

CITY COUNCIL AGENDA

Brainerd, Minnesota

September 7th, 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:248 4510 0854

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

1. Call To Order - 7:30 PM

2. Roll Call

___ K. Stunek ___ G. Johnson ___ D. Pritschet ___ T. Stenglein

___ T. Erickson ___ M. O'Day ___ 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:

090721 COUNCIL INVOICE REGISTER.pdf

B. Approval Of Minutes

Regular City Council Meeting August 16th, 2021

City Council Budget Workshop August 30th, 2021

Documents:

20210816_CC Draft.pdf

20210830_CC Budget Workshop .pdf

C. Approval Of Licenses

Contractor Licenses- 4

Documents:

20210902 Contractor Licenses.pdf

D. Department Activity Reports

1. Fire Chief Report
2. City Engineer/ Interim Public Works Director Report
3. Human Resources Director Report
4. Community Development Director Report

Documents:

Fire Chief.pdf
City Engineer-Interim PW Report.pdf
HR Director Report.pdf
Comm Dev Report.pdf

E. Retirement Of K9 Keno And Authorize Sale Of Asset.

Documents:

K9 Keno retirement and sale.pdf

F. Mississippi Landing Trailhead Grant Agreement

Documents:

Mississippi Landing Trailhead Grant Agreement.pdf

G. Minnesota Lawful Gambling Application To Conduct Excluded Bingo- Submitted By St. Andrew's Church Of Brainerd, 1108 Willow St, Brainerd- Bingo Events To Be Held At St. Andrew's On November 20,2021.

H. Minnesota Lawful Gambling Application For Exempt Permit- Submitted By The Brainerd Jaycee's For An Event To Be Held On September 18,2021 At Intersection Of East River Road And Laurel St, Brainerd, MN.

6. Community Member Of The Month

Tom Swanson

Documents:

Community Member.pdf

7. Council Committee Reports

A. Personnel And Finance Committee 7:15 P.m.

WebEx Teleconference Information

- Call Toll-Free: 1-844-992-4726
- Access Code: 249 3542 5919

Documents:

9-7 PF Agenda.pdf

1. Accept The Resignation Of CSO Andrew Thielke Effective August 12, 2021 And Request To Hire

Documents:

CSO Resignation and Hire.pdf

2. Authorize Hiring Nick Karsnia As Community Service Officer

Documents:

Nick Karsnia hiring.pdf

3. Approve Hiring Alexander Korte As Police Records Management Technician - Effective September 15, 2021 At Step 4 (\$24.38 Per Hour)

Documents:

Alex Korte hiring.pdf

4. Approval Of 2022 Sourcewell Health Insurance Rates - Recommended By The Employee Insurance Committee

Documents:

2022 Sourcewell Health Insurance Renewal.pdf

5. Authorize Switching To VSP For Vision Insurance Effective January 1, 2022.

Documents:

2022 Vision Insurance.pdf

6. 2022 HRA Levy Request Discussion

Documents:

HRA Levy Request.pdf

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

WebEx Teleconference Information

- Call Toll-Free: 1-844-992-4726
- Access Code: 248 7039 9852

Documents:

9-7 SPW Agenda.pdf

1. Approve Event/Street Closure Application - Brainerd Fire Department Open House

Documents:

Event and Street Closure Application - Fire Department Open House.pdf

2. Approve Event/Street Closure Application - ECFE Touch-A-Truck Event

Documents:

Event and Street Closure Application - Touch a Truck.pdf

3. Approve Event/Street Closure Application - Flapjack Festival

Documents:

Event and Street Closure - Flapjack Festival.pdf

4. Approve Event/Street Closure Application - Here For Good Market

Documents:

Event and Street Closure Application - Here for Good Market.pdf

5. Approve Event/Street Closure Application - DDBC Spooktacular Event

Documents:

Event and Street Closure Application - Spooktacular Event.pdf

6. Approve Improvement 21-03 Final Pay Application

Documents:

Imp 21-03 Final Pay App.pdf

7. Discuss Quiet Zone/Whistle Free City

Documents:

Quiet Zones.pdf

8. Unfinished Business

A. **Public Hearing - Proposed Street Vacation - SW 7th Street South Of Ethel Street**

Documents:

Res - SW 7th Street Street Vacation.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) - 2 term (Expire 2027) - 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. **Authorize Plaque For Babe The Ox**

Documents:

Babe the Ox.pdf

B. **Final Plat - Lots 1 Through 17, Block 1, Northtown First Addition**

Documents:

Final Plat - Lots 1 through 17, Block 1, Northtown First Addition.pdf

10. **Public Forum**

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

11. **Staff Reports**

(Verbal: Any Updates since Packet)

12. **Mayor's Report**

13. **Council Member Reports**

14. **Adjourn**

Personnel & Finance Committee will meet at 7:15 P.M.

WebEx Teleconference Call In Info:

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

Access Code:249 3542 5919

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

WebEx Teleconference Call In Info:

Call Toll-Free: 844-992-4726

Access Code:248 7039 9852

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

MISSION

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

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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EXP CHECK RUN DATES 09/07/2021 - 09/07/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 0011 - ACE HARDWARE:							
299594							
67409	ACE HARDWARE	08/20/2021	09/08/2021	28.75	28.75	Open	N
	HISTORICAL MARKER PRIMER AND PAINT	pziemer					09/08/2021
235-3100-42220	REPAIR & MAINT			28.75			
299457							
67415	ACE HARDWARE	08/13/2021	09/08/2021	37.34	37.34	Open	N
	MAIL BOX REPAIR	pziemer					09/08/2021
235-3125-42220	REPAIR & MAINT			37.34			
299528							
67438	ACE HARDWARE	08/17/2021	09/08/2021	12.80	12.80	Open	N
	FASTENERS	pziemer					09/08/2021
225-2120-42220	REPAIR & MAINT			12.80			
299437							
67466	ACE HARDWARE	08/12/2021	09/08/2021	6.77	6.77	Open	N
	DRY LUBE SPRAY	pziemer					09/08/2021
225-2220-42210	OPERATING SUPPLIES			6.77			
299498							
67467	ACE HARDWARE	08/10/2021	09/08/2021	4.30	4.30	Open	N
	FASTENERS	pziemer					09/08/2021
225-2220-42210	OPERATING SUPPLIES			4.30			
299746							
67497	ACE HARDWARE	08/25/2021	09/08/2021	26.98	26.98	Open	N
	DWNTN PLANTER FERTILIZER	pziemer					09/08/2021
401-1003-43430	MISCELLANEOUS			26.98			
299876							
67651	ACE HARDWARE	08/31/2021	09/08/2021	15.27	15.27	Open	N
	MARKING PAINT AND MARKER	pziemer					09/08/2021
238-3160-42220	REPAIR & MAINT			15.27			
299616							
67662	ACE HARDWARE	08/20/2021	09/08/2021	12.58	12.58	Open	N
	MASKING TAPE/SPRAY PAINT	pziemer					09/08/2021
230-5200-42220	REPAIR & MAINT			12.58			
Total for vendor 0011 - ACE HARDWARE:				144.79	144.79		

Vendor 2902 - ADVANCE AUTO PA:

6574123223205							
67412	ADVANCE AUTO PARTS	08/20/2021	09/08/2021	5.97	5.97	Open	N
	SEWER CAMER LENS CLEANER	pziemer					09/08/2021
237-3190-42220	REPAIR & MAINT			5.97			
6574122571964							
67418	ADVANCE AUTO PARTS	08/13/2021	09/08/2021	14.86	14.86	Open	N
	ROOT CUTTER HEAD OIL SEAL	pziemer					09/08/2021

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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EXP CHECK RUN DATES 09/07/2021 - 09/07/2021

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
237-3190-42220	REPAIR & MAINT			14.86			
6574123072018							
67435	ADVANCE AUTO PARTS	08/18/2021	09/08/2021	191.34	191.34	Open	N
	TRUCK 101 STARTER AND DEGREASER	pziemer					09/08/2021
235-3100-42220	REPAIR & MAINT			191.34			
6574122972000							
67650	ADVANCE AUTO PARTS	08/17/2021	09/08/2021	31.66	31.66	Open	N
	TRACTOR 110 MOWER BELTS	pziemer					09/08/2021
235-3100-42220	REPAIR & MAINT			31.66			
6574124489298							
67672	ADVANCE AUTO PARTS	09/01/2021	09/08/2021	19.99	19.99	Open	N
	AIR LINE FITTINGS	pziemer					09/08/2021
235-3100-42220	REPAIR & MAINT			19.99			
Total for vendor 2902 - ADVANCE AUTO PA:				263.82	263.82		

Vendor 0533 - ALLEGRA:

91688							
67490	ALLEGRA	08/10/2021	09/08/2021	750.54	750.54	Open	N
	ENVELOPES - CITY OF BRAINERD QTY 750(pziemer						09/08/2021
101-1940-42200	OFFICE SUPPLIES			750.54			
91707							
67491	ALLEGRA	08/12/2021	09/08/2021	513.27	513.27	Open	N
	LETTERHEAD CITY OF BRAINERD QTY 1000(pziemer						09/08/2021
101-1940-42200	OFFICE SUPPLIES			513.27			
Total for vendor 0533 - ALLEGRA:				1,263.81	1,263.81		

Vendor 2670 - AMERICAN STEEL:

106032							
67653	AMERICAN STEEL SUPPLY INC	08/20/2021	09/08/2021	19.30	19.30	Open	N
	REPAIR MATERIALS - GGP	pziemer					09/08/2021
230-5200-42220	REPAIR & MAINT			19.30			
Total for vendor 2670 - AMERICAN STEEL:				19.30	19.30		

Vendor 0039 - AMERIPRIDE LINE:

253000036898							
67410	ARAMARK UNIFORM SERVICES	08/19/2021	09/08/2021	103.19	103.19	Open	N
	RUGS AND OVERALLS	pziemer					09/08/2021
235-3100-43430	MISCELLANEOUS			103.19			
253000033700							
67413	ARAMARK UNIFORM SERVICES	08/12/2021	09/08/2021	74.25	74.25	Open	N
	RUGS AND OVERALLS	pziemer					09/08/2021
235-3100-43430	MISCELLANEOUS			74.25			

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
253000039560							
67572	ARAMARK UNIFORM SERVICES	08/26/2021	09/08/2021	74.25	74.25	Open	N
	RUGS AND OVERALLS	pziemer					09/08/2021
235-3100-43430	MISCELLANEOUS			74.25			
	Total for vendor 0039 - AMERIPRIDE LINE:			251.69	251.69		

Vendor 3343 - ARROW MANAGEMEN:

29162							
67447	ARROW MANAGEMENT	08/23/2021	09/08/2021	75.00	75.00	Open	N
	924 7TH AVE NE MOWING ABATEMENT	pziemer					09/08/2021
101-2400-43405	NUISANCES			75.00			
29164							
67448	ARROW MANAGEMENT	08/23/2021	09/08/2021	75.00	75.00	Open	N
	1424 8TH ST S MOWING ABATEMENT	pziemer					09/08/2021
101-2400-43405	NUISANCES			75.00			
29163							
67455	ARROW MANAGEMENT	08/23/2021	09/08/2021	75.00	75.00	Open	N
	1424 NORWOOD ST MOWING ABATEMENT	pziemer					09/08/2021
101-2400-43405	NUISANCES			75.00			
	Total for vendor 3343 - ARROW MANAGEMEN:			225.00	225.00		

Vendor 2740 - AT&T MOBILITY:

X09032021/PD							
67673	AT&T MOBILITY	08/25/2021	09/08/2021	1,917.49	1,917.49	Open	N
	ACCT 287287520356 - CELL PHONES/COMP	pziemer					09/08/2021
225-2120-43309	COMPUTER TECHNICAL SUPPORT			688.14			
225-2120-43321	TELEPHONE			1,229.35			
X09032021/IT							
67688	AT&T MOBILITY	08/25/2021	09/08/2021	138.07	138.07	Open	N
	AT&T IT DEPT PHONES 7/26-8/25/21	pziemer					09/08/2021
101-1800-43321	TELEPHONE			138.07			
X09032021/ENG							
67689	AT&T MOBILITY	08/25/2021	09/08/2021	276.14	276.14	Open	N
	ACCT 287292136423 ENG DEPT PHONES	pziemer					09/08/2021
101-1700-43321	TELEPHONE			276.14			
X09032021/CD							
67690	AT&T MOBILITY	08/25/2021	09/08/2021	99.84	99.84	Open	N
	ACCT 287292136423 COM DEV PHONES	pziemer					09/08/2021
101-2400-43321	TELEPHONE			99.84			
X09032021/STRTS							
67691	AT&T MOBILITY	08/25/2021	09/08/2021	99.84	99.84	Open	N
	ACCT 287292136423 STREET DEPT PHONES	pziemer					09/08/2021
235-3100-43321	TELEPHONE			99.84			

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BOTH OPEN AND PAID

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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						
X09032021/TRANSIT							
67692	AT&T MOBILITY	08/25/2021	09/08/2021	49.92	49.92	Open	N
	ACCT 287292136423 TRANSIT PHONE	pziemer					09/08/2021
	203-9000-43321 TELEPHONE			49.92			
X09032021/ADMIN							
67693	AT&T MOBILITY	08/25/2021	09/08/2021	99.84	99.84	Open	N
	ACCT 287292136423 ADMIN DEPT PHONES	pziemer					09/08/2021
	101-1400-43321 TELEPHONE			99.84			
X09032021/PARKS							
67694	AT&T MOBILITY	08/25/2021	09/08/2021	44.89	44.89	Open	N
	ACCT 287292136423 PARKS DEPT PHONES	pziemer					09/08/2021
	230-5200-43321 TELEPHONE			44.89			
	Total for vendor 2740 - AT&T MOBILITY:			2,726.03	2,726.03		
Vendor 0745 - BATTERIES PLUS:							
P42651259							
67439	BATTERIES PLUS	08/14/2021	09/08/2021	159.99	159.99	Open	N
	SQD 431 BATTERY	pziemer					09/08/2021
	225-2120-42221 SQUAD CAR REPAIR SUPPLIES			159.99			
P43149855							
67641	BATTERIES PLUS	08/30/2021	09/08/2021	179.64	179.64	Open	N
	CR123 BATTERIES	pziemer					09/08/2021
	225-2120-42210 OPERATING SUPPLIES			179.64			
	Total for vendor 0745 - BATTERIES PLUS:			339.63	339.63		
Vendor 3661 - BOBCAT OF BRAIN:							
02-28820							
67424	BOBCAT OF BRAINERD	08/17/2021	09/08/2021	845.00	845.00	Open	N
	BOBCAT RENTAL	pziemer					09/08/2021
	235-3100-43410 RENTAL EXPENSE			845.00			
	Total for vendor 3661 - BOBCAT OF BRAIN:			845.00	845.00		
Vendor 0296 - BRAINERD PUBLIC:							
AUG 21 COBRA							
67445	BRAINERD PUBLIC UTILITIES	08/23/2021	09/08/2021	3,374.34	3,374.34	Open	N
	REMIT AUG 2021 COBRA	pziemer					09/08/2021
	101-0000-20800 DUE TO OTHER GOVT UNITS			3,374.34			
JULY 2021/PD							
67449	BRAINERD PUBLIC UTILITIES	08/01/2021	09/08/2021	4,756.76	4,756.76	Open	N
	6/24/21-7/23/21 POLICE DEPT UTILITIES	pziemer					09/08/2021
	225-2120-43381 BPU UTILITIES			4,756.76			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Inv Ref#	Description	Entered By					
GL Distribution GRANT							
JULY 21/LIB							
67450	BRAINERD PUBLIC UTILITIES	08/01/2021	09/08/2021	2,067.29	2,067.29	Open	N
	6/24-7/24 LIBRARY UTILITIES	pziemer					09/08/2021
211-5500-43381	BPU UTILITIES			2,067.29			
JULY 21/ENG							
67451	BRAINERD PUBLIC UTILITIES	08/01/2021	09/08/2021	2,219.89	2,219.89	Open	N
	6/24/21-7/23/21 CITY UTILITIES	pziemer					09/08/2021
101-1940-43381	BPU UTILITIES			1,770.25			
101-1940-43381	BPU UTILITIES			210.00			
101-9200-43381	BPU UTILITIES			43.59			
101-9200-43381	BPU UTILITIES			64.92			
236-3180-43381	BPU UTILITIES			36.00			
401-1003-43380	UTILITIES			95.13			
JUL 21/STREETS							
67452	BRAINERD PUBLIC UTILITIES	08/01/2021	09/08/2021	24,424.13	24,424.13	Open	N
	6/24/21-7/23/21 STREETS UTILITIES	pziemer					09/08/2021
235-3100-43381	BPU UTILITIES			24,424.13			
JULY 2021/PARKS							
67453	BRAINERD PUBLIC UTILITIES	08/01/2021	09/08/2021	10,129.04	10,129.04	Open	N
	6/24/21 - 7/23/21 PARKS DEPT UTILITIES	pziemer					09/08/2021
230-5200-43381	BPU UTILITIES			9,123.91			
230-5280-43380	UTILITIES			798.43			
230-5280-43380	UTILITIES			65.98			
230-5280-43380	UTILITIES			140.72			
JULY 21/FD							
67456	BRAINERD PUBLIC UTILITIES	08/01/2021	09/08/2021	2,088.84	2,088.84	Open	N
	6/24/21-7/23/21 FIRE DEPT UTILITIES	pziemer					09/08/2021
225-2220-43381	BPU UTILITIES			2,088.84			
	Total for vendor 0296 - BRAINERD PUBLIC:			49,060.29	49,060.29		
Vendor 0102 - CANON FINANCIAL:							
27206667							
67416	CANON FINANCIAL SERVICE	08/13/2021	09/08/2021	67.27	67.27	Open	N
	8/20-9/19 FD COPIER LEASE	pziemer					09/08/2021
225-2220-43331	LEASED PAYMENTS			67.27			
	Total for vendor 0102 - CANON FINANCIAL:			67.27	67.27		
Vendor 0447 - CDW GOVERNMENT,:							
J559708							
67681	CDW GOVERNMENT, INC	08/19/2021	09/08/2021	264.68	264.68	Open	N
	HDMI SPLITTER	pziemer					09/08/2021
101-1800-42210	OPERATING SUPPLIES			264.68			
	Total for vendor 0447 - CDW GOVERNMENT,:			264.68	264.68		

Vendor 0307 - CENTERPOINT ENE:

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
6004720-6/AUG 21							
67471	CENTERPOINT ENERGY	08/19/2021	09/08/2021	21.08	21.08	Open	N
	7/19/21-8/17/21 FD ST 1	pziemer					09/08/2021
225-2220-43380	UTILITIES			21.08			
11078538-3/AUG 21							
67472	CENTERPOINT ENERGY	08/19/2021	09/08/2021	22.40	22.40	Open	N
	7/19/21-8/17/21 FD UTILITIES ST 2	pziemer					09/08/2021
225-2220-43380	UTILITIES			22.40			
6031615-5/AUG 21							
67475	CENTERPOINT ENERGY	08/19/2021	09/08/2021	21.00	21.00	Open	N
	7/19/21-8/17/21 ANNEX UTILITIES	pziemer					09/08/2021
101-1940-43380	UTILITIES			21.00			
5942870-6/AUG 21							
67476	CENTERPOINT ENERGY	08/19/2021	09/08/2021	89.97	89.97	Open	N
	7/19/21-8/17/21 CITY HALL UTILITIES	pziemer					09/08/2021
101-1940-43380	UTILITIES			89.97			
5974635-4/AUG 21							
67477	CENTERPOINT ENERGY	08/19/2021	09/08/2021	55.00	55.00	Open	N
	7/19/21-8/17/21 STREET GARAGE	pziemer					09/08/2021
235-3100-43380	UTILITIES			55.00			
5956221-5/AUG 21							
67478	CENTERPOINT ENERGY	08/19/2021	09/08/2021	21.00	21.00	Open	N
	7/19/21-8/19/21 PD UTILITIES	pziemer					09/08/2021
225-2120-43380	UTILITIES			21.00			
6032449-8/AUG 21							
67479	CENTERPOINT ENERGY	08/19/2021	09/08/2021	59.65	59.65	Open	N
	7/19/21-8/17/21 LIBRARY UTILITIES	pziemer					09/08/2021
211-5500-43380	UTILITIES			59.65			
5933799-8/AUG 21							
67654	CENTERPOINT ENERGY	08/19/2021	09/08/2021	25.89	25.89	Open	N
	7/19/21-8/17/21 PARKS UTILITIES	pziemer					09/08/2021
230-5200-43380	UTILITIES			25.89			
Total for vendor 0307 - CENTERPOINT ENE:				315.99	315.99		

Vendor 1742 - CGMC:

2021							
67457	CGMC	08/19/2021	09/08/2021	28,415.00	28,415.00	Open	N
	2021 MEMBERSHIP DUES	pziemer					09/08/2021
101-9200-43430	MISCELLANEOUS			28,415.00			
2021-2							
67458	CGMC	08/19/2021	09/08/2021	3,433.00	3,433.00	Open	N
	2021 ENVIROMENTAL ACTION FUND	pziemer					09/08/2021
101-0000-14100	DUE FROM COMPONENT UNIT			3,433.00			
Total for vendor 1742 - CGMC:				31,848.00	31,848.00		

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Vendor 2220 - CITIES DIGITAL:							
52385 67642	CITIES DIGITAL LASERFICHE ANNUAL SUPPORT 11/8/21-11/pziemer	08/18/2021	09/08/2021	8,583.00	8,583.00	Open	N 09/08/2021
101-1800-43309	COMPUTER SUPPORT			824.68			
101-0000-14100	DUE FROM COMPONENT UNIT			3,634.90			
101-0000-15510	PREPAID OTHER			4,123.42			
Total for vendor 2220 - CITIES DIGITAL:				8,583.00	8,583.00		
Vendor 0900 - CUB FOODS BRD:							
TRX 53 PARKS							
67663	CUB FOODS - BRAINERD LMP CAMPGROUND SANDWICH BAGS	08/19/2021 pziemer	09/08/2021	7.98	7.98	Open	N 09/08/2021
230-5280-42210	OPERATING SUPPLIES			7.98			
TRX 394 PARKS							
67664	CUB FOODS - BRAINERD CONCESSIONS - CONDIMENTS/CHEESE	08/25/2021 pziemer	09/08/2021	13.48	13.48	Open	N 09/08/2021
230-5204-42210	OPERATING SUPPLIES			13.48			
TRX 459 PARKS							
67665	CUB FOODS - BRAINERD CONCESSIONS - BUNS	08/17/2021 pziemer	09/08/2021	8.97	8.97	Open	N 09/08/2021
230-5204-42210	OPERATING SUPPLIES			8.97			
Total for vendor 0900 - CUB FOODS BRD:				30.43	30.43		
Vendor 0134 - CWC SANITARY LA:							
166834 67666	CWC SANITARY LANDFILL DEMO - TRIANGLE PARK PLAYGROUND	08/25/2021 pziemer	09/08/2021	60.00	60.00	Open	N 09/08/2021
400-9050-45530	CAPITAL - OTHER			60.00			
Total for vendor 0134 - CWC SANITARY LA:				60.00	60.00		
Vendor 3438 - D - D BEVERAGE,:							
1451497 67566	D - D BEVERAGE, LLC LIME X	08/24/2021 pziemer	09/08/2021	26.00	26.00	Open	N 09/08/2021
225-2220-42210	OPERATING SUPPLIES			26.00			
1453305 67575	D - D BEVERAGE, LLC VAC TRUCK SANITIZER	08/27/2021 pziemer	09/08/2021	73.50	73.50	Open	N 09/08/2021
237-3190-42220	REPAIR & MAINT			73.50			
1450615 67655	D - D BEVERAGE, LLC CONCESSIONS - POPCORN KITS	08/23/2021 pziemer	09/08/2021	57.90	57.90	Open	N 09/08/2021

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
230-5204-42210	OPERATING SUPPLIES			57.90			
	Total for vendor 3438 - D - D BEVERAGE,:			157.40	157.40		
Vendor 3954 - DALLMAN SIGNS & GRAPHICS:							
190							
67440	DALLMAN SIGNS & GRAPHICS	08/12/2021	09/08/2021	1,247.73	1,247.73	Open	N
	SQD 435 NEW SQUAD BUILD	pziemer					09/08/2021
400-9050-45530	CAPITAL - OTHER			1,247.73			
	Total for vendor 3954 - DALLMAN SIGNS & GRAPHICS:			1,247.73	1,247.73		
Vendor 1381 - DECHANTAL EXCAV:							
4445							
67582	DECHANTAL EXCAVATING LLC	08/29/2021	09/08/2021	962.16	962.16	Open	N
	RECLAIM PURCHASED BY STREETS	pziemer					09/08/2021
235-3100-42220	REPAIR & MAINT			962.16			
	Total for vendor 1381 - DECHANTAL EXCAV:			962.16	962.16		
Vendor 3353 - DTM FLEET SERVI:							
1124							
67480	DTM FLEET SERVICE	08/18/2021	09/08/2021	829.80	829.80	Open	N
	SQD 405 NEW SQUAD BUILD	pziemer					09/08/2021
400-9050-45530	CAPITAL - OTHER			829.80			
1125							
67481	DTM FLEET SERVICE	08/18/2021	09/08/2021	982.20	982.20	Open	N
	SQD 401 NEW SQUAD BUILD	pziemer					09/08/2021
400-9050-45530	CAPITAL - OTHER			982.20			
1126							
67482	DTM FLEET SERVICE	08/18/2021	09/08/2021	3,446.06	3,446.06	Open	N
	SQD 435 NEW SQUAD BUILD	pziemer					09/08/2021
400-9050-45530	CAPITAL - OTHER			3,446.06			
1127							
67483	DTM FLEET SERVICE	08/18/2021	09/08/2021	3,446.06	3,446.06	Open	N
	SQD 436 NEW SQUAD BUILD	pziemer					09/08/2021
400-9050-45530	CAPITAL - OTHER			3,446.06			
	Total for vendor 3353 - DTM FLEET SERVI:			8,704.12	8,704.12		
Vendor 1286 - EAST SIDE OIL C:							
R94440							
67421	EAST SIDE OIL COMPANY	08/10/2021	09/08/2021	200.00	200.00	Open	N
	SFIL FILTERS/ANTI FREEZE	pziemer					09/08/2021
227-3230-43428	USED OIL RECYCLING EXPENSE			200.00			
	Total for vendor 1286 - EAST SIDE OIL C:			200.00	200.00		

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
Vendor 3800 - ENVIROTECH:							
65113/FD							
67578	ENVIROTECH	08/30/2021	09/08/2021	238.00	238.00	Open	N
	SEPT. 21 FD JANITORIAL SERVICES	pziemer					09/08/2021
225-2220-43300	PROFESSIONAL SERVICES			238.00			
65113/CITY HALL							
67579	ENVIROTECH	08/30/2021	09/08/2021	1,765.00	1,765.00	Open	N
	SEPT 21 CITY HALL JANITORIAL SERVICE	pziemer					09/08/2021
101-1940-43300	PROFESSIONAL SERVICES			1,765.00			
65113/POLICE							
67580	ENVIROTECH	09/01/2021	09/08/2021	1,255.00	1,255.00	Open	N
	SEPT 21 PD JANITORIAL SERVICES	pziemer					09/08/2021
225-2120-43300	PROFESSIONAL SERVICES			1,255.00			
65113/STREETS							
67581	ENVIROTECH	08/30/2021	09/08/2021	238.00	238.00	Open	N
	SEPT 21 STREET DEPT JANITORIAL SERVICE	pziemer					09/08/2021
235-3100-43300	PROFESSIONAL SERVICES			238.00			
Total for vendor 3800 - ENVIROTECH:				3,496.00	3,496.00		

Vendor MISC - EZ HOME SOLUTIONS:

8/31/21							
67687	EZ HOME SOLUTIONS	08/31/2021	09/08/2021	71.00	71.00	Open	N
	REFUND OVERCHARGE ON PERMIT	pziemer					09/08/2021
101-0000-22801	DUE TO CUSTOMERS			71.00			
Total for vendor MISC - EZ HOME SOLUTIONS:				71.00	71.00		

Vendor 3480 - FALLS FLAG SOUR:

23204							
67468	FALLS FLAG SOURCE	08/23/2021	09/08/2021	65.00	65.00	Open	N
	FLAG	pziemer					09/08/2021
225-2220-42210	OPERATING SUPPLIES			65.00			
Total for vendor 3480 - FALLS FLAG SOUR:				65.00	65.00		

Vendor 0170 - FASTENAL COMPAN:

MNBAX247845							
67408	FASTENAL COMPANY	08/17/2021	09/08/2021	13.20	13.20	Open	N
	SEWER CAMER CO2 SINGLE USE CARTRIDGE	pziemer					09/08/2021
237-3190-42220	REPAIR & MAINT			13.20			
Total for vendor 0170 - FASTENAL COMPAN:				13.20	13.20		

Vendor 3493 - FIRE CATT, LLC:

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	GL Distribution GRANT						
9969							
67567	FIRE CATT, LLC	08/26/2021	09/08/2021	3,726.45	3,726.45	Open	N
	FIRE HOSE TESTING AND GROUND LADDER	pziemer					09/08/2021
	225-2220-43300	PROFESSIONAL SERVICES		3,726.45			
	Total for vendor 3493 - FIRE CATT, LLC:			3,726.45	3,726.45		
Vendor 3402 - FLEETPRIDE:							
80554947							
67465	FLEETPRIDE	08/24/2021	09/08/2021	71.74	71.74	Open	N
	TRUCK 105 SECONDARY FUEL FILTER	pziemer					09/08/2021
	235-3100-42220	REPAIR & MAINT		71.74			
	Total for vendor 3402 - FLEETPRIDE:			71.74	71.74		
Vendor 3068 - GLS PROMOTIONS:							
62629							
67446	GLS PROMOTIONS	08/01/2021	09/08/2021	82.00	82.00	Open	N
	CHAMBER SIGNS -M.BESTUL/A.SHIPE	pziemer					09/08/2021
	101-9200-43430	MISCELLANEOUS		82.00			
	Total for vendor 3068 - GLS PROMOTIONS:			82.00	82.00		
Vendor 3955 - GUARDIAN FLEET SAFETY LLC:							
21-0683							
67498	GUARDIAN FLEET SAFETY LLC	08/12/2021	09/08/2021	6,195.84	6,195.84	Open	N
	C2 TRUCK BUILDUP	pziemer					09/08/2021
	404-9055-45500	BUILDING CAPITAL		6,195.84			
	Total for vendor 3955 - GUARDIAN FLEET SAFETY LLC:			6,195.84	6,195.84		
Vendor 0209 - HEARTLAND TIRE:							
3026981							
67674	HEARTLAND TIRE INC.	08/31/2021	09/08/2021	211.31	211.31	Open	N
	SQD 429 TIRE	pziemer					09/08/2021
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		211.31			
	Total for vendor 0209 - HEARTLAND TIRE:			211.31	211.31		
Vendor 3636 - HRGREEN:							
145529							
67419	HRGREEN	08/09/2021	09/08/2021	266.00	266.00	Open	N
	IMP 21:11 BRD MN MS4 UPDATE	pziemer					09/08/2021
	401-9030-43300-21:11	PROFESSIONAL SERVICES		266.00			
145528							
67420	HRGREEN	08/09/2021	09/08/2021	1,932.00	1,932.00	Open	N
	IMP 20:08 THRU 7/31/21	pziemer					09/08/2021
	401-9030-43300-20:08	PROFESSIONAL SERVICES		1,932.00			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
033966							
67411	L & M STEEL	08/20/2021	09/08/2021	7.43	7.43	Open	N
	HISTORIC MARKER ANGLE IRON	pziemer					09/08/2021
	235-3100-42220	REPAIR & MAINT		7.43			
	Total for vendor 0223 - L & M STEEL:			7.43	7.43		

Vendor 3469 - LAKES AREA MAT:

20210831 #522							
67675	LAKES AREA MAT SERVICE INC	08/31/2021	09/08/2021	42.56	42.56	Open	N
	CITY HALL FLOOR MATS	pziemer					09/08/2021
	101-1940-43410	RENTAL EXPENSE		42.56			
20210817 #522							
67676	LAKES AREA MAT SERVICE INC	08/17/2021	09/08/2021	42.56	42.56	Open	N
	CITY HALL FLOOR MATS	pziemer					09/08/2021
	101-1940-43410	RENTAL EXPENSE		42.56			
20210803 #522							
67677	LAKES AREA MAT SERVICE INC	08/03/2021	09/08/2021	42.56	42.56	Open	N
	CITY HALL FLOOR MATS	pziemer					09/08/2021
	101-1940-43410	RENTAL EXPENSE		42.56			
20210817 #520							
67678	LAKES AREA MAT SERVICE INC	08/17/2021	09/08/2021	41.44	41.44	Open	N
	POLICE DEPT FLOOR MATS	pziemer					09/08/2021
	225-2120-43300	PROFESSIONAL SERVICES		41.44			
20210803 #520							
67679	LAKES AREA MAT SERVICE INC	08/03/2021	09/08/2021	41.44	41.44	Open	N
	POLICE DEPT FLOOR MATS	pziemer					09/08/2021
	225-2120-43300	PROFESSIONAL SERVICES		41.44			
20210831 #520							
67680	LAKES AREA MAT SERVICE INC	08/31/2021	09/08/2021	41.44	41.44	Open	N
	POLICE DEPT FLOOR MATS	pziemer					09/08/2021
	225-2120-43300	PROFESSIONAL SERVICES		41.44			
	Total for vendor 3469 - LAKES AREA MAT:			252.00	252.00		

Vendor 3627 - LAKES AREA WILD:

AUGUST 2021							
67577	LAKES AREA WILDLIFE CONTROL	08/27/2021	09/08/2021	2,298.00	2,298.00	Open	N
	AUG 2021 ANIMAL CONTROL CONTRACT	pziemer					09/08/2021
	225-2700-43300	PROFESSIONAL SERVICES		2,298.00			
	Total for vendor 3627 - LAKES AREA WILD:			2,298.00	2,298.00		

Vendor 3430 - LARSON ELEVATOR:

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GL Distribution	GRANT						
LE651070921							
67434	LARSON ELEVATOR COMPANY	08/15/2021	09/08/2021	2,107.09	2,107.09	Open	N
	9/1/21-8/31/22 ELEVATOR MAINTENANCE	pziemer					09/08/2021
101-0000-15510	PREPAID OTHER			1,404.73			
101-1940-42220	REPAIR & MAINT			702.36			
	Total for vendor 3430 - LARSON ELEVATOR:			2,107.09	2,107.09		
Vendor 0235 - LITTLE FALLS MA:							
361662							
67454	LITTLE FALLS MACHINE INC	08/18/2021	09/08/2021	140.16	140.16	Open	N
	TRUCK 103 REVERSIBLE SHOE SCREW	pziemer					09/08/2021
235-3125-42220	REPAIR & MAINT			140.16			
	Total for vendor 0235 - LITTLE FALLS MA:			140.16	140.16		
Vendor 0237 - LOCATORS - SUPP:							
0294856-IN							
67499	LOCATORS - SUPPLIES INC	08/18/2021	09/08/2021	260.00	260.00	Open	N
	SAFETY VESTS	pziemer					09/08/2021
235-3170-42210	OPERATING SUPPLIES			260.00			
	Total for vendor 0237 - LOCATORS - SUPP:			260.00	260.00		
Vendor 0239 - MACQUEEN EQUIPM:							
P36744							
67423	MACQUEEN EQUIPMENT INC	08/17/2021	09/08/2021	55.06	55.06	Open	N
	SEWER CAMERA CARTRIDGES	pziemer					09/08/2021
237-3190-42220	REPAIR & MAINT			55.06			
	Total for vendor 0239 - MACQUEEN EQUIPM:			55.06	55.06		
Vendor 1753 - MARCO:							
INV9045015							
67443	MARCO	08/19/2021	09/08/2021	1,504.00	1,504.00	Open	N
	MICROSOFT OFFICE365 7/16-8/15/21	pziemer					09/08/2021
101-1800-43309	COMPUTER SUPPORT			1,504.00			
	Total for vendor 1753 - MARCO:			1,504.00	1,504.00		
Vendor 0889 - MENARDS - BAXTE:							
59758							
67656	MENARDS - BAXTER	08/16/2021	09/08/2021	54.90	54.90	Open	N
	DECK BOARDS - BOOM LAKE PIER KWP	pziemer					09/08/2021
230-5200-42220	REPAIR & MAINT			54.90			
59948							
67657	MENARDS - BAXTER	08/19/2021	09/08/2021	136.98	136.98	Open	N
	WASP SPRAY DISPOSABLE GLOVES	pziemer					09/08/2021

