

CITY COUNCIL AGENDA

Brainerd, Minnesota
September 20th, 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: 2490 772 2571

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

7:00 P.M.

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

1. Call To Order - 7:30 PM

2. Roll Call

___ 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:

092021 COUNCIL INV REGISTER.pdf
AUG 21 COUNCIL PREPAIDS.pdf

B. Approval Of Minutes

Regular City Council Meeting September 7th, 2021

Documents:

20210907_CC Draft.pdf

C. Approval Of Licenses

Contractor Licenses- 3

Documents:

20210916 Contractor Licenses.pdf

D. Department Activity Reports

1. Police Chief
2. Financial Report
3. IT/GIS

Documents:

PD Report.pdf
IT-GIS Report.pdf

**E. Minnesota Lawful Gambling Application To Conduct Excluded
Bingo- Submitted By Lakes Area Bowling Association, Bingo
Event To Be Held At Jack's House Bowling, November 16-19, 2021**

6. Council Committee Reports

A. Personnel And Finance Committee 6:30 P.m.

WebEx Teleconference Information

- Call Toll-Free: 1-844-992-4726
- Access Code: 2486 823 4994

Documents:

9-20 PF Agenda.pdf

1. Accept Resignation Of Jacob Scholten Effective September 9, 2021

Documents:

Jacob Scholten resignation.pdf

2. Approval Of 2022 Life Insurance Provider

Documents:

2022 Life Insurance Provider.pdf

3. Approval Of 2022 Health Insurance Broker Agreement And Fee

Documents:

2022 Health Insurance Broker Agreement and Fee.pdf

4. Authorize Staff To Negotiate An Agreement With R5DC For The Annex

Documents:

Annex Agenda Request.pdf

5. Discussion Of The Use Of City Coronavirus Response And Relief Supplement Appropriation Act (CRRSAA) Funds

Documents:

Discussion of CRRSAA.pdf

6. Adoption Of 2022 Preliminary Levy & Set Public Hearing Date

1. Adopt Resolution Setting Preliminary Levy for the City and HRA

2. Set Date and Time for Budget Public Hearing

Documents:

Res - 2022 Preliminary Levy.pdf

B. Safety And Public Works Committee - 6:15 P.m.

WebEx Teleconference Information

- Call Toll-Free: 1-844-992-4726
- Access Code: 2482 291 0507

Documents:

9-20 SPW Agenda.pdf

1. Approve Event Application - Shriner's Turkey Run

Documents:

Event Application - Shriners Turkey Run.pdf

2. Approve Event/Street Closure Application - St. Francis School Marathon

Documents:

Event and Street Closure Application - St. Francis Marathon.pdf

3. Discussion On Downtown Snow Removal And Special Services District

Documents:

Downtown Special Services Discussion.pdf

4. Approve Downtown Snow Removal Bids

Documents:

Downtown Snow Removal Bids.pdf

7. **Unfinished Business**

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

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

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

Charter Commission - 1 term (Expire 2022)

Housing Redevelopment Authority- 1 term (Expire 2022)

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

Transportation- 1 term (Expire 2022)

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

Economic Development Authority (EDA) - 1 term (Expire 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

8. **New Business**

- A. **First Reading- Proposed Ordinance 1520- Ordinance Amending The City Charter**
1. Hold First Reading

2. Set Public Hearing

Documents:

Charter Ordinance Agenda Request.pdf

- B. Adopt Resolution- Awarding The Sale Of General Obligation Bonds, Series 2021A; Fixing Their Form And Specifications; Directing Their Execution And Delivery; And Providing For Their Payment

Documents:

Res - GO Bonds, Series 2021A.pdf

- C. Adopt Resolution - Declaring Costs To Be Assessed, Ordering Preparation Of Proposed Assessment, And Ordering A Public Hearing On Proposed Assessment - 2021 Nuisance Abatement And Downtown Special Services District

Documents:

Nuisances and STSS Agenda Request.pdf

- D. Adopt Resolution - Declaring Costs To Be Assessed, Ordering Preparation Of Proposed Assessment, And Ordering A Public Hearing On Proposed Assessment - Improvement 19-19 - Jackson Street And NW 3rd Street Reconstruction Project

Documents:

Res - Declaring Assessments and Setting PH - Imp 19-19.pdf

- E. Adopt Resolution - Declaring Costs To Be Assessed, Ordering Preparation Of Proposed Assessment, And Ordering A Public Hearing On Proposed Assessment - Improvements 20-05 And 20-06 - Madison Street And SE Brainerd Construction Project

Documents:

Res - Declaring Assessments and Setting PH - Imps 20-05 and 20-06.pdf

- F. Set Council Workshops For October 11, 2021, Zoning Code Update (Residential Standards) And Parking Commission And November 8, 2021, Zoning Code Updates (Commercial Standards) And American Rescue Plan Discussion

Documents:

Workshop Agenda Request.pdf

9. **Public Forum**

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

10. **Staff Reports**

(Verbal: Any Updates since Packet)

11. **Mayor's Report**

12. **Council Member Reports**

13. **Adjourn**

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

WebEx Teleconference Call In Info:

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

Access Code:1486 823 4994

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

WebEx Teleconference Call In Info:

Call Toll-Free: 844-992-4726

Access Code:2482 291 0507

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"

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0011 - ACE HARDWARE:							
299997 67710	ACE HARDWARE INSECT REPELLANT 238-3160-42220	09/07/2021 pziemer	09/22/2021	11.29	11.29	Open	N 09/22/2021
	REPAIR & MAINT			11.29			
299985 67733	ACE HARDWARE TRUFUEL 4-CYCLE 225-2220-42210	09/05/2021 pziemer	09/22/2021	44.98	44.98	Open	N 09/22/2021
	OPERATING SUPPLIES			44.98			
300176 67784	ACE HARDWARE AA BATTERIES 237-3190-42220	09/14/2021 pziemer	09/22/2021	8.99	8.99	Open	N 09/22/2021
	REPAIR & MAINT			8.99			
Total for vendor 0011 - ACE HARDWARE:				65.26	65.26		
Vendor 2902 - ADVANCE AUTO PA:							
6574122972005 67711	ADVANCE AUTO PARTS TRUCK 107 SEAT COVERS 237-3190-42220	08/17/2021 pziemer	09/22/2021	36.79	36.79	Open	N 09/22/2021
	REPAIR & MAINT			36.79			
6574124589364 67724	ADVANCE AUTO PARTS TRUCK 107 TRI-BALL HITCH 237-3190-42220	09/02/2021 pziemer	09/22/2021	156.99	156.99	Open	N 09/22/2021
	REPAIR & MAINT			156.99			
6574125389615 67753	ADVANCE AUTO PARTS TRUCK 107 RECEIVER PIN 237-3190-42220	09/10/2021 pziemer	09/22/2021	8.54	8.54	Open	N 09/22/2021
	REPAIR & MAINT			8.54			
6574125789708 67796	ADVANCE AUTO PARTS BRAKE CLEANER 235-3100-42220	09/14/2021 pziemer	09/22/2021	54.96	54.96	Open	N 09/22/2021
	REPAIR & MAINT			54.96			
Total for vendor 2902 - ADVANCE AUTO PA:				257.28	257.28		
Vendor 3357 - ALPHA TRAINING:							
2021-295 67834	ALPHA TRAINING & TACTICS LLC 721 - FIRE INSTRUCTOR COURSE 225-2120-43330	09/09/2021 pziemer	09/22/2021	650.00	650.00	Open	N 09/22/2021
	PROFESSIONAL DEVELOPMENT			650.00			
Total for vendor 3357 - ALPHA TRAINING:				650.00	650.00		

Vendor 2846 - AMERICAN WELDING:

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DB: Brainerd

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EXP CHECK RUN DATES 09/20/2021 - 09/20/2021

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BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
08025636 67725	AMERICAN WELDING-GAS INC WELDING GAS CYLINDER RENTAL 235-3100-43410	08/31/2021 pziemer	09/22/2021	59.32	59.32	Open	N 09/22/2021
	RENTAL EXPENSE			59.32			
	Total for vendor 2846 - AMERICAN WELDING:			59.32	59.32		
Vendor 0039 - AMERIPRIDE LINE:							
253000041766 67727	ARAMARK UNIFORM SERVICES RUGS AND COVERALLS 235-3100-43430	09/02/2021 pziemer	09/22/2021	103.19	103.19	Open	N 09/22/2021
	MISCELLANEOUS			103.19			
253000044799 67738	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	09/09/2021 pziemer	09/22/2021	74.25	74.25	Open	N 09/22/2021
	MISCELLANEOUS			74.25			
	Total for vendor 0039 - AMERIPRIDE LINE:			177.44	177.44		
Vendor 0041 - ANDERSON BROTHE:							
105125 67743	ANDERSON BROTHERS CONSTRU QTY 1610 TN WASH SAND 235-3125-42220	09/10/2021 pziemer	09/22/2021	5,635.00	5,635.00	Open	N 09/22/2021
	REPAIR & MAINT			5,635.00			
	Total for vendor 0041 - ANDERSON BROTHE:			5,635.00	5,635.00		
Vendor 3343 - ARROW MANAGEMEN:							
29284 67719	ARROW MANAGEMENT 710 9TH ST N MOWING ABATEMENT 101-2400-43405	09/08/2021 pziemer	09/22/2021	75.00	75.00	Open	N 09/22/2021
	NUISANCES			75.00			
29285 67720	ARROW MANAGEMENT 908 BLAIR CIRCLE MOWING ABATEMENT 101-2400-43405	09/08/2021 pziemer	09/22/2021	75.00	75.00	Open	N 09/22/2021
	NUISANCES			75.00			
	Total for vendor 3343 - ARROW MANAGEMEN:			150.00	150.00		
Vendor 2740 - AT&T MOBILITY:							
X09032021/AIRPORT 67811	AT&T MOBILITY ACCT 287291178494 ARFF EMERGENCY PHC 260-9020-43321	08/25/2021 pziemer	09/22/2021	58.91	58.91	Open	N 09/22/2021
	TELEPHONE			58.91			
	Total for vendor 2740 - AT&T MOBILITY:			58.91	58.91		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0058 - BLAKEMAN PUMPIN:							
1010947 67812	BLAKEMAN PUMPING SERVICE AUG 21 HANGAR TOILET RENTAL 260-9020-42220	08/30/2021 pziemer	09/22/2021	105.00	105.00	Open	N 09/22/2021
	REPAIR & MAINT			105.00			
	Total for vendor 0058 - BLAKEMAN PUMPIN:			105.00	105.00		
Vendor 3966 - BLUE SKY TRANSIT:							
82021 67829	BLUE SKY TRANSIT AUG 2021 TRANSIT 3RD PARTY SERVICES 203-9000-42212	08/30/2021 pziemer	09/22/2021	102,398.98	102,398.98	Open	N 09/22/2021
	MOTOR FUELS			2,499.50			
	203-9000-43401	VEHICLE REPAIRS		8,497.06			
	203-9000-43440	TRANSIT SERVICE CONTRACT PY		91,402.42			
	Total for vendor 3966 - BLUE SKY TRANSIT:			102,398.98	102,398.98		
Vendor 3120 - BOLTON & MENK:							
0274775 67767	BOLTON & MENK IMP 19-19 PROF. SVCS 401-1919-43300	08/27/2021 pziemer	09/22/2021	985.00	985.00	Open	N 09/22/2021
	PROFESSIONAL SERVICES			985.00			
0274909 67768	BOLTON & MENK IMP 19-01 PROF. SVCS 401-1901-43300	08/27/2021 pziemer	09/22/2021	7,700.00	7,700.00	Open	N 09/22/2021
	PROFESSIONAL SERVICES			7,700.00			
	Total for vendor 3120 - BOLTON & MENK:			8,685.00	8,685.00		
Vendor 0077 - BRAINERD HYDRAU:							
21612 67828	BRAINERD HYDRAULICS/AIR TRUCK 108 QUICK COUPLER 3/8 SET 235-3100-42220	09/15/2021 pziemer	09/22/2021	54.00	54.00	Open	N 09/22/2021
	REPAIR & MAINT			54.00			
	Total for vendor 0077 - BRAINERD HYDRAU:			54.00	54.00		
Vendor 0081 - BRAINERD MEDICI:							
25060 67754	BRAINERD MEDICAL SUPPLY FIRST AID & SUPPLIES 225-2120-42209	08/06/2021 pziemer	09/22/2021	14.52	14.52	Open	N 09/22/2021
	SAFETY EQUIPMENT SUPPLIES			14.52			
	Total for vendor 0081 - BRAINERD MEDICI:			14.52	14.52		
Vendor 0296 - BRAINERD PUBLIC:							

