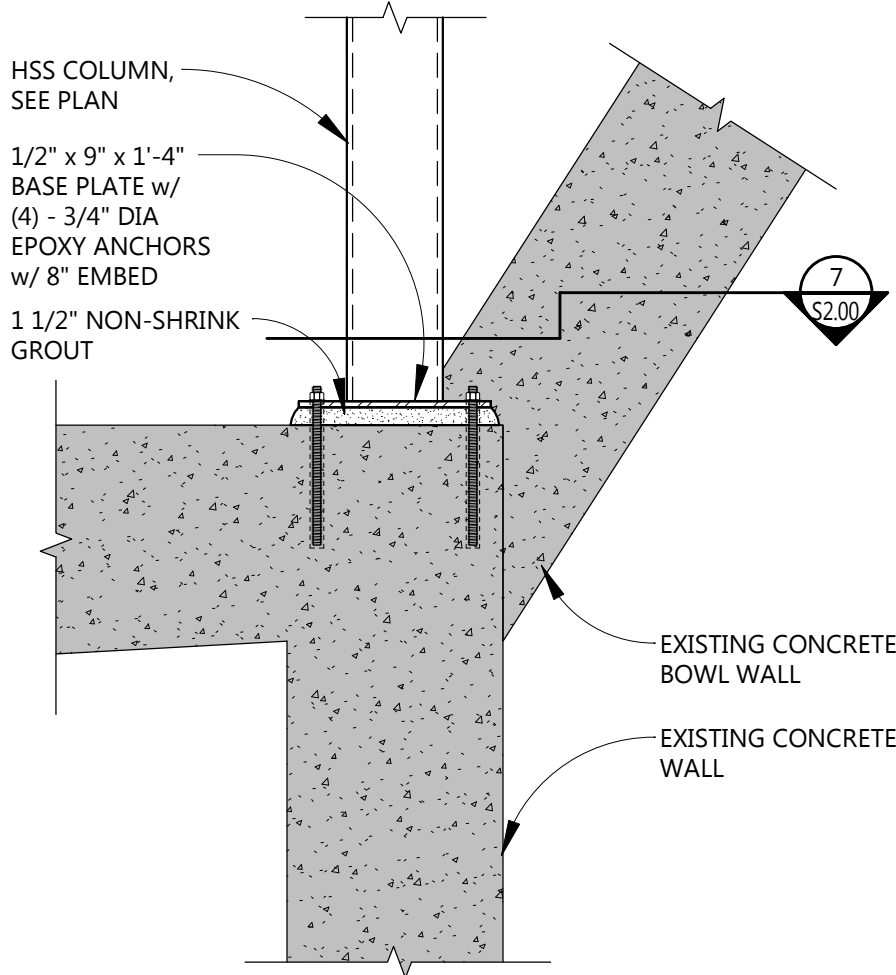
BRAINERD, MN

DRAWING TITLE:
BOWL PLANS

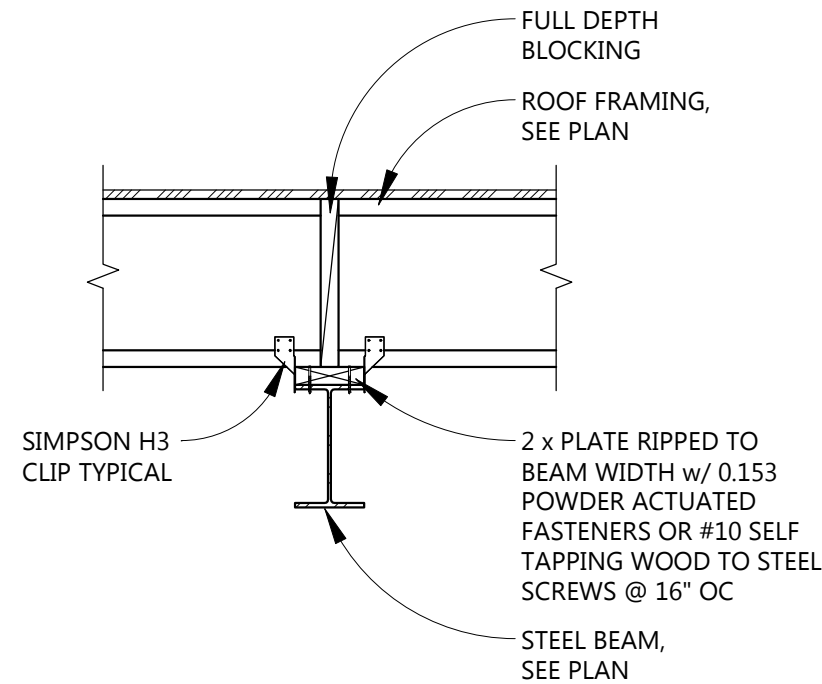
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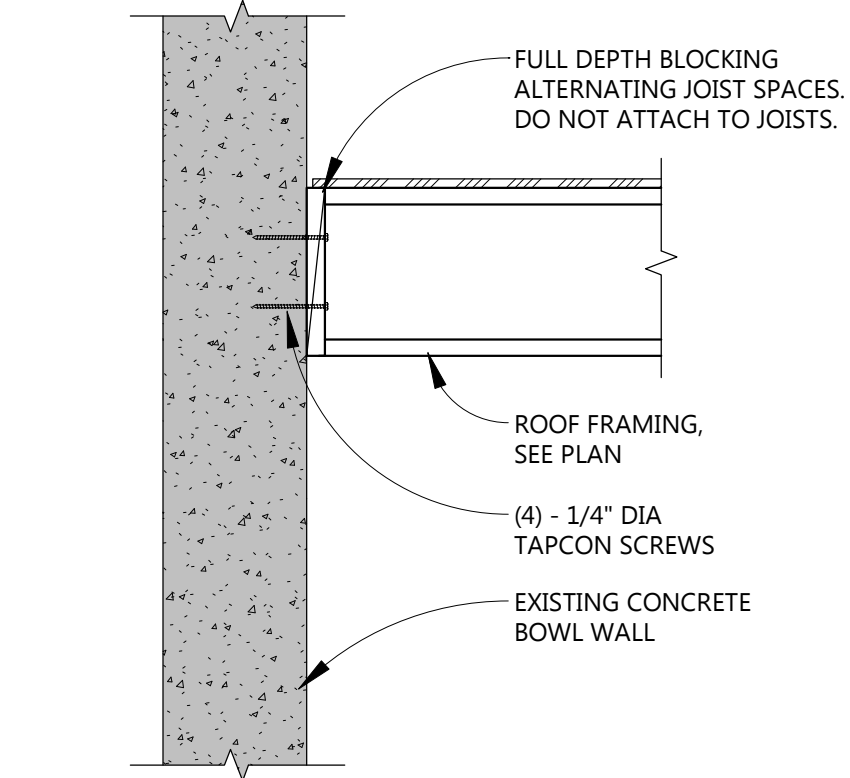
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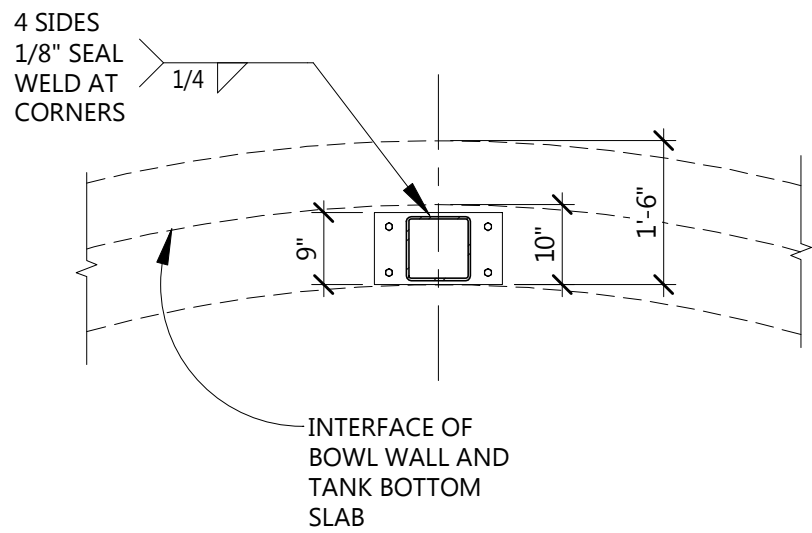
1 SECTION
\$2.00 3/4" = 1'-0"



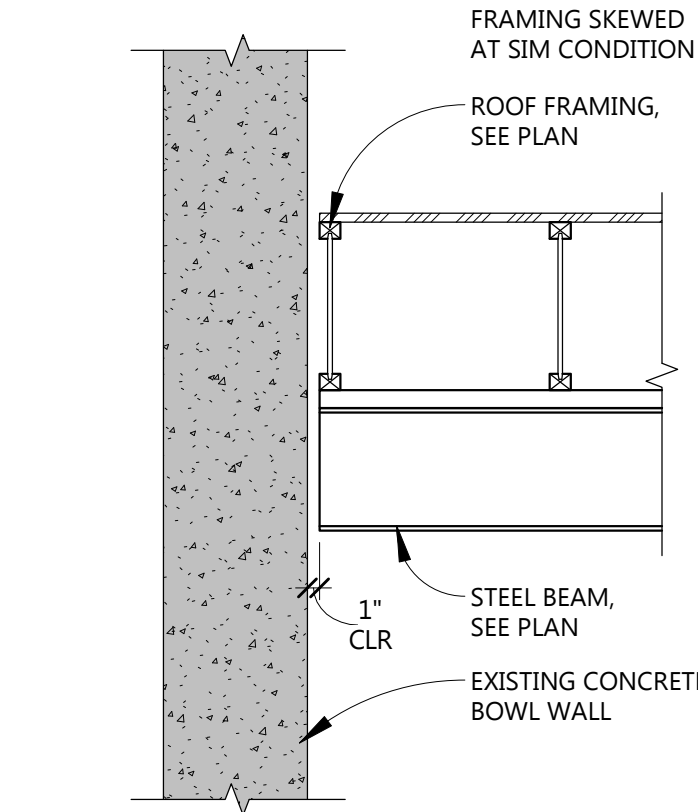
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\$2.00 3/4" = 1'-0"



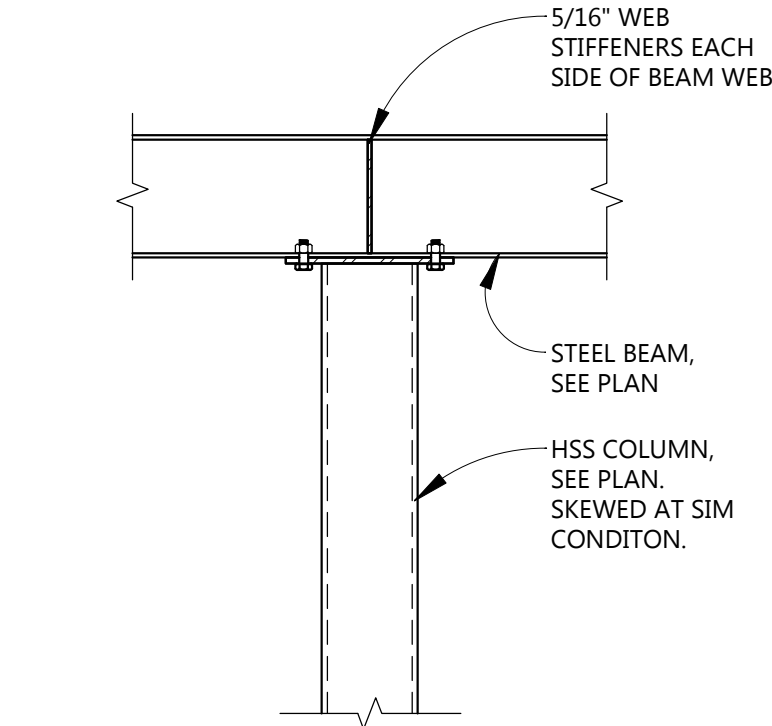
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\$2.00 3/4" = 1'-0"



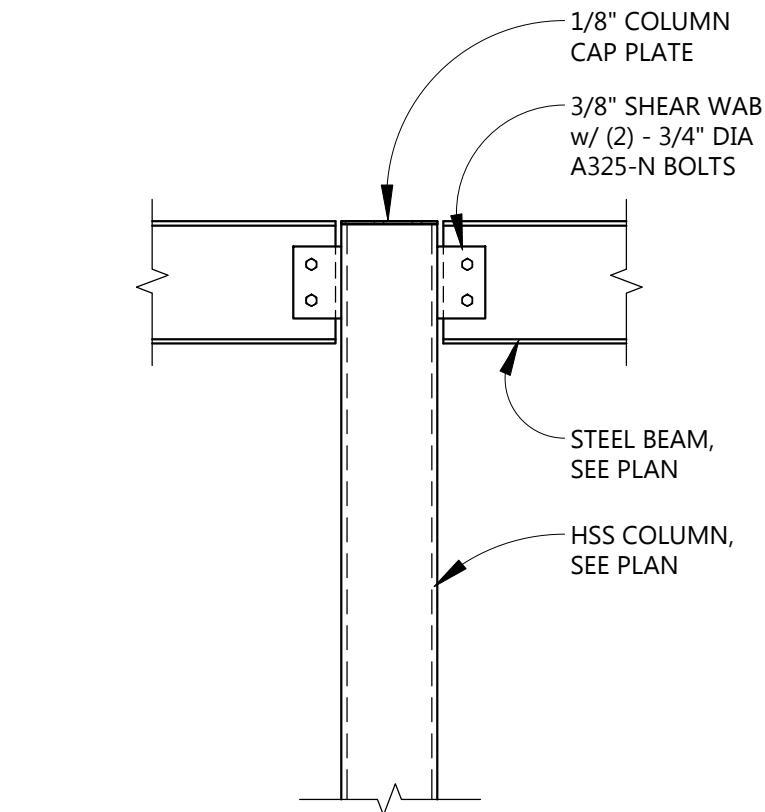
7 PLAN DETAIL
\$2.00 1/2" = 1'-0"



3 SECTION
\$2.00 3/4" = 1'-0"



4 SECTION
\$2.00 3/4" = 1'-0"



5 SECTION
\$2.00 3/4" = 1'-0"



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DRAWING TITLE:

DETAILS AND SECTIONS

FILE: XXX
DRAWN BY: CAB
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PROJ. NO: 20210
DRAWING NO:

\$2.00

PROPERTY NAME: Brainerd Water Tower
PROPERTY ADDRESS: 624 Washington St, Brainerd, MN 56401

DATE: 7/9/2021
NRHP LISTING NO.: 74001014

ITEM NO: 1	FEATURE: PHASE 1 Roof	CONST. DATE: 1920	FUNDING SOURCE(S): ☐ GRANT ☐ OTHER	BUDGET ITEM No.:
DESCRIBE EXISTING FEATURE AND ITS CONDITION The tower originally featured a domed reinforced concrete roof. In the late 1920s the bowl had begun leaking badly and a bituminous water proofing layer was installed at the interior of the bowl. A single wythe brick liner was installed over the waterproofing. The water tower was decommissioned in 1958. In 1973 preservation efforts began at the tower, which included removing the roof of the bowl to ease maintenance. Since then, the masonry liner and waterproofing have deteriorated and allowed water to become trapped between the waterproofing and the concrete walls of the bowl. This has led to significant spalling, with large chunks of concrete delaminating from the exterior of the bowl and falling to the ground. Additionally, water infiltrates the shaft of the tower through the existing hatch at the bowl. This has caused corrosion at the steel stair inside the tower. DESCRIBE WORK AND IMPACT ON EXISTING FEATURE The top 4' of the brick liner and waterproofing will be removed. A flat membrane roof and necessary structural supports will be installed at approximately 6' below the top of the crenelations. Existing flag pole lights will be relocated to new roof. This will preserve the appearance of the tower as it has been since 1973. It will prevent water from becoming trapped against the concrete walls of the bowl and from traveling through the hatch at the bottom of the bowl. It will halt the deterioration of the brick liner. It will ease the maintenance of the flag poles and flag pole lights that have become an important feature of the water tower since the 1970s. PHOTOS: 1-10 DRAWING SHEET NO. A3.01, S1,2 DDL DOCUMENTATION:				
UPDATES AFTER PROJECT IS COMPLETED				

ITEM NO: 2	FEATURE: PHASE 2 Steel Stairs	CONST. DATE: 1920	FUNDING SOURCE(S): ☐ GRANT ☐ OTHER	BUDGET ITEM No.:
DESCRIBE EXISTING FEATURE AND ITS CONDITION The existing steel stairs within the tower are generally in fair condition. They appear to be fundamentally structural stable, but have rusted in some locations and are slumping slightly about half way up the stairway. Similar conditions are present at the exterior stairs that lead to the observation ring. DESCRIBE WORK AND IMPACT ON EXISTING FEATURE Stairs will be scraped and rust will be removed. Limited structural reinforcement will be installed. A paint analysis will be conducted to determine the original paint color used on the stairs. Stairs will be prepped, primed, and painted to match the original color. PHOTOS: 11-14 DRAWING SHEET NO. A3.01 DDL DOCUMENTATION:				
UPDATES AFTER PROJECT IS COMPLETED				

ITEM NO: 3	FEATURE: PHASE 2 Windows	CONST. DATE: 1920	FUNDING SOURCE(S): ☐ GRANT ☐ OTHER	BUDGET ITEM No.:
DESCRIBE EXISTING FEATURE AND ITS CONDITION Original wood windows are in fair to poor condition, with some dry rot and missing wood material. Brick window surrounds are in need of repointing. DESCRIBE WORK AND IMPACT ON EXISTING FEATURE Windows will be carefully removed. Epoxy repairs will be used to restore areas of minor to medium levels of deterioration to wood members. Dutchman repairs will be used in areas of medium to heavy deterioration. Original glass will be removed and reinstalled with new glazing putty. Where glass is broken, it will be replaced to match the existing glass surface appearance. Paint analysis will be conducted to determine original paint color of windows. Windows will be prepped, painted to match original, & reinstalled. Window surrounds will be repointed. A mortar test will be conducted to determine original mortar composition. Masonry will be repointed with mortar to match original in consistency, texture, color, & tooling. PHOTOS: 15-19 DRAWING SHEET NO. A2.01, A6.01 L DOCUMENTATION:				
UPDATES AFTER PROJECT IS COMPLETED				

Project Manual

Brainerd Water Tower

624 Washington Street, Brainerd, MN 56401

July 9, 2021



PERFORMANCE
DRIVEN DESIGN.

CLIENT:
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

ARCHITECT:
LHB, Inc.
701 N Washington Ave #200
Minneapolis, MN 55401
Contact: Mike Lovato, AIA
Mike.Lovato@LHBcorp.com
LHB Project No. 190069

SECTION 00 0110
TABLE OF CONTENTS

PROCUREMENT AND CONTRACTING REQUIREMENTS

1.01 DIVISION 00 -- PROCUREMENT AND CONTRACTING REQUIREMENTS

- A. 00 0110 - Table of Contents
- B. 00 2113 - Instructions to Bidders
- C. 00 4100 - Bid Form
- D. 00 5200 - Agreement Form
- E. 00 7200 - General Conditions

SPECIFICATIONS

2.01 DIVISION 01 -- GENERAL REQUIREMENTS

- A. 01 1000 - Summary
- B. 01 2000 - Price and Payment Procedures
- C. 01 2200 - Unit Prices
- D. 01 3000 - Administrative Requirements
- E. 01 3216 - Construction Progress Schedule
- F. 01 4000 - Quality Requirements
- G. 01 5000 - Temporary Facilities and Controls
- H. 01 6000 - Product Requirements
- I. 01 7000 - Execution and Closeout Requirements
- J. 01 7419 - Construction Waste Management and Disposal
- K. 01 7800 - Closeout Submittals

2.02 DIVISION 02 -- EXISTING CONDITIONS

- A. 02 4100 - Demolition

2.03 DIVISION 03 -- CONCRETE

2.04 DIVISION 04 -- MASONRY

- A. 04 0511 - Masonry Mortaring and Grouting

2.05 DIVISION 05 -- METALS

- A. 05 1200 - Structural Steel Framing
- B. 05 5000 - Metal Fabrications

2.06 DIVISION 06 -- WOOD, PLASTICS, AND COMPOSITES

- A. 06 1000 - Rough Carpentry
- B. 06 1733 - Wood I-Joists

2.07 DIVISION 07 -- THERMAL AND MOISTURE PROTECTION

- A. 07 5323 - EPDM Thermoset Single-Ply Roofing - Carlisle
- B. 07 6200 - Sheet Metal Flashing and Trim
- C. 07 9200 - Joint Sealants

2.08 DIVISION 08 -- OPENINGS

2.09 DIVISION 09 -- FINISHES

2.10 DIVISION 10 -- SPECIALTIES

2.11 DIVISION 11 -- EQUIPMENT

2.12 DIVISION 12 -- FURNISHINGS
2.13 DIVISION 13 -- SPECIAL CONSTRUCTION
2.14 DIVISION 14 -- CONVEYING EQUIPMENT
2.15 DIVISION 21 -- FIRE SUPPRESSION
2.16 DIVISION 22 -- PLUMBING
2.17 DIVISION 23 -- HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC)
2.18 DIVISION 25 -- INTEGRATED AUTOMATION
2.19 DIVISION 26 -- ELECTRICAL
2.20 DIVISION 27 -- COMMUNICATIONS
2.21 DIVISION 28 -- ELECTRONIC SAFETY AND SECURITY
2.22 DIVISION 31 -- EARTHWORK
2.23 DIVISION 32 -- EXTERIOR IMPROVEMENTS
2.24 DIVISION 33 -- UTILITIES
2.25 DIVISION 34 -- TRANSPORTATION
2.26 DIVISION 40 -- PROCESS INTEGRATION
2.27 DIVISION 46 -- WATER AND WASTEWATER EQUIPMENT
END OF SECTION

SECTION 00 2113
INSTRUCTIONS TO BIDDERS

SUMMARY

- 1.01 SEE AIA DOCUMENT A701 (1997 EDITION), INSTRUCTIONS TO BIDDERS, AS MODIFIED, FOLLOWING THIS DOCUMENT.**

END OF SECTION

SECTION 00 4100

BID FORM

THE PROJECT AND THE PARTIES

TO: CITY OF PIPESTONE

FOR: PIPESTONE SENIOR CENTER EMERGENCY EAST FACADE REPAIRS

DATE: _____ (BIDDER TO ENTER DATE)

SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

Bidder's Full Name: _____

Address: _____

City, State, Zip: _____

Contact: _____

Email: _____

1.01 OFFER

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Bid Documents prepared by _____ for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of: _____ dollars (\$ _____), in lawful money of the United States of America.
- B. We have included the required security deposit as required by the Instruction to Bidders.
- C. We have included the required Responsible Contractor Verification Forms.
- D. All applicable federal taxes are included and State of Minnesota taxes are included in the Bid Sum.
- E. All Cash and Contingency Allowances described in Section 01 2100 - Allowances are included in the Bid Sum.

1.02 ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for thirty days from the bid closing date.
- B. If this bid is accepted by Owner within the time period stated above, we will:
1. Execute the Agreement within seven days of receipt of Notice of Award.
 2. Furnish the required bonds within seven days of receipt of Notice of Award.
 3. Commence work within seven days after written Notice to Proceed of this bid.
- C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.
- D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.03 CONTRACT TIME

- A. If this Bid is accepted, we will:
- B. Complete the Work by the TBD day of TBD.

1.04 UNIT PRICES

- A. Item 1: Stone repointing, add \$ _____ per square foot.
- B. Item 2: Stone replacement, add \$ _____ per brick.

- C. Item 3: Remove mortar, install backer rod and sealant, add \$_____ per square foot.
- D. Item 4: Patch stone, add \$_____ per square foot.

1.05 ADDENDA

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
1. Addendum # _____ Dated _____.
 2. Addendum # _____ Dated _____.
 3. Addendum # _____ Dated _____.

1.06 BID FORM SIGNATURE(S)

The Corporate Seal of

(Bidder - print the full name of your firm)

was hereunto affixed in the presence of:

(Print Authorized signing officer, Title)

(Signature of authorized signing officer)

- 1.07 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.**

END OF SECTION

SECTION 00 4313

BID BOND

PART 1 GENERAL

1.01 THE BOND FORM TO BE EXECUTED IS ATTACHED FOLLOWING THIS PAGE.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF AGREEMENT

SECTION 00 5200
AGREEMENT FORM

PART 1 GENERAL

1.01 FORM OF AGREEMENT

- A. The Form of Agreement is AIA Document A101-2007, Standard Form of Agreement Between Owner and Contractor - Stipulated Sum, as modified by Owner, and incorporated by reference.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION

SECTION 00 6113
PERFORMANCE AND PAYMENT BONDS

PART 1 GENERAL

**1.01 THE SAMPLE PERFORMANCE AND PAYMENTS BONDS TO BE EXECUTED IS ATTACHED
FOLLOWING THIS PAGE.**

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF AGREEMENT

**SECTION 00 7200
GENERAL CONDITIONS**

FORM OF GENERAL CONDITIONS

1.01 THE GENERAL CONDITIONS APPLICABLE TO THIS CONTRACT IS ATTACHED FOLLOWING THIS PAGE.

END OF SECTION

SECTION 00 7343
PREVAILING WAGE

PART 1 GENERAL

1.01 THIS PROJECT IS SUBJECT TO WAGE PROVISIONS OF THE STATE OF MINNESOTA.

- A. Contractor and subcontractors shall be subject to payment of prevailing wage rates for commercial construction determined for Project by Minnesota Department of Labor and Industry.
- B. Contractors are not to pay less than the prevailing wage and salary rates. A laborer or mechanic employed directly on the Project site by Contractor or any subcontractor, agent or other person doing or contracting to do all or a part of the Work on the Project shall not be paid a lesser wage rate than prevailing wage rate determined for same or most similar trade or occupation in the Wage Rate Determination Schedule.
- C. If a prevailing wage determination is not scheduled for a trade or classification, Contractor is not relieved from responsibility for paying the prevailing wage rate for trade in question. Additional classifications may develop between determinations by the Minnesota Department of Labor and Industry. Therefore, no inferences may be drawn from the omission of a classification which has local usage.
- D. Owner will not be liable for increased labor costs, or errors or changes to the rates or classifications.

1.02 PREVAILING WAGE DETERMINATION

- A. A copy of the applicable Prevailing Wage Determination Schedule, as provided by the Minnesota Department of Labor and Industry is included for Contractor's reference.

1.03 POSTING OF PREVAILING WAGE SCHEDULE

- A. Contractor shall post and maintain at least one copy of the schedule of Prevailing Wage Determination Schedule in a conspicuous location on the construction site until substantial completion of Project.

1.04 ENFORCEMENT AND COMPLIANCE

- A. Contractor is solely responsible for enforcement of compliance with Wage Rate Determination Schedule for persons employed directly by Contractor and persons in the employ of its subcontractors, including settlement of claims made by persons found to have received wages lower than rate classification included in said schedule.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 1000

SUMMARY

PART 1 GENERAL

1.01 PROJECT

- A. Project Name: 190190 Brainerd Water Tower
- B. Owner's Name: City of Brainerd.
- C. Architect's Name: LHB, Inc..
- D. The project consists of adding a roof structure to the interior of the bowl at the historic Brainerd Water Tower. It also entails structural upgrades to the stair structure, window restoration, masonry repointing at the opening surrounds, and lighting improvements.

1.02 CONTRACT DESCRIPTION

- A. Contract Type: A single prime contract based on a Stipulated Price as described in Document 00 5200 - Agreement Form.

1.03 DESCRIPTION OF ALTERATIONS WORK

- A. Scope of work is shown on drawings.

1.04 CONTRACTOR USE OF SITE AND PREMISES

- A. Construction Operations: Limited to areas noted on Drawings.
 - 1. Locate and conduct construction activities in ways that will limit disturbance to site.
- B. Arrange use of site and premises to allow:
 - 1. Work by Owner.
- C. Provide access to and from site as required by law and by Owner:
 - 1. Do not obstruct roadways, sidewalks, or other public ways without permit.
- D. Utility Outages and Shutdown:
 - 1. Limit disruption of utility services to hours the building is unoccupied.
 - 2. Do not disrupt or shut down life safety systems, including but not limited to fire sprinklers and fire alarm system, without 7 days notice to Owner and authorities having jurisdiction.
 - 3. Prevent accidental disruption of utility services to other facilities.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 2000
PRICE AND PAYMENT PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Procedures for preparation and submittal of applications for progress payments.
- B. Documentation of changes in Contract Sum and Contract Time.
- C. Change procedures.
- D. Procedures for preparation and submittal of application for final payment.

1.02 SCHEDULE OF VALUES

- A. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit draft to Architect for approval.
- B. Forms filled out by hand will not be accepted.
- C. Submit a printed schedule on AIA Form G703 - Application and Certificate for Payment Continuation Sheet.
- D. Submit Schedule of Values within 15 days after date of Owner-Contractor Agreement.
- E. Revise schedule to list approved Change Orders, with each Application For Payment.

1.03 APPLICATIONS FOR PROGRESS PAYMENTS

- A. Payment Period: Submit at intervals stipulated in the Agreement.
- B. Submit electronically in PDF format to Architect for approval.
- C. Forms filled out by hand will not be accepted.
- D. Present required information in typewritten form.
- E. Form: AIA G702 Application and Certificate for Payment and AIA G703 - Continuation Sheet including continuation sheets.
- F. Execute certification by signature of authorized officer.
- G. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored products.
- H. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of work.
- I. Include the following with the application:
 - 1. Transmittal letter as specified for submittals in Section 01 3000.
 - 2. Partial release of liens from major subcontractors and vendors.
- J. When Architect or requires substantiating information, submit data justifying dollar amounts in question. Provide one copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.

1.04 MODIFICATION PROCEDURES

- A. For minor changes not involving an adjustment to the Contract Price or Contract Time, Architect will issue instructions directly to Contractor.
- B. Architect will advise of minor changes in the Work not involving an adjustment to Contract Sum or Contract Time as authorized by the Conditions of the Contract by issuing supplemental instructions on AIA Form G710.
- C. For other required changes, Architect will issue a Construction Change Directive (CCD) signed by Owner instructing Contractor to proceed with the change, for subsequent inclusion in a Change Order.
 - 1. The document will describe the required changes and will designate method of determining any change in Contract Sum or Contract Time.
 - 2. Promptly execute the change.

