

CITY COUNCIL AGENDA

Brainerd, Minnesota

August 2nd, 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: 146 859 3804

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

7:00 P.M.

**Closed Session Pursuant to MN Statute 13D.03 Subd. 1b for Union Negotiation Strategy
Session**

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:

080221 COUNCIL INVOICE REGISTER.pdf

B. **Approval Of Minutes**

Regular City Council Meeting July 19th, 2021

Documents:

20210719_CC Draft.pdf

C. Approval Of Licenses

Contractor Licenses- 5

Documents:

20210729 Contractor Licenses.pdf

D. Department Activity Reports

1. Fire Chief

2. Parks and Recreation

Documents:

Fire Report.pdf

Parks 7-13.pdf

parks 7-27.pdf

E. Adopt Resolution Accepting Donations & Contributions To Parks And Recreation For The 2nd Quarter Of 2021

Documents:

2nd Qtr Donations Parks.pdf

6. Community Member Of The Month

Dave "Jonesy" Jones

Documents:

Community Member of the Month.pdf

7. Council Committee Reports

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

WebEx Teleconference Information

- Call Toll-Free: 1-844-992-4726
- Access Code: 146 368 7878

Documents:

08-02 SPW Agenda.pdf

1. Adopt Resolution - Street Vacation - Declaring Sufficiency Of Petition And Setting A Public Hearing

Documents:

Res - SW 7th Street Vacation.pdf

2. Event Application - Brainerd Homecoming Run 2021

Documents:

Event Application - Homecoming Run 2021.pdf

3. Event Application - Tour Of The Lakes

Documents:

Event Application - Tour of Lakes.pdf

4. Presentation - Safe Routes To School Engineering Study

Documents:

Safe Routes Engineering Study Presentation.pdf

B. Personnel And Finance Committee - 6:30 P.M.

WebEx Teleconference Information

- Call Toll-Free: 1-844-992-4726
- Access Code: 146 347 9264

Documents:

08-02 PF Agenda.pdf

1. Discussion Of Requesting An Extension Of The Small Cities Development Program (SCDP) Grant For NE Brainerd

Documents:

NE Grant Update.pdf

2. Adopt Resolution Approving Joint Powers Agreement With The Minnesota Bureau Of Criminal Apprehension And Authorize Signatures

Documents:

2021 Agenda Request Brainerd Fire Dept. - NCJA Background Check JPA.pdf

3. Paid On-Call Firefighter Hiring 2021 List And Authorize To Hire

Documents:

2021 Agenda Request POC hiring.pdf

4. Ratify The Hiring Of Community Service Officer Joshua Schueller

Documents:

CSO Schueller hiring.pdf

5. Ratify The Hiring Of Police Officer Joshua Claussen

Documents:

Joshua Claussen.pdf

6. Discussion Of Proration Of The School Resource Officer Contract For 2nd Half Of 2020-2021 School Year

Documents:

SRO Contract.pdf

7. 2022 Budget Proposed Timeline

Documents:

2022 Budget.pdf

8. **Unfinished Business**

- A. **Adopt Resolution Approving Summary Publication Of Charter Ordinance**

Documents:

Charter Ordinance Summary.pdf

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

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

Cable TV Advisory Committee - 1 term (Expire 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. Consider Resolution Establishing An Ad Hoc Committee To Save The Water Tower

Documents:

Resolution Water Tower Ad Hoc.pdf

B. Consider Resolution For Establishment Of An Ad Hoc Committee To Advise The City Council On Parking

Documents:

Consider Resolution for Establishment of an Ad Hoc Committee to Advise the City Council on Parking.pdf

C. Consider Resolution To Dissolve The Walkable Bikeable Ad Hoc Committee

Documents:

Consider Resolution to Dissolve the Walkable Bikeable Ad Hoc Committee.pdf

D. Consideration For Conditional Use Permit For The Operation Of An Automobile Dealership With Associated Maintenance Shop At 210 NW 5th St.

Documents:

Consideration for CUP at NW 5th St.pdf

E. Consideration For Conditional Use Permit For The Operation Of A

Private Learning Center At 310 N. 7th St.

Documents:

Consideration for CUP at 310 N 7th St.pdf
President Bevans Letter.pdf

10. **Public Forum**

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

11. **Staff Reports**

(Verbal: Any Updates since Packet)

12. **Mayor's Report**

13. **Council Member Reports**

14. **Adjourn**

Personnel & Finance Committee will meet at 6:30 P.M.

WebEx Teleconference Call In Info:

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

Access Code: 146 347 9264

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

WebEx Teleconference Call In Info:

Call Toll-Free: 844-992-4726

Access Code:146 368 7878

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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DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 08/02/2021 - 08/02/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor MISC - 3 DEHNS LLC:							
BFG20-0019 66898*	3 DEHNS LLC BD Bond Refund	07/22/2021 pziemer	08/04/2021	4,300.00	4,300.00	Open	N 08/04/2021
101-0000-20200	BFG20-0019			4,300.00			
101-0000-20600	DEPOSITS PAYABLE			4,300.00			
101-0000-20200	ACCOUNTS PAYABLE			(4,300.00)			
BFG20-0016 66899*	3 DEHNS LLC BD Bond Refund	07/22/2021 pziemer	08/04/2021	3,500.00	3,500.00	Open	N 08/04/2021
101-0000-20200	BFG20-0016			3,500.00			
101-0000-20600	DEPOSITS PAYABLE			3,500.00			
101-0000-20200	ACCOUNTS PAYABLE			(3,500.00)			
BFG21-0004 66901*	3 DEHNS LLC BD Bond Refund	07/22/2021 pziemer	08/04/2021	9,500.00	9,500.00	Open	N 08/04/2021
101-0000-20200	BFG21-0004			9,500.00			
101-0000-20600	DEPOSITS PAYABLE			9,500.00			
101-0000-20200	ACCOUNTS PAYABLE			(9,500.00)			
BFG21-0001 66902*	3 DEHNS LLC BD Bond Refund	07/22/2021 pziemer	08/04/2021	9,500.00	9,500.00	Open	N 08/04/2021
101-0000-20200	BFG21-0001			9,500.00			
101-0000-20600	DEPOSITS PAYABLE			9,500.00			
101-0000-20200	ACCOUNTS PAYABLE			(9,500.00)			
BFG21-0007 66905*	3 DEHNS LLC BD Bond Refund	07/22/2021 pziemer	08/04/2021	8,500.00	8,500.00	Open	N 08/04/2021
101-0000-20200	BFG21-0007			8,500.00			
101-0000-20600	DEPOSITS PAYABLE			8,500.00			
101-0000-20200	ACCOUNTS PAYABLE			(8,500.00)			
Total for vendor MISC - 3 DEHNS LLC:				35,300.00	35,300.00		
Vendor 0011 - ACE HARDWARE:							
298702 66850	ACE HARDWARE SEWER CAMERA WATER TANK REPAIR	07/19/2021 pziemer	08/04/2021	8.99	8.99	Open	N 08/04/2021
237-3190-42220	REPAIR & MAINT			8.99			
298707 66851	ACE HARDWARE VACTOR DUMP SITE GRASS SEED	07/19/2021 pziemer	08/04/2021	15.29	15.29	Open	N 08/04/2021
237-3190-42220	REPAIR & MAINT			15.29			
298742 66855	ACE HARDWARE VACTOR DUMP SITE GRASS SEED	07/19/2021 pziemer	08/04/2021	67.49	67.49	Open	N 08/04/2021
237-3190-42220	REPAIR & MAINT			67.49			

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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						
298676							
66860	ACE HARDWARE	07/16/2021	08/04/2021	2.99	2.99	Open	N
	KEY	pziemer					08/04/2021
	225-2120-42210	OPERATING SUPPLIES		2.99			
298678							
66861	ACE HARDWARE	07/16/2021	08/04/2021	5.98	5.98	Open	N
	KEY	pziemer					08/04/2021
	225-2120-42210	OPERATING SUPPLIES		5.98			
298796							
66927	ACE HARDWARE	07/21/2021	08/04/2021	10.78	10.78	Open	N
	WIPER FLUID	pziemer					08/04/2021
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		10.78			
298909							
66959	ACE HARDWARE	07/26/2021	08/04/2021	6.29	6.29	Open	N
	HANGING STRIPS	pziemer					08/04/2021
	225-2120-42220	REPAIR & MAINT		6.29			
298833							
66986	ACE HARDWARE	07/22/2021	08/04/2021	19.77	19.77	Open	N
	MOUSE TRAPS/MMP DRINKING FOUNTAIN PA	pziemer					08/04/2021
	230-5200-42220	REPAIR & MAINT		19.77			
298876							
66987	ACE HARDWARE	07/23/2021	08/04/2021	11.69	11.69	Open	N
	MMP LIGHT BULBS	pziemer					08/04/2021
	230-5200-42220	REPAIR & MAINT		11.69			
	Total for vendor 0011 - ACE HARDWARE:			149.27	149.27		

Vendor 2902 - ADVANCE AUTO PA:

6574120988426							
67015	ADVANCE AUTO PARTS	07/28/2021	08/04/2021	10.68	10.68	Open	N
	OIL FILTER RE-STOCK	pziemer					08/04/2021
	235-3100-42220	REPAIR & MAINT		10.68			
6574120988419							
67016	ADVANCE AUTO PARTS	07/28/2021	08/04/2021	20.98	20.98	Open	N
	TRUCK 121 OIL FILTER	pziemer					08/04/2021
	235-3100-42220	REPAIR & MAINT		20.98			
	Total for vendor 2902 - ADVANCE AUTO PA:			31.66	31.66		

Vendor 0039 - AMERIPRIDE LINE:

253000023519							
66833	ARAMARK UNIFORM SERVICES	07/15/2021	08/04/2021	68.16	68.16	Open	N
	RUGS AND OVERALLS	pziemer					08/04/2021
	235-3100-43430	MISCELLANEOUS		68.16			

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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						
253000026237							
66934	ARAMARK UNIFORM SERVICES	07/22/2021	08/04/2021	93.32	93.32	Open	N
	RUGS AND OVERALLS	pziemer					08/04/2021
	235-3100-43430 MISCELLANEOUS			93.32			
	Total for vendor 0039 - AMERIPRIDE LINE:			161.48	161.48		

Vendor 0041 - ANDERSON BROTHE:

28022							
66891	ANDERSON BROTHERS CONSTRU	07/13/2021	08/04/2021	1,770.96	1,770.96	Open	N
	LUM PARK SIDEWALK REPLACEMENT	pziemer					08/04/2021
	230-5200-42220 REPAIR & MAINT			1,770.96			
	Total for vendor 0041 - ANDERSON BROTHE:			1,770.96	1,770.96		

Vendor 3343 - ARROW MANAGEMEN:

28990							
67018	ARROW MANAGEMENT	07/29/2021	08/04/2021	950.00	950.00	Open	N
	1306 OAK STREET QTY 3 JUNK/MOWING	pziemer					08/04/2021
	101-2400-43405 NUISANCES			125.00			
	101-2400-43405 NUISANCES			750.00			
	101-2400-43405 NUISANCES			75.00			
28989							
67019	ARROW MANAGEMENT	07/29/2021	08/04/2021	870.00	870.00	Open	N
	924 7TH AVE NE QTY 2 JUNK/DEBRIS REM	pziemer					08/04/2021
	101-2400-43405 NUISANCES			195.00			
	101-2400-43405 NUISANCES			675.00			
28846							
67020	ARROW MANAGEMENT	07/29/2021	08/04/2021	75.00	75.00	Open	N
	1310 MAPLE STREET MOWING ABATEMENT	pziemer					08/04/2021
	101-2400-43405 NUISANCES			75.00			
28845							
67021	ARROW MANAGEMENT	07/29/2021	08/04/2021	150.00	150.00	Open	N
	430 C STREET NE QTY 2 MOWING ABATEMENT	pziemer					08/04/2021
	101-2400-43405 NUISANCES			75.00			
	101-2400-43405 NUISANCES			75.00			
28844							
67022	ARROW MANAGEMENT	07/29/2021	08/04/2021	75.00	75.00	Open	N
	610 F STREET NE MOWING ABATEMENT	pziemer					08/04/2021
	101-2400-43405 NUISANCES			75.00			
28842							
67023	ARROW MANAGEMENT	07/29/2021	08/04/2021	150.00	150.00	Open	N
	408 2ND AVE NE QTY 2 MOWING ABATEMENT	pziemer					08/04/2021
	101-2400-43405 NUISANCES			75.00			
	101-2400-43405 NUISANCES			75.00			

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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						
28841							
67025	ARROW MANAGEMENT	07/29/2021	08/04/2021	75.00	75.00	Open	N
	1106 13TH AVE NE MOWING ABATEMENT	pziemer					08/04/2021
	101-2400-43405 NUISANCES			75.00			
	Total for vendor 3343 - ARROW MANAGEMEN:			2,345.00	2,345.00		

Vendor 3859 - ASL INTERPRETING SERVICES INC:

21.09532							
66928	ASL INTERPRETING SERVICES INC	07/20/2021	08/04/2021	20.00	20.00	Open	N
	INTERPRETING SERVICES	pziemer					08/04/2021
	225-2120-43300 PROFESSIONAL SERVICES			20.00			
	Total for vendor 3859 - ASL INTERPRETING SERVICES INC:			20.00	20.00		

Vendor 2068 - BAXTER POLICE D:

3RD QTR 2021							
66835	BAXTER POLICE DEPARTMENT	07/16/2021	08/04/2021	3,636.01	3,636.01	Open	N
	TZD 3RD QTR 2021	pziemer					08/04/2021
	225-0000-20800 DUE TO OTHER GOVT UNITS			3,636.01			
	Total for vendor 2068 - BAXTER POLICE D:			3,636.01	3,636.01		

Vendor 0084 - BRAINERD PIPE S:

5952							
66842	BRAINERD PIPE SUPPLY	07/13/2021	08/04/2021	82.49	82.49	Open	N
	PIPES	pziemer					08/04/2021
	237-3190-42220 SANITARY SEWER LINE REPAIR			82.49			
	Total for vendor 0084 - BRAINERD PIPE S:			82.49	82.49		

Vendor MISC - BRIGHTER HORIZONS:

ORDER 3880							
67010	BRIGHTER HORIZONS	07/28/2021	08/04/2021	70.00	70.00	Open	N
	TO REFUND PARTIAL TRANSIT TICKET ORDP	pziemer					08/04/2021
	203-0000-34920 COUNTER SALES			70.00			
	Total for vendor MISC - BRIGHTER HORIZONS:			70.00	70.00		

Vendor 3598 - BS&A SOFTWARE:

135904							
66910	BS&A SOFTWARE	07/22/2021	08/04/2021	106.00	106.00	Open	N
	BS&A ONLINE PERMIT SERVICE FEE 4/6/21	pziemer					08/04/2021
	101-1800-43309 COMPUTER SUPPORT			106.00			
	Total for vendor 3598 - BS&A SOFTWARE:			106.00	106.00		

Vendor 0307 - CENTERPOINT ENE:

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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EXP CHECK RUN DATES 08/02/2021 - 08/02/2021

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Inv Ref#	Description	Entered By					
GL Distribution	GRANT						
5942870-6/JULY 21							
66945	CENTERPOINT ENERGY	07/21/2021	08/04/2021	124.01	124.01	Open	N
	6/16-7/19 CITY HALL UTILITIES	pziemer					08/04/2021
101-1940-43380	UTILITIES			124.01			
5956221-5/JUNE 21							
66946	CENTERPOINT ENERGY	07/01/2021	08/04/2021	(11.57)	(11.57)	Open	N
	5/14-6/16 POLICE DEPT UTILITY CREDIT	pziemer					08/04/2021
225-2120-43380	UTILITIES			(11.57)			
5956221-5/JUL 21							
66947	CENTERPOINT ENERGY	07/21/2021	08/04/2021	15.00	15.00	Open	N
	6/16 - 7/19 POLICE UTILITIES	pziemer					08/04/2021
225-2120-43380	UTILITIES			15.00			
6031615-5/JUNE 21							
66948	CENTERPOINT ENERGY	07/01/2021	08/04/2021	(19.37)	(19.37)	Open	N
	5/14 - 6/16 ANNEX UTILITIES CREDIT	pziemer					08/04/2021
101-1940-43380	UTILITIES			(19.37)			
6031615-5/JULY 21							
66949	CENTERPOINT ENERGY	07/21/2021	08/04/2021	21.00	21.00	Open	N
	6/16 - 7/19 ANNEX UTILITIES	pziemer					08/04/2021
101-1940-43380	UTILITIES			21.00			
5974635-4/JUL 21							
66950	CENTERPOINT ENERGY	07/21/2021	08/04/2021	56.23	56.23	Open	N
	6/16 - 7/19 STREET DEPT UTILITIES	pziemer					08/04/2021
235-3100-43380	UTILITIES			56.23			
5974635-4/JUN21							
66951	CENTERPOINT ENERGY	07/01/2021	08/04/2021	(25.36)	(25.36)	Open	N
	5/14 - 6/16 STREET DEPT UTILITY CREDIT	pziemer					08/04/2021
235-3100-43380	UTILITIES			(25.36)			
6032449-8/JUNE 21							
66952	CENTERPOINT ENERGY	07/01/2021	08/04/2021	(35.99)	(35.99)	Open	N
	5/14 - 6/16 LIBRARY UTILITY CREDIT	pziemer					08/04/2021
211-5500-43380	UTILITIES			(35.99)			
6032449-8/JULY 21							
66953	CENTERPOINT ENERGY	07/21/2021	08/04/2021	59.87	59.87	Open	N
	6/16 - 7/19 LIBRARY UTILITIES	pziemer					08/04/2021
211-5500-43380	UTILITIES			59.87			
5933799-8/JUN 21							
66954	CENTERPOINT ENERGY	07/01/2021	08/04/2021	(0.84)	(0.84)	Open	N
	5/14 - 6/16 PARKS DEPT UTILITY CREDIT	pziemer					08/04/2021
230-5200-43380	UTILITIES			(0.84)			
5933799-8/JUL 21							
66993	CENTERPOINT ENERGY	07/21/2021	08/04/2021	25.52	25.52	Open	N
	6/16-7/19 PARKS UTILITIES	pziemer					08/04/2021
230-5200-43380	UTILITIES			25.52			

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution GRANT						
Total for vendor 0307 - CENTERPOINT ENE:				208.50	208.50		
Vendor 0119 - CLAREY'S SAFETY:							
195356							
66858	CLAREY'S SAFETY EQUIPMENT	07/16/2021	08/04/2021	233.84	233.84	Open	N
	RAE SENSOR MODULE	pziemer					08/04/2021
225-2220-42220	REPAIR & MAINT			233.84			
Total for vendor 0119 - CLAREY'S SAFETY:				233.84	233.84		
Vendor 3625 - CLUEVER CONSTRU:							
7/28/21							
67014	CLUEVER CONSTRUCTION INC	07/28/2021	08/04/2021	39,145.00	39,145.00	Open	N
	BANKS 201 & 203 B ST DUPLEX	pziemer					08/04/2021
202-6324-45531	NE BRAINE/CAPITAL - RENTAL REHAB - DUPLEX			39,145.00			
Total for vendor 3625 - CLUEVER CONSTRU:				39,145.00	39,145.00		
Vendor 3378 - COLLINS BROTHER:							
21-80582							
66971	COLLINS BROTHERS TOWING	07/26/2021	08/04/2021	215.00	215.00	Open	N
	TOW DRUG 21010286	pziemer					08/04/2021
223-2140-42210	OPERATING SUPPLIES			215.00			
Total for vendor 3378 - COLLINS BROTHER:				215.00	215.00		
Vendor 0900 - CUB FOODS BRD:							
TRX 171 PD							
66862	CUB FOODS - BRAINERD	07/19/2021	08/04/2021	7.75	7.75	Open	N
	CLEANING SUPPLIES	pziemer					08/04/2021
225-2120-42220	REPAIR & MAINT			7.75			
Total for vendor 0900 - CUB FOODS BRD:				7.75	7.75		
Vendor 2071 - CUYUNA POLICE D:							
3RD QTR 2021							
66837	CUYUNA POLICE DEPARTMENT	07/16/2021	08/04/2021	379.48	379.48	Open	N
	TZD 3RD QTR 2021	pziemer					08/04/2021
225-0000-20800	DUE TO OTHER GOVT UNITS			379.48			
Total for vendor 2071 - CUYUNA POLICE D:				379.48	379.48		
Vendor 1156 - CWC SHERIFF:							
3RD QTR 2021							
66836	CWC SHERIFF	07/16/2021	08/04/2021	322.24	322.24	Open	N
	TZD 3RD QTR 2021	pziemer					08/04/2021
225-0000-20800	DUE TO OTHER GOVT UNITS			322.24			
Total for vendor 1156 - CWC SHERIFF:				322.24	322.24		

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
32083							
67030	DIGITAL INK DESIGN & GRAPHICS	07/23/2021	08/04/2021	544.00	544.00	Open	N
	SIGNAGE FOR PARKS	pziemer					08/04/2021
Total for vendor 2527 - DIGITAL INK DES:				544.00	544.00		

Vendor 1859 - ENTERPRISE FM T:

FBN4247896/ENG

66917	ENTERPRISE FM TRUST	07/03/2021	08/04/2021	1,068.82	1,068.82	Open	N
	JULY 2021 ENG VEHICLE LEASES	pziemer					08/04/2021
101-1700-43331	LEASE PAYMENTS			1,068.82			

FBN4247896/CH

66918	ENTERPRISE FM TRUST	07/03/2021	08/04/2021	313.22	313.22	Open	N
	JULY 21 CITY HALL VEHICLE LEASES	pziemer					08/04/2021
101-1940-43331	LEASE PAYMENTS			313.22			

FBN4247896/PD

66919	ENTERPRISE FM TRUST	07/03/2021	08/04/2021	7,663.84	7,663.84	Open	N
	JULY 21 POLICE DEPT VEHICLE LEASE	pziemer					08/04/2021
225-2120-43331	LEASED PAYMENTS			7,663.84			

FBN4247896/FD

66920	ENTERPRISE FM TRUST	07/03/2021	08/04/2021	849.48	849.48	Open	N
	JULY 21 FIRE DEPT VEHICLE LEASES	pziemer					08/04/2021
225-2220-43331	LEASED PAYMENTS			849.48			

FBN 4247896/PARKS

66921	ENTERPRISE FM TRUST	07/03/2021	08/04/2021	2,433.36	2,433.36	Open	N
	JULY 21 PARKS DEPT VEHICLE LEASES	pziemer					08/04/2021
230-5200-43331	LEASE PAYMENTS			2,433.36			

FBN4247896/STRTS

66922	ENTERPRISE FM TRUST	07/03/2021	08/04/2021	1,906.34	1,906.34	Open	N
	JULY 2021 STREET DEPT VEHICLE LEASES	pziemer					08/04/2021
235-3100-43331	LEASE PAYMENTS			1,906.34			

FBN4247896/CD

66923	ENTERPRISE FM TRUST	07/03/2021	08/04/2021	357.61	357.61	Open	N
	JULY 21 COM DEV VEHICLE LEASES	pziemer					08/04/2021
101-2400-43331	LEASE EXPENSE			357.61			

Total for vendor 1859 - ENTERPRISE FM T:

14,592.67 14,592.67

Vendor 3800 - ENVIROTECH:

64875/FD

66973	ENVIROTECH	07/27/2021	08/04/2021	238.00	238.00	Open	N
	AUG 2021 FIRE DEPT JANITORIAL	pziemer					08/04/2021
225-2220-43300	PROFESSIONAL SERVICES			238.00			

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	GL Distribution GRANT						
64875/PD							
66974	ENVIROTECH	07/27/2021	08/04/2021	1,255.00	1,255.00	Open	N
	AUG 21 POLICE DEPT JANITORIAL	pziemer					08/04/2021
	225-2120-43300	PROFESSIONAL SERVICES		1,255.00			
64875/STREETS							
66975	ENVIROTECH	07/27/2021	08/04/2021	238.00	238.00	Open	N
	AUG 21 STREET DEPT JANITORIAL	pziemer					08/04/2021
	235-3100-43300	PROFESSIONAL SERVICES		238.00			
64875/CH							
66977	ENVIROTECH	07/27/2021	08/04/2021	1,765.00	1,765.00	Open	N
	AUG 21 CITY HALL JANITORIAL SERVICES	pziemer					08/04/2021
	101-1940-43300	PROFESSIONAL SERVICES		1,765.00			
	Total for vendor 3800 - ENVIROTECH:			3,496.00	3,496.00		
Vendor 0170 - FASTENAL COMPAN:							
MNBAX247230							
66943	FASTENAL COMPANY	07/22/2021	08/04/2021	43.54	43.54	Open	N
	HAND WIPES	pziemer					08/04/2021
	237-3190-42220	REPAIR & MAINT		43.54			
	Total for vendor 0170 - FASTENAL COMPAN:			43.54	43.54		
Vendor 0177 - FIRST IMPRESSIO:							
81395							
66844	FIRST IMPRESSION PRINTING	07/14/2021	08/04/2021	248.50	248.50	Open	N
	SEWER DOORHANGAR NOTICES	pziemer					08/04/2021
	237-3190-43350	PRINTING/LEGAL PUBLICATIONS		248.50			
A10097							
66966	FIRST IMPRESSION PRINTING	07/07/2021	08/04/2021	997.50	997.50	Open	N
	QTY 1000 BKS B4 K T SHIRTS	pziemer					08/04/2021
	211-5503-43430	MISC - USE OF HOLDEN TRUST		997.50			
	Total for vendor 0177 - FIRST IMPRESSIO:			1,246.00	1,246.00		
Vendor 1967 - FRONTIER PRECIS:							
236953							
66964	FRONTIER PRECISION INC	07/26/2021	08/04/2021	91.82	91.82	Open	N
	PINK GLO ARTIC FLAGGING	pziemer					08/04/2021
	401-9030-43430	MISCELLANEOUS		91.82			
	Total for vendor 1967 - FRONTIER PRECIS:			91.82	91.82		
Vendor 2377 - GRANITE ELECTRO:							
154007873-1							
66960	GRANITE ELECTRONICS	07/06/2021	08/04/2021	104.00	104.00	Open	N
	SQD 428 RADIO REPAIR	pziemer					08/04/2021

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Inv Ref#	Description	Entered By					
Vendor 0201 - HEARTLAND TIRE:							
15015743							
66941	HEARTLAND TIRE SERVICE INC	07/23/2021	08/04/2021	181.62	181.62	Open	N 08/04/2021
	PATCH TRAILER TIRES	pziemer					
235-3100-42220	REPAIR & MAINT			181.62			
	Total for vendor 0201 - HEARTLAND TIRE:			181.62	181.62		
Vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:							
39524							
66859	INDEPENDENT TESTING TECHNOLOGIES	07/15/2021	08/04/2021	370.00	370.00	Open	N 08/04/2021
	IMP 20-05 & 20-06 PROF SVCS	pziemer					
401-9030-43300-20:05	PROFESSIONAL SERVICES			185.00			
401-9030-43300-20:06	PROFESSIONAL SERVICES			185.00			
	Total for vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:			370.00	370.00		
Vendor 3202 - INNOVATIVE OFFI:							
IN3421527							
66929	INNOVATIVE OFFICE SOLUTIONS LLC	07/21/2021	08/04/2021	70.22	70.22	Open	N 08/04/2021
	EVIDENCE/OFFICE SUPPLIES	pziemer					
225-2120-42210	OPERATING SUPPLIES			38.28			
225-2120-42200	OFFICE SUPPLIES			31.94			
	Total for vendor 3202 - INNOVATIVE OFFI:			70.22	70.22		
Vendor MISC - JOHNSON, PAUL D & KLARISE E:							
BFG21-0006							
67013	JOHNSON, PAUL D & KLARISE E	07/29/2021	08/04/2021	3,160.00	3,160.00	Open	N 08/04/2021
	BD Bond Refund	pziemer					
101-0000-20200	BFG21-0006			3,160.00			
	Total for vendor MISC - JOHNSON, PAUL D & KLARISE E:			3,160.00	3,160.00		
Vendor 3545 - KITCHIGAMI REGI:							
7/15/21							
66969	KITCHIGAMI REGIONAL LIBRARY - CC	07/15/2021	08/04/2021	276.40	276.40	Open	N 08/04/2021
	6/9/21 - 7/15/21 CREDIT CARD REMIT	pziemer					
211-0000-20800	DUE TO OTHER GOVT UNITS			276.40			
	Total for vendor 3545 - KITCHIGAMI REGI:			276.40	276.40		
Vendor 2396 - KNIFE RIVER:							

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
844569							
66840	KNIFE RIVER	07/01/2021	08/04/2021	886.91	886.91	Open	N
	CLASS 5 AGGREGATE QTY 154.51CY	pziemer					08/04/2021
	235-3100-42220			886.91			
	REPAIR & MAINT						
	Total for vendor 2396 - KNIFE RIVER:			886.91	886.91		

Vendor 1090 - LAKELAND VETERI:

268416							
66963	LAKELAND VETERINARY HOSPITAL	07/01/2021	08/04/2021	35.01	35.01	Open	N
	K9 VET VISIT	pziemer					08/04/2021
	225-2128-43430			35.01			
	MISC - K9 PROGRAM						
	Total for vendor 1090 - LAKELAND VETERI:			35.01	35.01		

Vendor 3469 - LAKES AREA MAT:

20210720 #522							
66913	LAKES AREA MAT SERVICE INC	07/20/2021	08/04/2021	42.56	42.56	Open	N
	CITY HALL FLOOR MATS	pziemer					08/04/2021
	101-1940-43410			42.56			
	RENTAL EXPENSE						
20210706 #522							
66914	LAKES AREA MAT SERVICE INC	07/06/2021	08/04/2021	42.56	42.56	Open	N
	CITY HALL FLOOR MATS	pziemer					08/04/2021
	101-1940-43410			42.56			
	RENTAL EXPENSE						
20210706 #520							
66915	LAKES AREA MAT SERVICE INC	07/06/2021	08/04/2021	41.44	41.44	Open	N
	POLICE DEPT FLOOR MATS	pziemer					08/04/2021
	225-2120-43300			41.44			
	PROFESSIONAL SERVICES						
20210720 #520							
66916	LAKES AREA MAT SERVICE INC	07/20/2021	08/04/2021	41.44	41.44	Open	N
	POLICE DEPT FLOOR MATS	pziemer					08/04/2021
	225-2120-43300			41.44			
	PROFESSIONAL SERVICES						
	Total for vendor 3469 - LAKES AREA MAT:			168.00	168.00		

Vendor 3627 - LAKES AREA WILD:

JULY 2021							
66930	LAKES AREA WILDLIFE CONTROL	07/22/2021	08/04/2021	2,298.00	2,298.00	Open	N
	JUL 21 ANIMAL CONTROL CONTRACT	pziemer					08/04/2021
	225-2700-43300			2,298.00			
	PROFESSIONAL SERVICES						
	Total for vendor 3627 - LAKES AREA WILD:			2,298.00	2,298.00		

Vendor 0227 - LAKES PRINTING:

00205235							
67011	LAKES PRINTING	07/28/2021	08/04/2021	192.95	192.95	Open	N
	QTY 5000 TRANSIT TICKETS	pziemer					08/04/2021

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GL Distribution	GRANT						
203-9000-42210	OPERATING SUPPLIES			192.95			
	Total for vendor 0227 - LAKES PRINTING:			192.95	192.95		
Vendor MISC - LEVEL CONTRACTING LLC:							
BFG20-0020							
66906*	LEVEL CONTRACTING LLC	07/22/2021	08/04/2021	3,500.00	3,500.00	Open	N
	BD Bond Refund	pziemer					08/04/2021
101-0000-20200	BFG20-0020			3,500.00			
101-0000-20600	DEPOSITS PAYABLE			3,500.00			
101-0000-20200	ACCOUNTS PAYABLE			(3,500.00)			
BFG20-0009							
67026	LEVEL CONTRACTING LLC	07/29/2021	08/04/2021	4,500.00	4,500.00	Open	N
	BD Bond Refund	pziemer					08/04/2021
101-0000-20200	BFG20-0009 - P2019-01001			4,500.00			
	Total for vendor MISC - LEVEL CONTRACTING LLC:			8,000.00	8,000.00		
Vendor 0239 - MACQUEEN EQUIPM:							
P36190							
66893	MACQUEEN EQUIPMENT INC	07/21/2021	08/04/2021	224.27	224.27	Open	N
	MANHOLE ROLLER	pziemer					08/04/2021
237-3190-42220	REPAIR & MAINT			224.27			
	Total for vendor 0239 - MACQUEEN EQUIPM:			224.27	224.27		
Vendor 1753 - MARCO:							
INV8943907							
66932	MARCO	07/19/2021	08/04/2021	1,504.00	1,504.00	Open	N
	MICROSOFT OFFICE365 6/16/21-7/15/21	pziemer					08/04/2021
101-1800-43309	COMPUTER SUPPORT			1,504.00			
	Total for vendor 1753 - MARCO:			1,504.00	1,504.00		
Vendor 0889 - MENARDS - BAXTE:							
57877							
66984	MENARDS - BAXTER	07/13/2021	08/04/2021	102.35	102.35	Open	N
	MILLS FIELD DECK HARDWARE	pziemer					08/04/2021
230-5200-42220	REPAIR & MAINT			102.35			
57554							
66988	MENARDS - BAXTER	07/07/2021	08/04/2021	9.25	9.25	Open	N
	LMP - SHOWER BRACKET/PUMICE STICK	pziemer					08/04/2021
230-5200-42220	REPAIR & MAINT			9.25			
57665							
66989	MENARDS - BAXTER	07/09/2021	08/04/2021	157.57	157.57	Open	N
	MILLS FIELD - LUMBER. DISPOSABLE GLO	pziemer					08/04/2021
230-5200-42220	REPAIR & MAINT			157.57			

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	GL Distribution GRANT						
58484 66990	MENARDS - BAXTER	07/23/2021	08/04/2021	361.23	361.23	Open	N
	GGP - HOSE, SPRINKLERS, LUMBER FOR Flpziemer						08/04/2021
230-5200-42220	REPAIR & MAINT			361.23			
	Total for vendor 0889 - MENARDS - BAXTE:			630.40	630.40		
Vendor 3394 - MIDWEST MACHINE:							
2443262 66894	MIDWEST MACHINERY CO	07/22/2021	08/04/2021	483.79	483.79	Open	N
	TRACTOR 110 MOWER SHIELD	pziemer					08/04/2021
235-3100-42220	REPAIR & MAINT			483.79			
	Total for vendor 3394 - MIDWEST MACHINE:			483.79	483.79		
Vendor 3175 - MIDWEST SECURIT:							
21258 67008	MIDWEST SECURITY AND FIRE INC	07/28/2021	08/04/2021	355.50	355.50	Open	N
	HID PROXIMITY READER	pziemer					08/04/2021
225-2120-42220	REPAIR & MAINT			355.50			
	Total for vendor 3175 - MIDWEST SECURIT:			355.50	355.50		
Vendor 3355 - MILLER TESTING:							
202149 66846	MILLER TESTING & CONSULTING LLC	07/09/2021	08/04/2021	375.00	375.00	Open	N
	206 GILLIS AVE LEAD PAINT CLEARANCE lpziemer						08/04/2021
202-6324-43430	NE BRAINE/MISCELLANEOUS			375.00			
	Total for vendor 3355 - MILLER TESTING:			375.00	375.00		
Vendor 0254 - MILLS MOTORS IN:							
559069 66892	MILLS MOTORS INC	07/20/2021	08/04/2021	708.82	708.82	Open	N
	T20 SUTPHEN LADDER REPAIRS	pziemer					08/04/2021
225-2220-42220	REPAIR & MAINT			708.82			
558432 66955	MILLS MOTORS INC	07/21/2021	08/04/2021	364.73	364.73	Open	N
	#119 BUS REPAIRS	pziemer					08/04/2021
203-9000-43401	VEHICLE REPAIRS			364.73			
558580 66956	MILLS MOTORS INC	07/09/2021	08/04/2021	296.44	296.44	Open	N
	TRANSIT BUS REPAIRS	pziemer					08/04/2021
203-9000-43401	VEHICLE REPAIRS			296.44			
557935 66957	MILLS MOTORS INC	07/09/2021	08/04/2021	3,584.87	3,584.87	Open	N
	#114 BUS REPAIRS	pziemer					08/04/2021

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GL Distribution	GRANT						
203-9000-43401	VEHICLE REPAIRS			3,584.87			
	Total for vendor 0254 - MILLS MOTORS IN:			4,954.86	4,954.86		
Vendor 1448 - MN DEPT OF TRAN:							
P00013321							
66843	MN DEPT OF TRANSPORTATION	07/13/2021	08/04/2021	116.37	116.37	Open	N
	TRAFFIC SIGNAL MAINTENANCE	pziemer					08/04/2021
235-3100-42220	COLLEGE AND QUINCE TRAFFIC LIGHTS REPAIR			116.37			
P00013408							
66970	MN DEPT OF TRANSPORTATION	07/22/2021	08/04/2021	415.36	415.36	Open	N
	IMP 19-01 TESTING & INSPECTIONS	pziemer					08/04/2021
401-1901-43300	PROFESSIONAL SERVICES			415.36			
	Total for vendor 1448 - MN DEPT OF TRAN:			531.73	531.73		
Vendor 3942 - MOONLITE NURSERY LLC:							
07232101							
66991	MOONLITE NURSERY LLC	07/23/2021	08/04/2021	24.00	24.00	Open	N
	MILLS FIELD - 4 ROLLS SOD	pziemer					08/04/2021
230-5200-42221	R&M-ATHLETIC FIELD MAINT			24.00			
07232102							
66992	MOONLITE NURSERY LLC	07/23/2021	08/04/2021	114.00	114.00	Open	N
	MILLS FIELD - 19 ROLLS SOD	pziemer					08/04/2021
230-5200-42221	R&M-ATHLETIC FIELD MAINT			114.00			
	Total for vendor 3942 - MOONLITE NURSERY LLC:			138.00	138.00		
Vendor 3168 - MOTORS-N-MORE:							
28532							
66863	MOTORS-N-MORE	07/19/2021	08/04/2021	23.00	23.00	Open	N
	SQD 430 OIL CHANGE	pziemer					08/04/2021
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
	Total for vendor 3168 - MOTORS-N-MORE:			23.00	23.00		
Vendor 1449 - M-R SIGN CO., I:							
212973							
66854	M-R SIGN CO., INC.	07/16/2021	08/04/2021	220.96	220.96	Open	N
	PARKING ENFORCEMENT SIGNS	pziemer					08/04/2021
235-3170-42210	OPERATING SUPPLIES			220.96			
	Total for vendor 1449 - M-R SIGN CO., I:			220.96	220.96		
Vendor 2011 - MRPA:							
2021 DUES							
66994	MRPA	07/27/2021	08/04/2021	600.00	600.00	Open	N
	2021 MEMBERSHIP - SANDY/KAUFMAN	pziemer					08/04/2021

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GL Distribution 230-5200-43433	GRANT DUES & SUBSCRIPTIONS			600.00			
	Total for vendor 2011 - MRPA:			600.00	600.00		
Vendor 3940 - MUSTANG SIGNS & GRAPHICS:							
25474 66924	MUSTANG SIGNS & GRAPHICS TZD BANNER SAFETY VILLAGE	07/11/2021 pziemer	08/04/2021	3,984.00	3,984.00	Open	N 08/04/2021
225-2120-43430	TZD GRANT MISCELLANEOUS			3,984.00			
	Total for vendor 3940 - MUSTANG SIGNS & GRAPHICS:			3,984.00	3,984.00		
Vendor 3671 - NAC MECHANICAL:							
2759-02 66933	NAC MECHANICAL & ELECTRICAL SERVICE BRD PD HVAC CONTROLS UP	07/20/2021 pziemer	08/04/2021	21,465.00	21,465.00	Open	N 08/04/2021
400-1981-45530	PYMTS TO CONTRACTORS			21,465.00			
	Total for vendor 3671 - NAC MECHANICAL:			21,465.00	21,465.00		
Vendor 0273 - NAPA AUTO PARTS:							
42442 66857	NAPA AUTO PARTS GREEN COOLANT	07/14/2021 pziemer	08/04/2021	25.98	25.98	Open	N 08/04/2021
225-2220-42210	OPERATING SUPPLIES			25.98			
	Total for vendor 0273 - NAPA AUTO PARTS:			25.98	25.98		
Vendor 3584 - NARTEC, INC:							
16373 67009	NARTEC, INC DRUG TESTING KITS	07/28/2021 pziemer	08/04/2021	189.24	189.24	Open	N 08/04/2021
225-2120-42210	OPERATING SUPPLIES			189.24			
	Total for vendor 3584 - NARTEC, INC:			189.24	189.24		
Vendor 0427 - NISSWA POLICE D:							
3RD QTR 2021 66838	NISSWA POLICE DEPT TZD 3RD QTR 2021	07/16/2021 pziemer	08/04/2021	1,694.01	1,694.01	Open	N 08/04/2021
225-0000-20800	DUE TO OTHER GOVT UNITS			1,694.01			
	Total for vendor 0427 - NISSWA POLICE D:			1,694.01	1,694.01		
Vendor 1965 - NORTH CENTRAL B:							
93840 66911	NORTH CENTRAL BUS SALES TRANSIT BUS REPAIR	07/15/2021 pziemer	08/04/2021	245.85	245.85	Open	N 08/04/2021
203-9000-43401	VEHICLE REPAIRS			245.85			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Total for vendor 1965 - NORTH CENTRAL B:				245.85	245.85		
Vendor 2064 - NUSS TRUCK & EQ:							
3236631P							
66944	NUSS TRUCK & EQUIPMENT	07/26/2021	08/04/2021	249.77	249.77	Open	N
	TRUCK 105 WINDOW SWITCH	pziemer					08/04/2021
235-3100-42220	REPAIR & MAINT			249.77			
3236972P							
67024	NUSS TRUCK & EQUIPMENT	07/29/2021	08/04/2021	249.77	249.77	Open	N
	TRUCK 105 DOOR PANEL CONTROLS	pziemer					08/04/2021
235-3100-42220	REPAIR & MAINT			249.77			
Total for vendor 2064 - NUSS TRUCK & EQ:				499.54	499.54		
Vendor 0284 - OFFICE SHOP:							
1098768-1							
66841	OFFICE SHOP	07/16/2021	08/04/2021	2.29	2.29	Open	N
	PEN REFILLS	pziemer					08/04/2021
101-1940-42200	OFFICE SUPPLIES			2.29			
1098768-0							
66845	OFFICE SHOP	07/15/2021	08/04/2021	56.29	56.29	Open	N
	OFFICE SUPPLIES - CITY HALL	pziemer					08/04/2021
101-1940-42200	OFFICE SUPPLIES			56.29			
1097859-1							
66925	OFFICE SHOP	07/01/2021	08/04/2021	21.06	21.06	Open	N
	PENCILS/HIGHLIGHTERS	pziemer					08/04/2021
101-1940-42200	OFFICE SUPPLIES			21.06			
Total for vendor 0284 - OFFICE SHOP:				79.64	79.64		
Vendor 2073 - PEQUOT LAKES PO:							
3RD QTR 2021							
66839	PEQUOT LAKES POLICE DEPARTMENT	07/16/2021	08/04/2021	1,615.95	1,615.95	Open	N
	TZD 3RD QTR 2021	pziemer					08/04/2021
225-0000-20800	DUE TO OTHER GOVT UNITS			1,615.95			
Total for vendor 2073 - PEQUOT LAKES PO:				1,615.95	1,615.95		
Vendor 3322 - PICTURE PERFECT:							
143							
66864	PICTURE PERFECT FRAMING STUDIO	07/06/2021	08/04/2021	187.65	187.65	Open	N
	2020 OFFICER OF THE YEAR FRAMING	pziemer					08/04/2021
225-2120-43300	PROFESSIONAL SERVICES			187.65			
Total for vendor 3322 - PICTURE PERFECT:				187.65	187.65		
Vendor 3943 - PLUNKETT'S PEST CONTROL:							

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
7137468							
66995	PLUNKETT'S PEST CONTROL	07/01/2021	08/04/2021	65.00	65.00	Open	N
	JULY 21 PEST CONTROL SVCS LIBRARY	pziemer					08/04/2021
211-5500-42220	REPAIR & MAINT			65.00			
	Total for vendor 3943 - PLUNKETT'S PEST CONTROL:			65.00	65.00		

Vendor 2352 - PRAIRIE LAKES M:

2021-24							
66865	PRAIRIE LAKES MUNICIPAL SOLID WASTE	07/14/2021	08/04/2021	292.50	292.50	Open	N
	EVIDENCE/HAZMAT DISPOSAL	pziemer					08/04/2021
225-2120-43300	PROFESSIONAL SERVICES			292.50			
	Total for vendor 2352 - PRAIRIE LAKES M:			292.50	292.50		

Vendor 3436 - PRODUCTIVE ALTE:

INV00067893							
66972	PRODUCTIVE ALTERNATIVES	07/27/2021	08/04/2021	600.00	600.00	Open	N
	DIESEL OIL - STREET	pziemer					08/04/2021
235-3100-42220	REPAIR & MAINT			600.00			
	Total for vendor 3436 - PRODUCTIVE ALTE:			600.00	600.00		

Vendor 3413 - RATWIK, ROSZAK:

JUNE 2021							
66996	RATWIK, ROSZAK AND MALONEY	07/01/2021	08/04/2021	12,228.77	12,228.77	Open	N
	JUNE 2021 RETAINER/SPECIAL SERVICES	pziemer					08/04/2021
101-1610-43301	CITY ATTORNEY			4,101.75			
101-0000-14100	DUE FROM COMPONENT UNIT			345.00			
260-9020-43304	LEGAL PROFESSIONAL SERVICES			105.00			
101-1610-43301	CITY ATTORNEY			1,740.00			
401-1415-43300	PROFESSIONAL SERVICES			24.45			
401-1609-43300	PROFESSIONAL SERVICES			3,520.06			
101-0000-14100	DUE FROM COMPONENT UNIT			2,392.51			
	Total for vendor 3413 - RATWIK, ROSZAK:			12,228.77	12,228.77		

Vendor 3941 - ROBERTSON, ANSCHUTZ, SCHNEID & CRAN:

2036							
66936	ROBERTSON, ANSCHUTZ, SCHNEID & CRAN	07/01/2021	08/04/2021	25.00	25.00	Open	N
	SUBPOENA REQUEST FEE	pziemer					08/04/2021
225-2120-42210	OPERATING SUPPLIES			25.00			
	Total for vendor 3941 - ROBERTSON, ANSCHUTZ, SCHNEID & CRAN:			25.00	25.00		

Vendor 0311 - ROYAL TIRE INC:

104-487098							
66985	ROYAL TIRE INC	07/22/2021	08/04/2021	293.85	293.85	Open	N
	GARBAGE TRUCK TIRE AND REPAIRS	pziemer					08/04/2021

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
GL Distribution	GRANT						
230-5200-42220	REPAIR & MAINT			293.85			
	Total for vendor 0311 - ROYAL TIRE INC:			293.85	293.85		
Vendor 1636 - SCR - NORTHERN:							
W34530							
66967	SCR - NORTHERN BAXTER	07/01/2021	08/04/2021	248.25	248.25	Open	N
	GLYCOL LEAK IN SW CORNER CEILING	pziemer					08/04/2021
211-5500-42220	REPAIR & MAINT			248.25			
W34754							
66968	SCR - NORTHERN BAXTER	07/16/2021	08/04/2021	1,010.86	1,010.86	Open	N
	PULLEY/BELT REPLACE	pziemer					08/04/2021
211-5500-45500	CAPITAL OUTLAY			1,010.86			
	Total for vendor 1636 - SCR - NORTHERN:			1,259.11	1,259.11		
Vendor 3612 - SEVERSON PORTER:							
JULY 2021							
66931	SEVERSON PORTER LAW	07/22/2021	08/04/2021	16,131.55	16,131.55	Open	N
	JUL 21 PROSECUTION AGREEMENT	pziemer					08/04/2021
225-2127-43310	MISDEMEANOR PROSECUTOR			16,131.55			
	Total for vendor 3612 - SEVERSON PORTER:			16,131.55	16,131.55		
Vendor 0314 - SHANNON'S AUTO:							
35044							
66926	SHANNON'S AUTO BODY	07/15/2021	08/04/2021	6,817.72	6,817.72	Open	N
	SQD 432 - AUTOBODY REPAIR	pziemer					08/04/2021
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			3,584.92			
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			3,232.80			
	Total for vendor 0314 - SHANNON'S AUTO:			6,817.72	6,817.72		
Vendor 0317 - SHORT ELLIOTT :							
408908							
66852	SHORT ELLIOTT HENDRICKSON	07/16/2021	08/04/2021	10,768.35	10,768.35	Open	N
	IMP 19-02 THRU 6/30/2021	pziemer					08/04/2021
401-1902-43300	PROFESSIONAL SERVICES			10,768.35			
	Total for vendor 0317 - SHORT ELLIOTT :			10,768.35	10,768.35		
Vendor 2589 - STAPLES ADVANTA:							
3482236767							
66961	STAPLES ADVANTAGE	07/17/2021	08/04/2021	49.18	49.18	Open	N
	MULTI-MEDIA CARD READERS	pziemer					08/04/2021
225-2120-42210	OPERATING SUPPLIES			49.18			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
3482236768							
66962	STAPLES ADVANTAGE	07/17/2021	08/04/2021	33.88	33.88	Open	N
	MOBILE PRINTER PAPER	pziemer					08/04/2021
225-2120-42200	OFFICE SUPPLIES			33.88			
	Total for vendor 2589 - STAPLES ADVANTA:			83.06	83.06		

Vendor 3944 - STORMWIND LLC:

36922							
67012	STORMWIND LLC	07/28/2021	08/04/2021	2,000.00	2,000.00	Open	N
	STORMWIND IT TRAINING	pziemer					08/04/2021
101-1800-43330	PROFESSIONAL DEVELOPMENT			2,000.00			
	Total for vendor 3944 - STORMWIND LLC:			2,000.00	2,000.00		

Vendor 0322 - STREICHERS PROF:

I1512860							
66866	STREICHERS PROF EQUIP	07/12/2021	08/04/2021	99.99	99.99	Open	N
	726JS - INITITAL ISSUE	pziemer					08/04/2021
225-2120-41113	UNIFORM ALLOWANCE			99.99			
I1513243							
66867	STREICHERS PROF EQUIP	07/14/2021	08/04/2021	99.98	99.98	Open	N
	726JS INITIAL ISSUE	pziemer					08/04/2021
225-2120-41113	UNIFORM ALLOWANCE			99.98			
I1514296							
66937	STREICHERS PROF EQUIP	07/20/2021	08/04/2021	84.99	84.99	Open	N
	726JS INITIAL ISSUE	pziemer					08/04/2021
225-2120-41113	UNIFORM ALLOWANCE			84.99			
I1514372							
66938	STREICHERS PROF EQUIP	07/20/2021	08/04/2021	184.97	184.97	Open	N
	726JS INITIAL ISSUE	pziemer					08/04/2021
225-2120-41113	UNIFORM ALLOWANCE			184.97			
I1514374							
66939	STREICHERS PROF EQUIP	07/20/2021	08/04/2021	259.96	259.96	Open	N
	726JS INITIAL ISSUE	pziemer					08/04/2021
225-2120-41113	UNIFORM ALLOWANCE			259.96			
I1514470							
66940	STREICHERS PROF EQUIP	07/21/2021	08/04/2021	1,227.00	1,227.00	Open	N
	726JS INITIAL ISSUE	pziemer					08/04/2021
225-2120-41113	UNIFORM ALLOWANCE			1,227.00			
	Total for vendor 0322 - STREICHERS PROF:			1,956.89	1,956.89		

Vendor MISC - THOMAS ALLEN HOMES:

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Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
BFG20-0011							
66896*	THOMAS ALLEN HOMES BD Bond Refund	07/22/2021 pziemer	08/04/2021	1,500.00	1,500.00	Open	N 08/04/2021
101-0000-20200	BFG20-0011 - P20-0203			1,500.00			
101-0000-20600	DEPOSITS PAYABLE			1,500.00			
101-0000-20200	ACCOUNTS PAYABLE			(1,500.00)			
BFG20-0012							
66897*	THOMAS ALLEN HOMES BD Bond Refund	07/22/2021 pziemer	08/04/2021	1,500.00	1,500.00	Open	N 08/04/2021
101-0000-20200	BFG20-0012 - P20-0270			1,500.00			
101-0000-20600	DEPOSITS PAYABLE			1,500.00			
101-0000-20200	ACCOUNTS PAYABLE			(1,500.00)			
BFG20-0013							
66900*	THOMAS ALLEN HOMES BD Bond Refund	07/22/2021 pziemer	08/04/2021	1,500.00	1,500.00	Open	N 08/04/2021
101-0000-20200	BFG20-0013 - P20-0280			1,500.00			
101-0000-20600	DEPOSITS PAYABLE			1,500.00			
101-0000-20200	ACCOUNTS PAYABLE			(1,500.00)			
BFG21-0012							
66903*	THOMAS ALLEN HOMES BD Bond Refund	07/22/2021 pziemer	08/04/2021	4,250.00	4,250.00	Open	N 08/04/2021
101-0000-20200	BFG21-0012			4,250.00			
101-0000-20600	DEPOSITS PAYABLE			4,250.00			
101-0000-20200	ACCOUNTS PAYABLE			(4,250.00)			
BFG21-0015							
66904*	THOMAS ALLEN HOMES BD Bond Refund	07/22/2021 pziemer	08/04/2021	3,500.00	3,500.00	Open	N 08/04/2021
101-0000-20200	BFG21-0015 - P20-0719			3,500.00			
101-0000-20600	DEPOSITS PAYABLE			3,500.00			
101-0000-20200	ACCOUNTS PAYABLE			(3,500.00)			
Total for vendor MISC - THOMAS ALLEN HOMES:				12,250.00	12,250.00		
Vendor 1438 - TIM THOMPSON PL:							
1702							
66909	TIM THOMPSON PLUMBING LLC 202 3RD AVE NE SEWER LINE REPAIR	07/20/2021 pziemer	08/04/2021	2,536.00	2,536.00	Open	N 08/04/2021
Total for vendor 1438 - TIM THOMPSON PL:				2,536.00	2,536.00		
Vendor 2924 - VERIZON WIRELES:							
9884177155							
66912	VERIZON WIRELESS 6/16-7/15 FD IPADS	07/15/2021 pziemer	08/04/2021	245.07	245.07	Open	N 08/04/2021
225-2220-43321	TELEPHONE			245.07			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Inv Ref#	Description	Entered By					
	GL Distribution GRANT						
212299							
67006	WIDSETH SMITH NOLTING	07/23/2021	08/04/2021	625.00	625.00	Open	N
	BRD PARKS DESIGN STANDARDS THRU 7/9/2021	pziemer					08/04/2021
	230-5200-43300	PROFESSIONAL SERVICES		625.00			
	Total for vendor 0346 - WIDSETH SMITH N:			625.00	625.00		

Vendor 1159 - WINNERS TROPHY/:

11586							
66853	WINNERS TROPHY	07/19/2021	08/04/2021	50.00	50.00	Open	N
	S. JENSEN TOWER AWARD ENGRAVING	pziemer					08/04/2021
	101-0000-14100	DUE FROM COMPONENT UNIT		50.00			
	Total for vendor 1159 - WINNERS TROPHY/:			50.00	50.00		

Vendor 1712 - WSB:

R-016307-000-13							
67007	WSB & ASSOCIATES	07/22/2021	08/04/2021	9,064.25	9,064.25	Open	N
	MMP REDEVELOPMENT THRU 6/30/21	pziemer					08/04/2021
	400-9050-45510	CAPITAL - LAND		9,064.25			
	Total for vendor 1712 - WSB:			9,064.25	9,064.25		

# of Invoices:	153	# Due:	153	Totals:	246,363.75	246,363.75
# of Credit Memos:	5	# Due:	5	Totals:	(93.13)	(93.13)

Net of Invoices and Credit Memos:	246,270.62	246,270.62
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* 11 Net Invoices have Credits Totalling:	(51,050.00)
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--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	2,787.51
101-0000-20200	BFG20-0011 - P20-0203	7,660.00
101-0000-20600	DEPOSITS PAYABLE	51,050.00
101-1400-43321	TELEPHONE	46.50
101-1610-43301	CITY ATTORNEY	5,841.75
101-1700-43331	LEASE PAYMENTS	1,068.82
101-1800-43309	COMPUTER SUPPORT	1,610.00
101-1800-43330	PROFESSIONAL DEVELOPMENT	2,000.00
101-1940-42200	OFFICE SUPPLIES	79.64
101-1940-43300	PROFESSIONAL SERVICES	1,765.00
101-1940-43331	LEASE PAYMENTS	313.22
101-1940-43380	UTILITIES	125.64
101-1940-43410	RENTAL EXPENSE	85.12
101-2400-43331	LEASE EXPENSE	357.61
101-2400-43405	NUISANCES	2,345.00
101-9200-43300	PROFESSIONAL SERVICES	40.50
101-9200-43340	LODGING TAX REMIT/PR	5,046.14
202-6324-43430	MISCELLANEOUS	375.00
202-6324-45531	CAPITAL - RENTAL REHAB - DUPLEX	39,145.00
203-0000-34920	COUNTER SALES	70.00