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
2016A GO 67487	BRAINERD PUBLIC UTILITIES 2016 GO UTILITY REVENUE 237-3190-46611 237-0000-23185	08/25/2021 pziemer	09/21/2021	263,603.62	263,603.62	Open	N 09/22/2021
	INTEREST PAYMENTS			47,003.62			
	REVENUE NOTES PAYABLE			216,600.00			
9/15/21 67826	BRAINERD PUBLIC UTILITIES REMIT LOCAL SALES TAX THRU 9/14/21 251-9360-43467	09/15/2021 pziemer	09/22/2021	128,773.93	128,773.93	Open	N 09/22/2021
	REMIT LOCAL SALES TAX COLLECT			128,773.93			
	Total for vendor 0296 - BRAINERD PUBLIC:			392,377.55	392,377.55		

Vendor 3962 - BRENT ROCKS:

1922021 67729	BRENT ROCKS DONOR BRICK ENGRAVING - SPLASHPAD 400-9050-45510-21:30	09/02/2021 pziemer	09/22/2021	5,920.00	5,920.00	Open	N 09/22/2021
	CAPITAL - LAND			5,920.00			
	Total for vendor 3962 - BRENT ROCKS:			5,920.00	5,920.00		

Vendor 3598 - BS&A SOFTWARE:

136855 67798	BS&A SOFTWARE REMOTE HR MODULE TRAINING 400-9050-45530	09/10/2021 pziemer	09/22/2021	1,000.00	1,000.00	Open	N 09/22/2021
	CAPITAL - OTHER			1,000.00			
	Total for vendor 3598 - BS&A SOFTWARE:			1,000.00	1,000.00		

Vendor 2106 - BSN SPORTS, LLC:

913558703 67819	BSN SPORTS, LLC ADULT KICKBALL SUPPLIES - BALLS 230-5212-42210	08/27/2021 pziemer	09/22/2021	82.28	82.28	Open	N 09/22/2021
	OPERATING SUPPLIES			82.28			
	Total for vendor 2106 - BSN SPORTS, LLC:			82.28	82.28		

Vendor 2613 - BULBS.COM:

EP3274 67803	BULBS.COM AIRFIELD BULBS 260-9020-42220	08/31/2021 pziemer	09/22/2021	966.00	966.00	Open	N 09/22/2021
	REPAIR & MAINT			966.00			
	Total for vendor 2613 - BULBS.COM:			966.00	966.00		

Vendor 0102 - CANON FINANCIAL:

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27357877 67766	CANON FINANCIAL SERVICE 9/20/21-10/19/21 FD COPIER LEASE 225-2220-43331	09/12/2021 pziemer	09/22/2021	67.27 67.27	67.27	Open	N 09/22/2021
	LEASED PAYMENTS			67.27			
	Total for vendor 0102 - CANON FINANCIAL:			67.27	67.27		
Vendor 1333 - CHAMBERLAIN OIL:							
370264-00 67723	CHAMBERLAIN OIL COMPANY DIESEL EXHAUST FLUID & 5 GAL BUCKET (pziemer 235-3100-42220	09/08/2021 pziemer	09/22/2021	252.11 252.11	252.11	Open	N 09/22/2021
	REPAIR & MAINT			252.11			
371075-00 67837	CHAMBERLAIN OIL COMPANY HEAVY DUTY DEGREASER 235-3100-42220	09/15/2021 pziemer	09/22/2021	43.20 43.20	43.20	Open	N 09/22/2021
	REPAIR & MAINT			43.20			
	Total for vendor 1333 - CHAMBERLAIN OIL:			295.31	295.31		
Vendor 1343 - CHARTER COMMUNICATION:							
0008065090821 67835	CHARTER COMMUNICATIONS BUSINESS TV - PD 225-2120-43380	09/08/2021 pziemer	09/22/2021	46.46 46.46	46.46	Open	N 09/22/2021
	UTILITIES			46.46			
	Total for vendor 1343 - CHARTER COMMUNICATION:			46.46	46.46		
Vendor 0119 - CLAREY'S SAFETY:							
196065 67787	CLAREY'S SAFETY EQUIPMENT GLOVES 225-2220-42250	09/08/2021 pziemer	09/22/2021	824.27 824.27	824.27	Open	N 09/22/2021
	PERSONAL PROTECTIVE GEAR			824.27			
196147 67818	CLAREY'S SAFETY EQUIPMENT CAL GAS 225-2220-42210	09/14/2021 pziemer	09/22/2021	277.50 277.50	277.50	Open	N 09/22/2021
	OPERATING SUPPLIES			277.50			
	Total for vendor 0119 - CLAREY'S SAFETY:			1,101.77	1,101.77		
Vendor 3378 - COLLINS BROTHER:							
21-81549 67799	COLLINS BROTHERS TOWING TOW - DRUG CASE 21010988 223-2140-42210	08/08/2021 pziemer	09/22/2021	40.00 40.00	40.00	Open	N 09/22/2021
	OPERATING SUPPLIES			40.00			

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21-81919 67800	COLLINS BROTHERS TOWING TOW- DUI CASE 21011256 224-2150-42210	08/14/2021 pziemer	09/22/2021	65.00	65.00	Open	N 09/22/2021
	OPERATING SUPPLIES			65.00			
	Total for vendor 3378 - COLLINS BROTHER:			105.00	105.00		
Vendor 0125 - CONSOLIDATED TE:							
20942436/IT 67772	CONSOLIDATED TELEPHONE CO 9/12-10/11 INTERNET/PHONE 101-1800-43321	09/12/2021 pziemer	09/22/2021	1,024.37	1,024.37	Open	N 09/22/2021
	TELEPHONE			1,024.37			
20942436/ADMIN 67773	CONSOLIDATED TELEPHONE CO 9/12-10/11 ADM PHONES/INTERNET 101-1400-43321	09/12/2021 pziemer	09/22/2021	6.14	6.14	Open	N 09/22/2021
	TELEPHONE			6.14			
20942436/ENG 67774	CONSOLIDATED TELEPHONE CO 9/12-10/11 PHONE/INTERNET 101-1700-43321	09/12/2021 pziemer	09/22/2021	56.01	56.01	Open	N 09/22/2021
	TELEPHONE			1.73			
	TELEPHONE			54.28			
20942436/CD 67775	CONSOLIDATED TELEPHONE CO 9/12-10/11 COM DEV PHONES 101-2400-43321	09/12/2021 pziemer	09/22/2021	5.19	5.19	Open	N 09/22/2021
	TELEPHONE			5.19			
20942436/TRANSIT 67776	CONSOLIDATED TELEPHONE CO 9/12-10/11 TRANSIT PHONES/INTERNET 203-9000-43321	09/12/2021 pziemer	09/22/2021	15.12	15.12	Open	N 09/22/2021
	TELEPHONE			15.12			
20942436/PD 67777	CONSOLIDATED TELEPHONE CO 9/12-10/11 PD PHONES/INTERNET 225-2120-43321	09/12/2021 pziemer	09/22/2021	151.71	151.71	Open	N 09/22/2021
	TELEPHONE			132.96			
	COMPUTER TECHNICAL SUPPORT			18.75			
20942436/STRTS 67778	CONSOLIDATED TELEPHONE CO 9/12-10/11 STREETS PHONE/INTERNET 235-3100-43321	09/12/2021 pziemer	09/22/2021	76.72	76.72	Open	N 09/22/2021
	TELEPHONE			76.72			
20942436/PARKS 67779	CONSOLIDATED TELEPHONE CO 9/12-10/11 PARKS PHONE/INTERNET 230-5200-43321	09/12/2021 pziemer	09/22/2021	49.64	49.64	Open	N 09/22/2021
	TELEPHONE			49.64			

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20942436/FD 67783	CONSOLIDATED TELEPHONE CO 9/12-10/11 FIRE DEPT PHONE/INTERNET 225-2220-43321	09/12/2021 pziemer	09/22/2021	18.75 18.75	18.75	Open	N 09/22/2021
20942268 67813	CONSOLIDATED TELEPHONE CO 9/12-10/11 AIRPORT PHONE/INTERNET 260-9020-43321	09/12/2021 pziemer	09/22/2021	590.00 590.00	590.00	Open	N 09/22/2021
20943732 67820	CONSOLIDATED TELEPHONE CO 9/12-10/11 CAMPGROUND HOST TV/INTERNET 230-5280-43321	09/12/2021 pziemer	09/22/2021	117.20 117.20	117.20	Open	N 09/22/2021
Total for vendor 0125 - CONSOLIDATED TE:				2,110.85	2,110.85		
Vendor 0132 - CWC HIGHWAY DEP:							
4477 67728	CWC HIGHWAY DEPT AUG 2021 TRANSIT FUEL 203-9000-42212	09/01/2021 pziemer	09/22/2021	3,905.02 3,905.02	3,905.02	Open	N 09/22/2021
Total for vendor 0132 - CWC HIGHWAY DEP:				3,905.02	3,905.02		
Vendor 0135 - CWC TREASURER:							
4454 67714	CWC TREASURER SEPT 21 SHARED SERVICES 211-5500-42220	09/01/2021 pziemer	09/22/2021	8,050.00 625.00	8,050.00	Open	N 09/22/2021
Total for vendor 0135 - CWC TREASURER:				7,425.00 8,050.00	8,050.00		
Vendor 3963 - DAVE'S CONCRETE:							
556122 67752	DAVE'S CONCRETE FOUNDATION FOR DOWNTOWN BABE	08/27/2021 pziemer	09/22/2021	0.00	0.00	Void	N 09/22/2021
Total for vendor 3963 - DAVE'S CONCRETE:				0.00	0.00		
Vendor 1381 - DECHANTAL EXCAV:							
PAY REQ 4 67785	DECHANTAL EXCAVATING LLC IMP 20-05 & 20-06 PAY REQ 4 401-9030-45530-20:05	09/10/2021 pziemer	09/22/2021	578,812.51 86,011.57	578,812.51	Open	N 09/22/2021
				492,800.94			