- D. For changes for which advance pricing is desired, Architect will issue a Proposal Request (PR) that includes a detailed description of a proposed change with supplementary or revised drawings and specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor shall prepare and submit a fixed price quotation within 10 days.
- E. Contractor may propose a change by submitting a written request for change to Architect, describing the proposed change and its full effect on the Work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation and a statement describing the effect on Work by separate or other contractors. Document any requested substitutions in accordance with Section 01 6000.
- F. Computation of Change in Contract Amount: As specified in the Agreement and Conditions of the Contract.
 - 1. For change requested by Contractor, the amount will be based on the Contractor's request for a Change Order as approved by Architect.
 - 2. For pre-determined unit prices and quantities, the amount will be based on the fixed unit prices.
- G. Substantiation of Costs: Provide full information required for evaluation.
 - 1. On request, provide the following data:
 - a. Quantities of products, labor, and equipment.
 - b. Taxes, insurance, and bonds.
 - c. Justification for any change in Contract Time.
 - d. Credit for deletions from Contract will be at 1/2 the percentage allowed for additions.
 - 2. For Time and Material work, submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.
- H. Execution of Change Orders: Architect will issue Change Orders for signatures of parties as provided in the Conditions of the Contract on AIA G701.
- I. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.
- J. Promptly enter changes in Project Record Documents.

1.05 APPLICATION FOR FINAL PAYMENT

- A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.
- B. Application for Final Payment will not be considered until the following have been accomplished:
 - 1. All closeout procedures specified in Section 01 7000, and Section 01 7800.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 2200

UNIT PRICES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. List of unit prices, for use in preparing Bids.
- B. Measurement and payment criteria applicable to Work performed under a unit price payment method.
- C. Defect assessment and non-payment for rejected work.

1.02 COSTS INCLUDED

- A. Unit Prices included on the Bid Form shall include full compensation for all required labor, products, tools, equipment, plant, transportation, services and incidentals; erection, application or installation of an item of the Work; overhead and profit.

1.03 UNIT QUANTITIES SPECIFIED

- A. Quantities indicated in the Bid Form are for bidding and contract purposes only. Quantities and measurements of actual Work will determine the payment amount.

1.04 MEASUREMENT OF QUANTITIES

- A. Measurement methods delineated in the individual specification sections complement the criteria of this section. In the event of conflict, the requirements of the individual specification section govern.
- B. Assist by providing necessary equipment, workers, and survey personnel as required.
- C. Measurement Devices:
 - 1. Weigh Scales: Inspected, tested and certified by the applicable state Weights and Measures department within the past year.
 - 2. Platform Scales: Of sufficient size and capacity to accommodate the conveying vehicle.
 - 3. Metering Devices: Inspected, tested and certified by the applicable State department within the past year.
- D. Measurement by Weight: Concrete reinforcing steel, rolled or formed steel or other metal shapes will be measured by handbook weights. Welded assemblies will be measured by handbook or scale weight.
- E. Measurement by Volume: Measured by cubic dimension using mean length, width and height or thickness.
- F. Measurement by Area: Measured by square dimension using mean length and width or radius.
- G. Linear Measurement: Measured by linear dimension, at the item centerline or mean chord.
- H. Stipulated Price Measurement: Items measured by weight, volume, area, or linear means or combination, as appropriate, as a completed item or unit of the Work.
- I. Perform surveys required to determine quantities, including control surveys to establish measurement reference lines. Notify Architect prior to starting work.

1.05 PAYMENT

- A. Payment for Work governed by unit prices will be made on the basis of the actual measurements and quantities of Work that is incorporated in or made necessary by the Work and accepted by the Architect, multiplied by the unit price.
- B. Payment will not be made for any of the following:
 - 1. Products wasted or disposed of in a manner that is not acceptable.
 - 2. Products determined as unacceptable before or after placement.
 - 3. Products not completely unloaded from the transporting vehicle.
 - 4. Products placed beyond the lines and levels of the required Work.
 - 5. Products remaining on hand after completion of the Work.
 - 6. Loading, hauling, and disposing of rejected Products.

1.06 DEFECT ASSESSMENT

- A. Replace Work, or portions of the Work, not complying with specified requirements.
- B. If, in the opinion of Architect, it is not practical to remove and replace the Work, Architect will direct one of the following remedies:
 - 1. The defective Work may remain, but the unit price will be adjusted to a new unit price at the discretion of Architect.
 - 2. The defective Work will be partially repaired to the instructions of the Architect, and the unit price will be adjusted to a new unit price at the discretion of Architect.
- C. If, in the opinion of Owner, it is not practical to remove and replace the Work, Owner will direct one of the following remedies:
 - 1. The defective Work may remain, but the unit price will be adjusted to a new unit price at the discretion of Owner.
 - 2. The defective Work will be partially repaired to the instructions of the Owner, and the unit price will be adjusted to a new unit price at the discretion of Owner.
- D. The individual specification sections may modify these options or may identify a specific formula or percentage price reduction.
- E. The authority of Architect to assess the defect and identify payment adjustment is final.

1.07 SCHEDULE OF UNIT PRICES

- A. Item 1: Stone repointing (per square foot).
- B. Item 2: Stone replacement (per square foot).
- C. Item 3: Demolition and salvage of face stone (per square foot).
- D. Item 4: Demolition of backup (per square foot).
- E. item 5: Resetting of face stone. (per square foot)
- F. Item 6: Reconstruction of backup (per square foot)

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 3000
ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. General administrative requirements.
- B. Electronic document procedures.
- C. Preconstruction meeting.
- D. Site mobilization meeting.
- E. Progress meetings.
- F. Construction progress schedule.
- G. Progress photographs.
- H. Coordination drawings.
- I. Submittals for review, information, and project closeout.
- J. Number of copies of submittals.
- K. Submittal procedures.

1.02 GENERAL ADMINISTRATIVE REQUIREMENTS

- A. Comply with requirements of Section 01 7000 - Execution and Closeout Requirements for coordination of execution of administrative tasks with timing of construction activities.

1.03 PROJECT COORDINATOR

- A. Project Coordinator: Prime Contractor.
- B. Cooperate with the Project Coordinator in allocation of mobilization areas of site; for field offices and sheds, for site access, traffic, and parking facilities.
- C. During construction, coordinate use of site and facilities through the Project Coordinator.
- D. Comply with Project Coordinator's procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.
- E. Comply with instructions of the Project Coordinator for use of temporary utilities and construction facilities. Responsibility for providing temporary utilities and construction facilities is identified in Section 01 1000 - Summary.
- F. Coordinate field engineering and layout work under instructions of the Project Coordinator.
- G. Make the following types of submittals to Architect through the Project Coordinator:

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 ELECTRONIC DOCUMENT PROCEDURES

- A. All documents transmitted for purposes of administration of the contract are to be in electronic (PDF) format and transmitted via E-mail.
 - 1. Besides submittals for review, information, and closeout, this procedure applies to Requests for Interpretation (RFIs), progress documentation, contract modification documents (e.g. supplementary instructions, change proposals, change orders), applications for payment, field reports and meeting minutes, Contractor's correction punchlist, and any other document any participant wishes to make part of the project record.
 - 2. Contractor, Owner and Architect are required to use this format.
 - 3. It is Contractor's responsibility to submit documents in allowable format.

4. Contractors need an email address, Internet access, and PDF review software that includes ability to mark up and apply electronic stamps (such as Adobe Acrobat, www.adobe.com).
5. Paper document of submittals will not be reviewed.
6. All other specified submittal and document transmission procedures apply, actual samples or color selection charts shall be submitted to the Architect in addition to a PDF copy.

3.02 PRECONSTRUCTION MEETING

- A. Architect will schedule a meeting after Notice of Award.
- B. Attendance Required:
 1. Owner.
 2. Architect.
 3. Contractor.
 4. Major Subcontractors.
- C. Agenda:
 1. Execution of Owner-Contractor Agreement.
 2. Submission of executed bonds and insurance certificates.
 3. Distribution of Contract Documents.
 4. Submission of list of subcontractors, list of products, schedule of values, and progress schedule.
 5. Designation of personnel representing the parties to Contract, _____ and Architect.
 6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
 7. Scheduling.
- D. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.03 PROGRESS MEETINGS

- A. Architect will schedule and administer meetings throughout progress of the Work.
- B. Attendance Required:
 1. Contractor.
 2. Owner.
 3. Architect.
 4. Contractor's superintendent.
 5. Major subcontractors.
- C. Agenda:
 1. Review minutes of previous meetings.
 2. Review of work progress.
 3. Field observations, problems, and decisions.
 4. Identification of problems that impede, or will impede, planned progress.
 5. Review of submittals schedule and status of submittals.
 6. Maintenance of progress schedule.
 7. Corrective measures to regain projected schedules.
 8. Planned progress during succeeding work period.
 9. Maintenance of quality and work standards.
 10. Effect of proposed changes on progress schedule and coordination.
 11. Other business relating to work.
- D. Record minutes and distribute copies within three days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.04 CONSTRUCTION PROGRESS SCHEDULE

- A. If preliminary schedule requires revision after review, submit revised schedule within 10 days.

- B. Within 20 days after review of preliminary schedule, submit draft of proposed complete schedule for review.
 - 1. Include written certification that major contractors have reviewed and accepted proposed schedule.
- C. Within 10 days after joint review, submit complete schedule.
- D. Submit updated schedule with each Application for Payment.

3.05 PROGRESS PHOTOGRAPHS

- A. Submit new photographs at least once a month, within 3 days after being taken.
- B. Photography Type: Digital; electronic files.
- C. Provide photographs of site and construction throughout progress of work produced by an experienced photographer, acceptable to Architect.
- D. Views:
 - 1. Provide non-aerial photographs from four cardinal views at each specified time, until date of Substantial Completion.
 - 2. Consult with Architect for instructions on views required.
 - 3. Provide factual presentation.
 - 4. Provide correct exposure and focus, high resolution and sharpness, maximum depth of field, and minimum distortion.
- E. Digital Photographs: 24 bit color, minimum resolution of 1024 by 768, in JPG format; provide files unaltered by photo editing software.
 - 1. Delivery Medium: Via email.
 - 2. File Naming: Include project identification, date and time of view, and view identification.
 - 3. PDF File: Assemble all photos into printable pages in PDF format, with 2 to 3 photos per page, each photo labeled with file name; one PDF file per submittal.

3.06 COORDINATION DRAWINGS

- A. Review, stamp, approve and sign drawings prior to submission to Architect.

3.07 SUBMITTALS FOR REVIEW

- A. When the following are specified in individual sections, submit for review in PDF (electronic format) as an attachment to E-Mail:
 - 1. Product data.
 - 2. Shop drawings.
 - 3. Samples for selection.
 - 4. Samples for verification.
- B. Provide quantity and size as specified in individual sections for review.
 - 1. Samples for selection.
 - 2. Samples for verification.
- C. Submit to Architect for review for the limited purpose of checking for compliance with information given and the design concept expressed in Contract Documents.
- D. Samples will be reviewed for aesthetic, color, or finish selection.
- E. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 7800 - Closeout Submittals.

3.08 SUBMITTALS FOR INFORMATION

- A. When the following are specified in individual sections, submit for review in PDF (electronic format) as an attachment to E-Mail:
 - 1. Design data.
 - 2. Certificates.
 - 3. Test reports.
 - 4. Inspection reports.

5. Manufacturer's instructions.
6. Manufacturer's field reports.
7. Other types indicated.

B. Submit for Architect's knowledge as contract administrator or for Owner.

3.09 SUBMITTALS FOR PROJECT CLOSEOUT

- A. Submit Correction Punch List for Substantial Completion.
- B. Submit Final Correction Punch List for Substantial Completion.
- C. Refer to Section 01 7800 for closeout submittals.
- D. Submit for Owner's benefit during and after project completion.

3.10 NUMBER OF COPIES OF SUBMITTALS

- A. Electronic Documents: Submit one electronic copy in PDF format; an electronically-marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.
- B. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect.
 1. After review, produce duplicates.
 2. Retained samples will not be returned to Contractor unless specifically so stated.

3.11 SUBMITTAL PROCEDURES

- A. General Requirements:
- B. Shop Drawing Procedures:
 1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting the Contract Documents and coordinating related Work.
 2. Generic, non-project specific information submitted as shop drawings do not meet the requirements for shop drawings.
- C. Contractor shall ensure that they are able send and receive large file size (ie. 50 MB) documents electronically.
- D. Transmit each submittal with approved form. Reference Specification Section Number and description of submittal on each transmittal.
- E. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.
- F. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.
- G. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents. Submittals without the Contractor's stamp will not be reviewed by the Architect/Engineer.
- H. Schedule submittals to expedite the Project, and coordinate submission of related items.
- I. For each submittal for review, allow 14 days excluding delivery time to and from the Contractor.
- J. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of the completed Work.
- K. Provide space for Contractor and Architect review stamps.
- L. When revised for resubmission, identify all changes made since previous submission.
- M. Re-submittals beyond one will result in additional services by the Architect/Engineer and a deduct change in the contract amount to cover the cost of services.
- N. Distribute reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
- O. Submittals not requested will not be recognized or processed.

3.12 ELECTRONIC (AUTOCAD) DRAWING FILES

- A. Architect will provide contractors with electronic drawing files, .DWG format, of plan views only upon the following conditions:
 - 1. Architect obtains approval from Owner.
 - 2. Architect Limited License Agreement prepared and signed by Architect and contractor.
 - 3. Receipt of \$500 service fee payable to LHB.
 - 4. Electronic drawing files will be provided in .DWG format. Contractor assumes the responsibility and the risk of conversion into another format.

END OF SECTION

SECTION 01 3216
CONSTRUCTION PROGRESS SCHEDULE

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Preliminary schedule.

1.02 SUBMITTALS

- A. Within 10 days after date of Agreement, submit preliminary schedule.
- B. If preliminary schedule requires revision after review, submit revised schedule within 10 days.
- C. Include written certification that major contractors have reviewed and accepted proposed schedule.

1.03 SCHEDULE FORMAT

- A. Listings: In chronological order according to the start date for each activity. Identify each activity with the applicable specification section number.
- B. Sheet Size: 8-1/2 x 11 in PDF format.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 PRELIMINARY SCHEDULE

- A. Prepare preliminary schedule in the form of a horizontal bar chart.
- B. Schedule of work is to occur between Month, Year and Month, Year
 - 1. Project Start Date: Upon Notice to Proceed on or before Month Day, year
 - 2. Substantial Completion Date: Month Day, year
 - 3. Completion Date: Month Day, year

3.02 UPDATING SCHEDULE

- A. Maintain schedules to record actual start and finish dates of completed activities.
- B. Indicate progress of each activity to date of revision, with projected completion date of each activity.
- C. Annotate diagrams to graphically depict current status of Work.
- D. Identify activities modified since previous submittal, major changes in Work, and other identifiable changes.
- E. Indicate changes required to maintain Date of Substantial Completion.
- F. Submit reports required to support recommended changes.
- G. Provide narrative report to define problem areas, anticipated delays, and impact on the schedule. Report corrective action taken or proposed and its effect.

END OF SECTION

SECTION 01 3591
HISTORIC TREATMENT PROCEDURES

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. Section includes general protection and treatment procedures for entire Project and the following specific work:
 - 1. Historic removal and dismantling.

1.03 DEFINITIONS

- A. Consolidate: To strengthen loose or deteriorated materials in place.
- B. Dismantle: To disassemble and detach items by hand from existing construction to the limits indicated, using small hand tools and small one-hand power tools, so as to protect nearby historic surfaces; and legally dispose of dismantled items off-site, unless indicated to be salvaged or reinstalled.
- C. Existing to Remain: Existing items that are not to be removed or dismantled.
- D. Historic: Spaces, areas, rooms, surfaces, materials, finishes, and overall appearance that are important to the successful rehabilitation and reconstruction as determined by Architect.
- E. Match: To blend with adjacent construction and manifest no apparent difference in material type, species, cut, form, detail, color, grain, texture, or finish; as approved by Architect.
- F. Reconstruct: To remove existing item, replicate damaged or missing components, and reinstall in original position.
- G. Refinish: To remove existing finishes to base material and apply new finish to match original, or as otherwise indicated.
- H. Reinstall: To protect removed or dismantled item, repair and clean it as indicated for reuse, and reinstall it in original position, or where indicated.
- I. Remove: Specifically for historic spaces, areas, rooms, and surfaces, the term means to detach an item from existing construction to the limits indicated, using hand tools and hand-operated power equipment, and legally dispose of it off-site, unless indicated to be salvaged or reinstalled.
- J. Repair: To correct damage and defects, retaining existing materials, features, and finishes while employing as little new material as possible. Includes patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading materials.
- K. Replace: To remove, duplicate, and reinstall entire item with new material. The original item is the pattern for creating duplicates unless otherwise indicated.
- L. Replicate: To reproduce in exact detail, materials, and finish unless otherwise indicated.
- M. Reproduce: To fabricate a new item, accurate in detail to the original, and in either the same or a similar material as the original, unless otherwise indicated.
- N. Restore: To consolidate, replicate, reproduce, repair, and refinish as required to achieve the indicated results.
- O. Retain: To keep existing items that are not to be removed or dismantled.
- P. Reversible: New construction work, treatments, or processes that can be removed or undone in the future without damaging historic materials unless otherwise indicated.
- Q. Salvage: To protect removed or dismantled items and deliver them to Owner.
- R. Stabilize: To provide structural reinforcement of unsafe or deteriorated items while maintaining the essential form as it exists at present; also, to reestablish a weather-resistant enclosure.

- S. Strip: To remove existing finish down to base material unless otherwise indicated.

1.04 MATERIALS OWNERSHIP

- A. Historic items, relics, and similar objects including, but not limited to, light fixtures, cornerstones and their contents, commemorative plaques and tablets, antiques, and other items of interest or value to Owner that may be encountered during removal and dismantling work remain Owner's property. Carefully dismantle and salvage each item or object.

1.05 INFORMATIONAL SUBMITTALS

- A. Preconstruction Documentation: Show preexisting conditions of adjoining construction and site improvements, including finish surfaces, that might be misconstrued as damage caused by Contractor's historic treatment operations.
- B. Inventory of Salvaged Items: After removal or dismantling work is complete, submit a list of items that have been salvaged.

1.06 QUALITY ASSURANCE

- A. Fire-Prevention Plan: Prepare a written plan for preventing fires during the Work, including placement of fire extinguishers, fire blankets, rag buckets, and other fire- prevention devices during each phase or process. Coordinate plan with Owner's fire- protection equipment and requirements. Include each fire watch's training, duties, and authority to enforce fire safety.
- B. Regulatory Requirements: Comply with notification regulations of authorities having jurisdiction before beginning removal and dismantling work. Comply with hauling and disposal regulations of authorities having jurisdiction.
- C. Standards: Comply with ANSI/ASSE A10.6.

1.07 STORAGE AND PROTECTION OF HISTORIC MATERIALS

- A. Salvaged Historic Materials:
 - 1. Clean only loose debris from salvaged historic items unless more extensive cleaning is indicated.
 - 2. Pack or crate items after cleaning; cushion against damage during handling. Label contents of containers.
 - 3. Store items in a secure area until delivery to Owner.
 - 4. Transport items to Owner's storage area designated by Owner.
 - 5. Protect items from damage during transport and storage.
- B. Historic Materials for Reinstallation:
 - 1. Repair and clean historic items as indicated and to functional condition for reuse.
 - 2. Pack or crate items after cleaning and repairing; cushion against damage during handling. Label contents of containers.
 - 3. Protect items from damage during transport and storage.
 - 4. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment unless otherwise indicated. Provide connections, supports, and miscellaneous materials to make item functional for use indicated.
- C. Existing Historic Materials to Remain: Protect construction indicated to remain against damage and soiling from construction work. Where permitted by Architect, items may be dismantled and taken to a suitable, protected storage location during construction work and reinstalled in their original locations after historic treatment and construction work in the vicinity is complete.
- D. Storage and Protection: When taken from their existing locations, catalog and store historic items within a weathertight enclosure where they are protected from wetting by rain, snow, condensation, or ground water, and from freezing temperatures.
 - 1. Identify each item with a non-permanent mark to document its original location. Indicate original locations on plans elevations, sections, or photographs by annotating the identifying marks.
 - 2. Secure stored materials to protect from theft.

1.08 PROJECT CONDITIONS

- A. General Size Limitation in Historic Spaces: Materials, products, and equipment used for performing the Work and for transporting debris, materials, and products shall be of sizes that clear surfaces within historic spaces, areas, rooms, and openings, including temporary protection, by 12 inches (300 mm) or more.
- B. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.
- C. Notify Architect of discrepancies between existing conditions and Drawings before proceeding with removal and dismantling work.
- D. Storage or sale of removed or dismantled items on-site is not permitted unless otherwise indicated.

PART 2 - PRODUCTS - NOT USED

PART 3 - EXECUTION

3.01 HISTORIC REMOVAL AND DISMANTLING EQUIPMENT

- A. Removal Equipment: Use only hand-held tools except as follows or unless otherwise approved by Architect on a case-by-case basis:
 - 1. Light jackhammers are allowed subject to Architect's approval.
 - 2. Large air hammers are not permitted.
- B. Dismantling Equipment: Use manual, hand-held tools, except as follows or otherwise approved by Architect on a case-by-case basis:
 - 1. Hand-held power tools and cutting torches are permitted only as approved by architect. They must be adjustable so as to penetrate or cut only the thickness of material being removed.
 - 2. Pry bars more than 18 inches (450 mm) long and hammers weighing more than 2 lb (0.9 kg) are not permitted for dismantling work.

3.02 EXAMINATION

- A. Preparation for Removal and Dismantling: Examine construction to be removed or dismantled to determine best methods to safely and effectively perform removal and dismantling work. Examine adjacent work to determine what protective measures will be necessary. Make explorations, probes, and inquiries as necessary to determine condition of construction to be removed or dismantled and location of utilities and services to remain that may be hidden by construction that is to be removed or dismantled.
 - 1. Verify that affected utilities have been disconnected and capped.
 - 2. Inventory and record the condition of items to be removed and dismantled for reinstallation or salvage.
 - 3. Before removal or dismantling of existing buildings or building elements that will be reproduced or duplicated in final Work, make permanent record of measurements, materials, and construction details required to make exact reproduction.
 - 4. Engage a professional engineer to survey condition of building to determine whether removing any element might result in structural deficiency or unplanned collapse of any portion of structure or adjacent structures as a result of removal and dismantling work.
- B. Survey of Existing Conditions: Record existing conditions by use of measured drawings and preconstruction photographs.
- C. Perform surveys as the Work progresses to detect hazards resulting from historic treatment procedures.

3.03 PROTECTION, GENERAL

- A. Comply with temporary barrier requirements in Section 015000 "Temporary Facilities and Controls."
- B. Ensure that supervisory personnel are on-site and on duty when historic treatment work begins and during its progress.

- C. Protect persons, motor vehicles, surrounding surfaces of building, building site, plants, and surrounding buildings from harm resulting from historic treatment procedures.
 - 1. Use only proven protection methods, appropriate to each area and surface being protected.
 - 2. Provide barricades, barriers, and temporary directional signage to exclude public from areas where historic treatment work is being performed.
 - 3. Erect temporary protective covers over walkways and at points of pedestrian and vehicular entrance and exit that must remain in service during course of historic treatment work.
 - 4. Contain dust and debris generated by removal and dismantling work and prevent it from reaching the public or adjacent surfaces.
 - 5. Provide shoring, bracing, and supports as necessary. Do not overload structural elements.
 - 6. Protect floors and other surfaces along haul routes from damage, wear, and staining.
- D. Temporary Protection of Historic Materials:
 - 1. Protect existing historic materials with temporary protections and construction. Do not deface, damage, or remove existing materials scheduled to remain in place.
 - 2. Do not attach temporary protection to historic surfaces except as indicated as part of the historic treatment program and approved by Architect.
- E. Comply with each product manufacturer's written instructions for protections and precautions. Protect against adverse effects of products and procedures on people and adjacent materials, components, and vegetation.
- F. Utility and Communications Services:
 - 1. Notify Owner, Architect, authorities having jurisdiction, and entities owning or controlling wires, conduits, pipes, and other services affected by the historic treatment work before commencing operations.
 - 2. Disconnect and cap pipes and services as required by authorities having jurisdiction, as required for the historic treatment work.
 - 3. Maintain existing services unless otherwise indicated; keep in service, and protect against damage during operations. Provide temporary services during interruptions to existing utilities.
- G. Existing Drains: Prior to the start of work in an area, test drainage system to ensure that it is functioning properly. Notify Owner immediately of inadequate drainage or blockage. Do not begin work in an area until the drainage system is in working order.
 - 1. Prevent solids such as stone or mortar residue from entering the drainage system. Clean out drains and drain lines that become sluggish or blocked by sand or other materials resulting from historic treatment work.
 - 2. Protect drains from pollutants. Block drains or filter out sediments, allowing only clean water to pass.

3.04 PROTECTION FROM FIRE

- A. General: Follow fire-prevention plan and the following.
 - 1. Comply with NFPA 241 requirements unless otherwise indicated.
 - 2. Remove and keep area free of combustibles including, rubbish, paper, waste, and chemicals, except to the degree necessary for the immediate work.
 - a. If combustible material cannot be removed, provide fire blankets to cover such materials.
 - 3. Prohibit smoking by all persons within Project work and staging areas except where specifically designated for smoking.
- B. Heat-Generating Equipment and Combustible Materials: Comply with the following procedures while performing work with heat-generating equipment or highly combustible materials, including welding, torch-cutting, soldering, brazing, paint removal with heat, or other operations where open flames or implements utilizing high heat or combustible solvents and chemicals are anticipated:

1. Obtain Owner's approval for operations involving use of welding or other high-heat equipment. Use of open-flame equipment is not permitted. Notify Owner at least 72 hours before each occurrence, indicating location of such work.
 2. As far as practical, restrict heat-generating equipment to shop areas or outside the building.
 3. Do not perform work with heat-generating equipment in or near rooms or in areas where flammable liquids or explosive vapors are present or thought to be present. Use a combustible gas indicator test to ensure that the area is safe.
 4. Use fireproof baffles to prevent flames, sparks, hot gases, or other high-temperature material from reaching surrounding combustible material.
 5. Prevent the spread of sparks and particles of hot metal through open windows, doors, holes, and cracks in floors, walls, ceilings, roofs, and other openings.
 6. Fire Watch: Before working with heat-generating equipment or highly combustible materials, station personnel to serve as a fire watch at each location where such work is performed. Fire-watch personnel shall have the authority to enforce fire safety. Station fire watch according to NFPA 51B, NFPA 241, and as follows.
 - a. Train each fire watch in the proper operation of fire-control equipment.
 - b. Prohibit fire-watch personnel from other work that would be a distraction from fire-watch duties.
 - c. Cease work with heat-generating equipment whenever fire-watch personnel are not present.
 - d. Have fire watch perform final fire-safety inspection each day beginning no sooner than 30 minutes after conclusion of work at Project site to detect hidden or smoldering fires and to ensure that proper fire-prevention is maintained.
 - e. Maintain fire-watch personnel at Project site until 60 minutes after conclusion of daily work.
- C. Fire Extinguishers, Fire Blankets, and Rag Buckets: Maintain fire extinguishers, fire blankets, and rag buckets for disposal of rags with combustible liquids. Maintain each as suitable for the type of fire risk in each work area. Ensure that nearby personnel and the fire watch are trained in fire-extinguisher and blanket operation.

3.05 GENERAL HISTORIC TREATMENT

- A. Ensure that supervisory personnel are present when historic treatment work begins and during its progress.
- B. Halt the process of deterioration and stabilize conditions unless otherwise indicated. Perform work as indicated on Drawings. Follow the procedures in subparagraphs below and procedures approved in historic treatment program:
 1. Retain as much existing material as possible; repair and consolidate rather than replace.
 2. Use additional material or structure to reinforce, strengthen, prop, tie, and support existing material or structure.
 3. Use reversible processes wherever possible.
 4. Use historically accurate repair and replacement materials and techniques unless otherwise indicated.
 5. Record existing work before each procedure (preconstruction) and progress during the work with digital preconstruction documentation photographs or video recordings.
- C. Notify Architect of visible changes in the integrity of material or components whether due to environmental causes including biological attack, UV degradation, freezing, or thawing; or due to structural defects including cracks, movement, or distortion.
 1. Do not proceed with the work in question until directed by Architect.
- D. Where missing features are indicated to be repaired or replaced, provide features whose designs are based on accurate duplications rather than on conjectural designs, subject to approval of Architect.
- E. Where Work requires existing features to be removed or dismantled and reinstalled, perform these operations without damage to the material itself, to adjacent materials, or to the substrate.

3.06 HISTORIC REMOVAL AND DISMANTLING

- A. Perform work according to the historic treatment program.
 - 1. Provide supports or reinforcement for existing construction that becomes temporarily weakened by the work, until the work is completed.
 - 2. Perform cutting by hand or with small power tools wherever possible. Cut holes and slots neatly to size required, with minimum disturbance of adjacent work.
 - 3. Do not operate air compressors inside building, unless approved by Architect in each case.
 - 4. Do not drill or cut columns, beams, joints, girders, structural slabs, or other structural supporting elements, without having Contractor's professional engineer's written approval for each location before such work is begun.
 - 5. Do not use explosives.
- B. Water-Mist Sprinkling: Use water-mist sprinkling and other wet methods to control dust only with adequate, approved procedures and equipment that ensure that such water will not create a hazard or adversely affect other building areas or materials.
- C. Unacceptable Equipment: Keep equipment that is not permitted for historic removal or dismantling work away from the vicinity where such work is being performed.
- D. Removing and Dismantling Items on or near Historic Surfaces:
 - 1. Use only dismantling tools and procedures within 12 inches (300 mm) of historic surface. Do not use pry bars. Protect historic surface from contact with or damage by tools.
 - 2. Unfasten items to be removed, in the opposite order from which they were installed.
 - 3. Support each item as it becomes loosened to prevent stress and damage to the historic surface.
 - 4. Dismantle anchorages.
- E. Loose Plaster: Identify loose, non-historic plaster and separate it from its substrate by tapping with a hammer and prying with a chisel or screwdriver. Do not use pry bars. Leave sound, firmly adhered plaster in place. Do not damage, remove, or dismantle historic plasterwork except where indicated or where it is an immediate hazard to personnel and as approved by Architect.
- F. Anchorages:
 - 1. Remove anchorages associated with removed items.
 - 2. Dismantle anchorages associated with dismantled items.
 - 3. In non-historic surfaces, patch holes created by anchorage removal or dismantling according to the requirements for new work.
 - 4. In historic surfaces, patch or repair holes created by anchorage removal or dismantling according to Section specific to the historic surface being patched.

END OF SECTION

SECTION 01 4000
QUALITY REQUIREMENTS AND INSPECTIONS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. References and standards.
- B. Submittals.
- C. References and standards.
- D. Mock-ups.
- E. Control of installation.
- F. Tolerances.
- G. Testing and inspection agencies and services.
- H. Control of installation.
- I. Mock-ups.
- J. Tolerances.
- K. Manufacturers' field services.
- L. Defect Assessment.