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
	203-9000-42210	OPERATING SUPPLIES		192.95			
	203-9000-43401	VEHICLE REPAIRS		4,491.89			
	211-0000-20800	DUE TO OTHER GOVT UNITS		276.40			
	211-5500-42220	REPAIR & MAINT		564.30			
	211-5500-43380	UTILITIES		23.88			
	211-5500-45500	CAPITAL OUTLAY		1,010.86			
	211-5503-43430	MISC - USE OF HOLDEN TRUST		997.50			
	223-2140-42210	OPERATING SUPPLIES		215.00			
	224-2150-42210	OPERATING SUPPLIES		414.75			
	225-0000-20800	DUE TO OTHER GOVT UNITS		7,647.69			
	225-2120-41113	UNIFORM ALLOWANCE		1,956.89			
	225-2120-42200	OFFICE SUPPLIES		65.82			
	225-2120-42210	OPERATING SUPPLIES		310.67			
	225-2120-42220	REPAIR & MAINT		369.54			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		6,955.50			
	225-2120-43300	PROFESSIONAL SERVICES		1,838.03			
	225-2120-43331	LEASED PAYMENTS		7,663.84			
	225-2120-43380	UTILITIES		3.43			
	225-2120-43430	MISCELLANEOUS		3,984.00			
	225-2127-43310	MISDEMEANOR PROSECUTOR		16,131.55			
	225-2128-43430	MISC - K9 PROGRAM		35.01			
	225-2220-42210	OPERATING SUPPLIES		25.98			
	225-2220-42220	REPAIR & MAINT		942.66			
	225-2220-43300	PROFESSIONAL SERVICES		238.00			
	225-2220-43321	TELEPHONE		285.08			
	225-2220-43331	LEASED PAYMENTS		849.48			
	225-2700-43300	PROFESSIONAL SERVICES		2,298.00			
	230-5200-42210	OPERATING SUPPLIES		20.00			
	230-5200-42220	REPAIR & MAINT		2,726.67			
	230-5200-42221	R&M-ATHLETIC FIELD MAINT		138.00			
	230-5200-43300	PROFESSIONAL SERVICES		625.00			
	230-5200-43321	TELEPHONE		46.50			
	230-5200-43331	LEASE PAYMENTS		2,433.36			
	230-5200-43380	UTILITIES		24.68			
	230-5200-43433	DUES & SUBSCRIPTIONS		600.00			
	235-3100-42220	REPAIR & MAINT		2,799.89			
	235-3100-43300	PROFESSIONAL SERVICES		238.00			
	235-3100-43331	LEASE PAYMENTS		1,906.34			
	235-3100-43380	UTILITIES		30.87			
	235-3100-43430	MISCELLANEOUS		161.48			
	235-3170-42210	OPERATING SUPPLIES		3,089.26			
	237-3190-42220	REPAIR & MAINT		539.07			
	237-3190-43350	PRINTING/LEGAL PUBLICATIONS		248.50			
	260-9020-43304	LEGAL PROFESSIONAL SERVICES		105.00			
	400-1981-45530	PYMTS TO CONTRACTORS		21,465.00			
	400-9050-45510	CAPITAL - LAND		9,064.25			
	401-1415-43300	PROFESSIONAL SERVICES		24.45			
	401-1609-43300	PROFESSIONAL SERVICES		3,520.06			
	401-1901-43300	PROFESSIONAL SERVICES		415.36			
	401-1902-43300	PROFESSIONAL SERVICES		10,768.35			
	401-9030-43300-20:05	PROFESSIONAL SERVICES		185.00			
	401-9030-43300-20:06	PROFESSIONAL SERVICES		185.00			
	401-9030-43430	MISCELLANEOUS		91.82			

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
--- TOTALS BY FUND ---							
101 -	GENERAL FUND			82,222.45	82,222.45		
202 -	SCDP GRANTS			39,520.00	39,520.00		
203 -	TRANSIT FUND			4,754.84	4,754.84		
211 -	LIBRARY FUND			2,872.94	2,872.94		
223 -	DRUG FORFEITURE			215.00	215.00		
224 -	DUI FORFEITURE			414.75	414.75		
225 -	PUBLIC SAFETY FUND			51,601.17	51,601.17		
230 -	PARK & RECREATION FUND			6,614.21	6,614.21		
235 -	STREET & SEWER FUND			8,225.84	8,225.84		
237 -	SANITARY SEWER FUND			787.57	787.57		
260 -	AIRPORT FUND			105.00	105.00		
400 -	CAPITAL PROJECTS FUND			30,529.25	30,529.25		
401 -	CONSTRUCTION FUND			15,190.04	15,190.04		
--- TOTALS BY DEPT/ACTIVITY ---							
0000 -				69,491.60	69,491.60		
1400 -	ADMINISTRATION			46.50	46.50		
1415 -	14:15 AIRPORT UTILITY EXT			24.45	24.45		
1609 -	16:09 BUFFALO HILLS RECON			3,520.06	3,520.06		
1610 -	LEGAL-CIVIL ATTORNEY			5,841.75	5,841.75		
1700 -	ENGINEERING			1,068.82	1,068.82		
1800 -	IT/GIS			3,610.00	3,610.00		
1901 -	19:01 NW 4TH STREET IMPR			415.36	415.36		
1902 -	19:02 CLST CONNECTION			10,768.35	10,768.35		
1940 -	CITY HALL			2,368.62	2,368.62		
1981 -	POLICE DEPT REMODEL			21,465.00	21,465.00		
2120 -	POLICE DEPARTMENT			23,147.72	23,147.72		
2127 -	MISDEMEANOR PROSECUTOR			16,131.55	16,131.55		
2128 -	K-9 PROGRAM			35.01	35.01		
2140 -	DRUG FORFEITURE			215.00	215.00		
2150 -	DUI FORFEITURE			414.75	414.75		
2220 -	FIRE DEPARTMENT			2,341.20	2,341.20		
2400 -	COMMUNITY DEVL/INSPECTION			2,702.61	2,702.61		
2700 -	ANIMAL CONTROL			2,298.00	2,298.00		
3100 -	S & S MAINTENANCE			5,136.58	5,136.58		
3170 -	TRAFFIC CONTROL			3,089.26	3,089.26		
3190 -	SANITARY SEWER EXPENSE			787.57	787.57		
5200 -	PARK MAIN/ADMINISTRATION			6,614.21	6,614.21		
5500 -	LIBRARY-BUDGETED			1,599.04	1,599.04		
5503 -	HOLDEN TRUST DONATION USE			997.50	997.50		
6324 -	NE SCDP GRANT			39,520.00	39,520.00		
9000 -	TRANSIT FUND			4,684.84	4,684.84		

07/29/2021 01:21 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 08/02/2021 - 08/02/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 25/25

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	GRANT						
--- TOTALS BY DEPT/ACTIVITY ---							
	9020 - AIRPORT M & O			105.00	105.00		
	9030 - CONSTRUCTION PROJ-MISC			461.82	461.82		
	9050 - CAPITAL PROJECTS-MISC			9,064.25	9,064.25		
	9200 - UNALLOCATED			5,086.64	5,086.64		

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

GABE JOHNSON

KEVIN STUNEK

TIFFANY STENGLEIN

**Brainerd, MN
July 19th, 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 also noted as present.

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

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND ERICKSON, DULY CARRIED, TO APPROVE THE AGENDA WITH THE REMOVAL OF THE COMMUNITY DEVELOPMENT MID-YEAR PRESENTATION.

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

- A. **Approval of Bills- Approved**
- B. **Approval of the Minutes of the Regular Meeting held on July 6th, 2021, and Council Zoning Workshop held on July 12th, 2021- Approved**
- C. **Approval of Licenses-Approved**
- D. **Department Activity Reports- Approved**
- E. **Minnesota Lawful Gambling Application to Conduct Excluded Bingo- Submitted by Lower South Long Lake Association, Bingo Event to be held at Jack's House Bowling, September 5th, 2021- Approved**
- F. **Adopt Resolution Accepting Donations & Contributions for the 2nd Quarter of 2021- Adopted**

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.

Council Committee Reports

Safety and Public Works

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

Committee Chair O'Day stated that this change order was to re-align sanitary sewer and provide primary hookup for a lot that has potential of being developed, the total cost for this change order is \$3226.

MOVED AND SECONDED BY ALDERMEN O'DAY AND PRITSCHET, DULY CARRIED, TO APPROVE CHANGER ORDER 1 FOR IMPROVEMENT 20-06- SE BRAINERD RESURFACING PROJECT.

Event Application- Downtown Minnow Races- Approved

Committee Chair O'Day stated that this event would be a part of the Here for Good Market, so no additional closures would have to be made.

MOVED AND SECONDED BY ALDERMEN O'DAY AND ERICKSON, DULY CARRIED, TO APPROVE THE EVENT APPLICATION UNDER THE CONDITION THAT THE APPLICANT SUBMIT THEIR INSURANCE CERTIFICATE AND ENSURE A MINIMUM OF A 4-FOOT WALKWAY IS MAINTAINED DURING THE EVENT.

Event Application- Minnesota Headwaters Board Paddling Day- Approved

MOVED AND SECONDED BY ALDERMEN O'DAY AND PRITSCHET, DULY CARRIED, TO APPROVE THE EVENT APPLICATION UNDER THE CONDITION THAT THE APPLICANT FILL OUT THE PARK USE FORM AVAILABLE AT CITY HALL.

Event/Street Closure Application- Brainerd Jaycee's Street Fest- Approved

Committee Chair O'Day stated that the event will take place on September 25th as a part of the sesquicentennial celebrations.

MOVED AND SECONDED BY ALDERMEN O'DAY AND ERICKSON, DULY CARRIED, TO APPROVE THE EVENT/ STREET CLOSURE APPLICATION UNDER THE CONDITIONS THAT APPLICANT COORDINATE POWER WITH BPU, MONITOR ILLEGAL PARKING IN THE BURLINGTON LOT, PROPER NOTIFICATION TO BUSINESSES, REMOVE ALL SIGNS AFTER CONCLUSION OF THE EVENT, COORDINATE WITH THE POLICE DEPARTMENT, REQUEST TRAFFIC CONTROL, AND SETUP CONTACT WITH SILENT PARTNER PRODUCTIONS.

Event/Street Closure Application- Lil' Rubber Ducky Race- Approved

MOVED AND SECONDED BY ALDERMEN O'DAY PRITSCHET, DULY CARRIED, TO APPROVE THE EVENT/ STREET CLOSURE APPLICATION UNDER THE CONDITION THAT THE APPLICANT REQUEST TRAFFIC CONTROL FOR THE EVENT 1- WEEK PRIOR TO THE EVENT.

Personnel & Finance

Approve Water Tower Committee Grant Match Request and Time Extension- Approved

Committee Chair Johnson stated that this is for Phase 1 of the water tower repair and addressed concerns about the use of the money to specify it as a grant match of the Minnesota Historical Society Grant for which the application is due by July 23rd, 2021.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNKE, DULY CARRIED, TO AUTHORIZE \$162,043 TO BE GRANT MATCH FUNDS FROM THE COMMITTED FUNDS FOR THE MINNESOTA HISTORICAL SOCIETY GRANT; FURTHER, TO AUTHORIZE THE SUBMISSION OF THE GRANT REQUEST TO THE MN HISTORICAL SOCIETY BY THE JULY 23RD, 2021 DEADLINE.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN, DULY CARRIED, TO HAVE ADMINISTRATOR BERGMAN CONTACT BREEN AND PERSON ON THE PROGRESS OF THE WATER TOWER.

Discussion of Additional Cyber Liability Insurance Coverage –Information Only

Committee Chair Johnson stated that the committee decided not to purchase the additional coverage.

Discussion of Request for Proposals for Audit Services – Information Only

Committee Chair Johnson stated that the committee is satisfied with the services of CliftonLarsonAllen and will not be seeking other request for proposals for audit services for 2021.

Adopt Resolution to Close out Sinking Funds 319 and 309 and Fund 229- Fund Used to Account for CARES Dollars- Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN TO ADOPT RESOLUTION 40:21 RESOLUTION TO TRANSFER CERTAIN FUNDS TO AND FROM SINKING FUNDS AND TO CLOSE OUT CERTAIN FUNDS USED TO CARES ACT DOLLARS.

RESOLUTION 40:21

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

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)

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

Transportation Advisory Committee (TAC) – 1 term (Expire 2022)

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

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

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

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

Ad Hoc Committees – Applicants Needed

Water Tower Fundraising Committee – Two positions available

New Business

Consideration for Designating the Park Board as the Managing Entity for the Mississippi Landing Trailhead Project and Implementing a Project Management Team

Member Johnson questioned why the Park Board is being designated the managing entity instead of the City Council due to budgeting concerns and decision-making approvals as they

concern the budget. He is concerned about the project staying under the \$2.85 million dollar budget.

Community Development Director Chanski explained that the Project Management Team would do the technical work for the project as a way to assist the Park Board alleviating time the whole board needs to spend on the project. The Park Board would approve each step.

City Engineer/ Interim Public Works Director stated that staff has started to write the Request for Proposal (RFP) for this project and will be very clear that the budget is firm and that there will be alternative plans in place to ensure it stays on budget.

MOVED AND SECONDED BY ALDERMEN ERICKSON AND JOHNSON, DULY CARRIED, TO DESIGNATE THE PARK BOARD AS 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.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND PRITSCHET, DULY CARRIED TO APPOINT MEMBER O'DAY AS THE LIASON TO THE MISSISSIPPI LANDING TRAILHEAD PARK MANAGEMENT TEAM.

Discussion Regarding Interim Public Works Department and Next Steps- Approved

Administrator Bergman stated that the Park Board met to review the function of the interim department. All feedback has been positive and supports the creation of a permanent Public Works Department.

The Chair recognized Kevin Yeager, 325 Bluff Ave, Chair of the Park Board, who stated he is exceedingly happy with the interim department. There has been a learning curve, but every meeting has shown improvement. Mr. Yeager is in support of the creation of a permanent department.

MOVED AND SECONDED BY ALDERMEN STUNEK AND PRITSCHET, DULY CARRIED, TO CREATE A PERMANENT PUBLIC WORKS DEPARTMENT STRUCTURE TO BE APPROVED BY THE COUNCIL; FURTHER, TO DIRECT STAFF TO REVIEW APPLICABLE JOB DESCRIPTION FOR NECESSARY MODIFICATION TO FIT ANY NEW/CHANGED/ REMOVED DUTIES.

Consideration for Resolution Adopting the Zoning Code Annotated Outline- Amended and Approved

Community Development Director Chanski stated that he sent an e-mail to Council members last week to clear up any questions they may have had after the workshop. 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. The goal of adopting the annotated outline is to authorize staff to start the process of drafting the new zoning code ordinance language.

Members Johnson, O'Day, Stunek, and Bevans expressed their opposition to the resolution as it pertains to the specific details of the Annotated Outline, and they were anticipating approving this conceptually. However, portions of the Annotated Outline and Resolution were agreeable.

Member Erickson made a motion which was seconded by Member Stenglein to adopt the Resolution and Annotated Outline as presented, which was later withdrawn. He stated that the Planning Commission has been working on the Annotated Outline since October 2020. The consultants have also stated that the language is subject to change based on feedback. Mr. Erickson drew from agreeable language in the Resolution to produce a new motion that would instruct the Planning Commission to use the Annotated Outline and the Comprehensive Plan to transition the current Zoning Code to a hybrid model.

MOVED AND SECONDED BY ALDERMEN ERICKSON AND STENGLEIN, DULY CARRIED, TO USE THE ANNOTATED OUTLINE TO MAKE A RECOMMENDATION FOR PLANNING COMMISSION TO TRANSITION THE ADOPTED ZONING CODE TO A HYBRID CHARACTER-BASED ZONING CODE TO BETTER ALIGN WITH THE 2035 COMPREHENSIVE PLAN.

Consideration for Interim Ordinance 1519- Ordinance Instituting a Moratorium on Amendments to the Zoning Code-Approved

Community Development Director Chanski suggested that the Council should move forward on the moratorium process despite the previous action of the Council with the zoning code. The length of time of the moratorium can be lengthened given cause. The moratorium needs to go through the Ordinance process, which does take some time. During the moratorium, Council can consider additions to the code by working along with applicants to adapt the zoning code without the typical timeline as defined by Minnesota State statute.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO HOLD THE FIRST READING AND DISPENSE WITH THE ACTUAL READING OF THE INTERIM ORDINANCE NO. 1519; AN ORDINANCE INSTITUTING 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.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND ERICKSON, DULY CARRIED, TO SCHEDULE A PUBLIC HEARING FOR PROPOSED ORDINANCE NO. 1519 DURING THE CITY COUNCIL MEETING ON AUGUST 2ND, 2021.

Public Forum

The Chair opened public forum at 8:27 p.m.

No one came forward.

The Chair closed public forum at 8:28 p.m.

Staff Reports

Community Development Director Chanski stated that the Planning Commission has a meeting on Wednesday, July 21st, at 6:00 pm. Parking Commission is putting together their recommendations to present to Council including fees, management, the recommendations do not recommend elimination of the Burlington lot at this time. The EDA will be beginning the 2022 budget process in August.

City Engineer/ Interim Public Works Director Sandy stated that he had a pre-meeting for the TH210 project. The City, County, and Representatives have been invited to attend. The Park Board has started their work on the budget. He thanked the Council for the support of the Public Works Department.

Administrator Bergman stated that the Charter Commission met and discussed 3 sections of the Charter. Staff will be working on getting redlined drafts for the commission to approve at their next meeting before being presented to the Council. The ad hoc committee resolutions will come before the Council at the August 2nd meeting. LELS Union negotiations will start on August 4th, there will be a closed session on August 2nd to discuss union negotiation strategy. Finally, Ms. Bergman is looking forward to attending an in-person conference for the Coalition of Greater Minnesota Cities summer conference in Alexandria July 29 and 30th.

Mayors Report

The Mayor is catching up from his vacation and thanked those who helped in his absence.

Council Member Reports

Member Stenglein reported on the sesquicentennial, there are over a dozen community partners. She is excited that it is coming together.

Member Pritschet thanked Engineering staff for resolving a situation for a citizen.

Member O'Day is excited to be a part of the Trailhead Park.

Chair Bevans stated he received call that advertising for the sesquicentennial should be increased.

Adjourn to Joint Meeting of the City Council and Crow Wing County Commissioners for Joint Presentation by MNDOT on the TH210 Project on August 2nd, 2021, at 4:00 pm in the City Council Chambers

MOVED AND SECONDED BY ALDERMEN O'DAY AND PRITSCHET, DULY CARRIED, TO ADJOURN TO JOINT MEETING OF THE CITY COUNCIL AND CROW WING COUNTY COMMISSIONERS FOR JOINT PRESENTATION BY MNDOT ON THE TH210 PROJECT ON AUGUST 2ND, 2021, AT 4:00 PM IN THE CITY COUNCIL CHAMBERS.

The Chair adjourned the City Council to the joint meeting at 8:35 p.m.

Jennifer Bergman
City Administrator

Contractor List

07/29/2021

Contractor Name	Address	Local License #	Licensee Type
IMPACT LLC EYAL COHEN	6587 ROLLYMEADE DR (404) 422 2568	2021-0002	Telecommunications (towers
JOHN HALEY ONE ROOFER LLC JOHN HALEY	7204 W 27TH ST STE 104 (218) 828-2067	2021-0008	Commercial Building
LOCHNER PLUMBING INC BRANDON LOCHNER	28251 103RD ST (320) 412-6398	2021-0042	Plumbing Contractor
NORTH EDGE EXTERIORS LLC ZACHARY CHRISTENSON	1650 32ND AVE SW (320) 515-9134	2021-0035	General Commerical
SMART SOURCE MECHANICAL LLC JOHN POPEHN	6057 DEER ST (612) 212-4400	2021-0065	Mechanical

Totals: 5

Population: All Records
Licensee.DateRegistered Between 7/13/2021 12:00:00 AM AND 7/29/2021 12:00:00 AM
AND
Licensee.LocalLicenseNumber Starts With 2



Brainerd Fire Department Monthly Report

July 2021

ACTIVITIES AND PUBLIC EDUCATION

July 2021 continues to be another busy month as our incidents are on track to exceed years past. Luckily, we have seen a little bit more rain towards the end of the month to help lower the wildland fire danger, but we have a long way to go. The wildland fire danger remains high with several burning restrictions in place throughout our county and region.



Everyone was excited to be able to celebrate Independence Day this year. We participated in several parades in the area and many fire families gathered at the fire station to enjoy time together and watch the fireworks.

We are excited to be able to get back out into the community and we participated in several community events including events at First Baptist Church and First Lutheran Church. Everyone loved seeing our firefighters and running through the water from Tower 20. It was a great way to keep the kids cool this summer.

FM/ DC Cox remains busy with several projects in our area. He conducted several fire alarms and sprinkler system inspections and tests. He was also able to walk through several businesses in town for pre-planning and system identification. Cox also helped with a car seat clinic where they inspected several seats for proper installation and sizing for the child.

Here are a few progress pictures of our fire truck that should be delivered in late Sept. or early October.



TRAINING AND STAFF DEVELOPMENT

With a lighter training schedule in the summer, we took the time this month to tour and pre-plan the NP Center and all the buildings on that property. Mike Higgins and his team were very informative and allowed us access to all the buildings so our firefighters were aware of the construction and design of all their unique buildings. Higgins also talked about the future for the space and has always been very supportive of the fire department. All Fire Department Connections and automatic sprinkler controls were marked, and we are working on an overall site map.



Chief Holmes also had the training opportunity to “shadow” the Incident Commander on the West Complex Fires that are burning in the BWCA. The Incident Commander was part of the Eastern Area Type II Incident Management Team. It was a great opportunity to see a large scale wildland incident and the complexity associated with limited access, limited resources, and a very high very danger. All members of the team were very welcoming and willing to share their knowledge.



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**MIDMINNESOTA**
FEDERAL CREDIT UNION

**Life Link III**



Brainerd Fire Department Monthly Report

July 2021

INSPECTIONS

Car Seat Inspection	6
Commercial Kitchen Exhaust Cleaning	8
Fire Alarm	7
Fire Pump	1
Hood Suppression	12
License Inspection	1
Safety Inspection	4
Special Suppression	2
Sprinkler System	17

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT

Type of NFIRS Incident (National Fire Incident Reporting System)	Coverage Area Total Incidents (Includes City of Brainerd)
Fire	12
Rescue & Emergency Medical Service	9
Hazardous Condition	0
Service Calls	11
Good Intent Call	5
Alarm Activation	12
Severe Weather	0
TOTAL	49

Type of NFIRS Incident (National Fire Incident Reporting System)	City of Brainerd Total Incidents
Fire	2
Rescue & Emergency Medical Service	7
Hazardous Condition	0
Service Calls	6
Good Intent Call	3
Alarm Activation	7
Severe Weather	0
TOTAL	25



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

July 13, 2021 PARK BOARD MEETING

Recreation Report

Recreation Update

Cancellations

- Brainerd Stars and Stripes Tournament cancelled did not get enough teams needed a minimum of 12. Received feedback it is just not a good weekend because everyone has pre-existing plans/activities. "Times they are a changing"
- This One's for Hop has been cancelled for similar reasons not enough teams, being a fundraiser tournament and low registrations makes it pretty tough to raise funds. Attached is their press release they sent out.

Heat Stroke/Exhaustion concerns have risen. This past month we have had several instances where the ambulance was called due to heat related passing out.

Community Ed & YMCA Update

June 15 Quarterly Reports attached

BBBA Update

Tournaments are running very smoothly we have established meeting the week before a tournament with the BBBA to make sure we are tying any loose ends. We will be invoicing the BBBA for our maintenance worker assigned to each park as well as any food items their umpires put on the BBBA tab. We will be performing the first invoice for the 10U/12U and 11U/13U tournaments.

Grant – Water Bottle Filler Update

1. Water Bottle Filling Station has been installed
2. Plaque is in the process of being created
3. Water bottles have been purchased
 - a. Will be working with Crow Wing Energized on stickers, marketing materials/info graphics for inside water bottles.
 - b. Will be working with Crow Wing Energized and Community Action on creating a Rethink Your Drink Kickoff, "Grant Opening" and the plan moving forward fundraising for more bottle fillers in our parks.

Maintenance Report

2022 Capital Budget Workshop

The 2022 Parks capital budget workshop will be held on July 6th, 2021, from 4:00 PM – 6:00 PM. At the workshop, City staff will present out the updated capital budget to the board and the needs identified from the parks evaluations performed by the Board members.

Park Design Standards

The next design standard workshop will be held on August 10th, 2021 from 4:00 PM – 6:00 PM. We anticipate a draft of the standard to be completed at this meeting, along with an update from Widseth on the Lum Park Master Plan. After the meeting, it is the intent to give Widseth enough direction to finish the standard and present out the final design standard document at the Park Board meeting in September. This would be a good additional item for the budget presentation to the City Council.

Maintenance Tasks Completed in the Month Prior

Below is a list of maintenance tasks that were completed in the month of April/May.

- Replacing sprinkler heads on miscellaneous fields.
- Breakers and outlets in campground replaced.
- Plumbing repair bane restroom.
- Getting ready for all BBBA tournaments.
- Replaced solenoid in garbage truck.
- Replaced battery in skid steer.
- Pressure washed pavilion at Gregory Park.
- Took down trees and trimming GGP along with the street department.
- Fixed lock at community garden.
- Watering numerous young trees.
- Fixing Jaycees Park fields.
- Installed memorial bench at Lum Park.
- Installed water bottle filler at Gregory Park.
- Grinding stumps Lum Park and Gregory Park.
- Installed bagger on John Deere lawn mower.
- Sucking up pinecones and needles in all parks.
- Spraying for weeds in Parks.
- Blew out grandstands at Memorial Park.
- Built L screen for masters league.
- Replaced all LED fixtures in GGP building due to power outage.
- Vandalism fixes in miscellaneous areas.
- Performed Maintenance on welcome to Brainerd signs.
- Fixed downtown mutt mitts and kiosk.
- Painted fields for YMCA events at Jaycees.
- Fixed broken picnic tables



Brainerd Parks & Recreation Quarterly Report - June, 2021

Current Activities

1. Program Promotion: The following promotional activities have taken place since March or are planned.
 - a. March 20: Lakeland Public Television did a profile on the partnership between the city of Brainerd, the YMCA, and Brainerd Community Education. This was shared on all three organization's social media accounts.
 - b. Late March: The Community Education mini-guide was mailed to approximately 25,000 households in the school district. It included an announcement that Parks & Rec programs in Baxter and Brainerd are now open and drives them to our registration [website](#).
 - c. March 30: Parks & Recreation information was included in the Community Education email newsletter.
 - d. April 15: Cori Reynolds spoke on the Talk 100 radio show about summer opportunities, especially with Parks & Recreation.
 - e. April 19: Cori Reynolds spoke on the WJJY Community Focus radio program about summer opportunities, especially with Parks & Recreation. This was shared on the Brainerd Public Schools and Brainerd Community Education social media accounts.
 - f. April 30: Parks & Recreation information was included in the Community Education email newsletter.
 - g. June 1: Information on the Miracle League schedule was shared on Brainerd Community Ed social media and district Special Education teachers.
 - h. June 2: Parks & Recreation information was included in the Community Education email newsletter.

2. Staffing

We are hired head coaches for each sport in each city. Assistant coaches are being added based on enrollment. Game officials are all hired, trained, and paid through the same process for both cities. Volunteers have been screened and trained the same way in both cities. The cost of staff will be allocated to the city in

which they work. A head coach from the Miracle League was hired in late May and has been doing a great job with the support of a number of volunteers.

3. Registration

The following chart shows the detail of the registrations we have collected as of June 17, 2021 for summer Parks & Rec programs.

Sport	Age	Total Registered as of 6/17/21	# of Brainerd Residents	% of Brainerd Residents
Slowpitch	Petite	49	35	71.4%
Slowpitch	Junior	46	33	71.7%
Slowpitch	Senior	35	32	91.4%
Fastpitch	8U	12	6	50%
Fastpitch	10U	22	11	50%
Fastpitch	12U	12	3	25%
Major League	7-8	68	29	42.6%
Minor League	6-7	48	25	52.1%
Mustang	9-10	111	44	39.6%
Bronco	11-12	87	49	56.3%
Pony	13-15	59	25	42.4%
T-Ball	4-6	142	73	51.4%
TOTAL		691	365	52.8%

Please feel free to contact with me questions, concerns or for more information.

Respectfully Submitted,

Cori Reynolds

Director of Community Education, Brainerd Public School



Brainerd Parks & Recreation Quarterly Report – June 21, 2021

Current Activities

1. Program Promotion

The following promotional activities have taken place or are planned:

- Website- Content on YMCA website including program descriptions
- The Brainerd Dispatch (2nd run)- 4-page wrap, on June 6. 8,700 copies distributed.
- WJJY Community Focus- April 8, May 13, and June 10
- Social Media
 - Facebook: 6/17-soccer PR- 947 reached, 5/14- flag football enrollment ad- 895 reached, 5/1- flag football enrollment ad- 814 reached, 4/20- volunteer coach recruiting- 1,547 reached, 4/20- rec soccer, enrollment ad- 2,282 reached, 4/1- rec sports enrollment ad- 1,946 reached

2. Staffing

Cody Dullinger, a YMCA FT/Exempt leader is overseeing and managing all aspects of programming.