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Total for vendor 1381 - DECHANTAL EXCAV:				578,812.51	578,812.51		
Vendor 1286 - EAST SIDE OIL C:							
R94967 67786	EAST SIDE OIL COMPANY SFIL FILTERS 227-3230-43428	09/09/2021 pziemer	09/22/2021	50.00	50.00	Open	N 09/22/2021
	USED OIL RECYCLING EXPENSE			50.00			
Total for vendor 1286 - EAST SIDE OIL C:				50.00	50.00		
Vendor 2511 - EASY RIDERS BIC:							
#0423 67832	EASY RIDERS BICYCLE & SPORTSHOP BIKE REPAIRS	08/01/2021 pziemer	09/22/2021	200.97	200.97	Open	N 09/22/2021
Total for vendor 2511 - EASY RIDERS BIC:				200.97	200.97		
Vendor 1859 - ENTERPRISE FM T:							
FBN4275974/ENG 67788	ENTERPRISE FM TRUST SEPT 2021 VEHICLE LEASES 101-1700-43331 101-1940-43331	09/03/2021 pziemer	09/22/2021	1,382.04	1,382.04	Open	N 09/22/2021
	LEASE PAYMENTS			1,068.82			
	LEASE PAYMENTS			313.22			
FBN4275974/PD 67789	ENTERPRISE FM TRUST SEPT 21 PD VEHICLE LEASES 225-2120-43331	09/03/2021 pziemer	09/22/2021	7,689.22	7,689.22	Open	N 09/22/2021
	LEASED PAYMENTS			7,689.22			
FBN4275974/FD 67790	ENTERPRISE FM TRUST SEPT 2021 VEHICLE LEASES 225-2220-43331	09/03/2021 pziemer	09/22/2021	1,508.58	1,508.58	Open	N 09/22/2021
	LEASED PAYMENTS			1,508.58			
FBN4275974/PARKS 67791	ENTERPRISE FM TRUST SEPT 21 PARKS VEHICLE LEASES 230-5200-43331	09/03/2021 pziemer	09/22/2021	2,433.36	2,433.36	Open	N 09/22/2021
	LEASE PAYMENTS			2,433.36			
FBN4275974/STREETS 67792	ENTERPRISE FM TRUST SEPT 21 STREETS VEHICLE LEASES 235-3100-43331 235-3100-43331 235-3100-43331 235-3100-43331	09/03/2021 pziemer	09/22/2021	16,037.94	16,037.94	Open	N 09/22/2021
	LEASE PAYMENTS			12,043.50			
	LEASE PAYMENTS			1,058.21			
	LEASE PAYMENTS			1,029.89			
	LEASE PAYMENTS			1,906.34			

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FBN4275974/CD							
67793	ENTERPRISE FM TRUST	09/03/2021	09/22/2021	357.61	357.61	Open	N
	SEPT 21 COMDEV VEHICLE LEASE	pziemer					09/22/2021
	101-2400-43331	LEASE EXPENSE		357.61			
	Total for vendor 1859 - ENTERPRISE FM T:			29,408.75	29,408.75		
Vendor 3544 - ERKENS WATER:							
459130							
67734	ERKENS WATER	09/01/2021	09/22/2021	25.05	25.05	Open	N
	SOLAR SALT	pziemer					09/22/2021
	225-2220-42210	OPERATING SUPPLIES		25.05			
	Total for vendor 3544 - ERKENS WATER:			25.05	25.05		
Vendor 0575 - FEDERAL SIGNAL:							
7842752							
67735	FEDERAL SIGNAL CORPORATION	09/07/2021	09/22/2021	7,710.00	7,710.00	Open	N
	TK-IO-CUSTINS	pziemer					09/22/2021
	404-9055-45500	BUILDING CAPITAL		7,710.00			
	Total for vendor 0575 - FEDERAL SIGNAL:			7,710.00	7,710.00		
Vendor 3402 - FLEETPRIDE:							
81980739							
67827	FLEETPRIDE	09/15/2021	09/22/2021	36.78	36.78	Open	N
	TRUCK 108 HYDRAULIC PUMP YOKE - LESS	pziemer					09/22/2021
	235-3125-42220	REPAIR & MAINT		36.78			
	Total for vendor 3402 - FLEETPRIDE:			36.78	36.78		
Vendor 0071 - FORUM COMMUNICA:							
2272592/ENG							
67781	FORUM COMMUNICATIONS COMPANY	08/31/2021	09/22/2021	109.08	109.08	Open	N
	AUG 21 LEGAL NOTICES ENG/ADM	pziemer					09/22/2021
	101-9200-43350	LEGAL PUBLICATIONS		30.30			
	101-1700-43350	PRINTING/LEGAL PUBLICATION		78.78			
2272592/ADMIN							
67782	FORUM COMMUNICATIONS COMPANY	08/31/2021	09/22/2021	192.31	192.31	Open	N
	AUG 2021 LEGAL NOTICES - ADMIN	pziemer					09/22/2021
	101-9200-43350	LEGAL PUBLICATIONS		34.75			
	274-6505-43430	MISCELLANEOUS		26.26			
	277-6517-43430	MISCELLANEOUS		26.26			
	281-6514-43430	MISCELLANEOUS		26.26			
	283-6506-43430	MISCELLANEOUS		26.26			
	292-6503-43430	MISCELLANEOUS		26.26			
	293-6512-43430	MISCELLANEOUS		26.26			

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Total for vendor 0071 - FORUM COMMUNICA:				301.39	301.39		
Vendor 2377 - GRANITE ELECTRO:							
154008054-1 67737	GRANITE ELECTRONICS PAGER REPAIRS 225-2220-42220	08/02/2021 pziemer	09/22/2021	106.58	106.58	Open	N 09/22/2021
REPAIR & MAINT				106.58			
Total for vendor 2377 - GRANITE ELECTRO:				106.58	106.58		
Vendor 3011 - GUARDIAN PEST C:							
2274698 67770	GUARDIAN PEST CONTROL INC PEST CONTROL 225-2220-43300	08/26/2021 pziemer	09/22/2021	59.00	59.00	Open	N 09/22/2021
PROFESSIONAL SERVICES				59.00			
Total for vendor 3011 - GUARDIAN PEST C:				59.00	59.00		
Vendor 2673 - H & L MESABI CO:							
41404 67804	H & L MESABI COMPANY TWO PLOW BLADES 260-9020-42230	09/08/2021 pziemer	09/22/2021	503.60	503.60	Open	N 09/22/2021
REPAIRS-VEHICLES & EQUIP				503.60			
Total for vendor 2673 - H & L MESABI CO:				503.60	503.60		
Vendor 3965 - HEALTHSOURCE SOLUTIONS LLC:							
202012147 67797	HEALTHSOURCE SOLUTIONS LLC WELLNESS SCREENINGS 278-6515-43430	09/09/2021 pziemer	09/22/2021	333.00	333.00	Open	N 09/22/2021
MISCELLANEOUS				333.00			
Total for vendor 3965 - HEALTHSOURCE SOLUTIONS LLC:				333.00	333.00		
Vendor 0200 - HEARTLAND ANIMA:							
AUG 2021 67740	HEARTLAND ANIMAL RESCUE AUG 21 BOARDING/IMPOUND 225-2700-43430	08/31/2021 pziemer	09/22/2021	3,274.00	3,274.00	Open	N 09/22/2021
MISCELLANEOUS				1,462.00			
PROFESSIONAL SERVICES				1,812.00			
Total for vendor 0200 - HEARTLAND ANIMA:				3,274.00	3,274.00		
Vendor 0201 - HEARTLAND TIRE:							
15016557 67794	HEARTLAND TIRE SERVICE INC TRUCK 105 TIRE REPAIR	09/14/2021 pziemer	09/22/2021	59.00	59.00	Open	N 09/22/2021

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	235-3100-42220	REPAIR & MAINT		59.00			
	Total for vendor 0201 - HEARTLAND TIRE:			59.00	59.00		
Vendor 0209 - HEARTLAND TIRE:							
3027129 67755	HEARTLAND TIRE INC. SQD 431 TIRES 225-2120-42221	09/08/2021 pziemer	09/22/2021	680.04	680.04	Open	N 09/22/2021
	SQUAD CAR REPAIR SUPPLIES			680.04			
	Total for vendor 0209 - HEARTLAND TIRE:			680.04	680.04		
Vendor 3050 - HILDI INC.:							
13125 67726	HILDI INC. 2021 ACTUARIAL VALUATION 101-9200-43300	08/31/2021 pziemer	09/22/2021	2,800.00	2,800.00	Open	N 09/22/2021
	PROFESSIONAL SERVICES			2,800.00			
	Total for vendor 3050 - HILDI INC.:			2,800.00	2,800.00		
Vendor 0203 - HOLDEN ELECTRIC:							
63868 67821	HOLDEN ELECTRIC MMP FIELD 2 230-5215-42220	08/27/2021 pziemer	09/22/2021	404.75	404.75	Open	N 09/22/2021
	REPAIR & MAINT			404.75			
	Total for vendor 0203 - HOLDEN ELECTRIC:			404.75	404.75		
Vendor 3964 - HOULE, BRADY:							
8/27/21 67756	HOULE, BRADY FTO TRAINING MEALS/MILEAGE REIMB 225-2120-43330	08/27/2021 pziemer	09/22/2021	293.39	293.39	Open	N 09/22/2021
	PROFESSIONAL DEVELOPMENT			293.39			
	Total for vendor 3964 - HOULE, BRADY:			293.39	293.39		
Vendor 3636 - HRGREEN:							
146295 67730	HRGREEN IMP 21-15 PROF SVCS THRU 8/31/21 401-9030-43300-21:15	09/09/2021 pziemer	09/22/2021	809.00	809.00	Open	N 09/22/2021
	PROFESSIONAL SERVICES			809.00			
146294 67731	HRGREEN IMP 21-11 PROF SVCS THRU 8/31/21 401-9030-43300-21:11	09/09/2021 pziemer	09/22/2021	1,330.00	1,330.00	Open	N 09/22/2021
	PROFESSIONAL SERVICES			1,330.00			

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146376 67816	HRGREEN IMP 20-08 PROF. SVCS 401-9030-43300-20:08	09/13/2021 pziemer	09/22/2021	1,191.00	1,191.00	Open	N 09/22/2021
	PROFESSIONAL SERVICES			1,191.00			
	Total for vendor 3636 - HRGREEN:			3,330.00	3,330.00		

Vendor 3723 - INDEPENDENT FEE ESTIMATES, LLC:

72221 67805	INDEPENDENT FEE ESTIMATES, LLC #2021-9 CORP HANG, #2021-8 WTR/SWR, pziemer	08/27/2021	09/22/2021	5,550.00	5,550.00	Open	N 09/22/2021
	450-9010-43300-21:51	PROFESSIONAL SERVICES		1,870.00			
	450-9010-43300-21:50	PROFESSIONAL SERVICES		1,700.00			
	450-9010-43300-20:51	PROFESSIONAL SERVICES		1,980.00			
	Total for vendor 3723 - INDEPENDENT FEE ESTIMATES, LLC:			5,550.00	5,550.00		

Vendor 3421 - JOBSHQ:

2270263 67817	JOBSHQ PD RECORDS MNGMT JOB POSTING	08/31/2021 pziemer	09/22/2021	449.00	449.00	Open	N 09/22/2021
	225-2120-43350	PRINTING/LEGAL PUBLICATION		449.00			
	Total for vendor 3421 - JOBSHQ:			449.00	449.00		

Vendor 2577 - KRAEMER, ELAINE:

9/13/21 67771	KRAEMER, ELAINE EMPLOYEE APPRECIATION	09/13/2021 pziemer	09/22/2021	27.16	27.16	Open	N 09/22/2021
	278-6515-43430	MISCELLANEOUS		27.16			
	Total for vendor 2577 - KRAEMER, ELAINE:			27.16	27.16		

Vendor 0223 - L & M STEEL:

034155 67795	L & M STEEL HISTORIC SIGN FRAME AND POST	09/14/2021 pziemer	09/22/2021	104.63	104.63	Open	N 09/22/2021
	235-3170-42220	REPAIR & MAINT		104.63			
	Total for vendor 0223 - L & M STEEL:			104.63	104.63		

Vendor 0227 - LAKES PRINTING:

00205845 67806	LAKES PRINTING DEPUTY DIRECTOR BUSINESS CARDS	08/17/2021 pziemer	09/22/2021	51.70	51.70	Open	N 09/22/2021
	260-9020-43330	PROFESSIONAL DEVELOPMENT		51.70			
	Total for vendor 0227 - LAKES PRINTING:			51.70	51.70		

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Vendor 0232 - LMCIT-BERKLEY:							
10002612/4TH 2021							
67751	LEAGUE MN CITIES INS TRUS	09/07/2021	09/22/2021	59,735.60	59,735.60	Open	N
	4TH QTR 2021 WORK COM INS - CITY	pziemer					09/22/2021
	280-0000-41150	WORKERS COMP		47,485.59			
	225-2225-41150	WORKERS COMP		12,250.01			
	Total for vendor 0232 - LMCIT-BERKLEY:			59,735.60	59,735.60		
Vendor 2392 - MENARDS:							
61044							
67742	MENARDS	09/08/2021	09/22/2021	24.99	24.99	Open	N
	STREET GARAGE DRIVEWAY ALARM	pziemer					09/22/2021
	235-3100-42210	OPERATING SUPPLIES		24.99			
	Total for vendor 2392 - MENARDS:			24.99	24.99		
Vendor 0889 - MENARDS - BAXTE:							
60626							
67822	MENARDS - BAXTER	09/01/2021	09/22/2021	86.31	86.31	Open	N
	TRIANGLE PARK PLAYGROUND/GGP	pziemer					09/22/2021
	400-9050-45530	CAPITAL - OTHER		82.32			
	230-5200-42220	REPAIR & MAINT		3.99			
	Total for vendor 0889 - MENARDS - BAXTE:			86.31	86.31		
Vendor 0147 - MINNESOTA SOFTB:							
6979							
67825	MINNESOTA SOFTBALL	08/01/2021	09/22/2021	1,250.00	1,250.00	Open	N
	ADULT SOFTBALL TEAM REGISTRATIONS -	pziemer					09/22/2021
	230-5215-42210	OPERATING SUPPLIES		1,250.00			
	Total for vendor 0147 - MINNESOTA SOFTB:			1,250.00	1,250.00		
Vendor 0264 - MN DEPT LABOR &:							
ALR0123120X							
67712	MN DEPT LABOR & INDUSTRY	08/28/2021	09/22/2021	100.00	100.00	Open	N
	2021 CITY HALL ELEVATOR ANNUAL INSPE	pziemer					09/22/2021
	101-1940-42220	REPAIR & MAINT		100.00			
ALR0123886X							
67713	MN DEPT LABOR & INDUSTRY	08/28/2021	09/22/2021	100.00	100.00	Open	N
	2021 ANNEX ELEVATOR INSPECTION	pziemer					09/22/2021
	101-1940-42220	REPAIR & MAINT		100.00			
	Total for vendor 0264 - MN DEPT LABOR &:			200.00	200.00		
Vendor MISC - MONA STUBER:							

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9/8/21 67824	MONA STUBER PARTIAL REFUND - PAVILLION NOT CLEAN 230-5200-42210	09/08/2021 pziemer	09/22/2021	25.00	25.00	Open	N 09/22/2021
	OPERATING SUPPLIES			25.00			
	Total for vendor MISC - MONA STUBER:			25.00	25.00		

Vendor 3168 - MOTORS-N-MORE:

28636 67757	MOTORS-N-MORE SQD 433 OIL CHANGE 225-2120-42221	09/09/2021 pziemer	09/22/2021	23.00	23.00	Open	N 09/22/2021
	SQUAD CAR REPAIR SUPPLIES			23.00			
28641 67758	MOTORS-N-MORE SQD 429 OIL CHANGE 225-2120-42221	09/10/2021 pziemer	09/22/2021	23.00	23.00	Open	N 09/22/2021
	SQUAD CAR REPAIR SUPPLIES			23.00			
28643 67759	MOTORS-N-MORE SQD 434 OIL CHANGE 225-2120-42221	09/10/2021 pziemer	09/22/2021	23.00	23.00	Open	N 09/22/2021
	SQUAD CAR REPAIR SUPPLIES			23.00			
28644 67760	MOTORS-N-MORE SQD 432 OIL CHANGE 225-2120-42221	09/10/2021 pziemer	09/22/2021	23.00	23.00	Open	N 09/22/2021
	SQUAD CAR REPAIR SUPPLIES			23.00			
	Total for vendor 3168 - MOTORS-N-MORE:			92.00	92.00		

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

213700 67715	M-R SIGN CO., INC. TRAIL SIGNS 235-3170-42210	09/02/2021 pziemer	09/22/2021	194.72	194.72	Open	N 09/22/2021
	EAST RIVER ROAD TRAIL SIGN REPLACEMENT			194.72			
	Total for vendor 1449 - M-R SIGN CO., I:			194.72	194.72		

Vendor 0273 - NAPA AUTO PARTS:

442755 67769	NAPA AUTO PARTS 2XL NITRIL GLOVES 237-3190-42220	08/13/2021 pziemer	09/22/2021	36.98	36.98	Open	N 09/22/2021
	REPAIR & MAINT			36.98			
	Total for vendor 0273 - NAPA AUTO PARTS:			36.98	36.98		

Vendor 1965 - NORTH CENTRAL B:

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94676-CREDIT 67739	NORTH CENTRAL BUS SALES INVOICE AMOUNT CHANGED 203-9000-43401	09/09/2021 pziemer	09/22/2021	(4.25)	(4.25)	Open	N 09/22/2021
	VEHICLE REPAIRS			(4.25)			
89958 67750	NORTH CENTRAL BUS SALES BUS 172 LIFT REPAIRS 203-9000-43401	08/01/2021 pziemer	09/22/2021	299.44	299.44	Open	N 09/22/2021
	VEHICLE REPAIRS			299.44			
Total for vendor 1965 - NORTH CENTRAL B:				295.19	295.19		

Vendor 2137 - O'REILLY AUTOMO:

1647-468995 67807	O'REILLY AUTOMOTIVE STORES INC. SHOP SUPPLIES ADAPTOR 260-9020-42220	08/30/2021 pziemer	09/22/2021	13.99	13.99	Open	N 09/22/2021
	REPAIR & MAINT			13.99			
1647-470528 67808	O'REILLY AUTOMOTIVE STORES INC. FORD TRUCK SEAT COVERS 260-9020-42220	09/07/2021 pziemer	09/22/2021	49.99	49.99	Open	N 09/22/2021
	REPAIR & MAINT			49.99			
1647-469028 67814	O'REILLY AUTOMOTIVE STORES INC. EQUIPMENT FILTERS 260-9020-42220	08/31/2021 pziemer	09/22/2021	593.61	593.61	Open	N 09/22/2021
	REPAIR & MAINT			593.61			
Total for vendor 2137 - O'REILLY AUTOMO:				657.59	657.59		

Vendor 0004 - PALLANSCH, DERE:

9/9/21 67836	PALLANSCH, DEREK TASER TRAINING 225-2120-43330	09/09/2021 pziemer	09/22/2021	139.44	139.44	Open	N 09/22/2021
	PROFESSIONAL DEVELOPMENT			139.44			
Total for vendor 0004 - PALLANSCH, DERE:				139.44	139.44		

Vendor 3336 - PAPER STORM:

17133 67830	PAPER STORM DOCUMENT DESTRUCTION 225-2120-43300	09/01/2021 pziemer	09/22/2021	86.70	86.70	Open	N 09/22/2021
	PROFESSIONAL SERVICES			86.70			
Total for vendor 3336 - PAPER STORM:				86.70	86.70		

Vendor 2620 - PERSONNEL EVALU:

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41364 67761	PERSONNEL EVALUATION INC PROFILE - POTENTIAL HIRES 225-2120-43300	08/31/2021 pziemer	09/22/2021	60.00 60.00	60.00	Open	N 09/22/2021
	PROFESSIONAL SERVICES			60.00			
	Total for vendor 2620 - PERSONNEL EVALU:			60.00	60.00		
Vendor 2487 - RAILROAD MANAGE:							
444902 67721	RAILROAD MANAGEMENT COMPANY LICENSE 306913 FEES 238-3160-43430	08/26/2021 pziemer	09/22/2021	284.85 284.85	284.85	Open	N 09/22/2021
	MISCELLANEOUS			284.85			
	Total for vendor 2487 - RAILROAD MANAGE:			284.85	284.85		
Vendor 0314 - SHANNON'S AUTO:							
35561 67762	SHANNON'S AUTO BODY SQD 428 DETAIL 225-2120-42221	09/02/2021 pziemer	09/22/2021	100.00 100.00	100.00	Open	N 09/22/2021
	SQUAD CAR REPAIR SUPPLIES			100.00			
	Total for vendor 0314 - SHANNON'S AUTO:			100.00	100.00		
Vendor 1205 - SILVER STAR IND:							
BRD-49439-01 67780	SILVER STAR INDUSTRIES ROLL UP TONNEAU 225-2220-42220	09/04/2021 pziemer	09/22/2021	302.95 302.95	302.95	Open	N 09/22/2021
	REPAIR & MAINT			302.95			
	Total for vendor 1205 - SILVER STAR IND:			302.95	302.95		
Vendor 3607 - ST. CROIX RECRE:							
20959 67823	ST. CROIX RECREATION FUN PLAYGROUND TRIANGLE PARK PLAYGROUND EQUIPMENT 400-9050-45530	08/23/2021 pziemer	09/22/2021	19,116.54 19,116.54	19,116.54	Open	N 09/22/2021
	CAPITAL - OTHER			19,116.54			
	Total for vendor 3607 - ST. CROIX RECRE:			19,116.54	19,116.54		
Vendor 2589 - STAPLES ADVANTA:							
3485909280 67763	STAPLES ADVANTAGE CREDIT/RETURN DIGITAL RECORDERS 225-2120-42210	08/28/2021 pziemer	09/22/2021	(116.72) (116.72)	(116.72)	Open	N 09/22/2021
	OPERATING SUPPLIES			(116.72)			
3485909282 67764	STAPLES ADVANTAGE DATE STAMP/BINDERS	08/25/2021 pziemer	09/22/2021	28.83	28.83	Open	N 09/22/2021