1.02 REFERENCE STANDARDS

- A. ASTM C1021 - Standard Practice for Laboratories Engaged in Testing of Building Sealants; 2008 (Reapproved 2014).
- B. ASTM C1077 - Standard Practice for Laboratories Testing Concrete and Concrete Aggregates for Use in Construction and Criteria for Laboratory Evaluation; 2014.
- C. ASTM C1093 - Standard Practice for Accreditation of Testing Agencies for Masonry; 2013.
- D. ASTM E329 - Standard Specification for Agencies Engaged in Construction Inspection and/or Testing; 2014a.
- E. ASTM E 548 - Standard Guide for General Criteria used for Evaluating Laboratory Competence; 1994.

1.03 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Testing Agency Qualifications:
 - 1. Prior to start of Work, submit agency name, address, and telephone number, and names of full time registered Engineer and responsible officer.
 - 2. Submit copy of report of laboratory facilities inspection made by NIST Construction Materials Reference Laboratory during most recent inspection, with memorandum of remedies of any deficiencies reported by the inspection.
- C. Design Data: Submit for Architect's knowledge as contract administrator or for the Owner, for information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.
- D. Test Reports: After each test/inspection, promptly submit electronic PDF copies of report to Architect, Contractor and Building Official.
 - 1. Include:
 - a. Date issued.
 - b. Project title and number.
 - c. Name of inspector.
 - d. Date and time of sampling or inspection.
 - e. Identification of product and specifications section.
 - f. Location in the Project.
 - g. Type of test/inspection.

- h. Date of test/inspection.
 - i. Results of test/inspection.
 - j. Compliance with Contract Documents.
 - k. When requested by Architect, provide interpretation of results.
- E. Certificates: When specified, submit certification by the manufacturer and Contractor or installation/application subcontractor to Architect, in quantities specified for Product Data.
- 1. Indicate material or product complies with or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
 - 2. Certificates may be recent or previous test results on material or product, but must be acceptable to Architect.
- F. Manufacturer's Instructions: When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, for the Owner's information. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.
- G. Manufacturer's Field Reports: Submit reports for Architect's benefit as contract administrator or for Owner.
- 1. Submit report in duplicate within 30 days of observation to Architect for information.
 - 2. Submit for information for the limited purpose of assessing compliance with information given and the design concept expressed in the Contract Documents.

1.04 REFERENCES AND STANDARDS

- A. For products and workmanship specified by reference to a document or documents not included in the Project Manual, also referred to as reference standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Comply with reference standard of date of issue current on date of Contract Documents, except where a specific date is established by applicable code.
- C. Obtain copies of standards where required by product specification sections.
- D. Maintain copy at project site during submittals, planning, and progress of the specific work, until Substantial Completion.
- E. Should specified reference standards conflict with Contract Documents, request clarification from Architect before proceeding.
- F. Neither the contractual relationships, duties, or responsibilities of the parties in Contract nor those of Architect shall be altered from Contract Documents by mention or inference otherwise in any reference document.

1.05 TESTING AND INSPECTION AGENCIES AND SERVICES

- A. Owner will employ services of an independent testing agency (TA) to perform specified quality control testing and inspection. Additionally, the Owner will provide and pay for the following testing and inspection services identified in the Special Structural Testing and Inspection Program Summary Schedule (see Section 00 0300):
 - 1. SI-T, Special Inspector - Technical.
 - 2. SI-S, Special Inspector - Structural.
 - 3. SER, Structural Engineer of Record.
- B. Contractor shall employ and pay for services of an independent testing agency to perform other additional quality control testing, for testing above and beyond that listed in Section 01400 1.06 A, to ensure quality control such that the Contractor shall take responsibility for the end product.
- C. Employment of agency in no way relieves Contractor of obligation to perform Work in accordance with requirements of Contract Documents.
- D. Contractor Employed Agency:
 - 1. Testing agency: Comply with requirements of ASTM E 329, ASTM E 543, ASTM C 1021, ASTM C 1077, and ASTM C 1093, and shall be pre-approved by the Architect / Engineer.

2. Laboratory: Authorized to operate in State in which Project is located.
3. Laboratory Staff: Maintain a full time registered Engineer on staff to review services.
4. Testing Equipment: Calibrated at reasonable intervals either by NIST or using an NIST established Measurement Assurance Program, under a laboratory measurement quality assurance program.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.
- B. Comply with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect before proceeding.
- D. Comply with specified standards as minimum quality for the work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Have work performed by persons qualified to produce required and specified quality.
- F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.

3.02 MOCK-UPS

- A. Tests shall be performed under provisions identified in this section and identified in the respective product specification sections.
- B. Assemble and erect specified items with specified attachment and anchorage devices, flashings, seals, and finishes.
- C. Architect will use accepted mock-ups as a comparison standard for the remaining Work.
- D. Where mock-up has been accepted by Architect and is specified in product specification sections to be removed, protect mock-up throughout construction, remove mock-up and clear area when directed to do so by Architect.

3.03 TOLERANCES

- A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.
- B. Comply with manufacturers' tolerances. Should manufacturers' tolerances conflict with Contract Documents, request clarification from Architect before proceeding.
- C. Adjust products to appropriate dimensions; position before securing products in place.

3.04 TESTING AND INSPECTION

- A. See individual specification sections and Special Structural Testing and Inspection Program Summary Schedule (Section 00 0300) for quality control testing and inspection required.
- B. Testing Agency Duties:
 1. Provide qualified personnel at site. Cooperate with Architect and Contractor in performance of services.
 2. Perform specified sampling and testing of products in accordance with specified standards.
 3. Ascertain compliance of materials and mixes with requirements of Contract Documents.
 4. Promptly notify Architect and Contractor of observed irregularities or non-conformance of Work or products.
 5. Perform additional tests and inspections required by Architect.

6. Submit reports of all tests/inspections specified within 7 days. Notify Architect/Engineer within 24 hours of any failed test or non-conformities.
- C. Limits on Testing/Inspection Agency Authority:
 1. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
 2. Agency may not approve or accept any portion of the Work.
 3. Agency may not assume any duties of Contractor.
 4. Agency has no authority to stop the Work.
- D. Contractor Responsibilities:
 1. Deliver to agency at designated location, adequate samples of materials proposed to be used which require testing, along with proposed mix designs.
 2. Cooperate with laboratory personnel, and provide access to the Work and to manufacturers' facilities.
 3. Provide incidental labor and facilities:
 - a. To provide direct access to Work to be tested/inspected.
 - b. To obtain and handle samples at the site or at source of Products to be tested/inspected.
 - c. To facilitate tests/inspections.
 - d. To provide storage and curing of test samples.
 4. Notify Architect and laboratory 24 hours prior to expected time for operations requiring testing/inspection services.
 5. Employ services of an independent qualified testing laboratory and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
- E. Re-testing required because of non-compliance with specified requirements shall be performed by the same agency on instructions by Architect.
- F. Re-testing required because of non-compliance with specified requirements shall be paid for by Contractor.
- G. Re-testing required because of non-conformance to specified requirements shall be performed by the same agency on instructions by Architect. Payment for re-testing will be charged to the Contractor by deducting testing charges from the Contract Price.

3.05 MANUFACTURERS' FIELD SERVICES

- A. When specified in individual specification sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust, and balance equipment, and _____ as applicable, and to initiate instructions when necessary.
- B. Submit qualifications of observer to Architect 30 days in advance of required observations.
 1. Observer subject to approval of Architect.
- C. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.

3.06 DEFECT ASSESSMENT

- A. Replace Work or portions of the Work not complying with specified requirements.

END OF SECTION

SECTION 01 5000
TEMPORARY FACILITIES AND CONTROLS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Temporary utilities.
- B. Temporary Controls: Barriers and enclosures.
- C. Security requirements.
- D. Vehicular access and parking.
- E. Waste removal facilities and services.
- F. Field offices.

1.02 CONTRACTOR RESPONSIBILITIES

- A. Contractor is responsible for:
 - 1. Dumpsters.
 - 2. Connections/coordination with Owner for temperature, water and electricity.

1.03 TEMPORARY UTILITIES

- A. Electrical Power
 - 1. Notify Owner 14-days in advance of utility outages associated with connection and disconnection of the temporary utility systems to ensure that long-term, expensive research experiments conducted throughout the University are not disrupted.
- B. Water
 - 1. Water shall be provided from the existing building service for remodeling work.
 - 2. The Contractor shall maintain the system in a manner that will prevent freezing, flooding or contamination.
 - 3. The Contractor shall provide a back-flow prevention device between the existing water system and the temporary construction system. Use trigger-operated nozzles for water hoses, to avoid waste of water.

1.04 TEMPORARY SANITARY FACILITIES

- A. Use of existing facilities is permitted.
- B. Where the owner's representative approves the use of existing toilet facilities, the contractor shall clean the facilities daily and at the final comprehensive conclusion of the project.

1.05 VERMIN CONTROL

- A. All food waste shall be disposed of in a container with a lid.

1.06 DUST CONTROL

- A. Contractor is responsible to contain construction-related dust, contaminants and odors within the construction limits. Construction-related dust, contaminants and odors shall not interfere with normal operations.

1.07 BARRIERS

- A. Provide barriers to prevent unauthorized entry to construction areas, to allow for owner's use of site and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
- B. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.

1.08 EXTERIOR ENCLOSURES

- A. Provide temporary insulated weather tight closure of all exterior openings to accommodate acceptable working conditions and protection for Products, to allow for temporary heating and maintenance of required ambient temperatures identified in individual specification sections, and to prevent entry of unauthorized persons. Provide access doors with self-closing hardware and locks.

1.09 WEATHER PROTECTION

- A. Provide necessary measures to protect temporary and final work, existing and adjacent buildings, material and equipment from weather damage. This includes groundwater, rainwater, wind, ice, snow and the backing up of sewers and drains.
- B. Provide temporary insulated weather-tight enclosures of all openings in exterior walls and roofs.
- C. Provide temporary enclosures to withstand gale force wind.
- D. The contractor shall inspect, protect, maintain and ensure constant operation of existing roof drains.
- E. The contractor shall protect areas of partial demolition until area is enclosed and weather-tight.
- F. The contractor shall inspect, protect, maintain and ensure intended operation of existing interior building floor drains in the construction area.
- G. The contractor shall inspect, protect, maintain and ensure intended operation of existing site drainage, exterior catch basins and areaway drains within the construction site so water does not pond.

1.10 SECURITY

- A. Provide security and facilities to protect Work, existing facilities, and Owner's operations from unauthorized entry, vandalism, or theft.

1.11 VEHICULAR ACCESS AND PARKING

- A. Contractor shall comply with all posted regulations, signs and directions regarding traffic, parking and loading/unloading.
- B. Coordinate access and haul routes with governing authorities and Owner.
- C. Provide and maintain access to fire hydrants, free of obstructions.
- D. Onsite parking is available.

1.12 CONSTRUCTION STAGING

- A. Construction staging areas shall occupy the smallest possible space without compromising safety of the project. The Contractors shall install temporary fencing at the perimeter of the staging area.
- B. The Contractors may use the staging area as indicated on the drawings for material storage, equipment or other necessary purpose directly related to the work.

1.13 WASTE REMOVAL

- A. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.
- B. Provide containers with lids. Remove trash from site periodically to prevent vermin and pests from the job site.

1.14 FIELD OFFICES

- A. For remodeling projects, the A/E shall confirm with the Owner's representative if space is available within the existing building within the project boundaries for a construction field office.
- B. Office: Weathertight, with lighting, electrical outlets, heating, cooling equipment, and equipped with sturdy furniture, drawing rack, and drawing display table.
- C. Provide space for Project meetings with table and chairs.

1.15 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

- A. Remove temporary utilities, equipment, facilities, materials, prior to Date of Substantial Completion inspection.
- B. Clean and repair damage caused by installation or use of temporary work.
- C. Restore existing facilities used during construction to original condition.

PART 2 PRODUCTS - NOT USED
PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 6000
PRODUCT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Sustainable design-related product requirements.
- B. Re-use of existing products.
- C. Transportation, handling, storage and protection.
- D. Product option requirements.
- E. Substitution limitations.
- F. Substitution Request Form (attached at the end of this section).
- G. Procedures for Owner-supplied products.

1.02 REFERENCE STANDARDS

- A. 16 CFR 260.13 - Guides for the Use of Environmental Marketing Claims; Federal Trade Commission; Recycled Content; Current Edition.

1.03 SUBMITTALS

- A. Proposed Products List: Submit list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.
 - 1. Submit within 15 days after date of Agreement.
 - 2. For products specified only by reference standards, list applicable reference standards.
- B. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- C. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- D. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
 - 1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.
- E. Indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.

1.04 QUALITY ASSURANCE

- A. Recycled Content: Determine percentage of post-consumer and pre-consumer (post-industrial) content separately, using the guidelines contained in 16 CFR 260.13.
 - 1. Previously used, reused, refurbished, and salvaged products are not considered recycled.
 - 2. Wood fabricated from timber abandoned in transit to original mill is considered reused, not recycled.
 - 3. Determine percentage of recycled content of any item by dividing the weight of recycled content in the item by the total weight of materials in the item.
- B. Source Location: Provide products with content that was harvested, extracted or recovered close to the project site.
- C. Sustainably Harvested Wood: Solid wood, wood chips, and wood fiber certified or labeled by an organization accredited by:
 - 1. The Forest Stewardship Council, The Principles for Natural Forest Management; for Canada visit <http://www.fsccanada.org>, for the USA visit <http://www.fscus.org>.
 - 2. Acceptable Evidence: Copies of invoices bearing the certifying organization's certification numbers.

PART 2 PRODUCTS

2.01 EXISTING PRODUCTS

- A. Do not use materials and equipment removed from existing premises unless specifically required or permitted by Contract Documents.
- B. Existing materials and equipment indicated to be removed, but not to be re-used, relocated, reinstalled, delivered to the Owner, or otherwise indicated as to remain the property of the Owner, become the property of the Contractor; remove from site.
- C. Reused Products: Reused products include materials and equipment previously used in this or other construction, salvaged and refurbished as specified.
- D. Specific Products to be Reused: The reuse of certain materials and equipment already existing on the project site is required.
 - 1. See Section 01 1000 for list of items required to be salvaged for reuse and relocation.
 - 2. If reuse of other existing materials or equipment is desired, submit substitution request.

2.02 NEW PRODUCTS

- A. Provide new products unless specifically required or permitted by Contract Documents.
- B. Use of products having any of the following characteristics is not permitted:
 - 1. Made using or containing CFC's or HCFC's.
 - 2. Made of wood from newly cut old growth timber.
 - 3. Containing lead, cadmium, or asbestos.
- C. Where other criteria are met, Contractor shall give preference to products that:
 - 1. If used on interior, have lower emissions, as defined in Section 01 6116.
 - 2. If wet-applied, have lower VOC content, as defined in Section 01 6116.
 - 3. Are extracted, harvested, and/or manufactured closer to the location of the project.
 - 4. Have longer documented life span under normal use.
 - 5. Result in less construction waste. See Section 01 7419
 - 6. Are made of recycled materials.
 - 7. If made of wood, are made of sustainably harvested wood, wood chips, or wood fiber.

2.03 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting specifications, no options or substitutions allowed after bidding.
- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named 10 days prior to bidding.

PART 3 EXECUTION

3.01 SUBSTITUTION LIMITATIONS

- A. See Section 01 2500 - Substitution Procedures.
- B. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents.
- C. A request for substitution constitutes a representation that the submitter:
 - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
 - 2. Agrees to provide the same warranty for the substitution as for the specified product.
 - 3. Agrees to coordinate installation and make changes to other Work that may be required for the Work to be complete with no additional cost to Owner.
 - 4. Waives claims for additional costs or time extension that may subsequently become apparent.

5. Agrees to reimburse Owner and Architect for review or redesign services associated with re-approval by authorities.
- D. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals.
- E. Substitution Submittal Procedure (Prior to Bidding):
 1. **Complete LHB Substitution Request Form** (attached) whenever a substitution is requested. All questions on the form must be answered. Requests with incomplete forms will not be processed.
 2. Submit Email copies of request for substitution to Architect for consideration on the LHB form attached to this section, not less than 5 business days from specified bid date. Limit each request to one proposed substitution.
 3. Submit shop drawings, product data, and certified test results attesting to the proposed product equivalence. Burden of proof is on proposer.
 4. The Architect will notify by addendum of decision to accept or reject request.
 5. All products to be used must have approval prior to bidding.
- F. Requests for substitution not submitted in accordance with the procedures described in this section will not be reviewed or considered by the Architect.

3.02 OWNER-SUPPLIED PRODUCTS

- A. See Section 01 1000 - Summary for identification of Owner-supplied products.
- B. Owner's Responsibilities:
 1. Arrange for and deliver Owner reviewed shop drawings, product data, and samples, to Contractor.
 2. Arrange and pay for product delivery to site.
 3. On delivery, inspect products jointly with Contractor.
 4. Submit claims for transportation damage and replace damaged, defective, or deficient items.
 5. Arrange for manufacturers' warranties, inspections, and service.
- C. Contractor's Responsibilities:
 1. Review Owner reviewed shop drawings, product data, and samples.
 2. Receive and unload products at site; inspect for completeness or damage jointly with Owner.
 3. Handle, store, install and finish products.
 4. Repair or replace items damaged after receipt.

3.03 TRANSPORTATION AND HANDLING

- A. Package products for shipment in manner to prevent damage; for equipment, package to avoid loss of factory calibration.
- B. If special precautions are required, attach instructions prominently and legibly on outside of packaging.
- C. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
- D. Transport and handle products in accordance with manufacturer's instructions.
- E. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.
- F. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- G. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage, and to minimize handling.
- H. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

3.04 STORAGE AND PROTECTION

- A. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication. See Section 01 7419.
- B. Store and protect products in accordance with manufacturers' instructions.
- C. Store with seals and labels intact and legible.
- D. Store sensitive products in weathertight, climate-controlled enclosures in an environment favorable to product.
- E. For exterior storage of fabricated products, place on sloped supports above ground.
- F. Provide off-site storage and protection when site does not permit on-site storage or protection.
- G. Protect products from damage or deterioration due to construction operations, weather, precipitation, humidity, temperature, sunlight and ultraviolet light, dirt, dust, and other contaminants.
- H. Comply with manufacturer's warranty conditions, if any.
- I. Do not store products directly on the ground.
- J. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- K. Prevent contact with material that may cause corrosion, discoloration, or staining.
- L. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- M. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

END OF SECTION

SECTION 01 7000
EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Examination, preparation, and general installation procedures.
- B. Requirements for alterations work, including selective demolition, _____.
- C. Pre-installation meetings.
- D. Cutting and patching.
- E. Cleaning and protection.
- F. Starting of systems and equipment.
- G. Demonstration and instruction of Owner personnel.
- H. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.
- I. General requirements for maintenance service.

1.02 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Cutting and Patching: Submit written request in advance of cutting or alteration that affects:
 - 1. Structural integrity of any element of Project.
 - 2. Integrity of weather exposed or moisture resistant element.
 - 3. Efficiency, maintenance, or safety of any operational element.
 - 4. Visual qualities of sight exposed elements.
 - 5. Work of Owner or separate Contractor.
- C. Project Record Documents: Accurately record actual locations of capped and active utilities.

1.03 PROJECT CONDITIONS

- A. Grade site to drain. Maintain excavations free of water. Provide, operate, and maintain pumping equipment.
- B. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
- C. Dust Control: Execute work by methods to minimize raising dust from construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere and over adjacent property.
 - 1. Provide dust-proof barriers between construction areas and areas continuing to be occupied by Owner.
- D. Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations.
 - 1. Indoors: Limit conduct of especially noisy interior work to the hours of 6 to 8 am.
- E. Pest and Rodent Control: Provide methods, means, and facilities to prevent pests and insects from damaging the work.
- F. Rodent Control: Provide methods, means, and facilities to prevent rodents from accessing or invading premises.
- G. Pollution Control: Provide methods, means, and facilities to prevent contamination of soil, water, and atmosphere from discharge of noxious, toxic substances, and pollutants produced by construction operations. Comply with federal, state, and local regulations.

PART 2 PRODUCTS

2.01 PATCHING MATERIALS

- A. New Materials: As specified in product sections; match existing products and work for patching and extending work.

- B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.
- C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 01 6000 - Product Requirements.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.
- D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
- E. Verify that utility services are available, of the correct characteristics, and in the correct locations.
- F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

3.02 PREPARATION

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substance.
- C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.

3.03 PREINSTALLATION MEETINGS

- A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.
- B. Require attendance of parties directly affecting, or affected by, work of the specific section.
- C. Notify Architect four days in advance of meeting date.
- D. Prepare agenda and preside at meeting:
 - 1. Review conditions of examination, preparation and installation procedures.
 - 2. Review coordination with related work.
- E. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.04 GENERAL INSTALLATION REQUIREMENTS

- A. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
- B. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
- C. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
- D. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
- E. Make neat transitions between different surfaces, maintaining texture and appearance.

3.05 ALTERATIONS

- A. Drawings showing existing construction and utilities are based on casual field observation and existing record documents only.
 - 1. Verify that construction and utility arrangements are as indicated.

2. Report discrepancies to Architect before disturbing existing installation.
3. Beginning of alterations work constitutes acceptance of existing conditions.
- B. Keep areas in which alterations are being conducted separated from other areas that are still occupied.
 1. Provide, erect, and maintain temporary dustproof partitions of construction specified in Section 01 5000 in locations as needed to protect occupied areas of the building.
- C. Remove existing work as indicated and as required to accomplish new work.
 1. Remove items as required for new construction and as indicated on drawings.
 2. Relocate items indicated on drawings.
 3. Where new surface finishes are to be applied to existing work, perform removals, patch, and prepare existing surfaces as required to receive new finish; remove existing finish if necessary for successful application of new finish.
 4. Where new surface finishes are not specified or indicated, patch holes and damaged surfaces to match adjacent finished surfaces as closely as possible.
- D. Protect existing work to remain.
 1. Prevent movement of structure; provide shoring and bracing if necessary.
 2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
 3. Repair adjacent construction and finishes damaged during removal work.
 4. Patch as specified for patching new work.
- E. Adapt existing work to fit new work: Make as neat and smooth transition as possible.
 1. When existing finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to Architect.
 2. Where removal of partitions or walls results in adjacent spaces becoming one, rework floors, walls, and ceilings to a smooth plane without breaks, steps, or bulkheads.
 3. Where a change of plane of 1/4 inch (6 mm) or more occurs in existing work, submit recommendation for providing a smooth transition for Architect review and request instructions.
 4. Trim existing wood doors as necessary to clear new floor finish. Refinish trim as required.
- F. Patching: Where the existing surface is not indicated to be refinished, patch to match the surface finish that existed prior to cutting. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.
- G. Refinish existing surfaces as indicated:
 1. Where rooms or spaces are indicated to be refinished, refinish all visible existing surfaces to remain to the specified condition for each material, with a neat transition to adjacent finishes.
 2. If mechanical or electrical work is exposed accidentally during the work, re-cover and refinish to match.
- H. Clean existing systems and equipment.
- I. Remove demolition debris and abandoned items from alterations areas and dispose of off-site; do not burn or bury.
- J. Do not begin new construction in alterations areas before demolition is complete.
- K. Comply with all other applicable requirements of this section.

3.06 CUTTING AND PATCHING

- A. Whenever possible, execute the work by methods that avoid cutting or patching.
- B. See Alterations article above for additional requirements.
- C. Perform whatever cutting and patching is necessary to:
 1. Complete the work.
 2. Fit products together to integrate with other work.
 3. Provide openings for penetration of mechanical, electrical, and other services.

4. Match work that has been cut to adjacent work.
 5. Repair areas adjacent to cuts to required condition.
 6. Repair new work damaged by subsequent work.
 7. Remove samples of installed work for testing when requested.
 8. Remove and replace defective and non-complying work.
- D. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.
 - E. Employ skilled and experienced installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces if warranty of work is still in effect.
 - F. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.
 - G. Restore work with new products in accordance with requirements of Contract Documents.
 - H. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
 - I. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material in accordance with Section 07 8400, to full thickness of the penetrated element.
 - J. Patching:
 1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
 2. Match color, texture, and appearance.
 3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.

3.07 PROGRESS CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- D. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.

3.08 PROTECTION OF INSTALLED WORK

- A. Protect installed work from damage by construction operations.
- B. Provide special protection where specified in individual specification sections.
- C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- D. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- F. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- G. Remove protective coverings when no longer needed; reuse or recycle coverings if possible.

3.09 SYSTEM STARTUP

- A. Coordinate schedule for start-up of various equipment and systems.

- B. Verify that each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions that may cause damage.
- C. Verify tests, meter readings, and specified electrical characteristics agree with those required by the equipment or system manufacturer.
- D. Verify that wiring and support components for equipment are complete and tested.
- E. Execute start-up under supervision of applicable Contractor personnel and manufacturer's representative in accordance with manufacturers' instructions.
- F. When specified in individual specification Sections, require manufacturer to provide authorized representative to be present at site to inspect, check, and approve equipment or system installation prior to start-up, and to supervise placing equipment or system in operation.
- G. Submit a written report that equipment or system has been properly installed and is functioning correctly.

3.10 DEMONSTRATION AND INSTRUCTION

- A. Demonstrate operation and maintenance of products to Owner's personnel two weeks prior to date of Substantial Completion.
- B. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each item of equipment at scheduled time, at equipment location.
- C. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
- D. Provide a qualified person who is knowledgeable about the Project to perform demonstration and instruction of Owner's personnel.

3.11 ADJUSTING

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.
- B. Testing, adjusting, and balancing HVAC systems: See Section 23 0593 - Testing, Adjusting, and Balancing for HVAC.

3.12 FINAL CLEANING

- A. Execute final cleaning prior to Substantial Completion.
 - 1. Clean areas to be occupied by Owner prior to final completion before Owner occupancy.
- B. Use cleaning materials that are nonhazardous, with low-VOC content. Verify they are appropriate to material being cleaned.
- C. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- D. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
- E. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
- F. Clean filters of operating equipment.
- G. Clean site; sweep paved areas, rake clean landscaped surfaces.
- H. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

3.13 CLOSEOUT PROCEDURES

- A. Refer to the following:
 - 1. Section 01 7800.
- B. Make submittals that are required by governing or other authorities.
 - 1. Provide copies to Architect.

- C. Notify Architect when work is considered ready for Substantial Completion in compliance with the requirements of the General Conditions, provide Punchlist created during preliminary inspection.
- D. Submit written certification containing Contractor's Correction Punch List, that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's Substantial Completion inspection.
- E. Conduct Substantial Completion inspection and create Final Correction Punch List containing Architect's and Contractor's comprehensive list of items identified to be completed or corrected and submit to Architect.
- F. Correct items of work listed in Final Correction Punch List and comply with requirements for access to Owner-occupied areas.
- G. Notify Architect when work is considered finally complete and ready for Architect's Substantial Completion final inspection.
- H. Complete items of work determined by Architect listed in executed Certificate of Substantial Completion.

3.14 MAINTENANCE

- A. Provide service and maintenance of components indicated in specification sections.
- B. Maintenance Period: As indicated in specification sections or, if not indicated, not less than one year from the Date of Substantial Completion or the length of the specified warranty, whichever is longer.
- C. Examine system components at a frequency consistent with reliable operation. Clean, adjust, and lubricate as required.
- D. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by the manufacturer of the original component.
- E. Maintenance service shall not be assigned or transferred to any agent or subcontractor without prior written consent of the Owner.

END OF SECTION

SECTION 01 7419

CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

PART 1 GENERAL

1.01 WASTE MANAGEMENT REQUIREMENTS

- A. Owner requires that this project generate the least amount of trash and waste possible.
- B. Employ processes that ensure the generation of as little waste as possible due to error, poor planning, breakage, mishandling, contamination, or other factors.
- C. Minimize trash/waste disposal in landfills; reuse, salvage, or recycle as much waste as economically feasible.
- D. Required Recycling, Salvage, and Reuse: The following may not be disposed of in landfills or by incineration:
 - 1. Aluminum and plastic beverage containers.
 - 2. Corrugated cardboard.
 - 3. Wood pallets.
 - 4. Clean dimensional wood.
 - 5. Land clearing debris, including brush, branches, logs, and stumps; see Section 31 1000 - Site Clearing for use options.
 - 6. Concrete: May be crushed and used as riprap, aggregate, sub-base material, or fill.
 - 7. Bricks: May be used on project if whole, or crushed and used as landscape cover, sub-base material, or fill.
 - 8. Concrete masonry units: May be used on project if whole, or crushed and used as sub-base material or fill.
 - 9. Precast concrete panels: May be used for erosion control or landscape features.
 - 10. Asphalt paving: May be recycled into paving for project.
 - 11. Metals, including packaging banding, metal studs, sheet metal, structural steel, piping, reinforcing bars, door frames, and other items made of steel, iron, galvanized steel, stainless steel, aluminum, copper, zinc, lead, brass, and bronze.
 - 12. Glass.
 - 13. Gypsum drywall and plaster.
 - 14. Plastic buckets.
 - 15. Carpet, carpet cushion, carpet tile, and carpet remnants, both new and removed: DuPont (<http://flooring.dupont.com>) and Interface (www.interfaceinc.com) conduct reclamation programs.
 - 16. Paint.
 - 17. Plastic sheeting.
 - 18. Rigid foam insulation.
 - 19. Plumbing fixtures.
 - 20. Mechanical and electrical equipment.
 - 21. Fluorescent lamps (light bulbs).
 - 22. Acoustical ceiling tile and panels.
- E. Contractor shall submit periodic Waste Disposal Reports; all landfill disposal, recycling, salvage, and reuse must be reported regardless of to whom the cost or savings accrues; use the same units of measure on all reports.
- F. Contractor shall develop and follow a Waste Management Plan designed to implement these requirements.
- G. Methods of trash/waste disposal that are not acceptable are:
 - 1. Burning on the project site.
 - 2. Burying on the project site.
 - 3. Dumping or burying on other property, public or private.
 - 4. Other illegal dumping or burying.
 - 5. Incineration, either on- or off-site.

- H. Regulatory Requirements: Contractor is responsible for knowing and complying with regulatory requirements, including but not limited to Federal, state and local requirements, pertaining to legal disposal of all construction and demolition waste materials.