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GL Distribution 230-5200-42220	GRANT REPAIR & MAINT			136.98			
	Total for vendor 0889 - MENARDS - BAXTE:			191.88	191.88		
Vendor 3394 - MIDWEST MACHINE:							
2464785 67568	MIDWEST MACHINERY CO SHOP CHAINSAW	08/26/2021 pziemer	09/08/2021	45.90	45.90	Open	N 09/08/2021
230-5200-42220	REPAIR & MAINT			45.90			
	Total for vendor 3394 - MIDWEST MACHINE:			45.90	45.90		
Vendor 3355 - MILLER TESTING:							
202160 67568	MILLER TESTING & CONSULTING LLC SEUL - 215 GILLIS LEAD TESTING	08/21/2021 pziemer	09/08/2021	375.00	375.00	Open	N 09/08/2021
202-6324-45510	NE BRAINE/CAPITAL - RESIDENTIAL			375.00			
202154 67569	MILLER TESTING & CONSULTING LLC BANKS - 201-203 B ST LEAD TESTING	08/01/2021 pziemer	09/08/2021	375.00	375.00	Open	N 09/08/2021
202-6324-45531	NE BRAINE/CAPITAL - RENTAL REHAB - DUPLEX			375.00			
	Total for vendor 3355 - MILLER TESTING:			750.00	750.00		
Vendor 0254 - MILLS MOTORS IN:							
559834 67414	MILLS MOTORS INC BUS 171 VEHICLE REPAIRS	08/07/2021 pziemer	09/08/2021	963.15	963.15	Open	N 09/08/2021
203-9000-43401	VEHICLE REPAIRS			963.15			
560107 67436	MILLS MOTORS INC BUS 161 B PM ANNUAL DOT CERT	08/17/2021 pziemer	09/08/2021	1,559.43	1,559.43	Open	N 09/08/2021
203-9000-43401	VEHICLE REPAIRS			1,559.43			
	Total for vendor 0254 - MILLS MOTORS IN:			2,522.58	2,522.58		
Vendor 0241 - MINNESOTA HOME:							
215 GILLIS 67494	MINNESOTA HOME IMPROVEMENTS 215 GILLIS AVE 1ST & FINAL - SEUL PR	08/19/2021 pziemer	09/08/2021	20,850.00	20,850.00	Open	N 09/08/2021
202-6324-45510	NE BRAINE/CAPITAL - RESIDENTIAL			20,850.00			
	Total for vendor 0241 - MINNESOTA HOME:			20,850.00	20,850.00		
Vendor 0147 - MINNESOTA SOFTB:							
7128 67667	MINNESOTA SOFTBALL ADULT SOFTBALL TEAM SANCTION FEES	08/23/2021 pziemer	09/08/2021	575.00	575.00	Open	N 09/08/2021

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Inv Ref#	Description	Entered By					
GL Distribution	GRANT						
230-5215-42210	OPERATING SUPPLIES			575.00			
Total for vendor 0147 - MINNESOTA SOFTB:				575.00	575.00		

Vendor 1974 - MN DEPT OF HEAL:

FM 80578							
67493	MN DEPT OF HEALTH PLAN REVIEW	08/24/2021	09/08/2021	35.00	35.00	Open	N
	KAUFMAN FM 80578 FOOD MANAGER	pziemer					09/08/2021
230-5200-43330	PROFESSIONAL DEVELOPMENT			35.00			
Total for vendor 1974 - MN DEPT OF HEAL:				35.00	35.00		

Vendor 1448 - MN DEPT OF TRAN:

P00013212							
67704	MN DEPT OF TRANSPORTATION	08/01/2021	09/08/2021	345.04	345.04	Open	N
	IMP 19-01 MATERIALS TESTING & INSPEC	pziemer					09/08/2021
401-1901-43300	PROFESSIONAL SERVICES			345.04			
Total for vendor 1448 - MN DEPT OF TRAN:				345.04	345.04		

Vendor 2833 - MN DEPT TRANSP:

P00013539							
67574	MN DEPT TRANSPORTATION	08/23/2021	09/08/2021	452.35	452.35	Open	N
	IMP 19-01 & REPAIRS AND TRANSPORTATI	pziemer					09/08/2021
401-1901-43300	PROFESSIONAL SERVICES			357.41			
235-3100-42220	REPAIR & MAINT			94.94			
Total for vendor 2833 - MN DEPT TRANSP:				452.35	452.35		

Vendor 3168 - MOTORS-N-MORE:

28579							
67401	MOTORS-N-MORE	08/11/2021	09/08/2021	44.00	44.00	Open	N
	SQD 433 SUSPENSION & STEERING CHECK	pziemer					09/08/2021
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			44.00			
28590							
67402	MOTORS-N-MORE	08/17/2021	09/08/2021	23.00	23.00	Open	N
	SQD 431 OIL CHANGE	pziemer					09/08/2021
225-2120-42210	OPERATING SUPPLIES			23.00			
28592							
67403	MOTORS-N-MORE	08/18/2021	09/08/2021	23.00	23.00	Open	N
	SQD 442 OIL CHANGE	pziemer					09/08/2021
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
Total for vendor 3168 - MOTORS-N-MORE:				90.00	90.00		

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

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
213549							
67643	M-R SIGN CO., INC.	08/23/2021	09/08/2021	51.44	51.44	Open	N
	STREET SIGNS - CLARA STREET	pziemer					09/08/2021
	235-3170-42210			51.44			
	OPERATING SUPPLIES						
213550							
67644	M-R SIGN CO., INC.	08/23/2021	09/08/2021	81.58	81.58	Open	N
	STREET SIGNS CORA/8TH ST	pziemer					09/08/2021
	235-3170-42210			81.58			
	SW 8TH STREET SIGNS						
	Total for vendor 1449 - M-R SIGN CO., I:			133.02	133.02		

Vendor 0273 - NAPA AUTO PARTS:

435590							
67469	NAPA AUTO PARTS	08/18/2021	09/08/2021	45.93	45.93	Open	N
	MOBILE DELVAC ATF/BUG CLEANER	pziemer					09/08/2021
	225-2220-42210			45.93			
	OPERATING SUPPLIES						
439113							
67652	NAPA AUTO PARTS	08/31/2021	09/08/2021	67.99	67.99	Open	N
	HEX HEAD SOCKETS	pziemer					09/08/2021
	235-3100-42220			67.99			
	REPAIR & MAINT						
	Total for vendor 0273 - NAPA AUTO PARTS:			113.92	113.92		

Vendor 0799 - NEVCO INC:

0000194168							
67659	NEVCO SPORTS LLC	08/01/2021	09/08/2021	573.45	573.45	Open	N
	BHP - SCOREBOARD IN-BOARD RECEIVER Klpziemer						09/08/2021
	230-5200-42220			573.45			
	REPAIR & MAINT						
	Total for vendor 0799 - NEVCO INC:			573.45	573.45		

Vendor 1965 - NORTH CENTRAL B:

94676							
67645	NORTH CENTRAL BUS SALES	08/24/2021	09/08/2021	69.25	69.25	Open	N
	BUS 142 SERVICE CALL	pziemer					09/08/2021
	203-9000-43401			69.25			
	VEHICLE REPAIRS						
	Total for vendor 1965 - NORTH CENTRAL B:			69.25	69.25		

Vendor 0736 - NORTHLAND FIRE:

46055							
67428	NORTHLAND FIRE PROTECTION	08/10/2021	09/08/2021	699.00	699.00	Open	N
	ANNUAL INSPECTION/BATTERY REPLC	pziemer					09/08/2021
	225-2120-43300			600.00			
	PROFESSIONAL SERVICES						
	225-2120-42209			99.00			
	SAFETY EQUIPMENT SUPPLIES						
	Total for vendor 0736 - NORTHLAND FIRE:			699.00	699.00		

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
Vendor 2064 - NUSS TRUCK & EQ:							
3238346P							
67464	NUSS TRUCK & EQUIPMENT	08/24/2021	09/08/2021	82.68	82.68	Open	N
	TRUCK 105 FUEL FILTER	pziemer					09/08/2021
	235-3100-42220 REPAIR & MAINT			82.68			
3238344P							
67492	NUSS TRUCK & EQUIPMENT	08/25/2021	09/08/2021	91.04	91.04	Open	N
	TRUCK 105 FUEL FILTER RESUPPLY	pziemer					09/08/2021
	235-3100-42220 REPAIR & MAINT			91.04			
Total for vendor 2064 - NUSS TRUCK & EQ:				173.72	173.72		

Vendor 0284 - OFFICE SHOP:

1100021-0							
67427	OFFICE SHOP	08/13/2021	09/08/2021	18.92	18.92	Open	N
	SIGN HOLDERS/CITY HALL	pziemer					09/08/2021
	101-1940-42200 OFFICE SUPPLIES			18.92			
1100278-1							
67495	OFFICE SHOP	08/20/2021	09/08/2021	38.19	38.19	Open	N
	CERTIFICATE HOLDERS - EE APPRECIATION	pziemer					09/08/2021
	278-6515-43430 MISCELLANEOUS			38.19			
1100278-0							
67496	OFFICE SHOP	08/18/2021	09/08/2021	14.37	14.37	Open	N
	CERTIFCATES/HOLDERS EE APPRECIATION	pziemer					09/08/2021
	278-6515-43430 MISCELLANEOUS			14.37			
Total for vendor 0284 - OFFICE SHOP:				71.48	71.48		

Vendor 3336 - PAPER STORM:

17086							
67484	PAPER STORM	08/23/2021	09/08/2021	44.88	44.88	Open	N
	MEDIA DESTRUCTION	pziemer					09/08/2021
	225-2120-43300 PROFESSIONAL SERVICES			44.88			
Total for vendor 3336 - PAPER STORM:				44.88	44.88		

Vendor 0455 - PARTY WORLD:

2202							
67640	PARTY WORLD	08/30/2021	09/08/2021	811.20	811.20	Open	N
	SESQUECENTENNIAL - COMBO MOON WALK	pziemer					09/08/2021
	101-1910-43438 SPECIAL PROJECTS			811.20			
Total for vendor 0455 - PARTY WORLD:				811.20	811.20		

Vendor 2588 - PARTYTIME RENTA:

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
10718							
67647	PARTYTIME RENTAL	08/25/2021	09/08/2021	55.00	55.00	Open	N
	SESQUECENTENNIAL YARD GAMES - LESS S	pziemer					09/08/2021
	101-1910-43438			55.00			
	SPECIAL PROJECTS						
10777							
67648	PARTYTIME RENTAL	08/11/2021	09/08/2021	140.00	140.00	Open	N
	SESQUECENTENNIAL CHAIRS - LESS SALES	pziemer					09/08/2021
	101-1910-43438						
	SPECIAL PROJECTS			140.00			
	Total for vendor 2588 - PARTYTIME RENTA:			195.00	195.00		

Vendor 3410 - ROUTE MATCH SOF:

6047							
67702	ROUTE MATCH SOFTWARE LLC	09/01/2021	09/08/2021	527.29	527.29	Open	N
	ANNUAL TECH SUPPORT ADDL LICENSE	pziemer					09/08/2021
	203-9000-43309			527.29			
	COMPUTER TECHINCAL SUPPORT						
	Total for vendor 3410 - ROUTE MATCH SOF:			527.29	527.29		

Vendor 3768 - SADUSKY RENOVATIONS:

30							
67425	SADUSKY RENOVATIONS	08/17/2021	09/08/2021	6,692.25	6,692.25	Open	N
	INSPECTION SVCS 8/2-8/13/21	pziemer					09/08/2021
	101-2400-43300			6,692.25			
	PROFESSIONAL SERVICES						
31							
67671	SADUSKY RENOVATIONS	09/01/2021	09/08/2021	7,612.15	7,612.15	Open	N
	8/17/21-8/31/21 INSPECTION SERVICES	pziemer					09/08/2021
	101-2400-43300			7,612.15			
	PROFESSIONAL SERVICES						
	Total for vendor 3768 - SADUSKY RENOVATIONS:			14,304.40	14,304.40		

Vendor 1066 - SCHUBERT, KRIS:

7/8/21							
67426	SCHUBERT, KRIS	08/01/2021	09/08/2021	132.16	132.16	Open	N
	IAFF MILEAGE REIMBURSEMENT	pziemer					09/08/2021
	101-1940-42212			132.16			
	MOTOR FUELS						
	Total for vendor 1066 - SCHUBERT, KRIS:			132.16	132.16		

Vendor 3612 - SEVERSON PORTER:

AUGUST 2021							
67576	SEVERSON PORTER LAW	08/27/2021	09/08/2021	16,131.55	16,131.55	Open	N
	AUG 21 PROSECUTION AGREEMENT	pziemer					09/08/2021
	225-2127-43310			16,131.55			
	MISDEMEANOR PROSECUTOR						
	Total for vendor 3612 - SEVERSON PORTER:			16,131.55	16,131.55		

Vendor 0317 - SHORT ELLIOTT :

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
409287							
67417	SHORT ELLIOTT HENDRICKSON	08/01/2021	09/08/2021	2,907.50	2,907.50	Open	N
	IMP 20-07 THRU 6/30/21	pziemer					09/08/2021
	401-9030-43300-20:07			2,907.50			
	PROFESSIONAL SERVICES						
410600							
67437	SHORT ELLIOTT HENDRICKSON	08/18/2021	09/08/2021	20,435.67	20,435.67	Open	N
	IMP 19-02 FINAL DESIGN	pziemer					09/08/2021
	401-1902-43300			20,435.67			
	PROFESSIONAL SERVICES						
	Total for vendor 0317 - SHORT ELLIOTT :			23,343.17	23,343.17		

Vendor 1205 - SILVER STAR IND:

BRD-49306-01

67431	SILVER STAR INDUSTRIES	08/20/2021	09/08/2021	509.90	509.90	Open	N
	TRUCK 107 RUNNING BOARDS	pziemer					09/08/2021
	237-3190-42220			509.90			
	REPAIR & MAINT						
	Total for vendor 1205 - SILVER STAR IND:			509.90	509.90		

Vendor 3138 - ST. LOUIS MRO I:

52485

67444	ST. LOUIS MRO INC.	08/01/2021	09/08/2021	49.00	49.00	Open	N
	BPU/PD PRE-EMPLOY SCREENINGS	pziemer					09/08/2021
	225-2120-43300			24.50			
	PROFESSIONAL SERVICES						
	101-0000-14100			24.50			
	DUE FROM COMPONENT UNIT						
	Total for vendor 3138 - ST. LOUIS MRO I:			49.00	49.00		

Vendor 2589 - STAPLES ADVANTA:

3484153568

67404	STAPLES ADVANTAGE	08/07/2021	09/08/2021	27.96	27.96	Open	N
	EVIDENCE & OFFICE SUPPLIES	pziemer					09/08/2021
	225-2120-42210			12.98			
	OPERATING SUPPLIES						
	225-2120-42200			14.98			
	OFFICE SUPPLIES						
348618142							
67442	STAPLES ADVANTAGE	08/14/2021	09/08/2021	10.32	10.32	Open	N
	BINDER POCKET TABS	pziemer					09/08/2021
	225-2220-42200			10.32			
	OFFICE SUPPLIES						
3484618110							
67485	STAPLES ADVANTAGE	08/14/2021	09/08/2021	51.33	51.33	Open	N
	OFFICE SUPPLIES	pziemer					09/08/2021
	225-2120-42200			51.33			
	OFFICE SUPPLIES						
3484618112							
67486	STAPLES ADVANTAGE	08/14/2021	09/08/2021	3.53	3.53	Open	N
	DESK ORGANIZER	pziemer					09/08/2021
	225-2120-42200			3.53			
	OFFICE SUPPLIES						
	Total for vendor 2589 - STAPLES ADVANTA:			93.14	93.14		

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 3600 - STEPHANIE BESTU:							
8/31/21							
67682	BESTUL, STEPHANIE	08/31/2021	09/08/2021	22.50	22.50	Open	N
	AUG 21 LNL REIMBURSEMENT	pziemer					09/08/2021
278-6515-43430	MISCELLANEOUS			22.50			
Total for vendor 3600 - STEPHANIE BESTU:				22.50	22.50		

Vendor 3599 - STOUT HYDROSEED:							
2170							
67660	STOUT HYDROSEEDING & FERTILIZING	08/27/2021	09/08/2021	1,960.00	1,960.00	Open	N
	WEED CONTROL MMP/MIL/GUS/JCP/BAP/BHP pziemer						09/08/2021
230-5200-42220	REPAIR & MAINT			1,960.00			
	Total for vendor 3599 - STOUT HYDROSEED:			1,960.00	1,960.00		

Vendor 0322 - STREICHERS PROF:							
I1518249							
67405	STREICHERS PROF EQUIP	08/10/2021	09/08/2021	27.99	27.99	Open	N
	725JS - INITITAL ISSUE	pziemer					09/08/2021
225-2120-41113	UNIFORM ALLOWANCE			27.99			
I1518291							
67406	STREICHERS PROF EQUIP	08/11/2021	09/08/2021	151.99	151.99	Open	N
	709JR UNIFORM BADGE	pziemer					09/08/2021
225-2120-41113	UNIFORM ALLOWANCE			151.99			
I1518305							
67407	STREICHERS PROF EQUIP	08/11/2021	09/08/2021	53.98	53.98	Open	N
	726JC INITITAL ISSUE	pziemer					09/08/2021
225-2120-41113	UNIFORM ALLOWANCE			53.98			
I1521763							
67703	STREICHERS PROF EQUIP	08/30/2021	09/08/2021	289.99	289.99	Open	N
	726JC - INITIAL ISSUE	pziemer					09/08/2021
225-2120-41113	UNIFORM ALLOWANCE			289.99			
Total for vendor 0322 - STREICHERS PROF:				523.95	523.95		

Vendor 3724 - SUTPHEN CORPORATION:							
50005137							
67649	SUTPHEN CORPORATION	08/24/2021	09/08/2021	1,400.00	1,400.00	Open	N
	2021 AERIAL SERVICE CONTRACT	pziemer					09/08/2021
225-2220-43300	PROFESSIONAL SERVICES			1,400.00			
	Total for vendor 3724 - SUTPHEN CORPORATION:			1,400.00	1,400.00		

Vendor 3838 - SWANSON HASKAMP:

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
1056							
67573	SWANSON HASKAMP CONSULTING	08/03/2021	09/08/2021	8,487.00	8,487.00	Open	N
	ZONING CODE UPDATE	pziemer					09/08/2021
	400-9050-45530			8,487.00			
	CAPITAL - OTHER						
	Total for vendor 3838 - SWANSON HASKAMP:			8,487.00	8,487.00		

Vendor 3605 - TWIN CITIES REC:

10566							
67661	TWIN CITIES RECREATION, INC.	08/27/2021	09/08/2021	4,933.72	4,933.72	Open	N
	TRIANGLE PARK PLAYGROUND INSTALLATION	pziemer					09/08/2021
	400-9050-45530			4,933.72			
	CAPITAL - OTHER						
	Total for vendor 3605 - TWIN CITIES REC:			4,933.72	4,933.72		

Vendor 0339 - UPPER LAKES FOO:

865967-00							
67668	UPPER LAKES FOODS INC	08/20/2021	09/08/2021	705.14	705.14	Open	N
	CONCESSIONS - HOT DOG STEAMER/ROLLER	pziemer					09/08/2021
	230-5204-42210			705.14			
	OPERATING SUPPLIES						
867531-00							
67669	UPPER LAKES FOODS INC	08/25/2021	09/08/2021	234.73	234.73	Open	N
	CONCESSIONS - BURGERS/BRATS	pziemer					09/08/2021
	230-5204-42210			234.73			
	OPERATING SUPPLIES						
	Total for vendor 0339 - UPPER LAKES FOO:			939.87	939.87		

Vendor 2924 - VERIZON WIRELES:

9886906858/ADM							
67684	VERIZON WIRELESS	08/23/2021	09/08/2021	46.50	46.50	Open	N
	7/24/21-8/23/21 DEPT CELL PHONES	pziemer					09/08/2021
	101-1400-43321			46.50			
	TELEPHONE						
9886906858/PARKS							
67685	VERIZON WIRELESS	08/23/2021	09/08/2021	46.50	46.50	Open	N
	7/24/21 - 8/23/21 DEPARTMENT CELL PH	pziemer					09/08/2021
	230-5200-43321			46.50			
	TELEPHONE						
9886906858/FD							
67686	VERIZON WIRELESS	08/23/2021	09/08/2021	40.01	40.01	Open	N
	7/24/21 - 8/23/21 NE STATION	pziemer					09/08/2021
	225-2220-43321			40.01			
	TELEPHONE						
	Total for vendor 2924 - VERIZON WIRELES:			133.01	133.01		

Vendor 0344 - WASTE PARTNERS:

18X25661							
67695	WASTE PARTNERS INC	08/31/2021	09/08/2021	778.05	778.05	Open	N
	PARKS WASTE REMOVAL AUG 21	pziemer					09/08/2021

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
230-5200-43380	UTILITIES			778.05			
18X25663							
67696	WASTE PARTNERS INC	08/31/2021	09/08/2021	93.60	93.60	Open	N
	FIRE DEPT WASTE REMOVAL AUG 21	pziemer					09/08/2021
225-2220-43380	UTILITIES			93.60			
18X25665							
67697	WASTE PARTNERS INC	08/31/2021	09/08/2021	243.36	243.36	Open	N
	DOWNTOWN WASTE REMOVAL AUG 21	pziemer					09/08/2021
401-1003-43300	PROFESSIONAL SERVICES			243.36			
18X25664							
67698	WASTE PARTNERS INC	08/31/2021	09/08/2021	98.50	98.50	Open	N
	CITY HALL WASTE REMOVAL AUG 21	pziemer					09/08/2021
101-1940-43380	UTILITIES			98.50			
18X25662							
67699	WASTE PARTNERS INC	08/31/2021	09/08/2021	87.75	87.75	Open	N
	STREET DEPT WASTE REMOVAL AUG 21	pziemer					09/08/2021
235-3100-43380	UTILITIES			87.75			
18X25667							
67700	WASTE PARTNERS INC	08/31/2021	09/08/2021	58.50	58.50	Open	N
	WASTE OIL REMOVAL AUG 21	pziemer					09/08/2021
227-3230-43428	USED OIL RECYCLING EXPENSE			58.50			
18X25666							
67701	WASTE PARTNERS INC	08/31/2021	09/08/2021	124.45	124.45	Open	N
	POLICE DEPT WASTE REMOVAL AUG 21	pziemer					09/08/2021
225-2120-43380	UTILITIES			124.45			
Total for vendor 0344 - WASTE PARTNERS:				1,484.21	1,484.21		

Vendor 0346 - WIDSETH SMITH N:

212604							
67646	WIDSETH SMITH NOLTING	08/20/2021	09/08/2021	312.50	312.50	Open	N
	BRAINERD PARKS DESIGN STANDARDS	pziemer					09/08/2021
230-5200-43300	PROFESSIONAL SERVICES			312.50			
Total for vendor 0346 - WIDSETH SMITH N:				312.50	312.50		

Vendor 1712 - WSB:

R-016307-000-14							
67670	WSB & ASSOCIATES	08/31/2021	09/08/2021	13,012.25	13,012.25	Open	N
	MMP REDEVELOPMENT - PROF SERVICES JUI	pziemer					09/08/2021
400-9050-45510	CAPITAL - LAND			13,012.25			
Total for vendor 1712 - WSB:				13,012.25	13,012.25		

Vendor 0354 - ZIEGLER, INC:

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
CM000024506							
67422	ZIEGLER, INC	08/17/2021	09/08/2021	(100.25)	(100.25)	Open	N
	CREDIT FOR IN000166837	pziemer					09/08/2021
235-3100-42220	REPAIR & MAINT			(100.25)			
SI000063074							
67432	ZIEGLER, INC	08/20/2021	09/08/2021	939.12	939.12	Open	N
	TRUCK 109 A/C COMPRESSOR	pziemer					09/08/2021
235-3100-42220	REPAIR & MAINT			939.12			
	Total for vendor 0354 - ZIEGLER, INC:			838.87	838.87		

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

Vendor MISC - ARROWWOOD:

8/10/21							
67545	ARROWWOOD	08/10/2021	09/08/2021	272.42	272.42	Open	N
	MNGFOA CONF. LODGING - C. HILLMAN	pziemer					09/08/2021
101-1400-43330	PROFESSIONAL DEVELOPMENT			272.42			
7/30/21							
67546	ARROWWOOD	08/01/2021	09/08/2021	164.64	164.64	Open	N
	BERGMAN CONFERENCE LODGING	pziemer					09/08/2021
101-1400-43330	PROFESSIONAL DEVELOPMENT			164.64			
	Total for vendor MISC - ARROWWOOD:			437.06	437.06		

Vendor 2193 - GOVERNMENT FINA:

7/29/21							
67505	GOVERNMENT FINANCE OFFICERS ASSN	08/01/2021	09/08/2021	190.00	190.00	Open	N
	HILLMAN MEMBERSHIP RENEW	pziemer					09/08/2021
101-1400-43433	DUES & SUBSCRIPTIONS			190.00			
	Total for vendor 2193 - GOVERNMENT FINA:			190.00	190.00		

Vendor 0517 - MCFOA:

7/29/21							
67504	MCFOA	08/01/2021	09/08/2021	46.00	46.00	Open	N
	MEMBERSHIP DUES - C.HILLMAN 2021	pziemer					09/08/2021
101-1400-43433	DUES & SUBSCRIPTIONS			46.00			
	Total for vendor 0517 - MCFOA:			46.00	46.00		

Vendor 0519 - MN GFOA:

8/10/21							
67507	MN GFOA	08/10/2021	09/08/2021	230.00	230.00	Open	N
	REG FOR 2021 CONFERENCE -C. HILLMAN	pziemer					09/08/2021
101-1400-43330	PROFESSIONAL DEVELOPMENT			230.00			
	Total for vendor 0519 - MN GFOA:			230.00	230.00		

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution	GRANT					
PCard: 2257 U.S. BANK Card Holder: ADMIN							
Total PCard: 2257 U.S. BANK Card Holder: ADMIN				903.06	903.06		

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						

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

Vendor MISC - IAPMO:

8/24/21							
67502	IAPMO	08/24/2021	09/08/2021	231.00	231.00	Open	N
	QTY 2 -2020 MN PLUMBING CODE	pziemer					09/08/2021
	101-2400-43435	BOOKS & PAMPHLETS		231.00			
8/24/21							
67551	IAPMO	08/24/2021	09/08/2021	213.71	213.71	Open	N
	2018 UNIFORM PLUMBING CODE	pziemer					09/08/2021
	101-2400-43435	BOOKS & PAMPHLETS		213.71			
		Total for vendor MISC - IAPMO:		444.71	444.71		

Vendor 0270 - MN DEPT LABOR &:

8/10/21							
67508	MN DEPT LABOR & INDUSTRY	08/10/2021	09/08/2021	35.00	35.00	Open	N
	STOCKINGER - DOLI B24 LICENSING	pziemer					09/08/2021
	101-2400-43433	DUES & SUBSCRIPTIONS		35.00			
		Total for vendor 0270 - MN DEPT LABOR &:		35.00	35.00		

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

479.71	479.71
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Inv Ref#	Description	Entered By					Post Date

GL Distribution GRANT

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

Vendor 3698 - AMAZON:

8/6/21							
67554	AMAZON	08/06/2021	09/08/2021	31.80	31.80	Open	N
	SPEED CLIPS	pziemer					09/08/2021
225-2220-42210	OPERATING SUPPLIES			31.80			
8/9/21							
67556	AMAZON	08/09/2021	09/08/2021	15.98	15.98	Open	N
	HDMI EXTENDER/ADAPTOR	pziemer					09/08/2021
225-2220-43309	COMPUTER TECHNICAL SUPPORT			15.98			
8/20/21							
67558	AMAZON	08/20/2021	09/08/2021	32.85	32.85	Open	N
	TURNOUT GEAR BAG	pziemer					09/08/2021
225-2220-42250	PERSONAL PROTECTIVE GEAR			32.85			
	Total for vendor 3698 - AMAZON:			80.63	80.63		

Vendor 0445 - MN FIRE SERVICE:

8/9/21							
67555	MN FIRE SERVICE CERTIFICATION BOARD	08/09/2021	09/08/2021	1,100.00	1,100.00	Open	N
	FIREFIGHTER RENEWAL CERTIFICATIONS	pziemer					09/08/2021
225-2220-43330	PROFESSIONAL DEVELOPMENT			1,100.00			
8/12/21							
67557	MN FIRE SERVICE CERTIFICATION BOARD	08/12/2021	09/08/2021	(25.00)	(25.00)	Open	N
	FIREFIGHTER CERTIFICATION CREDIT	pziemer					09/08/2021
225-2220-43300	PROFESSIONAL SERVICES			(25.00)			
	Total for vendor 0445 - MN FIRE SERVICE:			1,075.00	1,075.00		

Vendor MISC - STUDIO WRAPS:

8/16/21							
67559	STUDIO WRAPS	08/16/2021	09/08/2021	768.50	768.50	Open	N
	C2 TRUCK WRAP FINAL PYMNT	pziemer					09/08/2021
404-9055-45500	BUILDING CAPITAL			768.50			
	Total for vendor MISC - STUDIO WRAPS:			768.50	768.50		

Vendor 3885 - THE UPS STORE:

8/5/21							
67553	THE UPS STORE	08/05/2021	09/08/2021	11.36	11.36	Open	N
	SHIPPING	pziemer					09/08/2021
225-2220-42220	REPAIR & MAINT			11.36			
	Total for vendor 3885 - THE UPS STORE:			11.36	11.36		

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

1,935.49 1,935.49

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GL Distribution	GRANT						

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	GRANT						

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

Vendor 3959 - TASK FORCE 1:							
8/5/21							
67552	TASK FORCE 1	08/05/2021	09/08/2021	(1,200.00)	(1,200.00)	Open	N
	TASK FORCE TRAINING CREDIT	pziemer					09/08/2021
225-2220-43330	PROFESSIONAL DEVELOPMENT			(1,200.00)			
	Total for vendor 3959 - TASK FORCE 1:			(1,200.00)	(1,200.00)		
Total PCard: 2257 U.S. BANK Card Holder: FIRE				(1,200.00)	(1,200.00)		

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						

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

Vendor 3698 - AMAZON:

8/3/21							
67506	AMAZON	08/03/2021	09/08/2021	198.60	198.60	Open	N
	AMAZON WEB SERVICES JULY2021	pziemer					09/08/2021
	101-1800-43309	COMPUTER SUPPORT		198.60			
07/28/21							
67510	AMAZON	08/01/2021	09/08/2021	30.97	30.97	Open	N
	BADGE HOLDERS/CLIPS	pziemer					09/08/2021
	101-9200-43430	MISCELLANEOUS		30.97			
		Total for vendor 3698 - AMAZON:		229.57	229.57		

Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:

8/18/21							
67503	ZOOM VIDEO COMMUNICATIONS	08/18/2021	09/08/2021	29.98	29.98	Open	N
	ZOOM 8/18-9/17/21	pziemer					09/08/2021
	101-1800-43309	COMPUTER SUPPORT		29.98			
		Total for vendor 3858 - ZOOM VIDEO COMMUNICATIONS:		29.98	29.98		

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

259.55	259.55
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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						

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

Vendor 3698 - AMAZON:

8/4/21							
67561	AMAZON	08/04/2021	09/08/2021	10.08	10.08	Open	N
	BOOK TAPE	pziemer					09/08/2021
	211-5500-42240	LIBRARY MATERIALS		10.08			
8/4/21 - 2							
67562	AMAZON	08/04/2021	09/08/2021	24.47	24.47	Open	N
	BATTERIES	pziemer					09/08/2021
	211-5500-42200	OFFICE SUPPLIES		24.47			
		Total for vendor 3698 - AMAZON:		34.55	34.55		

Vendor MISC - CONSUMER REPORTS:

8/30/21							
67560	CONSUMER REPORTS	08/30/2021	09/08/2021	39.00	39.00	Open	N
	CONSUMER REPORTS AUTO RENEW	pziemer					09/08/2021
	211-5500-42240	LIBRARY MATERIALS		39.00			
		Total for vendor MISC - CONSUMER REPORTS:		39.00	39.00		

Vendor MISC - MAILCHIMP:

8/4/21							
67565	MAILCHIMP	08/04/2021	09/08/2021	30.99	30.99	Open	N
	MAIL CHIMP EMAILS	pziemer					09/08/2021
	211-5503-43430	MISC - USE OF HOLDEN TRUST		30.99			
		Total for vendor MISC - MAILCHIMP:		30.99	30.99		

Vendor 3697 - USPS:

8/17/21 - 2							
67563	USPS	08/17/2021	09/08/2021	4.00	4.00	Open	N
	POSTAGE - LIBRARY	pziemer					09/08/2021
	211-5500-43322	POSTAGE		4.00			
8/23/21							
67564	USPS	08/23/2021	09/08/2021	6.99	6.99	Open	N
	THANK YOU CARDS	pziemer					09/08/2021
	211-5500-42240	LIBRARY MATERIALS		6.99			
		Total for vendor 3697 - USPS:		10.99	10.99		

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

115.53 115.53

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Inv Ref#	Description	Entered By					
GL Distribution	GRANT						

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

Vendor 3698 - AMAZON:

8/18/21							
67512	AMAZON	08/18/2021	09/08/2021	59.98	59.98	Open	N
	RUBBER KICKBALLS	pziemer					09/08/2021
230-5212-42210	OPERATING SUPPLIES			59.98			
	Total for vendor 3698 - AMAZON:			59.98	59.98		

Vendor 3711 - COSTCO:

7/29/21							
67634	COSTCO	08/01/2021	09/08/2021	2.99	2.99	Open	N
	CONCESSIONS - BOTTLED WATER	pziemer					09/08/2021
230-5204-42210	OPERATING SUPPLIES			2.99			
8/17/21							
67635	COSTCO	08/17/2021	09/08/2021	9.57	9.57	Open	N
	CONCESSIONS - BOTTLED WATER	pziemer					09/08/2021
230-5204-42210	OPERATING SUPPLIES			9.57			
8/23/21							
67639	COSTCO	08/23/2021	09/08/2021	16.58	16.58	Open	N
	BIOMETRIC SCREENING WELLNESS COMMITTEE	pziemer					09/08/2021
278-6515-43430	MISCELLANEOUS			16.58			
	Total for vendor 3711 - COSTCO:			29.14	29.14		

Vendor 3917 - COUNTRY HEARTH :