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	225-2120-42200	OFFICE SUPPLIES		28.83			
	Total for vendor 2589 - STAPLES ADVANTA:			(87.89)	(87.89)		
Vendor 0322 - STREICHERS PROF:							
I1522192 67765	STREICHERS PROF EQUIP 701 - UNIFORM SHIRTS 225-2120-41113	09/01/2021 pziemer	09/22/2021	147.98	147.98	Open	N 09/22/2021
		UNIFORM ALLOWANCE		147.98			
I1523560 67801	STREICHERS PROF EQUIP 776 CSO UNIFORM 225-2121-41113	09/09/2021 pziemer	09/22/2021	186.98	186.98	Open	N 09/22/2021
		UNIFORM ALLOWANCE		186.98			
	Total for vendor 0322 - STREICHERS PROF:			334.96	334.96		
Vendor MISC - THE WOODS:							
9/15/21 67833	THE WOODS BOXED LUNCHES - EMPLY APPRECIATION 278-6515-43430	09/15/2021 pziemer	09/22/2021	455.03	455.03	Open	N 09/22/2021
		MISCELLANEOUS		455.03			
	Total for vendor MISC - THE WOODS:			455.03	455.03		
Vendor 0325 - THELEN HTG & RF:							
24271 67736	THELEN HTG & RFG CO VENTED HOSE DRYER 225-2220-42220	09/01/2021 pziemer	09/22/2021	1,510.00	1,510.00	Open	N 09/22/2021
		REPAIR & MAINT		1,510.00			
	Total for vendor 0325 - THELEN HTG & RF:			1,510.00	1,510.00		
Vendor 1438 - TIM THOMPSON PL:							
1702 66909	TIM THOMPSON PLUMBING LLC 202 3RD AVE NE SEWER LINE REPAIR	07/20/2021 pziemer	09/22/2021	0.00	0.00	Void	N 09/22/2021
	Total for vendor 1438 - TIM THOMPSON PL:			0.00	0.00		
Vendor 0334 - U.S. BANK:							
6235898 67716	U.S. BANK MN GO BONDS 2020A ADMIN FEES 307-7600-46620	08/25/2021 pziemer	09/22/2021	500.00	500.00	Open	N 09/22/2021
		PAYING AGENT FEES (36% IMP BONDS)		180.00			
		PAYING AGENT FEES (31% EQUIP CERT)		155.00			
		PAYING AGENT FEES (33% TAX ABATEMENT)		165.00			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
6235503 67717	U.S. BANK MN GO BONDS 2015C ADMIN FEES 238-3160-43300 237-3190-43300	08/25/2021 pziemer	09/22/2021	500.00 280.00 220.00	500.00	Open	N 09/22/2021
6235496 67718	U.S. BANK MN GO BONDS 2015B ADMIN FEES 321-7810-46620 320-7100-46620	08/25/2021 pziemer	09/22/2021	500.00 360.00 140.00	500.00	Open	N 09/22/2021
	Total for vendor 0334 - U.S. BANK:			1,500.00	1,500.00		

Vendor 3686 - UHL COMPANY INC:

33762	UHL COMPANY INC	09/14/2021	09/22/2021	1,072.46	1,072.46	Open	N
67802	FIRE ALARM REPAIR - POWER FAILURE	pziemer					09/22/2021
	101-1940-42220	REPAIR & MAINT		1,072.46			
	Total for vendor	3686 - UHL COMPANY INC:		1,072.46	1,072.46		

Vendor 1095 - VIKING ELECTRIC:

S005016675.001								
67810	VIKING ELECTRIC SUPPLY	08/24/2021	09/22/2021	106.67	106.67	Open	N	
	CONFERENCE ROOM PARTS	pziemer					09/22/2021	
	260-9020-42220	REPAIR & MAINT		106.67				
	Total for vendor 1095 - VIKING ELECTRIC:			106.67	106.67			

Vendor 0087 - VISIT BRAINERD:

AUG 2021		09/16/2021	09/22/2021				
67831	VISIT BRAINERD	09/16/2021	09/22/2021	6,608.05	6,608.05	Open	N
	AUG 21 LODGING TAX REMIT	pziemer					09/22/2021
	101-9200-43340	LODGING TAX REMIT/PR		6,608.05			
		Total for vendor 0087 - VISIT BRAINERD:		6,608.05	6,608.05		

Vendor 0349 - W W THOMPSON CO:

2109-942060	W W THOMPSON CONCRETE	09/09/2021	09/22/2021	106.56	106.56	Open	N
67732	PORTLAND CEMENT STICK REPLACEMENT	pziemer					09/22/2021
	237-3190-42220	REPAIR & MAINT		106.56			
	Total for vendor	0349 - W W THOMPSON CO:		106.56	106.56		

Vendor 0344 - WASTE PARTNERS:

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
18X25668 67809	WASTE PARTNERS INC AUG 21 WASTE REMOVAL 260-9020-42220	08/31/2021 pziemer	09/22/2021	485.89	485.89	Open	N 09/22/2021
	REPAIR & MAINT			485.89			
	Total for vendor 0344 - WASTE PARTNERS:			485.89	485.89		
Vendor 3621 - WESTERN NATIONA:							
2021 2ND QTR 67815	WESTERN NATIONAL INSURANCE GROUP ACCT 1031207000 2ND QTR 2021 260-9020-43362	09/10/2021 pziemer	09/22/2021	10,416.25	10,416.25	Open	N 09/22/2021
	INS - PROPERTY			6,745.75			
	INS - PROPERTY			3,023.00			
	INS - AUTO			647.50			
	Total for vendor 3621 - WESTERN NATIONA:			10,416.25	10,416.25		
Vendor 3199 - WEX BANK:							
73661967/CD 67744	WEX BANK AUG 21 COM DEV FUEL 101-2400-42212	08/31/2021 pziemer	09/22/2021	330.15	330.15	Open	N 09/22/2021
	MOTOR FUELS			313.52			
	REPAIR & MAINT			16.63			
73661967/FD 67745	WEX BANK AUG 21 FIRE DEPT FUEL 225-2220-42212	08/31/2021 pziemer	09/22/2021	1,322.93	1,322.93	Open	N 09/22/2021
	MOTOR FUELS			1,322.93			
73661967/PARKS 67746	WEX BANK AUG 21 PARKS FUEL 230-5200-42212	08/31/2021 pziemer	09/22/2021	1,527.03	1,527.03	Open	N 09/22/2021
	MOTOR FUELS			1,527.03			
73661967/PD 67747*	WEX BANK AUG 21 POLICE DEPT FUEL 225-2120-42212	08/31/2021 pziemer	09/22/2021	4,468.78	4,468.78	Open	N 09/22/2021
	MOTOR FUELS			4,541.96			
	MOTOR FUELS			(73.18)			
73661967/STREETS 67748*	WEX BANK AUG 21 STREET DEPT FUEL 235-3100-42212	08/31/2021 pziemer	09/22/2021	6,786.57	6,786.57	Open	N 09/22/2021
	MOTOR FUELS			5,531.98			
	MOTOR FUELS			1,256.44			
	MOTOR FUELS			(1.85)			
73661967/ENG 67749*	WEX BANK AUG 21 ENG DEPT FUELS	08/31/2021 pziemer	09/22/2021	294.02	294.02	Open	N 09/22/2021

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution						
	401-9030-42212	MOTOR FUELS		297.82			
	401-9030-42212	MOTOR FUELS		(3.80)			
	Total for vendor 3199 - WEX BANK:			14,729.48	14,729.48		

Vendor 3899 - WEX HEALTH INC:

0001403837-IN

67722

WEX HEALTH INC
AUG 21 MONTHLY COBRA
101-9200-43300

08/31/2021

09/22/2021

pziemer

PROFESSIONAL SERVICES

40.50

40.50

Open

N
09/22/2021

Total for vendor 3899 - WEX HEALTH INC:

40.50

40.50

# of Invoices:	127	# Due:	125	Totals:	1,288,997.31	1,288,997.31
# of Credit Memos:	2	# Due:	2	Totals:	(120.97)	(120.97)
Net of Invoices and Credit Memos:					1,288,876.34	1,288,876.34

* 3 Net Invoices have Credits Totalling: (78.83)

--- TOTALS BY GL DISTRIBUTION ---

101-1400-43321	TELEPHONE	6.14
101-1700-43321	TELEPHONE	1.73
101-1700-43331	LEASE PAYMENTS	1,068.82
101-1700-43350	PRINTING/LEGAL PUBLICATION	78.78
101-1800-43321	TELEPHONE	1,024.37
101-1940-42220	REPAIR & MAINT	1,272.46
101-1940-43321	TELEPHONE	54.28
101-1940-43331	LEASE PAYMENTS	313.22
101-2400-42212	MOTOR FUELS	313.52
101-2400-42220	REPAIR & MAINT	16.63
101-2400-43321	TELEPHONE	5.19
101-2400-43331	LEASE EXPENSE	357.61
101-2400-43405	NUISANCES	150.00
101-9200-43300	PROFESSIONAL SERVICES	10,265.50
101-9200-43340	LODGING TAX REMIT/PR	6,608.05
101-9200-43350	LEGAL PUBLICATIONS	65.05
203-9000-42212	MOTOR FUELS	6,404.52
203-9000-43321	TELEPHONE	15.12
203-9000-43401	VEHICLE REPAIRS	8,792.25
203-9000-43440	TRANSIT SERVICE CONTRACT PY	91,402.42
211-5500-42220	REPAIR & MAINT	625.00
223-2140-42210	OPERATING SUPPLIES	40.00
224-2150-42210	OPERATING SUPPLIES	65.00
225-2120-41113	UNIFORM ALLOWANCE	147.98
225-2120-42200	OFFICE SUPPLIES	28.83
225-2120-42209	SAFETY EQUIPMENT SUPPLIES	14.52
225-2120-42210	OPERATING SUPPLIES	(116.72)
225-2120-42212	MOTOR FUELS	4,468.78
225-2120-42221	SQUAD CAR REPAIR SUPPLIES	872.04
225-2120-43300	PROFESSIONAL SERVICES	146.70
225-2120-43309	COMPUTER TECHNICAL SUPPORT	18.75
225-2120-43321	TELEPHONE	132.96