1.02 DEFINITIONS

- A. Clean: Untreated and unpainted; not contaminated with oils, solvents, caulk, or the like.
- B. Construction and Demolition Waste: Solid wastes typically including building materials, packaging, trash, debris, and rubble resulting from construction, remodeling, repair and demolition operations.
- C. Hazardous: Exhibiting the characteristics of hazardous substances, i.e., ignitibility, corrosivity, toxicity or reactivity.
- D. Nonhazardous: Exhibiting none of the characteristics of hazardous substances, i.e., ignitibility, corrosivity, toxicity, or reactivity.
- E. Nontoxic: Neither immediately poisonous to humans nor poisonous after a long period of exposure.
- F. Recyclable: The ability of a product or material to be recovered at the end of its life cycle and remanufactured into a new product for reuse by others.
- G. Recycle: To remove a waste material from the project site to another site for remanufacture into a new product for reuse by others.
- H. Recycling: The process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for the purpose of using the altered form. Recycling does not include burning, incinerating, or thermally destroying waste.
- I. Return: To give back reusable items or unused products to vendors for credit.
- J. Reuse: To reuse a construction waste material in some manner on the project site.
- K. Salvage: To remove a waste material from the project site to another site for resale or reuse by others.
- L. Sediment: Soil and other debris that has been eroded and transported by storm or well production run-off water.
- M. Source Separation: The act of keeping different types of waste materials separate beginning from the first time they become waste.
- N. Toxic: Poisonous to humans either immediately or after a long period of exposure.
- O. Trash: Any product or material unable to be reused, returned, recycled, or salvaged.
- P. Waste: Extra material or material that has reached the end of its useful life in its intended use. Waste includes salvageable, returnable, recyclable, and reusable material.

1.03 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Submit Waste Management Plan within 10 calendar days after receipt of Notice of Award of Bid, or prior to any trash or waste removal, whichever occurs sooner; submit projection of all trash and waste that will require disposal and alternatives to landfilling.
- C. Waste Management Plan: Include the following information:
 - 1. Analysis of the trash and waste projected to be generated during the entire project construction cycle, including types and quantities.
 - 2. Landfill Options: The name, address, and telephone number of the landfill(s) where trash/waste will be disposed of, the applicable landfill tipping fee(s), and the projected cost of disposing of all project trash/waste in the landfill(s).
 - 3. Landfill Alternatives: List all waste materials that will be diverted from landfills by reuse, salvage, or recycling.
 - a. List each material proposed to be salvaged, reused, or recycled.
 - b. List the local market for each material.

4. Meetings: Describe regular meetings to be held to address waste prevention, reduction, recycling, salvage, reuse, and disposal.
 5. Materials Handling Procedures: Describe the means by which materials to be diverted from landfills will be protected from contamination and prepared for acceptance by designated facilities; include separation procedures for recyclables, storage, and packaging.
 6. Transportation: Identify the destination and means of transportation of materials to be recycled; i.e. whether materials will be site-separated and self-hauled to designated centers, or whether mixed materials will be collected by a waste hauler.
- D. Waste Disposal Reports: Submit at specified intervals, with details of quantities of trash and waste, means of disposal or reuse, and costs; show both totals to date and since last report.
1. Submit updated Report with each Application for Progress Payment; failure to submit Report will delay payment.
 2. Submit Report on a form acceptable to Owner.
 3. Landfill Disposal: Include the following information:
 - a. Identification of material.
 - b. Amount, in tons or cubic yards (cubic meters), of trash/waste material from the project disposed of in landfills.
 - c. State the identity of landfills, total amount of tipping fees paid to landfill, and total disposal cost.
 - d. Include manifests, weight tickets, receipts, and invoices as evidence of quantity and cost.
 4. Recycled and Salvaged Materials: Include the following information for each:
 - a. Identification of material, including those retrieved by installer for use on other projects.
 - b. Amount, in tons or cubic yards (cubic meters), date removed from the project site, and receiving party.
 - c. Transportation cost, amount paid or received for the material, and the net total cost or savings of salvage or recycling each material.
 - d. Include manifests, weight tickets, receipts, and invoices as evidence of quantity and cost.
 - e. Certification by receiving party that materials will not be disposed of in landfills or by incineration.
 5. Material Reused on Project: Include the following information for each:
 - a. Identification of material and how it was used in the project.
 - b. Amount, in tons or cubic yards (cubic meters).
 - c. Include weight tickets as evidence of quantity.
 6. Other Disposal Methods: Include information similar to that described above, as appropriate to disposal method.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 WASTE MANAGEMENT PROCEDURES

- A. See Section 01 1000 for list of items to be salvaged from the existing building for relocation in project or for Owner.
- B. See Section 01 3000 for additional requirements for project meetings, reports, submittal procedures, and project documentation.
- C. See Section 01 5000 for additional requirements related to trash/waste collection and removal facilities and services.
- D. See Section 01 6000 for waste prevention requirements related to delivery, storage, and handling.
- E. See Section 01 7000 for trash/waste prevention procedures related to demolition, cutting and patching, installation, protection, and cleaning.

3.02 WASTE MANAGEMENT PLAN IMPLEMENTATION

- A. Manager: Designate an on-site person or persons responsible for instructing workers and overseeing and documenting results of the Waste Management Plan.
- B. Communication: Distribute copies of the Waste Management Plan to job site foreman, each subcontractor, Owner, and Architect.
- C. Instruction: Provide on-site instruction of appropriate separation, handling, and recycling, salvage, reuse, and return methods to be used by all parties at the appropriate stages of the project.
- D. Meetings: Discuss trash/waste management goals and issues at project meetings.
 - 1. Prebid meeting.
 - 2. Preconstruction meeting.
 - 3. Regular job-site meetings.
 - 4. Job safety meetings.
- E. Facilities: Provide specific facilities for separation and storage of materials for recycling, salvage, reuse, return, and trash disposal, for use by all contractors and installers.
 - 1. Provide containers as required.
 - 2. Provide adequate space for pick-up and delivery and convenience to subcontractors.
 - 3. Keep recycling and trash/waste bin areas neat and clean and clearly marked in order to avoid contamination of materials.
- F. Hazardous Wastes: Separate, store, and dispose of hazardous wastes according to applicable regulations.
- G. Recycling: Separate, store, protect, and handle at the site identified recyclable waste products in order to prevent contamination of materials and to maximize recyclability of identified materials. Arrange for timely pickups from the site or deliveries to recycling facility in order to prevent contamination of recyclable materials.
- H. Reuse of Materials On-Site: Set aside, sort, and protect separated products in preparation for reuse.
- I. Salvage: Set aside, sort, and protect products to be salvaged for reuse off-site.

END OF SECTION

SECTION 01 7800
CLOSEOUT SUBMITTALS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Punch List.
- B. Operation and maintenance data.
- C. Warranties and bonds.
- D. Forms Required at Project Closeout

1.02 SUBMITTALS

- A. Upon Substantial Completion, conduct Contractor Punchlist and submit to Architect for use/review per AIA A201 General Conditions of the Contract.
- B. Project Record Documents: Submit documents to Architect two-weeks prior to claim for final Application for Payment.
- C. Operation and Maintenance Data:
 - 1. Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. Architect will review draft and return one copy with comments.
 - 2. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit completed documents within ten days after acceptance.
 - 3. Submit one copy of completed documents 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with Architect comments. Revise content of all document sets as required prior to final submission.
 - 4. Submit two sets of revised final documents in final form within 10 days after final inspection.
- D. Warranties and Bonds:
 - 1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within 10 days after acceptance.
 - 2. Make other submittals within 10 days after Date of Substantial Completion, prior to final Application for Payment.
 - 3. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within 10 days after acceptance, listing the date of acceptance as the beginning of the warranty period.
- E. Forms Required:
 - 1. Prior to final payment, Contractor must submit a complete "Contractor's Affidavit" for Sole Proprietor or Partnership/Corporation on the form attached at the end of this section.
 - 2. Prior to final payment, Contractor must submit a complete "Consent of Surety to Final Payment" on the form attached at the end of this section.
 - 3. Contractor must have completed all LEED submission requirements.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
 - 1. Drawings.
 - 2. Specifications.
 - 3. Addenda.
 - 4. Change Orders and other modifications to the Contract.
 - 5. Reviewed shop drawings, product data, and samples.
 - 6. Manufacturer's instruction for assembly, installation, and adjusting.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.

- D. Record information concurrent with construction progress.
- E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
 - 1. Changes made by Addenda and modifications.
- F. Record Drawings and Shop Drawings: Mark each item to record actual construction including:
 - 1. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - 2. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
 - 3. Field changes of dimension and detail.
 - 4. Details not on original Contract drawings.

3.02 OPERATION AND MAINTENANCE DATA

- A. Source Data: For each product or system, list names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.
- B. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
- C. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.
- D. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

3.03 OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES

- A. For Each Product, Applied Material, and Finish:
 - 1. Product data, with catalog number, size, composition, and color and texture designations.
- B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.
- C. Moisture protection and weather-exposed products: Include product data listing applicable reference standards, chemical composition, and details of installation. Provide recommendations for inspections, maintenance, and repair.
- D. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

3.04 OPERATION AND MAINTENANCE DATA FOR EQUIPMENT AND SYSTEMS

- A. For Each Item of Equipment and Each System:
 - 1. Description of unit or system, and component parts.
 - 2. Identify function, normal operating characteristics, and limiting conditions.
 - 3. Include performance curves, with engineering data and tests.
 - 4. Complete nomenclature and model number of replaceable parts.
- B. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.
- C. Operating Procedures: Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
- D. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and trouble shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- E. Provide servicing and lubrication schedule, and list of lubricants required.

- F. Include manufacturer's printed operation and maintenance instructions.
- G. Include sequence of operation by controls manufacturer.
- H. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- I. Additional Requirements: As specified in individual product specification sections.

3.05 ASSEMBLY OF OPERATION AND MAINTENANCE MANUALS

- A. Assemble operation and maintenance data into durable manuals for Owner's personnel use, with data arranged in the same sequence as, and identified by, the specification sections.
- B. Where systems involve more than one specification section, provide separate tabbed divider for each system.
- C. Prepare instructions and data by personnel experienced in maintenance and operation of described products.
- D. Prepare data in the form of an instructional manual.
- E. Binders: Commercial quality, 8-1/2 by 11 inch (216 by 280 mm) three D side ring binders with durable plastic covers; 2 inch (50 mm) maximum ring size. When multiple binders are used, correlate data into related consistent groupings.
- F. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.
- G. Project Directory: Title and address of Project; names, addresses, and telephone numbers of Architect, Consultants, Contractor and subcontractors, with names of responsible parties.
- H. Tables of Contents: List every item separated by a divider, using the same identification as on the divider tab; where multiple volumes are required, include all volumes Tables of Contents in each volume, with the current volume clearly identified.
- I. Dividers: Provide tabbed dividers for each separate product and system; identify the contents on the divider tab; immediately following the divider tab include a description of product and major component parts of equipment.
- J. Text: Manufacturer's printed data, or typewritten data on 24 pound paper.
- K. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- L. Arrange content by systems under section numbers and sequence of Table of Contents of this Project Manual.
- M. Contents: Prepare a Table of Contents for each volume, with each product or system description identified, in three parts as follows:
 - 1. Part 1: Directory, listing names, addresses, and telephone numbers of Architect, Contractor, Subcontractors, and major equipment suppliers.
 - 2. Part 2: Operation and maintenance instructions, arranged by system and subdivided by specification section. For each category, identify names, addresses, and telephone numbers of Subcontractors and suppliers. Identify the following:
 - a. Significant design criteria.
 - b. List of equipment.
 - c. Parts list for each component.
 - d. Operating instructions.
 - e. Maintenance instructions for equipment and systems.
 - f. Maintenance instructions for special finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.
 - 3. Part 3: Project documents and certificates, including the following:
 - a. Shop drawings and product data.
 - b. Air and water balance reports.
 - c. Certificates.

- d. Photocopies of warranties and bonds.
- N. Provide a listing in Table of Contents for design data, with tabbed dividers and space for insertion of data.
- O. Table of Contents: Provide title of Project; names, addresses, and telephone numbers of Architect, Consultants, and Contractor with name of responsible parties; schedule of products and systems, indexed to content of the volume.

3.06 WARRANTIES AND BONDS

- A. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within 10 days after completion of the applicable item of work. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until Date of Substantial completion is determined.
- B. Verify that documents are in proper form, contain full information, and are notarized.
- C. Co-execute submittals when required.
- D. Retain warranties and bonds until time specified for submittal.
- E. Manual: Bind in commercial quality 8-1/2 by 11 inch (216 by 279 mm) three D side ring binders with durable plastic covers.
- F. Cover: Identify each binder with typed or printed title WARRANTIES AND BONDS, with title of Project; name, address and telephone number of Contractor and equipment supplier; and name of responsible company principal.
- G. Table of Contents: Neatly typed, in the sequence of the Table of Contents of the Project Manual, with each item identified with the number and title of the specification section in which specified, and the name of product or work item.
- H. Separate each warranty or bond with index tab sheets keyed to the Table of Contents listing. Provide full information, using separate typed sheets as necessary. List Subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.

3.07 LOOSE PARTS

- A. Provide loose parts for equipment provided for Project including, but not limited, the following:
 - 1. Loose parts for mechanical equipment.
 - 2. Adjustment wrenches and hardware.
 - 3. Keys for door hardware, accessories, and other products.

3.08 EXTRA STOCK MATERIALS

- A. Unless otherwise specified, submit to the Owner the following minimum quantities of materials:
 - 1. Floor Tile: One unopened case of each type.
 - 2. Wall Tile: One unopened case of each type.
 - 3. Ceiling Tile: One unopened case of each type.
 - 4. Paint: Two unopened gallons of each type and color.

3.09 JOB CLOSEOUT AND DOCUMENT TURNOVER

- A. Construction Documents CD's, Owner and Operation Manuals (O&M's), As-Built's, Specifications and other documents turned over at the completion of the projects shall be furnished to the Owner in both paper hard copy and digital Adobe PDF.
 - 1. Construction Documents
 - a. PDF Creation: Each roll of drawings shall be scanned or converted to PDF to one single PDF document.
 - 1) Scanning:
 - (a) 200 DPI Grayscale
 - (b) Cropped to original size
 - (c) Color corrected and despeckled
 - b. Bookmarking: Each page of the PDF shall be bookmarked with the number and name of the sheet.
 - c. Naming: The PDF shall be labeled: "Building Name_Year_Title_Spec_Type"

- 1) Name = Building Name
 - 2) Year = Date of Documents
 - 3) Title = "Addition" "Remodel," etc...
 - 4) CD = Construction Document
 - 5) Type = Arch, Mech, Electrical Communications or a combination of the above
2. Specifications
 - a. PDF Creation: Each book of specifications shall be scanned or converted to PDF to one single PDF document.
 - 1) Scanning:
 - (a) 200 DPI Grayscale
 - b. Bookmarking: Not required.
 - c. Naming: The PDF shall be labeled: "Building Name_Year_Title_Spec_Type"
 - d. Name = Building Name
 - e. Year = Date of Documents
 - f. Title = "Addition" "Remodel," etc...
 - g. CD = Construction Document
 - h. Type = Arch, Mech, Electrical Communications or a combination of the above
 3. Owners and Operation Manuals
 - a. O&M's shall be turned over by the Contractor.
 - b. O&M's Verification: Submit two (2) hard copy of the O&M Manual to the Architect for verification and delivery to the Owner prior to the Application for Final Payment.
 - 1) Submit one (1) digital copy of the O&M Manual to the Architect for verification and delivery to the Owner prior to the Application for Final Payment.
 - 2) Deliver two (2) hard copy of the O&M Manual to the Owner upon Architect's review and prior to the Application for Final Payment.
 - c. PDF Creation: Each book of specifications shall be scanned or converted to PDF to one single PDF document.
 - 1) Scanning:
 - (a) 200 DPI Grayscale
 - d. Bookmarking: Bookmarking of O&M Manuals shall be extensive

END OF SECTION

SECTION 02 4100

DEMOLITION

PART 3 EXECUTION

1.01 GENERAL PROCEDURES AND PROJECT CONDITIONS

- A. Comply with applicable codes and regulations for demolition operations and safety of adjacent structures and the public.
 - 1. Obtain required permits.
 - 2. Take precautions to prevent catastrophic or uncontrolled collapse of structures to be removed; do not allow worker or public access within range of potential collapse of unstable structures.
 - 3. Provide, erect, and maintain temporary barriers and security devices.
 - 4. Conduct operations to minimize effects on and interference with adjacent structures and occupants.
 - 5. Do not close or obstruct roadways or sidewalks without permit.
 - 6. Conduct operations to minimize obstruction of public and private entrances and exits; do not obstruct required exits at any time; protect persons using entrances and exits from removal operations.
 - 7. Obtain written permission from owners of adjacent properties when demolition equipment will traverse, infringe upon or limit access to their property.
- B. Do not begin removal until receipt of notification to proceed from Owner.
- C. Protect existing structures and other elements that are not to be removed.
 - 1. Provide bracing and shoring.
 - 2. Prevent movement or settlement of adjacent structures.
 - 3. Stop work immediately if adjacent structures appear to be in danger.

1.02 DEBRIS AND WASTE REMOVAL

- A. Remove debris, junk, and trash from site.
- B. Leave site in clean condition, ready for subsequent work.
- C. Clean up spillage and wind-blown debris from public and private lands.

END OF SECTION

SECTION 04 0511
MASONRY MORTARING

PART 1 GENERAL

1.01 SUMMARY

- A. This Section includes preparation and mixing of mortar for setting and pointing masonry items listed below.
 - 1. Brick at opening surrounds.
- B. Related Sections include the following:
 - 1. Section 04 0100 Maintenance of Masonry
 - 2. Section 04 4301 Stone Masonry

1.02 REFERENCE STANDARDS

- A. ASTM International
 - 1. ASTM C144 - Standard Specification for Aggregate for Masonry Mortar; 2011.
 - 2. ASTM C150/C150M - Standard Specification for Portland Cement; 2015.
 - 3. ASTM C207 - Standard Specification for Hydrated Lime for Masonry Purposes; 2006 (Reapproved 2011).
 - 4. ASTM C270 - Standard Specification for Mortar for Unit Masonry; 2014a.
 - 5. ASTM C780 - Standard Test Method for Preconstruction and Construction Evaluation of Mortars for Plain and Reinforced Unit Masonry; 2012.
- B. ASTM C780 - Standard Test Method for Preconstruction and Construction Evaluation of Mortars for Plain and Reinforced Unit Masonry; 2012.
- C. Brick Institute of America (BIA)
 - 1. BIA Technical Notes 7F - Moisture Resistance of Brick Masonry - Maintenance.
 - 2. BIA Technical Notes 8A - Standard Specification for Portland Cement - Lime Mortar for Brick Masonry, BIA Designation M1.

1.03 DEFINITIONS

- A. Original mortar: Mortar used in the original construction of the masonry wall.
- B. Pointing: Installing new mortar into a properly prepared joint between masonry units.
- C. Repointing: Removal of the outer portion of existing masonry joints from between masonry units to a specified depth and installing new mortar as specified.
- D. Setting mortar: Mortar used in replacement to act as a leveling and bonding agent for the masonry units.
- E. Tuckpointing: Synonymous with repointing.

1.04 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Material description for all materials to be used in Work.
- C. Material Certificates: Prior to delivery, submit to Architect/Engineer certificates attesting to compliance with the applicable Specifications referenced herein of the following:
 - 1. Portland cement: Include brand, type, and name of manufacturer.
 - 2. Hydrated lime: Include brand, type, and name of manufacturer.
 - 3. Aggregate: Include type, sieve analysis, and supplier.
 - 4. Color admixtures: Include brand, type and name of manufacturer.
 - 5. Preblended dry mortar mixes: Include description of type and proportions of ingredients.
 - 6. Grout mixes: Include description of type and proportions of ingredients.
- D. Test Reports: Test reports from an independent laboratory for all required tests.
- E. Mix Designs: For each type of mortar include description of type and proportions of ingredients.
 - 1. Include test reports, per ASTM C780 for mortar mixes required to comply with property specification.

1.05 QUALITY ASSURANCE

- A. Testing Agency Qualifications: An independent agency qualified according to ASTM C1093 for testing indicated, as documented according to ASTM E548.
- B. Qualifications:
 - 1. Mortar Supplier: Must have a minimum experience of supplying prebagged mortar for 5 years.
 - 2. Contractor: Must have a minimum of 10 years experience in construction and supervision of masonry work.
 - 3. Masons: Must have a minimum of 5 years experience on construction of masonry.
 - 4. Mixers: Must have a minimum of 2 years experience in Preparation of masonry mortar and grout.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials to the job site in manufacturer's sealed packaging and store unopened until required for use.
- B. Deliver preblended, dry mortar mix in moisture-resistant containers designed for lifting and emptying into dispensing silo. Store preblended, dry mortar mix in delivery containers on elevated platforms, under cover, and in a dry location or in a metal dispensing silo with weatherproof cover.

1.07 FIELD CONDITIONS

- A. Maintain materials and surrounding air temperature to minimum 40 degrees F (5 degrees C) 60 hours prior to, during, and 48 hours after completion of masonry work.
- B. Maintain materials and surrounding air temperature to maximum 90 degrees F (32 degrees C) 48 hours prior to, during, and 48 hours after completion of masonry work.

PART 2 PRODUCTS

2.01 MATERIALS

- A. Cementitious Materials (MASONRY CEMENTS WILL NOT BE ALLOWED)
 - 1. Portland Cement: ASTM C150, Type I or II. Provide natural color or white cement as required to produce mortar color indicated.
 - 2. Hydrated Lime: ASTM C207, Type S
- B. Aggregates for Mortar:
 - 1. Match grading and appearance of aggregate in original mortar.
 - 2. Follow ASTM C144 except that the grading shall comply with the limits specified in Section 4.3 of BIA M1 or modified to match historic grading. Sand shall contain no more than 50 parts per million of chloride ions. Sand shall be free of organic contaminants.
 - 3. For mortar that is exposed to view, use washed aggregate consisting of natural sand or crushed stone. Sand shall be mined from within 100 miles of jobsite.
 - 4. Colored-Mortar Aggregates: Natural sand or crushed stone of color necessary to produce required mortar color.
- C. Water:
 - 1. Clean and potable.
 - 2. Free from deleterious amounts of acids, alkalis, or organic materials.
- D. Admixtures:
 - 1. No admixtures shall be used without written approval, unless otherwise specified.
 - 2. No calcium chloride or admixtures containing calcium chloride shall be used in the mortar.
 - 3. No air-entraining admixtures or material containing air-entraining admixtures shall be used in the mortar.
- E. Mortar Pigments
 - 1. Mortar Pigments: Natural and synthetic iron oxides and chromium oxides, compounded for use in mortar mixes. Use only pigments with a record of satisfactory performance in masonry mortar.

- a. Products:
 - 1) Bayer Corporation, Industrial Chemicals Div.; Bayferrox Iron Oxide Pigments.
 - 2) Davis Colors; True Tone Mortar Colors.
 - 3) Solomon Grind-Chem Services, Inc.; SGS Mortar Colors.
- b. Pigments shall not exceed 10 percent of portland cement by weight.

F. Color: Assume 2 colors of mortar

2.02 MORTAR

- A. General: Do not use admixtures, including pigments, air-entraining agents, accelerators, retarders, water-repellent agents, antifreeze compounds, or other admixtures, unless otherwise indicated.
 - 1. Do not use calcium chloride in mortar or grout.
 - 2. Limit cementitious materials in mortar to portland cement and lime.
- B. Mortar for Unit Masonry: Comply with ASTM C270, Proportion Specification.
 - 1. New mortar shall match historic mortar in composition, strength, and texture. Compressive strength shall not exceed that of type O without consultation with architect.
- C. Color Matching:
 - 1. Match color of mortar to the existing adjacent mortar joints, unless specified otherwise.
- D. Pigmented Mortar: Use colored cement product containing only metallic oxides or select and proportion pigments with other ingredients to produce color required. Do not add pigments to colored cement products.
 - 1. Pigments shall not exceed 10 percent of portland cement by weight.
 - 2. Pigments containing carbon black shall not exceed 2 percent of Portland cement by weight.
- E. Colored-Aggregate Mortar: Produce required mortar color by using colored aggregates and natural color or white cement as necessary to produce required mortar color.
 - 1. Mix to match historic mortar.

PART 3 EXECUTION

3.01 MORTAR MIXING

- A. Except as specified herein, mix in accordance with requirements of BIA M1, which will be provided at the pre-construction conference.
- B. Batching and proportions should be conducted in factory controlled setting by weight.
- C. Use mortar within 2-1/2 hours of initial mixing.

3.02 INSTALLATION

- A. Install mortar to requirements of section(s) in which masonry is specified.
- B. Work mortar into masonry cores and cavities to eliminate voids.

3.03 FIELD QUALITY CONTROL

- A. Field Inspection
 - 1. Architect/Engineer will perform inspections and prepare reports. Allow access to scaffolding and work areas, as needed to perform inspections.

3.04 CLEANING

- A. At the conclusion of masonry Work remove all equipment and surplus material used for mixing mortar, clean up all debris and refuse and remove same from site.

END OF SECTION

SECTION 05 1200
STRUCTURAL STEEL FRAMING

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Structural steel framing members.
- B. Structural steel support members and struts.
- C. Base plates, shear stud connectors and expansion joint plates.

1.02 REFERENCE STANDARDS

- A. AISC (MAN) - Steel Construction Manual; 2017.
- B. AISC 303 - Code of Standard Practice for Steel Buildings and Bridges; 2016.
- C. ASTM A36/A36M - Standard Specification for Carbon Structural Steel; 2014.
- D. ASTM A242/A242M - Standard Specification for High-Strength Low-Alloy Structural Steel; 2013.
- E. ASTM A500/A500M - Standard Specification for Cold-Formed Welded and Seamless Carbon Steel Structural Tubing in Rounds and Shapes; 2013.
- F. ASTM A501/A501M - Standard Specification for Hot-Formed Welded and Seamless Carbon Steel Structural Tubing; 2014.
- G. ASTM A514/A514M - Standard Specification for High-Yield-Strength, Quenched and Tempered Alloy Steel Plate, Suitable for Welding; 2014.
- H. ASTM A529/A529M - Standard Specification for High-Strength Carbon-Manganese Steel of Structural Quality; 2014.
- I. ASTM A992/A992M - Standard Specification for Structural Steel Shapes; 2011 (Reapproved 2015).
- J. AWS D1.1/D1.1M - Structural Welding Code - Steel; 2015.
- K. SSPC-SP 3 - Power Tool Cleaning; 1982 (Ed. 2004).

1.03 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Shop Drawings:
 - 1. Indicate profiles, sizes, spacing, locations of structural members, openings, attachments, and fasteners.
 - 2. Connections not detailed.

1.04 QUALITY ASSURANCE

- A. Fabricate structural steel members in accordance with AISC (MAN) "Steel Construction Manual."
- B. Fabricator: Company specializing in performing the work of this section with minimum 10 years of documented experience.
- C. Welder Qualifications: Welding processes and welding operators qualified in accordance with AWS D1.1/D1.1M and no more than 12 months before start of scheduled welding work.

PART 2 PRODUCTS

2.01 MATERIALS

- A. Steel Angles and Plates: ASTM A36/A36M.
- B. Steel W Shapes and Tees: ASTM A992/A992M.
- C. Rolled Steel Structural Shapes: ASTM A992/A992M.
- D. Steel Shapes, Plates, and Bars: ASTM A242/A242M high-strength, corrosion-resistant structural steel.

- E. Steel Shapes, Plates, and Bars: ASTM A529/A529M high-strength, carbon-manganese structural steel, Grade 50.
- F. Cold-Formed Structural Tubing: ASTM A500/A500M, Grade B.
- G. Hot-Formed Structural Tubing: ASTM A501/A501M, seamless or welded.
- H. Welding Materials: AWS D1.1/D1.1M; type required for materials being welded.
- I. Shop and Touch-Up Primer: Fabricator's standard, complying with VOC limitations of authorities having jurisdiction.

2.02 FABRICATION

- A. Shop fabricate to greatest extent possible.

2.03 FINISH

- A. Prepare structural component surfaces in accordance with SSPC-SP 3.
- B. Shop prime structural steel members. Do not prime surfaces that will be fireproofed, field welded, in contact with concrete, or high strength bolted.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that conditions are appropriate for erection of structural steel and that the work may properly proceed.

3.02 ERECTION

- A. Erect structural steel in compliance with AISC 303.

3.03 TOLERANCES

- A. Maximum Variation From Plumb: 1/4 inch (6 mm) per story, non-cumulative.
- B. Maximum Offset From True Alignment: 1/4 inch (6 mm).

END OF SECTION

SECTION 05 5000
METAL FABRICATIONS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Shop fabricated steel and aluminum items.
- B. Ladder safety systems.
- C. Rooftop access ladder.

1.02 REFERENCE STANDARDS

- A. ASTM A276/A276M - Standard Specification for Stainless Steel Bars and Shapes; 2016a.
- B. ALI A14.3 - Ladders - Fixed - Safety Requirements; 2014.
- C. ANSI A14.3 - American National Standard for Ladders -- Fixed -- Safety Requirements; 2008.
- D. ASTM A36/A36M - Standard Specification for Carbon Structural Steel; 2014.
- E. ASTM A53/A53M - Standard Specification for Pipe, Steel, Black and Hot-Dipped, Zinc-Coated, Welded and Seamless; 2012.
- F. ASTM A123/A123M - Standard Specification for Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products; 2015.
- G. ASTM A153/A153M - Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware; 2009.
- H. ASTM A283/A283M - Standard Specification for Low and Intermediate Tensile Strength Carbon Steel Plates; 2013.
- I. ASTM A500/A500M - Standard Specification for Cold-Formed Welded and Seamless Carbon Steel Structural Tubing in Rounds and Shapes; 2013.
- J. ASTM A501/A501M - Standard Specification for Hot-Formed Welded and Seamless Carbon Steel Structural Tubing; 2014.
- K. ASTM A653/A653M - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process; 2015.
- L. ASTM A1011/A1011M - Standard Specification for Steel, Sheet and Strip, Hot-Rolled, Carbon, Structural, High-Strength Low-Alloy, High-Strength Low-Alloy with Improved Formability, and Ultra-High Strength; 2014.
- M. ASTM B211M - Standard Specification for Aluminum and Aluminum-Alloy Rolled or Cold-Finished Bar, Rod, and Wire (Metric); 2012.
- N. ASTM F3125/F3125M - Standard Specification for High Strength Structural Bolts, Steel and Alloy Steel, Heat Treated, 120 ksi (830 MPa) and 150 ksi (1040 MPa) Minimum Tensile Strength, Inch and Metric Dimensions; 2015a.
- O. AWS D1.1/D1.1M - Structural Welding Code - Steel; 2015.
- P. SSPC-Paint 20 - Zinc-Rich Primers (Type I, "Inorganic," and Type II, "Organic"); 2002 (Ed. 2004).

1.03 SUBMITTALS

- A. See Section 01 3323 - Shop Drawings, Product Data and Samples, for submittal procedures.
- B. Shop Drawings: Indicate profiles, sizes, connection attachments, reinforcing, anchorage, size and type of fasteners, and accessories. Include erection drawings, elevations, and details where applicable.