8/4/21							
67636	COUNTRY HEARTH	08/04/2021	09/08/2021	8.00	8.00	Open	N
	CONCESSIONS - BUNS	pziemer					09/08/2021
230-5204-42210	OPERATING SUPPLIES			8.00			
8/18/21							
67637	COUNTRY HEARTH	08/18/2021	09/08/2021	5.00	5.00	Open	N
	CONCESSIONS - BUNS	pziemer					09/08/2021
230-5204-42210	OPERATING SUPPLIES			5.00			
	Total for vendor 3917 - COUNTRY HEARTH :			13.00	13.00		

Vendor MISC - SAFE FOOD TRAINING:

8/9/21							
67638	SAFE FOOD TRAINING	08/09/2021	09/08/2021	75.00	75.00	Open	N
	SAFE FOOD TRAINING RECERT - KAUFMAN	pziemer					09/08/2021
230-5200-43330	PROFESSIONAL DEVELOPMENT			75.00			
	Total for vendor MISC - SAFE FOOD TRAINING:			75.00	75.00		

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177.12 177.12

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						

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

Vendor 3698 - AMAZON:

7/28/21							
67513	AMAZON	08/01/2021	09/08/2021	99.98	99.98	Open	N
	MONITOR STANDS - POLICE	pziemer					09/08/2021
	225-2120-42200	OFFICE SUPPLIES		99.98			
8/5/21							
67527	AMAZON	08/05/2021	09/08/2021	59.97	59.97	Open	N
	SD MEDIA CARDS	pziemer					09/08/2021
	225-2120-42210	OPERATING SUPPLIES		59.97			
8/11/21							
67529	AMAZON	08/11/2021	09/08/2021	47.24	47.24	Open	N
	PAPER CUTTER	pziemer					09/08/2021
	225-2120-42240	SMALL TOOLS		47.24			
7/27/21							
67549	AMAZON	08/01/2021	09/08/2021	244.75	244.75	Open	N
	DIGITAL RECORDERS	pziemer					09/08/2021
	225-2120-42210	OPERATING SUPPLIES		244.75			
		Total for vendor 3698 - AMAZON:		451.94	451.94		

Vendor 3700 - DOLLAR TREE:

8/3/21							
67522	DOLLAR TREE	08/03/2021	09/08/2021	1.00	1.00	Open	N
	MEASURING CUPS	pziemer					09/08/2021
	225-2120-42240	SMALL TOOLS		1.00			
		Total for vendor 3700 - DOLLAR TREE:		1.00	1.00		

Vendor MISC - EMPLOYTEST:

8/11/21							
67530	EMPLOYTEST	08/11/2021	09/08/2021	149.00	149.00	Open	N
	VISA TESTING FOR RMT	pziemer					09/08/2021
	225-2120-43300	PROFESSIONAL SERVICES		149.00			
		Total for vendor MISC - EMPLOYTEST:		149.00	149.00		

Vendor 3956 - JOHN E. REID & ASSOCIATES:

8/4/21							
67526	JOHN E. REID & ASSOCIATES	08/04/2021	09/08/2021	420.00	420.00	Open	N
	710 & 728 - INTERVIEW TRAINING	pziemer					09/08/2021
	225-2120-43330	PROFESSIONAL DEVELOPMENT		420.00			
		Total for vendor 3956 - JOHN E. REID & ASSOCIATES:		420.00	420.00		

Vendor 3958 - MARIE RIDGEWAY & ASSOCIATES:

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8/20/21

67550	MARIE RIDGEWAY & ASSOCIATES	08/20/2021	09/08/2021	(150.00)	(150.00)	Open	N
	REFUND - 709 RECOGNIZING & MITIGATING	pziemer					09/08/2021
225-2120-43330	PROFESSIONAL DEVELOPMENT			(150.00)			
	Total for vendor 3958 - MARIE RIDGEWAY & ASSOCIATES:			(150.00)	(150.00)		

Vendor 2734 - MINNESOTA SHERI:

8/17/21

67537	MINNESOTA SHERIFF'S ASSOCIATION	08/17/2021	09/08/2021	250.00	250.00	Open	N
	712 BACKGROUND INVESTIGATIONS TRAINING	pziemer					09/08/2021
225-2120-43330	PROFESSIONAL DEVELOPMENT			250.00			
	Total for vendor 2734 - MINNESOTA SHERI:			250.00	250.00		

Vendor 0260 - MN BUREAU OF CR:

7/28/21

67517	MN BUREAU OF CRIM APPREHENSION	08/01/2021	09/08/2021	75.00	75.00	Open	N
	707 - DMT RECERTIFICATION	pziemer					09/08/2021
225-2120-43330	PROFESSIONAL DEVELOPMENT			75.00			

8/24/21

67542	MN BUREAU OF CRIM APPREHENSION	08/24/2021	09/08/2021	75.00	75.00	Open	N
	728 - FORENSIC DNA TRNG	pziemer					09/08/2021
225-2120-43330	PROFESSIONAL DEVELOPMENT			75.00			
	Total for vendor 0260 - MN BUREAU OF CR:			150.00	150.00		

Vendor 0664 - MN POST BOARD:

07/26/21

67514	MN POST BOARD	08/01/2021	09/08/2021	92.24	92.24	Open	N
	726JC POST LICENSE	pziemer					09/08/2021
225-2120-43433	DUES & SUBSCRIPTIONS			92.24			
	Total for vendor 0664 - MN POST BOARD:			92.24	92.24		

Vendor 3871 - MN STATE COLLEGES & UNIVERSITIES:

7/30/21

67521	MN STATE COLLEGES & UNIVERSITIES	08/01/2021	09/08/2021	6.50	6.50	Open	N
	726 - BLS ECARD	pziemer					09/08/2021
225-2120-42210	OPERATING SUPPLIES			6.50			
	Total for vendor 3871 - MN STATE COLLEGES & UNIVERSITIES:			6.50	6.50		

Vendor 0497 - SIRCHIE FINGER:

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8/5/21							
67520	SIRCHIE FINGER PRINT LABORATORIES,	08/05/2021	09/08/2021	351.30	351.30	Open	N
	EVIDENCE SUPPLIES	pziemer					09/08/2021
225-2120-42210	OPERATING SUPPLIES			351.30			
8/17/21							
67539	SIRCHIE FINGER PRINT LABORATORIES,	08/17/2021	09/08/2021	14.15	14.15	Open	N
	EVIDENCE SUPPLIES	pziemer					09/08/2021
225-2120-42210	OPERATING SUPPLIES			14.15			
	Total for vendor 0497 - SIRCHIE FINGER:			365.45	365.45		

Vendor 3957 - SUPERIOR CELEBRATIONS:

8/11/21							
67532	SUPERIOR CELEBRATIONS	08/11/2021	09/08/2021	239.60	239.60	Open	N
	HALLOWEEN SAFETY EVENT SUPPLIES	pziemer					09/08/2021
225-2120-43305	CRIME PREVENTION PROGRAM			239.60			
	Total for vendor 3957 - SUPERIOR CELEBRATIONS:			239.60	239.60		

Vendor 3703 - TRANSUNION RISK:

8/01/21							
67524	TRANSUNION RISK	08/01/2021	09/08/2021	75.00	75.00	Open	N
	INVESTIGATIONS/PKNG TKT COLLECTIONS	pziemer					09/08/2021
225-2120-42210	OPERATING SUPPLIES			75.00			
	Total for vendor 3703 - TRANSUNION RISK:			75.00	75.00		

Vendor 2956 - ULINE:

6/17/21 - 2							
67543	ULINE	08/01/2021	09/08/2021	(15.04)	(15.04)	Open	N
	CREDIT FOR SALES TAX CHARGED	pziemer					09/08/2021
225-2120-42210	OPERATING SUPPLIES			(15.04)			
	Total for vendor 2956 - ULINE:			(15.04)	(15.04)		

Vendor 3697 - USPS:

7/26/21							
67515	USPS	08/01/2021	09/08/2021	1.20	1.20	Open	N
	POSTAGE	pziemer					09/08/2021
225-2120-43322	POSTAGE			1.20			
7/26/21 - 2							
67516	USPS	08/01/2021	09/08/2021	9.55	9.55	Open	N
	POSTAGE	pziemer					09/08/2021
225-2120-43322	POSTAGE			9.55			

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User: pziemer

DB: Brainerd

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
PCard: 2257 U.S. BANK Card Holder: POLICE							
7/28/21							
67518	USPS	08/01/2021	09/08/2021	15.50	15.50	Open	N
	POSTAGE	pziemer					09/08/2021
	225-2120-43322			15.50			
7/28/21 - 2							
67519	USPS	08/01/2021	09/08/2021	29.90	29.90	Open	N
	POSTAGE	pziemer					09/08/2021
	225-2120-43322			29.90			
8/3/21							
67523	USPS	08/03/2021	09/08/2021	5.70	5.70	Open	N
	POSTAGE	pziemer					09/08/2021
	225-2120-43322			5.70			
8/10/21							
67528	USPS	08/10/2021	09/08/2021	1.20	1.20	Open	N
	POSTAGE	pziemer					09/08/2021
	225-2120-43322			1.20			
8/11/21							
67531	USPS	08/11/2021	09/08/2021	55.00	55.00	Open	N
	100 POSTAGE STAMPS	pziemer					09/08/2021
	225-2120-43322			55.00			
8/12/21							
67533	USPS	08/12/2021	09/08/2021	1.20	1.20	Open	N
	POSTAGE	pziemer					09/08/2021
	225-2120-43322			1.20			
8/12/21 - 2							
67534	USPS	08/12/2021	09/08/2021	12.80	12.80	Open	N
	POSTAGE	pziemer					09/08/2021
	225-2120-43322			12.80			
8/13/21							
67535	USPS	08/13/2021	09/08/2021	1.20	1.20	Open	N
	POSTAGE	pziemer					09/08/2021
	225-2120-43322			1.20			
8/16/21							
67536	USPS	08/16/2021	09/08/2021	8.45	8.45	Open	N
	POSTAGE	pziemer					09/08/2021
	225-2120-43322			8.45			
8/17/21							
67538	USPS	08/17/2021	09/08/2021	15.80	15.80	Open	N
	POSTAGE	pziemer					09/08/2021
	225-2120-43322			15.80			

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GL Distribution GRANT

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

8/18/21

67540

USPS

POSTAGE

08/18/2021

pziemer

09/08/2021

1.20

1.20

Open

N

09/08/2021

225-2120-43322

POSTAGE

1.20

Total for vendor 3697 - USPS:

158.70

158.70

Vendor 0006 - WALMART COMMUNI:

08/03/21

67525

WALMART COMMUNITY/GECRB

FRAME AND FOLDERS

08/03/2021

pziemer

09/08/2021

44.83

44.83

Open

N

09/08/2021

225-2120-42200

OFFICE SUPPLIES

44.83

8/18/21

67541

WALMART COMMUNITY/GECRB

SQUAD ROOM WINDOW TINT

08/18/2021

pziemer

09/08/2021

35.89

35.89

Open

N

09/08/2021

225-2120-42220

REPAIR & MAINT

35.89

8/24/21

67544

WALMART COMMUNITY/GECRB

SGT OFFICE WINDOW TINT

08/24/2021

pziemer

09/08/2021

12.96

12.96

Open

N

09/08/2021

225-2120-42220

REPAIR & MAINT

12.96

Total for vendor 0006 - WALMART COMMUNI:

93.68

93.68

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

2,288.07

2,288.07

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						

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

Vendor 0931 - MN FALL EXPO:

7/27/21							
67547	MN FALL EXPO	08/01/2021	09/08/2021	30.00	30.00	Open	N
	MN FALL MAINT EXPO - MIDDAGH	pziemer					09/08/2021
	235-3100-43330	PROFESSIONAL DEVELOPMENT		30.00			
7/27/21 - 2							
67548	MN FALL EXPO	08/01/2021	09/08/2021	210.00	210.00	Open	N
	MN FALL MAINT EXPO 2021	pziemer					09/08/2021
	235-3100-43330	PROFESSIONAL DEVELOPMENT		210.00			
	Total for vendor 0931 - MN FALL EXPO:			240.00	240.00		

Vendor 3069 - NORTHLAND FREIG:

8/24/21							
67500	NORTHLAND FREIGHTLINER	08/24/2021	09/08/2021	48.23	48.23	Open	N
	TRUCK 105 FUEL FILTER	pziemer					09/08/2021
	235-3100-42220	REPAIR & MAINT		48.23			
	Total for vendor 3069 - NORTHLAND FREIG:			48.23	48.23		

Vendor 3885 - THE UPS STORE:

8/20/21							
67501	THE UPS STORE	08/20/2021	09/08/2021	71.26	71.26	Open	N
	VACTOR REMOTE POSTAGE	pziemer					09/08/2021
	237-3190-42220	REPAIR & MAINT		71.26			
	Total for vendor 3885 - THE UPS STORE:			71.26	71.26		

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

359.49 359.49

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						

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

Vendor 3698 - AMAZON:

8/18/21 - TRANSIT

67509	AMAZON	08/18/2021	09/08/2021	16.95	16.95	Open	N
	HEADSET FOR TRANSIT	pziemer					09/08/2021
203-9000-42200	OFFICE SUPPLIES			16.95			

8/17/21

67511	AMAZON	08/17/2021	09/08/2021	49.99	49.99	Open	N
	KEYBOARD - TRANSIT	pziemer					09/08/2021
203-9000-42200	OFFICE SUPPLIES			49.99			

Total for vendor 3698 - AMAZON:

66.94

66.94

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

66.94

66.94

of Invoices: 236 # Due: 236

Totals:

306,061.48

306,061.48

of Credit Memos: 5 # Due: 5

Totals:

(1,490.29)

(1,490.29)

Net of Invoices and Credit Memos:

304,571.19

304,571.19

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	7,092.40
101-0000-15510	PREPAID OTHER	6,161.43
101-0000-20800	DUE TO OTHER GOVT UNITS	3,374.34
101-0000-22801	DUE TO CUSTOMERS	71.00
101-1400-43321	TELEPHONE	146.34
101-1400-43330	PROFESSIONAL DEVELOPMENT	667.06
101-1400-43433	DUES & SUBSCRIPTIONS	236.00
101-1700-43321	TELEPHONE	276.14
101-1800-42210	OPERATING SUPPLIES	264.68
101-1800-43309	COMPUTER SUPPORT	3,009.58
101-1800-43321	TELEPHONE	138.07
101-1910-43438	SPECIAL PROJECTS	1,006.20
101-1940-42200	OFFICE SUPPLIES	1,282.73
101-1940-42212	MOTOR FUELS	132.16
101-1940-42220	REPAIR & MAINT	702.36
101-1940-43300	PROFESSIONAL SERVICES	1,765.00
101-1940-43380	UTILITIES	209.47
101-1940-43381	BPU UTILITIES	1,980.25
101-1940-43410	RENTAL EXPENSE	127.68
101-2400-43300	PROFESSIONAL SERVICES	14,304.40
101-2400-43321	TELEPHONE	99.84
101-2400-43405	NUISANCES	225.00
101-2400-43433	DUES & SUBSCRIPTIONS	35.00
101-2400-43435	BOOKS & PAMPHLETS	444.71
101-9200-43381	BPU UTILITIES	108.51
101-9200-43430	MISCELLANEOUS	28,527.97
202-6324-45510	CAPITAL - RESIDENTIAL	21,225.00
202-6324-45531	CAPITAL - RENTAL REHAB - DUPLEX	375.00
203-9000-42200	OFFICE SUPPLIES	66.94

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
	203-9000-43309	COMPUTER TECHNICAL SUPPORT		527.29			
	203-9000-43321	TELEPHONE		49.92			
	203-9000-43401	VEHICLE REPAIRS		2,591.83			
	211-5500-42200	OFFICE SUPPLIES		24.47			
	211-5500-42240	LIBRARY MATERIALS		56.07			
	211-5500-43322	POSTAGE		4.00			
	211-5500-43380	UTILITIES		59.65			
	211-5500-43381	BPU UTILITIES		2,067.29			
	211-5503-43430	MISC - USE OF HOLDEN TRUST		30.99			
	225-2120-41113	UNIFORM ALLOWANCE		523.95			
	225-2120-42200	OFFICE SUPPLIES		293.25			
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES		99.00			
	225-2120-42210	OPERATING SUPPLIES		952.25			
	225-2120-42220	REPAIR & MAINT		61.65			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		438.30			
	225-2120-42240	SMALL TOOLS		48.24			
	225-2120-43300	PROFESSIONAL SERVICES		2,197.70			
	225-2120-43305	CRIME PREVENTION PROGRAM		239.60			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		688.14			
	225-2120-43321	TELEPHONE		1,229.35			
	225-2120-43322	POSTAGE		158.70			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		670.00			
	225-2120-43380	UTILITIES		145.45			
	225-2120-43381	BPU UTILITIES		4,756.76			
	225-2120-43433	DUES & SUBSCRIPTIONS		92.24			
	225-2127-43310	MISDEMEANOR PROSECUTOR		16,131.55			
	225-2220-42200	OFFICE SUPPLIES		14.67			
	225-2220-42210	OPERATING SUPPLIES		179.80			
	225-2220-42220	REPAIR & MAINT		11.36			
	225-2220-42250	PERSONAL PROTECTIVE GEAR		32.85			
	225-2220-43300	PROFESSIONAL SERVICES		5,339.45			
	225-2220-43309	COMPUTER TECHNICAL SUPPORT		15.98			
	225-2220-43321	TELEPHONE		40.01			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		(100.00)			
	225-2220-43331	LEASED PAYMENTS		67.27			
	225-2220-43380	UTILITIES		137.08			
	225-2220-43381	BPU UTILITIES		2,088.84			
	225-2220-43430	MISCELLANEOUS		24.60			
	225-2700-43300	PROFESSIONAL SERVICES		2,298.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		258.50			
	230-5200-42220	REPAIR & MAINT		2,803.11			
	230-5200-43300	PROFESSIONAL SERVICES		312.50			
	230-5200-43321	TELEPHONE		91.39			
	230-5200-43330	PROFESSIONAL DEVELOPMENT		110.00			
	230-5200-43380	UTILITIES		803.94			
	230-5200-43381	BPU UTILITIES		9,123.91			
	230-5204-42210	OPERATING SUPPLIES		1,045.78			
	230-5212-42210	OPERATING SUPPLIES		59.98			
	230-5215-42210	OPERATING SUPPLIES		575.00			
	230-5280-42210	OPERATING SUPPLIES		7.98			
	230-5280-43380	UTILITIES		1,005.13			
	235-3100-42220	REPAIR & MAINT		2,536.82			
	235-3100-43300	PROFESSIONAL SERVICES		238.00			
	235-3100-43321	TELEPHONE		99.84			
	235-3100-43330	PROFESSIONAL DEVELOPMENT		240.00			
	235-3100-43380	UTILITIES		142.75			
	235-3100-43381	BPU UTILITIES		24,424.13			

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
	235-3100-43410	RENTAL EXPENSE		845.00			
	235-3100-43430	MISCELLANEOUS		251.69			
	235-3125-42220	REPAIR & MAINT		177.50			
	235-3170-42210	OPERATING SUPPLIES		393.02			
	236-3180-43381	BPU UTILITIES		36.00			
	237-3190-42220	REPAIR & MAINT		743.75			
	238-3160-42220	REPAIR & MAINT		15.27			
	278-6515-43430	MISCELLANEOUS		91.64			
	400-9050-45510	CAPITAL - LAND		13,012.25			
	400-9050-45530	CAPITAL - OTHER		23,432.57			
	401-1003-43300	PROFESSIONAL SERVICES		243.36			
	401-1003-43380	UTILITIES		95.13			
	401-1003-43430	MISCELLANEOUS		26.98			
	401-1901-43300	PROFESSIONAL SERVICES		702.45			
	401-1902-43300	PROFESSIONAL SERVICES		20,435.67			
	401-9030-43300-20:05	PROFESSIONAL SERVICES		420.00			
	401-9030-43300-20:06	PROFESSIONAL SERVICES		420.00			
	401-9030-43300-20:07	PROFESSIONAL SERVICES		2,907.50			
	401-9030-43300-20:08	PROFESSIONAL SERVICES		1,932.00			
	401-9030-43300-21:11	PROFESSIONAL SERVICES		266.00			
	401-9030-45530-21:03	CAPITAL-PYMTS TO CONTRACTS		48,937.50			
	404-9055-45500	BUILDING CAPITAL		6,964.34			

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
--- TOTALS BY FUND ---							
101 -	GENERAL FUND			72,388.32	72,388.32		
202 -	SCDP GRANTS			21,600.00	21,600.00		
203 -	TRANSIT FUND			3,235.98	3,235.98		
211 -	LIBRARY FUND			2,242.47	2,242.47		
225 -	PUBLIC SAFETY FUND			38,876.04	38,876.04		
227 -	RECYCLING FUND			258.50	258.50		
230 -	PARK & RECREATION FUND			15,938.72	15,938.72		
235 -	STREET & SEWER FUND			29,348.75	29,348.75		
236 -	PARKING LOT FUND			36.00	36.00		
237 -	SANITARY SEWER FUND			743.75	743.75		
238 -	STORM SEWER FUND			15.27	15.27		
278 -	HEALTHY EMPLOYE INITIATIVE			91.64	91.64		
400 -	CAPITAL PROJECTS FUND			36,444.82	36,444.82		
401 -	CONSTRUCTION FUND			76,386.59	76,386.59		
404 -	FIRE DEPARTMENT CAPITAL			6,964.34	6,964.34		
--- TOTALS BY DEPT/ACTIVITY ---							
0000 -				16,699.17	16,699.17		
1003 -	10:03 DWNTWN MAIN CNTRACT			365.47	365.47		
1400 -	ADMINISTRATION			1,049.40	1,049.40		
1700 -	ENGINEERING			276.14	276.14		
1800 -	IT/GIS			3,412.33	3,412.33		
1901 -	19:01 NW 4TH STREET IMPR			702.45	702.45		
1902 -	19:02 CLST CONNECTION			20,435.67	20,435.67		
1910 -	NE BRAINERD RESURFACING			1,006.20	1,006.20		
1940 -	CITY HALL			6,199.65	6,199.65		
2120 -	POLICE DEPARTMENT			12,594.58	12,594.58		
2127 -	MISDEMEANOR PROSECUTOR			16,131.55	16,131.55		
2220 -	FIRE DEPARTMENT			7,851.91	7,851.91		
2400 -	COMMUNITY DEVL/INSPECTION			15,108.95	15,108.95		
2700 -	ANIMAL CONTROL			2,298.00	2,298.00		
3100 -	S & S MAINTENANCE			28,778.23	28,778.23		
3125 -	SNOW REMOVAL			177.50	177.50		
3160 -	STORM SEWER EXPENSE			15.27	15.27		
3170 -	TRAFFIC CONTROL			393.02	393.02		
3180 -	PARKING LOTS EXPENSE			36.00	36.00		
3190 -	SANITARY SEWER EXPENSE			743.75	743.75		
3230 -	RECYCLING EXPENSE			258.50	258.50		
5200 -	PARK MAIN/ADMINISTRATION			13,244.85	13,244.85		
5204 -	CONCESSIONS			1,045.78	1,045.78		
5212 -	KICKBALL PROGRAM			59.98	59.98		
5215 -	ADULT SOFTBALL			575.00	575.00		

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						GRANT
--- TOTALS BY DEPT/ACTIVITY ---							
	5280 - CAMPGROUND			1,013.11	1,013.11		
	5500 - LIBRARY-BUDGETED			2,211.48	2,211.48		
	5503 - HOLDEN TRUST DONATION USE			30.99	30.99		
	6324 - NE SCDP GRANT			21,600.00	21,600.00		
	6515 - HEALTHY EMPLOYE INITIATIVE			91.64	91.64		
	9000 - TRANSIT FUND			3,235.98	3,235.98		
	9030 - CONSTRUCTION PROJ-MISC			54,883.00	54,883.00		
	9050 - CAPITAL PROJECTS-MISC			36,444.82	36,444.82		
	9055 - FIRE DEPARTMENT CAPITAL			6,964.34	6,964.34		
	9200 - CITY-WIDE			28,636.48	28,636.48		

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

GABE JOHNSON

KEVIN STUNEK

TIFFANY STENGLEIN

**Brainerd, MN
August 16th, 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 JOHNSON AND PRITSCHET, DULY CARRIED, TO APPROVE THE AGENDA WITH MOVING THE CONSIDERATION FOR CONDITIONAL USE PERMIT FOR THE OPERATION OF A PRIVATE LEARNING CENTER AT 310 N. 7TH ST AFTER THE CONSENT CALENDAR.

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

- A. **Approval of Bills- Approved**
- B. **Approval of the Minutes of the Regular Meeting held on July 19th, 2021- Approved**
- C. **Approval of Licenses-Approved**
- D. **Department Activity Reports- Approved**
- E. **Temporary On-Sale Liquor License Application- Submitted by Brainerd Jaycee's for a Community Event- Brainerd Jaycee's Street Fest to be held on September 25th, 2021- Approved**
- F. **Minnesota Lawful Gambling Application for Exempt Permit- Central Lakes College Foundation, 501 W College Dr, Brainerd, MN 56401 for a Raffle to be held on September 12, 2021- Approved**

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

Consideration for Conditional Use Permit for the Operation of a Private Learning Center at 310 N. 7th St.- Approved

City Attorney Langel stated that there has been considerable discussion at the staff level. The City's current zoning ordinance does not define school. Using the State of Minnesota's Education Code Attorney Langel stated that Mr. Erfurth fulfills some of the requirements of a school including having a baccalaureate degree, but he is still not the primary instructor for the students, therefore, does not meet the definition of school using the education code. However, because the City's zoning code does not define school, it is up to the City Council to determine their definition and whether or not to grant a conditional use permit.

Community Development Director Chanski stated that the Planning Commission held to a much broader definition of school, which led to their unanimous recommendation to approve the conditional use permit.

The Chair opened the floor for public comment.

The Chair recognized James Erfurth, 13216 Highway 18, Brainerd, stated that he is the owner of the Montessori school, and is a homeschool parent himself. The Erfurths and parents of the school have chosen a house as a setting for their homeschool students to do group learning in an environment that is conducive to learning.

The Chair recognized John Berg, 15340 Russel Road, Brainerd, who stated he is a grandparent of 3 Montessori students. He can only speak highly of the schooling that the children are receiving. He urges the City Council to look broadly at the definition and support the conditional use permit as it is a school for children to gather and learn.

The Chair recognized Preston Windorski, 8073 Travis Trail, Brainerd, who stated as a clarification to the definition of the term non-public school to include homeschool.

The Chair recognized Joseph Benson, 9622 S Lively, Brainerd, who stated that he believes that the private learning center is a school. It is a place children gather and learn. If you asked his two children who are technically homeschooled, where they go to school, they would tell you that the center is where they go to school.

The Chair recognized Jim Runberg, 1205 Lakeview Lane, Brainerd, who stated he has been an appraiser for a number of years and appraises loss of value. He is concerned about the parking, traffic, and the fence aesthetic that the owners put up. He requested that the Council require the softening of the fence to better fit the R-1 neighborhood designation.

The Chair closed the floor for comment.

MOVED AND SECONDED BY STENGLEIN AND O'DAY 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.

Member Johnson stated that the Council should suggest fence softening as a condition to the approval of the permit. He is glad to have gotten guidance from Attorney Langel, who was able to answer questions about the definition of a school that he had. He believes a school is a community, which they clearly have in the learning center.

MOVED AND SECONDED BY STENGLEIN AND O'DAY, DULY CARRIED, TO AMEND THE MOTION TO HAVE THE APPLICANT WORK WITH CITY STAFF TO ADD APPROPRIATE VEGETATION OR SCREENING OF THE FENCE.

Member Pritschet stated that he believes parents have a duty and responsibility to their child's education, by extending that responsibility in this way they are doing the right thing.

Member O'Day stated that the only concerns he has is if it is the intention to put in a parking lot or change the feel of the home, of which he has received communication that these concerns are not a part of the future plan. He was also concerned about the number of children they intend to teach in the future.

Mayor Badeaux stated that there is no reason for citizens to be concerned about the center because it is a great setting for children to be educated.

Chair Bevans stated his opposition to the permit. The school is in Ward 2 and a number of his constituents have concerns about the use. He is not in opposition of Montessori schools, rather the use of a single-family home for a business. He believes Attorney Langel's definition of school is not being met, and that it is indeed a business. He stated that approval of the permit seemed likely but wanted to remind the applicants that in order to be a part of a neighborhood, you need to be neighborly.

MOVED AND SECONDED BY ALDERMEN STENGLEIN AND O'DAY 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, FURTHER THAT THE APPLICANT WORK WITH STAFF TO ADD APPROPRIATE VEGETATION OR SCREENING OF THE FENCE.

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

Council Committee Reports

Safety and Public Works

Consider Policy and Street Light Request- 1604 14th Ave NE- Informational

Committee Chair O'Day stated that the number of streetlights active in the City was reduced in 2008 to reduce cost. There have been several requests for streetlights to be turned back on for various reasons. The committee directed staff to draft a policy for streetlights based on examples from other cities, including aesthetics, for ease of decision making.

Personnel & Finance

Fire Department Relief Association Annual Report- Approved

Committee Chair Johnson stated that the Brainerd Fire Department Relief Association requested a pension benefit increase. The fund balance is 105% therefore can support the increase.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN, DULY CARRIED, TO INCREASE THE PENSION BENEFIT TO \$14,750 PER YEAR OF SERVICE.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN, DULY CARRIED, TO AUTHORIZE STAFF TO SIGN THE FIRE RELIEF ASSOCIATION ANNUAL REPORTS.

Cable TV Committee Recommendation for PEG Channel- Approved

Committee Chair Johnson stated that the goal is to have an agreement with CLC that is similar to the agreement that the City had with Lakes Media.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE STAFF TO ESTABLISH AN AGREEMENT WITH CLC THAT WILL REVIVE PUBLIC ACCESS TV, PROVIDE SOME STAFFING FOR OPERATING MEETINGS, AND ALLOW FOR CITY MEETING TO BE BROADCAST ON CABLE.

Committee Chair Johnson stated that Lakes Media is under no legal obligation to return the funds.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN, DULY CARRIED, TO FORMALLY REQUEST REFUND OF UNSPENT FUNDS CONTRIBUTED TO LAKES MEDIA COLLABORATIVE BE RETURNED TO THE CITY.

Discussion of Assessments at 711 12th Ave NE- PID 41190601-Approved

Committee Chair Johnson stated that the owner of the adjoining lot wants to purchase the tax forfeit lot. The County sells their tax forfeit parcels for market value and add on any assessments to the lot. The discussion from committee was that the City would agree to forgive lot cleanup and utilities assessments but does not want to set precedence on forgiving street assessments.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO FOREGO THE COLLECTION OF THE OUTSTANDING ASSESSMENT FOR THE LOT CLEAN UP AND UTILITIES IN THE AMOUNT OF \$2575. FURTHER, TO DIRECT STAFF TO WORK WITH CITY ATTORNEY TO CERTIFY THE STREET IMPROVEMENT AMOUNT \$5,815 OVER 10 YEARS WITH NO INTEREST, IF MS. NIESEN PURCHASES THE TAX FORFEIT LOT.

Request for Sesquicentennial Purchase-Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN, DULY CARRIED, TO AUTHORIZE RENTING 2 BOUNCY CASTLES, YARD GAMES, AND CHAIRS, AND ALLOTING UP TO A \$750 PRINTING BUDGET FOR A TOTAL OF \$1830 FOR THE SESQUICENTENNIAL CELEBRATION OUT OF THE SPECIAL PROJECTS FUND.

Consider Resolution to Establish a Fire Escrow Account- Approved

Committee Chair Johnson stated that when a fire or explosion damages a building, it is the responsibility of the property owner to make the necessary repairs to the property to ensure it meets the requirements of the building code in order for a city to allow the building to remain occupied or be reoccupied. However, if the property owner fails to make the necessary repairs, the responsibility may fall on the city to either make the necessary repairs or condemn the building and, ultimately, demolish it. A fire escrow account is funded by direct payment to the City from the property owner's insurer at the time a claim is filed in the amount of the 25% of the actual cash value of the insured's real property. The City holds these funds in the escrow account until the time the necessary repairs are made, or the property is demolished. If the City must make repairs or demolish the building, the City uses the escrowed funds, returning any balance to the property owner upon completion.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO ADOPT RESOLUTION 48:21 TO ESTABLISH A FIRE ESCROW ACCOUNT.

RESOLUTION 48:21

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.

Approval of Loan Subordination- Approved

Committee Chair Johnson stated that the owner received a grant/loan from the HRA for the property. The owner is refinancing, and the loan needs to be subordinate to the primary lender and the City to have the 2nd position on the mortgage. This is standard procedure.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN, DULY CARRIED TO APPROVE THE SUBORDINATION REQUEST FOR MR. DARIN KRUCHEK, 712 2ND AVE NE.

2020 Tax Increment Financing (TIF) Report Summary- Informational

Committee Chair Johnson stated that the report summary was submitted on time and published in the Dispatch. Direct any questions to the Finance Director.

Unfinished Business

Final Reading- Proposed Ordinance No. 1519- An Interim Ordinance Placing a Temporary Moratorium on Application to Amend the Zoning Ordinance Including the Official Zoning Map of the City and Directing that Studies of Official Controls Related Thereto be Conducted- Approved

Community Development Director Chanski stated that this ordinance was originally introduced at the July 19th meeting. The interim ordinance will allow for the City to be exempt from the 60-day rule for requests to amend the zoning code while it is being rewritten.

MOVED AND SECONDED BY ALDERMEN STUNEK AND PRITSCHET, DULY CARRIED, TO HOLD AND DISPENSE WITH THE FINAL READING OF THE PROPOSED ORDINANCE NO. 1519.

The Chair opened the public hearing at 8:28 p.m.

No one came forward.

The Chair closed the public hearing at 9:00 p.m.

MOVED AND SECONDED BY ALDERMEN STENGLEIN AND JOHNSON TO ADOPT ORDINANCE NO. 1519 AN INTERIM ORDINANCE PLACING A TEMPORARY MORATORIUM ON APPLICATIONS TO AMEND THE ZONING ORDINANCE INCLUDING THE OFFICIAL ZONING MAP OF THE CITY AND DIRECTING THAT STUDIES OF OFFICAL CONTROLS RELATED THERETO BE CONDUCTED.

ORDINANCE 1519

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.

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

Adopt Resolution Providing for the Issuance and Sale of General Obligation Bonds, Series 2021A, In the Proposed Amount of \$7,880,000- Approved

Administrator Bergman stated that the resolution included in the packet has been amended, the current resolution was provided by e-mail before the meeting to the council and copies were distributed at the meeting.

The Chair recognized Paul Steinman of Baker Tilly to provide information. Mr. Steinman stated that the bonding request is \$5,915,000 for the Utility Revenue Bonds which includes the water storage tank. The 2021 Improvement projects request is \$1,965,000.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND JOHNSON TO ADOPT RESOLUTION 49:21 PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS, SERIES 2021A, IN THE PROPOSED AMOUNT OF \$7,880,000.

RESOLUTION 49:21

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.

Public Forum

The Chair opened public forum at 8:35 p.m.

Jordan Dusbabek, 6976 Cuyuna Ave, Barrows, was recognized by the chair. He stated that there is a need for a skate park in the City. This park would be great for people of all ages and backgrounds to “sesh” and enjoy a great hobby and sport. He stated that the previous skate park was not successful because of where it was, lack of patrol, need for cameras, and a few bad eggs who ruined it for everyone. He asked the Council to think about creating another park and stated that there are many people who would help to maintain it.

The Chair closed public forum at 8:37 p.m.

Staff Reports

City Engineer/ Interim Public Works Director Sandy stated that there are large circle stickers with a QR code for the MNDOT Highway 210 project at the government centers in the City and major intersections as a way for people to connect to the online open house for the project that runs through September.