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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						
225-2120-43330	PROFESSIONAL DEVELOPMENT			1,082.83			
225-2120-43331	LEASED PAYMENTS			7,689.22			
225-2120-43350	PRINTING/LEGAL PUBLICATION			449.00			
225-2120-43380	UTILITIES			46.46			
225-2121-41113	UNIFORM ALLOWANCE			186.98			
225-2220-42210	OPERATING SUPPLIES			347.53			
225-2220-42212	MOTOR FUELS			1,322.93			
225-2220-42220	REPAIR & MAINT			1,919.53			
225-2220-42250	PERSONAL PROTECTIVE GEAR			824.27			
225-2220-43300	PROFESSIONAL SERVICES			59.00			
225-2220-43321	TELEPHONE			18.75			
225-2220-43331	LEASED PAYMENTS			1,575.85			
225-2225-41150	WORKERS COMP			12,250.01			
225-2700-43300	PROFESSIONAL SERVICES			1,812.00			
225-2700-43430	MISCELLANEOUS			1,462.00			
227-3230-43428	USED OIL RECYCLING EXPENSE			50.00			
230-5200-42210	OPERATING SUPPLIES			25.00			
230-5200-42212	MOTOR FUELS			1,527.03			
230-5200-42220	REPAIR & MAINT			3.99			
230-5200-43321	TELEPHONE			49.64			
230-5200-43331	LEASE PAYMENTS			2,433.36			
230-5212-42210	OPERATING SUPPLIES			82.28			
230-5215-42210	OPERATING SUPPLIES			1,250.00			
230-5215-42220	REPAIR & MAINT			404.75			
230-5280-43321	TELEPHONE			117.20			
235-3100-42210	OPERATING SUPPLIES			24.99			
235-3100-42212	MOTOR FUELS			5,530.13			
235-3100-42220	REPAIR & MAINT			463.27			
235-3100-43321	TELEPHONE			76.72			
235-3100-43331	LEASE PAYMENTS			16,037.94			
235-3100-43410	RENTAL EXPENSE			59.32			
235-3100-43430	MISCELLANEOUS			177.44			
235-3125-42220	REPAIR & MAINT			5,671.78			
235-3170-42210	EAST RIVER ROAD TRAIL SIGN REPLACEMENT			194.72			
235-3170-42220	REPAIR & MAINT			104.63			
237-0000-23185	REVENUE NOTES PAYABLE			216,600.00			
237-3190-42212	MOTOR FUELS			1,256.44			
237-3190-42220	REPAIR & MAINT			354.85			
237-3190-43300	PROFESSIONAL SERVICES (44%)			220.00			
237-3190-46611	INTEREST PAYMENTS			47,003.62			
238-3160-42220	REPAIR & MAINT			11.29			
238-3160-43300	PROFESSIONAL SERVICES (56%)			280.00			
238-3160-43430	MISCELLANEOUS			284.85			
251-9360-43467	REMIT LOCAL SALES TAX COLLECT			128,773.93			
260-9020-42220	REPAIR & MAINT			2,321.15			
260-9020-42230	REPAIRS-VEHICLES & EQUIP			503.60			
260-9020-43321	TELEPHONE			648.91			
260-9020-43330	PROFESSIONAL DEVELOPMENT			51.70			
260-9020-43362	INS - PROPERTY			9,768.75			
260-9020-43363	INS - AUTO			647.50			
274-6505-43430	MISCELLANEOUS			26.26			
277-6517-43430	MISCELLANEOUS			26.26			
278-6515-43430	MISCELLANEOUS			815.19			
280-0000-41150	WORKERS COMP			47,485.59			
281-6514-43430	MISCELLANEOUS			26.26			
283-6506-43430	MISCELLANEOUS			26.26			
292-6503-43430	MISCELLANEOUS			26.26			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	293-6512-43430	MISCELLANEOUS		26.26			
	303-7200-46620	PAYING AGENT FEES (33% TAX ABATEMENT)		165.00			
	307-7600-46620	PAYING AGENT FEES (36% IMP BONDS)		180.00			
	310-7850-46620	PAYING AGENT FEES (31% EQUIP CERT)		155.00			
	320-7100-46620	PAYING AGENT FEES		140.00			
	321-7810-46620	PAYING AGENT FEES		360.00			
	400-9050-45510-21:30	CAPITAL - LAND		5,920.00			
	400-9050-45530	CAPITAL - OTHER		20,198.86			
	401-1901-43300	PROFESSIONAL SERVICES		7,700.00			
	401-1919-43300	PROFESSIONAL SERVICES		985.00			
	401-9030-42212	MOTOR FUELS		294.02			
	401-9030-43300-20:08	PROFESSIONAL SERVICES		1,191.00			
	401-9030-43300-21:11	PROFESSIONAL SERVICES		1,330.00			
	401-9030-43300-21:15	PROFESSIONAL SERVICES		809.00			
	401-9030-45530-20:05	CAPITAL-PYMTS TO CONTRACTS		86,011.57			
	401-9030-45530-20:06	CAPITAL-PYMTS TO CONTRACTS		492,800.94			
	404-9055-45500	BUILDING CAPITAL		7,710.00			
	450-9010-43300-20:51	PROFESSIONAL SERVICES		1,980.00			
	450-9010-43300-21:50	PROFESSIONAL SERVICES		1,700.00			
	450-9010-43300-21:51	PROFESSIONAL SERVICES		1,870.00			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY FUND ---							
101 -	GENERAL FUND			21,601.35	21,601.35		
203 -	TRANSIT FUND			106,614.31	106,614.31		
211 -	LIBRARY FUND			625.00	625.00		
223 -	DRUG FORFEITURE			40.00	40.00		
224 -	DUI FORFEITURE			65.00	65.00		
225 -	PUBLIC SAFETY FUND			36,760.20	36,760.20		
227 -	RECYCLING FUND			50.00	50.00		
230 -	PARK & RECREATION FUND			5,893.25	5,893.25		
235 -	STREET & SEWER FUND			28,340.94	28,340.94		
237 -	SANITARY SEWER FUND			265,434.91	265,434.91		
238 -	STORM SEWER FUND			576.14	576.14		
251 -	LOCAL OPTION SALES TAX			128,773.93	128,773.93		
260 -	AIRPORT FUND			13,941.61	13,941.61		
274 -	ROYAL TIRE TIF			26.26	26.26		
277 -	ARTSPACE TIF FUND			26.26	26.26		
278 -	HEALTHY EMPLOYE INITIATIVE			815.19	815.19		
280 -	PACKAGE INSURANCE FUND			47,485.59	47,485.59		
281 -	JIMMY JOHN'S TIF			26.26	26.26		
283 -	TACO JOHN'S TIF FUND			26.26	26.26		
292 -	TIMBERLAND TWNHMS TIF			26.26	26.26		
293 -	BRAINERD MALL TIF FUND			26.26	26.26		
303 -	2020A TAX ABATEMENT BONDS			165.00	165.00		
307 -	2020A GO IMPR BONDS			180.00	180.00		
310 -	SINKING EQUIP CERTIFICATES			155.00	155.00		
320 -	SINKING 320 2015B GO			140.00	140.00		
321 -	SINKING 321 15B REV REF			360.00	360.00		
400 -	CAPITAL PROJECTS FUND			26,118.86	26,118.86		
401 -	CONSTRUCTION FUND			591,121.53	591,121.53		
404 -	FIRE DEPARTMENT CAPITAL			7,710.00	7,710.00		
450 -	AIRPORT CIP FUND			5,550.00	5,550.00		
--- TOTALS BY DEPT/ACTIVITY ---							
0000 -				264,085.59	264,085.59		
1400 -	ADMINISTRATION			6.14	6.14		
1700 -	ENGINEERING			1,149.33	1,149.33		
1800 -	IT/GIS			1,024.37	1,024.37		
1901 -	19:01 NW 4TH STREET IMPR			7,700.00	7,700.00		
1919 -	19:19 NW 3RD&JACKSON STRE			985.00	985.00		
1940 -	CITY HALL			1,639.96	1,639.96		
2120 -	POLICE DEPARTMENT			14,981.35	14,981.35		
2121 -	COMMUNITY SERVICE			186.98	186.98		
2140 -	DRUG FORFEITURE			40.00	40.00		

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--- TOTALS BY DEPT/ACTIVITY ---							
	2150 - DUI FORFEITURE			65.00	65.00		
	2220 - FIRE DEPARTMENT			6,067.86	6,067.86		
	2225 - PAID ON-CALL FIRE DEPT			12,250.01	12,250.01		
	2400 - COMMUNITY DEVL/INSPECTION			842.95	842.95		
	2700 - ANIMAL CONTROL			3,274.00	3,274.00		
	3100 - S & S MAINTENANCE			22,369.81	22,369.81		
	3125 - SNOW REMOVAL			5,671.78	5,671.78		
	3160 - STORM SEWER EXPENSE			576.14	576.14		
	3170 - TRAFFIC CONTROL			299.35	299.35		
	3190 - SANITARY SEWER EXPENSE			48,834.91	48,834.91		
	3230 - RECYCLING EXPENSE			50.00	50.00		
	5200 - PARK MAIN/ADMINISTRATION			4,039.02	4,039.02		
	5212 - KICKBALL PROGRAM			82.28	82.28		
	5215 - ADULT SOFTBALL			1,654.75	1,654.75		
	5280 - CAMPGROUND			117.20	117.20		
	5500 - LIBRARY-BUDGETED			625.00	625.00		
	6503 - TIMBERLAND TWNHMS TIF			26.26	26.26		
	6505 - ROYAL TIRE TIF			26.26	26.26		
	6506 - TACO JOHN'S TIF			26.26	26.26		
	6512 - BRAINERD MALL TIF			26.26	26.26		
	6514 - JIMMY JOHN'S TIF			26.26	26.26		
	6515 - HEALTHY EMPLOYEE INITIATIVE			815.19	815.19		
	6517 - ARTSPACE TIF FUND			26.26	26.26		
	7100 - SINKING 156A GO			140.00	140.00		
	7200 - SINKING 04A GO			165.00	165.00		
	7600 - SINKING 03B GO BONDS			180.00	180.00		
	7810 - SINKING 15B EDA REFUNDING			360.00	360.00		
	7850 - SINKING EQUIP CERTIFICATE			155.00	155.00		
	9000 - TRANSIT FUND			106,614.31	106,614.31		
	9010 - AIRPORT CIP PROJ-MISC			5,550.00	5,550.00		
	9020 - AIRPORT M & O			13,941.61	13,941.61		
	9030 - CONSTRUCTION PROJ-MISC			582,436.53	582,436.53		
	9050 - CAPITAL PROJECTS-MISC			26,118.86	26,118.86		
	9055 - FIRE DEPARTMENT CAPITAL			7,710.00	7,710.00		
	9200 - CITY-WIDE			16,938.60	16,938.60		
	9360 - LOCAL OPTION SALES TAX			128,773.93	128,773.93		

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Vendor 2740 - AT&T MOBILITY:							
X08032021 67369	AT&T MOBILITY	08/01/2021	08/17/2021	58.88	0.00	Paid	Y
	ACCT 287291178494 ARFF EMER. PHONE 6/pziemer						08/17/2021
	260-9020-43321 TELEPHONE			58.88			
	Total for vendor 2740 - AT&T MOBILITY:			58.88	0.00		
Vendor 0102 - CANON FINANCIAL:							
27206668 67463	CANON FINANCIAL SERVICE	08/13/2021	08/25/2021	100.06	0.00	Paid	Y
	8/20/21-9/19/21 LIBRARY COPIER CONTR/pziemer						08/25/2021
	211-5505-43430 MISC - COPY MACHINE PYMTS			100.06			
	Total for vendor 0102 - CANON FINANCIAL:			100.06	0.00		
Vendor 2708 - CASS COUNTY TRE:							
HALVERSON/21 67441	CASS COUNTY TREASURER	08/23/2021	08/23/2021	20.00	0.00	Paid	Y
	RECORDING FEE - NOTARY FOR M/ HALVER/pziemer						08/23/2021
	225-2120-43433 DUES & SUBSCRIPTIONS			20.00			
	Total for vendor 2708 - CASS COUNTY TRE:			20.00	0.00		
Vendor 1343 - CHARTER COMMUNICATION:							
0008065080821 67400	CHARTER COMMUNICATIONS	08/08/2021	08/23/2021	46.46	0.00	Paid	Y
	PD BUSINESS TV	pziemer					08/23/2021
	225-2120-43380 UTILITIES			46.46			
0055470080821 67473	CHARTER COMMUNICATIONS	08/08/2021	08/31/2021	7.84	0.00	Paid	Y
	AUGUST - FIRE	pziemer					08/31/2021
	225-2220-43380 UTILITIES			7.84			
	Total for vendor 1343 - CHARTER COMMUNICATION:			54.30	0.00		
Vendor 0125 - CONSOLIDATED TE:							
20930458/IT 67352	CONSOLIDATED TELEPHONE CO	08/12/2021	08/17/2021	1,182.44	0.00	Paid	Y
	8/12-9/11 PHONE/INTERNET	pziemer					08/17/2021
	101-1800-43321 TELEPHONE			1,182.44			
20930458/ADM 67353	CONSOLIDATED TELEPHONE CO	08/12/2021	08/17/2021	2.60	0.00	Paid	Y
	8/12-9/11 ADMIN PHONES	pziemer					08/17/2021
	101-1400-43321 TELEPHONE			2.60			