PART 2 PRODUCTS

2.01 MATERIALS - STEEL

- A. Steel Sections: ASTM A 36/A 36M.
- B. Steel Tubing: ASTM A501/A501M hot-formed structural tubing.

- C. Plates: ASTM A283/A283M.
- D. Pipe: ASTM A 53/A 53M, Grade B Schedule 40, black finish.
- E. Slotted Channel Framing: ASTM A653/A653M, Grade 33.
- F. Slotted Channel Fittings: ASTM A1011/A1011M.
- G. Bolts, Nuts, and Washers: ASTM F3125/F3125M, Type 1, plain.
- H. Welding Materials: AWS D1.1/D1.1M; type required for materials being welded.
- I. Touch-Up Primer for Galvanized Surfaces: SSPC-Paint 20, Type I - Inorganic, complying with VOC limitations of authorities having jurisdiction.

2.02 MATERIALS - ALUMINUM

- A. Sheet Aluminum: ASTM B209 (ASTM B209M), 5052 alloy, H32 or H22 temper.
- B. Bolts, Nuts, and Washers: Stainless steel.
- C. Welding Materials: AWS D1.2/D1.2M; type required for materials being welded.

2.03 FABRICATION

- A. Fit and shop assemble items in largest practical sections, for delivery to site.
- B. Fabricate items with joints tightly fitted and secured.
- C. Grind exposed welded joints flush and smooth with adjacent finish surface. Make exposed welded joints butt tight, flush, and hairline. Ease exposed edges to small uniform radius.
- D. Exposed Mechanical Fastenings: Flush countersunk screws or bolts; unobtrusively located; consistent with design of component, except where specifically noted otherwise.
- E. Supply components required for anchorage of fabrications. Fabricate anchors and related components of same material and finish as fabrication, except where specifically noted otherwise.

2.04 FABRICATED ITEMS

2.05 PREFABRICATED LADDERS

- A. Prefabricated Ladder: Welded metal unit complying with ANSI A14.3; factory fabricated to greatest degree practical and in the largest components possible.
 - 1. Components: Manufacturer's standard rails, rungs, treads, handrails, returns, platforms and safety devices complying with the requirements of the MATERIALS article of this section.
 - 2. Materials: Aluminum; 2 (1), 6063 alloy, T52 temper.
 - 3. Finish: Mill finish aluminum.
 - 4. Manufacturers:
 - a. Industrial Ladder & Scaffolding, Inc.; _____: www.anyladder.com/#sle.
 - b. O'Keeffe's Inc; Model 500: www.okeeffes.com/#sle.
 - c. Substitutions: See Section 01 6000 - Product Requirements.
 - 5. Ladder shall include extendable safety post.

2.06 FINISHES - STEEL

- A. Galvanizing of Structural Steel Members: Galvanize after fabrication to ASTM A123/A123M requirements.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that field conditions are acceptable and are ready to receive work.

3.02 PREPARATION

- A. Clean and strip primed steel items to bare metal where site welding is required.

3.03 INSTALLATION

- A. Install items plumb and level, accurately fitted, free from distortion or defects.
- B. Provide for erection loads, and for sufficient temporary bracing to maintain true alignment until completion of erection and installation of permanent attachments.
- C. Obtain approval prior to site cutting or making adjustments not scheduled.
- D. After erection, prime welds, abrasions, and surfaces not galvanized, except surfaces to be in contact with concrete.

END OF SECTION

SECTION 06 1000
ROUGH CARPENTRY

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Structural dimension lumber framing.
- B. Nonstructural dimension lumber framing.
- C. Rough framing for doors, windows, and roof openings.
- D. Sheathing.
- E. Roof-mounted curbs.
- F. Roofing nailers.
- G. Preservative treated wood materials.
- H. Miscellaneous framing and sheathing.
- I. Concealed wood framing, blocking, nailers, and supports.

1.02 RELATED REQUIREMENTS

- A. Section 06 1733 - Wood I-Joists.
- B. Section 07 6200 - Sheet Metal Flashing and Trim: Sill flashings.

1.03 REFERENCE STANDARDS

- A. ASTM A153/A153M - Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware; 2009.
- B. ASTM C557 - Standard Specification for Adhesives for Fastening Gypsum Wallboard to Wood Framing; 2003 (Reapproved 2009).
- C. ASTM C1396/C1396M - Standard Specification for Gypsum Board; 2014a.
- D. ASTM D3273 - Standard Test Method for Resistance to Growth of Mold on the Surface of Interior Coatings in an Environmental Chamber; 2016.
- E. AWC (WFCM) - Wood Frame Construction Manual for One- and Two-Family Dwellings; 2015.
- F. AWPA U1 - Use Category System: User Specification for Treated Wood; 2017.
- G. PS 2 - Performance Standard for Wood-Based Structural-Use Panels; 2010.
- H. PS 20 - American Softwood Lumber Standard; 2015.

1.04 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements for submittal procedures.

1.05 DELIVERY, STORAGE, AND HANDLING

- A. General: Cover wood products to protect against moisture. Support stacked products to prevent deformation and to allow air circulation.

1.06 WARRANTY

- A. See Section 01 7800 - Closeout Submittals for additional warranty requirements.
- B. Correct defective work within a two-year period commencing on Date of Substantial Completion.

PART 2 PRODUCTS

2.01 GENERAL REQUIREMENTS

- A. Dimension Lumber: Comply with PS 20 and requirements of specified grading agencies.
 - 1. If no species is specified, provide species graded by the agency specified; if no grading agency is specified, provide lumber graded by grading agency meeting the specified requirements.
 - 2. Grading Agency: Grading agency whose rules are approved by the Board of Review, American Lumber Standard Committee at www.alsc.org, and who provides grading

service for the species and grade specified; provide lumber stamped with grade mark unless otherwise indicated.

2.02 DIMENSION LUMBER FOR CONCEALED APPLICATIONS

- A. Use pressure treated lumber wherever wood shall be in direct contact with masonry.
- B. Sizes: Nominal sizes as indicated on drawings, S4S.
- C. Moisture Content: S-dry or MC19.
- D. Stud Framing (2 by 2 through 2 by 6 (50 by 50 mm through 50 by 150 mm)):
 - 1. Species: Allowed under referenced grading rules.
 - 2. Grade: No. 2.
- E. Joist, Rafter, and Small Beam Framing (2 by 6 through 4 by 16 (50 by 150 mm through 100 by 400 mm)):
 - 1. Species: Allowed under grading rules.
 - 2. Grade: No. 2. or better
- F. Miscellaneous Framing, Blocking, Nailers, Grounds, and Furring:
 - 1. Lumber: S4S, No. 2 or Standard Grade.
 - 2. Boards: Standard or No. 3.

2.03 CONSTRUCTION PANELS

- A. Roof Sheathing: PS 2 type, rated Structural I Sheathing.
 - 1. Bond Classification: Exterior.
 - 2. Span Rating: 60.
 - 3. Performance Category: 23/32 PERF CAT.

2.04 ACCESSORIES

- A. Fasteners and Anchors:
 - 1. Metal and Finish: Hot-dipped galvanized steel complying with ASTM A153/A153M for high humidity and preservative-treated wood locations, unfinished steel elsewhere.
 - 2. Drywall Screws: Bugle head, hardened steel, power driven type, length three times thickness of sheathing.
- B. Sill Flashing: As specified in Section 07 6200.

2.05 FACTORY WOOD TREATMENT

- A. Treated Lumber and Plywood: Comply with requirements of AWWA U1 - Use Category System for wood treatments determined by use categories, expected service conditions, and specific applications.
 - 1. Preservative-Treated Wood: Provide lumber and plywood marked or stamped by an ALSC-accredited testing agency, certifying level and type of treatment in accordance with AWWA standards.
- B. Preservative Treatment:
 - 1. Preservative Pressure Treatment of Lumber Above Grade: AWWA U1, Use Category UC3B, Commodity Specification A using waterborne preservative.
 - a. Kiln dry lumber after treatment to maximum moisture content of 19 percent.
 - b. Treat lumber in contact with roofing, flashing, or waterproofing.
 - c. Treat lumber in contact with masonry or concrete.

PART 3 EXECUTION

3.01 PREPARATION

- A. Coordinate installation of rough carpentry members specified in other sections.

3.02 INSTALLATION - GENERAL

- A. Select material sizes to minimize waste.
- B. Reuse scrap to the greatest extent possible; clearly separate scrap for use on site as accessory components, including: shims, bracing, and blocking.

- C. Install 2x formwork support per drawings
- D. Where treated wood is used on interior, provide temporary ventilation during and immediately after installation sufficient to remove indoor air contaminants.

3.03 FRAMING INSTALLATION

- A. Set structural members level, plumb, and true to line. Discard pieces with defects that would lower required strength or result in unacceptable appearance of exposed members.
- B. Make provisions for temporary construction loads, and provide temporary bracing sufficient to maintain structure in true alignment and safe condition until completion of erection and installation of permanent bracing.
- C. Install structural members full length without splices unless otherwise specifically detailed.
- D. Comply with member sizes, spacing, and configurations indicated, and fastener size and spacing indicated, but not less than required by applicable codes and AWC (WFCM) Wood Frame Construction Manual.
- E. Construct double joist headers at floor and ceiling openings and under wall stud partitions that are parallel to floor joists; use metal joist hangers unless otherwise detailed.
- F. Frame wall openings with two or more studs at each jamb; support headers on cripple studs.

3.04 BLOCKING, NAILERS, AND SUPPORTS

- A. Provide framing and blocking members as indicated or as required to support finishes, fixtures, specialty items, and trim.
- B. In framed assemblies that have concealed spaces, provide solid wood fireblocking as required by applicable local code, to close concealed draft openings between floors and between top story and roof/attic space; other material acceptable to code authorities may be used in lieu of solid wood blocking.
- C. In metal stud walls, provide continuous blocking around door and window openings for anchorage of frames, securely attached to stud framing.
- D. In walls, provide blocking attached to studs as backing and support for wall-mounted items, unless item can be securely fastened to two or more studs or other method of support is explicitly indicated.
- E. Where ceiling-mounting is indicated, provide blocking and supplementary supports above ceiling, unless other method of support is explicitly indicated.

3.05 INSTALLATION OF CONSTRUCTION PANELS

- A. Roof Sheathing: Secure panels with long dimension perpendicular to framing members, with ends staggered and over firm bearing.
 - 1. Nail panels to framing; staples are not permitted.

3.06 CLEANING

- A. Waste Disposal: See Section 01 7419 - Construction Waste Management and Disposal.
 - 1. Comply with applicable regulations.
 - 2. Do not burn scrap on project site.
 - 3. Do not burn scraps that have been pressure treated.
 - 4. Do not send materials treated with pentachlorophenol, CCA, or ACA to co-generation facilities or "waste-to-energy" facilities.
- B. Do not leave wood, shavings, sawdust, etc. on the ground or buried in fill.
- C. Prevent sawdust and wood shavings from entering the storm drainage system.

END OF SECTION

SECTION 06 1733
WOOD I-JOISTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Wood I-joists for roof and floor framing.
- B. Bridging, bracing, and anchorage.

1.02 RELATED REQUIREMENTS

- A. Section 06 1000 - Rough Carpentry: Installation requirements for miscellaneous framing.

1.03 REFERENCE STANDARDS

- A. ASTM D2559 - Standard Specification for Adhesives for Bonded Structural Wood Products for Use Under Exterior Exposure Conditions; 2012a, with Editorial revision (2016).
- B. ASTM D5055 - Standard Specification for Establishing and Monitoring Structural Capacities of Prefabricated Wood I-Joists; 2016.
- C. PS 2 - Performance Standard for Wood-Based Structural-Use Panels; 2010.

1.04 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Manufacturer's literature describing materials, dimensions, allowable spans and spacings, bearing and anchor details, bridging and bracing requirements, and installation instructions; identify independent inspection agency.
- C. Shop Drawings: Indicate sizes and spacing of joists, bracing and bridging, bearing stiffeners, holes to be cut (if any), and framed openings between joists.
- D. Certificate: Certification by joist manufacturer that products delivered are of the same design and construction as those evaluated by the independent inspection agency.

1.05 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years of documented experience.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Deliver products to site in manufacturer's original packaging with manufacturer's name and product identification intact and legible.
- B. Protect products from damage due to weather and breakage.
- C. Protect joists from warping or other distortion by stacking in upright position, braced to resist movement, with air circulation under coverings and around stacks.
- D. Handle individual joists in the upright position.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Wood I-Joists:
 - 1. Boise Cascade Company; BCI: www.bc.com/#sle.
 - 2. Louisiana-Pacific Corporation: www.lpcorp.com/#sle.
 - 3. RedBuilt LLC; Redbuilt I-Joist: www.redbuilt.com/#sle.
 - 4. Weyerhaeuser Company; TJI: www.weyerhaeuser.com/#sle.
 - 5. Substitutions: See Section 01 6000 - Product Requirements.

2.02 MATERIALS

- A. Wood I-Joists: Solid lumber top and bottom flanges and oriented strand board (OSB) webs bonded together with structural adhesive, with published span rating to meet project requirements.

1. Span Rating: Established and monitored in accordance with ASTM D5055 by independent inspection agency.
 2. Oriented Strand Board: Comply with PS 2.
 3. Adhesive: Tested for wet/exterior service in accordance with ASTM D2559.
 4. Fabrication Tolerances:
 - a. Flange Width: Plus/minus 1/32 inch (0.8 mm).
 - b. Flange Thickness: Minus 1/16 inch (1.6 mm).
 - c. Joist Depth: Plus 0, minus 1/8 inch (3.2 mm).
 5. Marking: Mark each piece with depth, joist spacing, and allowable span for joist spacing.
- B. Wood-Based Components:
1. Wood fabricated from old growth timber is not permitted.
- C. Joist Bridging: Type, size and spacing recommended by joist manufacturer.
- D. Fasteners: Electrogalvanized steel, type to suit application.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that supports and openings are ready to receive joists.
- B. Verify that field measurements are as indicated on shop drawings.

3.02 PREPARATION

- A. Coordinate placement of bearing items.

3.03 ERECTION

- A. Install joists in accordance with manufacturer's instructions.
- B. Set structural members level and plumb, in correct position.
- C. Make provisions for erection loads and for sufficient temporary bracing to maintain structure plumb and in true alignment until completion of erection and installation of permanent bracing.
- D. Install permanent bridging and bracing.

END OF SECTION

SECTION 07 5323
EPDM THERMOSET SINGLE-PLY ROOFING - CARLISLE

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Adhered roof system with ethylene propylene diene monomer (EPDM) roofing membrane.
- B. Insulation, flat and tapered.

1.02 RELATED REQUIREMENTS

- A. Section 06 1000 - Rough Carpentry: Wood nailers and curbs.
- B. Section 07 6200 - Sheet Metal Flashing and Trim: Counterflashing and reglets.

1.03 REFERENCE STANDARDS

- A. ASTM C1289 - Standard Specification for Faced Rigid Cellular Polyisocyanurate Thermal Insulation Board; 2016.
- B. ASTM D4637/D4637M - Standard Specification for EPDM Sheet Used in Single-Ply Roof Membrane; 2013.
- C. NRCA (RM) - The NRCA Roofing Manual; 2017.
- D. NRCA (WM) - The NRCA Waterproofing Manual; 2005.

1.04 ADMINISTRATIVE REQUIREMENTS

- A. Preinstallation Meeting: Convene one week before starting work of this section.
 - 1. Review preparation and installation procedures and coordinating and scheduling required with related work.

1.05 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide manufacturer's written information listed below.
 - 1. Product data indicating membrane materials, flashing materials, insulation, surfacing, and fasteners.
- C. Manufacturer's Certificate: Certify that products meet or exceed specified requirements.
- D. Warranty:
 - 1. Submit manufacturer warranty and ensure that forms have been completed in Owner's name and registered with manufacturer.
 - 2. Submit installer's certification that installation complies with all warranty conditions for the waterproof membrane.

1.06 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum twenty (20) years of documented experience.
- B. Installer Qualifications: Company specializing in performing work of this section:
 - 1. Approved by membrane manufacturer.

1.07 DELIVERY, STORAGE, AND HANDLING

- A. Deliver products in manufacturer's original containers, dry, undamaged, with seals and labels intact.
- B. Protect products in weather protected environment, clear of ground and moisture.
- C. Protect foam insulation from direct exposure to sunlight.
- D. Keep Safety Data Sheets (SDS) at the project site at all times during transportation, storage, and installation of materials.
- E. Comply with requirements from Owner to prevent overloading or disturbance of the structure when loading materials onto the roof.

1.08 FIELD CONDITIONS

- A. Do not apply roofing membrane during unsuitable weather. Refer to manufacturer's written instructions.
- B. Do not apply roofing membrane to damp or frozen deck surface or when precipitation is expected or occurring.
- C. Do not expose materials vulnerable to water or sun damage in quantities greater than can be weatherproofed the same day.
- D. Proceed with work so new roofing materials are not subject to construction traffic as work progresses.
- E. Do not allow grease, oil, fats, or other contaminants to come into direct contact with membrane.

1.09 WARRANTY

- A. See Section 01 7800 - Closeout Submittals, for additional warranty requirements.
- B. Material Warranty: Provide membrane manufacturer's warranty agreeing to replace material that shows manufacturing defects within 10 years after installation.
- C. System Warranty: Provide manufacturer's system warranty agreeing to repair or replace roofing that leaks or is damaged due to wind or other natural causes.
 - 1. Warranty Term: 20 years.
 - 2. For repair and replacement include costs of both material and labor in warranty.

PART 2 PRODUCTS

2.01 MANUFACTURER

- A. Carlisle SynTec: www.carlisle-syntec.com/#sle.
- B. Substitutions: See Section 01 6000 - Product Requirements.

2.02 ROOFING APPLICATIONS

- A. EPDM Membrane Roofing: One ply membrane, fully adhered, over insulation.
- B. Roofing Assembly Performance Requirements and Design Criteria:
 - 1. Drainage: No standing water within 48 hours after precipitation.

2.03 ROOFING MEMBRANE AND ASSOCIATED MATERIALS

- A. Membrane:
 - 1. Material: Ethylene propylene diene monomer (EPDM); ASTM D4637/D4637M, Type I (non-reinforced).
 - 2. Thickness: 45 mil, 0.045 inch (1.1 mm), minimum.
 - 3. Sheet Width: Factory fabricated into largest sheets possible.
 - 4. Color: Black.
- B. Seaming Materials: As recommended by membrane manufacturer.
- C. Flexible Flashing Material: Same material as membrane.
- D. Base Flashing: Provide waterproof, fully adhered base flashing system at all penetrations, plane transitions, and terminations.

2.04 INSULATION

- A. Composite Polyisocyanurate (ISO) Board Insulation: ASTM C1289, Type II, Class 2 - Faced with coated polymer-bonded glass fiber mat facers on both major surfaces of the core foam, and laminated to GP Dens-Deck or GP Dens-Deck Prime gypsum board.
 - 1. Grade and Compressive Strength: Grade 2, 20 psi (Grade 2, 138 kPa), minimum.

2.05 ACCESSORIES

- A. Prefabricated Flashing Accessories:
 - 1. Corners and Seams: Same material as membrane, in manufacturer's standard thicknesses.

2. Penetrations: Same material as membrane, with manufacturer's standard cut-outs, rigid inserts, clamping rings, and flanges.
 3. Sealant Pockets: Same material as membrane, with manufacturer's standard accessories, in manufacturer's standard configuration.
 4. Sure-Seal Pressure-Sensitive Reinforced Universal Securement Strip (RUSS):
- B. Membrane Adhesive: As recommended by membrane manufacturer.
 - C. Surface Conditioner for Adhesives: Compatible with membrane and adhesives.
 - D. Sealants: As recommended by membrane manufacturer.
 - E. Cleaner: Manufacturer's standard, clear, solvent-based cleaner.
 - F. Edgings and Terminations: Manufacturer's standard edge and termination accessories.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that surfaces and site conditions are ready to receive work.
- B. Verify deck is supported and secure.
- C. Verify deck is clean and smooth, flat, free of depressions, waves, or projections, properly sloped and suitable for installation of roof system.
- D. Verify deck surfaces are dry and free of snow or ice.
- E. Verify that roof openings, curbs, and penetrations through roof are solidly set, and cant strips are in place.

3.02 PREPARATION, GENERAL

- A. Clean substrate thoroughly prior to roof application.

3.03 WOOD DECK PREPARATION

- A. Verify flatness and tightness of joints of wood decking. Verify that all wood decking edges are fully supported. Fill knot holes with latex filler or completely cover with securely nailed sheet metal.

3.04 INSTALLATION - GENERAL

- A. Perform work in accordance with manufacturer's instructions and NRCA (RM) applicable requirements.
- B. Do not apply roofing membrane during unsuitable weather.
- C. Do not apply roofing membrane when ambient temperature is outside the temperature range recommended by manufacturer.
- D. Do not apply roofing membrane to damp or frozen deck surface or when precipitation is expected or occurring.
- E. Do not expose materials vulnerable to water or sun damage in quantities greater than can be weatherproofed the same day.

3.05 INSULATION APPLICATION

- A. Attachment of Insulation: Embed insulation in adhesive in full contact, in accordance with roofing and insulation manufacturer's instructions.
- B. Lay subsequent layers of insulation with joints staggered minimum 6 inches (152 mm) from joints of preceding layer.
- C. Lay boards with edges in moderate contact without forcing, and gap between boards no greater than 1/4 inch (6.4 mm). Cut insulation to fit neatly to perimeter blocking and around penetrations through roof.
- D. Do not apply more insulation than can be completely waterproofed in the same day.

3.06 MEMBRANE APPLICATION

- A. Roll out membrane, free from wrinkles or tears. Place sheet into place without stretching.

- B. Shingle joints on sloped substrate in direction of drainage.
- C. Fully Adhered Application: Apply adhesive at manufacturer's recommended rate. Fully embed membrane in adhesive except in areas directly over or within 3 inches (76 mm) of expansion joints. Fully adhere one roll before proceeding to adjacent rolls.
- D. Overlap edges and ends and seal seams by contact adhesive, minimum 3 inches (76 mm). Seal permanently waterproof.
- E. At intersections with vertical surfaces:
 - 1. Extend membrane over cant strips and up a minimum of 4 inches (102 mm) onto vertical surfaces.
 - 2. Fully adhere flexible flashing over membrane and up to nailing strips.
- F. Coordinate installation of roof drains and sumps and related flashings, locate field splices away from low areas and roof drains, and lap upslope sheet over downslope sheet.
- G. Daily Seal: Install daily seal per manufacturers instructions at the end of each work day. Prevent infiltration of water at incomplete flashings, terminations, and at unfinished membrane edges.

3.07 CLEANING

- A. See Section 01 7419 - Construction Waste Management and Disposal, for additional requirements.
- B. Remove bituminous markings from finished surfaces.
- C. In areas where finished surfaces are soiled by work of this section, consult manufacturer of surfaces for cleaning advice and conform to their documented instructions.
- D. Repair or replace defaced or damaged finishes caused by work of this section.

3.08 PROTECTION

- A. Protect installed roofing and flashings from construction operations.
- B. Where traffic must continue over finished roof membrane, protect surfaces using durable materials.

END OF SECTION

SECTION 07 6200
SHEET METAL FLASHING AND TRIM

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Fabricated sheet metal items, including flashings, counterflashings, gutters, and downspouts.
 - 1. Flashings and fabricated sheet metal items .
 - a. Gutters
 - b. Downspouts
 - c. Counterflashing.
- B. Sealants for joints within sheet metal fabrications.

1.02 RELATED SECTIONS:

- A. Section 07 9005 - Joint Sealers.

1.03 REFERENCE STANDARDS

- A. ASTM C920 - Standard Specification for Elastomeric Joint Sealants; 2014.
- B. ASTM D4586/D4586M - Standard Specification for Asphalt Roof Cement, Asbestos-Free; 2007 (Reapproved 2012).
- C. SMACNA (ASMM) - Architectural Sheet Metal Manual; 2012.

1.04 SUBMITTALS

- A. See Section 01 3323 - Shop Drawings, Product Data, and Submittals: Administrative requirements for submittal procedures.
- B. Samples: Submit two samples 4 by 4 inch (___ by ___ mm) in size illustrating metal finish color.

1.05 PERFORMANCE REQUIREMENTS

- A. Fabricate and install sheet metal flashing and trim to withstand wind loads, structural movement, thermally induced movement, and exposure to weather without failing, rattling, leaking, and fastener disengagement.

1.06 QUALITY ASSURANCE

- A. Perform work in accordance with SMACNA (ASMM) and CDA A4050 requirements and standard details, except as otherwise indicated.
- B. Fabricator and installer qualifications: Company specializing in sheet metal work with five years of documented experience.

1.07 WARRANTY

- A. Warranty: Provide one year written warranty covering materials and installation for sheet metal in accordance with Section 01 7700 - Closeout Procedures.
 - 1. Include that system shall be watertight and weather-proof.
 - 2. Warranty shall be manufacturer, fabricator, installer, and contractor, jointly and severally, and signed by officers of each company.

1.08 DELIVERY, STORAGE, AND HANDLING

- A. Stack material to prevent twisting, bending, and abrasion, and to provide ventilation. Slope metal sheets to ensure drainage.
- B. Prevent contact with materials that could cause discoloration or staining.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Sheet Metal Flashing and Trim Manufacturers:
 - 1. Fairview Architectural LLC; VitraEdge ____: www.fairview-na.com/#sle.
 - 2. OMG Roofing Products; ____: www.omgroofing.com/#sle.
 - 3. Petersen Aluminum Corporation; ____: www.pac-clad.com/#sle.

4. Substitutions: See Section 01 6000 - Product Requirements.

2.02 SHEET MATERIALS

- A. Galvanized Steel: ASTM A653/A653M, with G90/Z275 zinc coating; minimum 24 gauge, (0.0239 inch) (0.61 mm) thick base metal.
- B. ACCESSORIES
 1. Fasteners: Same material and finish as flashing metal .
- C. FABRICATION
 1. General: Shop fabricate work to greatest extent possible, comply with details shown and with applicable requirements of S.M.A.C.N.A. "Architectural Sheet Metal Manual", the "Roofing and Waterproofing Manual" by NRCA, and other recognized industry practices. Fabricate for waterproof and weather resistant performance; with expansion provisions for running work, sufficient to permanently prevent leakage, damage or deterioration of the work. For work to fit substrates comply with material manufacturer's instructions and recommendations. Form exposed sheet metal work without excessive oil-canning effect, buckling and tool marks, true to line and levels as indicated, with exposed edges folded back to form hems. Secure flashings in place using concealed fasteners.
 2. Form sections true to shape, accurate in size, square, and free from distortion or defects.
 3. Form pieces in longest possible lengths.
 4. Hem exposed edges on underside 1/2 inch (13 mm); miter and seam corners.
 5. Form material with flat lock seams, except where otherwise indicated; at moving joints, use sealed lapped, bayonet-type or interlocking hooked seams.
 6. Fabricate corners from one piece with minimum 18 inch (450 mm) long legs; seam for rigidity, seal with sealant.
 7. Fabricate vertical faces with bottom edge formed outward 1/4 inch (6 mm) and hemmed to form drip.
- D. GUTTER AND DOWNSPOUT FABRICATION
 1. Downspouts: Round profile.
 2. Gutters and Downspouts: Size for rainfall intensity determined by a storm occurrence of 1 in 10 years in accordance with SMACNA (ASMM).
 3. Accessories: Profiled to suit gutters and downspouts.
 4. Seal metal joints.
- E. ACCESSORIES
 1. Fasteners: Galvanized steel, with soft neoprene washers.
 2. Primer: Zinc chromate type.
 3. Concealed Sealants: Non-curing butyl sealant.
 4. Exposed Sealants: ASTM C920; elastomeric sealant, with minimum movement capability as recommended by manufacturer for substrates to be sealed; color to match adjacent material.
 5. Plastic Cement: ASTM D4586/D4586M, Type I.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify roof openings, curbs, pipes, sleeves, ducts, and vents through roof are solidly set, reglets in place, and nailing strips located.
- B. Before starting work, verify dimensions. Examine adjoining work. Check for bowed surfaces, and similar conditions which may be possible moisture problems or result in an uneven surface for siding or trim.

3.02 PREPARATION

- A. Install starter and edge strips, and cleats before starting installation.
- B. Back paint concealed metal surfaces with protective backing paint to a minimum dry film thickness of 15 mil (0.4 mm).

3.03 INSTALLATION

- A. Secure flashings in place using concealed fasteners, and use exposed fasteners only where permitted..
- B. Apply plastic cement compound between metal flashings and felt flashings.
- C. Fit flashings tight in place; make corners square, surfaces true and straight in planes, and lines accurate to profiles.
- D. Seal metal joints watertight.
- E. Provide for separation of dissimilar metals or corrosive substrates by coating concealed surfaces with bituminous coating or other permanent separation as recommended by manufacturer/fabricator. Provide sawcut reglets as necessary for complete installation.
- F. Provide for thermal expansion of running sheet metal work, by overlaps or expansion joints in fabricated work. Seal moving joints in metal work with elastomeric sealants, complying with FS SS-T-00227, -00230, or -001543. Space joints at intervals of not more than 50'.
- G. Trim Pieces/Fascia: Form metal into shapes where non-standard trim pieces are illustrated. Install where indicated on drawings per manufacturer's instructions.

3.04 GUTTER AND DOWNSPOUT INSTALLATION

- A. Provide gutters and downspouts at locations indicated, provide complete counterflashing for scuppers. Provide complete attachment accessories and fasteners for downspouts. Fabricate from prefinished sheet metal. Coordinate installation of hangers with roofer. Gutters and downspouts shall match existing gutters and downspouts.
- B. Secure roof edge, gutters, and downspouts in place using concealed fasteners.
- C. Install gutters, downspouts, and accessories in accordance with manufacturer's instructions. Join lengths with seams sealed watertight. Flash and seal gutters to downspouts and accessories.
- D. Slope gutters in accordance with manufacturer's instructions. Slope gutters 1/8" inch per foot (3/.300 mm/m) minimum.
- E. Set splash pads under downspouts.

3.05 CLEANING

- A. Upon completion, all work shall be cleaned.

END OF SECTION

SECTION 07 9200
JOINT SEALANTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Nonsag gunnable joint sealants.
- B. Joint backings and accessories.

1.02 REFERENCE STANDARDS

- A. ASTM C920 - Standard Specification for Elastomeric Joint Sealants; 2014.
- B. ASTM C1193 - Standard Guide for Use of Joint Sealants; 2016.
- C. ASTM C1248 - Standard Test Method for Staining of Porous Substrate by Joint Sealants; 2008 (Reapproved 2012).