Chief Bestul updated the Council on the Upward Bound Fishing with Cops event that was in his department report. There were 24 diverse youth that participated in the event. Agencies included City of Brainerd, MNDNR, State Patrol, Crow Wing County, and other local law enforcement agencies. Each child was provided with lunch and fishing gear that they got to take home. Reactions from the children and officers were both very positive. He is hoping that this event can happen again.

Administrator Bergman stated that Union negotiations have started. Staff met with Senator Ruud to give background on the state bonding projects which, overall, Staff felt was positively received by Senator Ruud. Ms. Bergman was on Community Focus to update on various happenings in the City. The Sesquicentennial events are coming together. Highlights include: the airport kicking off the week with “Take off to the Sesquicentennial”, Mayor Badeaux will be having a City Council alumni event, and there will be a City Hall open house as part of the celebrations that continue throughout the week. Finally, she gave a shout out to the Communications Intern who has been working very hard on the events as well as putting together a new resident packet.

Council Member Reports

Member Stenglein stated that the Unified Fund in partnership with BLAEDC has funding available for small businesses.

Member Stunek stated that he attended the Northside Residents Block Party as well as the Baxter City Block Party. He was very excited to have the firetrucks there for families to see.

Member Johnson attended the Ski Loons event at Lum Park. He stated that it was fantastic and a great partnership for the City. He would recommend attending their last show on August 18th.

Member Erickson seconded the recommendation to attend the Ski Loons show, he was also in attendance. The Fire Advisory Board met and discussed the increase in calls for service- this is due to an increase in population as well as the drought. The Arboretum Board meets on August 26th and the Planning Commission on the 18th. He also commented that the listening sessions with the zoning code consultants was very helpful, he is hopeful that the zoning code update is going in the right direction.

Member Pritschet is saddened by the string of events that led to the Lakes Area Music Festival to cancel their remaining concerts. He attended the gala and had a fantastic time. He is looking forward to its return in the future.

Member O'Day suggested that the Walkable Bikeable Committee re-establish with direction to contribute to the Highway 210 project to make a better experience for pedestrians and bicyclists.

Chair Bevans thanked Member Johnson for taking on a difficult issue in his absence at the last meeting. He stated that the latest census shows that Brainerd's population increased to 14,395.

Mayors Report

Mayor Badeaux stated that the Park Board will be having another meeting prior to the budget workshop. If members of the Council have any concerns about the Parks budget, please let him know as the liaison to the committee. As a part of the Sesquicentennial Celebration the Water Tower Committee will be hosting Flap jack Fest at the American Legion regular pancake breakfast on Sunday, September 26th. To celebrate National Lumberjack Day, there will be a costume contest, pancake eating contest, and pancake races as a part of the event. Finally, he stated that he was initially supportive of the zoning code listening sessions because they would provide better understanding. However, the fact that the sessions were closed to the public changed his opinion. He believes it is important for the public to hear the Council's thoughts and have access to information.

Adjourn to Council Budget Workshop on Monday, August 30th, 2021, at 6:00 pm- Approved

MOVED AND SECONDED BY ALDERMEN O'DAY AND STUNEK, DULY CARRIED, TO ADJOURN TO THE COUNCIL BUDGET WORKSHOP ON MONDAY, AUGUST 30TH, 2021 AT 6:00 PM IN THE COUNCIL CHAMBERS.

The Chair adjourned the meeting at 9:00 p.m.

Jennifer Bergman
City Administrator

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

Members O'Day, Stunek, Pritschet, Johnson, Stenglein, Erickson, Bevans, and Mayor Badeaux were noted as present. Also noted as present were City Administrator Bergman, Finance Director Hillman, City Engineer/Interim Public Works Director Sandy, Community Development Director Chanski, HR Director Schubert, Police Chief Bestul, Fire Chief Holmes, and IT Director Strong.

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

2022 Parks Budget Presentation by the Park Board

The Chair recognized Kevin Yeager, 325 Bluff Ave, Chair of the Park Board and City Engineer/ Interim Public Works Director Paul Sandy to present the Park Board budget. Mr. Yeager thanked staff for all the extensive work on the Park Budget. Mr. Sandy presented the overview of the Park Department, highlighting the Parks Capital plan and the improvements needed in the City's parks. The total current proposed budget including capital by the Park Board for 2022 is \$1,551,393. The Park Board is requesting \$648,500 for their capital budget for equipment replacement, facilities, and beautification for 2022 as a part of their 30-year capital plan.

Council discussion took place.

2022 Budget and Levy Discussion

Finance Director Connie Hillman reviewed the goals of municipal budgeting and how the process is different from a private, or non-governmental organizations, and the responsibilities of Staff and Council in the budget process. A city must adopt a budget for at least the General Fund but is not required to adopt a budget for all funds and outlined how a city develops a budget. The discussion of the workshop focuses on the Working Funds (General, Public Safety, Parks, and Streets), debt and capital which are the funds the City needs to levy for operations.

Finance Director Hillman stated that the preliminary budget must be set by September 30th, 2021, with the final budget being set by December 31st, 2021. The Personnel and Finance Chair as well as the Council President instructed staff to use the proposed budget in presenting the budget to the full Council. The current proposed levy for 2022 is a .6% increase (\$37,092) from 2021 for a total of \$6,170,255 levied in 2022 to balance the 2022 budget.

Ms. Hillman highlighted the various revenue and expense categories, as well as the capital and debt needs for 2022, explaining the assumptions used in the budget and reasons for the changes between the proposed 2022 budget and the 2021 budget.

Council discussion took place. Council directed staff to prepare a resolution for the preliminary levy for the September 20, 2021, Council Meeting.

Adjourn

The Chair adjourned the meeting at 7:07 p.m.

Jennifer Bergman
City Administrator

Contractor List

09/02/2021

Contractor Name	Address	Local License #	Licensee Type
JM OPERATIONS LLC MELANIE QUAST	2693 SLEEPY HOLLOW RD (218) 821 1361	2021-0025	Excavator
MICHEL'S CONSTRUCTION INC JOHN SCHROEDER	817 MAIN STREET (920) 583 3132	2021-0024	Excavator
MURRAY HEBERT HEATING & COOLING LLC MURRAY HEBERT	6259 CLEARWATER RD (218) 825-7328	2021-0066	Mechanical
ROSE CITY SIGN COMPANY, INC. TAMMY WESTERBERG	31208 COUNTY ROAD 71 (218) 738-3188	2021-0014	Sign Erector

Totals: 4

Population: All Records
Licensee.DateRegistered Between 8/10/2021 12:00:00 AM AND 9/1/2021 12:00:00 AM
AND
Licensee.LocalLicenseNumber Starts With 2
OR
Contractor.DateInsuranceExpires = 07/31/2021



Brainerd Fire Department Monthly Report

August 2021

ACTIVITIES AND PUBLIC EDUCATION

This August proved to be another very busy month. We were excited to be able to attend several community events that were cancelled in 2020.



Firefighters attended the National Night Out event at Gregory Park and the Night to Unite in Baxter at Oscar Kristofferson Park. We are proud to be part of these community events that bring everyone together.

Firefighters also spent time at the Crow Wing County Fair with the Relief Association brat stand and coverage at most of the grandstand events. We appreciate the brat stand support and all the kind words of appreciation.

We were also honored to be part of the opening ceremonies at BIR for the Lucas Oil NHRA Nationals event.



Apparatus and equipment testing was completed in August. Annual pump testing was completed on our Engines and Aerial Apparatus. FireCatt performed our fire hose and ground ladder testing again this year.

A special thanks to the Parks Department for allowing us to

use the Memorial Park parking lot this year for the testing. We had a crew on to assist with the testing and we tested a total of 12,750 feet of fire hose and 211 feet of ground ladders. Tower 20 also went through its annual inspections and maintenance.



Another exciting project completed in August was the upgrade of the outdoor warning siren located in south Brainerd on Graydon Ave. The new siren replaces a siren from 1972.





Brainerd Fire Department Monthly Report

August 2021

TRAINING AND STAFF DEVELOPMENT



Firefighter training included Ground Ladders, Exterior Standpipe Operations, Aerial Operations, Incident Command and Wildfire. Members of the Crow Wing County Unmanned Aircraft System team trained with new flight software. Chief Holmes provided 800 MHz Radio training to the Brainerd Lakes Regional Airport staff.

Chief Holmes also had an opportunity to shadow the Incident Command Team running the Greenwood Fire.

INSPECTIONS

Commercial Kitchen Exhaust Cleaning	2
Construction	6
Family Child Care	2
Fire Alarm	25
Fire Pump	5
Hood Suppression	12
Knox Box	2
License Inspection	2
Safety Inspection	2
Special Suppression	2
Sprinkler System	33

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT

Type of NFIRS Incident (National Fire Incident Reporting System)	Coverage Area Total Incidents (Includes City of Brainerd)
Fire	9
Rescue & Emergency Medical Service	13
Hazardous Condition	1
Service Calls	4
Good Intent Call	13
Alarm Activation	13
Severe Weather	1
TOTAL	54
Type of NFIRS Incident (National Fire Incident Reporting System)	City of Brainerd Total Incidents
Fire	3
Rescue & Emergency Medical Service	6
Hazardous Condition	1
Service Calls	2
Good Intent Call	4
Alarm Activation	5
Severe Weather	0
TOTAL	21



PUBLIC WORKS (CITY ENGINEER/INTERIM PW DIRECTOR) REPORT – SEPTEMBER 7 CITY COUNCIL MEETING

Recreation Report

Recreation Update

Summer adult softball finished August 17th and fall adult sports started August 16th. It's been a busy week! Summer plaques for end of season tournament champions and runner-up are in the works.

Our registration numbers are:

Monday MS2 (lower men's softball): 7

Tuesday Kickball(coed): 12

Wednesday MS1(upper men's softball): 7

Thursday Coed Softball: 9

All leagues are projected to finish the 2nd week of October.

Pond Hockey and Warming House attendant descriptions will be modified and published mid to late September looking for more participants (rebuilding) and recruiting warming house employees early. Warming Houses typically do not open until mid to late December.

Community Ed & YMCA Update

Preliminary meetings have started taking place discussing feedback and how we can better meet needs of both organizations. Staff is preliminarily reviewing and looking at possible revisions for 2022 contract.

Special Events

National Dog Day Meet and Greet will take place at the Buster Park Dog Park on Thursday, August 26, 2021. This will be a low-key way for dog owners to meet other dog owners, enjoy our park as well as the boom lake trail.

The Coed Softball Tournament of Terror is projected to take place on October 9, 2021. This is a "fun" tournament where the rules are goofy i.e. running the bases backwards, batting/throwing opposite handed, & etc every other inning. Teams also will be asked to have a certain percentage of their team dress up. The Eagle's Club has tentatively requested to sell beer at this event.

Great Pumpkin Festival projected to take place on October 16, 2021, from 1-4 p.m. at Gregory Park with more emphasis on pumpkins this year. Volunteer and vendor recruitment is still a work in progress.

Dog Park Wildflower Beds

Staff is working with Holly Holm, Master Gardener "Intern", and some other potential partners to create a plan to spruce up those beds.

Parks Maintenance Report

2022 City Council Budget Workshop

Based on the information that was presented to the Park Board over the last couple of months, Chair Yeager will be presenting the Parks and Recreation budget to the City Council at their workshop on August 30, 2021. Other members of the Park Board are welcome to attend the workshop. The workshop will begin at 6:00 PM.

Kiwanis Park Bridge Vandalism

Staff were able to participate in a Lakes Area Restorative Justice meeting after the Brainerd Police Department was able to track down one of the vandals that spray painted under the College Drive Bridge. As part of the restorative justice process, the vandal had to repaint the entire sloped under-area of the College Drive Bridge and remove the graffiti that was in place. This process has been very beneficial in the past for both restoring the damage and teaching valuable life

lessons to kids that make mistakes and vandalize our parks and infrastructure.

Mississippi River Landing RFP

Proposals for Mississippi Landing design and construction services are on August 26. Staff will be setting up a meeting with the Project Management Team thereafter to review the proposal contents and come to the Park Board with a recommendation for award at a planned Special Meeting on September 7.

Triangle Park Playground

Public works staff have been busy removing the old playground equipment at Triangle Park in anticipation of an install of the new equipment at the end of August. The old equipment will be removed, the ground graded underneath for the equipment, the new equipment installed, and then the border and wood fiber material placed. From there, restoration of the black dirt around the playground will commence. Most work at the site should be completed in mid-September.

Maintenance Tasks Completed in the Month Prior

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

- New signs made for field dedication;
- Constructed frame and hung Jonesy Field sign at Jaycees;
- Planted grass at Gregory Park;
- Miscellaneous black dirt and landscaping;
- Fixed vandalism Gregory Park men's room;
- Repaired lighting issue at Field #1 at Memorial Park;
- Fixed hydraulic leak on Toro Mower;
- Replaced broken pier boards at Kiwanis Park;
- Sodded Bane Park both field mounds;
- Watering trees and grass;
- Grinding stumps in all parks;
- Removed and ground downed trees Lum Park, Gregory Park, and Memorial Park;
- Fixed broken lock in Memorial Park's women's room;
- Trimmed trees at Historic Water Tower;
- Spraying herbicides second application;
- Weeded College Drive Milkweed;
- Fixed Boom lake Pier;
- Planted memorial tree at Gregory Park;
- Removed batting cages for season;
- Repaired miscellaneous picnic table damage;
- Had bridge painted at Kiwanis Park;
- Miscellaneous weed whipping;
- Purchased and stored timbers for Triangle Park Playground;
- Marked trees for removal;
- Spraying for wasps;
- Replaced battery in truck;
- Vacuumed up pine cones Lum Park;
- Added/spread mulch in Buster Park;
- Mowing Daily;
- Garbage daily.

Street Maintenance Report

Winter Season Preparation

Street Department staff have been working on hauling wash sand after the City received its annual salt delivery to mix. This entails hauling sand and mixing it approximately 9:1 with rock salt.

Police Department Impound Lot

During the month of August, street department staff began the construction of the police department impound lot. This consisted of grading off the lot chosen for the impound, placing erosion and sediment control measures, removing excess overburden material, and hauling in sand fill to raise the grade of the lot. The intention this year is to grade the lot, get gravel base installed, and install the fence that was approved by the City Council so that it is ready for 2022 to construct a cold storage building.

Parks Department Addition on the Street Department Building

Material deliveries are delaying this project start date. Precast panels are completed and ready for delivery, but steel trusses still have some lead time we are waiting for (until after the first of the new year). We are currently in conversations with the contractor and architects on possibly erecting the precast walls and bracing them to wait for the steel trusses to arrive. This way, a large majority of the work can happen before the winter. The interior remodel work can begin at any point. More scheduling meetings will be held in the coming weeks for this work.

Maintenance Tasks Completed Month Prior

- Cleaning and televising sanitary sewer segments – NE Brainerd and annual root lines.
- Miscellaneous alley and street grading and repair after large rain events.
- Miscellaneous sign placements in parking lots and streets as they are received.

Engineering Department Report

Improvements 20-05 and 20-06 – Madison Street and SE Brainerd Resurfacing Project

Work continues within Phase III of Improvements 20-05 and 20-06 on the SE 15th, SE 16th, Walnut Street, and Pine Street segments of the project. Work in Phase 1 (Portland, Rosewood, St. Louis, Chicago) is substantially completed and punch list items have been addressed by the contractor. This segment is waiting on grass growth for final approval. Work on Phase 2 (Madison Street) has halted until the final lift of paving can be placed. This will take place when the streets currently under construction in Phase 3 are paved. We are waiting on a few soft spots in the subgrade to heal up. The poor soils in this area are leading to some cracking in the overlying pavement. The Engineer and Contractor decided it was best to pave the grade to seal it off (to not allow water intrusion into the subgrade) and wait until the subgrade heals. These areas of cracking will be cut out, patched, and replaced prior to paving the top lift.

Watermain and storm sewer installation on phase 3 of the project will continue through the week of September 6th. Curb and gutter will begin on other Walnut and Pine the week of 9/6 after all the utilities are installed. Sidewalk and curb will follow watermain installation on SE 15th Street and SE 16th Street. Substantial completion dates for the entire project is anticipated to be October 15, 2021.

Improvement 21-03 – 2021 Large Patches

The Contractor has completed the large patch project, which included approximately 30 locations in which are not in the 5-year capital improvement plan and in which we spend a lot of time pothole patching the freeze thaw months.

Improvements 21-01 and 21-02 – 2021 Crack Sealing and Seal Coating Project

Both the crack sealing and seal coating projects are completed. We are still waiting on the seal coating contractor to finish the striping which includes the symbol (arrows and crosswalk) painting on the seal coated streets.

2022 Improvement Projects

Engineering staff have been working throughout the summer to survey the 2022 construction projects which consist of the reconstruction of Juniper Street (2nd – 10th), N 6th Street (Washington Street to Juniper Street), N 3rd Street (Washington Street to Holly Street), and N 7th Street (Kingwood Street to Holly Street). Staff anticipated some public participation meetings before the project begins to garner input for the north Brainerd residents on design and look/feel of the finished construction.

Gully Erosion Study and Design

The gully erosion study and design has started for the gully project in which starts at Buffalo Hills Lane in South Brainerd (near Carol Lane) and heads west to the floodplain in Rotary Park. The consultants are working on surveying the gully after permission was obtained. The first public meeting to describe the project and process will be on September 16, 2021, at 5:00 PM in City Hall. This will go over the project, what the plan and goals are, and give the residents a timeline for completion of the project.

Sanitary Sewer Inflow and Infiltration Study

Staff continues to work with SEH on the I and I study that was approved in 2020. This includes the smoke testing off the sanitary sewer system to look for areas of active inflow during rain events. The scope of the project has progressed substantially as we have received data back from the consultant. After some wrap up on smoke testing at some of the schools to look for cross connections (storm sewer into sanitary sewer), staff will begin working with the consultant on a City wide flow monitoring study. This looks for areas where, after rain events, long sustained increases in sanitary sewer flows are present. This is indicative of basement sump pumps connected to the system of leaky pipes. Concurrently, staff is working with the consultant on developing a sewer project related to the interceptor the runs along the Buffalo Hills Trail in Rotary Park. During the smoke testing study, this was identified as the segment of the highest priority to begin a repair program. Once plans for rehabilitation are complete, staff hopes to bid a project like this something in the spring of 2022 for pipe lining and manhole rehabilitation on this segment of pipe to reduce active I and I. We continue to work within the budgeted allotment set aside in 2020 and 2021 for this project, and staff foresees continuing budgeting for flow monitoring and to begin a program to address sump pump connections and pipe rehabilitation concurrently, especially in northeast and southeast Brainerd.

Highway 210 Corridor Study

MnDOT and City staff worked with the Chamber of Commerce to hold two business open houses on August 30 and September 1. MnDOT received a lot of feedback from the neighboring businesses to the proposed project on thoughts, concerns, etc. The online open house, which is open to the general public, will be available through September 13th. Once this is complete, MnDOT will compile all the thoughts and concerns and start analyzing trends to help determine the future of Highway 210.

Transit Department Report

Transit staff have been assisting our new 3rd Party Contractor in transitioning to being the service provider for Brainerd. The transition has been smooth thus far, and transit staff will continue to continue working with the new operator to help them through the transition process.



HR DIRECTOR REPORT

In this report:

- 2022 Union Negotiations
- 2022 Insurance
- Personnel Update
- Wellness Committee
- Special Notes

2022 Negotiations

United Steel Workers (USW - Hydro): Our first negotiation session was delayed to September 9th.

LELS (Officers) - We met on August 4th to exchange initial proposals. Our next negotiation session will be September 16th.

Teamsters (Police Sergeants/Lieutenant) - Initial meeting has not been scheduled.

Market Survey - Staff has been conducting a market survey over the past few months and will be presenting their findings to the City Council for current union negotiations at the September 20th Meeting.



2022 Insurance

Health - Sourcewell provided with our 2022 health insurance rates on 8/19. Our initial increase was 6.5%; however, our broker was able to reduce that increase to 3.7% for our three HealthPartners plans.

Vision - The Employee Insurance Committee is recommending that we switch to VSP for our vision insurance as this new plan provides more local providers and more benefits for our employees.

Coming Soon:

2022 Life Ins. RFPs due 8/31 - to be awarded 9/20.
Starting to prepare for 2022 Open Enrollment - Nov.
Considering an RFP for 2023 Health Insurance.



Personnel

New Hires for City/BPU/HRA:

Laura Jewell - BPU Cashier/Postal Specialist (8/11)
Nick Karsnia - CSO (8/21)
Chelsey Fischer - BPU Accountant 1 (8/23)
Joe Christenson - HRA Accounting Specialist (8/23)
Kristin Miller - HRA Rental Rehab Adm. Specialist (9/7)
Brevon Lesner - CSO (9/7)
Carter Davis - CSO (9/13)
Alexander Korte - Police Records Mgmt. Tech. (9/15)

Employees Completing their Probationary Period:

Samuel Judd - Police Officer (8/14)

Current Job Opportunities:

Paid-on Call Firefighter - Closing date Sept. 10

Farewell to:

Sharon Jensen - BPU Payables/Payroll Specialist (7/31)
Andrew Thielke - CSO (8/12)
Eric Reckard - GIS/IT Intern (8/13)
Ben Jones - BPU Summer Maintenance (8/13)
Aaron Klein - BPU Summer Maintenance (8/13)
Levi Block - BPU Summer Maintenance (8/20)
Isaiah Escobedo - Engineering Intern (8/20)
Bryce McConville - Engineering Intern (8/20)
Nick Karsnia - Police Intern (8/20)
Erik Desmith - Seasonal Street Laborer (8/24)
Numerous Park seasonal employees

City interns participated in our annual BPU facility tour on 8/11. This is always a highlight of their summer employment with us.

We are preparing Sourcewell Internship Reimbursement Request Forms for four of our six Interns that were approved for this year.

Wellness Committee

Biometric Screening:

44 City, BPU, HRA and Airport employees participated in this event on August 25th. This information is very helpful for employees to learn more about their health!

August Lunch N Learn:

46 employees participated in this month's Lunch 'N Learn which included an informational presentation from Michelle Redfield from the MN State Retirement Association about retirement planning with lunch from Crow Wing Food Co-Op!



Special Notes

Reviewing/updating the Employee Policy Manual.

Assisting a BPU employee who has been off from work since February due to a work comp injury.

Assisting the HRA with an employment issue.

Participated virtually in the MN Public Employer Labor Relations Association (MPELRA) Conference on August 11 -13.

Responded to numerous market surveys, verification of employment and data requests this past month.

MEMO



TO: Mayor and City Council

FROM: David Chanski, Community Development Director

DATE: September 1, 2021

RE: Community Development Director Report

Building

Year-to-date, the Community Development Department has issued 664 building permits with a total project valuation of \$23,281,258.

Within the River-to-Rail incentive corridor, 32 permits have been issued year-to-date with a total project valuation of \$214,520, and \$5,261.82 in permit fees have been waived. Since July 2019 when the incentive program was adopted by the City Council, 182 permits have been issued with a total project valuation of \$3,758,996, and \$66,986.91 in permit fees have been waived.

*Note: project valuation does not include all projects as some permits, such as residential mechanical permits, have a flat fee and are not based on valuation. Therefore, the listed total project valuation is solely based on the permits whose fees are determined by valuation.

Code Enforcement

Year-to-date, the Community Development Department has issued 1,043 code violation notices. 819 (78.5%) of these violations are comprised of long grass/weeds, junk/debris, and unlicensed/inoperable vehicle violations. Compliance has been attained in at least 92% of all violation cases. This fall/winter staff would like to have a workshop discussion with the City Council regarding the City's philosophy and approach to code enforcement in the future.

In fall 2019, the City Council directed staff to take a more active approach to abating diseased and dead trees. Year-to-date, 62 tree removal notices have been issued, of which 32 have been removed and 20 are scheduled for re-inspection on September 3rd. The remaining 7 trees are currently going through the abatement process. The Assistant Planner has been tracking all trees that have been removed and will be working with the Engineering Department this fall/winter to map and prioritize boulevard trees for replacement.

Planning & Zoning

Staff and the City's consultants with Swanson Haskamp Consulting are going to be working diligently through the end of the year to draft the majority of the new zoning code language. In an effort to keep the City Council informed and involved through this pivotal part of the process, staff is requesting that the City Council participate in 3 workshops. The first workshop, tentatively to be held on October 11, will be to review and discuss proposed changes to the residential sections of the code. The second workshop, tentatively scheduled for November 8, will be to review and discuss the proposed changes to the commercial sections of the code, and the third workshop, tentatively scheduled for December 15, is intended to be a joint workshop with the Planning Commission to discuss special areas and other miscellaneous sections of the code that do not fit into the residential and commercial categories.

Additionally, to remain transparent and seek public input, staff and consultants will be conducting various types of public engagement in the coming weeks and months. This includes conducting a pop-up open house in downtown on Laurel St the afternoon of September 22nd. Staff intends on submitting a small article/notice to the Brainerd Dispatch regarding the pop-up event as well as distributing the notice through social media. We are also considering have a table dedicated to the zoning code update during the City Hall Open House on September 20th and at the Community Picnic on September 25th. Finally, a formal open house will be conducted after the beginning of the year once a complete draft of the code is ready for public input.

Please see the attached schedule of next steps from the Swanson Haskamp team attached.



Brainerd Next Steps and Schedule

Updated as of: 08.30.2021

City Council & Planning Commission Schedule

- **Session Topic:** Residential Districts (Traditional Neighborhoods, Contemporary Neighborhoods, Rural Neighborhoods)
 - PC Work Session September 22, 2021
 - CC Work Session October 11, 2021
- **Session Topic:** Commercial Districts (Town Center, Town Core, Highway Commercial)
 - PC Work Session October 27, 2021
 - CC Work Session November 8, 2021
- **Session Topic:** Special Areas/Development Opportunity Areas (NE, SW); Other (Industrial, Creative Industrial, Others?)
 - Joint Work Session December 15, 2021

Public Engagement Plan

- Pop-up Open House – Afternoon of September 22 on Laurel Street
 - Small article/notice in Brainerd Dispatch, promote pop-up engagement
 - Promote pop-up engagement using Facebook, other
- TBD – table at Community Picnic September 25th at Gregory Park
- Open House for Full Draft of Zoning Ordinance – January/February

Video – Next Steps

- Outline of footage/image needs to City Staff for comment by 9/10
- Images, video (drone) – week of Sesquicentennial (September 18th through 25th), dates TBD



Brainerd City Council Agenda Request

Requested Meeting Date: September 7, 2021

Title of Item: Retirement of K9 Keno and authorize sale of asset.

☐ 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: The department has decided to retire K9 Keno. When a K9 is retired it is best for the canine to be sold to an experienced handler; therefore the pool of purchasers are minimal. Staff is recommending we allow K9 Handler Sgt Paul Dooley to purchase Keno for \$1.00. K9 Keno was a dual purpose (apprehension/drug detection) canine and is 8.5 years old.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Authorize the City Administrator and Police Chief to sign the retirement documentation of K9 Keno for \$1.00 to K9 Handler Sgt Paul Dooley.	
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: September 7, 2021

Title of Item: Mississippi Landing Trailhead Grant Agreement

☐ 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: Consent Calendar
Summary of Issue: The attached grant contract agreement must be signed by the City before the City may request any reimbursement from the \$2.85 million in ENRTF funds for the Mississippi Landing Trailhead project. The agreement is a standard grant agreement.	
Alternatives, Options, Effects on Others/Comments: Grant contract agreement is attached.	
Recommended Action/Motion: Approve the Environment and Natural Resource Trust Fund Grant Contract Agreement for the Mississippi Landing Trailhead project, and authorize staff to sign.	
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>	

STATE OF MINNESOTA
GRANT CONTRACT AGREEMENT
Environment and Natural Resources Trust Fund

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources ("State") and City of Brainerd, 501 Laurel Street, Brainerd, MN, 56401 ("Grantee").

Recitals

1. Under [Minn. Stat. §84.026](#) the Department of Natural Resources is empowered to enter into grant agreements.
2. Under M.L. 2021, First Special Session, Chp. 6, Art. 6, Sec. 2, Subd. 09g, City Of Brainerd - Mississippi Landing Trailhead, \$2,850,000 the first year is from the trust fund to the commissioner of natural resources for an agreement with the city of Brainerd to design and construct Mississippi Landing Trailhead Park to help connect residents and visitors to the Mississippi River through recreation, education, and restoration..
3. The State awards to the Grantee for the purpose of conducting the program entitled City Of Brainerd - Mississippi Landing Trailhead in the manner described in the Grantee's approved Accomplishment Plan.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement and Minn. Stat. Ch. 116P. Pursuant to [Minn.Stat. §16B.98, Subd.1](#), the Grantee agrees to minimize administrative costs as a condition of this grant contract agreement.

Grant Contract Agreement

1 Term of Grant Contract Agreement

1.1 *Effective date:* July, 20, 2021

Per Minnesota Statutes Section 16B.98, subdivision 7, no payments will be made to the Grantee until this grant contract agreement is fully executed

1.2 *Expiration Date:* June 30, 2024

The appropriation is available until June 30, 2024 by which time the project must be completed and final products delivered. For acquisition of real property, the appropriation is available for an additional fiscal year if a binding contract for acquisition of the real property is entered into before the expiration date of the appropriation. If a project receives a federal grant, the period of the appropriation is extended to equal the federal grant period.

1.2 *Survival of Terms.*

The following clauses survive the expiration or cancellation of this grant contract agreement: 10 Liability; 11 State Audits; 12 Government Data Practices and Intellectual Property; 14 Acknowledgment and Endorsement; 15 Governing Law, Jurisdiction, and Venue; 17 Data Disclosure; 20 Monitoring; and 24 Program Requirements.

1.3 *Incur Expenses*

Notwithstanding Minnesota Statutes, section 16A.41, expenditures made on or after July, 20, 2021, or the date the Accomplishment Plan is approved, whichever is later, are eligible for reimbursement unless otherwise provided in [M.L. 2021, 1st Special Session, Chapter 6, Article 6, Section 2](#).

2 Grantee's Duties

The Grantee, who is not a state employee, will:

- 2.1 See Attachment A, approved work plan, which is incorporated and made a part of this agreement. If applicable, the Grantee shall provide the State's Authorized Representative a copy of the revised accomplishment plan and the corresponding ENRTF approval letter within one week of any ENRTF approved changes to the accomplishment plan.
- 2.2 The Grantee will comply with required grants management policies and procedures set forth through Minn. Stat. §16B.97, subd 4 (a)(1), Minn. Stat. Ch.116P, and [M.L. 2021, 1st Special Session, Chapter 6, Article 6, Section 2](#).
- 2.3 The Grantee agrees to complete the program in accordance with the approved budget to the extent practicable and within the program period specified in the grant contract agreement. Any material change in the grant contract agreement shall require an amendment by the State (see Section 8.2).

- 2.4 The Grantee shall be responsible for the administration, supervision, management, record keeping and program oversight required for the work performed under this agreement.
- 2.5 The Grantee is responsible for maintaining an adequate conflict of interest policy. Throughout the term of this agreement, the Grantee shall monitor and report any actual, potential, or perceived conflicts of interest to the State's Authorized Representative.

3 Time

The Grantee must comply with all the time requirements described in this grant contract agreement.

4 Consideration and Payment

Consideration for all services performed by Grantee pursuant to this grant contract agreement shall be paid by the State as follows:

4.1 Consideration.

4.1.1 Compensation

Compensation in an amount not to exceed \$2,850,000 based on the following computation: See Attachment A for project budget.

4.1.2 Matching requirements

Grantee certifies that the following matching requirement for the grant will be met by GRANTEE. The total project cost is \$2,850,000. Grantee agrees to match at least \$0 of this project cost.

4.1.3 Total Obligation

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed Two Million Eight Hundred Fifty Thousand Dollars and No Cents dollars.

4.1.4 Funds made available pursuant to this Agreement shall be used only for expenses incurred in performing and accomplishing the purposes and activities specified herein. Notwithstanding all other provisions of this Agreement, it is understood that any reduction or termination of funds allocated to the State may result in a like reduction to the Grantee.

4.2 Payment

4.2.1 Payment

The State shall disburse funds to the Grantee pursuant to this agreement on a reimbursement basis. The Grantee shall submit payment requests with required expenditure documentation, as defined in the current Reimbursement Manual, to the State for review and approval. The Grantee shall submit payment requests on a regular basis (i.e. quarterly).

If necessary, advance payments on grants shall be negotiated between the State and Grantee on a case by case basis. In order to make advance payments, the Grantee must prepare and submit a written justification to the State for approval that details the specific need to utilize advance payments. A copy of the signed justification must be maintained in the grant file. All advance payments on grants over \$50,000 must be reconciled within 12 months of issuance or within 60 days of the end of the grant period.

4.2.2 Retainage

The final reimbursement will be paid out when the State determines that the Grantee has satisfactorily fulfilled all the terms of this agreement, unless otherwise excluded by the State in writing.

5 Use of Funds

- 5.1 The Grantee shall use the proceeds of this agreement only for the eligible direct expenditures of the program as described in the approved accomplishment plan.
- 5.2 The Grantee may provide portions of the proceeds of this agreement to the State. Work done by the State must be so specified in the approved accomplishment plan. A letter shall be submitted to the State's Authorized Representative and include: work to be accomplished; the specific area of the accomplishment plan authorizing the work; the portion of the proceeds to be used by the State; and the name, title, address, phone number and e-mail address for the State's staff member assigned to accomplish the work. The State will have the opportunity to review the letter and approve the work prior to accepting the funds. The Grantee's proceeds available under clause 4, Consideration and Payment, of this agreement shall be reduced by the amount provided for State use. In return, the State agrees to report back to the Grantee as to how appropriation funds

were spent once the work is completed.

6 Conditions of Payment

All services provided by the Grantee under this grant contract agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law. The Grantee will be bound to the most recent Reimbursement Manual, as provided by the State each state fiscal year

7 Authorized Representative

The State's Authorized Representative is Katherine Sherman-Hoehn, Grants Manager, (651) 259-5533, katherine.sherman-hoehn@state.mn.us, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is David Chanski, 501 Laurel Street, Brainerd, MN, 56401, dchanski@ci.brainerd.mn.us, or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

8 Assignment Amendments, Waiver, and Grant Contract Agreement Complete

8.1 Assignment

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.

8.2 Amendments

Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract agreement, or their successors in office.

8.3 Waiver

If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.

8.4 Grant Contract Agreement Complete

This grant contract agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract agreement, whether written or oral, may be used to bind either party.

9 Subcontractors, Contracting, and Bidding Requirements

9.1 The Grantee agrees that if it subcontracts any portion of this project to another entity, the agreement with the subcontractor will contain all applicable provisions of the agreement with the State. The Grantee will refer to the Subcontractors section in the current Reimbursement Manual, as provided by the State.

9.2 Per [Minn. Stat. §471.345](#), grantees that are Municipalities as defined in Subd. 1 must follow the law.

9.2.1 The Grantee must maintain support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

9.2.2 For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minnesota Statue 177.41](#) through [177.44](#). Consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

9.2.3 The grantee must not contract with vendors who are suspended or debarred in MN: [Link to Suspend/Debarred Vendor Report \(http://www.mmd.admin.state.mn.us/debarredreport.asp\)](http://www.mmd.admin.state.mn.us/debarredreport.asp)

9.3 Nongovernmental Organizations

Must follow the below requirements or submit a copy of their organization's contracting policies via Attachment B for review and possible approval by the State's Authorized Representative. If the thresholds change during the life of the grant, the Grantee must follow the most current Reimbursement Manual guidelines.