- Soccer- The Sports Coordinator will support daily programming. 6 varsity level soccer players from BHS/Brainerd Blast Soccer Club have been hired to facilitate age groups.
- Flag Football/T-Ball/Basketball- The Sports Coordinator will support daily programming and has recruited parent- volunteer coaches for each team.

3. Registration (Opened 4/1)

Currently Enrolled- as of 4/2

Flag Football	50
T-Ball	124
Basketball	46
Soccer	122
TOTAL	342

Thank you for the opportunity to partner with Brainerd Parks & Recreation to support the healthy development of all youth in our community through organized sports.

Sincerely,

Jessica Erickson
Associate Executive Director- Brainerd Family YMCA

BRAINERD FAMILY YMCA
602 Oak St. Brainerd, MN 56401
(P)218.829.4767
(W) BrainerdLakesYMCA.org

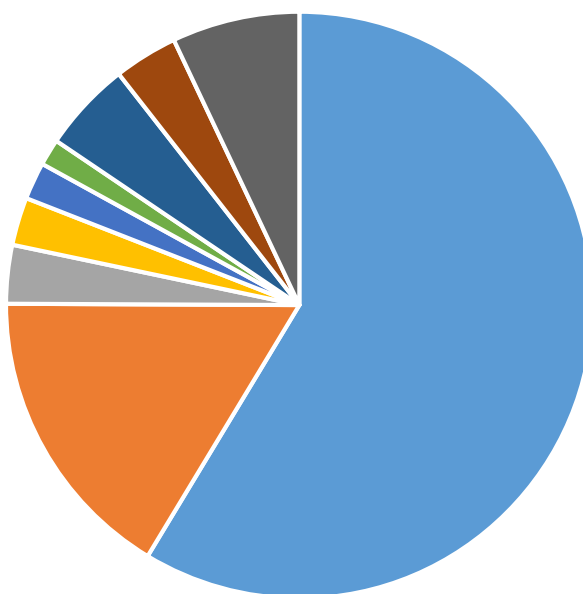
The mission of the Brainerd Family YMCA is to enhance lives in the Brainerd Lakes Area by connecting individuals and families with opportunities based on Christian values that build a healthy spirit, mind & body.

YOUTH SPORTS- participation by zip code

SUMMER 2021

Tee Ball, Flag Football, Soccer, Basketball

341 Participants



■ Brainerd ■ Baxter ■ Fort Ripley ■ Pillager ■ Pequot Lakes
■ Pierz ■ Merrifield ■ Nisswa ■ Other cities



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



New Release 6/13/2021

Brainerd Men's Softball Tourney

Contact:

This One's for Hop
Eryk Haapajoki, President
hop@4hop.org

For Immediate release

Brainerd, MN-The 2021 Brainerd Men's Softball Tournament has officially been canceled for 2021 and future years.

"It's heartbreaking to come to this decision" Said Eryk Haapajoki, President of This One's for Hop. "Our Softball Tournament has been a great Fundraiser for over 41 years, and we have generated hundreds of thousands of dollars, we have impacted many lives."

The cancellation of this event was a decision based on low number of teams and not being able to raise funds for our mission due to loss on revenues from concessions, merchandise, and beer sales. Now all players, workers, volunteers, Spectators and Umpires still have time to find other opportunities.

"We plan on evaluating different fundraising opportunities for future needs to fund our mission. We will not be going anywhere, but it won't be in the form of a softball tournament moving forward." States Haapajoki.

This One's for Hop!



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

July 27, 2021 PARK BOARD MEETING

Recreation Report

Recreation Update

Fall Adult Sports opened registration on July 19. We are accepting 9 teams for Monday Men's Lower Softball, 12 teams for Tuesday Coed Kickball, 9 teams for Wednesday Men's Upper Softball, and 9 teams for Thursday Coed Softball. The tentative start date for all fall adult sports is the week of August 16th.

So far, our registration numbers are:

Monday MS2: 5

Tuesday Kickball: 0

Wednesday MS1: 1

Thursday Coed Softball: 5

We will be opening credit card registration on July 26 to generate a faster sign up. (

Adult summer sports will wrap up their seasons in the next few weeks. Champions and Runner-Up will receive plaques in which most teams turn and give to their sponsors.

If there is down time between the two seasons starting and ending, we would like to create some recognition to all the banner advertisers via social media to support them as well as bring awareness and education of the program and the benefits it brings to our facilities.

- For example, the Memorial Park Field 1, 3rd baseline fence and Memorial Park Field 2, 1st baseline fence getting replaced after years of softballs rolling under, being an eye sore, and safety hazard. Park improvement dollars from the banner program helped make that update a reality this year.
 - With softball dues amounting to \$1,000+ / team for men's teams in the summer is crucial we stay active to updating the facilities and reduce safety hazards, this update does not go unnoticed to players, fans, and umpires.

Community Ed & YMCA Update

Community Education Competitive Baseball and Slow Pitch Softball finished up their seasons this past week.

YMCA Jaycees Park sports will finish up their summer season July 29.

*There is discussion with the YMCA and facilitating Fall sports, staff is favorable to this idea.

BBBA Update

15U State Baseball tournament was held on July 16-18, things ran smooth to our knowledge. This will conclude the summer baseball tournaments for summer 2021. A follow up meeting/debriefing of how things went and what 2022 could/or ideally would look like this fall is expected and will be presented to Park Board.

Campground Update

We are on pace to have a record-breaking campground revenue year. Here is what we have:

The figures are for January 1 through June 30 for each respective year:

2019 \$14,261.36

2020 \$10,409.32 (opened June 1 due to COVID, so lost May and Memorial Day weekend revenue)

2021 \$18,362.33

Rates were increased in 2018, so that was not a factor. Historically July and August are our busiest months it seems covid-19 brought a lot of people into the camping "pass-time". This may be an area to focus some attention due to it's heavy usership in future years, speaking to efficiency, expansion, added amenities to proximity, etc.

Maintenance Report

2022 Capital Budget Workshop

The first draft of the 2022 Parks Capital Budget was presented to the Park Board on July 13, 2021. At the July 27, 2021 Park Board meeting, the Park Board will be asked to review the budget and make changes as they deem fit. The hope is to have the capital budget solidified for a presentation to the City Council before September 1st. The operational budget will be presented to the Park Board at the August 10th Design Standard Workshop. The intent is to have all budgets finalized before the first City Council budget workshop, to be held sometime near the end of August.

Park Design Standards

The next design standard workshop will be held on August 10th, 2021 from 4:00 PM – 6:00 PM. We anticipate a draft of the standard to be completed at this meeting, along with an update from Widseth on the Lum Park Master Plan. After the meeting, it is the intent to give Widseth enough direction to finish the standard and present out the final design standard document at the Park Board meeting in September. This would be a good additional item for the budget presentation to the City Council.

Splash Pad Update

Staff has been working with Emily Rolfson to procure the donor related items for the splash pad construction including memorial benches, picnic tables, plaques, landscaping, etc. The lead time on many of the items (such as benches and picnic tables) is a couple of months out. The hope is to have a ribbon cutting ceremony sometime in the fall for the total park project. A grand opening event would be planned for some time in Spring 2022 for the Splash Pad, if the Park Board is agreeable to this timeframe. Ms. Rolfson and staff agree that we would like all the donor related items installed before the grand opening. If that can happen yet this fall, we are still pushing for that. With the lead time on some items, it may wait until spring so we know all the elements of the pad are installed.

Maintenance Tasks Completed in the Month Prior

Below is a list of maintenance tasks that were completed in the month of June/July:

- Grinding stumps in all parks.
- Repaired shower and toilet at Lum Park.
- Brushing around all parks.
- Cleaned out rain garden at Lum Park.
- Weeded and pre-emergent spread on College Drive.
- Painted over Graffiti in miscellaneous areas around all parks.
- Cut up fallen trees.
- Painted under bridge.
- Fixed scoreboard at Buffalo Hills
- Spraying for bees everywhere.
- Patched walls in Gregory Park restroom.
- Fixed lock on Gregory Park restrooms.
- Landscaping in Gregory Park.
- Welded groomer teeth.
- Cleaned beach and volleyball courts.
- Changed oil in miscellaneous equipment.
- Spraying herbicide along fence lines.
- Repaired field light issues at Memorial Park.
- Miscellaneous weed whipping.
- Replaced signage in Lum Park.
- Installed Memorial Bench in Gregory Park.
- Watering trees.
- Repairs made to sports deck BBF.

- Cleaned out Bleachers Bane Park.
- Installed drinking fountain at Jaycees Park.
- Replaced outlets in campground.
- Cleaned Gregory Park fountain.
- Replaced sidewalk Lum Park women's room.
- Fixed drinking fountain at Memorial Park restroom.
- Pavilion rental preparation for rentals.
- Ballfield preparation for tournaments.

MEMO

TO: Mayor and Council

FROM: City Administrator Jennifer Bergman

DATE: July 21, 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 August 2nd agenda.

If you have any questions, please do not hesitate to contact me.

\pz

**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 2nd day of August 2021

KELLY BEVANS
President of the Council

Approved this 3rd day of August 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Brainerd Parks and Recreation

Contributions and Donations April-June 2021

Received From	Receipt Date	Type of Donation	Amount Received
Northern Pacific Center LLC	04/02/21	Field improvements BAP/MMP/JCP	325.00
Timothy Bachel	04/08/21	Memorial bench	850.24
Sullivan Candy & Supply	04/02/21	Candy for Easter Egg Hunt	in-kind
Cuyuna Regional Medical Center	04/12/21	Field improvements MMP/BHP/JCP	325.00
Lakes Millwork	04/20/21	Field improvements MMP	150.00
Crow Wing Energized	04/23/21	Grant for water bottle filling stations project-water bottles	450.00
Kevin Ruen	04/29/21	Memorial tree plaque	30.00
The Center	05/06/21	Field improvements MMP	150.00
Crow Wing Energized	05/12/21	Grant for water bottle filling stations project-water bottles	50.00
Heartland Detachment Marine Corps League	05/14/20	Field improvements MMP	150.00
Jeanne Larson	05/19/21	For use of the Gregory Park tennis courts	100.00
Bruce Lunde	05/19/21	For use of the Gregory Park tennis courts	20.00
Doug Hennum	05/24/21	Donation	10.00
Brainerd Aerie 287	05/26/21	Donation designated for MMP field improvements-Early Bird beer sales	487.00
Brainerd Games Inc	06/09/21	Donation for water bottle filling stations project	1,500.00
Brainerd Lions Club	06/17/21	Donation designated for handicap accessible playground for BHP	1,000.00
Salvation Army	04/23/21	Cocoa, coffee, cups and lids-Early Bird Tournament	in-kind
All Fried Up	05/21/21	Hot dogs, ketchup, mustard-Kids Fishing Clinic	in-kind
Country Hearth Bakery	05/21/21	Hot dog buns-Kids Fishing Clinic	in-kind
Walleye Alliance/Muskies Inc	05/21/21	Fish, batter-Kids Fishing Clinic	in-kind
Brian Ray	05/21/21	Spinners, lures, prizes-Kids Fishing Clinic	in-kind
Mill Avenue Holiday	05/21/21	Worms-Kids Fishing Clinic	in-kind
Robert Cooper	05/21/21	Fishing rods, full tackle boxes, tip-ups-Kids Fishing Clinic	in-kind
Viking Coca-Cola	05/21/21	Beverages-contractual donation-Kids Fishing Clinic	in-kind
TOTAL			\$5,597.24



Brainerd City Council Agenda Request

Requested Meeting Date: August 2nd, 2021

Title of Item: Community Member of the Month

☐ 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: David Chanski	Department: Community Development
Presenter (Name & Title): David Chanski/Mayor Badeaux	Estimated Time Needed: 5 min
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Recognition of Community Member of the Month for August 2021, Dave "Jonesy" Jones.	
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>	



COMMUNITY MEMBER OF THE MONTH

THE BRAINERD CITY COUNCIL AWARDS

Dave "Jonesy" Jones

For his dedication of 35 years to the Brainerd Parks and Rec Youth Baseball Program

Dave Badeaux
Mayor

David Chanski
Community Development Director

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

August 2nd, 2021

6:15 P.M.

WebEx Teleconference Call-In Information

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

Access Code: 146 368 7878

1. Adopt Resolution- Street Vacation- Sufficiency of Petition and Setting a Public Hearing
2. Event Application- Brainerd Homecoming Run 2021
3. Event Application- Tour of the Lakes
4. Presentation- Safe Routes to School Engineering Study



Brainerd City Council Agenda Request

Requested Meeting Date: August 2, 2021

Title of Item: Adopt Resolution-Petition Sufficiency and Set Public Hearing-Street Vacation

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is a resolution in which declares the sufficiency of the attached petition to vacate a portion of SW 7th Street in West Brainerd submitted by Lisa Paxton, the owner of 623 Ethel Street.	
Alternatives, Options, Effects on Others/Comments: The resolution simply declares the sufficiency of the petition and that Ms. Paxton received enough signatures to start the process of street vacation. This resolution accepts the petition from Ms. Paxton and sets a public hearing to hear testimony for or against the said street vacation. After testimony is received and public notice is mailed to effected residents, the City Council will have the choice to vacate the right of way at the meeting on September 7, 2021 after the public hearing takes place.	
Recommended Action/Motion: Staff recommends adoption of the attached resolution in which declares the petition to vacate a portion of SW 7th sufficient and sets the public hearing for September 7, 2021 during the regularly scheduled City Council meeting.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

PETITION FOR STREET VACATION

Date: July 20, 2021

Brainerd, Minnesota

To the City Council of Brainerd, Minnesota:

We, the undersigned, owners of real estate abutting on the following described street hereby petition that such street be vacated as follows:

All that part of SW 7th Street lying within the West Brainerd Addition to Brainerd lying south easterly of the south right of way line of Ethel Street.

in accordance with the provisions of Brainerd City Code Section 810 and Minnesota Statutes, as amended.

Property located at 623 Ethel Street, Brainerd MN 56401 ID 41040548

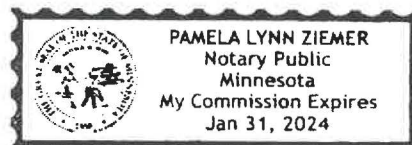
STATE OF MINNESOTA }
 } ss
COUNTY OF Crow Wing }

Lisa Paxton, being duly sworn on oath, deposes and says that he/she is the property owner or authorized representative in regard to the above entitled petition; that he/she has read the foregoing petition which includes the signatures of abutting property owners and knows the contents and signatures thereof; and that the same are true of his own knowledge, save and except as to those matters therein stated on information and belief, and to such matters, he/she believes it to be true.

L. Paxton
Signature

Subscribed and sworn to before me
this 21st day of July, 2021

Pamela Ziemer
Notary Public



CONSENT TO STREET VACATION

Date: March 4, 2021

Brainerd, Minnesota

To the City Council of Brainerd, Minnesota:

Central Lakes College, the owner of real estate described as Crow Wing County PIN 41090604, hereby consents to vacation of the following street:

All that part of SW 7th Street lying within the West Brainerd Addition to Brainerd lying south easterly of the south right of way line of Ethel Street.

in accordance with the provisions of Brainerd City Code Section 810 and Minnesota Statutes, as amended.

Central Lakes College does not intend by this instrument to consent to vacation of the road on behalf of any other abutting landowner or state agency.

Remainder of page intentionally left blank

(Signatures on following page)

CENTRAL LAKES COLLEGE

Kari M. Christensen
By: Kari M. Christensen
Its: VP Admin Services

ACKNOWLEDGMENT

STATE OF MINNESOTA }
 }
 } ss
COUNTY OF CROW WING }

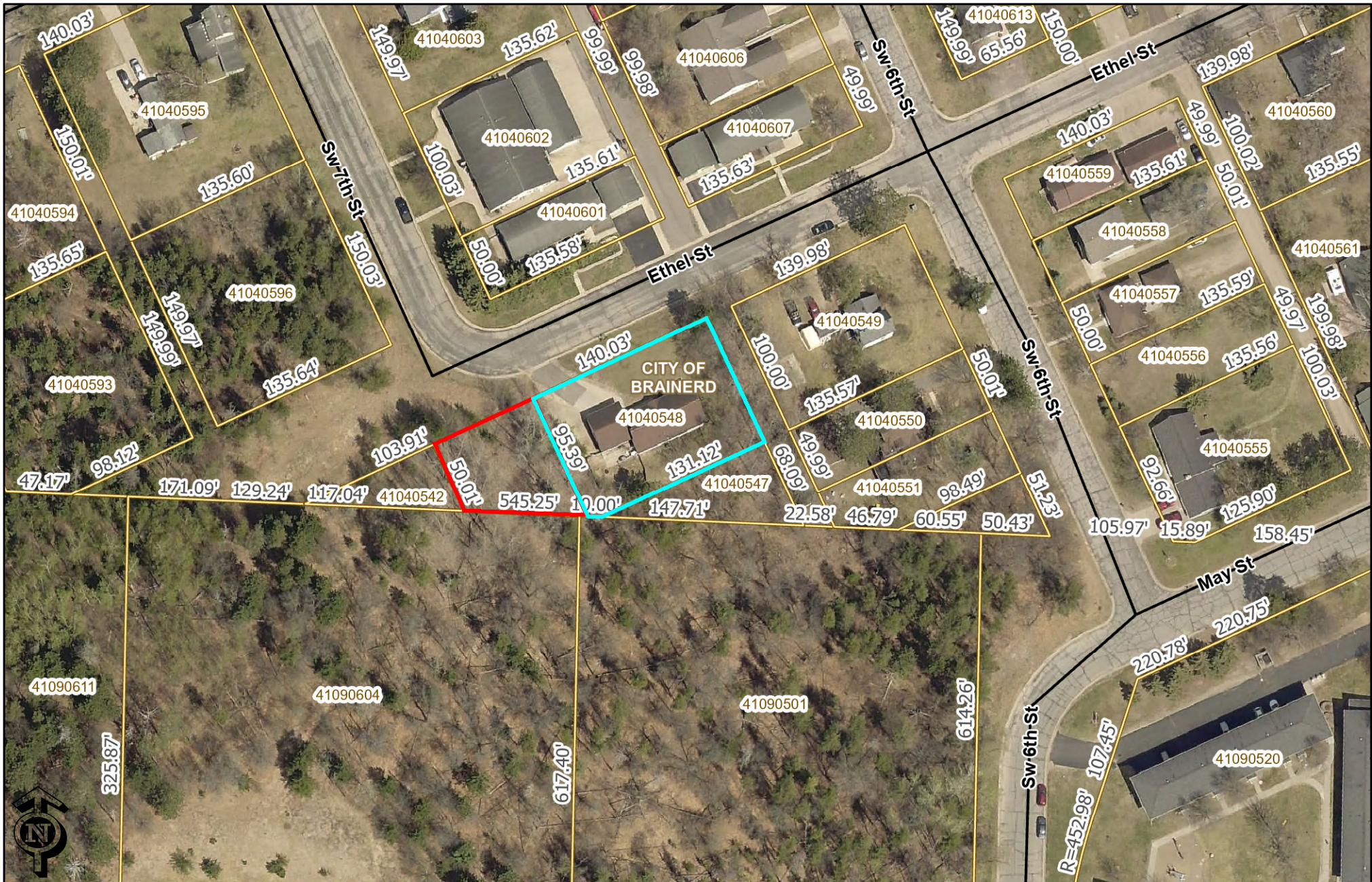
This instrument was acknowledged before me on March 18 by
Kari Christensen as Vice President of Central Lakes College.

Jody Longbella
Signature

Subscribed and sworn to before me
this 18 day of March, 2021

Jody Longbella
Notary Public





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

SW 7th Street Vacation

Paul Sandy

Date: 7/27/2021 Time: 9:22:42 AM



RESOLUTION
NO _____

**A RESOLUTION DECLARING SUFFICIENCY OF PETITION AND SETTING A
PUBLIC HEARING ON A VACATION COMMENCED BY A PETITION OF A
MAJORITY OF ABUTTING LANDOWNERS**

WHEREAS, a petition signed by the majority of property owners abutting a portion of SW 7th Street lying southeasterly of the south right of way line of Ethel Street in West Brainerd and was received by the City Clerk on July 21, 2021.

WHEREAS, the petition requested that the City Council pursuant to Minnesota Statute §412.851 vacate a portion of SW 7th Street lying southeasterly of the south right of way line of Ethel Street in West Brainerd legally described as:

All that part of SW 7th Street lying within West Brainerd lying south easterly of the south right of way line of Ethel Street.

WHEREAS, the City Clerk has reviewed and examined the signatures on said petition and determined that such signatures constitute a majority of the landowners abutting upon the portion of each street to be vacated; and

WHEREAS, a copy of said petition is attached hereto.

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

The Council will consider the vacation of such street and a public hearing shall be held on such proposed vacation on the 7th day of September, 2021, before the City Council in the City Hall located at 501 Laurel Street, Brainerd, MN 56401 at 7:30 p.m. and;

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Adopted this _____ day of _____, 2021

Approved this _____ day of _____, 2021

KELLY BEVANS
President of the Council

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: August 2, 2021

Title of Item: Event Application - Brainerd Homecoming Run 2021

☐ 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: All
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 2021 Brainerd Homecoming Run to be held on October 2, 2021 starting in Kiwanis Park and utilizing Brainerd Street trails for the 5K and 10K run. The 5K and 10K run utilize the Boom Lake Trail, College Drive, East River Road, S 5th Street, Laurel Street, County Road 48 and Kiwanis Park. The route maps can be seen attached to this application.	
Alternatives, Options, Effects on Others/Comments: The applicant intends on utilizing the restrooms at Kiwanis Park for the event, along with the school owned PA system for sound amplification. The event has worked well in the past with the applicant providing volunteer runners with safety apparel and guiding the runners across streets. The runners are all instructed to yield to traffic for the event. The applicant still coordinates with the police department for the event.	
Recommended Action/Motion: Staff recommends approval of the attached event application under the conditions the applicant continue coordination with appropriate law enforcement staff and the applicant fill out the park use form so that it can be scheduled accordingly.	
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: 7/23/21

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 – City Park
☐ Event with Street Closure ☒ Other _____

Name of event: Brainerd Homecoming Run 2021

Organizer Information

Organizer's Name: Chris Hanson
Organizer's Address: 25282 E. Clark Lk. Rd. Nisswa 56468
Event Contact Person: Chris Hanson
Event Contact Daytime Phone: 218-820-1300
Event Contact E-mail Address: christopher.hanson@isd181.org
Contact Name/Number Day of Event: Same
For Profit/Nonprofit Status (type): Brainerd ISD #181

Applicant information (if different from the event organizer):

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

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
10-2-21	8:00 am	11:00am	Kiwanis Park and Brainerd City Streets

☒ This is a reoccurring event to take place on the following days and times:

1st Sat. morning of October.

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:

First Saturday of Oct. hosts the 5 and 10 km homecoming run/walk. 2018 event had ~ 200 participants. Partnership

between Brainerd ISD #181 activities, Brainerd Public School Foundation, and the Brainerd Nordic Ski team.

Route maps @<http://www.usatf.org/events/courses/maps/showMap.asp?courseID=MN15077RR> and

<http://www.usatf.org/events/courses/maps/showMap.asp?courseID=MN15076RR> and attached

Site Information

Electrical usage

☐

Yes

☒

No

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

N/A.

Amplified Sound

☐

Yes

☒

No

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

School district track and field PA system will be used.

Restrooms provided

☒

Yes

☐

No

If yes, how many 2 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: ISD 181 and Kiwanis park public 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:

Temporary directional signage set up early in the am and taken down before noon.

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: ISD #181

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 closures required. Volunteers monitor each street crossing.

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

Date and time for reopening of streets: N/A

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

Volunteers caution runners and provide visibility to vehicles.

Runners pass by early in the am and are instructed to yield to traffic.

Volunteers equipped with high visibility vests.

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

Christopher K. Hanson

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	<u>ok, 7/26</u>	<u>BPU is working with applicant to open water plant gates.</u>
City Administration	<u>ok, 7/26</u>	<u>None</u>
Engineering Department	<u>ok, 7/26</u>	<u>None</u>
Fire Department	<u>ok, 7/26</u>	<u>None</u>
Fire Support/EMS	<u>ok, 7/26</u>	<u>None</u>
Parks Department	<u>ok, 7/26</u>	<u>Please fill out park use request form so it is on our schedule.</u>
Planning Department	<u>ok, 7/26</u>	
Police Department	<u>ok</u>	<u>Applicant has done a good job in the past with volunteers on the course. Police typically dedicates some staff to assist.</u>

Event Application Approval

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

City Administrator or Parks & Recreation Director

Date

Approval Conditions

Fill out park request form

Work with Police Department on traffic control and crossings during the event.

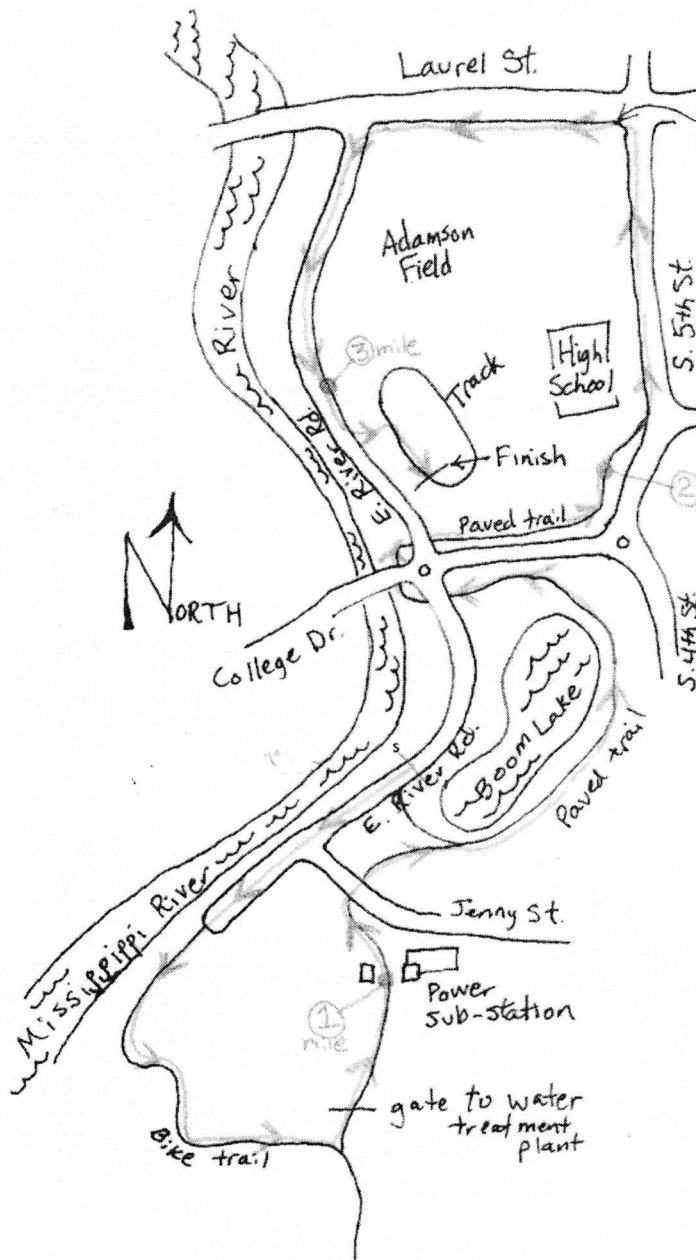
Certification of Street Closure Approval

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):

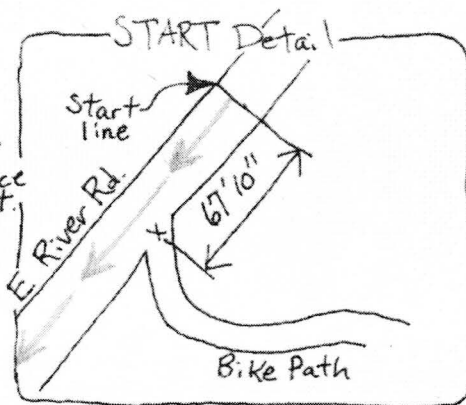
Brainerd Homecoming 5k

Brainerd, MN 56401

USATF Certified Course# MN15076RR
Effective from Oct 2,2015 - Dec 31,2025



Runners use sidewalk (South side)
for Laurel St. section



Start: 67' 10" N of center point of intersection of E side of E River Rd and bike path @ SE corner of Boom Lake. Marked with paint and nails on both sides of E River Rd.

Mile 1: 48' 3" S of center of sewer grate located on service road to water treatment plant next to Power sub-station # 44.

Mile 2: On bike path 102' N of N edge of sewer grate located on W side of S. 5th St. 1st sewer grate S of Quince St. / S. 5th St intersection.

Mile 3: 65' 6" from fiber optic CTC pole located outside fence line at N end of Brainerd High School track in line with long jump runways.

Finish: Enter Brainerd High School track through W gate near 100m start line and take best line to official track finish line.