1.03 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data for Sealants: Submit manufacturer's technical data sheets for each product to be used, that includes the following.
 - 1. Physical characteristics, including movement capability, VOC content, hardness, cure time, and color availability.
 - 2. List of backing materials approved for use with the specific product.
 - 3. Substrates that product is known to satisfactorily adhere to and with which it is compatible.
 - 4. Substrates the product should not be used on.
- C. Color Cards for Selection: Where sealant color is not specified, submit manufacturer's color cards showing standard colors available for selection.

1.04 QUALITY ASSURANCE

- A. Maintain one copy of each referenced document covering installation requirements on site.
- B. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years documented experience.
- C. Installer Qualifications: Company specializing in performing the work of this section and with at least three years of documented experience.

1.05 WARRANTY

- A. See Section 01 7800 - Closeout Submittals, for additional warranty requirements.
- B. Correct defective work within a five year period after Date of Substantial Completion.
- C. Warranty: Include coverage for installed sealants and accessories that fail to achieve watertight seal, exhibit loss of adhesion or cohesion, or do not cure.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Non-Sag Sealants: Permits application in joints on vertical surfaces without sagging or slumping.
 - 1. BASF Construction Chemicals-Building Systems; _____: www.buildingsystems.basf.com.
 - 2. Bostik Inc; _____: www.bostik-us.com/#sle.
 - 3. Dow Chemical Company; _____: consumer.dow.com/en-us/industry/ind-building-construction.html/#sle.
 - 4. Hilti, Inc; _____: www.us.hilti.com/#sle.
 - 5. Substitutions: See Section 01 6000 - Product Requirements.

2.02 JOINT SEALANT APPLICATIONS

- A. Scope:

1. Exterior Joints: Seal open joints, whether or not the joint is indicated on drawings, unless specifically indicated not to be sealed. Exterior joints to be sealed include, but are not limited to, the following items.
 - a. Joints between door, window, and other frames and adjacent construction.
 - b. Joints between different exposed materials.
 2. Interior Joints: Do not seal interior joints unless specifically indicated to be sealed. Interior joints to be sealed include, but are not limited to, the following items.
 - a. Joints between door, window, and other frames and adjacent construction.
 - b. Other joints indicated below.
 3. Do not seal the following types of joints.
 - a. Intentional weepholes in masonry.
- B. Type A - Exterior Joints: Use non-sag non-staining silicone sealant, unless otherwise indicated.
- C. Type B - Interior Joints: Use non-sag polyurethane sealant, unless otherwise indicated.

2.03 NONSAG JOINT SEALANTS

- A. Type A - Non-Staining Silicone Sealant: ASTM C920, Grade NS, Uses M and A; not expected to withstand continuous water immersion or traffic.
1. Non-Staining To Porous Stone: Non-staining to light-colored natural stone when tested in accordance with ASTM C1248.
 2. Dirt Pick-Up: Reduced dirt pick-up compared to other silicone sealants.
 3. Color: Match adjacent finished surfaces. Submit samples to architect.
- B. Type B - Polyurethane Sealant: ASTM C920, Grade NS, Uses M and A; single or multi-component; not expected to withstand continuous water immersion or traffic.
1. Movement Capability: Plus and minus ____ percent, minimum.
 2. Color: Match adjacent finished surfaces.

2.04 ACCESSORIES

- A. Backer Rod: Cylindrical cellular foam rod with surface that sealant will not adhere to, compatible with specific sealant used, and recommended by backing and sealant manufacturers for specific application.
- B. Backing Tape: Self-adhesive polyethylene tape with surface that sealant will not adhere to and recommended by tape and sealant manufacturers for specific application.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that joints are ready to receive work.
- B. Verify that backing materials are compatible with sealants.
- C. Verify that backer rods are of the correct size.

3.02 PREPARATION

- A. Remove loose materials and foreign matter that could impair adhesion of sealant.
- B. Clean joints, and prime as necessary, in accordance with manufacturer's instructions.
- C. Perform preparation in accordance with manufacturer's instructions and ASTM C1193.
- D. Mask elements and surfaces adjacent to joints from damage and disfigurement due to sealant work; be aware that sealant drips and smears may not be completely removable.

3.03 INSTALLATION

- A. Perform work in accordance with sealant manufacturer's requirements for preparation of surfaces and material installation instructions.
- B. Perform installation in accordance with ASTM C1193.
- C. Install bond breaker backing tape where backer rod cannot be used.

- D. Install sealant free of air pockets, foreign embedded matter, ridges, and sags, and without getting sealant on adjacent surfaces.
- E. Do not install sealant when ambient temperature is outside manufacturer's recommended temperature range, or will be outside that range during the entire curing period, unless manufacturer's approval is obtained and instructions are followed.
- F. Nonsag Sealants: Tool surface concave, unless otherwise indicated; remove masking tape immediately after tooling sealant surface.

END OF SECTION

SECTION 08 5290
WOOD WINDOW RESTORATION

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. All proposed specifications, details and procedures shall be thoroughly reviewed and approved in writing prior to commencement of this work.
- B. Wood Window Restoration work generally includes but may not be limited to refurbishing and reinstalling existing wood sashes, providing and installing new wood sashes where existing cannot be repaired; disassembly of window elements at openings to be restored; repairing wood window frames as required to receive refurbished or new sashes; repairing of existing wood sills as required or removal of existing wood window sills where existing cannot be repaired; refurbishing trim elements or providing new historically accurate exterior trim elements where existing cannot be repaired, with caulking to the masonry; furnishing and installing new architectural window hardware; stripping, painting and repair of window frames and cleaning and adjustment of all windows. Painting by other sections.
- C. Replacement sash, and other window components shall duplicate size, and profile of existing window components.

1.02 RELATED REQUIREMENTS

- A. Section 07 9005 - Joint Sealers.

1.03 REFERENCE STANDARDS

- A. American Architectural Manufacturers Association (AAMA).
- B. American Society for Testing and Materials (ASTM).
- C. National Wood Window and Door Association (NWWDA).
- D. National Woodwork Manufacturers Association (NWMA).

1.04 ADMINISTRATIVE REQUIREMENTS

1.05 SUBMITTALS

- A. See Section 01 3323 - Product Data, Shop Drawings and Samples, for submittal procedures.

1.06 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing products specified in this section, with not less than three years of documented experience.
- B. Fabricator Qualifications: Company specializing in manufacturing products specified in this section, with not less than three years of documented experience.
- C. Installer Qualifications: Company specializing in performing work of the type specified and with minimum three years of documented experience.

1.07 MOCK-UP

- A. Provide repaired and restored window mock-up.
- B. Locate where directed.
- C. Mock-up may remain as part of the Work.

PART 2 PRODUCTS

2.01 MATERIALS

- A. Wood Window Restoration components shall be designed, fabricated, and installed to withstand normal thermal movement, wind loading, and impact loading without failure.
- B. Wood window components shall be constructed of Douglas Fir.
- C. Epoxy Repair System: As manufactured by Advanced Repair Technology, Cherry Valley, New York, (607) 264-9040; www.advancedrepair.com <<http://www.advancedrepair.com/>>

1. Primer: Primaries Flexible Cell-Bonding P <<http://www.advancedrepair.com/>>primer; two-component epoxy-based coupling agent specifically designed to enhance the bonding strength of the wood repair compound.
 2. Wood Repair Compound: Flex-Tec HV Elastomeric Wood Repair Compound; two-part epoxy-based repair material specifically engineered to move with the natural expansion and contraction of wood.
- D. Epoxy Adhesive: Non-staining, clear adhesive for exterior applications. Titebond Wood Glue, Loctite Professional Wood Work adhesive, or equal.
 - E. Wood for splicing or dutchman repairs shall be of a species, cut, grade, etc. to match existing window being repaired.
 - F. Wood shall be treated with water repellent preservative conforming to requirements of NWWDA Industry Standard I.S. 4-94 for Water Repellent Preservative Non-Pressure Treatment for Millwork.
 - G. Glazing: New float glass to match thickness and dimensions of original.
 - H. Glazing Compound: Dap 33 by Dap, Inc. 2400 Boston Street, Baltimore, MD 21224, www.dap.com, <<http://www.dap.com/>>or equal.
 - I. Glazing Points: Triangle glazier points by Fletcher, available at Aubuchon Hardware, www.aubuchonhardware.com, <<http://www.aubuchonhardware.com/>>or equal.
 - J. Chemical Stripper: Prosoco, "Enviro Stripper No. 3 or No. 4"; 3M, "Safest Stripper", or equal.
 - K. Putty: Linseed oil type, complying with FS TT-P-791, tinted to match surface finish color.
 - L. Fasteners: Comply with NWWDA I.S.2 for fabrication and with manufacturer's recommendations and standard industry practices for type and size of installation fasteners.
 1. Use zinc-coated or nonferrous nails and screws for window fabrication and installation.
 2. Use stainless steel screws for hardware and accessory installation.
 - M. Anchors, Clips, and Accessories: Fabricate anchors, clips and window accessories of nonmagnetic stainless steel or hot-dip zinc coated steel complying with the requirements of ASTM B633 for SC 3 (severe) service condition; provide strength sufficient to withstand design pressure indicated.
 - N. Wood Filler: For repair of checks, gouges and imperfections and to recreate original profiles where damaged: (No substitutions)
 1. Decraflex Smooth Knife Grade Patch, ICI 40448.

2.02 FABRICATION

- A. Sash Fabrication: Comply with NWWDA I.S. 2-93. Fabricate window sashes with mortise and tenon construction. Sash joints shall be sealed and pinned using waterproof adhesive. Sash joints shall be flush at junctures of stiles and rails.

2.03 ACCESSORIES

- A. Fasteners shall comply with NWWDA I.S. 2-93 for fabrication and with manufacturer's recommendations and standard industry practices for type and size.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verification of Conditions: Inspect each window and report to the Architect any discrepancies between the Drawings and actual conditions. Inspect both the weather and non-weather side of each component.
- B. Inspect all window sash, frames and sills designated for repairs. Confirm that the scope and scale of work is as understood and agreed upon by the Owner.

3.02 PERFORMANCE REQUIREMENTS

- A. Replace all missing trim, stops and parting beads. Patch holes, indentations, gouges less than 1 inch by 1 inch by 1/2-inch deep with epoxy wood filler. Patch damaged areas larger than 1

inch by 1 inch by 1/2-inch deep with wood dutchmen. Finished windows shall be fully intact, structurally sound and weathertight.

- B. Stiles and Rails: Replace rotted or structurally unsound stiles and rails with new members exactly matching the profiles and joinery of the existing. Unless specifically indicated, the Contractor may opt to epoxy consolidate rotted rails and stile/rail joinery to avoid rail replacement. Patch holes in wood work as described above.
- C. Sills: Replacement sills shall exactly match existing design and profiles. Epoxy consolidate sill as specified above.
- D. Repaired sash, frames and sills shall be consistent in detail and visual appearance and be weathertight. Where windows operate, windows shall open and close smoothly, and latch securely.

3.03 PREPARATION

- A. Remove sashes and frame components as required to access weight pockets. Remove and discard all existing weather-stripping. Demolish existing frame material that is too badly damaged to be restored.
 - 1. Dispose of frames, brickmoulds, casings, wood sills and sashes that are too water damaged, water rotted and sun rotted to be restored.

3.04 RESTORATION

- A. Frame and Exterior Woodwork Restoration:
 - 1. Strip all remaining wood frame, sill casing, wood surfaces to bare wood. Consolidate all deteriorated wood elements using restoration compounds in accordance with the manufacturer's recommendations.
 - 2. Fabricate and replace any missing and disposed components with exact replicas.
 - 3. Clean out caulk joint between brick and frame or casings. Sand frame and casings to a smooth finish, taking accepted precautions to control dust dispersal. Prime exterior frame members as soon as practical after stripping.
- B. Sash Restoration:
 - 1. Remove glass and glazing compound and strip sash surfaces to bare wood. Document position and salvage glass for reinstallation in the same location. Consolidate all deteriorated frame elements using restoration compounds in accordance with the manufacturer's recommendations.
 - 2. Fabricate and replace any missing or deteriorated components or entire sashes that cannot be restored with exact replicas.
 - 3. Clean and lubricate existing sash locks; replace with new where missing or too badly damaged to reuse.
 - 4. Clean existing lifts; replace with new where missing or too badly damage to reuse.
 - 5. Glass panels:
 - a. Provide and install new glass in sashes where glass was missing or previously broken. All other glass to be salvaged and reused.
 - b. Clean out and prime wood surfaces, including glazing rabbet.
 - c. Apply a thin setting bead of glazing compound to new surface, press in glazing.
 - d. Install glazing points, minimum of two points of each side of glass pane, approximately 2 inches away from the corners. Install other points as needed.
 - e. Roll out a rope of glazing compound, approximately 3/8" in diameter, press into glass around entire perimeter. Finish compound with a long, smooth stroke over surface. Scrape off excess compound. Dimension of glazing compound to be consistent throughout project. Allow compound to dry as directed by glazing compound manufacturer's instructions. Paint glazing compound concurrently with painting of sash. All surfaces of glazing compound to be thoroughly coated with paint.

3.05 RE-CREATION

- A. Provide shop fabricated sashes that match material, site lines, profiles, joining and construction of existing windows.

- B. Provide materials to re-created frames including as required weight pockets, jambs, heads sills, stops, hardware, interior and exterior casing boards. Materials, shapes and profiles shall match existing.

3.06 RE-INSTALLATION

- A. Backprime wood components prior to installation.
- B. Install restored and new fixed components with stainless steel nails. Countersink and fill all nail holes exposed to view. Prime exterior wood members as soon as practical after installation.
- C. Caulking: Fill voids between brick and frame with backer rod prior to installing components over the frame. Caulk between brick and brickmoulds and casings with one part nonacid curing silicone sealant: Type S Grade NS, Class 25.
- D. Clean and lubricate existing sash pulleys and weights; replace these components with new where missing or too badly damage to reuse.
- E. Install new zinc or copper weather stripping at sash tracks and sill prior to installing sashes.
- F. Install sashes with new ropes for counter weights.
- G. Complete installation of casing and other components on the interior.
- H. Install sash locks and sash lifts after sashes are painted.

3.07 ADJUSTING

- A. Adjust sashes for smooth operation.

3.08 CLEANING

- A. Clean interior and exterior surfaces immediately after installation. Exercise care to avoid damage to finishes. Remove excess glazing and sealants, dirt, and other substances..
- B. Clean glazing on both faces. Comply with glazing material manufacturer's recommendations for final cleaning and maintenance. Remove nonpermanent labels from glass surfaces.
- C. Remove and replace glazing that has been broken, chipped, cracked, abraded, or damaged during the construction period. Protect restored windows from damage.

END OF SECTION

Scope of Work Form

MNHS Grants Office

FOR OFFICE USE ONLY

Grantee: _____

Grant No.: _____

Attachment: _____

PROPERTY NAME: Brainerd Water Tower

PROPERTY ADDRESS: 624 Washington St, Brainerd, MN 56401

DATE: 7/9/2021

NRHP LISTING NO.: 74001014

ITEM NO: 4	FEATURE: PHASE 2 Lighting	CONST. DATE: Unknown	FUNDING SOURCE(S): ☐ GRANT ☐ OTHER	BUDGET ITEM No.:
DESCRIBE EXISTING FEATURE AND ITS CONDITION The stairs at the interior do not have lighting. Installation of the new roof will require new lighting within the bowl. DESCRIBE WORK AND IMPACT ON EXISTING FEATURE New lighting will be installed to illuminate the stair walking surface and the interior of the bowl. PHOTOS: 11, 20 DRAWING SHEET No.: A3.01 ADD'L DOCUMENTATION:				
UPDATES AFTER PROJECT IS COMPLETED				

ITEM NO:	FEATURE:	CONST. DATE:	FUNDING SOURCE(S): ☐ GRANT ☐ OTHER	BUDGET ITEM No.:
DESCRIBE EXISTING FEATURE AND ITS CONDITION DESCRIBE WORK AND IMPACT ON EXISTING FEATURE PHOTOS: DRAWING SHEET No.: ADD'L DOCUMENTATION:				
UPDATES AFTER PROJECT IS COMPLETED				

ITEM NO:	FEATURE:	CONST. DATE:	FUNDING SOURCE(S): ☐ GRANT ☐ OTHER	BUDGET ITEM No.:
DESCRIBE EXISTING FEATURE AND ITS CONDITION DESCRIBE WORK AND IMPACT ON EXISTING FEATURE PHOTOS: DRAWING SHEET No.: ADD'L DOCUMENTATION:				
UPDATES AFTER PROJECT IS COMPLETED				



1) Water tower under construction c. 1919



2) Water tower c. 1920s



3) Looking south. Note delamination near top of bowl



4) Looking north. Note delamination just below crenelations



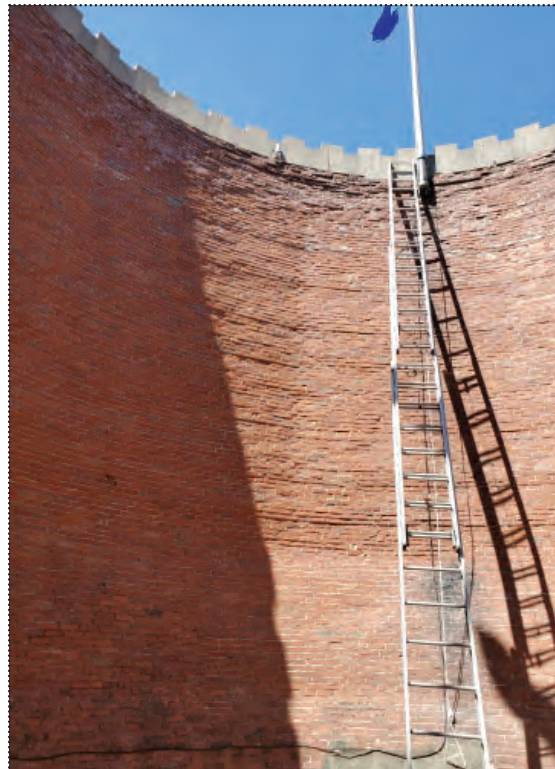
5) Looking east. Note modern exterior stairs, modern addition in the foreground, 2020



6) *Looking west, 2020*



7) *Interior of bowl looking north, 2020*



8) *Interior of bowl looking north, 2020*



9) Hatch at base of bowl. Note masonry debris, 2020



10) Deterioration at top of brick liner. Note bituminous waterproofing behind, 2020



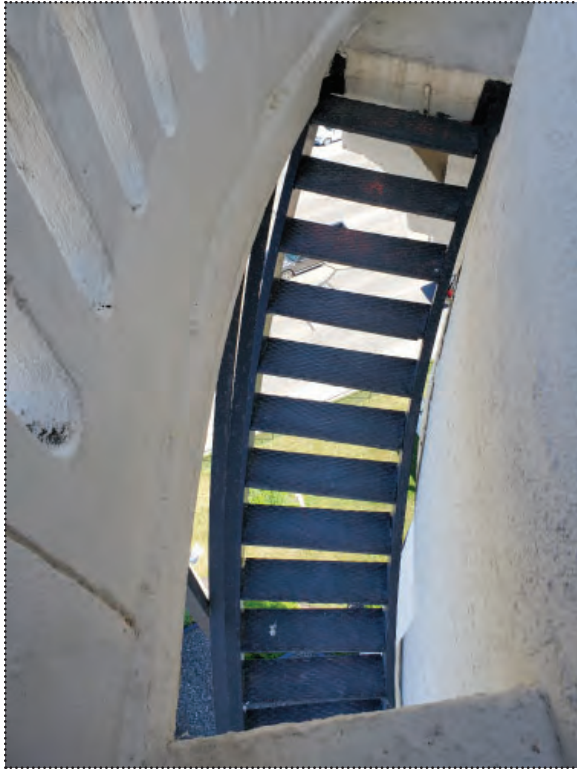
11) Looking down at stairs from near the top of the shaft stairs, 2020



12) Top of stairs. Note rust and evidence of water infiltration, 2020



13) Bottom of stairs. Note rust and evidence of water infiltration, 2020



14) Looking down at stairs from observation ring, 2020



15) Window 01 from exterior stairs, 2020



16) Typical mortar condition at brick surrounds, 2020



17) Window 01 sash, 2020



18) Window 10. Damage at this window appears to be the most significant of all windows, 2020



19) Window 05. Typical interior window conditions, 2020



20) Flag lighting at bowl, 2020

Public Hearing - Final Reading of Proposed Ordinance No. 1485 – Amending City Code Section 900 Animals and 1010 Licensing Fees to Permit Miniature Pigs Within the City of Brainerd - Denied

The Chair opened the Public Hearing at 8:53 p.m.

The Chair recognized Ms. Kathy Deuel, 1717 Norwood St., who spoke against the ordinance. She submitted and read a letter of opposition to the proposed ordinance.

The Chair recognized Mr. Daniel Wahl who is the resident that desires to have a pet miniature pig. Mr. Wahl has had a miniature pig in the past and it did not exceed 66 lbs. He stated that the weight can be determined based on the parents of the pig. If the ordinance is passed, Mr. Wahl would like the requirement of neighboring residents' approval be removed from the ordinance, as a neighbor currently does not need to approve the purchase of a large dog.

The Chair closed the Public Hearing at 9:01 p.m.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN STUNEK AND BADEAUX TO DENY PROPOSED ORDINANCE NO. 1485 TO AMEND CITY CODE SECTION 900 ANIMALS AND 1010 LICENSING FEES TO PERMIT MINIATURE PIGS WITHIN THE CITY OF BRAINERD.

Members Hilgart, Lambert, Stunek and Badeaux voted "aye". Members Johnson and Pritschet voted "nay". Member Bevans abstained from voting. The Chair declared the motion carried.

Historic Water Tower Discussion

City Engineer Sandy explained the actions that were taken after the last council meeting regarding the immediate concerns for public safety. An 8-foot high chain link fence was installed by Hy-Tec Construction to protect the public from falling debris. A covered entrance into the Breen and Person building will be constructed to allow safe passage to the business. These actions address the immediate concerns and insurance requirements while plans are being made about the future of the water tower. It was also determined the piece that fell from the structure was part of a previous repair, and there did not appear to be any additional loose pieces. The condition of the face of the tower bowl is in major disrepair and once scraping or chipping away is started, there would be no appropriate stopping point.

City Engineer Sandy reviewed the options and cost factors that were discussed at the last council meeting.

Finance Director Hillman discussed the funding options and due to the water tower being a non-functioning structure, it is deemed a non-essential part of the city infrastructure's cost. This limits the financing that is available to rehabilitate the tower. A sample ballot with questions was drafted if the Council determines this should go to a referendum.

City Planner Ostgarden had contacted the City of Pipestone, who has a similar water tower in the same condition with a cost estimate of approximately \$2M to repair. The City of Pipestone

August 6, 2018

is currently unsure of the future decisions for their tower. An idea discussed could be the possible cost savings if one chosen contractor was retained to do both projects.

City Planner Ostgarden mentioned that if demolition is the determined outcome, there are some requirements and costs involved to remove a structure from the historical registry listing.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPOINT A CITIZEN'S COMMITTEE; ALLOW CITIZEN'S TWO YEARS (8/6/20) TO FUNDRAISE TOWARD THE RESTORATION OF THE WATER TOWER; COMMIT \$300,000 OVER THE NEXT THREE YEARS TOWARDS THE WATER TOWER PROJECT, AND DIRECT STAFF TO APPLY FOR HISTORICAL SOCIETY FUNDING AND GRANTS.

Finance Director Hillman added that Brainerd Community Action is the fiscal agent handling the funds donated towards the restoration of the water tower.

Ms. Holly Holm, Director of Brainerd Community Action requested that Council determine what is done with the funds collected if the goal is not met. It was decided to assign the task to the members of the Citizen's Committee once established.

New Business

Public Hearing for Discussion on the Implementation and Progress of the Small Cities Development Program (SCDP) Grant CDAP-15-0038-O-FY16 (Downtown Grant) - Held

The Chair opened the Public Hearing at 9:42 p.m.

No one came forward.

The Chair closed the Public Hearing at 9:42 p.m.

Planning Commission

First Reading – Proposed Ordinance No. 1486 – Rezone 1110 Pine Street and All Other Properties on Block 9, 2nd Addition to Brainerd as Listed Below from an R-1 (Single Family Residential) District to an R-2 (Medium Density Residential) District - Approved

City Planner Ostgarden explained all three of the proposed zoning changes on the agenda involve property owners who collaborated with their neighbors to request the change for the entire block or area. He explained this property was purchased with the desire to return it to a duplex from it's current use as a single-family home.

- John Groenwold – 1110 Pine Street, applicant
- Donna Pearson – 1106 Pine Street
- Dianna Lorimor – 1114 Pine Street; 1107 and 1109 Quince Street
- B.A. Doer – 1120 Pine Street
- Jeffrey Kollars – 1124 Pine Street
- Jan Walters – 1103 Quince Street

August 6, 2018

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND AGREE WITH THE NON-CONSERVATION STATUS OF THE PARCELS LISTED AND AUTHORIZE CROW WING COUNTY TO SELL THE PARCELS ONCE THE SAID TRACTS ARE LISTED AS NON-CONSERVATION.

Personnel and Finance Committee Report

Approval of Bills - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK TO APPROVE THE PAYMENT OF BILLS AS RECOMMENDED BY PERSONNEL AND FINANCE COMMITTEE.

Upon roll call, members Bevans, Badeaux, Hilgart, Lambert, Stunek, Pritschet and Johnson voted "aye". No member voted "nay". The Chair declared the motion carried.

Transit Operations Specialist - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, TO APPROVE THE TRANSIT SPECIALIST POSITION AND POSTING OF THE TRANSIT OPERATIONS SPECIALIST POSITION WITH A POSSIBLE HIRE DATE OF JULY 1, 2019.

Council discussion took place regarding the funding arrangement of the new position.

Brainerd Historic Water Tower Proposal - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO AUTHORIZE THE LOCAL MATCH TO THE PROPOSAL UP TO \$12,500 FOR CONSTRUCTION AND DESIGN ENGINEERING.

Committee Chair Hilgart stated the funds would come from the \$300,000 previously committed by the Council toward the water tower project.

Council discussion took place.

Request to Hire Police Officers - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, TO AUTHORIZE CONDITIONAL JOB OFFERS TO THE TOP THREE CANDIDATES ON THE CURRENT POLICE OFFICER ELIGIBILITY LIST, WITH THE TENTATIVE STARTING DATES OF MAY 6TH, JUNE 10TH AND SEPTEMBER 23RD, PENDING SUCCESSFUL COMPLETION OF THE PRE-EMPLOYMENT SCREENING PROCESS.

Wage Adjustment for Community Service Officers (CSO) - Approved

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO INCREASE THE COMMUNITY SERVICE OFFICER (CSO) WAGE SCALE AS PRESENTED EFFECTIVE APRIL 16, 2019. FURTHER, THAT SAID WAGE SCALE BE INDEXED ANNUALLY BY THE DEPARTMENT HEADS AND NON-UNION SUPERVISOR COLA ADJUSTMENT.

2019 Wage Adjustments for Paid-on-Call Firefighters - Approved

**Brainerd, MN
October 5, 2020**

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 Johnson.

Upon roll call, the following members were noted as present: Stunek, Pritschet, Bevans, W. Erickson, T. Erickson, Lambert, and Johnson. Mayor Badeaux was also noted as present.

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND STUNEK, DULY CARRIED, TO AMEND THE AGENDA BY REMOVING ITEMS 9A: MODIFICATION AND TRANSFER OF DEVELOPMENT DISTRICT NO. 2 AND 9B: APPROVAL OF BUSINESS SUBSIDY FOR ANDERSON BROTHERS AND ADDING A PARKING COMMISSION APPLICANT, RYLIE WEBER.

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

A. Approval of the Minutes of the Regular Meeting held on September 21, 2020 - Approved

B. Approval of Licenses - Approved

Contractor Licenses - 1

C. Department Activity Reports - Approved

1. Fire Chief
2. Park Director

D. MN Fire Department Turnout Gear Washer/Dryer Award Program - Approved

E. Temporary Beer License Revised Date from August 22, 2020 (Canceled due to COVID) – Submitted by the Brainerd Aeries Eagles #287, 124 Front St., Brainerd for an Event to be Held October 24, 2020 at Memorial Park, 1700 Mill Ave., Brainerd - Approved

Upon roll call, members Stunek, Pritschet, Bevans, W. Erickson, T. Erickson, Lambert, and Johnson voted "aye". No member voted "nay". The Chair declared the motion carried.

Presentations

Water Tower Committee

The Chair recognized Dave Badeaux, Paul Skogen, Mary Koep and Jody Converse, who serve on the water tower committee. Mr. Badeaux gave a detailed history and background of the historic water tower, which dates back to 1920. He and Mr. Skogen reviewed the issues with the roof, the repairs needed and stated the engineering designs should be available in the spring 2021. They explained the fundraising efforts that have taken place resulting in \$29,000 being

October 5, 2020

raised so far. The Council was informed that the \$300,000 that was designated to tear down the water tower may not be enough to remove the tower. The Committee requests the Council grant them an extension past the October 24, 2020 deadline, due to difficulties in holding events this year due to COVID. The Committee is hoping to receive grant dollars to obtain an accurate estimate of fixing the water tower. The Council thanks the Committee for all their efforts.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO EXTEND THE DEADLINE TO JUNE 1, 2021 FOR THE WATER TOWER COMMITTEE TO CONTINUE THE FUNDRAISING EFFORTS.

Council Member Lambert stated if any additional deterioration or safety hazards occur prior to June 2021, they are to be brought to Council to be addressed.

Council Committee Reports

Personnel and Finance Committee Report

Approval of Bills & Payments to Contractors - Approved

<u>Contractor</u>	<u>IMP#</u>	<u>Project</u>	<u>Amount Paid</u>	<u>Contract Amount</u>
Kraemer Excavating	16-09 and 19-07	Buffalo Hills & Mississippi Dr	\$1,722,099	\$1,654,486

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND STUNEK TO APPROVE THE PAYMENT OF BILLS AND PAYMENTS TO CONTRACTORS AS RECOMMENDED BY PERSONNEL AND FINANCE COMMITTEE.

Upon roll call, members Stunek, Pritschet, Bevans, W. Erickson, T. Erickson, Lambert, and Johnson voted "aye". No member voted "nay". The Chair declared the motion carried.

Shared Maintenance Services Agreement Amendment - Approved

Committee Chair Pritschet indicated the original agreement was budgeted at 2,080 hours but has been reduced to 1,500 based on previous usage.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND T. ERICKSON, DULY CARRIED, TO AUTHORIZE SIGNATURES ON THE AGREEMENT AMENDMENT FOR THE 2021 SHARED MAINTENANCE SERVICES AGREEMENT.