- 9.3.1 Any services and/or materials that are expected to cost \$100,000 or more must undergo formal public notice and solicitation process.
- 9.3.2 Any services and/or materials that are expected to cost between \$25,000 and \$99,999 must be based on three (3) verbal quotes or bids.
- 9.3.3 Any services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- 9.3.4 The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
 - Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
 - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)
- 9.3.5 The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. See Attachment C: Conflict of Interest Disclosure
- 9.3.6 The Grantee must maintain support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- 9.3.7 Notwithstanding 1- 3 above, the State may waive bidding process requirements when it is determined there is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- 9.3.8 For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. §177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.
- 9.3.9 The grantee must not contract with vendors who are suspended or debarred in MN: [Link to Suspend/Debarred Vendor Report \(http://www.mmd.admin.state.mn.us/debarredreport.asp\)](#)

10 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

11 State Audits

Under [Minn. Stat. §16B.98, Subd. 8](#), the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

12 Government Data Practices and Intellectual Property Rights

12.1 Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response

to the request shall comply with applicable law
12.2 *Intellectual Property Rights (if applicable)*
The Grantee will comply with Minnesota Statutes, Chapter 116P.10.

13 Criminal Background Checks

A recipient of an appropriation that is receiving funding to conduct children's services, as defined in Minnesota Statutes, section 299C.61, subdivision 7, must certify to the Legislative-Citizen Commission on Minnesota Resources, as part of the required work plan, that it performs criminal background checks for background check crimes, as defined in Minnesota Statutes, section 299C.61, subdivision 2, on all employees, contractors, and volunteers that have or may have access to a child to whom the recipient provides children's services using the appropriation.

14 Workers Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

15 Acknowledgment and Endorsement

15.1 *Acknowledgment*

The Grantee must acknowledge financial support from the Minnesota Environment and Natural Resources Trust Fund in project publications, signage and other public communication and outreach related to work completed using the appropriation. Acknowledgment may occur, as appropriate, through use of the fund logo or inclusion of language attributing support from the trust fund.

15.2 *Endorsement*

The Grantee must not claim that the State endorses its products or services.

16 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

17 Termination

The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

18 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

19 American Disabilities Act

The Grantee must comply with the 2010 American Disabilities Act Standards for Accessible Design.

20 Reporting Requirements

The Grantee is bound to reporting requirements in [Minn. Stat. §116P](#), [M.L. 2021, 1st Special Session, Chapter 6, Article 6, Section 2](#), Attachment A, as well as Attachments D and E (if applicable).

21 Monitoring

The State shall be allowed at any time to conduct periodic site visits and inspections to ensure work progress in accordance with this grant contract agreement, including a final inspection upon program completion. At least one

monitoring visit per grant period on all state grants of over \$50,000 will be conducted and at least annual monitoring visits on grants of over \$250,000.

Following closure of the program, the State's authorized representatives shall be allowed to conduct post-completion inspections of the site to ensure that the site is being properly operated and maintained and that no conversion of use has occurred.

22 Invasive Species Prevention

Grantees must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. This applies to all activities performed on all lands under this grant contract agreement and is not limited to lands under DNR control or public waters. Duties are listed under Sections II and III (p. 5-8) of Operational Order 113 which may be found here: [Link to Operational Order 113](http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf) (http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf)

23 Pollinator Best Management Practices

Habitat restorations and enhancements conducted on DNR lands and prairie restorations on state lands or on any lands using state funds are subject to pollinator best management practices and habitat restoration guidelines pursuant to [Minnesota Statutes, section 84.973](#). Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season. Current specific practices and guidelines to be followed for contract and grant work can be found here: [Link to Specific Pollinator Best Management Practices for DNR Grants and Contracts](#) (http://files.dnr.state.mn.us/natural_resources/npc/bmp_contract_language.pdf).

24 Program Requirements

The grantee must comply with the most current versions of Attachments C, D, and E as attached and incorporated into this grant contract agreement.

Attachments

- ☒ A. Current Accomplishment Plan with ENRTF Approval Letter
- ☐ B. Non-governmental Organization Subcontracting (if applicable)
- ☒ C. Conflict of Interest Disclosure
- ☒ D. Reimbursement Manual
- ☐ E. Land Acquisition Reporting Procedures (if applicable)

1. STATE ENCUMBRANCE VERIFICATION

*Individual certifies that funds have been
encumbered as required by Minn. Stat.
16A.15.*

Signed:_____

Date:_____

SWIFT Contract/PO No(s)._____

2. GRANTEE

The Grantee certifies that the appropriate person(s) have
executed the grant contract on behalf of the Grantee as
required by applicable articles, bylaws, resolutions, or
ordinances.

By:_____

Title:_____

Date:_____

By:_____

Title:_____

Date:_____

3. STATE AGENCY

By:_____

(with delegated authority)

Title:_____

Date:_____

Distribution:

Agency

Grantee

State's Authorized Representative



COMMUNITY MEMBER OF THE MONTH

THE BRAINERD CITY COUNCIL AWARDS

Tom Swanson

For his Dedication and Service to his Community as a Member of the American
Legion and Veteran

Dave Badeaux
Mayor

David Chanski
Community Development Director

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

September 7th, 2021

7:15 p.m. PM

WebEx Teleconference Call-In Information

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

Access Code: 249 3542 5919

1. Accept Resignation of CSO Andrew Thielke Effective August 12, 2021 and Request to Hire
2. Authorize Hiring Nick Karsnia as Community Service Officer
3. Approve Hiring Alexander Korte as Police Records Management Technician- Effective September 15, 2021, at Step 4 at a rate of \$24.38 per hour.
4. Approval of 2022 Sourcewell Health Insurance Rates- Recommended by the Employee Committee
5. Authorize Switching to VSP Vision Effective January 1, 2022
6. 2022 HRA Levy Request Discussion



Brainerd City Council Agenda Request

Requested Meeting Date: September 7, 2021

Title of Item: Approve CSO Thielke's Resignation and Request to Hire

☐ 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/HR Kris Schubert	Estimated Time Needed: 2 minutes
Summary of Issue: On August 16, 2021, CSO Andrew Thielke submitted his resignation, effective August 12, 2021, as he is attending Bemidji State University. Andrew's resignation leaves the department with two CSOs and CSO Thoma has received a conditional job offer for a Police Officer position. We have conducted numerous interviews recently and have two CSO candidates that are currently attending Central Lakes College in the Law Enforcement Program.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Accept CSO Andrew Thielke's resignation with regret; further, authorize filling Thielke's CSO vacancy and, in anticipation of CSO Thoma's departure, an additional CSO that will put our current CSO staffing level at four. Authorize hiring CSOs Brevon Lesner effective September 7, 2021, and Carter Davis effective September 13, 2021, at \$14.00 per hour.	
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 These positions are within the 2021 budget. <u>Please Explain:</u>	

Andrew Thielke

5559 Nashway Road, Nisswa Minnesota 56468: Phone (218)-821-6918 : Email Ajthielke11@gmail.com

7/1/2021

Community Service Officer

Brainerd Police Department

225 East River Rd, Brainerd Minnesota

Dear Chief Bestul,

Please accept this letter as my official resignation from my position of Community Service Officer. My last day of employment will be 8/12/2021.

I will be leaving for Bemidji State University this following Monday (8/16/2021), and of course will be taking my next leap of faith into adulthood by pursuing an education at the college provided above.

It was an absolute pleasure working with this department and not only did I make great relationships, but I learned more than I ever could have in a classroom. This experience was priceless, and I am extremely grateful for the opportunity you laid Infront of me.

Mike, thank you again for giving me the chance to work for the Brainerd Police Department. I wish you and your officers/staff safety and all the best. I look forward to staying in touch over the next few years.

You can email me anytime at Ajthielke11@gmail.com or my personal cell, (218)-821-6918.

Sincerely,

Andrew J. Thielke

A handwritten signature in black ink, appearing to read 'Andrew J. Thielke', written in a cursive style.



Brainerd City Council Agenda Request

Requested Meeting Date: September 7, 2021

Title of Item: Authorize Hiring Nick Karsnia as Community Service Officer

☐ 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/HR Kris Schubert	Estimated Time Needed: 2 minutes
Summary of Issue: Nick Karsnia was hired as our Police Department Intern for the summer of 2021 and that employment ended on August 20, 2021, when Nick returned to college. At this time, Staff requests to rehire Nick Karsnia as a Community Service Officer; however, he will be scheduled to work on a very limited basis when he is in the area during school breaks.	
Alternatives, Options, Effects on Others/Comments: Nick Karsnia is a senior at the University of Minnesota Duluth studying Criminal Justice and anticipates attending the Skills Program in the summer of 2022. Nick is a graduate of the Brainerd High School and has indicated his desire to be employed as Police Officer with the Brainerd Police Department once he completes all of his Law Enforcement requirements. Nick did a great job as our PD Intern and Staff believes rehiring Nick in this new role will be beneficial to Nick and the Department for future full-time employment opportunities.	
Recommended Action/Motion: Authorize hiring Nick Karsnia as a Community Service Officer effective August 21, 2021, at \$14.00 per hour.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> This position is within the 2021 budget.	



Brainerd City Council Agenda Request

Requested Meeting Date: September 7, 2021

Title of Item: Approve Hiring Alexander Korte as Police Records Management Technician

☐ 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/HR Kris Schubert	Estimated Time Needed: 3 minutes
Summary of Issue: On July 6, 2021, the City Council authorized staff to start the hiring process to backfill the Records Management Technician position created when Miranda Halverson was promoted. 22 applications were received with 7 individuals interviewed for the position. Staff offered the position to Alexander Korte and agreed that he start on September 15th on Step 4 (\$24.38 per hour) pursuant to the initial step placement guidelines provided by the Council. This initial step placement recommendation is based on his previous employment experience and education level.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Authorize the hiring of Alexander Korte effective September 15, 2021; further, that he be placed on Step 4 of the Records Management Technician wage grid (\$24.38 per hour).	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No The position is within the 2021 budget. <u>Please Explain:</u>	



Brainerd City Council Agenda Request

Requested Meeting Date: September 7, 2021

Title of Item: 2022 Health Insurance Renewal Rates and Plan Options

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Kris Schubert	Department: Human Resources
Presenter (Name & Title): Kris Schubert/Adam Olson	Estimated Time Needed: 5 minutes
Summary of Issue: On 8/19/21, City and BPU representatives attended the Sourcewell annual meeting and we received our 2022 health insurance renewal rates with an average 6.5% increase. Al Carlson from Sourcewell attended our 8/26/21 Employee Insurance Committee meeting where he presented our renewal information as well as discussed trends and utilization which is used to calculate the renewal. On September 1st, our Health Insurance Broker Adam Olson from North Risk Partners informed us that he had negotiated a reduced increase with Sourcewell for 2022. Per our broker, the adjusted renewal from 6.5% to 3.7% will reduce our 2022 premiums by +\$50,000. That reduction is for premiums that would have been paid by all three entities (City, BPU and HRA) and our employees.	
Alternatives, Options, Effects on Others/Comments: Attached is the Sourcewell rate sheet detailing the updated 2022 monthly cost for our current insurance plans; a comparison of our 2022 vs 2021 rates utilizing current employee elections and 2022 employer/employee contribution splits as already settled with a couple of our unions; and information from our Health Insurance Broker including benchmarking data.	
Recommended Action/Motion: Motion to approve the 2022 Sourcewell health insurance rates with a 3.7% average increase; further, to continue utilizing Sourcewell's Smart Plans Nos. 1, 3, and 7 as our 2022 health plan options.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>unknown</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> A 6.5% health insurance premium increase was included in the 2022 preliminary budget. The actual cost cannot be determined until after our 2022 union negotiations are finalized and when the 2022 open enrollment process is completed (when employees elect their insurance plan options for 2022).	

Company Name: Brainerd, City of
Network: Open Access (current)
Renewal Effective Date: 1/1/2022
Rate change effective 1/1/22: 3.7%
Rate cap: 9% (if all Smart Plans)

*Revised 9/1/21

Group Name	Plan Name	Network	Tier	Contract Count	Actuarial Value	Total Billed Rate
Brainerd, City of	Smart Alt 1: 1400-100%	Open	Single	13	86.7%	\$1,391.96
	Smart Alt 1: 1400-100%	Open	Family	7	86.7%	\$2,255.04
	Smart Alt 3: 2800-100%	Open	Single	26	80.5%	\$1,249.72
	Smart Alt 3: 2800-100%	Open	Family	48	80.5%	\$2,032.36
	Smart Alt 7: 7050-100%	Open	Single	4	64.6%	\$985.13
	Smart Alt 7: 7050-100%	Open	Family	3	64.6%	\$1,618.14

Important Rate Sheet Details

Fixed Costs

These are components of your group's Total Billed Rate, disclosed for the purpose of transparent reporting and accounting. All additional components of your rates are estimated by pool management, and include expected claims and quality improvement program costs. The variance in actual vs expected claims impacts pool reserves, and is a risk managed for the benefit of all pool members, as described in the Joint Powers Agreement and reviewed in detail during each Annual Meeting of pool members.

Plans	Stop-Loss	HP Admin Fees	Broker Service Fee	Total Fixed Costs
Brainerd, City of				
Single	\$ 38.11	\$ 13.99	\$ -	\$ 52.10
Family	\$ 100.26	\$ 34.74	\$ -	\$ 135.00

Stop-Loss Insurance

These provisions are in place to protect the pool's ability to provide member groups risk-free premium equivalents as a total billed rate.

* 12/18 (claims incurred 1/1/22 through 12/31/22 and paid through 6/30/23)

* \$250,000 Specific Deductible per Member, Unlimited Lifetime Maximum

* Aggregate Attachment Point 110% of Expected Claims

HealthPartners Administration

Third Party Administrative Services, Provider Network, Pharmacy Benefit Management, Case & Disease Management, Employee Assistance Program, and Stop Loss Insurance services provided to the pool by HealthPartners Administrators, Inc.

Broker Services

Sourcewell does not provide certain services that are provided by brokers, agents, and benefits consultants, as detailed on our "Broker Acknowledgement" form. Any services provided by a broker to the group are to be negotiated by the group and the broker, the terms for which are not maintained by Sourcewell, with the exception of any amount of commission requested by your group, which we've listed in the fixed cost summary, as part of the Total Billed Rates, and will administer on your behalf.

Actuarial Value

Actuarial values (AV's) approximate the percentage of claims that are expected to be paid by the plan for a given population, based on applying the scheduled benefits against the claims experience of a large national population. AV's are calculated using the most recently available ACA AV calculator from the Centers for Medicare and Medicaid Services (CMS). Actuarial value will increase significantly with even modest amounts of employer contributions to HSAs, HRAs, or VEBAs, and thus are very helpful for groups reviewing ways to impact plan design without sacrificing plan value.

Wellness

Population health management and wellness programs have been put in place by the pool for the benefit of pool group members, to help improve health plan quality and positively impact long term health outcomes. Details of these programs, the vendors involved, and the value of these programs are explained on our "Understanding the Value" disclosure, which was delivered to you along with this rate sheet.

Contingencies

Quote is contingent upon review and approval of the Underwriting Requirements and Provisions and Sourcewell Board Approval. Any renewal rate increase caps in this proposal are null and void if your group decides to conduct their own RFP process rather than benefit from our pool's "Better Together" renewal process.

2022 Sourcewell Health Insurance Plan Renewal Information
Plans as of September 1, 2021

CURRENT 2021 PREMIUM								
	\$1,400/\$2,800 HDHP		\$2,800/\$5,600 HDHP		\$7,000/\$14,000 HDHP		Other	
	Single	Family	Single	Family	Single	Family	Opt Out**	IUOE
Total Mthly Prem	1,342.13	2,175.43	1,205.10	1,960.91	950.20	1,561.86	315.00	1,265.00
'ER Share	1,275.02	1,740.34	1,144.85	1,568.73	902.69	1,249.49	315.00	1,265.00
'EE Share	67.11	435.09	60.26	392.18	47.51	312.37	-	-

2022 PROPOSAL (Employee/Employer share based on negotiated split per 2022 settled union contracts)								
	\$1,400/\$2,800 HDHP		\$2,800/\$5,600 HDHP		\$7,000/\$14,000 HDHP		Other - 2022 Rates Unknown	
	Single	Family	Single	Family	Single	Family	Opt Out**	IUOE
Total Mthly Prem	1,391.96	2,255.04	1,249.72	2,032.36	985.13	1,618.14	350.00	1,265.00
2022 Mo. Incr	49.83	79.61	44.62	71.45	34.93	56.28	35.00	
2022 Annual Incr	597.96	955.32	535.44	857.40	419.16	675.36	420.00	
% Increase	3.71%	3.66%	3.70%	3.64%	3.68%	3.60%	11.11%	
'ER Share	1,322.36	1,804.03	1,187.23	1,625.89	985.13	1,294.51	350.00	1,265.00
Add'l HSA Contr.	83.33	125.00	166.67	208.33	208.33	250.00		
Total ER Share	1,405.69	1,929.03	1,187.23	1,625.89	985.13	1,294.51	350.00	1,265.00
2022 Mo. Incr	47.34	63.69	42.38	57.16	82.44	45.02	35.00	-
2022 Annual Incr	568.04	764.28	508.56	685.92	989.28	540.24	420.00	-
'EE Share	69.60	451.01	62.49	406.47	49.26	323.63	-	-
2022 Mo. Incr	2.49	15.92	2.23	14.29	1.75	11.26		
2022 Annual Incr	29.90	191.06	26.76	171.48	20.96	135.07		

Note: 2022 HealthPartners Average Increase: 3.71%

2021 Employee Election Statistics:

	\$1,400/\$2,800 HDHP		\$2,800/\$5,600 HDHP		\$7,000/\$14,000 HDHP		Opt Out	Other	TOTAL
	Single	Family	Single	Family	Single	Family			
City w/Airport EE's	6	4	9	15	2	1	14	23	74
BPU	6	7	8	17	1	2	10	-	51
HRA			6	9			1	-	16
COBRA, M&C, BPU Com	2		3	5		1	7	-	18
TOTALS	14	11	26	46	3	4	32	23	159
TOTAL %	16%		45%		4%		20%	14%	100%

	\$1,400 Ded	\$2,800 Ded	\$7,000 Ded	Opt Out	Other	Total
City	13.5%	32.4%	4.1%	18.9%	31.1%	100.0%
BPU	25.5%	49.0%	5.9%	19.6%	0.0%	100.0%
HRA	0.0%	93.8%	0.0%	6.3%	0.0%	100.0%



BRAINERD
MINNESOTA
A City for all Seasons

2022 MEDICAL RENEWAL

City of Brainerd

August 26, 2021

TEAM APPROACH

ACCOUNT MANAGEMENT



Adam Olson
RISK ADVISOR, PARTNER



Britt Osterhues
SENIOR ACCOUNT
MANAGER



Mara Molenaar
MARKETING MANAGER

COMPLIANCE



Mike Bourgon
EMPLOYMENT & LABOR
LAW ATTORNEY



Mike Holmquist
SAFETY AND LOSS
CONTROL

HEALTH PLAN MANAGEMENT



Kris Landis
VP OF UNDERWRITING,
PARTNER



Jake Lewellen
NATIONAL WELLNESS
EXECUTIVE

MILLIMAN & NORTH RISK PARTNERS



Make data-driven decisions

Founded in 1947, Milliman is among the world's largest providers of actuarial and risk management services.

Working with the 50 largest U.S. health insurers, their actuarial models are recognized as the industry gold standard.

North Risk Partners clients receive actuarial support through North Risk's strategic third-party relationship with Milliman.

Survey Summary Statistics

City of Brainerd



*Based on the 2021 BM1 survey responses

Survey Summary Statistics

City of Brainerd



*Based on the 2021 BM2 survey responses

Survey Summary Statistics

City of Brainerd



*Based on the 2021 BM3 survey responses

Medical Plan Design - HDHP

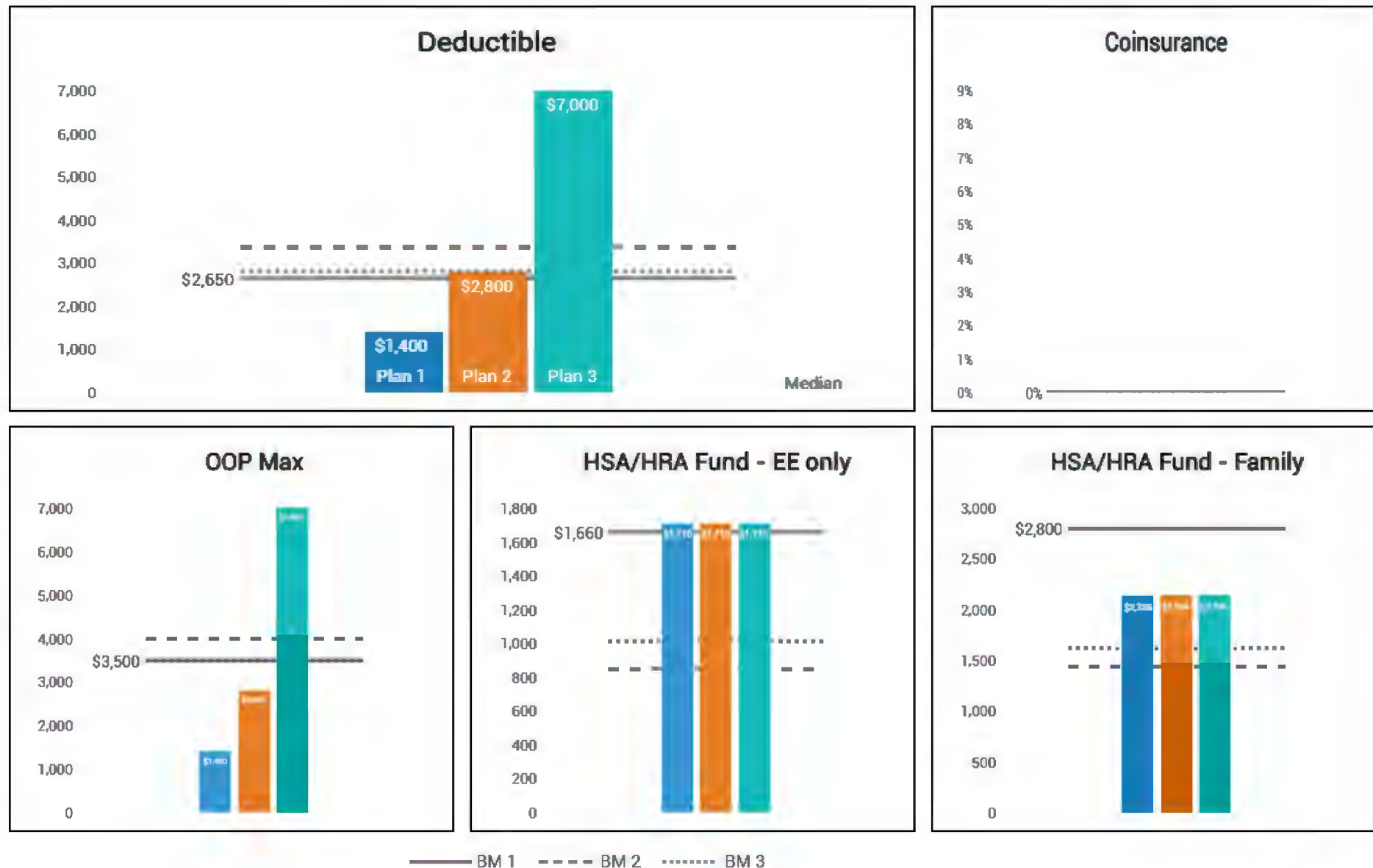
City of Brainerd

	BM1	BM2	BM3	Plan 1	Plan 2	Plan 3
Deductible	\$2,650	\$3,375	\$2,800	\$1,400	\$2,800	\$7,000
Coinsurance	0%	0%	0%	0%	0%	0%
OOP Max	\$3,500	\$4,000	\$3,500	\$1,400	\$2,800	\$7,000
HSA/HRA Fund - EE only	\$1,660	\$850	\$1,016	\$1,710	\$1,710	\$1,710
HSA/HRA Fund - Family	\$2,800	\$1,440	\$1,620	\$2,136	\$2,136	\$2,136

Median

Medical Plan Design - HDHP

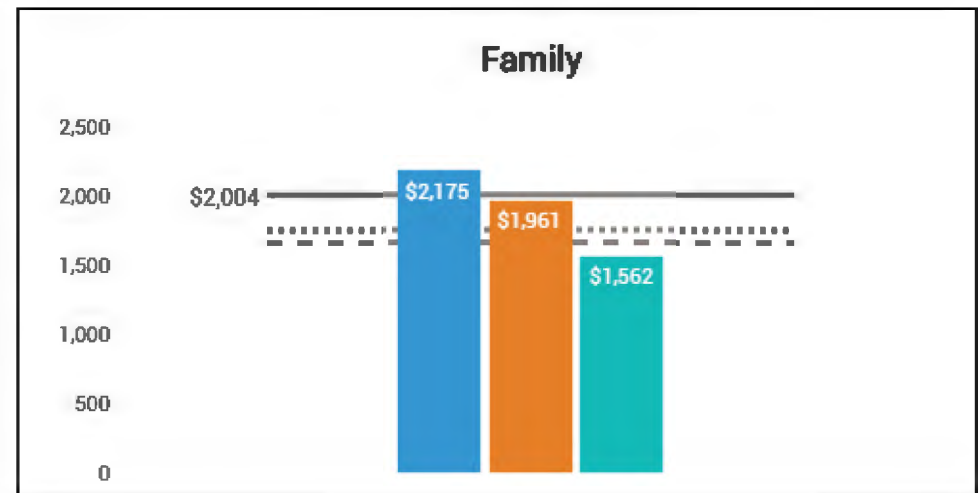
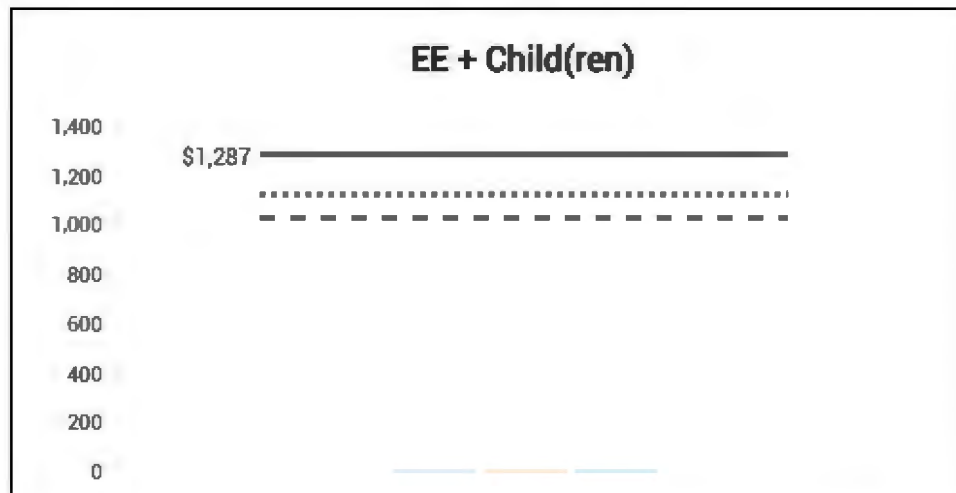
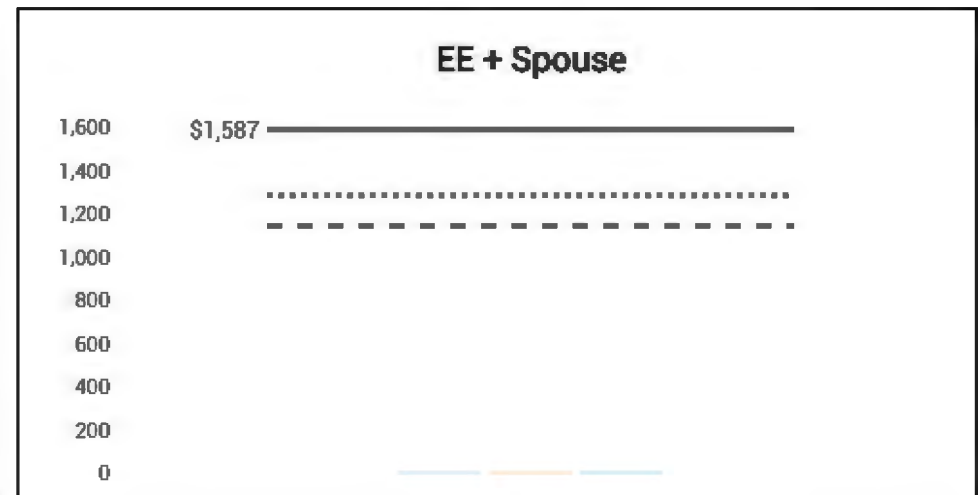
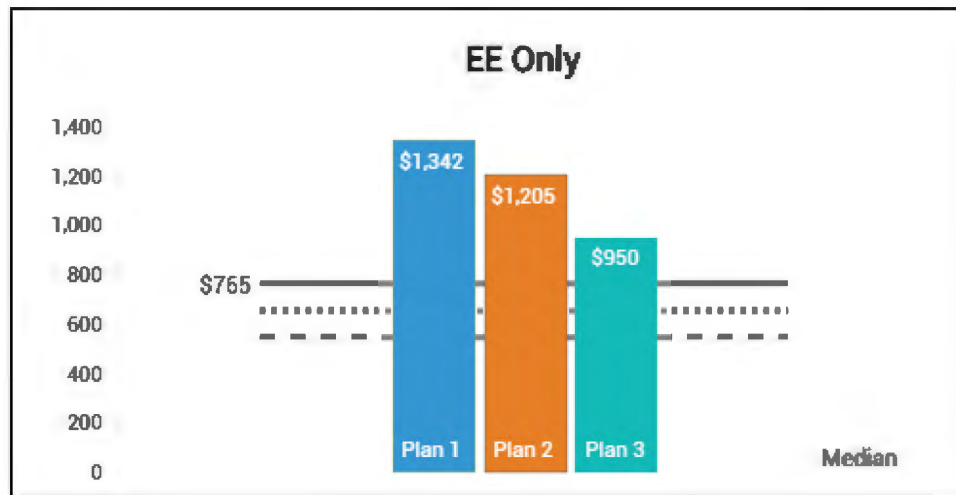
City of Brainerd



Medical Cost - HDHP

Total Premium (\$)

City of Brainerd

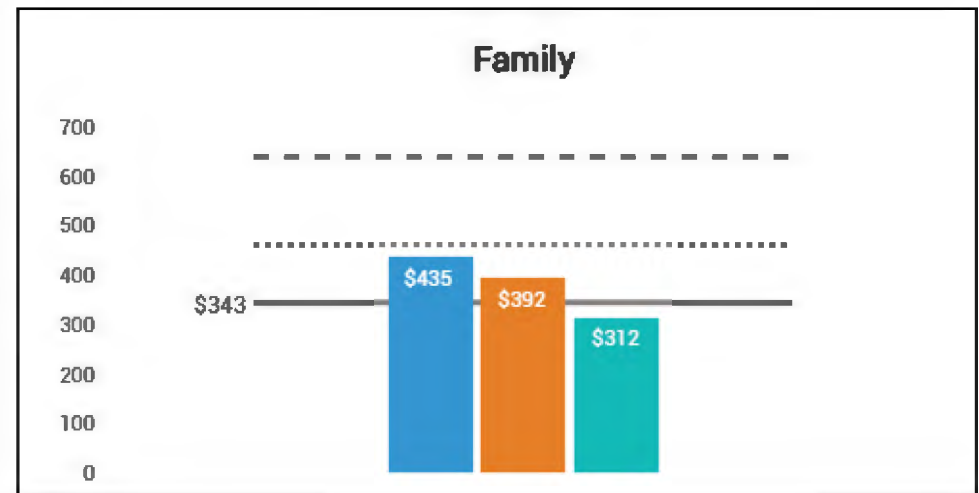
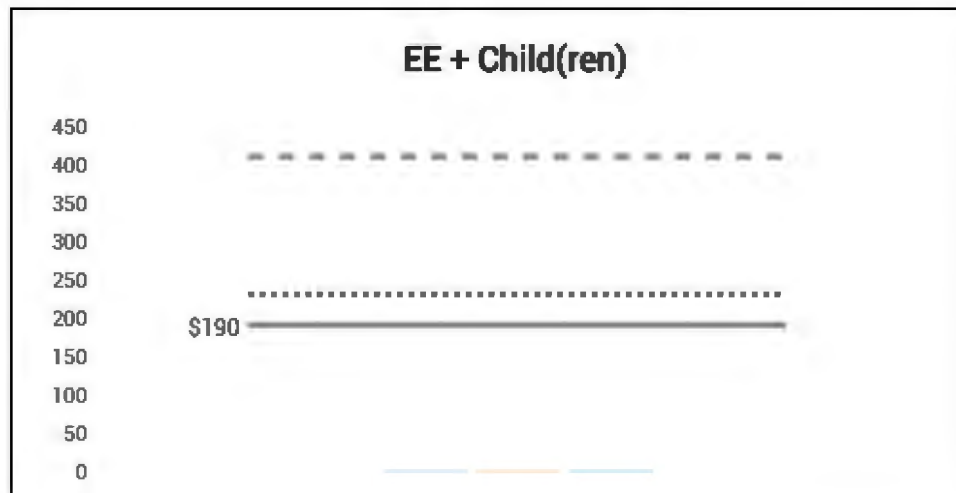
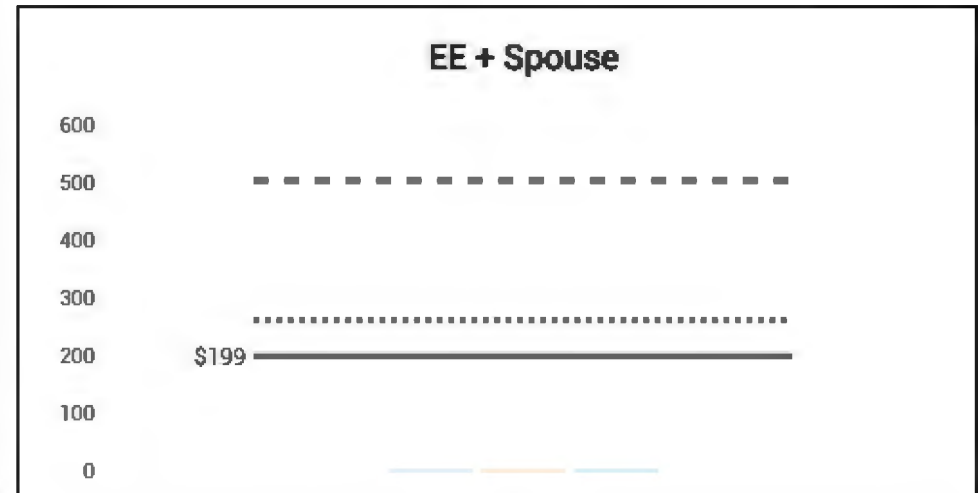
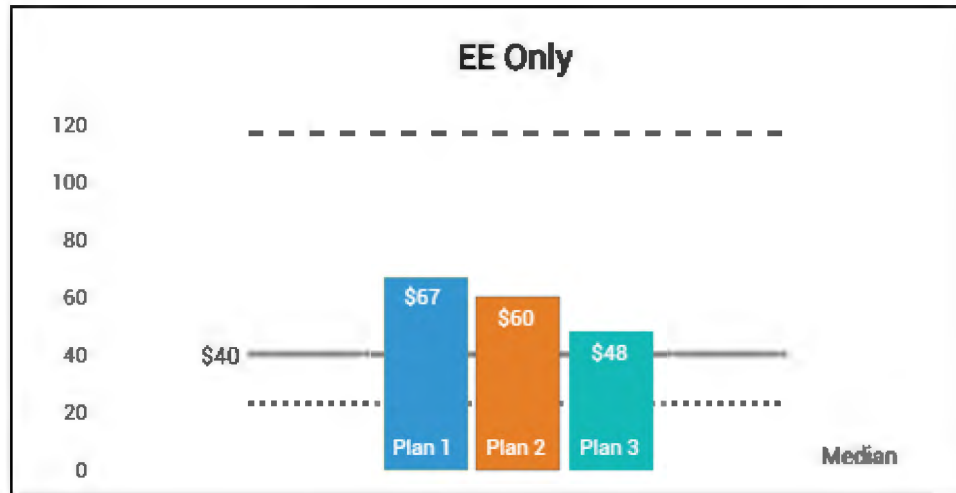