Course description: From start, head SW on E River Rd, continuing on paved bike path and curving E to intersection with gravel service Rd to city water treatment plant. Turn N on service road to Jenny St. Cross Jenny St. to bike path and run around E side of Boom Lake. At N end of lake at Kiwanis Park, take best line W to paved path / W College Drive underpass. Path crosses river and turns E across E River Rd uphill to Quince St. Runners take best line from end of path to S. 5th St and proceed North to Laurel St. At Laurel St. runners are directed to sidewalk on S side of Laurel St. and head E. At intersection with 4th St. turn S on E River Rd to W entrance of Brainerd High School track, taking best line on track to finish line.

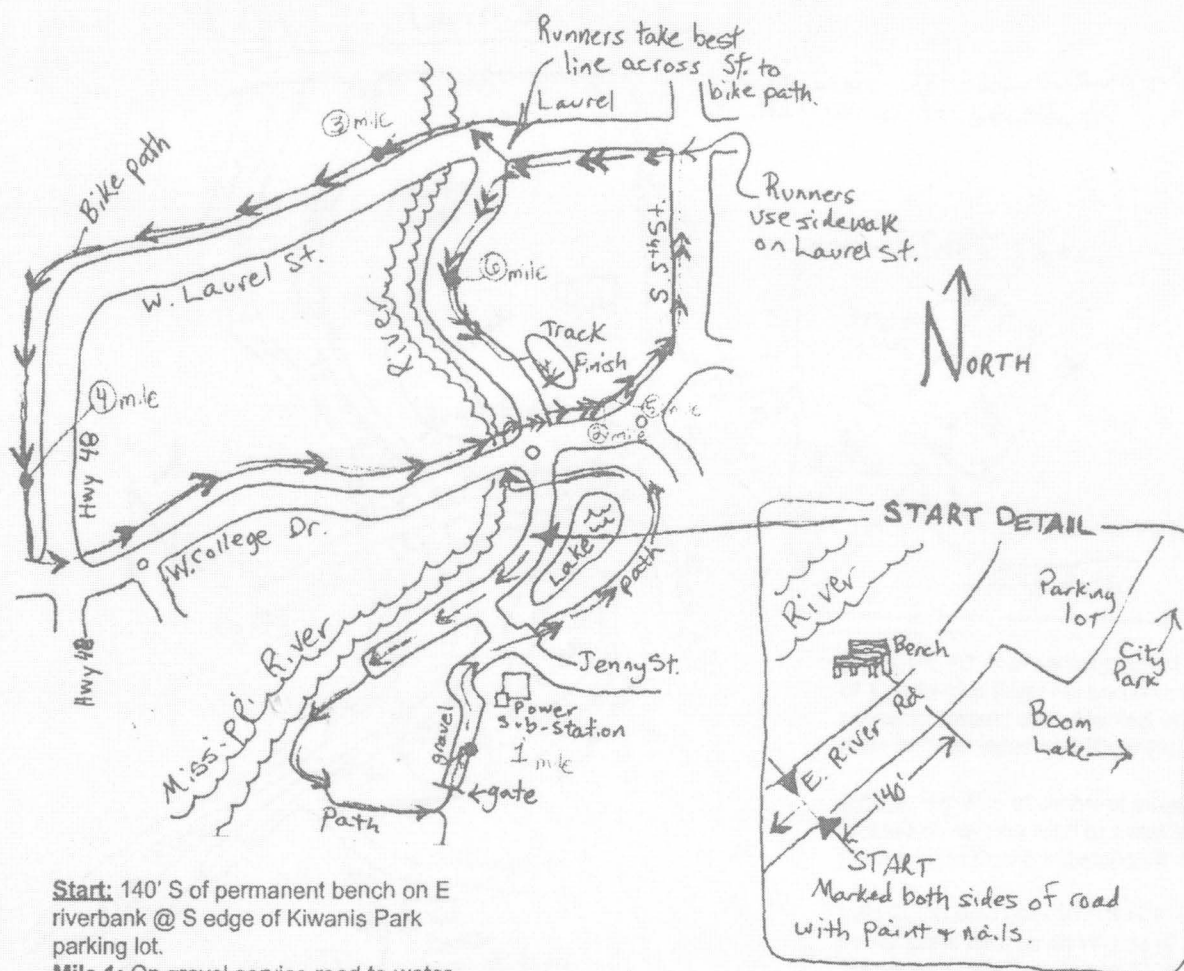
All points marked with paint.

Measured by Chris Hanson on
Sep 16,2015
christopher.hanson@isd181.org

Brainerd Homecoming 10k

Brainerd, MN 56401

USATF Certified Course# MN15077RR
Effective from Oct 2,2015 - Dec 31,2025



Start: 140' S of permanent bench on E riverbank @ S edge of Kiwanis Park parking lot.

Mile 1: On gravel service road to water treatment plant. GPS coordinates N46 20.469, W094 12.567

Mile 2: 73' S. of mile mark 5. (see below)

Mile 3: 9' SW of center of 1st sewer grate W of bridge over Mississippi River on NW curb of W Laurel St.

Mile 4: 40' S of cable utility box A2-9 on W side of bike trail parallel to HWY 48.

Mile 5: 96' W of city light pole on NE quadrant of round-a-bout connecting S 4th St., S. 5th St., and College Dr.

Mile 6: 18' 5" N of center of crosswalk between S parking lot of North Star Apartments and access trail through the NW gate of Adamson field on E River Rd.

Finish: Enter Brainerd High School track through W gate near 100m start line and take best line to track finish line.

Course description: From start, head SW on E River Rd, continuing on paved bike path and curving E to intersection with gravel service rd to city water treatment plant. Turn N on service road to Jenny St. Cross Jenny St. to bike path and run around E side of Boom Lake. At N end of lake at Kiwanis Park, take best line W to paved path / W College Drive underpass. Path crosses river and turns E across E River Rd up hill to Quince St. Runners take best line from end of path to S. 5th St and proceed North to Laurel St. At Laurel St. runners are directed to sidewalk on S side of Laurel St. and head E. At intersection with 4th St, runners are directed across Laurel to paved path on N side of Laurel using best line tangent. Take path W and S to intersection with W College Dr. Use crosswalk across Hwy 48 to reach paved path on N side of W College Dr and continue to E River Rd, then repeat College Dr/S. 5th/Laurel St. section to E River Rd. Turn S on E River Rd to W entrance of Brainerd High School track, taking best line on track to finish line.

All points marked with paint.

Measured by Chris Hanson on
Sep 16,2015
christopher.hanson@isd181.org



Brainerd City Council Agenda Request

Requested Meeting Date: August 2, 2021

Title of Item: Event Application - Tour of the Lakes

☐ 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: All
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is the event application for the 2021 Tour of Lakes held by the Paul Bunyan Cyclists on September 11, 2021 from 6 am - 4 pm.	
Alternatives, Options, Effects on Others/Comments: The event begins in the Laurel Street Parking Lot and consists of a bike ride around the Brainerd lakes area. The applicant is requesting closure of the Laurel Street Parking lot for the event. The closure would likely need to occur on Friday, September 10th so as to ensure that parking does not occur in the lot the night before. The event concludes at 4pm on Saturday, where they will have a ceremony and concert in the parking lot. The applicant has indicated that power, garbage, and other needs would be supplied by Sage on Laurel.	
Recommended Action/Motion: Staff recommends approval of the attached application under the condition that the applicant request traffic control 1-week prior to 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: 07/20/21

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: Tour of Lakes

Organizer Information

Organizer's Name: Paul Bunyan Cyclists
Organizer's Address: 722 South 6th Street, Brainerd, MN 56401
Event Contact Person: Edward Shaw
Event Contact Daytime Phone: 218-825-7030
Event Contact E-mail Address: lawyer@edshawlaw.com
Contact Name/Number Day of Event: same as above
For Profit/Nonprofit Status (type): Not-for-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
September 11, 2021	6am	4pm	Laurel St. 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:

At the lot: registration, start/finish. Route maps attached

Site Information

Electrical usage

☒

Yes

☐

No

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

outlet or generator

Amplified Sound

☐

Yes

☒

No

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

band is performing

Restrooms provided

☒

Yes

☐

No

If yes, how many 4 (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:

city of brainerd

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):

None

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

Edward R. Shaw

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	None
City Administration	ok	None
Engineering Department	ok	Request traffic control 1-week prior to event.
Fire Department	ok	None
Fire Support/EMS	ok	None
Parks Department	ok	None
Planning Department	ok	None
Police Department	ok	Coordinate with PD staff if any support is needed for the event during take-off or return.

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

- Request traffic control 1-week prior to the event. This can be dropped off at the Laurel Street lot for installation by the applicant the night before the event in the Laurel Street parking lot.
- Coordinate with the police department on any support needed during the event.
- Submit insurance certificate before event per the requirements in this 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):

2021 TOL 41m

Confidence Learning Center

Pine Beach Road

Triple Heart Memorial Highway

Riverside Drive

County Road 10

Start/Finish

Brainerd

Brainerd

Thi

12

18

9

36

39

Baxter Southdale Park

6

30

3

27

24

33

MN 371

Business 371

Highway 210

11th Avenue

County Highway 18

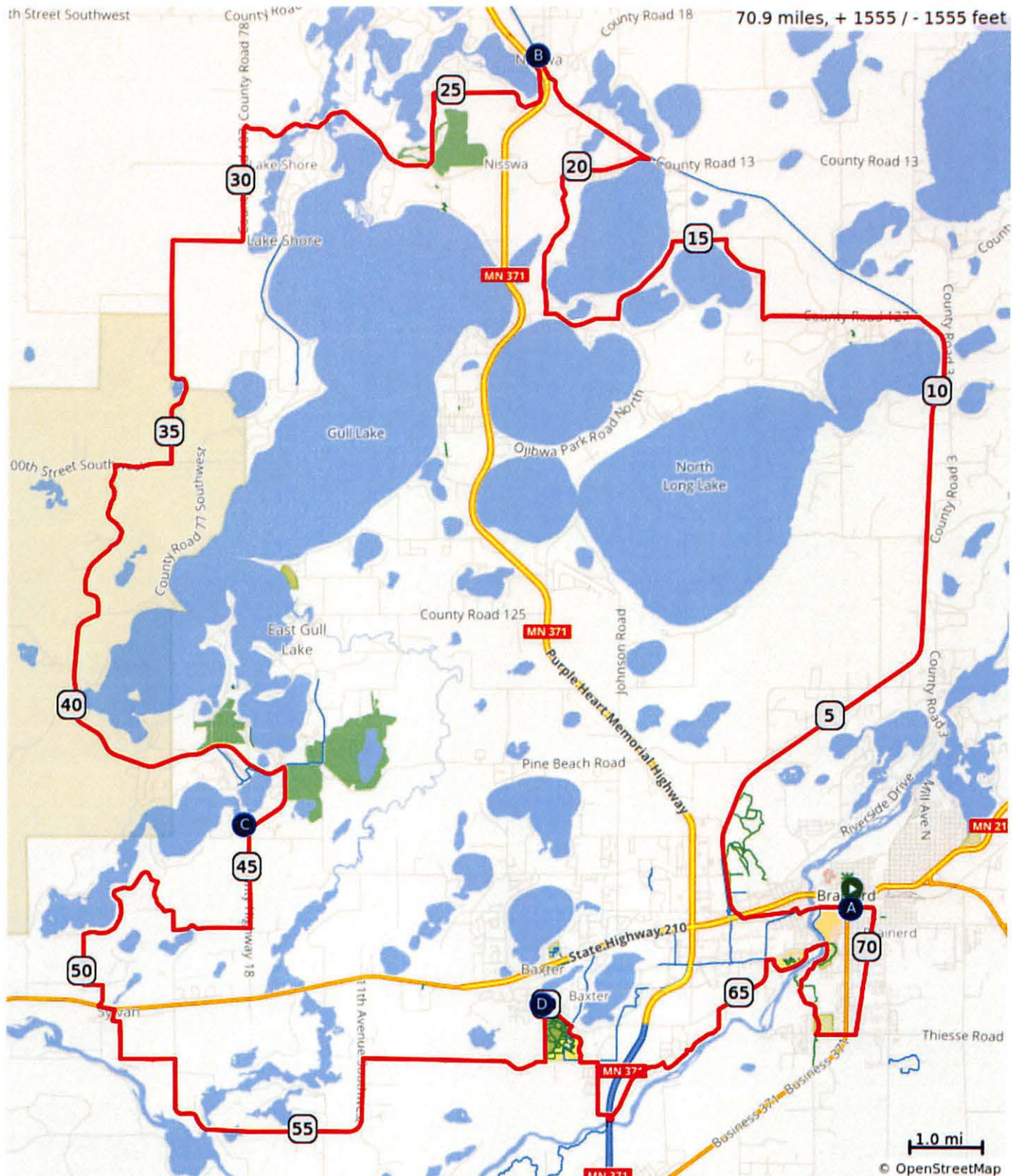
A

B

21

Sylvan

- C. Confidence Learning Center
- D. Baxter Soccer Field rest stop





Brainerd City Council Agenda Request

Requested Meeting Date: August 2, 2021

Title of Item: Presentation - Safe Routes to School Engineering Study

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 20-30 Minutes
Summary of Issue: The City of Brainerd has been very active in the Safe Routes to School program planning and infrastructure grants since 2014. The 2014 plan created by SEH for the City of Brainerd and ISD 181 had most of the improvements within the plan constructed. Since that time, the City has worked with MnDOT and Region 5 on creation of a new Safe Routes to School Plan, in which can be seen attached.	
Alternatives, Options, Effects on Others/Comments: The City of Brainerd received a Safe Routes to School Engineering Study grant to perform a study and final report along with MnDOT's consultant, SRF Consulting. The plan identifies potential safety issues and provides improvements, supporting documents/drawings, and cost estimates related to improvements around Harrison Elementary, Lowell Elementary, and Riverside Elementary. The study is meant to be a plug and play type of document into future infrastructure grants through the Safe Routes to School program. This presentation will provide an overview of the study and what improvements/costs came out of the study performed with input from ISD 181, the City, MnDOT, and the consultants.	
Recommended Action/Motion: Informational only. The 2019 Safe Routes to School plan is attached. The Engineering Study will be sent to the Council before the meeting due to size limitations.	
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/BAXTER SAFE ROUTES TO SCHOOL

Connecting the trip to school...with safety, health, community and choice.



ACKNOWLEDGEMENTS

The following key people and entities participated in the Safe Routes to School (SRTS) plan efforts for this Safe Routes to School Policy Plan. Their creativity, energy, and commitment were critical to the success of this effort for the cities of Baxter and Brainerd.

Jon Anderson

Forsestview Middle School

Anna Angland

Students/Community Members

Janelle Angland

Parents/Community Members

Eleanor Burkett

Bicycling/Walking

Cassie Carey

Crow Wing Energize, SHIP

Jon Clark

Riverside Elementary School

Josh Doty

Baxter Community Development

Jim Exsted

Baxter Police Chief

Jeff Hulsether

Former City of Brainerd Engineer

Jodi Kennedy

Garfield Elementary School

Steve Lund

Independent School District 181

Steven Lundberg

Baxter Elementary School

Corky McQuiston

Brainerd Police Chief

Cathy Nault

Harrison Elementary School

Mark Ostgarden

City of Brainerd Planner

Andrea Rusk

Brainerd High School

Paul Sandy

City of Brainerd Engineer

Todd Sauer

Lowell Elementary School

Trevor Walter

City of Baxter Engineer

Earl Wolleat

ISD 181 Building & Grounds Supervisor

Tad Erickson

R5DC Regional Development Planner

Staci Headley

R5DC Regional Development Planner

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A

Appendix A, School Boundary Map
Appendix B, Parent Survey Results
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Appendix D, Walk Audit Observations
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EXECUTIVE SUMMARY

The Brainerd/Baxter Safe Routes to School Plan (SRTS) is intended to provide a framework on which to continue building a community in which more students have the opportunity to safely walk or bike to and from school.

Through this planning effort, it is hoped that additional opportunity for students to walk and bike to school will result in several benefits including, first and foremost, a safer, active transportation environment, improved physical and mental health, improved student concentration and study skills, a reduction in negative behavioral issues, as well as improvements to the local sidewalk and trail networks.

This document is a continuation of the ongoing planning process for Brainerd/Baxter. It was formally adopted by both cities and Brainerd Independent School District (ISD 181) on, [Dates] respectively.

Brainerd and Baxter have used this planning process as an opportunity to evaluate and reinforce the existing transportation policies and to evaluate previous planning efforts to update and reinforces past decisions that remain relevant.

A major premise of this plan is to support other existing local planning mechanism and to lay out a logical straightforward plan to successfully implement the policies and projects identified herein.



01 | INTRODUCTION

Safe Routes to School (SRTS), generally refers to programs that promote walking and biking to school to achieve a wide range of benefits for students, schools and communities. These benefits include reduced traffic near schools, improved pedestrian/bicycle access, safety, and increased physical activity among students, contributing to healthy lifestyles. By incorporating each of the Six “E’s” – Education, Encouragement, Enforcement, Engineering, Evaluation, and Equity- SRTS addresses a wide variety of topics relevant to journeys to and from school within a municipality, district or school.

HISTORY

SRTS began as a European phenomenon thirty years ago and caught on in Canada, and then New York City in 1997. In the 1970’s, Denmark had Europe’s highest child pedestrian accident rate. Implementing the first Safe Routes to School program, planners in Denmark identified specific road dangers around the country’s schools and took steps to remedy the hazards. Since 1970, the child pedestrian crash rate has dropped by 80% in Denmark.

Inspired by such success and faced with rising childhood obesity and crash rates, the Bronx neighborhood in New York tested their own SRTS program. In 1998, Congress funded two pilot SRTS programs through the National Highway Traffic Safety Administration (NHTSA). NHTSA issued \$50,000 each for SRTS pilot programs in Marin County, California, and Arlington, Massachusetts. Within a year after launching these pilot programs, grassroots SRTS efforts were launched in other parts of the country.

After the initial success of the SRTS pilot programs in the United States subsequent federal funding facilitated SRTS’s expansion nationwide. The 2005 passage of the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) institutionalized Safe Routes to School by allocating \$612 million among the fifty states.

These funds are distributed to states based on student enrollment, with no state receiving less than \$1 million per year. SRTS funds can be used for both infrastructure projects and non-infrastructure activities.

In 2012 funding changed under the new Federal Transportation Bill Moving Ahead for Progress in the 21st Century (MAP21) and combined Safe Routes to School funding with other programs into what is now called the Transportation Alternatives category. This made funding more challenging however; commitments have been able to continue funding the SRTS program. Communities are using this funding to construct new bike lanes, pathways, and sidewalks, as well as to launch SRTS education, promotion and enforcement campaigns in K-8 schools. SRTS programs are built on collaborative partnerships among many stakeholders including educators, parents, students, elected officials, engineers, city planners, business and community leaders, health officials, as well as bicycle and pedestrian advocates.

NATIONAL TRENDS

In 1969, approximately half of all U.S. schoolchildren walked or bicycled to or from school and 87 percent of those living within one mile of school walked or bicycled. Parents report the primary barriers to their children aged 5-18 years walking to or from school as distance to school and traffic related danger. While distance to school is the most commonly reported barrier to walking and bicycling, private vehicles still account for half of school trips between $\frac{1}{4}$ and $\frac{1}{2}$ mile- a distance easily covered on foot or bike.

To address these issues, comprehensive SRTS initiatives focus on strategies to improve behavioral issues, strategies to improve environmental issues and policy strategies to increase the percentage of children who walk and bike to school. The U.S. began researching children walking and bicycling to school in the 1970's which resulted in the 1975 report "School Trip Safety and Urban Play Areas."

HEALTH

Children today are simply not getting enough physical activity, contributing to growing rates of obesity and obesity-related health problems, such as diabetes. SRTS projects make it safer for more children to walk and bicycle to school, which will help address this obesity crisis among children by creating increases in physical activity.

Over the past 40 years, rates of obesity have soared among children of all ages in the United States, and approximately 25 million children and adolescents (more than 33% are now overweight or obese or at risk of becoming so).

1. Kids are less active today, and 23% of children get no free time physical activity at all.
2. The prevalence of obesity is so great that today's generation of children may be the first in over 200 years to live less healthy and have a shorter lifespan than their parents.
3. Today, approximately one-quarter of health care costs in the United States are attributable to obesity, and health care costs just for childhood obesity are estimated at approximately \$14 billion per year.
4. People living in auto-oriented suburbs drive more, walk less and are more obese than people living in walkable communities. For each hour of driving per day, obesity increases by 6%, but walking for transportation reduces the risk of obesity.
5. Walking one mile to and from school each day is two-thirds the recommended sixty minutes of physical activity a day. Children who walk to school have higher levels of physical activity.



SAFETY

SRTS projects focus on infrastructure improvements, student traffic education, and driver enforcement that improve safety for children, many of whom already walk or bicycle in unsafe conditions.

1. Pedestrians are more than twice as likely to be struck by a vehicle in locations without sidewalks.
2. In 2009, approximately 23,000 children ages 5-15 were injured and more than 250 killed while walking or bicycling in the United States.
3. From 2000-2006, 30% of traffic deaths for children ages 5-15 occurred while walking or bicycling.
4. The medical cost for treating children's bicycle and pedestrian fatalities cost \$839 million in 2009 and another \$2.2 billion in lifetime lost wage costs.
5. A safety analysis by the California Department of Transportation estimated that the safety benefit of the SRTS was up to 49% decrease in the childhood bicycle and pedestrian collision rates.

ENVIRONMENT

Not only has childhood health and safety suffered because of increased driving, but the Environmental Protection Agency (EPA) reports that transportation is the fastest -growing source of greenhouse gas (GHG) emissions in the United States. Greenhouse gases are components of the atmosphere that contribute to the greenhouse effect and global warming. Passenger vehicles account for approximately half of all U.S. transportation sector's greenhouse gas emissions.

In fact, according to the U.S. Department of Energy (DOE), transportation energy use is expected to increase 48 percent between 2003 and 2005, despite modest improvements in the efficiency of vehicle engines. This projected rise in energy consumption closely mirrors the expected growth in transportation GHG emissions and bodes poorly for future environmental integrity.

Unfortunately, children are particularly vulnerable to air pollution because they breath faster than adults and inhale more air per pound of body weight. Outside of almost any elementary school at arrival and dismissal time one is likely to witness parents and caregivers converging in their vehicles around the school.

According to the Minnesota Pollution Control Agency (MPCA):

"Mobile sources, both on-road vehicles and off-road vehicles and equipment are significant contributors to air pollution in Minnesota. EPA's 2008 emissions inventory shows that on- and off-road mobile sources account for approximately half of the total amount of NOX, SO2, PM2.5 and VOC's emitted in Minnesota, and contribute significantly to the formation of ground level ozone. Transportation accounts for roughly 25% of greenhouse gas emissions in Minnesota.



Reducing the incidence of parents driving their kids to school and increasing the number of students walking, bicycling, or using other active modes of transportation not only improves childhood physical health, but is a relatively simple way to improve the air quality surrounding schools and reduce greenhouse gas emissions.

LAND USE PATTERNS

Parents who drive their children to school are reacting, in part, to decades of auto-oriented land use planning that has neglected pedestrians and bicyclists as users of the transportation system. In many areas, auto-oriented development has hindered the creation of walkable communities. These new developments lack sidewalks or bicycle facilities and are located too far from popular destinations to make bicycling or walking practical.

Through the 1960's many schools were in the center of communities, and this proximity to residential areas contributed to high rates of walking and bicycling to school. Beginning in the 1970's, rather than renovating existing schools or buildings schools within existing residential communities, most new schools were built on the edges of communities where the land costs were lower. Peripheral schools mean fewer kids live close enough to realistically walk or bicycle to school.

In addition, the recent trend in school construction and management has been to build and operate a large school instead of several small schools, according to a report by the Center for Urban and Regional Studies at the University of North Carolina at Chapel Hill.

These patterns have led to numerous school closings and consolidations. Between 1940 and 2003, the number of public school districts decreased from 117,108 to 14,465, and the number of public and private elementary and secondary schools went from over 226,000 to approximately 95,000 in 2003. On the other hand, during this time due to overall population growth, the number of students attending elementary and secondary schools grew from 28 million to 54.5 million, according to the U.S. Department of Education (DOE).

Not surprisingly, the average number of students per elementary and secondary school has increased over five-fold, and according to the U.S. DOE. The result is that modern schools often accommodate many more students than in the past and in effect have become "mega schools". Larger schools translate into more students traveling to the same place at the same time- and mostly by automobile. Thus, school site automobile congestion and accompanying poor air quality surrounding schools have become major concerns in communities not just in Minnesota, but nationwide. This congestion has made it increasingly difficult for children who do live close to school to walk or bike to school safely.

Not only are schools larger and more congested, but fewer schools, located farther away from where students live, combined with larger enrollment populations, translate into school attendance areas that are geographically larger than in the past. These expanded catchment areas require students to travel farther making it difficult, if not impossible for children to walk or bicycle to school. In fact, over sixty-one percent of parents do not allow their children to walk or bicycle to school because of distance.

Greater distances to school also translate into higher busing costs. In 2005, according to the National Center for Education Statistics, bus transportation was frequently the second largest budget item for school districts after salaries. With land use practices that discourage children from walking and bicycling to school, it is not surprising that in the last thirty years the proportion of children walking and bicycling to school has dropped dramatically.

TRANSPORTATION COSTS

Schools often make cutbacks in bus routes to save money, meaning that more children will be walking and bicycling in potentially unsafe conditions, or more parents will drive their children, which increases traffic congestions and air quality concerns.

1. Approximately 55% of children are bused, and we spend \$21.5 billion nationally each year on school bus transportation, an average of \$854 per child transported per year.
2. Eliminating one bus route, based on average per-pupil expenditure and average number of pupils per bus, would save a school district approximately \$45,000 per year.
3. Nationwide, approximately 22% of made busing reductions during the 2010-2011 school year were due to fuel price increases.



02 | VISION

The vision identified by the SRTS planning team is to increase opportunity for all students to walk or bike to and from school safely by identifying and addressing the issues and barriers that currently exist. Therefore, the local planning team hopes to accomplish three main goals through the SRTS planning process.



CURRENT

Determine the current environment surrounding walking and biking to school i.e. how many students district-wide are walking and biking to school?



ASSESSMENT

Assess issues and barriers to walking and biking to school.



STRATEGIES

Develop strategies that lead to an environment more conducive to safe walking and biking to school.

THE SIX “E” APPROACH

Flourishing Safe Routes to School projects see remarkable changes in the way students and parents choose to travel to and from school. These projects succeed by including each of the “Six E’s” of Safe Routes to School to ensure that their project is a well-rounded, multi-prong and time-tested approach to getting students safely walking and bicycling. The Six E’s of Safe Routes to School are:



ENGINEERING

Engineering strategies including planning and implementing physical improvements that make it safer and more attractive to walk and bicycle to school. Engaging planners and engineers is crucial to successfully implementing safety improvements. It’s also important to reach out to the community to educate neighbors about the benefits and importance of any proposed improvements. Example of engineering strategies may include:

1. Adding traffic calming crosswalks, sidewalks, bicycle lanes or other infrastructure that improves safety for walking and bicycling.
2. Installing bike racks at schools.
3. Completing a school walking and bicycling audit



EDUCATION

Education about SRTS helps build support among kids, parents, teachers and community members. To craft education messages, first identify your goals and audiences. Do people need to know more about the benefits of walking or bicycling? Would maps of routes to the school help more people walk or bicycle?

1. SRTS maps that show suggested routes to walk and bicycle to school.
2. School bicycle rodeo that teaches safe bicycling skills.
3. Curriculum focused on the benefits of walking and bicycling.



ENFORCEMENT

Enforcement strategies help reduce unsafe behaviors by drivers, pedestrians, and bicyclists and encourage all road users to obey traffic laws and share the road safely. Enforcement can be expensive, so it is best used strategically in conjunction with the other strategies. Example enforcement strategies may include:

1. Partnership with law enforcement to target problem intersections for enforcement.
2. Educational “sting operations” to teach motorists about laws regarding yielding to pedestrians.
3. Installation of digital speed signs that display travel speed of passing vehicles.



ENCOURAGEMENT

Using events and activities to promote walking, bicycling, public transportation, and physical activity. Encouragement activities can include new partnerships with faith-based groups, civil rights and neighborhood coalitions, and tenants’ organizations, as they build activities like walking school buses, walk to school events, bicycling incentives, and art and active transportation events. Addressing equity in encouragement means ensuring that encouragement activities are available to low-income students and students of color, as well as designing them to overcome the variety of obstacles to walking and bicycling



EVALUATION

Evaluation is very important to a successful SRTS initiative and should be considered from the very beginning of planning. Ask yourself, how do we define success for our efforts and how can we measure or document our progress? Evaluation will likely include a combination of quantitative information, such as counts of how many children are walking and bicycling, and more qualitative information, such as success stories from families who have chosen to walk and bicycle more. Example evaluation strategies may include:

1. A school walking and bicycling audit and a school travel plan that includes specific goals.
2. Bicycle and pedestrian counts that show bicycling and walking rates over time.
3. Data about vehicle crashes near the school, traffic speeds or traffic volumes.