2021 Toward Zero Deaths (TZD) Enforcement Grant Resolution – Adopted by Resolution No. 44:20

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND STUNEK TO APPROVE A RESOLUTION AUTHORIZING THE POLICE DEPARTMENT TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE STATE OF MINNESOTA OFFICE OF TRAFFIC SAFETY FOR THE FY 2021 TOWARD ZERO DEATHS (TZD) TRAFFIC SAFETY ENFORCEMENT GRANT.

RESOLUTION NO. 44:20



Brainerd City Council Agenda Request

Requested Meeting Date: July 19, 2021

Title of Item: Additional Cyber Liability Insurance Coverage

☐ 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/Shawn Strong	Department: Finance/IT
Presenter (Name & Title): Finance Director Connie Hillman	Estimated Time Needed: 5 Minutes
Summary of Issue: At the June 7, 2021 council meeting, the Council approved the insurance renewal from the LMCIT for March 1, 2021-February 28, 2022. The renewal came in at an overall 3% increase from the previous renewal. The renewal was \$11,000 over the budget for the 10 month period in 2021. Representative from WE (our local insurance agent) presented an option that is available for the City to purchase additional coverage for cyber liability beyond the current coverage the City's has through it LMCIT policy. The estimated cost of the additional premium for the year is \$14,500 - \$18,300. The true cost is unknown until the policy goes through underwriting. WE provided the attachment showing what we have coverage for and what the increase coverage would be if the additional policy were to be purchased.	
Alternatives, Options, Effects on Others/Comments: 1st Party refers to the City, 3rd Party would cover our credit card processor and client's information. All industry types including the LMC have seen an increase in cyber claims. The additional policy does provide increased protection other than the area of "bricking." If the City were to purchase the additional coverage, it would have the LMCIT coverage if "bricking" were to occur. The additional coverage is a package, meaning the City cannot elect the coverage for 1st party but not for 3rd party etc. The top claim that the LMC has seen is when a member is tricked into sending money to a hacker. The City has received messages like this in the past but has not tricked into sending the funds. WE mentioned that the LMC is looking at changing coverages for cyber security that would affect the 2022 renewal. The initial changes could be a reduction to the cyber-crime limits and possibly create a new coverage for cyber rather than having it be under the property and liability coverage.	
Recommended Action/Motion: Since the City is over budget for 10 months, Staff's recommendation would be to decline purchasing the additional cyber liability coverage for the March 1, 2021 - February 28, 2022 policy period, but to direct Staff to budget for an additional \$16,000 in the 2022 budget.	
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>14,500-18,300</u> <i>Is this budgeted?</i> ☐ Yes ☒ No See above <i>Please Explain:</i>	

Type	Coverage	HSB Specialty Insurance		LMCIT	
1st Party	Notification Costs	\$	1,000,000	\$	250,000
1st Party	Breach Costs Inside/Outside		Outside		
1st Party	Business Interruption	\$	1,000,000	\$	250,000
1st Party	Business Interruption waiting period		0		
1st Party	Data Recovery	\$	1,000,000	\$	1,000,000
1st Party	Dextortion/Ransomware	\$	1,000,000	\$	250,000
1st Party	Bricking	\$	1,000,000	\$	2,000,000
3rd Party	Network Security and Privacy Liability	\$	1,000,000	\$	250,000
3rd Party	PCI	\$	1,000,000	\$	250,000
3rd Party	Regulatory	\$	1,000,000	\$	250,000
3rd Party	Media	\$	1,000,000	\$	250,000
Cyber Crime	Computer Fraud	\$	250,000	\$	250,000 Crime
Cyber Crime	Funds Transfer Fraud	\$	250,000	\$	250,000 Crime
Cyber Crime	Social Engineering	\$	250,000	\$	250,000 Crime

Type	Coverage	Explanation
1st Party	Notification Costs	Cost to notify affected individuals after a data breach
1st Party	Breach Costs Inside/Outside	Breach costs are inside/outside the aggregate limit
1st Party	Business Interruption	Covers lost profits incurred due to not operating
1st Party	Business Interruption waiting period	Minimum duration of business inturruption before coverage starts
1st Party	Data Recovery	The cost of recovering lost data
1st Party	Dextortion/Ransomware	Covers Damage and ransom payments from an attack
1st Party	Bricking	When computers and electronic hardware are damaged beyond repair
3rd Party	Network Security and Privacy Liability	Third party liability costs
3rd Party	PCI	Covers fins or penalties imposed by banks or credit card companies
3rd Party	Regulatory	In case you're fined by regulators (e.g. for breaching consumer privacy)
3rd Party	Media	When your content triggers legal action against you (libel, plagiarism)
Cyber Crime	Computer Fraud	Covers Funds or property stolen resulting from a hack
Cyber Crime	Funds Transfer Fraud	When a criminal deceives a bank/instution to transfer funds
Cyber Crime	Social Engineering	When cyber criminals deceive a business to transfer funds willingly



Brainerd City Council Agenda Request

Requested Meeting Date: July 19, 2021

Title of Item: Discussion of RFP for 2021 Audit Services

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☒ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 5 Minutes
Summary of Issue: In October 2015 the Council did an RFP for audit services and retained CliftonLarsonAllen (CLA). When the Council authorized signature on the engagement letter for 2018 is was discussed that they would like to do a request for a quote for 2019 audit services. At that time, Staff did a ListServ to see if other cities have done a request for quotes. Six responses were received, most of them had not heard of doing just a request for quote rather than an RFP, but some did offer advice such as to solicit quotes directly from a few firms if the City chose not to do a full RFP. The motion from the July 15, 2019 council meeting was to negotiate with CLA for the 2019 audit services at a cost of \$46,020; and to initiate a RFP for 2020 audit services. In July of 2020, the motion by Council was to retain CLA for the 2020 audit services. The 2020 audit was to be conducted at a cost of \$45,500 plus \$2,000 for the CARES grant for a total of \$47,500. The Airport pays approximately \$5,000-\$6,000 of the audit fee, based on revenues. BPU and HRA audits are separate engagements from the City. Below is a history of the audit fees: 2014 - \$46,000; 2015 - \$44,000; 2016 - \$44,850; 2017 - \$45,570; 2018 - \$46,020; 2019 - \$46,020.	
Alternatives, Options, Effects on Others/Comments: When the City did the RFP in 2015, eight responses were received and the City interviewed CliftonLarsonAllen, BerganKDV and Eide Bailey. The recap is attached. The City has retained CLA for auditors for a long time. Staff is satisfied with the services the City receives from CLA. They are responsive, courteous, and thorough not only during the audit but throughout the entire year. It does work well that BPU, HRA and the City all use the same audit firm, and changing auditors does create additional work. Staff at BPU and HRA are not recommending going out for an RFP for 2021 audit services.	
Recommended Action/Motion: It would be staff's recommendation to retain CliftonLarsonAllen (CLA) for 2021 audit services, but Staff also understands if Council's direction is to conduct an RFP process or solicit quotes from other firms.	
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 The cost of the 2021 audit will be included in the 2022 budget. <u>Please Explain:</u>	

AUDITING SERVICES FOR PERIOD ENDING 12/31/2015

	Abdo, Eick & Meyers Edina	BerganKDV, LTD St. Cloud	CliftonLarsonAllen Brainerd	EideBailly Fargo, ND	McGladrey LLO Minneapolis	Redpath and Co. White Bear Lake	Schlenner Wenner & Co. St. Cloud	Wipfli LLP Minneapolis
Breakdown of All Inclusive Fee:								
Primary Government Audit	\$30,350	\$27,000	\$33,375	\$21,800	\$27,000	\$29,000	\$21,150	\$31,500
Component Units Audit	\$3,200	\$6,300	\$4,000	\$3,000	\$5,000	\$4,000	\$10,750	\$4,000
A-133 Audit	\$3,800	\$2,300	\$2,500	\$4,500	\$5,000	\$5,000	\$4,800	\$3,000
Passenger Facility Charges Audit	\$2,000	\$2,500	\$2,500	\$1,900	\$1,500	\$3,000	\$2,200	\$1,500
Preparation of OSA Form	\$675	\$700	\$500	\$400	\$1,000	\$500	\$500	\$500
Drafting Financial Statements	\$5,000	\$3,000	\$1,000	\$3,000	\$5,000	\$4,500	\$900	\$4,500
Out-of-Pocket Charges	\$0	\$0	\$125	\$6,300	\$6,000	\$0	\$200	Included
ALL INCLUSIVE FEE	\$45,025	\$41,800	\$44,000	\$40,900	\$50,500	\$46,000	\$40,500	\$45,000
Other Comments:			* Quoted 2% increase for 2016 & 2017	* A-133 Audit assumes 3 programs, if more/less, increase/decrease by \$1500 * Out-of-Pocket is estimate, only actually will be charged	* A-133 Audit assumes 1 major program, if more, increase by \$5000 each addt'l * Out-of-Pocket includes transportation, lodging, and meals			* Out-of-Pocket includes transportation, lodging, and meals
Client References: (partial lists)	City of Elk River City of Alberta Lea City of Granite Falls City of Faribault	City of Park Rapids City of Fergus Falls City of St. Cloud City of Richfield	City of Redwood Falls City of Minnetonka City of St. Cloud City of Baxter	City of Moorhead City of Wadena City of Morris City of Dilworth	Hennepin County MN Public Fac Authority City of Peoria City of Davenport	City of Andover City of Blaine City of Bloomington City of Cambridge	City of Little Falls City of Maple Lake City of International Falls City of Bayport	City of Anoka City of Wrenshall City of Scanlon City of Cloquet
Estimated # of Hours involved in the Audit	295	375	440	375	500	390	470	400
Passenger Facility Charges Audit Experience	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Experience with GFOA Cert of Achievement	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
Rate/hour (total fees divided by est hrs)	\$152.63	\$111.47	\$100.00	\$109.07	\$101.00	\$117.95	\$86.17	\$112.50

NOTE: This spreadsheet is ONLY a review of fees, client references and hours for informational purposes. The RFP states on page 5 that "Cost will not be the primary factor in the selection of an audit firm. The City reserves the right to further negotiate on price if the firm desired for selection is higher than other proposing firms."



Brainerd City Council Agenda Request

Requested Meeting Date: July 19, 2021

Title of Item: Resolution to Close out Bond Funds 319 and 309, and Fund 229

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 5 Minutes
Summary of Issue: Bond Fund 319 has been used to account for the debt service of the General Obligation Improvement Bond Series 2009A, which was issued in part to fund downtown street reconstruction, sidewalk projects, and general 2009 street projects. The last payment was made February 1, 2020. There is a cash balance of \$49,066.92 in Fund 322 as of June 30, 2021. Bond Fund 309 has been used to account for the debt service of General Obligation Improvement Bond Series 2010A which was issued in part to fund North Brainerd, 3rd Ave NE, sidewalks and Tyrol and NW 2nd street improvements. The final payment for bond series 2010A was made February 1, 2021. The cash balance in Fund 309 is \$10,605.89 as of June 30, 2021. Special Revenue Fund 229 was created when the City received CARES funding in 2020. The funds were properly spent by November 15, 2020. The cash balance as of June 30, 2021 is a negative \$83,159.10. Staff would like to zero out this fund in preparation to reuse this fund to account for any ARP funding the City may receive.	
Alternatives, Options, Effects on Others/Comments: Historically, when a bond issue has been paid off, if there is a deficit, the City has transferred funds from the General Fund to close it, and if a positive balance, transferred the funds to Fund 400 to be used for equipment and facilities. Both of the sinking funds have a positive cash balance, so Staff is recommending transferring the balances into Fund 400. The City overspent the CARES dollars received. Per our fund balance policy, if there revenues exceed expenditures, the funds are transferred to Fund 400. Therefore, Staff is recommending funds be transferred from 400 to close out Fund 229.	
Recommended Action/Motion: Approve the attached resolution transferring certain funds to and from sinking funds and to close out certain funds.	
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>	

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

RESOLUTION RELATING TO FINANCE
TRANSFERRING CERTAIN FUNDS TO AND FROM SINKING FUNDS
AND TO CLOSE OUT CERTAIN FUNDS

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

Section 1. Background: Findings.

- 1.01 The City maintains Sinking Fund No. 319 (Fund 319) for the purpose of paying bonded indebtedness for the City's General Obligation Improvement Bonds portion of Series 2009A.
- 1.02 The bonds have been paid off February 1, 2020, and the balance in Fund 319 is a positive \$49,066.92 as of June 30, 2021.
- 1.03 The City maintains Sinking Fund No. 309 (Fund 309) for the purpose of paying bonded indebtedness for the City's General Obligation Improvement Bonds portion of Series 2010A.
- 1.04 The bonds have been paid off February 1, 2021, and the balance in Fund 309 is a positive \$10,605.89 as of June 30, 2021.
- 1.05 The City maintains Fund No. 229 for the purpose of accounting for the CARES dollars the City received in 2020.
- 1.06 The CARES funds were all spent prior to November 15, 2020 as required and the balance in Fund 219 is a negative \$83,159.10 as of June 30, 2021.

Section 2. Transfer: Authorizations.

- 2.01 A sum of \$49,066.92 is to be transferred from Fund 319 to Fund 400 to bring the fund balance in Fund 319 to \$0.
- 2.02 Any future special assessment revenues from Fund 319 will be deposited into Capital Projects Fund No. 400.
- 2.03 A sum of \$10,605.89 is to be transferred from Fund 309 to Fund 400 to bring the fund balance in Fund 309 to \$0.
- 2.04 Any future special assessment revenues from Fund 309 will be deposited into Capital Projects Fund No. 400.
- 2.05 A sum of \$83,159.10 is to be transferred from Fund 400 to Fund 229 to bring the fund balance in Fund 229 to \$0.

- 2.06 The City Administrator is authorized and directed to make the appropriate transfer of funds and adjustments to the fund balances in Sinking Fund 319, and Fund 229, and the Capital Projects Funds No. 400.

Adopted this _____ day of July 2021.

KELLY BEVANS
President of the Council

Approved this _____ day of July 2021.

DAVE BADEAUX
Mayor

ATTEST:

JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: July 19, 2021

Title of Item: Consideration for Designating the Park Board as the Managing Entity for the

☐ 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 of Brainerd has been awarded \$2.85 million from the Environmental and Natural Resources Trust Fund (ENRTF) by the Legislative Citizen Commission on Minnesota Resources (LCCMR) to construct the Mississippi Landing Trailhead Park (MLT). The funding was formally approved when Governor Walz signed the environmental and natural resources policy and finance omnibus bill on June 29th. Before the City may spend any of the money, however, the project's final work plan must be approved by the LCCMR Commission. This is anticipated to be done on July 20th.	
Alternatives, Options, Effects on Others/Comments: At this time, the award funding is in a somewhat awkward position. The funding has been awarded to the City and is under the authority of the City Council. However, the MLT will ultimately be designated as a city park. To ensure a smooth development process, staff makes the following recommendation: - Request that the City Council authorize the Park Board to be the managing entity for the MLT project. - Develop a Project Management Team (PMT) comprised of 1 member of the City Council, 2 members of the Park Board, and 2 members of the Riverfront Committee. Staff and future consultants will act as ex-officio members of the PMT. The purpose of the PMT is to be a working group that makes technical development recommendations to the Park Board for approval. This will keep the Park Board from having to schedule special meetings or from regular meetings having a lot of MLT related items in addition to their already regular business. This recommendation was presented to the Park Board during their meeting on Tuesday, July 13, and the Board voted unanimously to support the recommendation.	
Recommended Action/Motion: Motion to authorize the Park Board to be the managing entity for the Mississippi Landing Trailhead project and develop a Project Management Team for the project comprised of 1 member of the City Council, 2 members of the Park Board, and 2 members of the Riverfront Committee with the Community Development Director and City Engineer as ex-officio members.	
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>2,850,000</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> The development of the MLT is being funded through the ENRTF as approved by the LCCMR.	



Brainerd City Council Agenda Request

Requested Meeting Date: July 19, 2021

Title of Item: Discussion regarding Interim Public Works Department and Next Steps

☐ 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: Staff	Department: Various
Presenter (Name & Title): City Administrator Jennifer Bergman	Estimated Time Needed: 10 minutes
Summary of Issue: With the City entering into the season where operating budgets are formulated and reviewed, staff thought it was prudent to bring this item to the Park Board and City Council to get feedback on how to move forward. The Park Board, at its July 13, 2021 meeting, noted that the current Interim Public Works Department is working well and approved creating a permanent Public Works Department. Since this issue is both a financial and public works issue, it was decided to include this topic on the full City Council agenda for review and feedback.	
Alternatives, Options, Effects on Others/Comments: City Administrator Bergman, HR Director Kris Schubert, City Engineer/Interim Public Works Director Sandy and Parks staff met collaboratively on June 17 to review how things have been going with the Interim Public Works Department structure and go over items where improvements need to be made, where we can garner efficiencies, gather feedback, and steps moving forward. The general consensus from the group was it is going well. As with anything new, there are always some things that will have to be changed, but all in all, its has been a smooth transition and will continue to get better with time. Staff is comfortable, under the direction of the Park Board and Council, moving forward to a permanent Public Works Department structure. The next steps that staff proposes is directing staff to make any necessary modifications to job descriptions to fit any new/changed/removed duties from the personnel involved and evaluating these positions for any necessary wage adjustments with wage adjustments addressed with the January 1, 2022 wages.	
Recommended Action/Motion: Staff requests discussion and direction on this topic. If the City Council concurs with the Park Board, the recommended action is a motion to create a permanent Public Works Department structure; further, to direct staff to review applicable job descriptions for necessary modifications to fit any new/change/removed duties.	
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: July 19, 2021

Title of Item: Consideration for Resolution Adopting the Zoning Code Annotated Outline

☐ 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 Council held a work session on Monday, July 12, at which Community Development Director Chanski and consultants with Swanson Haskamp Consulting presented the Annotated Outline for the updated Zoning Code. After the presentation and discussion, the Council did express support for the Annotated Outline. Staff is now requesting that the City Council formally approve the Annotated Outline by resolution. Adoption of the attached resolution will serve as authorize to staff to begin the process of drafting the language for the new Zoning Code.	
Alternatives, Options, Effects on Others/Comments: The purpose of the Annotated Outline is to propose a revised format and organization to the City of Brainerd's Zoning Code. The proposed format will transition the City's current, traditional Zoning Code to a Character-Based organization of the Zoning Districts, focusing on creating a simplified and synthesized format that is user-friendly. The updated Zoning Code will: • Consolidate and synthesize the City's existing Zoning Districts into new Character-Based Zoning Districts. • Reduce repetition and redundancy by incorporating physical and site standards into the revised Zoning Districts. • Update and revise Zoning Districts to support and be consistent with the City's Future Land Use Plan. • Reorganize the code structure so that administrative sections, including master glossary, are placed after zoning and development standards are established.	
Recommended Action/Motion: Motion to adopted the attached resolution, approving the Annotated Outline for the new Zoning Code.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

RESOLUTION

No. ____:21

WHEREAS, the Zoning Code is one of the City's Official Controls and it is important for the regulations and standards contained within the Zoning Code to be consistent with State Statutes and that such regulations adequately protect the health, safety and welfare of the community; and

WHEREAS, the City of Brainerd determined that the adopted Zoning Code is out of date and does not reflect the vision, goals or aspirations of the City as stated within the 2035 Comprehensive Plan; and

WHEREAS, in 2020 the City began the process to prepare a comprehensive update to the Zoning Code: and

WHEREAS, the City Staff in coordination with the Planning Commission have worked diligently over the past nine months to prepare a set of recommendations to incorporate into the Zoning Code update: and

WHEREAS, the recommendations, process, schedule and steps to complete the Zoning Code update were presented to the City Council at a scheduled work session on July 12, 2021 in an Annotated Outline; and

WHEREAS, the Annotated Outline recommends the transition of the adopted Zoning Code to a hybrid character-based Zoning Code to better align with the 2035 Comprehensive Plan; and

BE IT RESOLVED, the City Council of the City of Brainerd, Minnesota, hereby approves the approach, process and recommendations contained within the Annotated Outline dated July 12, 2021 and authorizes the City Staff, Planning Commission and its consultants to begin the preparation of the Zoning Code update.

Adopted this ____ day of ____ 2021

KELLY BEVANS
President of the Council

Approved this ____ day of ____ 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

CITY OF BRAINERD, MINNESOTA

DRAFT Annotated Outline Zoning Code Update

July 12, 2021

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CONTENTS

Part 1: PURPOSE OF ANNOTATED OUTLINE

Part 2: ORGANIZATION

Part 3: CHARACTER AREAS

Part 4: PROPOSED ZONING CODE OUTLINE

Part 5: ZONING DISTRICT RECOMMENDATIONS

Part 6: COMPARISON TABLE OF PROPOSED SECTIONS & CURRENT CODE

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PART 1: PURPOSE OF ANNOTATED OUTLINE

The purpose of this annotated outline is to propose a revised format and organization to the City of Brainerd's Zoning Code. As presented, the proposed format will transition the City's current, traditional Zoning Code to a Character-Based organization of the Zoning Districts, focusing on creating a simplified and synthesized format that is user-friendly.

The updated Zoning Code will:

- Consolidate and synthesize the City's existing Zoning Districts into new Character-Based Zoning Districts.
- Reduce repetition and redundancy by incorporating physical and site standards into the revised Zoning Districts.
- Update and revise Zoning Districts to support and be consistent with the City's Future Land Use Plan.
- Reorganize the code structure so that administrative sections, including master glossary, are placed after zoning and development standards are established.

1

Portions of the following Sections, specifically those standards related to dimensional standards, that address the City's Overlay Districts will be incorporated into the updated Zoning Code. The following ordinances/code sections may be included:

- Section 500 – Subdivision Ordinance
- Section 530 - Shoreland Ordinance

References

This Zoning Ordinance update process to-date has included surveys, workshops and meetings. The materials, outcomes and recommendations from these activities serve as the basis for this annotated outline. An inventory of memos and/or activities to date is provided:

Memos & Documents

- October 22, 2020 - Issue Identification Questionnaire – City Staff and Planning Commission
- December 9, 2020 – Draft Visioning Memo “High Risers”
- April 16, 2021 – Recommendations to incorporate in the Annotated Outline

Meetings & Workshops

- October 21, 2020 – Planning Commission
- December 16, 2020 – Planning Commission
- February 3, 2021 – Work Session
- April 28, 2021 – Work Session
- March – April, 2021 – Technical Advisory Group
- May 19, 2021 – Planning Commission
- June 23, 2021 – Planning Commission

PART 2: ORGANIZATION

The updated Zoning Code will be organized to 1) better align the intent and purpose of the individual Zoning Districts and related development standards; 2) to improve readability and useability; and 3) will move general administrative sections, rules and definitions further back in the code document format.

2

The proposed code is based on the characteristics of existing development patterns that are consistent with the City's vision for the future. The areas in the City's commercial areas and neighborhoods that represent the desired development pattern will provide the foundation to the updated Zoning Districts. The identified characteristics are the fundamental elements that determine how the code will be written and how development standards will be defined for each new district. In that sense, the code parameters and regulations are not new but rather extracted from the local conditions of traditional and contemporary neighborhoods, sub-areas, commercial corridors and downtown blocks. What's new is old.

This approach values the established character of neighborhoods such as North Brainerd, Northeast Brainerd and the Oak Street area as well as the urban formed, walkable streets and blocks of downtown. Likewise commercial corridors and contemporary neighborhoods have unique conditions of site and building arrangements that will be used as a foundation from which the revised district standards are prepared. The objective of the revised code is to ensure new development or redevelopment is consistent with the City's goals and aspirations while balancing the standards with the market's expectations.



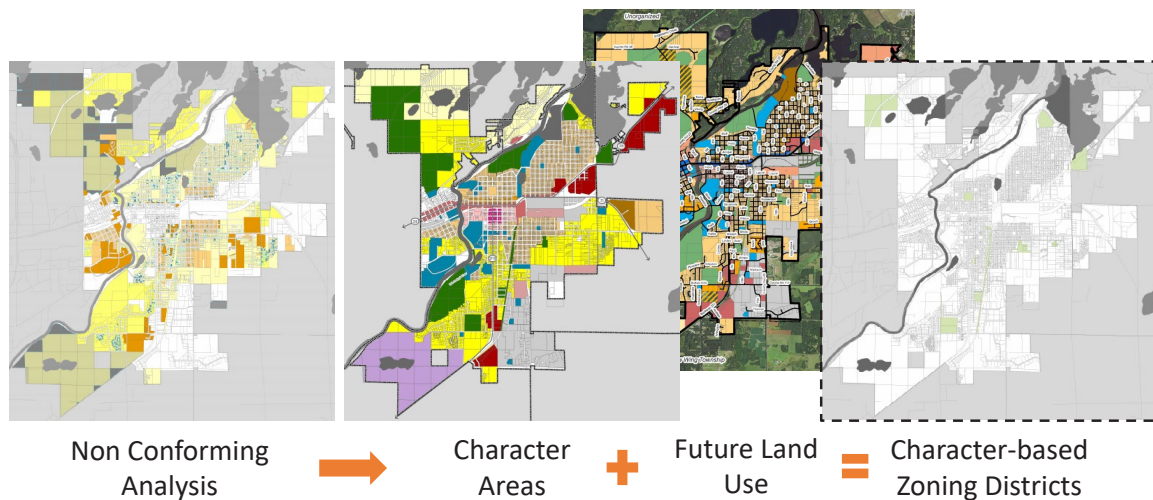
Specifically, the revised zoning code will be reorganized to:

- Clarify the rules and regulations of the current code. The current code is vague in certain sections (e.g. Section 17 – General Building, Use, and Design Provisions) and then overly specific in others, creating conflict. The revised code will correct these inconsistencies and will make it easier to follow by introducing clear standards.
- Synthesize the administration, process and procedures sections to make navigation of the process easier to follow and understand from the perspective of the applicant and/or developer.
- Reduce and/or remove the legalese to help create a more usable code.
- Present standards using tabular, graphic or diagrammatic forms to eliminate and reduce confusion regarding definitions and standards.
- Clearly define conditional, permitted and unpermitted uses for each district and the uses will be updated to align with the intent and purpose of each district.

Further, the revised Zoning Code will be consistent with the adopted 2035 Comprehensive Plan and Future Land Use Plan. The updated zoning code will be organized using Character-Based Zoning Districts that are informed by the Comprehensive Plan and Future Land Use Plan. The process to derive the revised Zoning Districts is demonstrated below.

3

Figure 1. Character-Based Zoning District Process



PART 3: CHARACTER AREAS

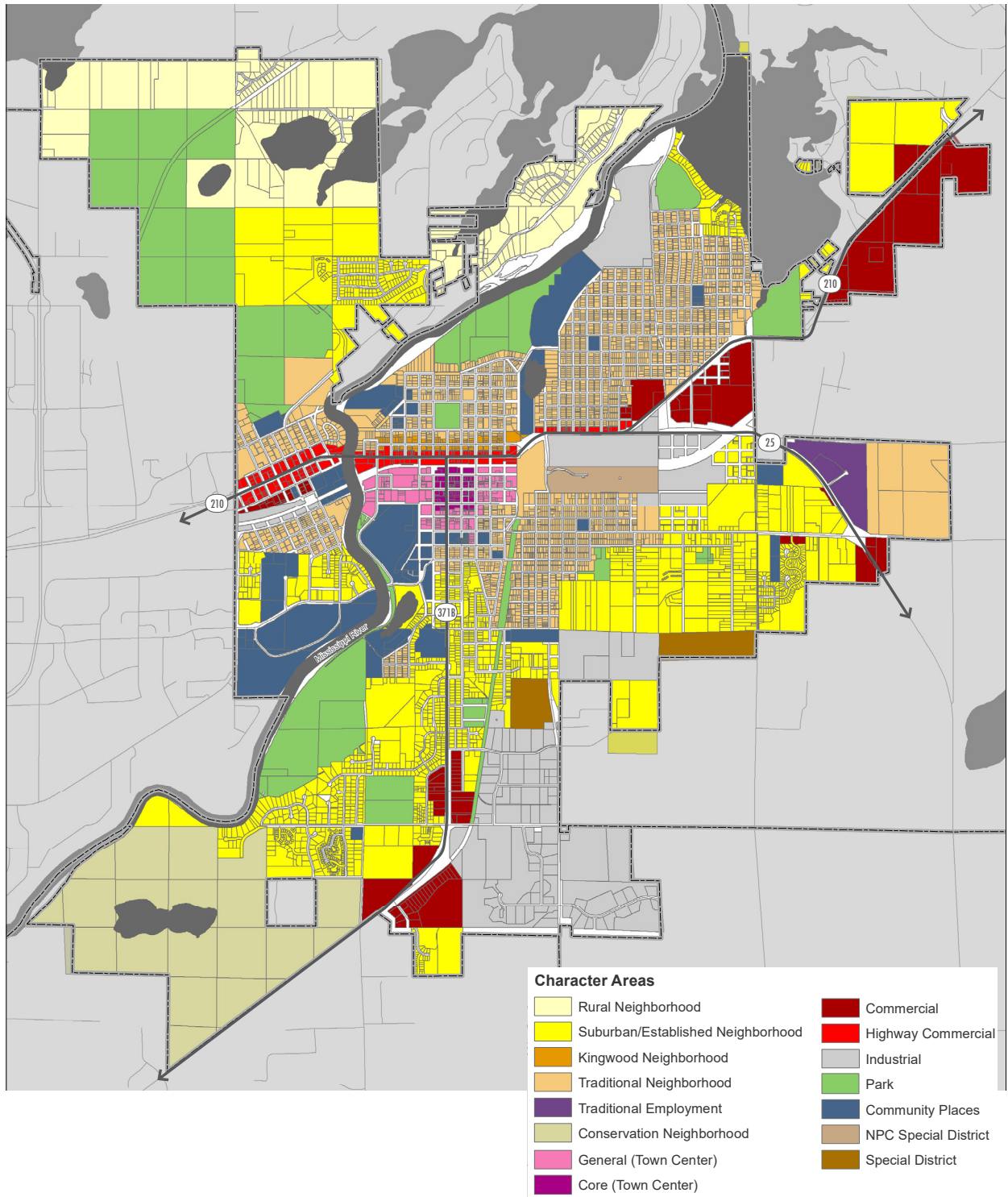
The purpose of the Character Area analysis is to provide the basis for the updated Zoning District standards. Therefore, to appropriately define the Zoning Districts a Character-Based analysis must be performed first. As denoted on Figure 1 Character-Based Zoning District Process performing an existing conditions analysis of the physical and development characteristics of Brainerd today included issue identification, non-conforming analysis and physical observation to establish and define the geographic Character Areas (Figure 2). The defined Character Areas serve as a way to organize the existing or the desired development pattern as defined within the Comprehensive Plan. The Character Areas inform the revised Zoning District definitions and standards that are summarized in Part 5 and Part 6 of this Annotated Outline. As reference Table 1 Character Areas and Corresponding Zoning Districts identifies which existing and proposed Zoning Districts are contained within the defined Character Area.