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20930458/ENG 67354	CONSOLIDATED TELEPHONE CO 8/12-9/11 PHONE/INTERNET 101-1700-43321 101-1940-43321	08/12/2021 pziemer TELEPHONE TELEPHONE	08/17/2021	56.42 2.14 54.28	0.00	Paid	Y 08/17/2021
20930458/COM DEV 67355	CONSOLIDATED TELEPHONE CO 8/12-9/11 PHONE INTERNET 101-2400-43321 101-2400-43321	08/12/2021 pziemer TELEPHONE TELEPHONE	08/17/2021	6.65 5.03 1.62	0.00	Paid	Y 08/17/2021
20930458/TRANSIT 67356	CONSOLIDATED TELEPHONE CO 8/12-9/11 PHONE/INTERNET 203-9000-43321	08/12/2021 pziemer TELEPHONE	08/17/2021	7.71 7.71	0.00	Paid	Y 08/17/2021
20930458/PD 67357	CONSOLIDATED TELEPHONE CO 8/12-9/11 PHONE/INTERNET 225-2120-43321 225-2120-43309	08/12/2021 pziemer TELEPHONE COMPUTER TECHNICAL SUPPORT	08/17/2021	141.08 122.33 18.75	0.00	Paid	Y 08/17/2021
20930458/FD 67358	CONSOLIDATED TELEPHONE CO 8/12-9/11 PHONE/INTERNET 225-2220-43321	08/12/2021 pziemer TELEPHONE	08/17/2021	18.75 18.75	0.00	Paid	Y 08/17/2021
20930458/STRTS 67359	CONSOLIDATED TELEPHONE CO 8/12-9/11 PHONE/INTERNET 235-3100-43321	08/12/2021 pziemer TELEPHONE	08/17/2021	76.98 76.98	0.00	Paid	Y 08/17/2021
20930458/PARKS 67360	CONSOLIDATED TELEPHONE CO 8/12-9/11 PHONE/INTERNET 230-5200-43321	08/12/2021 pziemer TELEPHONE	08/17/2021	49.64 49.64	0.00	Paid	Y 08/17/2021
20940241 67362	CONSOLIDATED TELEPHONE CO 8/12-9/11 CAMPGROUND INTERNET/TV HOST 230-5280-43321	08/12/2021 pziemer TELEPHONE	08/17/2021	117.20 117.20	0.00	Paid	Y 08/17/2021
20930242 67370	CONSOLIDATED TELEPHONE CO 8/12/21-9/11/21 AIRPORT ACCT 00037891 260-9020-43321	08/12/2021 pziemer TELEPHONE	08/17/2021	752.34 752.34	0.00	Paid	Y 08/17/2021
Total for vendor 0125 - CONSOLIDATED TE:				2,411.81	0.00		

Vendor 1688 - CUSTOM FIRE APP:

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0020648-IN 67363	CUSTOM FIRE APPARATUS INC E21 PAYMENT 404-9055-45500	08/10/2021 pziemer	08/17/2021	386,204.71	0.00	Paid	Y 08/17/2021
	BUILDING CAPITAL			386,204.71			
	Total for vendor 1688 - CUSTOM FIRE APP:			386,204.71	0.00		
Vendor 3438 - D - D BEVERAGE,:							
1444322 67459	D - D BEVERAGE, LLC LIBRARY JANITORIAL SUPPLIES 211-5500-42220	08/12/2021 pziemer	08/25/2021	138.00	0.00	Paid	Y 08/25/2021
	REPAIR & MAINT			138.00			
	Total for vendor 3438 - D - D BEVERAGE,:			138.00	0.00		
Vendor 2742 - DVS:							
8/3/2021 67070	DVS 4 EMERGENCY LICENSE PLATES FMDC TRUCK 225-2220-42220	08/03/2021 pziemer	08/03/2021	12.00	0.00	Paid	Y 08/03/2021
	REPAIR & MAINT			12.00			
	Total for vendor 2742 - DVS:			12.00	0.00		
Vendor 1859 - ENTERPRISE FM T:							
FBN4260391/ENG 67346	ENTERPRISE FM TRUST AUG 2021 VEHICLE LEASES 101-1700-43331 101-1940-43331	08/04/2021 pziemer	08/17/2021	1,382.04	0.00	Paid	Y 08/17/2021
	LEASE PAYMENTS			1,068.82			
	LEASE PAYMENTS			313.22			
FBN4260391/PD 67347	ENTERPRISE FM TRUST AUG 21 VEHICLE LEASES 225-2120-43331	08/04/2021 pziemer	08/17/2021	7,715.66	0.00	Paid	Y 08/17/2021
	LEASED PAYMENTS			7,715.66			
FBN4260391/FD 67348	ENTERPRISE FM TRUST AUG 2021 VEHICLE LEASE 225-2220-43331	08/04/2021 pziemer	08/17/2021	2,097.68	0.00	Paid	Y 08/17/2021
	LEASED PAYMENTS			2,097.68			
FBN4260391/PARKS 67349	ENTERPRISE FM TRUST AUG 2021 VEHICLE LEASES 230-5200-43331	08/04/2021 pziemer	08/17/2021	2,433.36	0.00	Paid	Y 08/17/2021
	LEASE PAYMENTS			2,433.36			
FBN4260391/STRTS 67350	ENTERPRISE FM TRUST AUG 2021 VEHICLE LEASE 235-3100-43331	08/04/2021 pziemer	08/17/2021	1,906.34	0.00	Paid	Y 08/17/2021
	LEASE PAYMENTS			1,906.34			

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FBN4260391/COM DEV							
67351	ENTERPRISE FM TRUST	08/04/2021	08/17/2021	357.61	0.00	Paid	Y
	AUG 2021 VEHICLE LEASES	pziemer					08/17/2021
	101-2400-43331	LEASE EXPENSE		357.61			
	Total for vendor 1859 - ENTERPRISE FM T:			15,892.69	0.00		
Vendor 3632 - GO ASK ROB:							
6821	GO ASK ROB	08/01/2021	08/17/2021	495.00	0.00	Paid	Y
67366	8/21-7/22 ANNUAL WEBSITE HOSTING	pziemer					08/17/2021
	260-9020-43309	COMPUTER SUPPORT		495.00			
	Total for vendor 3632 - GO ASK ROB:			495.00	0.00		
Vendor 3545 - KITCHIGAMI REGI:							
8/12/21	KITCHIGAMI REGIONAL LIBRARY - CC	08/12/2021	08/25/2021	374.60	0.00	Paid	Y
67462	7/15-8/12 REMIT CC CHARGES	pziemer					08/25/2021
	211-0000-20800	DUE TO OTHER GOVT UNITS		374.60			
	Total for vendor 3545 - KITCHIGAMI REGI:			374.60	0.00		
Vendor 3433 - LANDSCAPE STRUC:							
INV-101947	LANDSCAPE STRUCTURES, INC.	08/03/2021	08/17/2021	193,704.10	0.00	Paid	Y
67361	MMP SPLASHPAD SUPPLIES	pziemer					08/17/2021
	400-9050-45510-21:30	CAPITAL - LAND		193,704.10			
	Total for vendor 3433 - LANDSCAPE STRUC:			193,704.10	0.00		
Vendor 0434 - LUNDBERG PLUMBI:							
19063	LUNDBERG PLUMBING & HEATI	08/01/2021	08/17/2021	15,000.00	0.00	Paid	Y
67367	BOILER REPLACEMENT - PARTIAL PAYMENT	pziemer					08/17/2021
	260-9020-42220	REPAIR & MAINT		15,000.00			
	Total for vendor 0434 - LUNDBERG PLUMBI:			15,000.00	0.00		
Vendor 2141 - M&M EXPRESS SAL:							
325730	M&M EXPRESS SALES & SERVICE	08/01/2021	08/17/2021	407.66	0.00	Paid	Y
67364	CUB CADET ATV PARTS/REPAIRS	pziemer					08/17/2021
	260-9020-42220	REPAIR & MAINT		146.41			
	260-9020-43300	PROFESSIONAL SERVICES		261.25			
	Total for vendor 2141 - M&M EXPRESS SAL:			407.66	0.00		

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Vendor 0243 - MARCO FINANCING:							
450313226 67399	MARCO FINANCING 8/1-12/1 CITY HALL COPIER CONTRACT 101-1800-43331	08/06/2021 pziemer	08/23/2021	1,457.45	0.00	Paid	Y 08/23/2021
	LEASE PAYMENTS			1,457.45			
	Total for vendor 0243 - MARCO FINANCING:			1,457.45	0.00		
Vendor 0273 - NAPA AUTO PARTS:							
429570 67365	NAPA AUTO PARTS LUBE FOR MOWER 260-9020-42220	08/01/2021 pziemer	08/17/2021	33.96	0.00	Paid	Y 08/17/2021
	REPAIR & MAINT			33.96			
	Total for vendor 0273 - NAPA AUTO PARTS:			33.96	0.00		
Vendor 0284 - OFFICE SHOP:							
1100181-0 67460	OFFICE SHOP MAILING ENVELOPES - LIBRARY 211-5500-42200	08/16/2021 pziemer	08/25/2021	8.78	0.00	Paid	Y 08/25/2021
	OFFICE SUPPLIES			8.78			
	Total for vendor 0284 - OFFICE SHOP:			8.78	0.00		
Vendor 3943 - PLUNKETT'S PEST CONTROL:							
7188449 67461	PLUNKETT'S PEST CONTROL MONTHLY PEST CONTROL 211-5500-42220	08/10/2021 pziemer	08/25/2021	65.00	0.00	Paid	Y 08/25/2021
	REPAIR & MAINT			65.00			
	Total for vendor 3943 - PLUNKETT'S PEST CONTROL:			65.00	0.00		
Vendor 3436 - PRODUCTIVE ALTE:							
INV00068049 67345	PRODUCTIVE ALTERNATIVES JULY 2021 3RD PARTY TRANSIT 203-9000-42212	08/01/2021 pziemer	08/17/2021	63,060.06	0.00	Paid	Y 08/17/2021
	MOTOR FUELS			3,889.03			
	VEHICLE REPAIRS			4,250.95			
	TRANSIT SERVICE CONTRACT PY			54,920.08			
	Total for vendor 3436 - PRODUCTIVE ALTE:			63,060.06	0.00		
Vendor MISC - RADEN, LINDA & JEROME:							
BFG20-0017-2 67173*	RADEN, LINDA & JEROME BD Bond Refund 101-0000-20200	08/09/2021 pziemer	08/09/2021	2,000.00	0.00	Paid	Y 08/09/2021
	BFG20-0017			2,000.00			