EQUITY

Work to support safe, active, and healthy opportunities for children and adults in low-income communities, communities of color, and beyond. Incorporate equity concerns throughout the other E’s to understand and address obstacles, create access, and ensure safe and equitable outcomes.

03 | PLANNING PROCESS

Region Five Development Commission, working in cooperation with the Cities of Baxter and Brainerd, and Independent School District (ISD) 181, have developed this SRTS plan by collecting and analyzing information, identifying community needs and priorities, and developing recommendations to set forth and accomplish these goals.

METHODOLOGY

The charge of the planning team was to provide oversight of the overall planning process as well as to provide vital input regarding issues and barriers to safety of students walking or bicycling to and from school; to identify areas of concern as well as to set forth a vision that will guide future transportation planning related to SRTS.

PLANNING TEAM

After being awarded the Technical Assistance grant from the Minnesota Department of Transportation (MnDOT) in 2016, the Brainerd and Baxter city councils, respectively, and the Independent School District (ISD) 181 board in coordination with the Region Five Development Commission began developing a planning team that would represent a diverse cross section of the community.

The planning team was designed to both articulate the needs of the community as they relate to SRTS as well as develop strategies and recommendations going forward.

The planning team was comprised of several key stakeholders from diverse backgrounds and areas of expertise including elected officials, educators, members of law enforcement, as well as local transportation planners.

SafeRoutes



MEETINGS

After developing the SRTS planning team, and hosting public informational kickoff meetings, the planning team held a series of working sessions that were open to the public to determine issues and barriers as they relate to SRTS.

- July 29th 2016, Core Team Meeting
- September 28th 2016, Kick Off
- October 11th 2016, Planning Team Meeting
- December 6th 2016, MnDOT/BCBS and Department of Health Workshop
- January 16th 2017, Planning Team Meeting
- January 27th 2017, Planning Team Meeting
- February 9th 2017, Planning Team Meeting
- March 6th 2017, Planning Team Meeting
- April 17th 2017, Planning Team Meeting
- June 27th 2017, Planning Team Meeting

SITE ASSESSMENTS

- October 14th – Forestview Site Assessment
- October 17th – Garfield Site Assessment
- October 17th – Baxter Site Assessment
- October 26th – Lowell Site Assessment
- November 7th and 14th – Harrison Site Assessment
- November 8th – Riverside Site Assessment

PARENT & STUDENT SURVEY

Concurrently with the work sessions the planning team oversaw the administration of both the parent and student surveys to gain additional input into the planning process. The surveys that were used were designed by the National Center for SRTS.

The student survey was conducted in class over a series of three concurrent school days and had a near 100% response rate from students. The parent survey which was conducted online also yielded a high response rate. The input from both surveys provided crucial information regarding issues and barriers to walking and biking to and from school.

COMMUNITY WALKING AUDIT

The planning team conducted walking audits around each of the five school sites to further determine issues and barriers as well as to begin thinking about potential solutions to improve student's ability to safely walk or bike to and from school.

The input from the walk audit proved invaluable to the planning team in determining where issues and barriers exist and in determining potential solutions.

ASSESSMENT OF ISSUES

Based on the expertise of the members of the planning team, input from both the parent and student surveys, the walking audit, as well as numerous discussions held both at the public informational meetings and the working sessions, the planning team assessed issues and barriers. The assessment of issues and barriers was meant to inform the decision-making process by bringing together all the information gathered from the surveys, walking audit and public meetings and working sessions.

OBSERVATIONS & RECOMMENDATIONS

After assessing the issues and barriers the planning team developed a list of observations and recommendations intended to address the SRTS needs present at the various school sites. The observations and recommendations were developed according to the nationally recognized six "E" approach.



04 | COMMUNITY OVERVIEW

The Region Five Development Commission working in cooperation with the cities of Baxter and Brainerd as well as the Independent school district 181 to develop this SRTS plan. The plan was developed by collecting and analyzing information, identifying community-based needs and priorities based on the issues and barriers identified at each school site.

CITIES OF BRAINERD & BAXTER

The communities of Brainerd and Baxter serve as the gateway communities to the Brainerd Lakes Area. You will find strong business neighborhoods in both cities. Brainerd holds historic significance in the region with a revitalized downtown and the regional beacon, the historic water tower. Baxter is a fast-growing community along the western border of Brainerd that boasts many large retail stores. Both cities offer great shopping options with many one-of-a-kind finds and up-north flair.

A green space gem shared by the two cities is the 500-acre Northland Arboretum at the trailhead to the Paul Bunyan State Trail. The Paul Bunyan Trail travels more than 75 miles from Baxter with picturesque views of area lakes. You can hike, bike, walk or ski through the more than 500 acres of the Northland Arboretum. Many arts and cultural events and festivals are hosted in Brainerd, such as the annual Arts in the Park each summer in Gregory Park in the heart of Brainerd. And the galleries of more than 30 artists can be found in the Franklin Arts Center, a renovated, former junior high school.

While walking the downtown Brainerd streets, you will be able to discover the many unique retail shops in the newly revitalized core of the city. In 2009, the city completed a nearly \$2 million improvement project in the six-block downtown area that resulted in improvements to the face of the city while retaining its historic appeal.

After taking in one of the many cultural, recreational or shopping opportunities in Brainerd and Baxter, check out one of our many dining establishments- seek a familiar name or a one-of a kind gem.



INDEPENDENT SCHOOL DISTRICT #181

Brainerd Public Schools, in partnership with the community, will ensure all students achieve their individual potential by providing the highest-quality programs and resources to prepare learners for an ever-changing global society. The district enrolls 6,334 students. 51.35% are male and 48.65% are female. 3,477 are enrolled in 6 elementary schools. 1,983 are enrolled at Forestview Middle school. 1,874 are enrolled in 2 high schools. Additionally, 42.97% of students are eligible for free/reduced lunch.

STATE HEALTH IMPROVEMENT PROGRAM (SHIP) - CROW WING ENERGIZED

SHIP is working to create healthier communities across Minnesota by expanding opportunities for active living, healthy eating and tobacco-free living.

Good health is created where we live, work, learn and play. Schools, businesses, apartment owners/managers, farmers, community groups, senior organizations, hospitals, clinics, planning entities, Chambers of Commerce, faith communities, and many more partners are creating better health together through SHIP across Minnesota. Crow Wing Energized is a united approach to improve health and wellness in our community by making healthy choices essential. We are looking for collaborative solutions with multiple community stakeholders focused on efforts that can create the greatest community good with our available resources

CROW WING COUNTY

The natural beauty of lakes and woods helps explain Crow Wing's growth in recent years. Our quality of life is enhanced by excellent schools and healthcare and affordable and abundant housing. While tourism is a strong segment of our economy, healthcare, high tech, and manufacturing are also growing segments.



05 | EXISTING CONDITIONS & ISSUE IDENTIFICATIONS

The planning team utilized several input mechanisms to gather information on which to base their observations. This section discusses each of the input mechanisms used. These input mechanisms include, students Survey, Parent Survey, Community Walk Audit, Infrastructure Assessment, Brainstorming sessions at Planning team and public meetings.

STUDENT SURVEY RESULTS

The National Center for SRTS has developed a national survey to determine a baseline of information relating to the modes of transportation that students take to and from school. The student survey is a survey designed to be administered by educators in class on three consecutive days of a given school week (ideally on a Tuesday, Wednesday, and Thursday) to avoid Mondays and Fridays which often have statistical anomalies associated with their records.

FORESTVIEW MIDDLE SCHOOL

Local Planning Team Observations

- Front of school, parents will double up on pickup lines putting kids in harm's way.
- Parents pick up/drop off in areas where kids will cross traffic in the lots to get to parents.
- From bike trail to school – minimal traffic – safe routes and protected as the students leave the school.
- Traffic does not flow smoothly or efficiently – students at risk, staff cars and adults at risk.
- Due to traffic, back up and flow, drivers can't see where and when students are crossing.
- Bike parking not covered.
- Turn lanes difficult to see into parking areas.
- Bike racks available, close to an entrance, behind school.
- Students not safe in parking lot areas.
- Sidewalks are patched and maintained on regular basis.
- Traffic can get very backed up so people get anxious and are in more of a hurry.
- Students get dropped off in parking lot therefore creating issues with walking between cars.

	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Public Transit	Other
Tuesday AM	Partly Cloudy	1748	3	8	930	734	55	1	0
Tuesday PM	Partly Cloudy	1751	23	7	1013	641	51	0	4
Wednesday AM	Partly Cloudy	1680	4	7	881	743	62	0	1
Wednesday PM	Partly Cloudy	1681	22	6	1029	642	35	0	0

GARFIELD ELEMENTARY SCHOOL

Local Planning Team Observations

- Students not safe when unloading behind driver's seat and not when parents drop off on side streets.
- Crossing guards on all 4 corners.
- Difficult on corners during winter – sidewalks not always maintained.
- Drop off/pick-up areas is shared street with 11th Ave.
- The corner of L & 11th needs street light.
- 32 slots for bikes – (10-12 bikers).
- Narrowing of corners can be a hazard.
- Students not protected in winter when snow stacks up and students are between snow and cars.
- 11th Ave Widen.

SRTS student arrival and departure tally results: The week of November 28th, 2016.

	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Public Transit	Other
Tuesday AM	Overcast	386	23	0	199	199	2	0	0
Tuesday PM	Overcast	389	28	0	201	201	6	0	0
Wednesday AM	Partly Cloudy	363	21	0	186	154	2	0	0
Wednesday PM	Partly Cloudy	364	33	0	205	123	3	0	0



HARRISON ELEMENTARY SCHOOL

Local Planning Team Observations

- Oak Street busy, traffic does not always stop for flag holders.
- Students passing between busses to get to parent's cars on street.
- Cars doubling up on 13th Street.
- School could have better lighting.
- Bike parking not covered.
- Bell rings at 2:45, busses gone by 2:57.
- Kids who get picked up wait inside the school – parents park and pick up kids from inside.
- Busses wait out front.
- Cars/pickups aren't allowed to park across the street during this time (posted).
- While busses wait – engines are off.
- School patrol with teacher present – however only until 2:55 as the patrol kids get on the bus.
- Bike parking is located inside the fenced area but not covered, near garbage dumpster.

SRTS student arrival and departure tally results: The week of November 28th, 2016.

	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Public Transit	Other
Tuesday AM	Overcast	247	29	5	118	94	1	0	0
Tuesday PM	Overcast	247	30	5	129	81	0	0	0
Wednesday AM	Partly Cloudy	252	28	4	126	108	1	0	0
Wednesday PM	Partly Cloudy	252	32	4	138	75	0	0	0
Thursday AM	Overcast	255	28	3	94	100	0	0	0



LOWELL ELEMENTARY

Local Planning Team Observations

- Cars dropping students off at main entrance from both sides and middle of the street.
- Dropping off students from wrong side of car.
- Too many cars are parking in front of school leaving no place to drop off students.
- Feeder streets do not have sidewalks.
- Street in front of school is quite congested during drop off times.
- Students frequently walking in the street between cars.
- School property not well lit.
- Bike parking structure cant be seen from within the building.
- Bike parking not covered.
- Occasional cars drop off students in bus drop off areas.
- Students have sidewalks around entire building.
- Being on a busy city block, many approaching areas to our school do not have sidewalks.
- Cars/traffic drives around entire school block.
- Sidewalks are kept clean but in MAJOR need of repairs. South entrance and east sidewalks are in the most dire need.
- Flows well on south/east/north side. West (front) is congested from 7:45-8:15 and 2:30-3:00
- Sheds on property obstruct view of pedestrians and bikers around entrances of school building.
- South end has street lights.
- 2 bike racks
- Major need of sidewalks off school property. Especially on the west and G street and North of H street also east of H – no sidewalks.
- Some parents are dropping kids off behind busses.
- Observed police drive by.
- Observed school patrol.
- Parents parking in middle of street.
- Need to enforce no parking on street during drop off time.
- Improve the flow.

SRTS student arrival and departure tally results: The week of November 14th, 2016.

	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Public Transit	Other
Tuesday AM	Partly Cloudy	252	32	0	58	176	1	0	0
Tuesday PM	Partly Cloudy	252	38	0	80	149	1	3	0
Wednesday AM	Partly Cloudy	340	41	1	90	223	3	0	0
Wednesday PM	Partly Cloudy	319	42	0	116	171	5	2	0
Thursday AM	Partly Cloudy	262	28	2	78	188	4	0	0
Thursday PM	Partly Cloudy	239	35	1	90	141	6	3	1

RIVERSIDE ELEMENTARY SCHOOL

Local Planning Team Observations

- Decrease the walking boundary/bus boundary – to ensure more kids can be bussed (would decrease the number of parents picking up therefore decreasing the congestion at pick up time).
- Put up flashing lights at 4 way stop for walkers.
- Block off “danger zones” – keep kids walking but not allowed to walk in certain areas – rail road tracks, busy highways. If needed have adult supervision at those locations.
- No covered bike parking.
- Overall flow of traffic during pick up is odd.

SRTS student arrival and departure tally results: The week of November 14th, 2016.

	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Public Transit	Other
Tuesday PM	Overcast	564	6			131		1	
Thursday PM	Overcast	556	6			148		1	

BAXTER ELEMENTARY SCHOOL

Local Planning Team Observations

- Good coverage from highway – kids getting picked up – in parking lot but away from traffic.
- Students have safe routes while on school grounds yet off school grounds not safe – major highway.
- They let the walkers out a little late.
- They’d like a bridge to cross the highway.

SRTS student arrival and departure tally results: The week of November 14th, 2016.

	Weather	Student Tally	Walk	Bike	School Bus	Family Vehicle	Carpool	Public Transit	Other
Tuesday AM	Partly Cloudy	442	5	0	121	294	6	0	0
Tuesday PM	Partly Cloudy	442	7	0	204	214	10	10	1
Wednesday AM	Partly Cloudy	371	2	0	99	268	4	0	0
Wednesday PM	Partly Cloudy	369	3	0	182	203	9	5	2
Thursday AM	Partly Cloudy	44	2	0	7	34	1	0	0
Thursday PM	Partly Cloudy	44	5	0	18	20	0	1	0

BRAINERD HIGH SCHOOL & SOUTH CAMPUS

Local Planning Team Observations

- Busses come in 2 waves, had a lot of cars mixed in with busses and crosswalks.
- Bus blocks the walkway – crossway main entry way to island. Crossing guard? Both sides of island? – students exiting/enter busses are not protected from other vehicles.
- Students go around busses – parents and employees.
- East sidewalks need repair.
- Traffic does not move smoothly or efficiently – lots of blind spots.
- Busses stacked up in parking spots at angle\\\\ blocking view of entrances.
- Students don't use sidewalks.
- Students must walk between vehicles.
- Students not protected from other vehicles when entering/exiting busses.
- High traffic areas in front of school.
- Cars can impede vision of walkers and bikers.
- South 5th street bike rack should be closer to door.
- Kids that use the stop lights to cross have an audible signal as well.
- Cars drive fast on 5th – not everyone willing to wait to let people cross.
- 5th Street cars backed up while kids walk across to Pine.
- Sidewalk on one side of pine (one-way street).
- Observed woman slam on brakes for person walking.
- South campus use crossing guards between BHS and south campus – police presence at location.
- Could be more strategic in dismissal time of EA; s – have those who leave at different times park in certain areas as not to add to congestion of departures of kids/cars/busses.
- Senior lot - busses do not use space.
- Nice sidewalks on north side, but no designated bike lanes.
- Flow of traffic exiting the parking lot seems manageable.
- Plenty of lighting in lot.
- PIT Parking lot – kids walk wherever.
- Sidewalks/stairs can get slippery in winter.



PARENT SURVEY RESULTS

In addition to the student survey, the National Center for SRTS has also developed a parent survey designed to determine the main reasons why students are not walking or biking to school. The parent survey comprised of 16 questions to determine the many factors that come to bear upon the decisions that walking and biking or not walking and biking to school. In administering the parent survey, the SRTS planning team with assistance from school staff administered the survey which was completed by their parents.

A total of 642 parent surveys were completed and received. A brief synopsis of the results is below: In keeping with national trends, the typical mode of arrival and departure from school from respondents showed that the family vehicle is the primary mode, followed closely by riding the school bus. Two notable exceptions to this trend were Baxter and Riverside elementary schools, where busing outpaced the family vehicle as the primary mode of transportation.

When asked to report on issues that affect the decision to not allow a child to walk or bike to/from school, parents responded that distance was the primary concern. Distance was followed by amount of traffic along route, as well as the speed of traffic along the route. Additional issues included violence or crime, the safety of intersections and crossings, as well as weather or climate.

The results for each of schools can be found in appendix B.

COMMUNITY WALK AUDIT & SITE ASSESSMENT

Another means used by the planning team to determine issues and barriers regarding SRTS is the community walk audit. Walk audits can be particularly useful to determine where issues and barriers exist. An audit is an unbiased examination/evaluation of the walking and biking environment. The general purpose of an audit is to identify concerns for pedestrians and bicyclists related to the safety, access, comfort, and convenience of the environment. In addition, to identifying problem areas, an audit can be used to identify potential alternatives or solutions (such as engineering treatments, policy changes, or education and enforcement measures). Audits can be performed before, during or after the construction of a project.

Audits involve a review of all the data for a location or travel corridor analyzed by a multi-disciplinary team independent of the site or project being audited. Informal audits can be performed by any individual or community group. A multi-disciplinary team will often allow a fresh look at traffic conditions at a location or along a corridor.

It should be noted that the planning team thought it important to conduct at least one walk audit at one of the school sites during extremely cold and adverse weather to accurately simulate the issues and barriers facing students walking or biking to school. It should also be noted that this plan does not recommend or encourage students to walk or bike to school during severe winter weather such as extreme cold but rather, it encourages more students to walk or bike to school when and where it is safe to do so. Furthermore, the walk audits are a way of determining if and where issues and barriers to walking or biking to schools exist. It is the purpose of this plan to address these issues and remove these barriers where they exist.

In addition, planning team members were encouraged to also consider each route through different lenses such as the perspective of a small child, who may or may not be tall enough to see over parked cars. Another lens through which the planning team considered each route was the perspective of someone with physical disabilities. For example, are sidewalks compliant with the Federal Americans with Disabilities Act (ADA)? Do sidewalks slope laterally to accommodate the slope of a driveway or does the sidewalk remain flat and the driveway apron begin to slope beyond the sidewalk as it should?

With limited time and resources, the planning team understands that they will not be able to address all concerns on all the roadways on which students wish to walk or bike, however by addressing logical termini throughout a systematized process designed to address as many needs as possible, the planning team sought to identify as many issues and barriers to walking and biking as possible.

One final caveat before delving into the walk audit observations, is the issue of limited resources. In a perfect world, each street would be newly paved with state of the art electronic signage, all motorists would obey all traffic laws and all pedestrians would have as many route options as could be imagined with sidewalks on every street. All the sidewalks would be self-heating and snow and ice would melt away on its own making shoveling an obsolete activity.

Of course this does not accurately reflect the current reality in which transportation construction and materials costs are rising alongside the level of traffic and congestion. To further complicate matters other stressors such as Federal and State Transportation funding constraints limit the ability of local units of government to maintain their transportation systems much less expand them to meet the increased needs of their residents. Rising transportation costs, ever increasing transportation system demands, and falling levels of transportation funding is a scenario that is playing out in communities across the nation.

It is important to remember that even within the world of transportation, several user groups view transportation needs in many ways and planners and local officials are faced with very difficult tradeoffs regarding how to prioritize the growing list of needs. Therefore, plans such as this help to inform decision makers on areas of greater priority. There are several routes that the planning team reviewed that do not warrant any physical improvement due to low volume of traffic conditions or width of roadway etc. It is not practical or even a wise use of public funds to recommend sidewalks on all streets.

WALK AUDIT OBSERVATIONS

Garfield Elementary School

- 86 students currently living in the walk/bike zone
- 375 responses on tally
 - 26 Walk
 - 169 Get a ride to school
 - 197 Ride the bus

Riverside Elementary School

- 83 students in walk/bike zone
- 565 responses on tally
 - 6 Walk
 - 205 Get a ride to school
 - ?? Ride the bus

Baxter Elementary School

- 63 students in walk/bike zone
- 285 responses on tally
 - 10 Walk
 - 172 Get a ride to school
 - 105 Ride the bus

Lowell Elementary School

- 158 students in walk/bike zone
- 277 responses on tally
 - 24 Walk
 - 174 Get a ride to school
 - 85 Ride the bus

Harrison Elementary School

- 73 students in walk/bike zone
- 251 responses on tally
 - 16 Walk/bike
 - 89 Get a ride to school
 - 120 Ride the bus

Forestview Middle School

- 45 students in walk/bike zone
- 1715 responses on tally
 - 10 Walk/bike
 - 690 Get a ride to school
 - 963 Ride the bus

Brainerd High School

- 114 students in walk/bike zone

06 | STRATEGIES

Based upon the input mechanisms discussed in the previous section on Observations, the planning team developed a series of strategies and actions steps using the SMART goals approach.

SMART goal setting brings structure and trackability into your goals and objectives. Instead of vague resolutions, SMART goal setting creates verifiable trajectories towards a certain objective, with clear milestones and an estimation of the goal's attainability. Every goal or objective, from intermediary step to overarching objective, can be made S.M.A.R.T. and as such, brought closer to reality. This ensures goals are specific, measurable, attainable, relevant, and time based.



ENGINEERING STRATEGIES BY SCHOOL SITES

ST - Short Term | **LR** - Long Range | **O** - Ongoing

GARFIELD ELEMENTARY

- Seek to update and enhance all necessary crosswalks with appropriate traffic calming measures. LR
- Consider sidewalk projects at:
 - E-I 10th Ave NE (LR)
 - I-N 8th Ave NE (LR)
- Solution for off street parking (O)
- Trail connection from NW 4th St corridor to Laurel Street (LR)
- Seek to update and enhance all necessary crosswalks with appropriate traffic calming measures (LR).

LOWELL ELEMENTARY

- Seek to update and enhance all necessary crosswalks with appropriate traffic calming measures.
- Consider sidewalk projects at:
 - 1st-3rd Ave NE (LR).
 - 1st Ave NE (LR).
 - 4th Ave NE (LR).
 - 2nd Ave NE (LR).
 - 1-6th Ave NE (LR).
 - 3rd-8th Ave NE (LR).
 - 1st-3rd NE Ave NE (LR).
 - Washington (LR).
 - 4th Ave NE (LR).
- Address drop off/pick up (ST)

HARRISON ELEMENTARY

Seek to update and enhance all necessary crosswalks with appropriate traffic calming measures including:

- Consider sidewalk projects at:
 - Pine-Norwood on 16th Street SE (LR).
 - Pine-Norwood on 14th Street SE (LR).
 - 16th-17th Street SE on Pine Street (LR).
 - Oak-Norwood on 17th Street SE (LR).
 - Pine-Oak on 15th Street SE (LR).
 - Rosewood-Pine on 15th Street SE (LR).

RIVERSIDE ELEMENTARY

- Address the bus ride length (O).
- Consider new design for drop off and pick up (ST).
- Utilize Crossing guards (Older students or adults) ST).
- Seek to update and enhance all necessary crosswalks with appropriate traffic calming measures (LR).
- Consider sidewalk projects at:
 - Laurel – Jackson – NW/SW 4th (LR).
 - Street Trail Connection (LR).

BAXTER ELEMENARY

- Pathway/bridge across 210 Bus routes less than 1 mile – special waiver due to locate on. (LR).
- Add sidewalks plan to include separate path for pedestrians (LR).
- Seek to update and enhance all necessary crosswalks with appropriate traffic calming measures (LR).

FORESTVIEW

- Address pickup/drop off locations (ST).
- Seek to update and enhance all necessary crosswalks with appropriate traffic calming measures (LR).

BRAINERD HIGH SCHOOL

- Possible adjustment in dismissal time of EA's to address traffic congestion (ST).
- High traffic area in front of school – fast moving traffic (ST).
- Seek to update and enhance all necessary crosswalks with appropriate traffic calming measures (LR).
- Consider sidewalk projects at:
 - S 9th – SE 12th Street on Norwood Street (LR).
 - Quince St. from S 8th St. to SE 13th Street (LR).



ENGINEERING PROJECTS

For all sites, bring all noncompliant sidewalks into compliance and alignment with ADA requirements and local ADA plan (O).



EDUCATION INITIATIVES

- Incorporate “Walk!-Bike!-Fun!” curriculum into current classrooms P.E. curriculum in order to educate students about the benefits of walking or biking to school (ST).

- Continue partnering with the Minnesota Bicycle Alliance to provide educational workshops or other education programs on an annual basis such as League Cycling Instructor (LCI) training or Bicycle Friendly Community (BFC) or Business (BFB) applications/designations (ST).

- Inquire to Minnesota Bicycle Alliance about hosting a bike safety 101 course (short term) (ST).

- Collaborate with Crow Wing Energized (SHIP) to promote and participate in bike/walk to school day and week in the spring and fall (ST).

- Partner with local bicycle clubs and other local partners to hold an annual Bike Rodeo (Ambulance, police department etc.) (ST).

- Teach safe walking and biking to kids at a level appropriate for their age (ST).

- Teach pedestrian and bicycle safety at driver's education courses. Consider including education programs in Drivers education association (ST)

- Continue to be appraised of Safe Routes to School Infrastructure solicitations (annually) (ST).



EVALUATION

- Complete student tally forms for grades K-8 annually (O).

- Complete parent survey forms for grades K-8 every other year (O).

- Review and make annual updates as necessary to the Safe Routes to School Plan (O).

- Continue to meet as a Safe Routes to School task force regularly i.e. quarterly or bi-annually (O).

- Consider working with local the State Health Improvement Plan (SHIP) coalition and Minnesota Department of Transportation (MNDOT) in addition to other local partners and agencies to implement recommendations under each of the six “E’s” (O).



ENCOURAGEMENT

- Established bus pick up locations vs. picking every child up (ST).

- Develop on-site management plans that include designated drop-off/pick-up locations (zones), adult monitors, and student safety patrols. Reevaluate these plans annually for effectiveness and relevancy. Businesses, volunteers, city, school, background checks (ST).

- Hold a Walk to School Day event annually (ST).

- Organize & promote a community bike ride (ST).

- Develop a punch card incentive/prize program for kids who walk or bike to school (ST).

- Have a remote drop-off one day a month for all students (ST).

- Introduce “Walking Wednesdays (short term) and on every Wednesday, children have a special activity focused around walking (ST).

- Establish bus pick up areas in the city limits. This will allow the transportation of students to be more efficient, cause less wear and tear on buses, aid in less fuel being used, and will encourage children to walk to a bus stop or to school (ST). that different kids experience. Encouragement activities should effectively influence children from different backgrounds to embrace walking and bicycling.



ENFORCEMENT

- Consider increased enforcement in regards to yielding to pedestrians (ST).

- Consider a special enforcement campaign for traffic violations particularly as they relate to pedestrian and bicycle safety (Pedestrians, bicyclists, and motorized vehicles) (ST).



EQUITY

- Organize a before or after school walking/biking/running club (ST).

- Consider partnering with charitable organizations such as Kinship in order to provide bicycles to children from disadvantaged or low-income families (ST).

06 | EVALUATION PLAN



The SRTS planning team will consider reviewing the strategies and action plan annually to determine each strategies continued relevance for changing conditions within the community. In addition, the planning team should also consider reviewing state and federal policies and best practices to ensure they are addressing current and expected conditions. Finally, the planning team should also review the issues and barriers to identify any new hindrances to students walking and biking to and from school.

Continued public involvement is critical to the successful implementation of the strategies identified in this plan. The planning team should consider promoting their annual review meeting to the public/community and seek as much community input as possible.

One way to successful engage the public would be to couple the SRTS plan review meeting with an event such as walk to school day, a bike rodeo, or some other fun event. By doing this the planning team would provide a fun event to promote walking and biking and garner valuable input from parents, students, community members and planners alike.

A | LIST OF APPENDICES

Appendix A, School Boundary Map

Appendix B, Parent Survey Results

Appendix C, Student Tally Forms

Appendix D, Walk Audit Observations

Appendix E, Local Adoption Resolutions

Brainerd
181

Map 1 of 1

Public Educational Facilities or Programs¹

- | | |
|-----------------------------|---------------------------------|
| Elementary school | Other School Program (examples) |
| Middle / Junior high school | Area Learning Center (ALC) |
| High / Secondary school | Area Learning Program (ALP) |
| School District Office | Targeted Services |
| Non-Public school | Correctional |
| Public Charter school | Post-Secondary Education |

Public School Attendance Areas¹

-  Elementary School Attendance Area
 Middle School Attendance Area
 High School Attendance Area

Public School Districts¹

- | School District | Adjacent School District | INSET - SEE MAP 2 ON PAGE 10 (if applicable) |
|---|---|---|
|  |  |  |

Other Features

-  Interstate Highway²
 U.S. Highway²
 State Highway²
 County Highway²
 Main Road/Street²
 Railroad³
 Stream⁶
 Lake/Pond⁶
 Minor Civil Division⁴
 City, Township and Public Land Survey Township⁵
 Public Land Survey Section⁵

Sources

- Minnesota Department of Education, IT Division, 2008
Republican Council, 2008. Minnesota Department of Transportation, 2008
Minnesota Department of Information Office
Bureau of the Census, Minnesota Legislative Office (Modified to include all on file with Ward Board through May 2008)
Minnesota Department of Natural Resources

Final Note:
Prevalence of HIV rises

Why \$16 million? The new test scores on the Department of Education's test do not guarantee the results you may obtain from this test. This map is provided as a tool to express an implied warning, including responsibility for incidents by the FBI and the courts. In any event, we will not be liable for any consequential, incidental or special damages, including any loss of profits or any other damages, even if such damages have been advised of the possibility of such damages or any other damages.