— BM 1 - - - - BM 2 BM 3

Medical Cost - HDHP

Employee Contribution (\$)

City of Brainerd

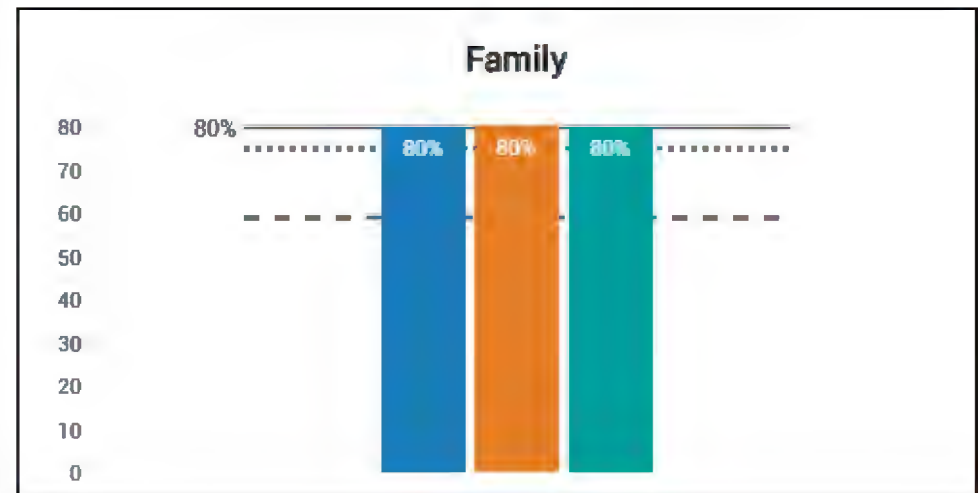
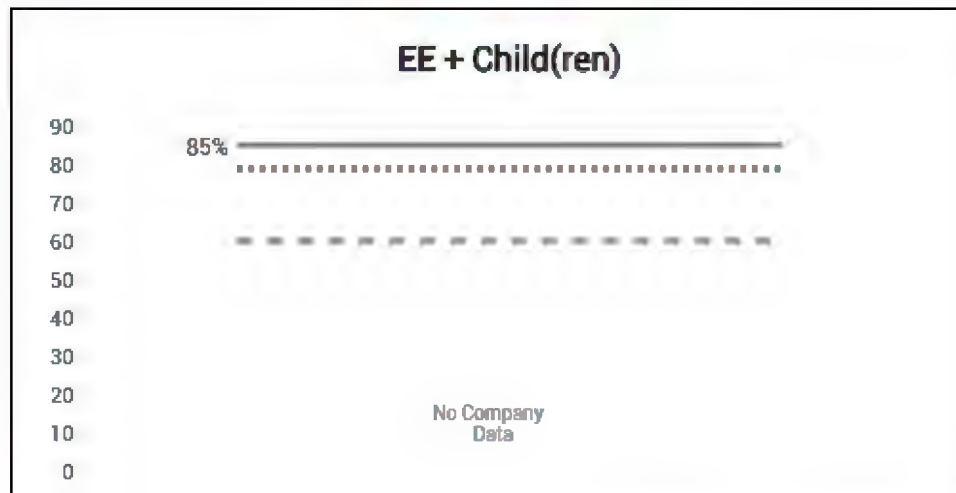
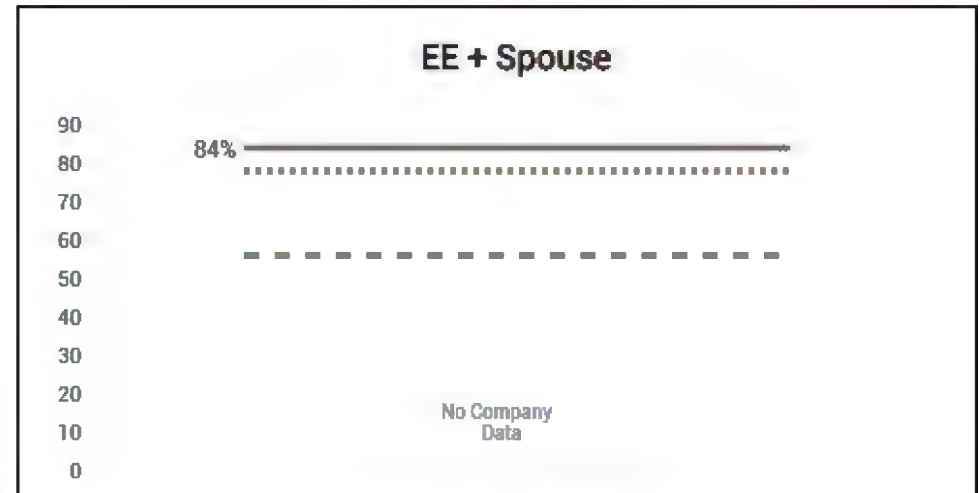
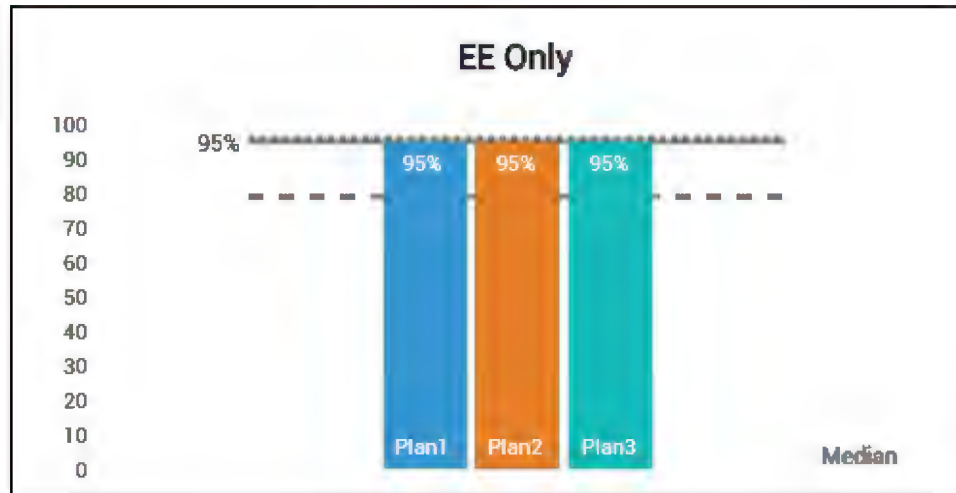


— BM 1 - - - - BM 2 BM 3

Medical Cost - HDHP

Employer Subsidy (%)

City of Brainerd



— BM 1 - - - - BM 2 BM 3

2021 TRENDS

Health Plan Management

- RX Sourcing
- Self-Funded Captives
- Reference Based Pricing
- Direct Primary Care
- ICHRA
- Healthcare Utilization Predictive Modeling
- Direct Provider Contracting
- Convenience Focused Disease Management

Employee Facing Solutions

- App-based Wellness Solutions
 - Physical Health
 - Mental Health and Support
 - Financial Wellbeing
- Expanded Virtual Enrollment and Education Solutions
- Onsite Care
- Virtual Wellness Fairs

2022 HEALTH PLAN RENEWAL



ANNUAL RECAP

HP/Sourcwell Renewal Effective January 1, 2021

HealthPartners Sourcwell Co-op renewal at 0%, including 2nd year rate cap of 12% (9% if all Smart Plans).

Marketed to:

• Aetna/Allina	Uncompetitive
• BCBS Direct	+4.7%
• HealthPartners Direct	Unable to quote due to multiple entities
• IUOE Local 49	Included
• Medica	-7.8%
• MN Health Consortium (BC)	-6.7%
• NECA/IBEW (Family Health Care)	Included
• PEIP	+8.4% (High), -2.7% (Value), -26% (HSA)
• PreferredOne	Uncompetitive
• UnitedHealthcare	Uncompetitive

January 1, 2021 Renewal Action:

HP Sourcwell reduced final rates to -3% (12% 2nd year rate cap). Decision to renew with HP Sourcwell Co-op, offer 3 plans:

- Smart Plan #1: \$1,400-100% HSA (**discontinue** \$1,000 deductible plan)
- Smart Plan #3: \$2,800-100% HSA (no change)
- Smart Plan #7: \$7,000-100% HSA (**new** plan)

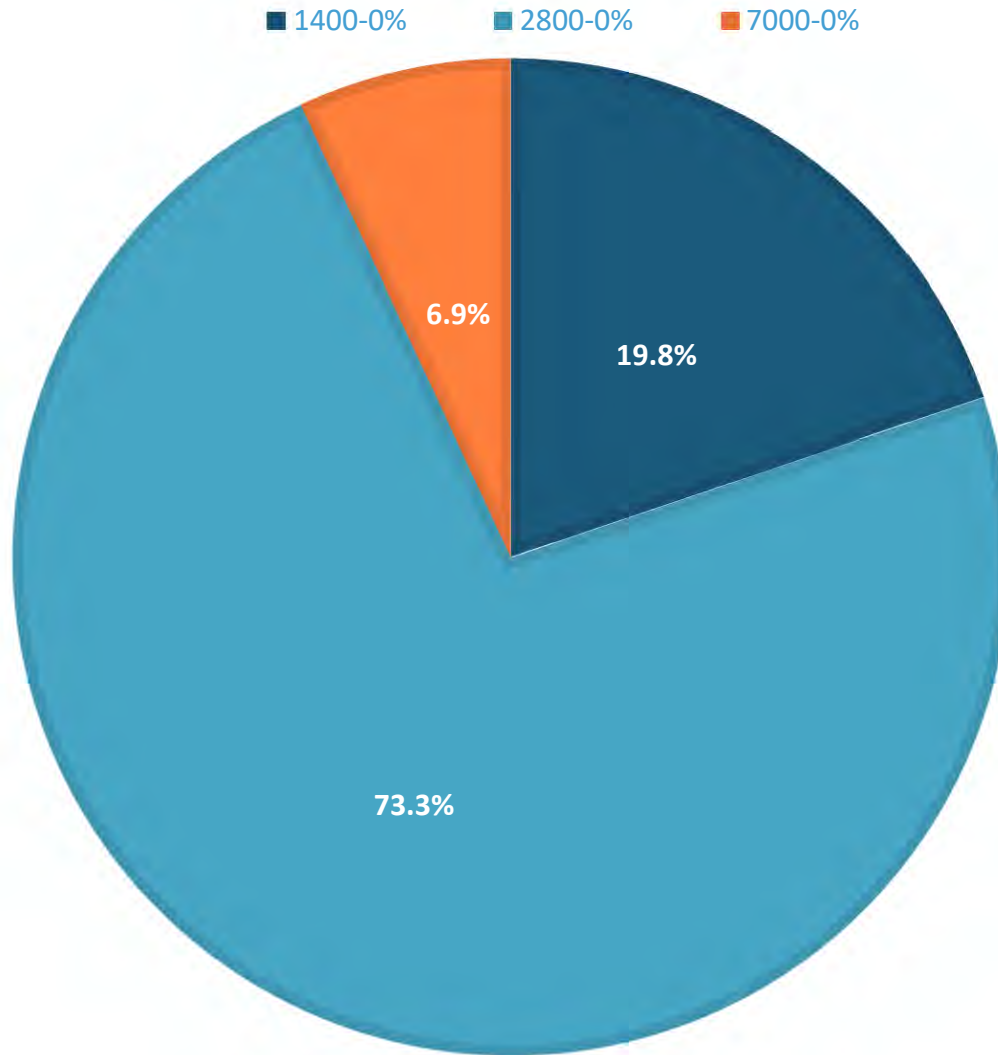
Carrier:		HP Sourcewell				
Network:		Open Access				
Plan Name:	Smart Plan 1: \$1,400-100% HSA Plus		Smart Plan 3: \$2,800-100% HSA Plus		Smart Plan 7: \$7,000-100% HSA Plus	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible	Non-Embedded*		Embedded		Embedded	
Single	\$1,400	\$2,800	\$2,800	\$5,600	\$7,050	\$14,100
Family	\$2,800	\$5,600	\$5,600	\$11,200	\$14,100	\$28,200
Coinsurance	100%	80%	100%	80%	100%	80%
Out-of-Pocket Maximum						
Single	\$1,400	\$4,200	\$2,800	\$8,400	\$7,050	\$21,150
Family	\$2,800	\$8,400	\$5,600	\$16,800	\$14,100	\$42,300
Preventive Services	100%	Ded; 80%	100%	Ded; 80%	100%	Ded; 80%
Office Visits	Ded; 100%	Ded; 80%	Ded; 100%	Ded; 80%	Ded; 100%	Ded; 80%
Emergency Room Services	Ded; 100%	Ded; 100%	Ded; 100%	Ded; 100%	Ded; 100%	Ded; 100%
Hospital - Inpatient/Outpatient	Ded; 100%	Ded; 80%	Ded; 100%	Ded; 80%	Ded; 100%	Ded; 80%
Prescription Drugs						
Preventive Rx	100% Generic	Ded; 80%	100% Generic	Ded; 80%	100% Generic	Ded; 80%
	\$50 Copay Brand	Ded; 80%	\$50 Copay Brand	Ded; 80%	\$50 Copay Brand	Ded; 80%
Formulary Generic	Ded; 100%	Ded; 80%	Ded; 100%	Ded; 80%	Ded; 100%	Ded; 80%
Formulary Brand	Ded; 100%	Ded; 80%	Ded; 100%	Ded; 80%	Ded; 100%	Ded; 80%
Non-Formulary	No coverage	No coverage	No coverage	No coverage	No coverage	No coverage
Specialty Drugs (Form/NonForm)	Ded; 100%	Ded; 80%	Ded; 100%	Ded; 80%	Ded; 100%	Ded; 80%

Premium Summary - Renewal Rates Effective January 1, 2022

				REVISED RENEWAL (initial 6.5% increase)		
Contract Type	1400	2800	7000	Smart Plan 1: \$1,400-100% HSA Plus	Smart Plan 3: \$2,800-100% HSA Plus	Smart Plan 7: \$7,000-100% HSA Plus
Single	13	26	4	\$1,391.96	\$1,249.72	\$985.13
Family	7	48	3	\$2,255.04	\$2,032.36	\$1,618.14
Monthly Premium				\$33,881	\$130,046	\$8,795
Annual Premium				\$406,569	\$1,560,552	\$105,539
Combined Annual Premium				\$2,072,660		
Difference from CURRENT				3.7%		
				Includes Rate cap of 9% (if all Smart Plans)		

HEALTH PLAN

Plan Enrollment as of August 2021



HEALTH PLAN

Premium Report (4/1/20-3/31/21)

April 2020	\$ 173,124.69
May 2020	\$ 169,838.47
June 2020	\$ 169,529.78
July 2020	\$ 167,805.00
August 2020	\$ 167,805.00
September 2020	\$ 171,399.91
October 2020	\$ 174,849.47
November 2020	\$ 169,838.47
December 2020	\$ 171,091.22
January 2021	\$ 169,302.62
February 2021	\$ 168,097.52
March 2021	\$ 172,174.32
TOTAL	\$ 2,044,856.47

HEALTH PLAN

2022 Benefit Change Exhibit – Dollar Amount Adjustments

Out-of-Pocket Limits In-Network		
Plans	Current Limit	New Limit on or after January 1, 2022
Non-HSA	No more than \$8,550 for self only coverage. ¹ No more than \$17,100 for a family coverage. ¹	No more than \$8,700 for self only coverage. ¹ No more than \$17,400 for a family coverage. ¹
HSA	No more than \$7,000 for self-only coverage. ² No more than \$14,000 for family coverage. ²	No more than \$7,050 for self-only coverage. ² No more than \$14,100 for family coverage. ²

Annual Contribution Limit		
Plans	Current Limit	New Limit on or after January 1, 2022
HSA	No more than \$3,600 for self-only coverage. ² No more than \$7,200 for family coverage. ²	No more than \$3,650 for self-only coverage. ² No more than \$7,300 for family coverage. ²

HEALTH PLAN

2022 Benefit Change Exhibit – Benefit Adjustments

Behavioral health: Mental health residential treatment in self-insured plans		
Plans	Current benefit	New benefit on or after July 1, 2021
All self-insured plans	Coverage limited to children.	Members of all ages are covered. Coverage follows inpatient hospital benefit. This change applies to self-insured plans only.
Behavioral health: Intensive therapy for autism in self-insured plans		
Plans	Current benefit	New benefit on or after July 1, 2021
All self-insured plans	Optional coverage.	Coverage follows mental health office visit benefit. This change applies to self-insured plans only.
Emergency care outside the network in self-insured plans		
Plans	Current Benefit	New Benefit on or after January 1, 2022
All self-insured plans	Emergency care outside the network can be paid as in-network benefits or as out-of-network benefits.	Emergency care outside the network is paid as in-network benefits. This change applies to self-insured plans only.
Emergency air ambulance outside the network in self-insured plans		
Plans	Current Benefit	New Benefit on or after January 1, 2022
All self-insured plans	Emergency air ambulance outside the network can be paid as in-network benefits or as out-of-network benefits.	Emergency air ambulance outside the network is paid as in-network benefits. This change applies to self-insured plans only.
Deductibles for telemedicine services in HSA plans		
Plans	Current Benefit	New Benefit on or after January 1, 2022
All HSA plans	The CARES Act allows the deductible to be waived on non-preventive services provided remotely (telemedicine services).	The deductible must be applied to non-preventive services provided remotely. This change applies to HSA plans only.

2022 Sourcewell Renewal Timeline

If renewal decisions are made...	Service Implications
On or before 10/15	Changes allowed, and we'll help support open enrollment meetings to be held 10/21 or after
Between 10/16 and 10/31	Changes allowed, and we'll help support open enrollment meetings to be held 11/11 or after
Between 11/1 and 11/15	Changes allowed, and we'll help support open enrollment meetings to be held 11/25 or after
Between 11/15 and 11/30	Changes allowed, and we'll help support open enrollment meetings to be held 12/9 or after
After 12/1	No changes allowed, group will renew as is with standardizations as proposed, and we'll help support open enrollment meetings as best we can but staff assistance will be limited

COMPLIANCE UPDATE

Employees Turning Age 65

MEDICARE

- An employee is eligible for Medicare the first of the month of their 65th birthday.
- The employee needs to contact the social security office to initiate Part A or Part A and B coverage (they can call up to 90 days in advance; here's the phone number 1-800-772-1213).
- Eligible employees have the option to remain on the group plan or elect Medicare options along with a supplemental plan.

MEDICARE PART D

Is your plan considered a credible drug plan per CMS guidelines? If not, the Medicare eligible employee will need to enroll in a credible Part D plan to avoid penalties. To have a Part D plan, they will need to enroll in Medicare Part A. If you have an HSA plan, this will disqualify them from being able to contribute to a health savings account (HSA). See below.

HDHP with HSA

- If an employee enrolls in Medicare Parts A or Part A and B, they are no longer eligible to contribute to an HSA. The employer is unable to contribute funds to the employee's HSA under the same circumstances. The HSA would freeze from further contributions, but money in the account remains available to use for eligible expenses.
- If an employee delays enrollment into Part A or A and B to keep their HSA eligibility, this could cause future issues when they do enroll. If a person delays Part A and then later enrolls, Social Security goes back six months for the effective date of Part A. This will cause an issue with the HSA. The IRS could impose penalties and taxes for the coverage for those six months since they were not eligible to be enrolled on an HSA plan because of dual coverage restrictions.

LIFE INSURANCE

- Most group life plans have an age reduction schedule that begins at age 65 (review plan details).
- If applicable, employer will need to notify the employee of the reduced amount. Conversion of the reduced amount to an individual policy may be available through carrier. This must be applied within 31 days of the reduction.

FSA / FLEX PLAN

Turning 65 does not change an employee's eligibility to participate in a Flexible Spending Plan.



Some information contained in this proposal is considered proprietary and/or trade secret status.

Consequently, no part of this proposal may be reproduced or distributed to a third party without the express written permission of North Risk Partners.



Brainerd City Council Agenda Request

Requested Meeting Date: September 7, 2021

Title of Item: 2022 Vision Insurance

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Kris Schubert	Department: Human Resources
Presenter (Name & Title): HR Director Kris Schubert	Estimated Time Needed: 5 minutes
Summary of Issue: On August 26th, Mr. Dan Ochs from Integrity Benefits informed our Employee Insurance Committee that we received a 2.5% increase for our 2022 Vision Insurance. Mr. Ochs provided the attached comparison of our current Avesis plan as of 1/1/2022 with the pooled VSP plan offered through the MN Healthcare Consortium as well as a pooled plan offered by EyeMed.	
Alternatives, Options, Effects on Others/Comments: The Employee Insurance Committee recommends that we switch to the VSP plan offered through the MN Healthcare Consortium effective 1/1/2022. It was noted that we recently switched from EyeMed to Avesis and that VSP has a stronger network in our area than the other two plans. Please note that the employer does not pay any portion of Vision Insurance as the premium is fully paid by our employees.	
Recommended Action/Motion: Motion to approve switching to the VSP Vision Plan offered through the MN Healthcare Consortium effective 1/1/2022.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

City of Brainerd	Current Plan - Avesis		EyeMed - Pooled Plan		VSP - Pooled Plan	
	In Network Member Cost	Out Network Reimbursement	In Network Member Cost	Out Network Reimbursement	In Network Member Cost	Out Network Reimbursement
Exam						
Frequency	N/A		N/A		N/A	
Standard Exam (Dilation)	N/A		N/A		N/A	
Frames						
Frequency	Once every 24 months		Once every 24 months		Once every 24 months	
Copay	\$10 copay	N/A	\$0 copay	N/A	\$25 copay	N/A
Allowance	\$50 Wholesale allowance up to \$150 Retail allowance	\$45	\$150 allowance; 20% off balance over \$150	\$105	\$150 allowance; 20% off balance over \$150	\$70
Standard Lenses						
Frequency	Once every 12 months		Once every 12 months		Once every 12 months	
Single Vision	\$10 copay	\$25	\$25 copay	\$30	\$25 copay	\$30
Bifocal	\$10 copay	\$40	\$25 copay	\$50	\$25 copay	\$50
Trifocal	\$10 copay	\$50	\$25 copay	\$70	\$25 copay	\$65
Lenticular	\$10 copay	\$80	\$25 copay	\$70	\$25 copay	N/A
Standard Progressive	Covered up to \$50; 20% off	\$40	\$80 copay	\$50	\$25 copay	N/A
Premium Progressive	Covered up to \$50; 20% off	N/A	Tier 1 = \$110 copay Tier 2 = \$120 copay Tier 3 = \$135 copay Tier 4 = \$200 copay	\$50	N/A	N/A
Lens Options:						
UV Treatment	N/A	N/A	\$15 copay	N/A	N/A	N/A
Tint	N/A	N/A	\$15 copay	N/A	N/A	N/A
Scratch Coating	N/A	N/A	\$15 copay	N/A	\$17 copay	N/A
Polycarbonate	N/A	N/A	Youth = \$0 copay; Adult = \$40 copay	\$20	Youth = \$0 copay; Adult = \$31/\$35 copay	N/A
Anti-reflective Coating	N/A	N/A	\$45 copay	\$23	\$41 copay	N/A
Premium Anti-Reflective	N/A	N/A	Tier 1 = \$57 copay Tier 2 = \$68 copay Tier 3 = \$85 copay	\$23	N/A	N/A
Polarized	N/A	N/A	20% off Retail Price	N/A	N/A	N/A
Photocrom/Transitions	N/A	N/A	\$75 copay	N/A	\$75 copay	N/A
Other Add-Ons	N/A	N/A	20% of Retail Price	N/A	N/A	N/A
Contact Lenses						
Frequency	Once every 12 months		Once every 12 months		Once every 12 months	
Conventional	\$0 copay; \$130 allowance	\$130	\$0 Copay; \$150 allowance; 15% off balance over \$150	\$105	\$0 copay; \$150 allowance	\$105
Disposable	\$0 copay; \$130 allowance	\$130	\$0 Copay; \$150 allowance	\$105	\$0 copay; \$150 allowance	\$105
Medically-necessary	Covered in full	\$250	Covered in full	\$210	\$0 copay; \$150 allowance	\$105
Additional Pairs Benefit:						
Payable after funded benefit is exhausted	N/A	N/A	40% off addl eyeglasses and 15% off conventional contact lenses once the funded benefit has been used.	N/A	20% off unlimited additional pairs of prescription glasses and/or non-prescription sunglasses	N/A
Laser Vision Correction						
Lasik or PRK from U.S. Laser Network	Provider discount up to 25%; \$150 lifetime allowance	\$150	15% off Retail Price or 5% off promotional price	N/A	15%-20% off Retail Price or 5% off promotional price	N/A
Average Monthly Premiums						
Tier Rates - Material Only						
Employee Only	\$5.96		\$5.68		\$6.10	
EE/Spouse	Employee + Dependent = \$10.42		\$10.79		\$12.20	
EE/Child(ren)			\$11.36		\$13.04	
Family Coverage	\$15.48		\$16.70		\$20.86	
Rate Guarantee			4 years		4 years	



Brainerd City Council Agenda Request

Requested Meeting Date: September 7, 2021

Title of Item: 2022 HRA Levy Request Discussion

☐ 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): Eric Charpentier/Connie Hillman	Estimated Time Needed: 2 Minutes
Summary of Issue: The 2022 preliminary levy for the City and the HRA needs to be set by September 30, 2021 and the resolution will appear before the City Council at the September 20, 2021 meeting. The final levy adopted in December can be lower than, but not higher than the preliminary levy. The preliminary levy is used for all of the Truth in Taxations notices sent out in November. Please see that attached memo from HRA Executive Director Eric Charpentier.	
Alternatives, Options, Effects on Others/Comments: The maximum HRA levy allowed by state statute is .0185% of the previous year's estimated market value, and this is the request of the HRA. As noted in the memo, this amount for 2022 is \$147,996, and is \$11,477 of additional funds. The HRA's levy is separate from the City's levy, but set by the City Council.	
Recommended Action/Motion: Discussion of the HRA's 2022 levy request and direction to Staff as to the amount to be put in the resolution for the September 20, 2021 meeting.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



324 East River Road
Brainerd, MN 56401

Phone: 218/828-3705
Fax: 218/828-8817

September 2, 2021

Mayor Badeaux and City Council Members
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Dear Honorable Mayor Badeaux and City Council Members:

The purpose of this letter is to request the 2022 Brainerd Housing and Redevelopment Authority (HRA) operating levy. The Brainerd HRA has three funds: General Fund, Public Housing, and Housing Choice Voucher. Our levy dollars go into the General Fund and support our rehab and redevelopment initiatives. Attached is a copy of the preliminary General Fund budget.

General Fund

The levy dollars allow us the opportunity to administer other programs that benefit Brainerd residents, to increase the value of the property in the City of Brainerd, and assist in redevelopment projects. To address these needs, the HRA created or participated in a number of programs:

Brainerd Oaks/Serene Pines/Dal Mar Estates

The Brainerd HRA, in cooperation with the Crow Wing County (CWC) HRA, successfully negotiated a Purchase and Redevelopment Agreement with a developer to purchase 113 lots in three tax forfeited subdivisions (Brainerd Oaks, Serene Pines and Dal Mar Estates). These subdivisions had been tax forfeited for several years. The County agreed to convey the land to the CWC HRA, the City of Brainerd agreed to waive the special assessments in lieu of the proceeds of the sale of the lots (minus the direct costs of the CWC HRA), and the CWC HRA agreed to hold the land while the lots are purchased by Level Contracting, LLC. The developer has agreed to purchase between 10–30 lots per year with at least two lots in Brainerd Oaks to every one in Serene Pines or Dal Mar Estates. The developer must keep \$1.5 million in construction going at all times. To date, the developer has purchased 55 lots in Brainerd Oaks (47 homes completed and sold and 7 homes in construction) and 16 lots in Serene Pines (14 homes completed and sold), and 2 lots in Dal Mar Estates (1 home completed and sold).

Tax Forfeit Property Policy

As a result of the success of the Brainerd Oaks project, the Brainerd HRA created a Tax Forfeit Property Policy where we can purchase tax forfeited properties from the County for \$1.00. The Brainerd HRA



Board recently amended their policy temporarily to offer tax forfeited properties to developers at a discounted rate of zero percent of assessed value plus costs. This is a result of the recently completed CWC HRA Workforce Housing Study recommendation to support the sale of properties to developers to promote the construction of housing units. The Brainerd HRA continues to actively market this policy to developers to promote the return of tax forfeited lots to the tax roll. We hope to assist the City with this program in 2022.

Rehab Programs

The Brainerd HRA, on behalf of the City of Brainerd, has administered multiple Small Cities Development Program grants through the Department of Employment and Economic Development (DEED) for owner-occupied and renter-occupied rehab in targeted areas throughout Brainerd. Our most recent grant in Northeast Brainerd is set to close out in September of 2021 and we will be assessing the needs within the City for our next application. Our goal with these SCDP grants is to improve the properties that receive the funds but also to aid in increasing the overall value of the properties within the City for its tax base.

Federal Funds: Public Housing and Housing Choice Voucher

The Brainerd HRA operates two federal programs that are funded by the Department of Housing and Urban Development (HUD). The HRA owns and/or manages 325 units of affordable housing in the City of Brainerd and we provide approximately 325 Housing Choice Vouchers (HCV) to our residents.

Every three years, the Brainerd HRA is scored by HUD on how we manage our programs. I am proud to report that the Brainerd HRA received 97 out of 100 on our public housing (PHAS) score for 2018. The national average PHAS score is 90 and the regional average is 92. HUD also scored us on the management of the HCV program and we received 100%. These scores reflect the hard work and dedication of our board and staff and benefit our community and our residents.

Although the levy funds are less than five percent of our overall budget, these funds are critical. They allow us to continue to provide affordable housing for approximately 900 Brainerd residents and assist in the rehab and redevelopment needs in the City of Brainerd. The Brainerd HRA is requesting the City Council approve the full HRA levy, which is .0185% of the estimated market value, which will be approximately \$147,996 for 2022.

Thank you for your continued support of the Brainerd HRA and considering our request for the 2022 levy.

Sincerely,



Eric Charpentier
Executive Director

General Fund Comparative Budget

Brainerd Housing Authority
324 E River Rd
Brainerd, MN 56401

Fiscal Year 12/31/2022

Account Title	2021 YTD Actual	2021 Budget	2022 Budget	Difference	% Difference
Revenues:					
City Tax Levy	72,017	136,520	147,996	11,476	8%
Investment Interest	24	1,000	100	(900)	-90%
Management Fees	171,400	289,000	292,000	3,000	1%
TIF Revenue	33,670	43,930	44,160	230	1%
Operating Transfer	3,229	5,550	5,500	(50)	-1%
SCDP Admin Fee	-	40,000	3,000	(37,000)	-93%
Other Income	35,180	138,900	169,750	30,850	22%
Interfund Loan Interest	0	5,000	5,000	0	0%
Total Revenues	315,520	659,900	667,506	7,606	1%
Expenditures:					
Administrative					
Salaries	145,450	274,250	267,070	(7,180)	-3%
Employee Benefits	62,776	115,460	130,580	15,120	13%
Travel	429	1,600	1,600	0	0%
Staff Training	96	10,000	10,000	0	0%
Audit Cost	6,900	6,900	6,900	0	0%
Legal	0	6,900	7,000	100	1%
Other Administrative Costs	6,760	8,910	10,650	1,740	20%
Contract Costs	42,655	110,100	137,100	27,000	25%
Total Administrative	265,066	534,120	570,900	36,780	7%
General Expenditures					
TIF Expense	130	230	230	0	0%
Insurance	4,131	6,250	6,710	460	7%
Debt Service	34,144	53,440	55,140	1,700	3%
Other Programs	3,750	25,500	25,500	0	0%
Interfund Loan Interest	0	5,000	5,000	0	0%
Total General Expenditures	42,155	90,420	92,580	2,160	2%
Total Expenditures	307,221	624,540	663,480	38,940	6%
Cash Flow	8,299	35,360	4,026	(31,334)	
Designated Fund Balance	0	0	0	0	
Cash Flow from Operations	8,299	35,360	4,026	(31,334)	

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

September 7th, 2021

7:00 P.M.

WebEx Teleconference Call-In Information

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

Access Code:

1. Approve Event/Street Closure Application- Brainerd Fire Department Open House
2. Approve Event/Street Closure Application- ECFE Touch a Truck Event
3. Approve Event/Street Closure Application- Flapjack Festival
4. Approve Event/Street Closure Application- Here for Good Market
5. Approve Event/Street Closure Application- DDBC Spooktacular Event
6. Approve Improvement 21-03 Final Pay Application
7. Discuss Quiet Zone/Whistle Free City



Brainerd City Council Agenda Request

Requested Meeting Date: September 7, 2021

Title of Item: Approve Event/Street Closure Application - Fire Department Open House

☐ 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 and street closure application for the annual Brainerd Fire Department Open House to be held on October 7, 2021 from 5 pm to 7pm on East River Road.	
Alternatives, Options, Effects on Others/Comments: The event consists of fire prevention, fire apparatus, and emergency provider displays. The applicant has requested closure of east river road between the fire department and police department for the event. The applicant intends to use the electrical outlets from the fire department. There will be no amplified sound. Restrooms in the fire department will be provided for attendees. Waste Partners is contracted for waste removal. This application was passed around to all applicable department heads with one condition being received that the applicant request traffic control for the road closure 1-week prior to the event.	
Recommended Action/Motion: Staff recommends approval of the attached application under the condition that the application request traffic control for the street closure one 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: August 23, 2021

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

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

Name of event: Brainerd Fire Department Open House

Organizer Information

Organizer's Name: Tim Holmes
Organizer's Address: 23 Laurel Street
Event Contact Person: Tim Holmes
Event Contact Daytime Phone: 218-828-2312
Event Contact E-mail Address: tholmes@ci.brainerd.mn.us
Contact Name/Number Day of Event: same
For Profit/Nonprofit Status (type): _____

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
October 7	5 pm	7 pm	23 Laurel Street

☐ 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:

Fire prevention, fire apparatus and emergency provider displays

Site Information

Electrical usage

☒

Yes

☐

No

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

On-scene

Amplified Sound

☐

Yes

☒

No

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

Restrooms provided

☒

Yes

☐

No

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

Company contracted for restrooms: _____

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

Signs, banners, and/or posters/flyers

☐

Yes

☒

No

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

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: Waste Partners

Additional Event Information

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

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

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

Street Closure Request Information

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

East River Road between Front and Laurel Street

Date and time for beginning of street closures: **October 7 at 4 pm**

Date and time for reopening of streets: **October 7 at 8 pm**

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.

No residential or businesses located in the closed street area.

Traffic cones are requested by the Fire Department and obtained prior to the event from the Street Dept.

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.

A handwritten signature in blue ink, reading "Tim Holmes", is written over a horizontal line.

Signature of Applicant

The name "Tim Holmes" is printed in blue ink over a horizontal line.

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 from Shawn one week prior
Fire Department	ok	218-513-4412.
Fire Support/EMS	ok	None
Parks Department	ok	None
Planning Department	ok	None
Police Department	ok	None

Event Application Approval

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

City Administrator

Date

Approval Conditions

Please request traffic control 1-week prior to the event by contacting Shawn M at street department - 218-513-4412.