Table 1– Character Areas and Corresponding Zoning Districts

Character Areas	Correlated Existing Zoning Districts	Proposed Zoning Districts (Introduced in Part 5 and Part 6)
Rural Neighborhood	Rural AG (R-A)	Rural Living, Garden Living
Suburban/Established Neighborhood	Rural Residential/SF Estate	Contemporary Neighborhood
Suburban/Established Neighborhood	Single Family (R-1A)	Contemporary Neighborhood
Traditional Neighborhood	Single Family (R-1)	Traditional Neighborhood 1, 2
Traditional Neighborhood	Medium Density (R-2)	Traditional Neighborhood 1, 2
Traditional Neighborhood	High Density (R-3)	Traditional Neighborhood 2, 3
Traditional Neighborhood	Residential Office (B-1)	Traditional Neighborhood 1, 2, 3
Traditional Neighborhood	Neighborhood Business (B-2)	Traditional Neighborhood 2, 3
Traditional Employment	Residential Office, Neighborhood Business	Traditional Neighborhood 2,3
Core (Town Center)	Central Business District (B-3)	Town Core
General (Town Center)	General Business District (B-4)	Town Center
Commercial & Highway Commercial	Washington St (B-6)	Commercial Corridor
Industrial	Light Industrial (I-1)	Industrial
Industrial	General Industrial (I-2)	Industrial
TBD	Commercial Amusement (B-5)	TBD
NPC Special District	Mixed-Use	TBD
Special	Manufactured Housing	MH/to be determined
Park	Single Family (R-1)	TBD
Community Place	Single Family (R-1)	TBD

*TBD = to be determined

Figure 2. Character Areas



The following definitions and descriptions of key Character Areas are provided. Generally, the purpose of the Character Area definitions is to help refine and define the dimensional, physical and use standards of the revised Zoning Districts.

CHARACTER AREA: Rural Neighborhood

The Rural Neighborhood Character Area is comprised of existing Zoning Districts for Agriculture, Rural Residential and Single-Family Estate uses that require large or very large lots for residential use. The character of these areas are defined by large lots with trees, wetlands, hobby farms and other small agricultural uses. Many of the lots/parcels within this Character Area today are non-conforming with current standards, so the intent is to ‘right-size’ lots to reduce or eliminate the nonconformities in the revised Zoning District. The revised Zoning Districts will be oriented to Character Areas that support “rural” and “garden living” residential uses on lots of ½ acres or greater, with the larger lots served by individual well and septic sewer systems.

Physical Form	Character Area Defined By	Example Zoning Districts	
		RL	GL
Single-family structures and accessory buildings	X	X	X
Large lots with green space, trees, mowed area and vegetation	X	X	X
Homes are setback from street frontage, often buffered with landscaping	X	X	
Uses			
Small hobby farms or other small agricultural uses	X	X	
Predominantly Single-Family detached	X	X	X
Properties greater than 2-acres have private well and septic		X	
Lots 1/2 acre or greater have municipal utilities			X



Rural Living > 5 acres



Garden Living 20,000 SF to 5 Acres

CHARACTER AREA: Suburban/Established Neighborhoods

Beyond the traditional residential areas are neighborhoods that have been developed beginning in the 1960's and have progressed to today; suburban patterns that are more auto-centric with an emphasis on one-level living, larger yards/setbacks and cul-de-sac streets define the character of the Suburban/Established Neighborhoods.

Physical Form	Character Area Defined By	Example Zoning District CN
Larger yards and private green spaces	X	X
Front loaded garages, typical	X	X
Auto-oriented pattern	X	X
Minimal pedestrian network	X	
Cul-de-sac streets	X	
Uses		
Single-family detached	X	X
Home Based Business		X

7



Northwest Brainerd: Suburban pattern is platted and development pattern will continue.

CHARACTER AREA: Conservation Neighborhood

This area is currently undeveloped and is generally comprised of open space, natural resources and some agricultural uses. This area is identified as one of the City's potential growth areas in the Comprehensive Plan and on the Future Land Use Plan. The extensive network of natural resources and open spaces should inform any future development and will be used to create an innovative development pattern not currently present in the City.

Physical Form	Character Area Defined By	Example Zoning Districts	
		Conservation 1	Conservation 2
Connected network of open spaces, green ways and natural areas	X	X	X
Development is organized to protect and preserve highest quality natural areas.	X	X	X
Developments consider "complete neighborhoods" with prominent parks, trails and open space	X	X	X
Uses			
Single-family detached residential		X	X
Single-family attached residential			X
Mixed-residential uses clustered		X	X
Neighborhood commercial/retail			X



Example Concept of Conservation Neighborhood in SW Brainerd

CHARACTER AREA: Traditional Neighborhoods

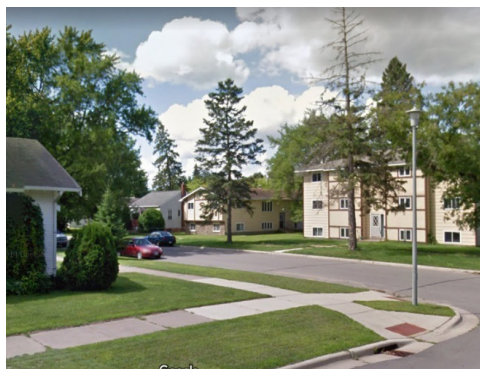
The Traditional Neighborhood Character Areas are compact, pedestrian-oriented urban neighborhoods today and are intended to foster and support this development pattern in the future. The corresponding revised Zoning Districts will encourage a compatible mix of commercial and residential uses within buildings, sites and blocks; new development that relates to and reinforces the public realm of streets/parks/corridors, and additional choices in housing. Example Traditional Neighborhood Character Areas include:

- North Brainerd (including Kingwood Street)
- Northeast Brainerd
- Oak Street Neighborhood

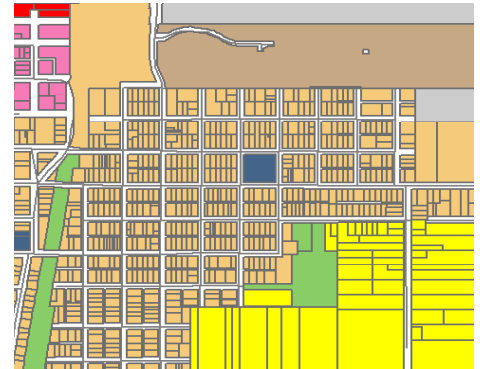
Physical Form	Character-Area Defined By	Example Zoning Districts		
		TN 1	TN 2	TN 3
Compact/pedestrian friendly (sidewalks)	X	X	X	X
Main entrance fronts street	X	X	X	X
Vehicle access in rear (most alley loaded)	X	X	X	X
Typical porch/stoop at entry	X	X	X	X
2-2.5 stories	X	X	X	
Minimum 20' front yard setback	X	X	X	
Pitched roofs	X	X	X	
Common gable/dormer facing street	X	X	X	
Uses				
Single-family	X	X	X	X
Attached Single-family (Duplex/Tri-plex)		X	X	X
Multi-family		X	X	X
Corner Convenience Store			X	X
Small Office			X	X
Coffee Shop			X	X
Parks	X	X	X	X



Example of existing single-family development pattern and form



Apartment across the street from single-family:
C St. NE and 3rd Ave NE



The Oak Street Neighborhood contains an established traditional development pattern and neighborhood scale mix of uses.

CHARACTER AREA: Town Center – Core & General

The Character Area described as the Town Center can be broken into two Character Areas: the Core, and the Center. The Core of the Town Center is characterized by a viable, traditional downtown area that allows retail, personal services, office, entertainment/restaurants and public and semi-public uses. The broader Town Center includes those uses found in the Core, but is more flexible offering a range of uses including attached single-family and multi-family residential. The existing character today is defined, but this Character Area is heavily defined by the aspirations and vision of the City described in the Comprehensive Plan. The intent is to not only maintain and support the existing patterns, but to enhance, grow and build on the character of this area to create a vibrant Town Center.

Physical Form	Character Area Defined By	Example Zoning Districts	
		TC 1	TC 2
Dominant 2-story development pattern	X	X	
Main entrances front street		X	X
Reduced setbacks from side-yards and rear-yards	X	X	X
Clearly defined public realm space	X	X	X
Walkable	X	X	X
Uses			
Mixed-use buildings	X	X	X
Retail	X	X	X
Office	X	X	X
Personal services (i.e. barber, hair salon)	X	X	X
Entertainment/restaurants	X	X	X
Public/semi-public uses	X	X	X
Attached single-family			X
Multi-family			X



The downtown 'core' includes active building frontages that define a very walkable built environment and convenient on-street parking.

CHARACTER AREA: Commercial & Highway Commercial

A number of major thoroughfares and state highways are zoned for commercial uses that support drive-up and drive-through development as well as larger in-line and large-format commercial/retail uses. These areas include Washington St W and NE.

Physical Form	Character Area Defined By	Example Zoning Districts	
		CC	CG
Drive-throughs	X	X	X
Signage faces major roadways/Buildings highly visible to passing traffic	X	X	X
Car and vehicle oriented (not pedestrian friendly)	X		
Multi-modal oriented (auto, car, bicycle, etc.)		X	X
Uses			
Small-scale commercial/retail	X	X	
Big-box commercial/retail	X		X
Office			X
Creative Light Industrial	X		X

11

CHARACTER AREA: Industrial

Brainerd contains light and general industrial uses in discrete geographic locations throughout the City. It is anticipated that the character of the existing industrial areas will remain as-is and the development patterns will continue.

Physical Form	Character Area Defined By	Example Zoning Districts	
		I 1	I 2
Large tracts of land dominate, with significant impervious surface area	X	X	X
Access is generally priority for users and locations must be accessible to region	X	X	X
Architecture and architectural detail is minimal	X		X
Uses			
Light Industrial	X	X	
Heavy Industrial			X
Creative Industrial		X	X

CHARACTER AREA: Community Places

There are several areas within the City that are intended to bring the community together, where residents can congregate or meet in more formal ways. The character of these areas is distinct, but oftentimes woven into the fabric of existing neighborhoods. Examples of Community Places include schools and school campuses, churches, synagogues, libraries, museums, etc.

Physical Form	Character Area Defined By	Example Zoning District CP
Large single-use buildings with community gathering spaces	X	X
One or Two story structures	X	X
Ample Parking with connected walkways	X	X
Uses		
Public and Private Schools (elementary, middle, high)	X	X
College/Technical School Campus	X	X
Places of Worship	X	X
Accessory Residential Uses		X
Libraries	X	X
Museums		X

CHARACTER AREA: Parks

Brainerd has an extensive network of public parks that are used for active and passive recreational uses. The character of the City's park area differs by location, but generally offers residents a place to enjoy the outdoors.

Physical Form	Character Area Defined By	Example Zoning District TBD
Large open spaces	X	X
Connected trails and sidewalks to park amenities	X	X
Active/Programmed Spaces (e.g. baseball field, soccer pitch, tennis courts, etc.)	X	X
Passive/natural areas	X	X
Park Pavilion/Restrooms/etc.	X	X
Uses		
Programmed spaces for baseball, soccer, tennis, etc.	X	X
Improved/paved trails	X	X
Footpaths/off-road trails	X	X
Water access (fishing piers, boat launch, beaches, etc.)	X	X

PART 4: PROPOSED ZONING CODE OUTLINE

The revised Zoning Code outline with notations is proposed:

I. Title

This section will include the materials related to the legal authority, purposes, and applicability of the Zoning Code. In addition, it will describe the relationship between the Zoning Code and other City, State, and Federal regulations, as well as private restrictive covenants. It will include the effective date and reference the non-conforming section as it applies to the transition.

II. Zoning Districts

This section establishes the Zoning Districts and their purposes. As described in Section 3, the revised Character-Based Zoning Districts are intended to better align with the desired development pattern of an area. New Character-Based Zoning is focused on the form of the development patterns rather than the use-based standards contained in the current zoning code. The revised Character-Based Zoning Districts are primarily defined as the base zoning district and every parcel will be zoned with a designation. Depending on the physical location or development pattern, land may also be subject to an Overlay Zoning District or Special Zoning District. The following draft Character-Based Zoning Districts are established:

13

Table 2– Proposed Character-Based Zoning Districts

Proposed Base Zoning District	Abbreviated
Rural Living District	RL
Garden Living District	GL
Contemporary Neighborhood District	CN
Traditional Neighborhood District	TN 1, TN2, TN3
Town Center	TC 1
Town Core	TC 2
Commercial Corridor	CC
Commercial General	CG
Industrial	I 1, I 2
Community Place	CP
Overlay Districts	
Shoreland Overlay	SO
Floodplain Overlay	FO
Mississippi River Critical Corridor Area Overlay	MRCCA
Planned Unit Development	PUD

III. General Building, Use & Design Standards

This section is intended to combine and incorporate portions of Section 15-37, and will incorporate new Character-Based standards that support the intent and purpose of each district. This section is new, but most of its content exists spread intermittently throughout the existing Code. The various regulations sprinkled throughout the current code will be organized by topic, and where prudent may remain as standalone sections (e.g. Signs may remain an independent section). This section will also identify whether the standard applies during subdivision, development/land use application review, or both. The following existing code sections will serve as the foundation for this section:

- Section 15 – Non-Conforming Lots, Buildings, Structures
- Section 16 – Lot and Yard Provisions
- Section 17 – General Building, Use, and Design Provisions
- Section 18 – Outdoor Lighting
- Section 19 – Fences
- Section 20 – Landscaping, Green Space and Screening
- Section 22 – Parking
- Section 23 – Off-street Loading
- Section 24 – Outdoor Storage
- Section 37 – Signs

Further refinement of permitted, conditionally permitted and unpermitted uses will be contained within this section. If applicable, use-specific regulations will be contained within this section. The following existing code sections will serve as the foundation for this section:

- Section 26 – Home Businesses and Home Extended Businesses
- Section 27 – Model Homes
- Section 29 – Commercial Day Care Facilities
- Section 30 – Mining and Extraction
- Section 31 – Bed and Breakfasts
- Section 33 – Adult Establishments
- Section 34 – Wind Energy Conversion Systems (WECS)
- Section 35 – Antennas and Towers
- Section 36 – Essential Services

IV. Rules & Administration

This section will consolidate, synthesize and simplify the information contained in the current Brainerd code which currently separates each process/procedure as independent sections. The contents of the current code are cumbersome and repetitive making it difficult to understand. This section is intentionally placed sequentially after the Zoning Districts and General Building, Use and Design Standards sections to reduce repetition and confusion. The purpose of this section is to be accurate, clear and concise to improve the land use review process.

The code will include a new summary table related to land development and redevelopment that will indicate what review procedure is applicable, who has decision-making authority and the applicable code section reference where development standards are contained. A sample excerpt of a table is provided for reference:

Table 3. Sample Table Excerpt

Land Use Approval Review Procedures					Review Decision Making Body			
Procedure	Code Reference	Public Hearing	15.99	462.358 (plat)	Staff	Park Commission	Planning Commission	City Council
Development Permits								
Conditional Use	XXX	X	X		X		X	X
Variance	XXX	X	X		X		X	X
Etc...								

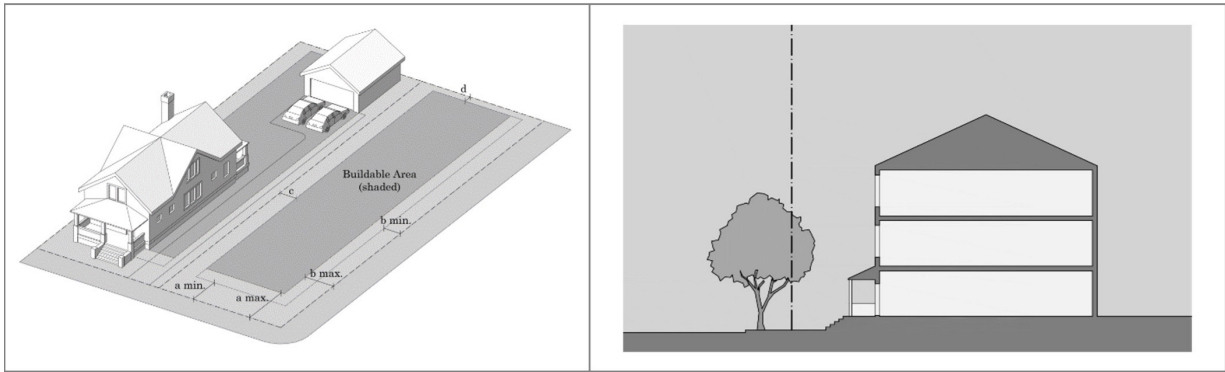
15

V. Definitions

The final Section will collect and consolidate all definitions found throughout the Zoning Code and incorporate any new definitions into one section. For clarity, the definitions will be organized by three interpretation categories: Rules of Interpretation and Word Construction, Rules of Measurement, and Definitions.

PART 5: ZONING DISTRICT RECOMMENDATIONS

This section addresses the proposed general changes to existing residential, commercial, and mixed-use Zoning Districts. Generally, the Industrial and Overlay districts are not proposed to change significantly. Each proposed district will be organized to focus on primary form-based requirements addressing building frontage, building type and related physical standards in a graphic format similar to the example below.



Simple graphics will improve the readability and comprehension of how lots should be improved. This exhibit show how buildings are arranged on a lot, buildable area, accessory structure location, setbacks, height and street frontage all in a single view.

Coding with Form-based Elements

The new Code is intended to emphasize the arrangement of urban form that reinforces traditional character such as walkable blocks, multi-modal streets, mix of uses and a highly connected public realm. This is a departure from the more common Euclidean-based zoning that originated in the 1930's with the purpose of separating uses often as a means to ensure residential uses were the least impacted by industrial, manufacturing and utility uses. For



Form-based elements can include:

- Height & Building Type
- Transparency (% of glazing on the facade)
- Materials & Color
- Building Frontage (e.g., shopfront [shown] or common entry or stoop)
- Public Realm (sidewalk width/materials, landscape, related amenities)

Brainerd this means understanding the unique physical qualities of the built environment and translating them into time-tested building and development forms (i.e., street/block patterns, building types, building/street frontages, architectural details/dimensions, landscape/streetscape, materials/construction methods and density/use). This approach places a greater importance on the identification and arrangement of successful form-based elements and less importance on the strict regulation of use. To varying degrees, this methodology/approach will be incorporated into the revised Zoning Districts to reinforce and support the Character-Based analysis presented in Section 3 of this annotated outline.

Residential Districts

Corresponding Proposed Zoning: Rural Living, Garden Living, Contemporary Neighborhood, Traditional Neighborhood-1 (Discussion)

For the residential districts the recommended approach is to consolidate all uses into a single use table that will be much easier and simpler to read and interpret; also, in most districts, relocating the dimensional and performance criteria into a similar, single table for ease of reference and readability. The residential districts are proposed to be re-organized according to traditional, contemporary or large lot development that corresponds to the common characteristics and conditions of those areas.

17

Suggested Typical Residential District Outline:

- 1.) Purpose/intent
- 2.) Permitted uses (separate consolidated use table)
- 3.) Accessory uses (separate use table)
- 4.) Interim uses (separate use table)
- 5.) Conditional uses (separate use table)
- 6.) Uses by administrative review
- 7.) Lot standards (separate consolidated table)
- 8.) Performance standards (separate table)
- 9.) Building form standards (incorporates design requirements from R-1, R-2 and R-3)



A Traditional Neighborhood district could regulate new green-field development such as the area around the MN Dept of Human Services campus.

Traditional Neighborhood Districts (Mixed-Use)

Corresponding Proposed Zoning: Traditional Neighborhood 2, Traditional Neighborhood 3

Kingwood Street and the area north/northwest of James Street (between 2nd and 7th St NW) are evolving mixed-use traditional neighborhood areas that will benefit from revised zoning regulations that support/encourage a compatible mix of residential and non-residential uses in a more walkable pattern.



Kingwood Street is different and has a greater variety of building types, uses, entries (fronting Kingwood and N/S streets), setbacks/ yards, parking, adaptive reuse, etc. (approx. 9 different building types) include conditions that are residential in character but accommodate business and commercial uses similar to those permitted in the existing B-1 and B-2 zoning districts.

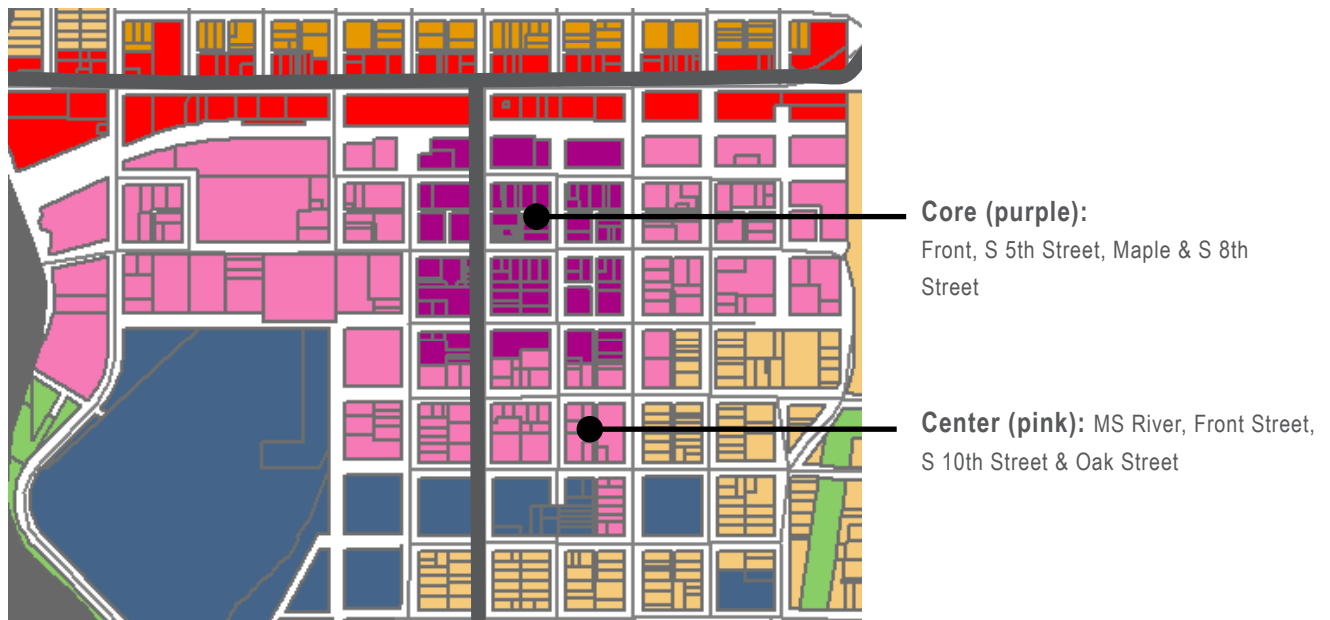


James Street is a traditional neighborhood mixed-use district and using a Traditional Neighborhood zoning will further support the Mixed Commercial Residential guiding through reinforcing the walkable pattern with residential-scaled commercial buildings that transition to more intense uses at and along Washington Street.

Town Center Area

Corresponding Proposed Zoning: TC 1 and TC 2

The downtown area includes a wide range of uses, building types and development patterns including the well defined Laurel Street, to the Crow Wing Government Center, to the rail corridor and a variety of residential uses. The Character Area analysis suggests a larger general 'Town Center' that encompasses the more compact 'Town Core'. The Core lends itself to a pure form-based code; the Center should have more flexibility to support change and growth including a broader choice of housing options by-right.



19

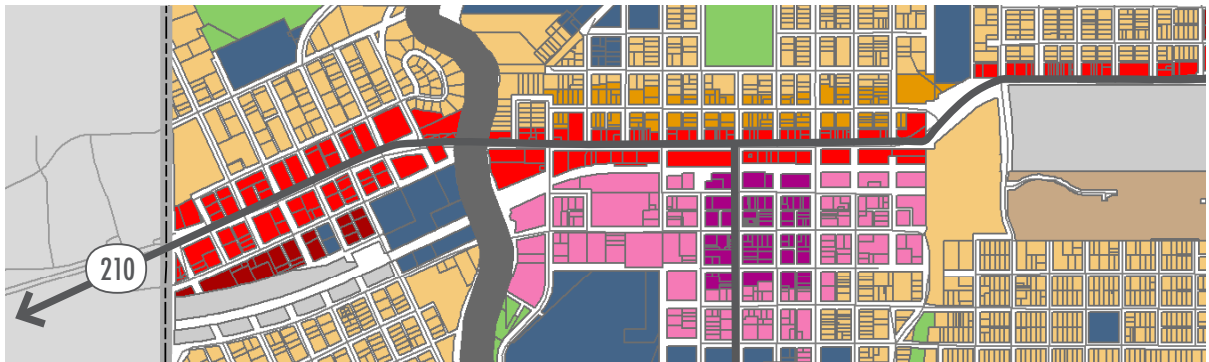


Conditions in the 'Center' areas include more surface parking lots and a wider range of uses including some light industrial businesses.

Highway & Commercial General

Corresponding Proposed Zoning: CC and CG

Washington Street (Hwy 210/371B) is a major thoroughfare and commercial corridor in Brainerd containing remnants of older urban commercial buildings, more recent drive through restaurants, in-line retail spaces and large format stores. The Future Land Use category 'Gateway District' includes much of the highway commercial in Brainerd and calls for a higher standard with design elements, aesthetics, walkability and identity. The current B-6 Zoning District that corresponds to Washington Street allows a broad range of uses many which are auto-oriented as is common for this corridor. A revised Commercial Corridor district will reinforce these uses and also address some of the aesthetic and walkability issues as noted by the Future Land Use Plan.



Highway commercial areas front both sides of Washington Street; revised district standards will address how new investments and redevelopment can reinforce more walkable connections into the neighborhoods and improve on the site and visual quality of the corridor.



Recent new development on Washington is based on the auto-oriented standards of the current code (image left); drive through restaurants and other uses can be allowed and reinforce a walkable pattern (image right).

Industrial, Environmental & Other Areas

Corresponding Proposed Zoning: I1, I2

It is anticipated that the industrial districts will remain essentially the same as well as the Overlay Environmental Districts. Transient Food Unit Overlay has been recently updated and the one Mixed Use District (which applies specifically to the Northern Pacific Center site) will remain though with a possible title change.

PART 6: COMPARISON TABLE OF PROPOSED SECTIONS AND CURRENT CODE

The following table provides a high-level summary of the Sections contained within this Annotated Outline. The purpose of this table is to identify and “map” the current Code sections to the new code organization. A subsequent table will be prepared to identify sections proposed for either removal, or for relocation to other parts of the City Code.

Table 4. Proposed Code Comparison with Existing Code Sections

21

Section	Subsection	Proposed Code

TO BE COMPLETED AS PART
OF DRAFTING PROCESS



Brainerd City Council Agenda Request

Requested Meeting Date: July 19, 2021

Title of Item: Consideration for Interim Ordinance Instituting a Moratorium on 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 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: With the adoption of the Annotated Outline, staff recommends instituting a moratorium on amendments to the current Zoning Code and Official Zoning Map. Staff believes a moratorium is required to protect the zoning, permitting and planning process to allow for the work to be completed comprehensive and to fully transition the current Zoning Code to a hybrid character-based set of regulations and standards. The study period required under the moratorium, including all necessary revisions and amendments to the City's Zoning Code, is anticipated to be completed by January 31, 2022.	
Alternatives, Options, Effects on Others/Comments: This moratorium does not preclude the City from considering requests for amendments to the Zoning Code. What it does is exempt the City (for a specific period of time) from the 60-day rule within which the City would be required by State Statute to consider and issue a determination on any amendment request applications it receives. It allows the City to work with applicants over a longer period of time and smoothly incorporate any requested amendments into the new Zoning Code, which is anticipated to be completed by January 31, 2022. This moratorium only covers the Zoning Code and Map.	
Recommended Action/Motion: 1) Motion to hold the first reading of Proposed Ordinance No. 1519, an interim ordinance placing a temporary moratorium on applications to amend the zoning ordinance including the official zoning map of the City and directing that studies of official controls related thereto be conducted, and dispense with the actual reading of the ordinance. *an motion to dispense with the actual reading of the ordinance must be unanimous 2) Motion to schedule a public hearing for Proposed Ordinance No. 1519 during the City Council meeting on August 2, 2021.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

**ORDINANCE
NO. 1519**

**AN INTERIM ORDINANCE PLACING A TEMPORARY MORATORIUM ON APPLICATIONS
TO AMEND THE ZONING ORDINANCE INCLUDING THE OFFICIAL ZONING MAP OF THE
CITY AND DIRECTING THAT STUDIES OF OFFICIAL CONTROLS RELATED THERETO BE
CONDUCTED**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Purpose.

1. The City has adopted official zoning controls in its Zoning Code, Section 515 of the Brainerd City Code, which regulates the use and zoning classifications in the City.

2. The City hired a consultant to prepare an update and to revise the Zoning Code for consistency with the recently approved 2035 Comprehensive Plan.

3. On July 12 and July 19, 2021 the City Council reviewed the Annotated Outline prepared by the consultant that proposes a transition of the current Zoning Code from a single-use based approach to a character-based hybrid Zoning Code.

4. And on July 19, 2021 the City Council officially adopted the Zoning Code Update Annotated Outline dated July 12, 2021 that requires a full revision, update and modification of the Zoning Code to fully transition the code to a hybrid character-based approach. The purpose of such revisions and amendments is to create a clearer and more updated regulatory framework for the City, its staff, and policymakers.

5. This Council, therefore, pursuant to Minnesota Statutes, Section 462.355, Subdivision 4(a), finds that a moratorium is required to protect the zoning, permitting and planning process to allow for the work to be completed comprehensive and to fully transition the current Zoning Code to a hybrid character-based set of regulations and standards. The study period required under the moratorium, including all necessary revisions and amendments to the City's Zoning Code, is anticipated to be completed by January 31, 2022.

SECTION TWO. Moratorium Established and Scope.

1. In accordance with the findings set forth within Section ONE of this Ordinance and pursuant to the directive of this Council, there is hereby established a moratorium on consideration of any new zoning amendments to either the text of the Zoning Code or the Official Zoning Map.

2. During the period of the moratorium, any application made prior to its enactment, prior approvals, discussion or previously issued permits shall continue under the existing regulations established by the City's Zoning Code.

SECTION THREE. Applicability.

The moratorium shall be applied throughout the City of Brainerd from the Effective Date.

SECTION FOUR. Effective Date.

This Ordinance shall be in full force and effect from and after its passage and publication according to law and shall remain effective until January 31, 2022 unless further extended by order of this Council.

Adopted this _____ day of _____, 2021

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Published: One Time – _____