School District Location
in Minnesota

1 : 60,340

For further assistance with this map, contact:
 Alex Stark | alex.stark@state.mn.us
 MN Department of Education
 Division of Information Technology
 1000 University Ave. NW
 St. Paul, MN 55155

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

August 2nd, 2021

6:30 PM

WebEx Teleconference Call-In Information

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

Access Code: 146 347 9264

1. Discussion Requesting an Extension to the Small Cities Development Program (SCDP) Grant for NE Brainerd
2. Adopt Resolution Approving Joint Powers Agreement with Minnesota Bureau of Criminal Apprehension and Authorize Signatures
3. Paid On-Call Firefighter Hiring 2021 Hiring List and Authorize to Hire
4. Ratify the Hiring of Community Service Officer Joshua Schueller
5. Ratify Hiring of Police Officer Joshua Claussen
6. Discussion of Proration School Resource Officer Contract for 2nd Half of 2020-2021 School Year
7. 2022 Proposed Budget Timeline



Brainerd City Council Agenda Request

Requested Meeting Date: August 2, 2021

Title of Item: Extension of SCDP Grant for NE Brainerd

☐ 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): John Schommer/Connie Hillman	Estimated Time Needed: 5 Minutes
Summary of Issue: Please see attached memo.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Follow the HRA Board's recommendation and not seek an extension for grant number CDAP-17-0019-O-FY18, and to close out the grant by September 30, 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>	

MEMO



TO: Mayor and Council

FROM: Finance Director Connie Hillman
John Schommer, Rehab Coordinator

DATE: July 28, 2021

RE: SCDP Grant Update – NE Brainerd

In 2018, the City was awarded a Small Cities Development Program (SCDP) Grant for the northeast and downtown areas. The grant was in the amount of \$638,338 for the period of June 27, 2018 – September 30, 2021. The City also entered into an Administrative Contract with the Brainerd HRA to administer the grant on behalf of the City.

Through June 30, 2021, the City has requested \$233,454 in draw requests against the grant. There are potential additional draw requests for projects that are in the works totaling \$90,251. This work needs to be completed by September 30, 2021. It is projected that the City would draw a total of \$323,705, utilizing about 51% of the grant amount by September 30, 2021.

This grant has hit many roadblocks. The HRA Staff have been working hard over the last several years to obtain applications for the grant. There were enough residents interested in participating and the economic need was demonstrated to DEED. However, the interest has not yielded projects for the grant.

The City has two choices:

- Close out the grant by September 30, 2021, not utilizing all of the grant funds.
 - Advantage: The City is not able to submit a preliminary grant application for another area of Brainerd with an existing open grant.
 - Disadvantage: We have been told that not utilizing all of a previous grant award may negatively impact future grant awards to the City.
- Request an extension to DEED.
 - Advantage: Allow more time to utilize the grant funds. An extension would likely give us time to complete more multi-family rental rehab project.
 - Disadvantage: At this point it is unlikely that an extension would allow the City to utilize the full grant.

The HRA Board met on Wednesday, July 28, 2021. The HRA board is recommending not submitting an extension for the grant.



Brainerd City Council Agenda Request

Requested Meeting Date: 8/2/2021

Title of Item: Brainerd Fire Dept. - NCJA Background Check JPA

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Fire Chief Tim Holmes	Department: Fire
Presenter (Name & Title): Fire Chief Tim Holmes	Estimated Time Needed: 10 minutes
Summary of Issue: During the hiring process criminal background checks are completed on all firefighters before hiring. This agreement and resolution allows the Brainerd Fire Dept., a non-criminal justice agency, to use the MN BCA for these checks. This agreement is required to perform background checks on firefighters that have not lived within MN for at least 5 years.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Adopt the attached resolution and approve the appropriate signatures on the Joint Powers Agreement.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



Joint Powers Agreement

State of Minnesota

Federal Background Checks

ORI - MN920165Z
SWIFT Contract #197009

This Agreement is between the State of Minnesota, acting through its commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the City of Brainerd on behalf of its Fire Department, 23 Laurel Street, Brainerd, MN 56401 ("Governmental Unit").

Recitals

- 1 Under Minnesota Statutes § 471.59, the BCA and Governmental Unit are empowered to engage in such agreements as are necessary to exercise their powers.
- 2 The BCA is the State Identification Bureau for the State of Minnesota and is responsible for fingerprint identification services including submission of civil, fingerprint-based background checks to the Federal Bureau of Investigation ("FBI") subsequent to conducting Minnesota records checks.
- 3 The Governmental Unit has a state statute, Minnesota Statutes, §299F.035, that has been approved by the United States Attorney General as compliant with Public Law 92-544.
- 4 The Governmental Unit wants to access federal data in support of its duties to conduct background checks as provided by law.
- 5 The purpose of this Joint Powers Agreement is to memorialize the requirements for Governmental Unit to obtain access and the limitations that apply to the information that Governmental Unit obtains.

Agreement

- 1 **Term of Agreement**
 - 1.1 **Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures under Minnesota Statutes § 16C.05, subdivision 2.
 - 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective.
- 2 **Agreement Between the Parties**
 - 2.1 **Request Submission.** Governmental Unit agrees that it will collect fingerprints from those individuals for whom a Minnesota and federal fingerprint-based background check will be conducted. Governmental Unit will forward the fingerprints and other documentation to the BCA. The fingerprints will be captured so they meet the requirements of National Institute of Standards and Technology Special Publication 500-290. The Governmental Unit will ensure that all fields required on the fingerprint card are completed.

Fingerprints received by Governmental Unit will be forwarded to the BCA using a secure method.

- 2.2 **Request Processing.** On receipt of fingerprints that conform to the requirements of Clause 2.1, the BCA will conduct a check of the Minnesota criminal history repository for any records that match the fingerprints submitted. Any results of a fingerprint match in Minnesota will be returned to the Governmental Unit with the federal results.

The BCA will also forward the fingerprints to the FBI for processing. The BCA will receive the response from the FBI, redact any data the Governmental Unit is not

- entitled to receive and forward the results to the Governmental Unit.
- 2.3 Policies.** The FBI and BCA have laws and policies on access, use, audit, dissemination, screening (pre-employment), security, training, and use of the criminal history results. These FBI and BCA policies, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us//noncrim/launchpad/index.pl>. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement.
- 2.4 Limitations on Access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.
- 2.5 Requirement to Update Information.** The parties agree that if there is a change to any of the information, whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change.
- 2.6 Compliance with Personnel Security Requirements.** Employees of Governmental Unit who review results of background checks will be required to take security awareness training and pass a federal, fingerprint-based background check. Any information technology staff who support the work of Governmental Unit and who have physical or logical access to criminal history information will also be required to take security awareness training and pass a federal, fingerprint-based background check and may need to sign a security addendum certification. All required training by Governmental Unit employees will be completed prior to reviewing or handling background checks.

3 Payment

Governmental Unit will pay the BCA for all services performed under this Agreement. For each background check that is processed by BCA, Governmental Unit will pay the fee identified at <https://dps.mn.gov/divisions/bca/Documents/Background-check-fees.pdf>. There is an additional \$10.00 fee if the fingerprints are taken at BCA.

4 Authorized Representatives

BCA's Authorized Representative is the person below, or her successor:

Name: Dana Gotz, Deputy Superintendent
Address: Dept. of Public Safety; Bureau of Criminal Apprehension
1430 Maryland Avenue East
Saint Paul, MN 55106
Telephone: 651.793.1007
Email Address: Dana.Gotz@state.mn.us

Governmental Unit's Authorized Representative is the person below, or his/her successor:

Name: Tim Holmes, Chief
Address: Brainerd Fire Department
23 Laurel Street
Brainerd, MN 56401
Telephone: 218.828.2312
Email Address: tholmes@ci.brainerd.mn.us

5 Assignment, Amendments, Waiver, and Agreement Complete

- 5.1 Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.
- 5.2 Amendments.** Any amendment to this Agreement, except that described in Clause 2.5 above, must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, or their successors in office.
- 5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- 5.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

The BCA and the Governmental Unit agree each party will be responsible for its own acts and behavior and the results thereof to the extent authorized by law and shall not be responsible or liable for the acts of any others and the results thereof. The BCA's liability shall be governed by provisions of the Minnesota Torts Claims Act, Minnesota Statutes § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by the Minnesota Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable law.

7 Audits

- 7.1** Under Minnesota Statutes § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, State Auditor, or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.
- 7.2** Under applicable state and federal law and policy, the Governmental Unit's records are subject to examination by the BCA and the FBI to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.

8 Government Data Practices

- 8.1 BCA and Governmental Unit.** The BCA and Governmental Unit must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minnesota Statutes §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the BCA or the Governmental Unit.

9 Investigation of Alleged Violations; Sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Governmental Unit.

- 9.1 Investigation.** Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal law, state law, and policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.

9.2 Sanctions.

9.2.1 Under this Agreement, Governmental Unit must determine if and when an involved Individual User is disciplined due to inappropriate use of data. Governmental Unit may decide to suspend or terminate access and the decision must be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Governmental Unit must report the status of the Individual User's access to BCA without delay. BCA reserves the right to temporarily suspend or eliminate an Individual User's access to data and will notify Governmental Unit if an Individual User is affected.

9.2.2 If the BCA determines the Governmental Unit has jeopardized the integrity of the information, BCA may temporarily stop providing some or all the information under this Agreement until the failure is remedied to the BCA's satisfaction. If Governmental Unit's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within 30 days of the affected party receiving that notice.

12 E-Verify Certification (In accordance with Minnesota Statutes § 16C.075)

For services valued in excess of \$50,000, Governmental Unit certifies that as of the date of services performed by the BCA, Governmental Unit and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify Program for all newly hired employees in the United States who will perform work on behalf of the Governmental Unit. Governmental Unit is responsible for collecting all subcontractor certifications and may do so utilizing the *E-Verify Subcontractor Certification Form* available at <http://www.mmd.admin.state.mn.us/doc/EVerifySubCertForm.doc>. All subcontractor certifications must be kept on file with Governmental Unit and made available to the BCA upon request.

13 Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: 6. Liability; 7. Audits; 8. Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and 10. Venue.

BCA and the Governmental Unit indicate their agreement and authority to execute this Agreement by signing below.

GOVERNMENTAL UNIT

Governmental Unit certifies that the appropriate person(s) has(have) executed this Agreement on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions, or ordinances.

By and Title: _____
Governmental Unit

_____ Date

By and Title: _____
Governmental Unit

_____ Date

By and Title: _____
Governmental Unit

_____ Date

By and Title: _____
Governmental Unit

_____ Date

By and Title: _____
Governmental Unit

_____ Date

DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

By and Title: _____
(with delegated authority)

_____ Date

COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

By: _____

_____ Date

RESOLUTION NO. _____

**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF
BRainerd ON BEHALF OF ITS FIRE DEPARTMENT REGARDING THE NON-CRIMINAL JUSTICE AGENCY
BACKGROUND CHECK.**

WHEREAS, the City of Brainerd on behalf of its Fire Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to utilize applicable state and federal laws to collect fingerprints from those individuals for whom a Minnesota and federal fingerprint-based background check will be conducted. Governmental Unit will forward the fingerprints and other documentation to the BCA. The fingerprints will be captured so they meet the requirements of National Institute of Standards and Technology Special Publication 500-290. The Governmental Unit will ensure that all fields required on the fingerprint card are completed.

NOW, THEREFORE, BE IT RESOLVED by the City of Brainerd, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Brainerd on behalf of its Fire Department, are hereby approved. A Copy of the Joint Powers Agreement is attached to this Resolution and made a part of it.
2. That the Chief of Brainerd Fire Department, Tim Holmes, or his successor, is designated the Authorized Representative for the Fire Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
3. That the Mayor for the City of Brainerd and the City Administrator are authorized to sign the State of Minnesota Joint Powers Agreements.

Adopted this 2nd day of August, 2021.

KELLY BEVANS
President of the Council

Approved this 3rd day of August, 2021.

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: August 2nd, 2021

Title of Item: Paid On-Call Firefighter Hiring 2021

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Fire Chief Holmes	Department: Fire
Presenter (Name & Title): Fire Chief Holmes	Estimated Time Needed: 10 minutes
Summary of Issue: Request to establish a Paid On-Call Firefighter hiring list and hire up to 4 Paid On-Call Firefighters.	
Alternatives, Options, Effects on Others/Comments: The fire department has 36 paid-on-call firefighters. Historically the department has tried to maintain a POC staffing of up to 40 firefighters. Conduct testing in September and hire off of the list with a start date around December.	
Recommended Action/Motion: Motion to approve the fire department to establish a Paid on Call Firefighter hiring list and to hire up to 4 Paid on Call Firefighters.	
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> Estimated \$1200 per firefighter for all pre-employment testing.	



Brainerd City Council Agenda Request

Requested Meeting Date: August 2, 2021

Title of Item: Ratification of Hiring Community Service Officer Joshua Schueller

☐ 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: Chief Mike Bestul	Department: Police
Presenter (Name & Title): Chief Mike Bestul	Estimated Time Needed: 2 minutes
Summary of Issue: On the July 6, 2021 council meeting we received authorization to hire a Community Service Officer when Hunter Furstenberg resigned, with the starting wage of \$14.00. The current staffing level of CSOs is at 3, with two departing to attend college at the end of August. We recently completed interviews for the position and Joshua Schueller was selected and hired, effective July 28, 2021.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Ratify the hiring of Community Service Officer Joshua Schueller, starting at \$14.00 per hour, with an effective date of July 28, 2021.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No This position is within the 2021 budget. <u>Please Explain:</u>	



Brainerd City Council Agenda Request

Requested Meeting Date: August 2, 2021

Title of Item: Ratification of Hiring Police Officer Joshua Claussen

☐ 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: Chief Mike Bestul	Department: Police
Presenter (Name & Title): Chief Mike Bestul	Estimated Time Needed: 2 minutes
Summary of Issue: Police Officer candidate Joshua Claussen has successfully completed the pre-employment screening process. Joshua Claussen's first day of employment was July 26, 2021. Joshua Claussen will start at 2021 Step 1 rate of \$28.26 per hour, pursuant to the current Law Enforcement Labor Services Local (LELS) #65 agreement.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Ratify the hiring of Police Officer Joshua Claussen, starting at LELS Step 1 rate of \$28.26 per hour, with an effective date of July 26, 2021.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> The position is within the department's 2021 budget.	



Brainerd City Council Agenda Request

Requested Meeting Date: August 2, 2021

Title of Item: Discussion of Proration SRO Contract Amount for 2020-2021 School Year

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman/Police Chief Bestul	Estimated Time Needed: 5 Minutes
Summary of Issue: The City is contracted by the ISD 181 to provide a school resource officer (SRO). The contract amount for the 2020-2021 school year is \$76,500. The City billed the school district for the 2nd half of the contract amount. Staff was again contacted by the school asking if the City would consider a reduction to the 2020-2021 school year due to school not being in session as a result of COVID-19. Staff reviewed the agreement (attached) and feel that a reduction to the contract for the 2020-2021 school year would be appropriate based on the language in Section 2.	
Alternatives, Options, Effects on Others/Comments: The first half billing for the 2020-2021 school year was reduced by \$13,000 per Council action on January 19, 2021 (a portion of the minutes are attached). When the schools are closed, the officer scheduled as the SRO was re-assigned as a patrol officer. Due to being short staffed, having the SRO officer as a patrol officer helped the City. K-2 and special ed went back to in-person on January 19th, and the high school started the hybrid model February 16th. Per review of the schedule, the SRO officer was assigned patrol duties from January 1-February 16th. Following the same method used to calculate for the 1st 1/2 billing reduction: The number of school days in January were 19, and the number of school days in February up to February 16th were 10 for a total of 29 days. $\$76,500 / 173 \text{ days} = \$442.20 \text{ per day} * 29 \text{ school days} = \$12,823.80$ Since the SRO would have been at the school if needed when needed, and for simplicity, staff recommends round the reduction to \$12,000.	
Recommended Action/Motion: Authorize staff to reduce the school resource officer contract amount with ISD 181 for the 2nd 1/2 billing for the 2020-2021 school year by \$12,000.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>\$12,000</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i>	

**Contract for School Resource Officer
Between the
City of Brainerd
and
Independent School District No. 181, Brainerd, Minnesota**

THIS CONTRACT, made and entered into this 17th day of September, 2019, by and between the City of Brainerd, hereinafter referred to as the ("City"), and Independent School District No. 181, Brainerd, Minnesota, hereafter referred to as the ("District"), is entered into under Minnesota law.

WHEREAS, the District has the management, jurisdiction, and control of Brainerd Public Schools, at all sites ("School"), situated within the City; and

WHEREAS, the District has the implied power to provide for the protection of life and property at the School; and

WHEREAS, the City has the power to provide for the protection of life and property within the City; and

WHEREAS, it has been determined that it is in the public interest to have additional protection furnished to the School above that which is presently being furnished by the City under its general obligation to provide protection;

NOW, THEREFORE, the District and the City do hereby agree and contract as follows:

1) PURPOSE

This Contract is to address the need for the presence of one law enforcement School Resource Officer ("SRO") to be assigned by the Chief of Police to work in and around the School. The SRO will provide instruction and law enforcement school liaison services to the District as set forth in this Contract.

2) SERVICES PROVIDED

The services of at least one full-time duly certified police officer of the Police Department of the City shall be furnished by the City to the School **eight (8) hours** of each day beginning the first day of the regular school year through the last day of the regular school year, **excepting the days when students are not in attendance for up to 173 days** per school year.

It shall be the primary function of each SRO, while on duty at the School, to take reasonable steps and employ lawful and accepted police measures for the protection of life and property of the School.

3) OFFICER EMPLOYED BY THE CITY

Each such SRO shall, while on duty at the School, remain at all times under the direct control and supervision of the Chief of Police of the City and shall in no sense be considered an employee of the District. The Chief of Police shall, in supervising each such SRO, confer with the administration of the School as to the manner in which such SRO shall, in any given circumstance, perform the functions assigned. The Police Chief will confer with District Administration on the selection of each such SRO assigned to the School.

The City shall furnish each such SRO with all necessary police equipment, including a cell phone and an automobile when needed in the judgment of the Chief of Police, to enable the proper performance of the duties assigned under this Contract. At least one SRO shall, while on duty at the School, be stationed full-time on the campus of the School, and shall devote the entire time performing the duties assigned.

The City shall provide workers' compensation coverage for each such SRO.

4) INDEMNIFICATION AND INSURANCE

The City agrees to indemnify and hold harmless the District for actions and representations made by its assigned SRO which occur in the performance of the terms of this Contract or their employment duties, and the results thereof, to the extent authorized by law.

During the term of this Contract, the City shall, at its own expense, maintain an insurance policy that shall be endorsed to add the District as additional insureds with respect to liability for bodily injury, property damage, or personal injury caused in whole or in part by the acts or omissions of the City. Evidence of procurement of the insurance policy shall be provided to the District on a yearly basis.

5) STUDENT DATA PRIVACY

The City and District agree to abide by the Minnesota Government Data Practices Act ("MGDPA"), as well as any other applicable federal, state, and local laws and ordinances. The District will share information and records with the SRO in accordance with applicable law, and both parties agree that all data collected, created, received, maintained, or disseminated pursuant to this Contract will be done in accordance with the MGDPA.

6) DURATION AND COST

The amount to be paid to the City in full payment for all services furnished by the City pursuant to this Contract shall be as follows:

2019-20	\$75,000
2020-21	\$76,500

Payment of the annual amounts will be evenly divided and paid in December and June of each year.

The annual cost shall be prorated to a daily cost based on 173 school days in the academic year. This daily rate shall be used as a base rate for additional contracted time which may be agreed to by the parties hereto.

The initial term of this Contract shall be the 2019-20 and 2020-21 school years and shall automatically renew each school year thereafter, unless terminated pursuant to the procedure herein provided. This Contract may be terminated at any time by mutual consent of the parties hereto, and it shall be terminated not less than thirty (30) days following the presentation of written notice by either party to the other contracting party.

IN WITNESS WHEREOF, this Contract has been executed by the duly authorized officers of the respective parties this 17th day of September, 2019.

CITY OF BRAINERD

By

Mayor

By

City Administrator

INDEPENDENT SCHOOL DISTRICT
NO. 181, BRAINERD, MINNESOTA

By

Chairperson

By

Clerk

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF POLICE OFFICER TYLER AISTROP.

Approve Memorandum of Understanding for Kulzer Grievance Settlement - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF BRAINERD AND TEAMSTERS LOCAL NO. 346 TO SETTLE THE KULZER GRIEVANCE BY ALLOWING LT. KULZER TO ADVANCE TO STEP 7, EFFECTIVE JANUARY 1, 2021.

Committee Chair Johnson explained Lt. Kulzer had previously earned two achieves expectations in his position as Sergeant and an exceeds expectations as a Lieutenant. The language in the Employee Policy Manual was vague and did not clarify the ratings needed to be within the same position. He indicated the revision to the employee manual will take place and brought back to Council for approval.

Consider Next Steps on Police Chief Hiring - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE OPTION #4 TO UTILIZE DEPUTY CHIEF MIKE BESTUL AS ACTING POLICE CHIEF FOR AN EXTENDED PERIOD OF TIME, REQUEST THE CIVIL SERVICE COMMISSION CONDUCT AN ACTING POLICE CHIEF EXAMINATION PROCESS AND WAIT TO REPOST THE POSITION UNTIL JANUARY 2022.

Council discussion took place.

Council Member Stenglein stated she feels the process should continue as it started and make a conditional job offer to the next candidate, Victor Siebeneck.

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

Discussion of Proration of the School Resource Officer Contract for 2020-2021 School Year - Approved

MOVED AND SECONDED BY ALDERMEN STENGLEIN AND STUNEK TO AUTHORIZE STAFF TO REDUCE THE SCHOOL RESOURCE OFFICER CONTRACT AMOUNT WITH ISD181 FOR THE FIRST HALF BILLING FOR THE 2020-2021 SCHOOL YEAR BY \$13,000.

Council Member Stenglein stated action will not be taken regarding the second half of the billing at this time.

Council Member Johnson indicated he is not in favor of the motion as the contract was agreed upon by both parties and signed.

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

Amended Approved 2020-21 Calendar

8/24/2020

	S	M	T	W	TH	F	S	In Session	Paid Legal Holidays	Workshop
Aug	23	24	25	26	27	28	29	8/24 - 9/4 - Optional Move In Time**		
	30	31						(2 days swapped out from end of May 2021 - Special Education Staff, Harrison, Nisswa, Baxter and some BHS, Garfield and Riverside Staff.)		3.5
Sep			1	2	3	4	5	Workshop 8/31-9/3 (1/2 day 9/3)		
	6	7	8	9	10	11	12	Labor Day 9/7	4	1
	13	14	15	16	17	18	19		5	
	20	21	22	23	24	25	26		5	
	27	28	29	30					3	
									17	
Oct					1	2	3		2	
	4	5	6	7	8	9	10		5	
	11	12	13	14	15	16	17	EM Conference 10/15-16	3	1
	18	19	20	21	22	23	24		5	
	25	26	27	28	29	30	31		5	
									20	
Nov	1	2	3	4	5	6	7		5	
	8	9	10	11	12	13	14		5	
	15	16	17	18	19	20	21	End of 1st Trimester (55 days)	5	
	22	23	24	25	26	27	28	Thanksgiving 11/26-27	3	
	29	30						Inservice 11/30	0	1
									18	
Dec			1	2	3	4	5		4	
	6	7	8	9	10	11	12		5	
	13	14	15	16	17	18	19		5	
	20	21	22	23	24	25	26	Three Hour Early Out 12/23	3	
	27	28	29	30	31			Christmas Break 12/24-1/3	0	
									17	
Jan						1	2		0	
	3	4	5	6	7	8	9		5	
	10	11	12	13	14	15	16	End of 1st Semester (82 days)	5	
	17	18	19	20	21	22	23	Inservice 1/18	4	
	24	25	26	27	28	29	30		5	1
	31								19	
Feb		1	2	3	4	5	6		5	
	7	8	9	10	11	12	13		5	
	14	15	16	17	18	19	20	President's Day	4	
	21	22	23	24	25	26	27	End of 2nd Trimester (55 days)	5	
	28								19	
Mar		1	2	3	4	5	6		5	
	7	8	9	10	11	12	13		5	
	14	15	16	17	18	19	20		5	
	21	22	23	24	25	26	27		5	
	28	29	30	31					3	
									23	
Apr					1	2	3	Good Friday 4/2	1	
	4	5	6	7	8	9	10	Easter Monday	4	
	11	12	13	14	15	16	17		5	
	18	19	20	21	22	23	24		5	
	25	26	27	28	29	30			5	
									20	
May						1		BHS Graduation 5/21		
	2	3	4	5	6	7	8	End of 3rd Trimester (58 days)	5	
	9	10	11	12	13	14	15	KinderFriend Day 5/20	5	
	16	17	18	19	20	21	22	End of 2nd Semester (86 days)	5	
	23	24	25	26	27	28	29	2 days Moving / 3 days PD**	0	0.5
	30	31						Memorial Day 5/31	15	
									1	
									168	
									4	
										7

E-Learning days will be used for up to five days as per School Board approved resolution.

**Staff who utilize two moving days in August 2020 will have site PD on 5/24-5/25 and District PD on 5/26.

Staff who utilize moving days in May will do so on 5/24-5/25. They will have District PD on 5/26 and site PD on 5/27-5/28.



Brainerd City Council Agenda Request

Requested Meeting Date: August 2, 2021

Title of Item: 2022 Budget Proposed Timeline

☐ 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: Adm/Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 5 Minutes
Summary of Issue: The City Council needs to adopt the 2022 preliminary levy by September 30, 2021. The preliminary levy that is set in September is the levy used to send out the proposed property tax statement in November; and the final levy adopted in December can be lower but not higher than the preliminary levy. The Council discussed the capital budget, with the exception of the parks capital plan in March and the debt levy in June. Staff is now working on the operating budgets and updating the capital and debt levies as well.	
Alternatives, Options, Effects on Others/Comments: Below is a proposed time line for the Council's consideration: * August 18th present the budget to the P&F Chair and Council President per the City Charter. * Budget workshop on Monday, August 23rd or August 30th. There are 5 Mondays in the month of August. It is at this meeting that the Park Board will present their capital and operating budgets. * Have an additional workshop or further discussion about the budget and levy in September. * Set the preliminary levy at the regular Council meeting on September 20.	
Recommended Action/Motion: Review the proposed time line and set a budget workshop for Monday, August 30, 2021 at 6:00 p.m.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



Brainerd City Council Agenda Request

Requested Meeting Date: August 2nd, 2021

Title of Item: Adopt Resolution Approving Charter Ordinance Summary

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Jennifer Bergman	Department: Admin
Presenter (Name & Title): Jennifer Bergman	Estimated Time Needed: 5 min
Summary of Issue: Publish Summary of Ordinance 1516 in Dispatch	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Adopt Resolution approving summary publication of Charter Ordinance 1516	
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 APPROVING SUMMARY PUBLICATION OF CHARTER
ORDINANCE**

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

WHEREAS, on June 21, 2021, the City Council adopted Ordinance No. 1516 amending the City Charter pursuant to Minnesota Statutes section 410.12, subdivision 7; and

WHEREAS, Ordinance No. 1516 is quite lengthy and would be expensive to publish in its entirety.

NOW, THEREFORE, BE IT RESOLVED that the Council finds that the following text clearly informs the public of the intent and effect of Ordinance No. 1516 and approves the following summary for publication:

SUMMARY PUBLICATION OF ORDINANCE 1516

An Ordinance Amending the City Charter by renumbering paragraphs, removing references to the Board of Health and Aldermen, removing unused provisions concerning the City Administrator, City Engineer and Fire Chief, removing various outdated terms and terms contrary to state law, and removing outdated references to unused City funds.

Notice: the full text of Ordinance 1516 is available for public inspection at City Hall located at 501 Laurel Street, Brainerd, Minnesota, during regular office hours.