Certification of Street Closure Approval

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



Brainerd City Council Agenda Request

Requested Meeting Date: September 7, 2021

Title of Item: Approve Event/Street Closure Application - ECFE Touch a Truck Event

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is an event and street closure application for the ECFE and City of Brainerd 3rd Annual Touch-a-Truck Event to be held on October 9, 2021 from 10am to 12pm in downtown Brainerd.	
Alternatives, Options, Effects on Others/Comments: This is a touch a truck event that allows children to get up close and personal with military, emergency services, maintenance, and other trucks and vehicles. The applicant indicates that a street closure consisting of Laurel Street from S 6th Street - S 8th Street and S 7th Street from Front Street to Maple Street will be needed for the event. The applicant also indicates that no power usage, amplified sound, restrooms, signs or banners/etc will be used during the event. The applicant also indicates that sidewalk traffic will not be restricted through the area and parking will be available at City Hall, the Judicial Center, Front Street, and Laurel Street Parking lots. This application was passed around to all applicable department heads with one condition arising that the applicant request traffic control one week prior to the event.	
Recommended Action/Motion: Staff recommends approval of the attached application under the condition that the applicant request traffic control for street closure one week prior to the event.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



SPECIAL EVENT APPLICATION

Date of Application: 8/23/21

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: ECFE & City of Brainerd 3rd Annual Touch-a-Truck

Organizer Information

Organizer's Name: Early Childhood Family Education
Organizer's Address: 12149 Knollwood Drive, Baxter, MN 56425
Event Contact Person: Tawnee Flowers
Event Contact Daytime Phone: 218-454-5438
Event Contact E-mail Address: tahnee.flowers@isd181.org
Contact Name/Number Day of Event: _____
For Profit/Nonprofit Status (type): ISD 181

Applicant information (if different from the event organizer):

Applicant Name: David Chanski, Community Development Director
Applicant Address: 501 Laurel St
Applicant Phone: 218-828-2307
Applicant E-mail Address: dchanski@ci.brainerd.mn.us

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
10/9/21	10:00am	12:00pm	Laurel St between S. 6th and S. 8th
			S. 7th St between Front and Maple

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

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

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

Description of Activities

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

Touch-a-Truck event to be held in the street. Downtown businesses will be contacted to be made aware of street closure as well as give them an opportunity to participate.

Site Information

Electrical usage

☒

Yes

☐

No

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

Amplified Sound

☐

Yes

☐

No

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

Restrooms provided

☐

Yes

☒

No

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

Company contracted for restrooms: _____

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

Signs, banners, and/or posters/flyers

☐

Yes

☐

No

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

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

Laurel St between S. 6th St. and S. 8th St.

S. 7th St. between Front St. and Maple St.

Date and time for beginning of street closures: 8:00am

Date and time for reopening of streets: 1:00pm

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.

Sidewalk/pedestrian traffic will not be restricted through the area.

Parking will be available in the City Hall, Justice Center, Front St, and Laurel St (access via alley) parking lots as well as on Front St. and Maple St.

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

David Chanski

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	Submit traffic control request 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	Work with PD on removing vehicles prior to street closure. Ensure proper notification is obtained to residents.

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

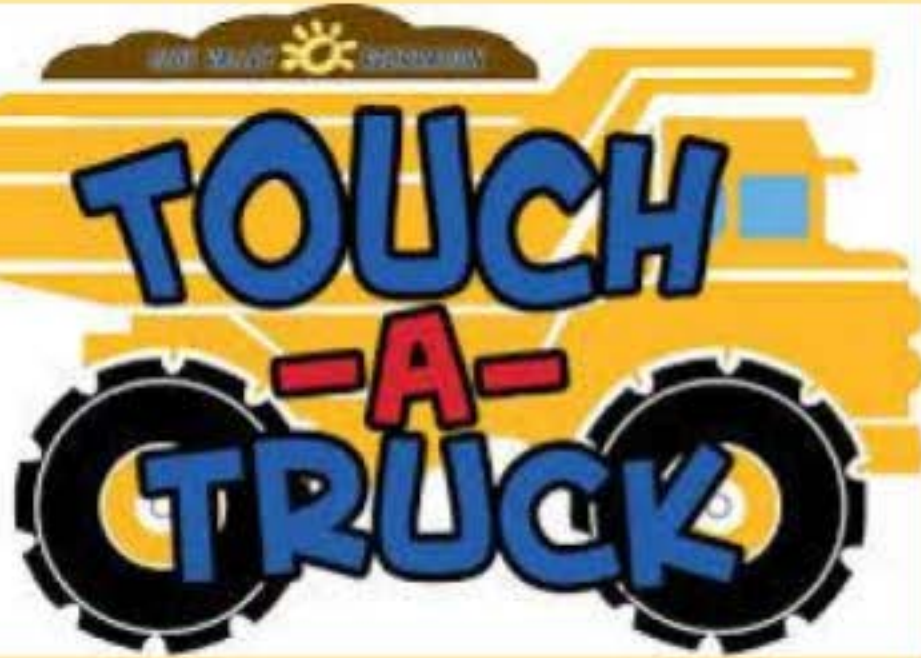
Date

Approval Conditions

- Please call Shawn M. at the Street Department to request traffic control 1-week prior to the event.
- Please notify adjacent businesses and residents of the event.
- Work with the police department if removal of vehicles is necessary from the street before closure.

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 ECFE & The City of Brainerd **TOUCH-A-TRUCK** Community Event

Date: Saturday, October 9th, 2021

Time: 10:00am-12:00pm

Location: Downtown Brainerd
(Laurel Street)

This exciting and **FREE** community event is for the entire family where children can see and climb on “real life” vehicles. Kids, accompanied by their parents or guardian, can explore emergency and military vehicles, semi-trucks, construction vehicles and a variety of other commercial vehicles.

Call ECFE with questions, 218-454-5430. brandi.wynn@isd181.org,

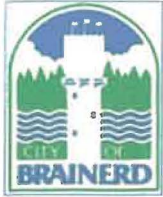


Brainerd City Council Agenda Request

Requested Meeting Date: September 7, 2021

Title of Item: Approve Event/Street Closure Application - Flapjack Festival

☐ 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 and street closure application for the Flapjack Festival to be held on September 26, 2021 from 8am - 12 pm on Front Street.	
Alternatives, Options, Effects on Others/Comments: The applicant indicates there will be a relay race, pancake eating contest, and costume contest. The applicant is requesting the closure of Front Street from S 7th Street to the American Legion parking lot. The applicant indicates there will be some amplified sound. Power will be provided from a generator. The applicant indicates the restrooms at the legion will be used for the event. There will be a handful of banners promoting the event at the event space. This application was passed to all applicable department heads and the following comments were made: The applicant should submit their insurance certificate per the application language before the event. The applicant should request traffic control from the street department one week prior to the event. The applicant should remove all signs and banners after event conclusion. The applicant should work with police department staff for the street closure before the event.	
Recommended Action/Motion: Staff recommends approval of the attached event/street closure application under the conditions that the applicant submit the necessary insurance certificate, the request for traffic control be made one week prior to the event, all signs and banners are removed after the event, and that the applicant work with police staff for the closure of the street, and that the applicant notify the adjacent businesses of the event.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



SPECIAL EVENT APPLICATION

Date of Application: 8/17/21

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: Flapjack Festival

Organizer Information

Organizer's Name: Brainerd History Water Tower Committee
Organizer's Address: 501 Laurel Street
Event Contact Person: Ashley Storm
Event Contact Daytime Phone: 218-831-9717
Event Contact E-mail Address: ashley.storm@live.com
Contact Name/Number Day of Event: Ashley Storm 218-831-9717
For Profit/Nonprofit Status (type): Non-profit

Applicant information (if different from the event organizer):

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

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
Sept 26	8	12	708 Front Street - American Legion

☐ 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:

Relay race, pancake eating contest, costume contest

Site Information

Electrical usage

☒

Yes

☐

No

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

Sound system with generator

Amplified Sound

☐

Yes

☐

No

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

Restrooms provided

☒

Yes

☐

No

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

Company contracted for restrooms:

American Legion

(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:

Handful of banners promoting event at event space

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: **American Legion**

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):

From 708 Front street (Legion parking lot) to 7th street crosswalk

Date and time for beginning of street closures: Sept 26 8am-12pm

Date and time for reopening of streets: Sept 26 @ 12:30

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.

Only a small section of the street is closed. Alley access and sidewalk access still available

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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



Signature of Applicant

Ashley Storm

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</u>	<u>None</u>
City Administration	<u>ok</u>	<u>Submit Insurance Certificate per the above requirements.</u>
Engineering Department	<u>ok</u>	<u>Request traffic control 1-week prior to the event.</u>
Fire Department	<u>ok</u>	<u>None</u>
Fire Support/EMS	<u>ok</u>	<u>None</u>
Parks Department	<u>ok</u>	<u>None</u>
Planning Department	<u>ok</u>	<u>Remove all signs and banners after event conclusion.</u>
Police Department	<u>ok</u>	<u>Will have on-duty officer stop down to monitor any needs of applicant for street closure.</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

Date

Approval Conditions

Please submit required insurance certificate before the event.

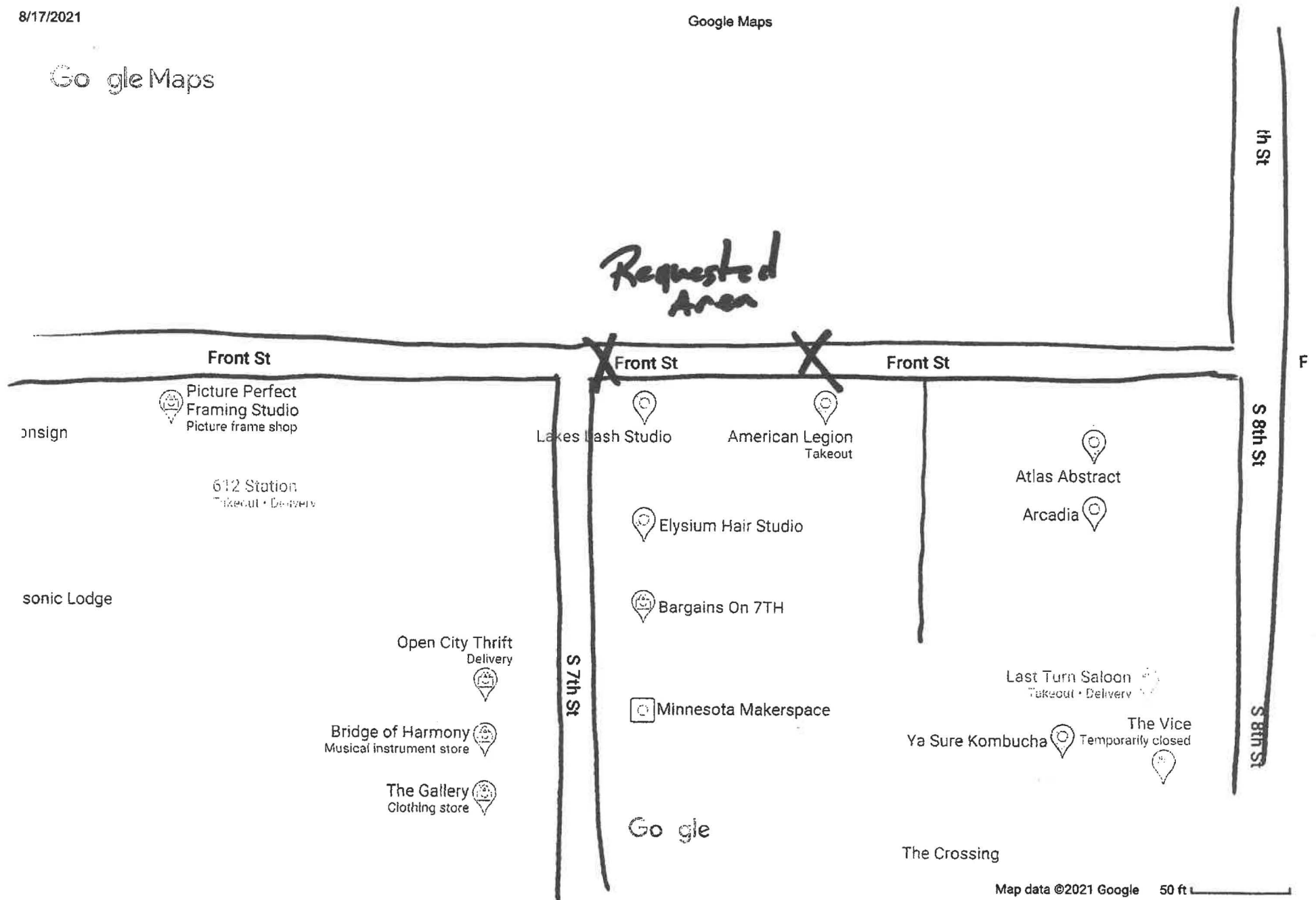
Please call Shawn M. at Street Department to request traffic control 1-week prior to the event.

Remove all signs and banners after event conclusion.

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):

Go gle Maps





Brainerd City Council Agenda Request

Requested Meeting Date: September 7, 2021

Title of Item: Approve Event/Street Closure Application - Here for Good Market

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: 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 and street closure application for the Here for Good Market to be held on September 21, 2021 from 1pm - 8pm.	
Alternatives, Options, Effects on Others/Comments: The original recurring application for this event ended on August 31, 2021. The event has gone very well, and we haven't heard any issues from the downtown regarding the street closure or the event. The original conditions on the permit were to get approval from downtown businesses effected by the event, remove any signs and banners after event conclusion, request traffic control one week prior to the event, coordinate with the police department on street closure before the event, and that any power or water needs should be coordinated through BPU staff.	
Recommended Action/Motion: Staff recommends the extension of the Here for Good Market permit under the same conditions as the prior permit.	
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: 8/31/21

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 with Street Closure

☐
☐

Event – City Park
Other _____

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

Organizer Information

Organizer's Name:

Destination Downtown Brainerd Coalition

Organizer's Address:

Po Box 1216, Brainerd, Mn 56401

Event Contact Person:

Rylie Weber

Event Contact Daytime Phone:

218-831-4870

Event Contact E-mail Address:

rylie@downtownbrainerd.org

Contact Name/Number Day of Event:

Rylie Weber - 218-831-4870

For Profit/Nonprofit Status (type):

Non profit

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
Tuesday, 9/21/21	1pm	8pm	Street closure of S. 7th between Front & Laurel

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

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

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

Description of Activities

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

The event is a continuation of our weekly farmers market with vendors selling goods as well as live music and art demos.

Site Information

Electrical usage

☒

Yes

☐

No

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

electrical hook up for live music - we have been using the pole in front of open city thrift.

Amplified Sound

☒

Yes

☒

No

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

Small amp for live music, speakers will be provided by musicians

Restrooms provided

☐

Yes

☒

No

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

Company contracted for restrooms: _____

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

Signs, banners, and/or posters/flyers

☐

Yes

☒

No

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

Trash Receptacle Disposal

☐

Yes

☒

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

South Seventh Street between front and laurel

Date and time for beginning of street closures: Tuesday 9/21/21 1pm

Date and time for reopening of streets: Tuesday 9/21/21 8pm

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

Vendor stations will be set up on proposed closed street leaving
sidewalks clear for pedestrian flow for patrons and residents

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

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

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



Hold Harmless Agreement and Insurance Information

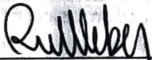
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

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

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

Signature of Event Applicant

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



Signature of Applicant



Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

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Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	OK	Coordinate any power or water needs with BPU staff.
City Administration	OK	None
Engineering Department	OK	Traffic Control for event is already downtown and placed by applicant.
Fire Department	OK	None
Fire Support/EMS	OK	None
Parks Department	OK	None
Planning Department	OK	Remove all signs and banners after event completion. Get approval from downtown businesses.
Police Department	OK	Coordinate with police on street closure and removal of vehicles if necessary,

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

Coordinate any power or water needs with BPU staff. Traffic Control for event is already downtown and placed by applicant.

Remove all signs and banners after event completion. Get approval from downtown businesses.

Coordinate with police on street closure and removal of vehicles if necessary,

Certification of Street Closure Approval

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



Brainerd City Council Agenda Request

Requested Meeting Date: September 7, 2021

Title of Item: Approve Event/Street Closure Application - DDBC Spooktacular Event

☐ 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 and street closure application for a Spooktacular event hosted by the DDBC to be held on October 30, 2021 from 8am - 4pm.	
Alternatives, Options, Effects on Others/Comments: The event consists of a trick or treat event with children's activities like pumpkin painting, cookie decorating, vendors selling goods, and live music. The applicant is requesting closure of the same segment of S 7th Street as the here for good market. Electrical usage is being requested with sound amplification for the music. Being this event is so similar to the Here for Good Market, staff recommends approving the application under the same conditions as the Market, them being: request traffic control one week prior to the event, coordinate power needs with BPU staff, remove all signs and banners after the event, obtain approval from neighboring businesses near the event, and coordinate street closure with the police department the day of the event.	
Recommended Action/Motion: Staff recommends approval of the attached event and street closure application with the conditions listed above and within the application.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



SPECIAL EVENT APPLICATION

Date of Application: 8/31/21

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 with Street Closure

☐
☐

Event – City Park
Other _____

Name of event:

Spooktacular - a downtown trick or treat Event

Organizer Information

Organizer's Name:

Destination Downtown Brainerd Coalition

Organizer's Address:

Po Box 1216 Brainerd, MN 56401

Event Contact Person:

Rylie Weber

Event Contact Daytime Phone:

218-831-4870

Event Contact E-mail Address:

rylie@downtownbrainerd.org

Contact Name/Number Day of Event:

Rylie Weber - 218-831-4870

For Profit/Nonprofit Status (type):

nonprofit

Applicant information (if different from the event organizer):

Applicant Name:

same

Applicant Address:

Applicant Phone:

Applicant E-mail Address:

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
Saturday 10/30	8am	4pm	South Seventh St. between Front and Laurel

☐ 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:

Spooky familiar trick or treat event -> ~~parade~~ closing So. 7th St. to set up childrens activities like pumpkin painting, cookie decorating vendors selling goods & live music.

Applicant Name:

Applicant Address:

Applicant Phone:

Applicant E-mail Address:

Site Information

Electrical usage

☒

Yes

☐

No

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

Basic electrical outlet needed for musicians ~~sound~~ - we have previously used the light pole in front of open city thrift.

Amplified Sound

☒

Yes

☐

No

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

Soundamp for live music, speakers will be provided by musicians.

Restrooms provided

☐

Yes

☒

No

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

Company contracted for restrooms: _____

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

Signs, banners, and/or posters/flyers

☐

Yes

☒

No

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

Trash Receptacle Disposal

☐

Yes

☒

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

South Seventh between front and laurel

Date and time for beginning of street closures: Saturday 10/30, 8am

Date and time for reopening of streets: Saturday 10/30, 4pm

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.

all activities will be set up in the closed street, leaving
sidewalks clear for pedestrian flow for patrons and
residents.

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

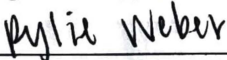
- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance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

Signature of Event Applicant

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



Signature of Applicant

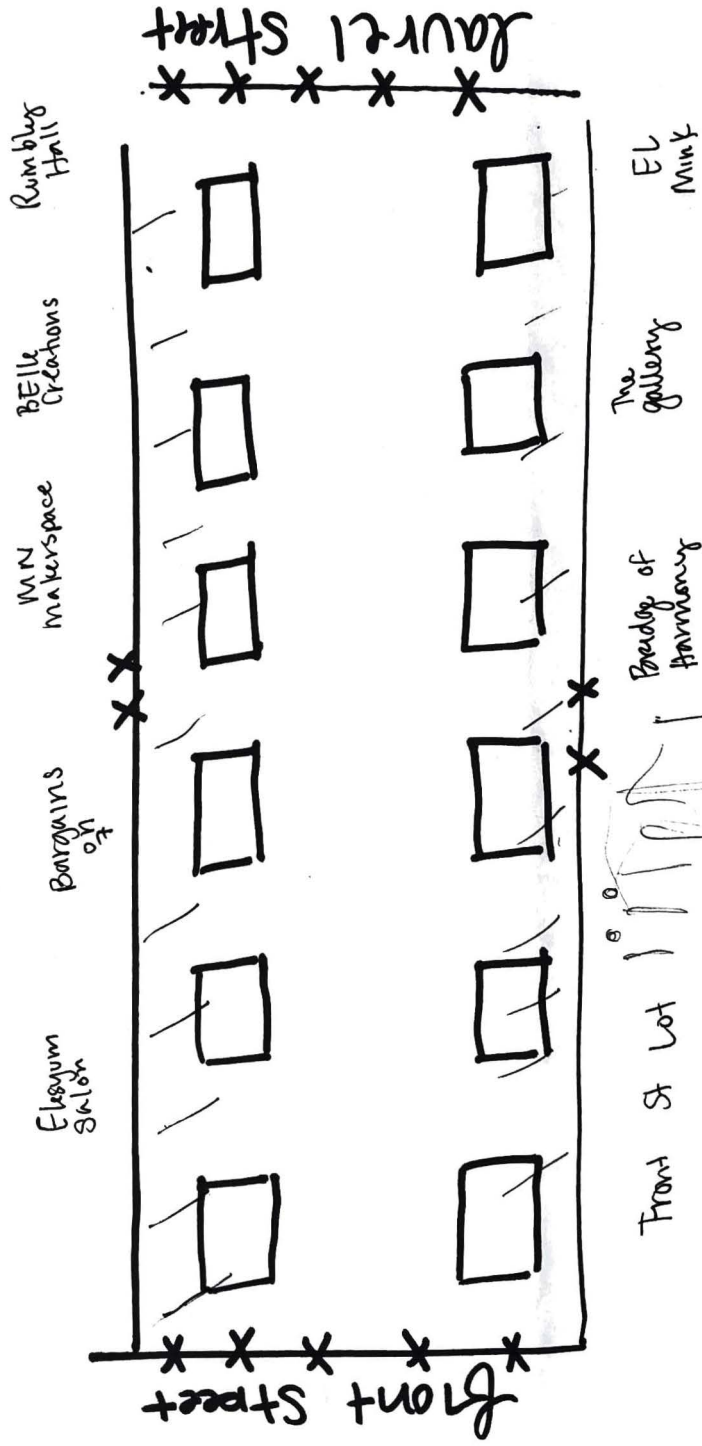


Print Name

* Side walks will be open for foot traffic

X = barricades to City Streets

- * 12-20 10x16 Foot prints for vendors
- * 6ft+ between vendor stations



DDBC Market Drawing - For Question, Contact Rylie 219-831-4970

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	Coordinate any power needs with BPU staff.
City Administration	OK	None
Engineering Department	OK	Traffic control is still downtown from here for good market.
Fire Department	OK	None
Fire Support/EMS	OK	None
Parks Department	OK	None
Planning Department	OK	Remove all signs and banners after event. Get approval from neighboring businesses.
Police Department	OK	Coordinate street closure with PD staff.

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

Coordinate any power needs with BPU staff.

Traffic control is still downtown from here for good market. Any other traffic control request should be submitted one week prior to event.

Remove all signs and banners after event. Get approval from neighboring businesses.

Coordinate street closure with PD staff.

Certification of Street Closure Approval

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



Brainerd City Council Agenda Request

Requested Meeting Date: September 7, 2021

Title of Item: Approve Improvement 21-03 Final Pay Application

☐ 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 the final pay application for Improvement 21-03 - 2021 Large Patch Project.	
Alternatives, Options, Effects on Others/Comments: We budget \$50,000/year in large patches. This projects replaces large patches of pavement on streets that are not listed in the current 5-year capital improvement plan. This is typically at alley crossings or on streets at the end of their life to help extend the life of the street until it can be added into the 5-year capital improvement plan.	
Recommended Action/Motion: Staff recommends approval of the final pay application to Knife River in the amount of \$48,937.50 for improvement 21-03 - 2021 Large Patch Project.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>48,937.50</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i>	

**Remit To:**

Knife River Corporation - North Central
PO Box 1333
St. Cloud, MN 56302-1333
Ph. (320)251-9472

Customer:

580553
BRAINERD CITY OF
501 LAUREL STREET
BRAINERD MN 56401

21-03 street patching 2021

Contract Billing		
Contract No: 32212133	Project No. 32212133	Invoice No. 14824
Job Description BRAINERD-2021 PATCHING		
Invoice Date: 08/11/21	Appl No. 1	Adjust No.
Bill From:	Bill To: 08/11/21	Cust Ref No. 32212133

C/O	Bid Item	Description	Units	UM	Unit Price	Extension	Total Units To Date	Total Billing	Previous Units To Date	Previous Billing	Current Units	Current Billing
10		Remove and Replace CL-5 & Bit	13,050.00	SF	3.75	48,937.50	13,050.00	48,937.50	0.00	0.00	13,050.00	48,937.50
Subtotal Amount:					\$	48,937.50	\$	48,937.50	\$	0.00	\$	48,937.50
Total Invoice Amount:							\$	48,937.50	\$	0.00	\$	48,937.50

RECEIVED

AUG 16 2021

**CITY OF BRAINERD
ADMINISTRATION**

Previous Invoices:	\$	0.00
Current Invoices:	\$	48,937.50
Total Amount Billed to Date:	\$	48,937.50
Total Payments Received to Date:	\$	0.00
Total Outstanding	\$	48,937.50

PATCH	SIZE SQ FT	SIZE SQ YD
401 B street	247	27
6 ave NE north of E St	374	42
6 ave NE north of E St	108	12
6 Ave NE south of F St	280	31
6 Ave NE south of F St	192	21
6 Ave NE north of F St	220	24
6 Ave NE south of G St	516	57
6 Ave NE south of G St	204	23
6th Ave NE north of G St	340	38
6th Ave NE south of H St	350	39
Lum Park Boat Landing	626	70
Alley behind 421 Washington St	544	60
1202 11 Ave NE	444	49
Maple St at 16th SE	150	17
Maple St west of 17th SE	1120	124
Maple St at 18th SE	180	20
410 E River Road	295	33
E River Road at Jenny St	170	19
14th SE north of Oak St	1376	153
Greenwood St at Nursing Home Entrance	196	22
North of 1924 10th St S	143	16
1916 10th St S North Entrance	204	23
Alley between NW 4th St & NW 5th St, Charles St to Washington St	1760	196
1224 M St	770	86
1324 M St	912	101
818 19th St SE	768	85
14th St SE west alley approach between Quince St and Pine St	165	18
1308 M St	396	44
202 3rd Avenue NE	49	5
Total	13050	1455



Brainerd City Council Agenda Request

Requested Meeting Date: September 7, 2021

Title of Item: Discussion of Whistle Free/Quiet Zones

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☒ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 10 Minutes
Summary of Issue: With the recent article in the Brainerd Dispatch about Baxter pursuing a potential quiet zone through their City limits, staff have received some inquiries on if Brainerd would consider this in the future.	
Alternatives, Options, Effects on Others/Comments: Staff would like some discussion around this issue to see if there is interest on the Council to pursue a study related to a quiet zone in Brainerd. It is staff's understanding that the Federal Rail Administration designates these zones based on a risk based analysis of the existing improvements at each intersection. There is calculators available, but a complete inventory of existing infrastructure is needed before this analysis. If the analysis finds too much of a risk index, more improvements to reduce risk are needed at the crossings. This would be at a sole City expense to provide these improvements. From that point, an application and the risk factors are more or less submitted to the FRA for consideration in making it a quiet zone. Baxter has hired SEH for this analysis and to help the city through the process and pricing out potential improvements that need to be made as a part of the process if the risk is too high. If the council is interested, staff would like direction to work with SEH on getting a proposal to work on Brainerd's assessment at the same time. Baxters assessment is costing about \$15,000 in fees.	
Recommended Action/Motion: Discussion and direction to staff related to this issue.	
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>	



GUIDE TO THE QUIET ZONE ESTABLISHMENT PROCESS

AN INFORMATION GUIDE

Federal Railroad Administration

1200 New Jersey Avenue S.E.

Washington, DC 20590

Telephone: 202-493-6299

www.fra.dot.gov

Federal Railroad Administration

Highway-Rail Crossing and Trespasser Programs Division

Follow FRA on [Facebook](#) and [Twitter](#)

Purpose of the Guide

This brochure was developed to serve as a guide for local decision makers seeking a greater understanding of train horn sounding requirements and how to establish quiet zones. Its purpose is to provide a general overview and thus does not contain every detail about the quiet zone establishment process. For more detailed and authoritative information, the reader is encouraged to review the official regulations governing the use of locomotive horns at public highway-rail grade crossings and the establishment of quiet zones that are contained in 49 CFR Part 222. A copy of the rule can be downloaded or printed at <http://www.fra.dot.gov/eLib/Details/L02809>.

About Quiet Zones



FRA is committed to reducing the number of collisions at highway-rail grade crossings, while establishing a consistent standard for communities who opt to preserve or enhance quality of life for their residents by establishing quiet zones within which routine use of train horns at crossings is prohibited.

Federal regulation requires that locomotive horns begin sounding 15–20 seconds before entering public highway-rail grade crossings, no more than one-quarter mile in advance. Only a public authority, the governmental entity responsible for traffic control or law enforcement at the crossings, is permitted to create quiet zones.

A quiet zone is a section of a rail line at least one-half mile in length that contains one or more consecutive public highway-rail grade crossings at which locomotive horns are not routinely sounded when trains are approaching the crossings. The prohibited use of train horns at quiet zones only applies to trains when approaching and entering crossings and does not include train horn use within passenger stations or rail yards. Train horns may be sounded in emergency situations or to comply with other railroad or FRA rules even within a quiet zone. Quiet zone regulations also do not eliminate the use of locomotive bells at crossings. Therefore, a more appropriate description of a designated quiet zone would be a “reduced train horn area.”

Communities wishing to establish quiet zones must work through the appropriate public authority that is responsible for traffic control or law enforcement at the crossings.

Historical Context

Historically, railroads have sounded locomotive horns or whistles in advance of grade crossings and under other circumstances as a universal safety precaution. Some States allowed local communities to create whistle bans where the train horn was not routinely sounded. In other States, communities created whistle bans through informal agreements with railroads.

In the late 1980's, FRA observed a significant increase in nighttime train-vehicle collisions at certain gated highway-rail grade crossings on the Florida East Coast Railway (FEC) at which nighttime whistle bans had been established in accordance with State statute. In 1991, FRA issued Emergency Order #15 requiring trains on the FEC to sound their horns again. The number and rate of collisions at affected crossings returned to pre-whistle ban levels.



In 1994, Congress enacted a law that required FRA to issue a Federal regulation requiring the sounding of locomotive horns at public highway-rail grade crossings. It also gave FRA the ability to provide for exceptions to that requirement by allowing communities under some circumstances to establish "quiet zones."

The Train Horn Rule became effective on June 24, 2005. The rule set nationwide standards for the sounding of train horns at public highway-rail grade crossings. This rule changed the criteria for sounding the horn from distance-based to time-based. It also set limits on the volume of a train horn. The rule also established a process for communities to obtain relief from the routine sounding of train horns by providing criteria for the establishment of quiet zones. Locomotive horns may still be used in the case of an emergency and to comply with Federal regulations or certain railroad rules.

Because the absence of routine horn sounding increases the risk of a crossing collision, a public authority that desires to establish a quiet zone usually will be required to mitigate this additional risk. At a minimum, each public highway–rail crossing within a quiet zone must be equipped with active warning devices: flashing lights, gates, constant warning time devices (except in rare circumstances) and power out indicators.

In order to create a quiet zone, one of the following conditions must be met

1. ***The Quiet Zone Risk Index (QZRI) is less than or equal to the Nationwide Significant Risk Threshold (NSRT)*** with or without additional safety measures such as Supplementary Safety Measures (SSMs) or Alternative Safety Measures (ASMs) described below. The QZRI is the average risk for all public highway-rail crossings in the quiet zone, including the additional risk for absence of train horns and any reduction in risk due to the risk mitigation measures. The NSRT is the level of risk calculated annually by averaging the risk at all of the Nation's public highway-rail grade crossings equipped with flashing lights and gates where train horns are routinely sounded.
2. ***The Quiet Zone Risk Index (QZRI) is less than or equal to the Risk Index With Horns (RIWH)*** with additional safety measures such as SSMs or ASMs. The RIWH is the average risk for all public highway-rail crossings in the proposed quiet zone when locomotive horns are routinely sounded.
3. ***Install SSMs at every public highway-rail crossing.*** This is the best method to reduce to reduce risks in a proposed quiet zone and to enhance safety.

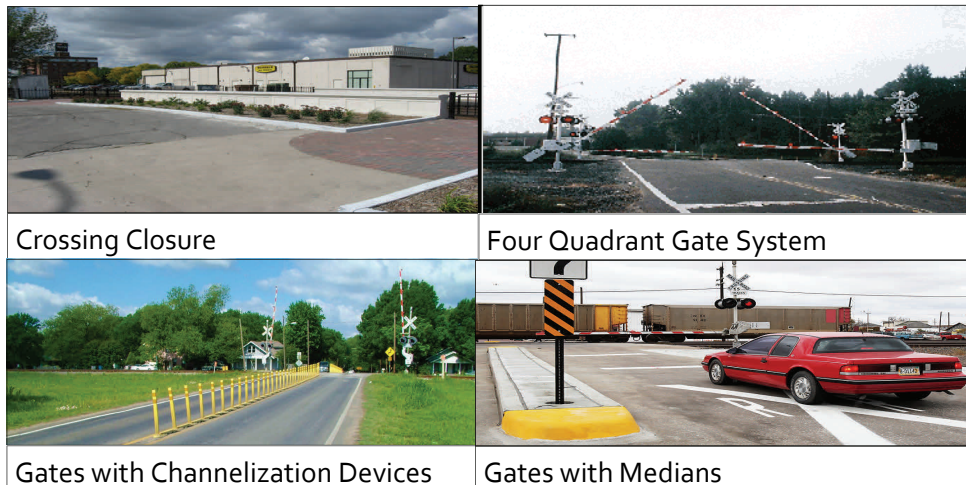
SSMs are pre-approved risk reduction engineering treatments installed at certain public highway-rail crossings within the quiet zone and can help maximize safety benefits and minimize risk. SSMs include: medians or channelization devices, one-way streets with gates, four quadrant gate systems, and temporary or permanent crossing closures. Examples of SSMs are shown on the next page.

ASMs are safety systems, other than SSMs, that are used to reduce risk in a quiet zone. ASMs typically are improvements that do not fully meet the requirements to be SSMs and their risk reduction effectiveness must be submitted in writing and approved by FRA.

FRA strongly recommends that all crossings in the quiet zone be reviewed by a diagnostic team. A diagnostic team typically consists of representatives from the public authority, railroad, and State agency responsible for crossing safety and FRA grade crossing managers.

Public Safety Considerations continued

Examples of SSMs



Wayside Horns The train horn rule also provides another method for reducing the impact of routine locomotive horn sounding when trains approach public highway-rail grade crossings. A wayside horn may be installed at highway-rail grade crossings that have flashing lights, gates, constant warning time devices (except in rare circumstances), and power out indicators. The wayside horn is positioned at the crossing and will sound when the warning devices are activated. The sound is directed down the roadway, which greatly reduces the noise footprint of the audible warning. Use of wayside horns is not the same as establishing a quiet zone although they may be used within quiet zones.

Cost Considerations

The enabling Federal statute did not provide funding for the establishment of quiet zones. Public authorities seeking to establish quiet zones should be prepared to finance the installation of SSMs and ASMs used. Costs can vary from \$30,000 per crossing to more than \$1 million depending on the number of crossings and the types of safety improvements required.

Legal Considerations

The courts will ultimately determine who will be held liable if a collision occurs at a grade crossing located within a quiet zone, based upon the facts of each case, as a collision may have been caused by factors other than the absence of an audible warning. FRA's rule is intended to remove failure to sound the horn as a cause of action in lawsuits involving collisions that have occurred at grade crossings within duly established quiet zones.

The Quiet Zone Establishment Process

Under the Train Horn Rule, only public authorities are permitted to establish quiet zones. Citizens who wish to have a quiet zone in their neighborhood should contact their local government to pursue the establishment of a quiet zone. The following is a typical example of the steps taken to establish a quiet zone:

1. **Determine** which crossings will be included in the quiet zone. All public highway-rail crossings in the quiet zone must have, at a minimum, an automatic warning system consisting of flashing lights and gates. The warning systems must be equipped with constant warning time devices (except in rare circumstances) and power out indicators. The length of the quiet zone must be at least one-half mile in length.
2. **Identify** any private highway-rail grade crossings within the proposed quiet zone. If they allow access to the public or provide access to active industrial or commercial sites, a diagnostic review must be conducted and the crossing(s) treated in accordance with the recommendations of the diagnostic team.
3. **Identify** any pedestrian crossings within the proposed quiet zone and conduct a diagnostic review of those crossings too. They also must be treated in accordance with the diagnostic team's recommendations. *NOTE:* While it is not required by the regulations, FRA recommends that every crossing within a proposed quiet zone be reviewed for safety concerns.
4. **Update** the U.S. DOT Crossing Inventory Form to reflect current physical and operating conditions at each public, private, and pedestrian crossing located within a proposed quiet zone.
5. **Provide** a Notice of Intent (NOI) to all of the railroads that operate over crossings in the proposed quiet zone, the State agency responsible for highway safety and the State agency responsible for crossing safety. The NOI must list all of the crossings in the proposed quiet zone and give a brief explanation of the tentative plans for implementing improvements within the quiet zone. Additional required elements of the NOI can be found in 49 CFR 222.43(b). The railroads and State agencies have 60 days in which to provide comments to the public authority on the proposed plan.
6. **Alternative Safety Measures** – If ASMs are going to be used to reduce risk, an application to FRA must be made. The application must include all of the elements provided in 49 CFR 222.39(b)(1) and copies of the application must be sent to the entities listed in 49 CFR 222.39(b)(3). They will have 60 days to provide comments to FRA on the application. FRA will provide a written decision on the application typically within three to four months after it is received.

The Quiet Zone Establishment Process continued

7. **Determine** how the quiet zone will be established using one of the following criteria:
(Note that Options 2 through 4 will require the use of the FRA Quiet Zone Calculator available at <http://safetydata.fra.dot.gov/quiet/>.)

1. Every public highway-rail crossing in the proposed quiet zone is equipped with one or more SSMs.
2. The Quiet Zone Risk Index (QZRI) of the proposed quiet zone is less than or equal to the Nationwide Significant Risk Threshold (NSRT) without installing SSMs or ASMs.
3. The QZRI of the proposed quiet zone is less than or equal to the Nationwide Significant Risk Threshold (NSRT) after the installation of SSMs or ASMs.
4. The QZRI of the proposed quiet zone is less than or equal to the Risk Index with Horns (RIWH) after the installation of SSMs or ASMs.



8. **Complete** the installation of SSMs and ASMs and any other required improvements determined by the diagnostic team at all public, private, and pedestrian crossings within the proposed quiet zone.

9. **Ensure** that the required signage at each public, private, and pedestrian crossing is installed in accordance with 49 CFR Sections 222.25, 222.27, and 222.35, and the standards outlined in the Manual on Uniform Traffic Control Devices. These signs may need to be covered until the quiet zone is in effect.

10. **Establish** the quiet zone by providing a Notice of Quiet Zone Establishment to all of the parties that are listed in 49 CFR Section 222.43(a)(3). Be sure to include all of the required contents in the notice as listed in 49 CFR Section 222.43(d). The quiet zone can take effect no earlier than 21 days after the date on which the Notice of Quiet Zone Establishment is mailed.

*****Appendix C to the Train Horn Rule provides detailed, step by step guidance on how to create a quiet zone.*****

Required Documentation

Public authorities interested in establishing a quiet zone are required to submit certain documentation during the establishment process. FRA has provided checklists for the various documents that can be found at <http://www.fra.dot.gov/Elib/Details/L03055>.

FRA's Regional Grade Crossing Managers are available to provide technical assistance. A State's department of transportation or rail regulatory agency also may be able to provide assistance to communities pursuing quiet zones.

Public authorities are encouraged to consult with the agencies in their State that have responsibility for crossing safety. Some States may have additional administrative or legal requirements that must be met in order to modify a public highway-rail grade crossing.

Role of Railroads

Communities seeking to establish a quiet zone are required to send a Notice of Intent and a Notice of Quiet Zone Establishment to railroads operating over the public highway-rail grade crossings within the proposed quiet zone. Railroad officials can provide valuable input during the quiet zone establishment process and should be included on all diagnostic teams. Listed below are links to the Class I Railroads and Amtrak.

BNSF Railway (BNSF)	Canadian Pacific (CP)
CSX Transportation (CSX)	Norfolk Southern (NS)
Canadian National (CN)	Union Pacific (UP)
Kansas City Southern (KCS)	Amtrak (ATK)

FINAL NOTE

The information contained in this brochure is provided as general guidance related to the Quiet Zone Establishment Process and should not be considered as a definitive resource. FRA strongly recommends that any public authority desiring to establish quiet zones take the opportunity to review all aspects of safety along its rail corridor. Particular attention should be given to measures that prevent trespassing on railroad tracks since investments made to establish a quiet zone may be negated if the horn has to be routinely sounded to warn trespassers.

POINTS OF CONTACT

General Questions:

Inga Toye, 202-493-6305

Debra Chappell, 202-493-6018

Ron Ries, 202-493-6285

Regional Contacts

Region 1 Connecticut, Maine, Massachusetts, New Hampshire, New Jersey,
New York, Rhode Island, and Vermont
1-800-724-5991

Region 2 Delaware, Maryland, Ohio, Pennsylvania, Virginia, West Virginia ,
and Washington, D.C.
1-800-724-5992

Region 3 Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina,
South Carolina, and Tennessee
1-800-724-5993

Region 4 Illinois, Indiana, Michigan, Minnesota, and Wisconsin
1-800-724-5040

Region 5 Arkansas, Louisiana, New Mexico, Oklahoma, and Texas
1-800-724-5995

Region 6 Colorado, Iowa, Kansas, Missouri, and Nebraska
1-800-724-5996

Region 7 Arizona, California, Nevada, and Utah
1-800-724-5997

Region 8 Alaska, Idaho, Montana, North Dakota, South Dakota, Oregon,
Washington, and Wyoming
1-800-724-5998



Rail – Moving America Forward

The mission of the Federal Railroad Administration is to enable the safe, reliable, and efficient movement of people and goods for a strong America, now and in the future.

U.S. Department of Transportation Federal Railroad Administration

1200 New Jersey Avenue S.E.

Washington, DC 20590

Telephone: 202-493-6299

www.fra.dot.gov

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September 2013

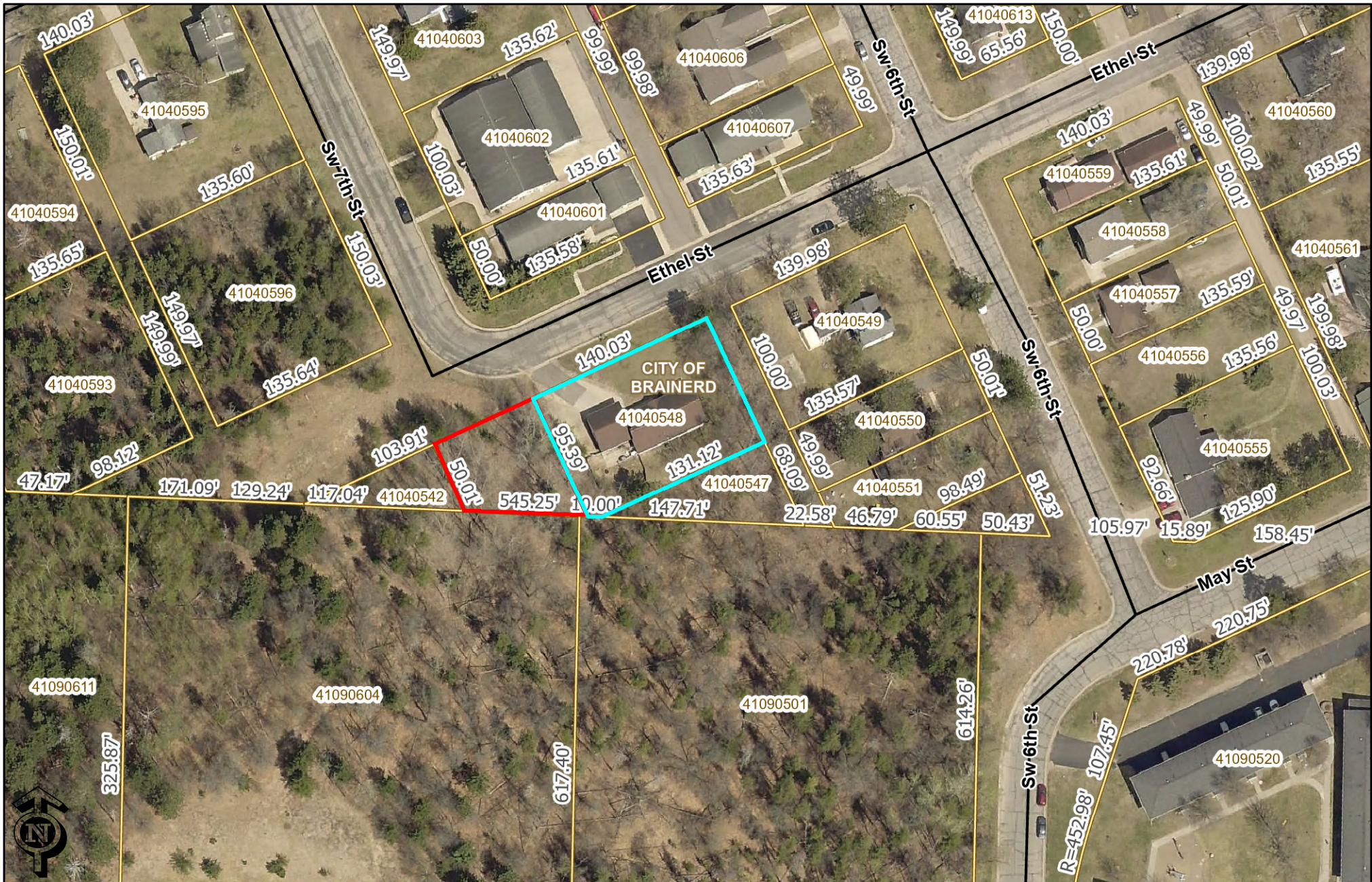


Brainerd City Council Agenda Request

Requested Meeting Date: September 7, 2021

Title of Item: Public Hearing - Proposed Vacation - SW 7th Street South of Ethel Street

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☒ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: At the August 2 Council meeting, the City Council adopted a resolution in which received a petition and set a public hearing for a requested street vacation submitted by Lisa Paxton for SW 7th Street south of Ethel Street.	
Alternatives, Options, Effects on Others/Comments: This portion of SW 7th was platted when West Brainerd was originally platted. SW 7th Street was never constructed south of Ethel Street, and therefore currently stands as vacant public right of way. To the south, the College has acquired large parcels for baseball fields and other facilities, in which SW 7th Street will not be able to be extended in the future. Staff finds no reason to maintain this small portion of SW 7th as public right of way and finds the proposed vacation to be in the interest of the public. Based on the testimony tonight, the council has the decision on whether or not to vacate the street.	
Recommended Action/Motion: Staff recommends holding the public hearing to receive testimony for or against the street vacation. Staff recommends vacating the street as outlined in the attached resolution.	
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>	



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



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

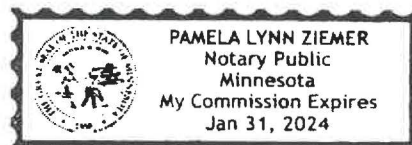
STATE OF MINNESOTA }
 } ss
COUNTY OF Crow Wing }

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



**R E S O L U T I O N
N O .**

RESOLUTION VACATING STREET

WHEREAS, a hearing was duly held on September 7, 2021, for the proposed vacation of the following described Street:

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

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

1. That the Street as previously described is hereby vacated.
2. The City of Brainerd, however, specifically reserves unto itself an easement for utilities over, under, and upon said portion of the vacated street.

Adopted this ____ day of September 2021

KELLY BEVANS
President of the Council

Approved this ____ day of September 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

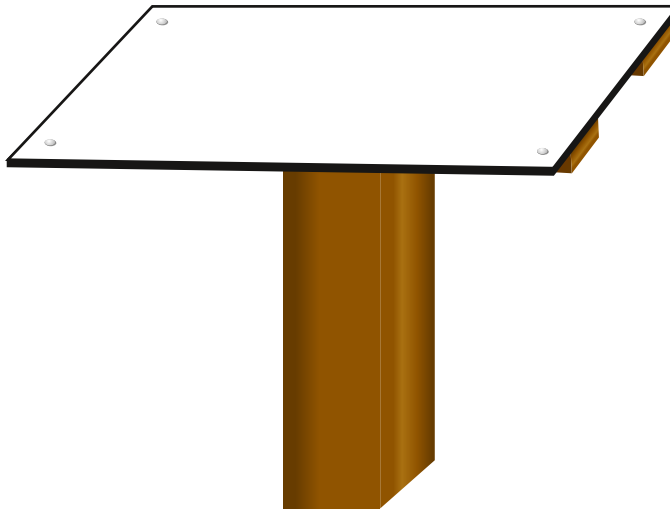


Brainerd City Council Agenda Request

Requested Meeting Date: September 7, 2021

Title of Item: Authorize Pedestal Sign for Babe the Ox

☐ 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, City Administrator	Department: Administration
Presenter (Name & Title): Brenda Billman-Arndt, DDBC	Estimated Time Needed: 5 mins
Summary of Issue: Brenda Billman-Arndt will be at the City Council meeting to provide an update on the progress of Babe the Ox. They would also like to receive authorization for a sign to place by the Ox.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Authorize the DDBC to place the sign as presented.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



- approx. 18" x 24" display signs
- project management
 - prep. for printing
 - full color printing
 - UV clear protective coating
 - on 1/4" acrylic with aluminum laminate
 - 6" x 6"x 6' cedar toned treated wood post
 - cedar toned treated wood brackets
 - aluminum bracket
 - hardware



21683 Campbell Lake Rd. Merrifield, MN 56465
218/828/9435



18" x 24" display sign





Brainerd City Council Agenda Request

Requested Meeting Date: September 7, 2021

Title of Item: Final Plat - Lots 1 through 17, Block 1, Northtown First Addition

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Community Development Director	Department: Community Development
Presenter (Name & Title): David Chanski, CDD	Estimated Time Needed: 5 minutes
Summary of Issue: Thomas Dehn has submitted a request on behalf of 3 Dehns LLC for a final plat for Lots 1 through 17, Block 1, Northtown First Addition. The purpose of this plat is to finalize the consolidation of the current Outlot C and Lots 24 through 40, Block 9. The preliminary plat for Lots 1 through 17, Block 1 Northtown First Addition was approved by the City Council on May 3rd.	
Alternatives, Options, Effects on Others/Comments: The Planning Commission considered this final plat during its regular meeting on August 18th and, upon review, voted unanimously to recommend approval as presented with the condition that language for a conservation easement be amended to include additional language that allows for the replacement of trees with native species in the event of a catastrophic loss of trees. An amended conservation easement is attached.	
Recommended Action/Motion: Motion to approve the Final Plat for Lots 1 through 17, Block 1, Northtown First Addition, including the conservation easement, as presented.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

MEMO



TO: Planning Commission

FROM: James Kramvik, Assistant Planner

DATE: August 18, 2021

RE: Final Plat – Lots 1 through 17, Block 1, Northtown First Addition

Thomas Dehn has submitted a request on behalf of 3 Dehns LLC for a final plat Lots 1 through 17, Block 1, Northtown First Addition. The purpose of this final plat request is to consolidate Outlot C into Lots 24 through 40, Northtown Addition to Brainerd.

Findings of Fact

1. The Preliminary Plat for Lots 24 through 40, Block 9, and Outlot C in the Northtown addition to Brainerd was considered by the Planning Commission on April 21, 2021, and approved by the City Council on May 3, 2021, with the condition that a conservation easement would be placed on Outlot C.
2. Per Section [500-5-2.C](#), consideration of a Final Plat shall be made upon the following requirements being met:
 - a. The final plat shall substantially conform to the approved preliminary plat and phasing plan.
 - i. The proposed final plat does conform with the approved preliminary plat.
 - b. Completed development contract including all required financial securities and time frame for final plat and final grading.
 - i. No development contract is being required for this replat.
 - c. Conditions attached to approval of the preliminary plat shall be fulfilled or secured by the development agreement, as appropriate.
 - i. Thomas Dehn has provided the required conservation easement document for Lots 1 through 17, Block 1, Northtown First Addition.
 - ii. The Landowner, for itself, and its successors and assigns, covenants and agrees that it shall not itself perform nor shall it give permission to any third party to perform any of the following activities within the Easement Area:
 - a. Constructing, installing, storing or maintaining anything made by man, including, but not limited to, buildings, structures, fences, walkways, clothes line poles, and playground equipment.
 - b. Parking of vehicles
 - c. Planting of gardens, trees, shrubs, bushes or other landscaping vegetation
 - d. Storage of firewood

- e. Clear-cutting or removal of native vegetation or trees
 - iii. The Landowner, for itself and its successors and assigns, further covenants and agrees that the Easement Area shall be continued in its present condition, save and except as may be required to:
 - a. Control, manage, and eliminate noxious weeds and prohibited invasive species. "Noxious Weeds," both "primary" and "secondary" as defined, adopted and listed by the Crow Wing County Soil and Water Conservation District, shall be removed, but only in accordance with recommended and accepted control methods. Vegetation that is considered to be a nuisance (e.g., overhanging, damaged or dead limbs or vegetation protruding through fences), or presents a real or potential hazard to personal property, may be trimmed in accordance with accepted standards.
 - b. Allow the City to use and exercise its easement rights to that portion of the Easement Area that may be encumbered by a drainage and utility easement; or
 - c. Allow any federal, state or local government agency, other than the Landowner, which may have jurisdiction over the Easement Area to enforce any rule, ordinance, statute or regulation.
 - d. All fees, charges, and escrow related to the preliminary or final plat be paid in full.
 - i. The applicant has paid all fees in full.
- 3. The plat for Lots 24 through 40, Block 9 and Outlot C was originally approved by the City Council on June 7, 2004.
- 4. Lots 24 through 40, Block 9 and Outlot C are all zoned R-1A (Single Family Residential) District.
- 5. Outlot C does not serve as any kind of easement or for stormwater retention.
- 6. Lots 24 through 40, Block 9 are all relatively consistent in size with average dimensions of approximately 78'x150'.
- 7. Outlot C is approximately 5.24 acres in size.
- 8. Lots 24 through 40, Block 9 experience a significant topography change of approximately 20 feet from their front property lines to their current rear property lines.
 - a. Outlot C has a further topography change of approximately 18 to 26 feet from the rear property lines.
- 9. All utilities, including water, sewer, and electric, are already in place and will experience no change with this requested plat change.
- 10. There should be no increased stormwater impacts not accounted for upon the development of these lots with the requested plat change.
- 11. For property tax pay year 2021, Outlot C has an assessment of \$640.00 while Lots 24 through 40, Block 9 (which are currently undeveloped) have assessments of around \$200.00 each.
 - a. It is staff's opinion that replatting Lots 24 through 40 to include Outlot C will increase the lots' taxable values at a higher rate than if they would remain in their current configuration.

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

Staff Opinion

Staff recommends approval of this Final Plat and Conservation Easement with no alterations or conditions.



City Planning Department

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

Receipt # _____
Check # _____
Date Paid: _____

PRELIMINARY PLAT/FINAL PLAT APPLICATION

- ☐ **PRELIMINARY PLAT** (\$500.00 + \$30.00/lot residential + \$1,000.00 escrow deposit)
(\$600.00 + \$50.00/lot commercial + \$1,000.00 escrow deposit)
- ☒ **FINAL PLAT** (fee included with Preliminary Plat)

PROPERTY ADDRESS: Lots 24 - 40, Viking Street, Brainerd, MN

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

Property Owner Name: 3 Dehns LLC

Street Address: 17821 Hwy 371 N **City:** Brainerd **State:** MN **Zip Code:** 56401

Phone Number: 218-822-3500 **Fax:** _____ **E-mail:** tom.dehn@powerlodge.com

Applicant Name: (if different than Property Owner) Same

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

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

Description of Request: Extending lot lines for Lots 24 - 40 of Block 9 to include Outlot C of Northtown Addition.

August 12, 2021

Property Owner Signature

Thomas A Dehn

(Please print name)

Thomas A Dehn

Applicant Signature

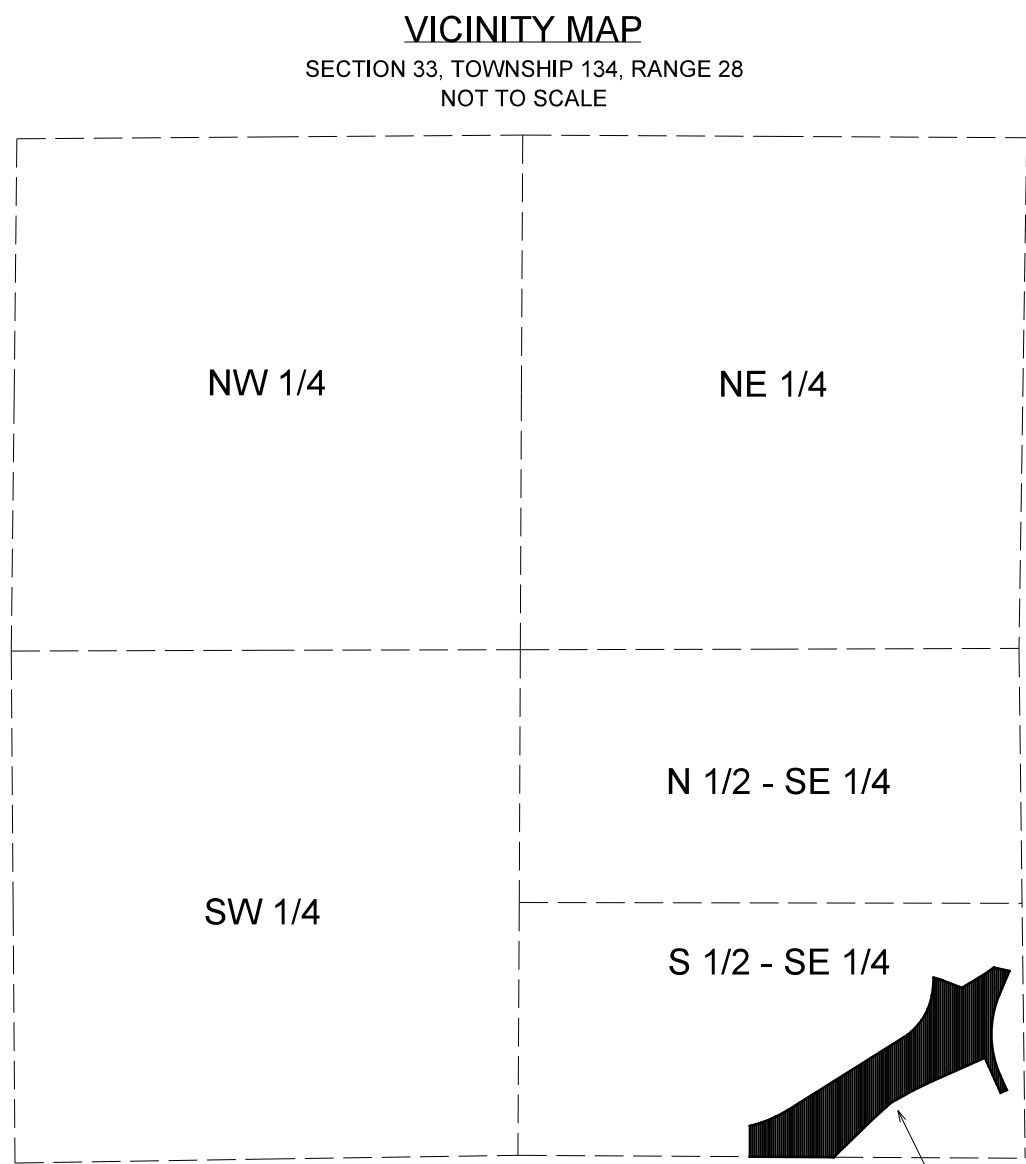
Date

8/12/21

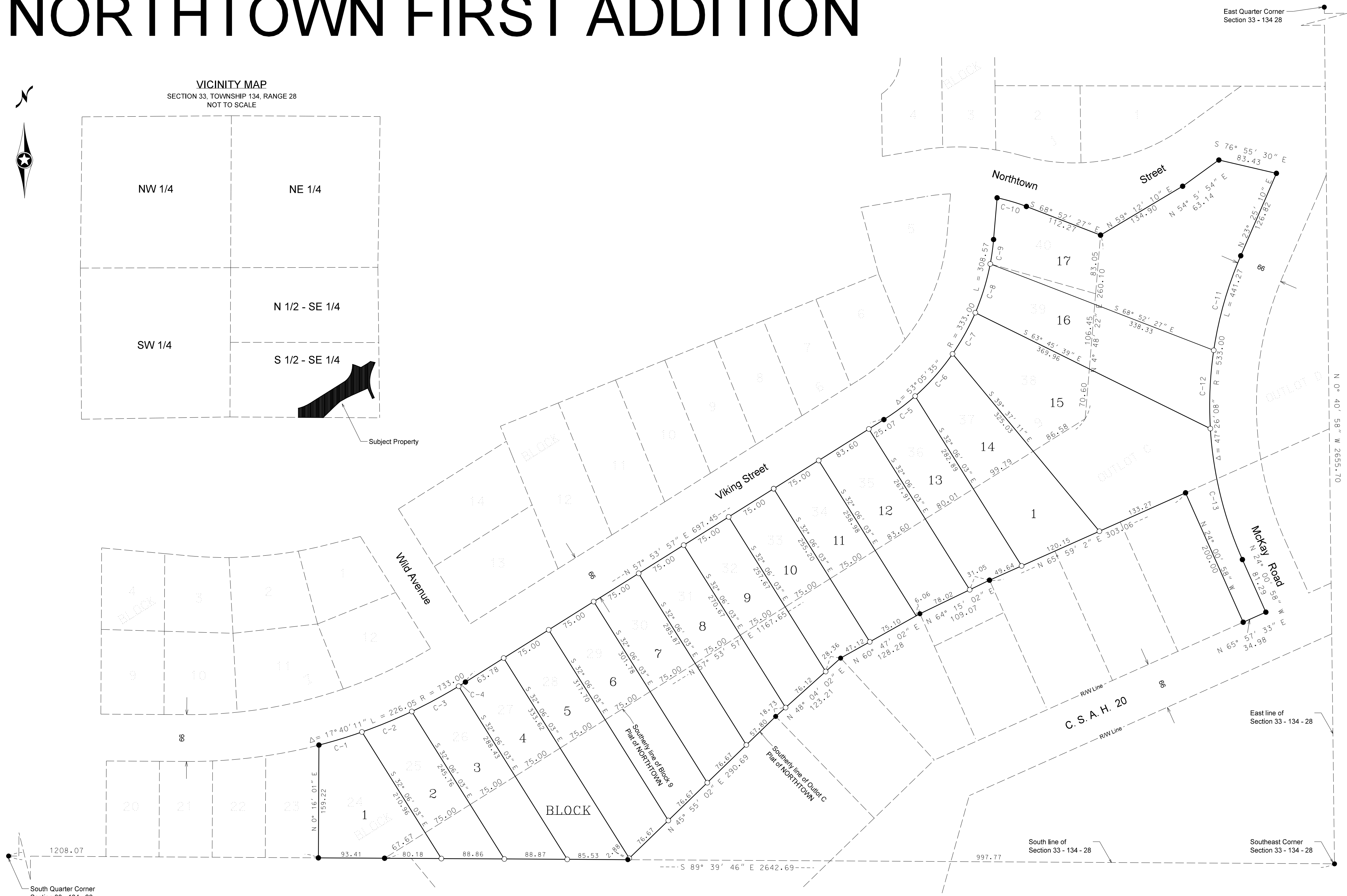
Date

(Please print name)

NORTHTOWN FIRST ADDITION



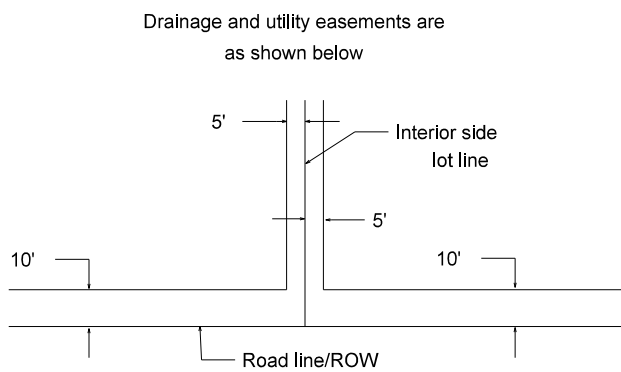
Subject Property



CURVE TABLE

CURVE	DELTA	LENGTH	RADIUS
C-1	4° 57' 51"	63.51'	733.00
C-2	5° 57' 03"	76.13'	733.00
C-3	5° 52' 41"	75.20'	733.00
C-4	0° 52' 37"	11.22'	733.00
C-5	9° 29' 47"	55.19'	333.00
C-6	13° 44' 17"	79.85'	333.00
C-7	11° 27' 19"	66.58'	333.00
C-8	12° 24' 42"	72.14'	333.00
C-9	5° 59' 30"	34.82'	333.00
C-10	9° 16' 13"	43.20'	267.00
C-11	14° 58' 33"	139.31'	533.00
C-12	11° 54' 31"	110.78'	533.00
C-13	20° 33' 04"	191.18'	533.00

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



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

KNOW ALL PERSON BY THESE PRESENTS: That 3 Dehns, LLC a Minnesota limited liability company, owner of the following described property:

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

Has caused the same to be surveyed and platted as NORTHTOWN FIRST ADDITION and hereby dedicates to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said 3 Dehns LLC, a Minnesota limited liability company, has caused these presents to be signed by it's proper officer this ____ day of _____, 20__.

_____, Chief Manager
Thomas A. Dehn

State of Minnesota
County of Crow Wing

This instrument was acknowledged before me on _____ by Thomas A. Dehn, Chief Manager
3 Dehns, LLC, a Minnesota limited liability company.

_____,
Notary Public,
My Commission Expires: _____

In witness whereof RiverWood Bank, a Minnesota corporation, has caused these presents to be signed by it's proper officer this ____ day of _____, 20__.

_____, Vice President
Benjamin Duhn

State of Minnesota
County of Crow Wing

This instrument was acknowledged before me on _____ by Benjamin Duhn, Vice President
RiverWood Bank, a Minnesota corporation.

_____,
Notary Public,
My Commission Expires: _____

I Jarrett M Leas do hereby hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 20__.

_____,
Jarrett M. Leas, Licensed Land Surveyor
Minnesota License No. 42619

State of Minnesota
County of Crow Wing

This instrument was acknowledged before me on _____ by Jarrett M. Leas.

_____,
Notary Public,
My Commission Expires: _____

County Auditor/Treasurer
Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20__ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfers entered this ____ day of _____, 20__.

Crow Wing County Auditor/Treasurer

This plat of NORTHTOWN FIRST ADDITION was approved by the Planning Commission of the City of Brainerd, Minnesota on this ____ day of _____, 20__.

_____, Chairman
_____, Secretary

This plat of NORTHTOWN FIRST ADDITION was approved by the Council for the City of Brainerd, Minnesota on this ____ day of _____, 20__.

_____, City Administrator
_____, Mayor

CONSERVATION EASEMENT

THIS CONSERVATION EASEMENT is made this 21st day of June, 2021, by and between **THOMAS ALLEN HOMES, LLC**, a Minnesota limited liability company, (hereinafter referred to as “Landowner”), and **CITY OF BRAINERD**, a municipal corporation, organized under the laws of the State of Minnesota, (hereinafter referred to as the “City”).

W I T N E S S E T H:

That the Landowner, in consideration of the sum of One Dollar (1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby grant and convey unto the City, its successor and assigns, a permanent conservation easement for the purpose of preserving and protecting the natural character of the easement area, over and across that part of Northtown First Addition, according to the recorded plat thereof, Crow Wing County, Minnesota described as follows:

Lots 1 through 17, Block 1, Northtown First Addition,

See also, Exhibit “A” attached hereto and incorporated herein.

(hereinafter referred to as the “Easement Area”).

CONSERVATION RESTRICTIONS. The Landowner, for itself, and its successors and assigns, covenants and agrees that it shall not itself perform nor shall it give permission to any third party to perform any of the following activities within the Easement Area:

- A. Constructing, installing, storing or maintaining anything made by man, including, but not limited to, buildings, structures, fences, walkways, clothes line poles, and playground equipment.
- B. Parking of vehicles;
- C. Planting of gardens, trees, shrubs, bushes or other landscaping vegetation;

- D. Storage of firewood; or
- E. Clear-cutting or removal of native vegetation or trees,

except the permitted activities listed as items 1, 2, and 3 below.

The Landowner, for itself and its successors and assigns, further covenants and agrees that the Easement Area shall be continued in its present condition, save and except as may be required to:

1. Control, manage, and eliminate noxious weeds and prohibited invasive species. "Noxious Weeds," both "primary" and "secondary" as defined, adopted and listed by the Crow Wing County Soil and Water Conservation District, shall be removed, but only in accordance with recommended and accepted control methods. Vegetation that is considered to be a nuisance (e.g., overhanging, damaged or dead limbs or vegetation protruding through fences), or presents a real or potential hazard to personal property, may be trimmed in accordance with accepted standards.
2. Maintain the easement area in its present condition and to replace trees with native species in the event of a catastrophic loss of trees.
3. Allow the City to use and exercise its easement rights to that portion of the Easement Area that may be encumbered by a drainage and utility easement; or
4. Allow any federal, state or local government agency, other than the Landowner, which may have jurisdiction over the Easement Area to enforce any rule, ordinance, statute or regulation.

Landowner, its successors and assigns does covenant with the City, its successors and assigns, that it is the Landowner of the premises aforesaid and has good right to grant and convey this conservation easement.

THOMAS ALLEN HOMES, LLC,
a Minnesota limited liability company,

By: _____
Thomas A. Dehn,
Its Chief Manager

ACKNOWLEDGMENT

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

On this _____ day of _____, 2021, before me personally appeared **Thomas A. Dehn**, the Chief Manager of Thomas Allen Homes, LLC, a Minnesota limited liability company, on behalf of the limited liability company.

Notary Public

CITY OF BRAINERD
a Minnesota municipal corporation,

By: _____

Its _____

ACKNOWLEDGMENT

STATE OF MINNESOTA)
) ss.
COUNTY OF CROW WING)

On this _____ day of _____, 2021, before me personally appeared _____, the _____ of the City of Brainerd, a Minnesota municipal corporation, on behalf of the municipal corporation.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

G. Scott Hoke, Esq.
G. SCOTT HOKE, P.A.
12201 Champlin Drive
Champlin, MN 55316
Telephone: (763) 712-3777
E-mail: shoke@hokelawmn.com