Adopted this _____ day of _____, 2021

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: August 2, 2021

Title of Item: Consider Resolution Creating the Water Tower Ad Hoc Committee

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Jennifer Bergman	Department: Administration
Presenter (Name & Title): City Administrator Bergman	Estimated Time Needed: 10 Minutes
Summary of Issue: The City Council approved the Ad Hoc Committee Procedure at the June 24th Council meeting. The purpose of the Procedure is to provide a purpose for the Ad Hoc Committee as well determine the length of term, membership and duties. In July, staff discussed this Procedure with the existing ad hoc committees to get input for a recommendation to the City Council for proposed resolutions.	
Alternatives, Options, Effects on Others/Comments: Attached is the proposed resolution for the Water Tower Committee. This one is unique from the others since the Committee created their own 501(c)(3); however, the By Laws specifically reference it as an Ad Hoc Committee of the Council. The main purpose of the Water Tower Committee is to raise funds to repair the water tower. The members would like to continue their Committee until the water tower has been repairs.	
Recommended Action/Motion: Adopt the resolution establishing an Ad Hoc Committee to save the water tower.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

RESOLUTION NO. ____:21

**RESOLUTION ESTABLISHING AN AD HOC COMMITTEE TO SAVE THE
WATER TOWER**

WHEREAS, the historic water tower was built between 1919 and 1922; and,

WHEREAS, the water tower served until 1958 when a new 1,000,000 gallon tank was constructed; and,

WHEREAS, the water tower was drained in 1960 and was added to the State Inventory of Historic Places in 1972; and,

WHEREAS, in 2014 the City of Brainerd hired SEH to provide a feasibility report and budget information to assist the City in decision making and establishing budgets for fund raising; and,

WHEREAS, in 2017 Preservation Design Works completed a study to conduct improvements based on the Secretary of the Interior such that the historic character of the site could be preserved and remain on the National Register of Historic Places; and,

WHEREAS, the City Council created a Citizen's Committee to allow citizen's two years to fundraise toward the restoration of the water tower; and,

WHEREAS, the City Council committed \$300,000 over three years towards the water tower project and directed staff to apply for historical society funding and grants; and,

WHEREAS, the Water Tower Committee created their own 501(c)(3) and has raised \$XX to date.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brainerd, Minnesota , that the following ad hoc committee be established as directed.

1. **Purpose:** There is hereby established an Ad Hoc Committee entitled Water Tower Committee for the purpose of raising fund to repair the historic water tower.
2. **Length of Term:** Meet until the water tower restoration has been completed.
3. **Committee Membership:** The Committee shall have between 5 and 7 members all of whom shall be appointed by the Council President with the approval of the City Council. There will be no Council or staff liaison.
4. **Compensation:** This is a volunteer committee without compensation.
5. **Organization:** The Committee shall elect its own Chair, Vice Chair and Secretary. Written minutes shall be forwarded to the Council for their review.
6. **Meeting Dates and Time:** The Committee shall establish meeting dates and times once formed.
7. **Duties:**
 - a. Fundraise for the repair of the water tower
 - b. Make recommendations to the City Council on the repairs to the water tower
 - c. Provide updates to the Council bi-annually

Adopted this ____ day of August, 2021

KELLY BEVANS
President of the Council

Approved this ____ day of August, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: August 2, 2021

Title of Item: Consider Resolution for Establishment of an Ad Hoc Committee to Advise th

☐ 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 approved the Ad Hoc Committee Procedure at the June 24th Council meeting. The purpose of the Procedure is to provide a purpose for the Ad Hoc Committee as well determine the length of term, membership and duties. In July, staff discussed this Procedure with the existing ad hoc committees to get input for a recommendation to the City Council for proposed resolutions.	
Alternatives, Options, Effects on Others/Comments: Attached is the proposed resolution for the Parking Commission. This Commission is currently comprised of 5 members: Kevin Yeager (Chair), Chuck Marohn (Vice-Chair), Rylie Weber, Brenda Billman-Arndt, and Wayne Erickson. The Commission is actively study parking issues in and around the Downtown and is in the process of developing a parking plan to be presented to the City Council in the next few months.	
Recommended Action/Motion: Adopt the resolution establishing the Parking Commission, an Ad Hoc committee to advise the City Council on Parking.	
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

**RESOLUTION ESTABLISHING AN AD HOC COMMITTEE TO ADVISE THE
CITY COUNCIL ON PARKING**

WHEREAS, the City once had an established Parking Commission; and,

WHEREAS, the Parking Commission was abolished in 2005 for lack of participation; and,

WHEREAS, members of the community requested a new Parking Commission to advise the City Council on parking issues, particularly in and around the downtown; and,

WHEREAS, the City Council voted to re-establish the Parking Commission as an Ad Hoc committee on July 6, 2020;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brainerd, Minnesota, that the following ad hoc committee be established as directed.

1. **Purpose:** There is hereby established an Ad Hoc Committee entitled Parking Commission for the purpose of advising the City Council on parking issues.
2. **Length of Term:** Meet until the City Council has determined that the Committee has delivered sufficient recommendations to the Council to adequately address parking issues within the City of Brainerd.
3. **Committee Membership:** The Committee shall have between 5 and 7 members all of whom shall be appointed by the Council President with the approval of the City Council. The Community Development Director shall be the staff liaison.
4. **Compensation:** This is a volunteer committee without compensation.
5. **Organization:** The Committee shall elect its own Chair, Vice Chair and Secretary. Written minutes shall be forwarded to the Council for their review.
6. **Meeting Dates and Time:** The Committee shall establish meeting dates and times once formed.
7. **Duties:**
 - a. Identify issues related to parking, specifically in and around the downtown
 - b. Make recommendations to the City Council as how to address identified issues.
 - c. Provide updates to the City Council quarterly.

Adopted this ____ day of August, 2021

KELLY BEVANS
President of the Council

Approved this ____ day of August, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: August 2, 2021

Title of Item: Consider Resolution to Dissolve the Walkable Bikeable Ad Hoc Committee

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading <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 approved the Ad Hoc Committee Procedure at the June 24th Council meeting. The purpose of the Procedure is to provide a purpose for the Ad Hoc Committee as well determine the length of term, membership and duties. In July, staff discussed this Procedure with the existing ad hoc committees to get input for a recommendation to the City Council for proposed resolutions.	
Alternatives, Options, Effects on Others/Comments: The Walkable Bikeable City Committee was established as an Ad Hoc committee by the City Council in September 2013 and first met in November 2013. Since its inception, the Committee was influential in the development and adoption of the Complete Streets Policy and Non-Motorized Transportation Plan. Both of these documents are actively used in the planning and construction of the City's streets, sidewalks, and trails. However, since the completion of the Complete Streets Policy and Non-Motorized Transportation Plan, the Committee has floundered as they have been assigned no new tasks by the City Council. Based on the new policy on Ad Hoc committees issued by the City Council and after conferring with members of the Walkable Bikeable City Committee, it is staff's recommendation to acknowledge to accomplishments of the Committee and then dissolve the Committee until a time at which the City Council deems it necessary to reestablish it.	
Recommended Action/Motion: Adopt the resolution acknowledging and applauding the accomplishments of the Walkable Bikeable City Committee and dissolving the Committee until a time at which the City Council deems it necessary to reestablish it.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

RESOLUTION NO. ____:21

RESOLUTION DISOLVING THE WALKABLE BIKEABLE CITY COMMITTEE

WHEREAS, the City Council established the Walkable Bikeable City Committee as an Ad Hoc committee in 2013; and,

WHEREAS, the Walkable Bikeable City Committee was instrumental in the development and adoption of the Complete Streets Policy and Non-Motorized Transportation Plan; and,

WHEREAS, the Complete Streets Policy and Non-Motorized Transportation Plan are actively used in the planning and construction of the City's streets, sidewalks, and trails; and,

WHEREAS, the volunteer members of the Walkable Bikeable City Committee have faithfully served the Brainerd community; and,

WHEREAS, the Walkable Bikeable City Committee has not been assigned new tasks by the City Council;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brainerd, Minnesota, that the accomplishments of the Walkable Bikeable City Committee are recognized and applauded, and the Committee is dissolved until a time at which the City Council deems it necessary to re-establish the Ad Hoc committee.

Adopted this ____ day of August, 2021

KELLY BEVANS
President of the Council

Approved this ____ day of August, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: August 2, 2021

Title of Item: Consideration for Conditional Use Permit for the Operation of an Automobile

☐ 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: Derrick Taylor has submitted a request on behalf of SeelTay LLC, 210 NW 5th St., Brainerd, MN 56401, for a Conditional Use Permit to operate an automobile dealership with associated mechanic shop. The operation of an automobile dealership with associated mechanic shop in a B-4 District is considered a conditional use per Section 515-63-6.O of the Code of Ordinances.	
Alternatives, Options, Effects on Others/Comments: The Planning Commission considered this CUP request during their regular meeting on July 21 and voted unanimously to approved the requested CUP with the conditions that the Engineering and Community Development Departments review and approve the new sales lot design prior to construction and that any new parking lot lighting have motion detectors and be dimmable to 50% power after business hours.	
Recommended Action/Motion: Motion to approved the Conditional Use Permit to operate an automobile dealership with associated mechanic shop at 210 NW 5th St. with the conditions that the Engineering and Community Development Departments review and approve the new sales lot design prior to construction and that any new parking lot lighting have motion detectors and be dimmable to 50% power after business hours.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

MEMO



TO: Planning Commission

FROM: James Kramvik, Assistant Planner

DATE: July 21, 2021

RE: CUP – 210 NW 5th Street

Derrick Taylor has submitted a request on behalf of SeeHay LLC, 210 NW 5th St., Brainerd, MN 56401, for a Conditional Use Permit to operate an automobile dealership with associated mechanic shop.

Findings of Fact

1. 210 NW 5th Street is located in a B-4 (General Business) District.
2. The operation of an automobile dealership with associated mechanic shop in a B-4 District is considered a conditional use per Section [515-63-6.O](#) of the Code of Ordinances.
3. SeeHay LLC purchased two parcels that were previously owned by North Memorial Medical Center. Parcel # 41040723 contains the office, shop, and parking areas. Parcel #41040722 to the South is a vacant lot that the applicant is proposing an expansion for vehicle sales.
4. The business must meet the following criteria as required by the aforementioned section of the Code:
 - a. Outdoor sales area shall be set at least five (5) feet back from all property lines, and at least fifteen (15) feet back from any street surface.
 - i. *The outdoor sales areas will meet the setback requirements. The proposed new sales area will be 15' back from the street surface. The road right-of-way extends approximately 19' from the curb. The existing rear sales area will consist of a concrete pad off the alley. The rear parking area is large enough to hold 8 cars and maintain a 5' setback from the alley. Sales will also occur inside the garage.*
 - b. Outdoor sales shall be physically defined on the site by surfacing, curbing, landscaping, or a fence barrier.
 - i. *The outdoor sales area will be defined by a new asphalt paved sales area and a rear concrete pad.*
 - c. The boulevard portion of the street right-of-way shall not be used for parking, or storage or display of sale items.
 - i. *The boulevard will not be used as indicated by the site map.*

- d. Outside sales areas are fenced or screened from view of neighboring residential uses or an abutting residential district in compliance with [Section 20](#) of this Ordinance.
 - i. The proposed site is not adjacent to any residential uses.*
 - e. All lighting shall be hooded and so directed that the light source is not visible from the public right-of-way or from an abutting residence and shall be in compliance with [Section 18](#) of this Ordinance.
 - i. The applicant is proposing two new pole lights for the sales area. The lights will be positioned in the interior portion of the sales lot.*
- 5. Automobile repair is considered an accessory use to Automobile Sales per [Section 2](#) of this Ordinance.
 - a. Automobile Sales. The use of any building or land area for the display and sale of new or used automobiles, trucks, vans, trailers or recreational vehicles including any major or minor automobile repair or service uses conducted as an accessory use.
- 6. The City Engineer must approve the parking plan and stormwater management plan prior to construction of the new asphalt sales area. The Community Development Department will review setbacks and lighting fixtures prior to installation.

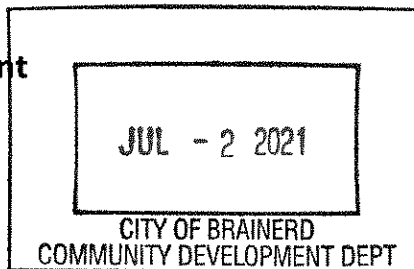
As of this writing, no parties have contacted the Community Development Department with questions about this proposal.

Staff Opinion

Staff recommends approval of the CUP application with the stipulation that the Engineering and Community Development Departments review the new sales lot design prior to construction.

**City Planning Department**

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



Receipt # _____
 Check # _____
 Date Paid: _____

LAND USE APPLICATION**RESIDENTIAL**

CONDITIONAL USE PERMIT ☐ (\$250.00)
 REZONING ☐ (\$300.00)
 VARIANCE ☐ (\$250.00)
 ZONING TEXT AMENDMENT ☐ (\$250.00)
 PLANNED UNIT DEVELOPMENT ☐ (\$250.00 +
 \$1,000.00 escrow deposit)

COMMERCIAL

☒ (\$400.00 + \$500.00 escrow deposit)
 (\$500.00)
 (\$400.00 + \$500.00 escrow deposit)
 (\$400.00)
 (\$400.00 + \$1,000.00 escrow deposit)

PROPERTY ADDRESS:

210 NW 5th Street Brainerd, MN 56401

LEGAL DESCRIPTION: Lot(s): 9, 10, 11, 12 Block: 24 Addition: The Adjacent Vacated N-S Alley in Block 24 (see attachment)
 (attach description if lengthy)

Property Owner Name: Seeltay LLC

Street Address: 7305 Blue Heron Ln **City:** Nisswa **State:** MN **Zip Code:** 56468

Phone Number: 218-839-9771 **Fax:** _____ **E-mail:** taylor@derrick@hotmail.com

Applicant Name: (If different than Property Owner) Derrick P. Taylor

Street Address: 7305 Blue Heron Ln **City:** Nisswa **State:** MN **Zip Code:** 56468

Phone Number: 218-839-9771 **Fax:** _____ **E-mail:** taylor@derrick@hotmail.com

Description of Request: Retail Auto's and Service

[Signature]
 Property Owner Signature

7/2/21
 Date

Derrick Taylor
 (Please print name)

[Signature]
 Applicant Signature
Derrick Taylor
 (Please print name)

7/2/21
 Date

(OVER)



DISCLOSURE STATEMENT: COMPENSATION DISCLOSURE TO BUYER/TENANT

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1. Date June 29th, 2021

2. If Broker is receiving any compensation from a party other than Buyer/Tenant, relating to the property at
3. 210 NW 5th St Brainerd MN 56401
4. LOTS 9,10,11 AND 12 BLOCK 24 AND THE ADJACENT VACATED N-S ALLEY IN BLOCK 24 AS SHOWN ON DOC # 462374 AND EXCEPT THE N 20
5. the Broker hereby notifies Buyer/Tenant that the amount of compensation to be paid to Broker, excluding listing portion,
6. is: (Check all that apply.)

7. From Seller/Owner or their Broker ☒ 6 % of sale price.

8. ☒ \$ 100,000.00

9. ☐ _____

10. From Buyer/Tenant ☐ _____ % of sale price.

11. ☐ \$ _____

12. ☐ _____

13. I/We hereby acknowledge that I/we have received a copy of this Compensation Disclosure prior to signing a lease or
14. an offer to purchase the property.

15. Positive Realty
(Real Estate Company Name) (Date)

06/29/2021 5:41:53 AM CDT
(Buyer/Tenant) (Date)

16. BY: Patrick R. Buckley 06/29/2021
(License Representative or Assisting Buyer/Tenant) (Date)

(Address)

17. 15244 State Highway 371
(Address)

(City/State/Zip)

18. Baxter MN 56401-6810
(City/State/Zip)

taylorderrick@hotmail.com
(E-mail Address)

19. pbuckley347@gmail.com
(E-mail Address)

(Buyer/Tenant) (Date)

20. _____
(Address)

21. _____
(City/State/Zip)

22. _____
(E-mail Address)



COMMERCIAL PURCHASE AGREEMENT

This form approved by the Minnesota Association of REALTORS® and the Minnesota Commercial Association of REALTORS®, which disclaims any liability arising out of use or misuse of this form.
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1. Page 1 Date June 28 2021

2. BUYER(S) is/are: Seeltay LLC , (Check one.)
3. ☐ individual(s); OR ☒ a business entity organized under the laws of the State of Minnesota .
4. SELLER(S) is/are: North Memorial Health Care , (Check one.)
5. ☐ individual(s); OR ☐ a business entity organized under the laws of the State of _____ .
6. Buyer's earnest money in the amount of _____
7. Five Thousand Dollars
8. (\$ 5,000.00) shall be delivered no later than two (2) Business Days after
9. Final Acceptance Date to be deposited in the trust account of: (Check one.)
10. ☒ listing broker; or
11. ☐ _____ ,
(Trustee)
12. within three (3) Business Days of receipt of the earnest money or Final Acceptance Date whichever is later.
13. Said earnest money is part payment for the purchase of property at _____
14. 210 NW 5th St _____ located in the
15. City/Township of Brainerd , County of Crow Wing ,
16. State of Minnesota, Zip Code 56401 , PID # (s) 09198024009Z009 & 09198024011Z009
17. _____
18. and legally described as follows LOTS 9,10,11 AND 12 BLOCK 24 AND THE ADJACENT VACATED N-S ALLEY IN BLOCK 24 AS SHOWN ON DOC # 462374 AND EXCEPT THE N 20
19. 0 FT OF THE N-S ALLEY IN BLOCK 24 AS SHOWN ON DOC #475410.
20. _____ (collectively the "Property")
21. together with the personal property as described in the attached *Addendum to Commercial Purchase Agreement:*
22. *Personal Property*, if any, all of which property the undersigned has this day sold to Buyer for the sum of:
23. Three Hundred Five Thousand
24. _____
25. (\$ 305,000.00) Dollars ("Purchase Price"), which Buyer agrees to pay in the following manner:
26. 1. **CASH** of 100 percent (%) of the sale price, or more in Buyer's sole discretion, which includes the earnest
27. money; PLUS
28. 2. **FINANCING** of _____ percent (%) of the sale price. Buyer shall, at Buyer's sole expense, apply for any
29. financing as required by this Purchase Agreement.
30. Such financing shall be: (Check one.) ☐ a first mortgage; ☐ a contract for deed; or ☐ a first
31. mortgage with subordinate financing, as described in the attached *Addendum to Commercial Purchase Agreement:*
32. ☐ **Conventional/SBA/Other** ☐ **Contract for Deed.**
------(Check one.)-----
33. **DUE DILIGENCE:** This Purchase Agreement ☐ IS ☒ IS NOT subject to a due diligence contingency. (If answer is IS,
34. see attached *Addendum to Commercial Purchase Agreement: Due Diligence.*)
35. **CLOSING:** The date of closing shall be July 28 2021 .

MNC:PA-1 (8/20)



NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Derrick Taylor has submitted a request on behalf of SeeHay LLC, 210 NW 5th St., Brainerd, MN 56401, for a Conditional Use Permit to operate an automobile dealership with associated mechanic shop. The property is legally described as:

*LOTS 9 AND 10 BLOCK 24 AND THE ADJACENT VACATED N-S ALLEY IN
BLOCK 24 AS SHOWN ON DOC # 462374 AND EXCEPT THE N 200 FT OF
THE*

*LOTS 11 AND 12 BLK 24 & ADJ VAC N-S ALLEY IN BLK 24 AS SHOWN ON
DOC #462374*

P.I.N. 41040723

P.I.N. 41040722

Section 4, Township 133, Range 28

The property is zoned B-4 (General Business District), and Zoning Ordinance Section 63-6.B & O (General Business District) Conditional Uses permits the operation of auto dealerships and automobile and truck repair shops provided that they meet the required provisions as listed under 63-6.B & O. A copy of the proposed site plan is on file for review at the Community Development Department.

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

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

Dated this 8th day of July 2021



David C. Chanski, MPA
Community Development Director

Publication Date: July 11th, 2021



Brainerd City Council Agenda Request

Requested Meeting Date: August 2, 2021

Title of Item: Consideration for Conditional Use Permit for the Operation of a Private Learning Center

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) <i>*provide copy of published hearing notice</i> ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading
Submitted by: Community Development Director	Department: Community Development
Presenter (Name & Title): David Chanski, CDD	Estimated Time Needed: 5 minutes
Summary of Issue: James and April Erfurth have submitted a request for a Conditional Use Permit to operate a private learning center at 310 N 7th Street. The operation of a school/ private learning center in a R-1 District is considered a conditional use per Section 515-54-5.F of the Code of Ordinances.	
Alternatives, Options, Effects on Others/Comments: The Planning Commission considered this CUP request during their regular meeting on July 21st. Upon conducting a public hearing which contained approximately an hour of public comment from the applicants, neighbors of the property, students, and parents of students, the Planning Commission voted unanimously to approve this CUP request with the condition that all requirements from the State of Minnesota and the City of Brainerd building Official be met. While neighbors of the property expressed concerns about how the use of the house located at 310 N 7th as a for-profit business may affect the character of the neighborhood, the Planning Commission was in agreement that they did not believe the number of students (12-14) would have a significant impact on the neighborhood as they are usually not all present at the same time and are picked-up and dropped off in the alley, that the physical character of the neighborhood would not be degraded as the applicants intend to make as few modifications to the house as necessary, keeping it's historical nature, and that during the ISD 181 referendum process and during the Comprehensive Plan development there was an emphasis on keeping schools within neighborhoods. Commissioner Yeager stated that he would actually be questioning the CUP request if they were requesting to be in a commercial zone stating, "I believe the intent of R-1 zones when they were created was for homes, churches, parks, and schools." Commission Gorham stated that the North Brainerd neighborhood has always had a mix of uses and agreed with Commissioner Yeager that schools belong in neighborhoods. Commissioner Woodward stated her support for the request citing the need for alternative learning options in the community, and Commissioner Erickson quoted from Policy 4 of Goal 1 within the Community Character chapter of the Comprehensive Plan which states "Transform historic sites to serve today's contemporary needs through adaptive reuse." To hear everything that was stated during the public hearing, staff recommends reviewing the YouTube recording, starting at minute 3:50. The video can be found here.	
Recommended Action/Motion: Motion to approve a Conditional Use Permit to operate a private learning center at 310 N 7th St with the condition that all requirements from the State of Minnesota and the City of Brainerd Building Official are met.	
Financial Impact: <i>Is there a cost associated with this request:</i> <i>What is the total cost, with tax and shipping</i> <i>Is this budgeted?</i> <i>Please Explain:</i> ☐ Yes ☒ No ☐ Yes ☐ No \$ _____	

MEMO



TO: Planning Commission

FROM: James Kramvik, Assistant Planner

DATE: July 21, 2021

RE: CUP – 310 N 7th Street

James and April Erfurth have submitted a request for a Conditional Use Permit to operate a private learning center at 310 N 7th Street.

Findings of Fact

1. 310 N 7th Street is located in a R-1 (Single Family Residential) District.
2. The operation of a school/ private learning center in a R-1 District is considered a conditional use per Section [515-54-5.F](#) of the Code of Ordinances.
3. The proposed center will be used as a satellite location for elementary aged homeschool students of their former Montessori families to provide an applied learning and home economics environment.
4. The center must meet the following criteria as required by the aforementioned section of the Code:
 - a. The site accesses a major collector.
 - i. The center is adjacent to N 7th Street and located between Juniper and Kingwood Street. These roads are not major collectors, but they do accommodate any traffic in relation to the operation of the center.*
 - b. The site is landscaped in accordance with [Section 20](#) of the Zoning Code. According to Section 515-20-8.B A six (6) foot high fence or landscaped screen, providing eighty (80) percent year around opacity, shall be required wherever a non-residential use abuts directly upon land zoned or used for residential purposes or is across an alley from land used or zoned for residential purposes.
 - i. The owners have applied for the construction of a 6' wood privacy fence that would screen their yard from the street and the neighboring property to the North. There is no required parking lot screening. The lot meets all other landscape requirements.*
 - c. Off-street parking is provided in accordance with [Section 22](#) of the Zoning Code

- i. The site has a parking area off the alley that is sufficient for staff. The students that attend the center do not have any parking needs.*
 - d. Off-street loading and service entrances are provided as regulated by [Section 23](#) of the Zoning Code.
 - i. The site does not receive large delivery shipments. Anything delivered to the site would be similar to the surrounding residential uses.*
 - e. Emergency vehicle access is provided to and within the site.
 - i. The site has emergency vehicle access from N 7th Street and the alley, which is sufficient for the lot size.*
- 5. Mr. Erfurth is currently working with the State of Minnesota for licensing and the Brainerd Building Official for occupancy and building codes. The center will have to meet all requirements from the State of Minnesota and from the City of Brainerd before operation.

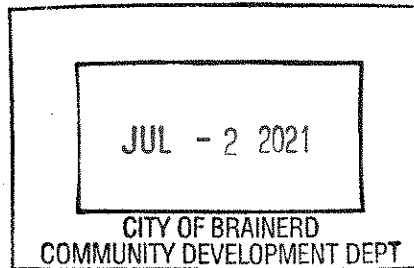
As of this writing, a number of parties have contacted the Community Development Department with questions about the project. The following concerns were discussed: number of students allowed on site, hardwired smoke alarms, ADA accessibility, and commercial building standards.

Staff Opinion

Staff recommends approval of the CUP application contingent upon meeting all requirements from the State of Minnesota and the City of Brainerd Building Official.

**City Planning Department**

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



Receipt # _____
 Check # _____
 Date Paid: _____

LAND USE APPLICATION**RESIDENTIAL****COMMERCIAL**

- ☐ CONDITIONAL USE PERMIT (\$250.00)
☐ REZONING (\$300.00)
☐ VARIANCE (\$250.00)
☐ ZONING TEXT AMENDMENT (\$250.00)
☐ PLANNED UNIT DEVELOPMENT (\$250.00 + \$1,000.00 escrow deposit)

- ☒ (\$400.00 + \$500.00 escrow deposit)
☐ (\$500.00)
☐ (\$400.00 + \$500.00 escrow deposit)
☐ (\$400.00)
☐ (\$400.00 + \$1,000.00 escrow deposit)

PROPERTY ADDRESS:310 N 7th Street

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

Property Owner Name: James and April Erfurth

Street Address: 13216 Hwy 18 **City:** Brainerd **State:** MN **Zip Code:** 56401

Phone Number: 218-251-3506 **Fax:** _____ **E-mail:** jameserfurth@gmail.com

Applicant Name: (If different than Property Owner) _____

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

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

Description of Request: We are the owners of the Montessori school of Brainerd, and requesting to use the house as a satellite location for our private learning center for older elementary aged homeschool students of our former Montessori families. This is not a public tutoring center, but a private, members only, center, to provide an applied learning, home economics environment.

Property Owner Signature**Date**

(Please print name)

JAMES ERFURTH**Applicant Signature****Date**

(Please print name)

(OVER)

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that James and April Erfurth, owners of the Montessori School in Brainerd, have submitted a request on behalf of Life Lessons, Inc. for a Conditional Use Permit to operate a private learning center at 310 N 7th Street. This center will be used as a satellite location for elementary aged homeschool students of their former Montessori families to provide an applied learning and home economics environment.

*SI/2 OF LOT 17 BLOCK 76 AND ALL OF LOTS 18 THRU 20 INCLUSIVE BLOCK 76
TOWN OF BRAINERD & FIRST ADDITION TO BRAINERD
P.I.N. 41241221
Section 24, Township 45, Range 31*

The property is zoned R-1 (Single Family Residential District), and Zoning Ordinance Section 54-5.F (Single Family Residential District) Conditional Uses permits the operation of public and private schools provided that they meet the required provisions as listed under 54-5.F

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

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

Dated this 8th day of July 2021



David C. Chanski, MPA
Community Development Director

Publication Date: July 11th, 2021

July 27th, 2021

Gabe Johnson

Brainerd City Council

Vice Chair

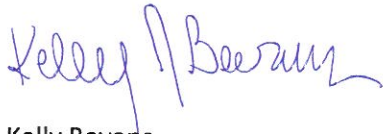
I have some concerns over the conditional use permit request at North 7th St.

I'm not sure I agree with the determination that this is a school. Community Development Director Chanski assures me that Life Lesson Inc. is a for profit private learning institution and the parents that send their children to this business are the determining factor as to whether this is legitimately a school. The State of Minnesota does not regulate this? To me this seems no different than giving piano lessons in my home & therefore may not qualify for the CUP.

If this is a school, so be it, the Council must allow it. I have serious concerns that it is not. It appears the applicants have already 'gotten away with one' on the City by not living in the home that they were running a home extended business in, with no apparent consequences. I don't think taking a residence & allowing a for profit enterprise is the best use for this home. At the very least I understand the neighbors concerns.

Unfortunately, I cannot be at the Aug. 2nd Meeting due to a death in the family. But with all the missing pieces I'm asking the Council to consider a no vote until all these questions can be answered.

Thank You,



Kelly Bevens

Brainerd City Council Ward 2, Council Chair 2020-2021.

Please copy for the Council packet.