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	GL Distribution						
	101-0000-20200	ACCOUNTS PAYABLE		(2,000.00)			
	101-0000-20600	DEPOSITS PAYABLE		2,000.00			
	Total for vendor MISC - RADEN, LINDA & JEROME:			2,000.00	0.00		

Vendor 3768 - SADUSKY RENOVATIONS:

28

67430	SADUSKY RENOVATIONS	08/01/2021	08/23/2021	466.45	0.00	Paid	Y 08/23/2021
	INSPECTION SVCS 7/1-7/15	pziemer					
	101-2400-43300	PROFESSIONAL SERVICES		466.45			
	Total for vendor 3768 - SADUSKY RENOVATIONS:			466.45	0.00		

Vendor 1175 - SELL HARDWARE I:

PSI2059394

67368	SELL HARDWARE INC	08/04/2021	08/17/2021	305.00	0.00	Paid	Y 08/17/2021
	DOOR LOCKING BAR - LESS SALES TAX	pziemer					
	260-9020-42220	REPAIR & MAINT		305.00			
	Total for vendor 1175 - SELL HARDWARE I:			305.00	0.00		

Vendor 2924 - VERIZON WIRELES:

9886346993

67474	VERIZON WIRELESS	08/15/2021	08/31/2021	245.07	0.00	Paid	Y 08/31/2021
	7/16/21-8/15/21 FD IPADS	pziemer					
	225-2220-43321	TELEPHONE		245.07			
	Total for vendor 2924 - VERIZON WIRELES:			245.07	0.00		

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

# of Invoices:	39	# Due:	0	Totals:	682,515.58	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					682,515.58	0.00

* 1 Net Invoices have Credits Totalling: (2,000.00)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-20600	DEPOSITS PAYABLE	2,000.00
101-1400-43321	TELEPHONE	2.60
101-1700-43321	TELEPHONE	2.14
101-1700-43331	LEASE PAYMENTS	1,068.82
101-1800-43321	TELEPHONE	1,182.44
101-1800-43331	LEASE PAYMENTS	1,457.45
101-1940-43321	TELEPHONE	54.28
101-1940-43331	LEASE PAYMENTS	313.22
101-2400-43300	PROFESSIONAL SERVICES	466.45
101-2400-43321	TELEPHONE	6.65
101-2400-43331	LEASE EXPENSE	357.61
203-9000-42212	MOTOR FUELS	3,889.03
203-9000-43321	TELEPHONE	7.71
203-9000-43401	VEHICLE REPAIRS	4,250.95
203-9000-43440	TRANSIT SERVICE CONTRACT PY	54,920.08
211-0000-20800	DUE TO OTHER GOVT UNITS	374.60
211-5500-42200	OFFICE SUPPLIES	8.78
211-5500-42220	REPAIR & MAINT	203.00
211-5505-43430	MISC - COPY MACHINE PYMTS	100.06
225-2120-43309	COMPUTER TECHNICAL SUPPORT	18.75
225-2120-43321	TELEPHONE	122.33
225-2120-43331	LEASED PAYMENTS	7,715.66
225-2120-43380	UTILITIES	46.46
225-2120-43433	DUES & SUBSCRIPTIONS	20.00
225-2220-42220	REPAIR & MAINT	12.00
225-2220-43321	TELEPHONE	263.82
225-2220-43331	LEASED PAYMENTS	2,097.68
225-2220-43380	UTILITIES	7.84
230-5200-43321	TELEPHONE	49.64
230-5200-43331	LEASE PAYMENTS	2,433.36
230-5280-43321	TELEPHONE	117.20
235-3100-43321	TELEPHONE	76.98
235-3100-43331	LEASE PAYMENTS	1,906.34
260-9020-42220	REPAIR & MAINT	15,485.37
260-9020-43300	PROFESSIONAL SERVICES	261.25
260-9020-43309	COMPUTER SUPPORT	495.00
260-9020-43321	TELEPHONE	811.22
400-9050-45510-21:30	CAPITAL - LAND	193,704.10
404-9055-45500	BUILDING CAPITAL	386,204.71

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Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
101	- GENERAL FUND			6,911.66	0.00		
203	- TRANSIT FUND			63,067.77	0.00		
211	- LIBRARY FUND			686.44	0.00		
225	- PUBLIC SAFETY FUND			10,304.54	0.00		
230	- PARK & RECREATION FUND			2,600.20	0.00		
235	- STREET & SEWER FUND			1,983.32	0.00		
260	- AIRPORT FUND			17,052.84	0.00		
400	- CAPITAL PROJECTS FUND			193,704.10	0.00		
404	- FIRE DEPARTMENT CAPITAL			386,204.71	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
0000	-			2,374.60	0.00		
1400	- ADMINISTRATION			2.60	0.00		
1700	- ENGINEERING			1,070.96	0.00		
1800	- IT/GIS			2,639.89	0.00		
1940	- CITY HALL			367.50	0.00		
2120	- POLICE DEPARTMENT			7,923.20	0.00		
2220	- FIRE DEPARTMENT			2,381.34	0.00		
2400	- COMMUNITY DEVL/INSPECTION			830.71	0.00		
3100	- S & S MAINTENANCE			1,983.32	0.00		
5200	- PARK MAIN/ADMINISTRATION			2,483.00	0.00		
5280	- CAMPGROUND			117.20	0.00		
5500	- LIBRARY-BUDGETED			211.78	0.00		
5505	- TAXABLE FEES			100.06	0.00		
9000	- TRANSIT FUND			63,067.77	0.00		
9020	- AIRPORT M & O			17,052.84	0.00		
9050	- CAPITAL PROJECTS-MISC			193,704.10	0.00		
9055	- FIRE DEPARTMENT CAPITAL			386,204.71	0.00		

**Brainerd, MN
September 7, 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: Stunek, Johnson, Pritschet, Stenglein, Erickson, O'Day, 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 COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE AGENDA.

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

- A. **Approval of Bills- Approved**
- B. **Approval of the Minutes of the Regular Meeting held on August 16th, 2021, and City Council Budget Workshop held on August 30, 2021- Approved**
- C. **Approval of Licenses-Approved**
- D. **Department Activity Reports- Approved**
- E. **Retirement of K9 Keno and Authorize Sale of Asset- Approved**
- F. **Mississippi Landing Trailhead Grant Agreement- Approved**
- 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.- Approved**
- 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.- Approved**

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

Community Member of the Month

Tom Swanson was recognized by Council Member Stunek as Community Member of the Month for his service to his community as a member of the American Legion and Veteran. He organizes all of the volunteers for the county fair parking, pancake breakfasts, and many other events that the Legion puts on. He has coordinated these events since 2006. The Council thanked Mr. Swanson for all that he does for the community.

Council Committee Reports

Personnel & Finance

Accept the Resignation of CSO Andrew Thielke Effective August 12, 2021, and Request to Hire- Approved

Committee Chair Johnson stated that Mr. Thielke will be attending school in Bemidji.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED TO ACCEPT THE RESIGNATION OF CSO THIELKE; FURTHER TO AUTHORIZE HIRING BREVON LESNER AND CARTER DAVIS AS COMMUNITY SERVICE OFFICERS AT A RATE OF \$14.00 PER HOUR.

Authorize Hiring Nick Karsnia as Community Service Officer- Approved

Committee Chair Johnson stated that Nick was the police intern this summer and wants to stay active with the Department.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED TO AUTHORIZE HIRING NICK KARSNIA AS COMMUNITY SERVICE OFFICER EFFECTIVE AUGUST 21, 2021, AT A RATE OF \$14.00 PER HOUR.

Approve Hiring Alexander Korte as Police Records Management Technician- Effective September 15, 2021, at Step 4 at a rate of \$24.38 per hour- Approved

Committee Chair Johnson stated that Mr. Korte is being placed at step 4 because of years of experience in a similar position, education, and other factors that warrant step 4.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE HIRING OF ALEXANDER KORTE EFFECTIVE SEPTEMBER 15, 2021; FURTHER, THAT HE BE PLACED ON STEP 4 OF THE RECORDS MANAGEMENT TECHNICIAN WAGE GRID AT A RATE OF \$24.38 PER HOUR.

Approval of 2022 Sourcewell Health Insurance Rates- Recommended by the Employee Insurance Committee- Approved

Committee Chair Johnson stated that this was a rate that was brokered by our agent, saving the City about \$50,000.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO APPROVE THE 2022 SOURCEWELL HEALTH INSURANCE RATES WITH A 3.7% AVERAGE INCREASE; FURTHER TO CONTINUE UTILIZING SOURCEWELL'S SMART PLANS NUMBERS 1, 3, AND 7 AS OUR 2022 HEALTH PLAN OPTIONS.

Authorize Switching to VSP for Vision Insurance Effective January 1, 2022- Approved

Committee Chair Johnson stated that this plan is paid 100% by employees, so it has no budgetary effect on the City. The recommended change is a suggestion from the employee insurance committee and the change allows for more local vendors.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE SWITCHING TO THE VSP VISION PLAN OFFERED THROUGH THE MN HEALTHCARE CONSORTIUM EFFECTIVE JANUARY 1, 2022.

2022 HRA Levy Request Discussion- Information only

Committee Chair Johnson stated that the committee directed staff to include the 2022 HRA levy request with the preliminary levy resolution. The levy requested is the maximum allowed per state statute.

Safety and Public Works

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

Committee Chair O'Day stated that the annual open house is on October 7th, 2021, from 5-7 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET, DULY CARRIED, TO APPROVE THE EVENT/ STREET CLOSURE APPLICATION FOR THE BRAINERD FIRE DEPARTMENT OPEN HOUSE UNDER THE CONDITION THAT THE APPLICANT REQUEST TRAFFIC CONTROL FOR THE STREET CLOSURE ONE WEEK PRIOR TO THE EVENT.

Approve Event/ Street Closure Application- ECFE Touch a Truck- Approved

Committee Chair O'Day stated that this event is on October 9th, 2021, from 10 a.m.-12 p.m. as a chance for families to get up close to community vehicles.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON, DULY CARRIED, TO APPROVE THE EVENT/ STREET CLOSURE APPLICATION FOR THE ECFE TOUCH A TRUCK EVENT UNDER THE CONDITION THAT THE APPLICANT REQUEST TRAFFIC CONTROL FOR STREET CLOSURE ONE WEEK PRIOR TO THE EVENT.

Approve Event/ Street Closure Application- Flapjack Festival- Approved

Committee Chair O'Day stated that this is the final event for the Sesquicentennial Celebration put on by the Save the Water Tower Committee.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET, DULY CARRIED, TO APPROVE THE EVENT/ STREET CLOSURE APPLICATION FOR THE FLAPJACK FESTIVAL 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 BE REMOVED AFTER THE EVENT, THAT THE APPLICANT WORK WITH POLICE STAFF FOR THE CLOSURE OF THE STREET, AND THAT THE APPLICANT NOTIFY THE ADJACENT BUSINESSES OF THE EVENT.

Approve Event/ Street Closure Application- Here for Good Market- Approved

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON, DULY CARRIED, TO APPROVE THE EXTENSION OF THE HERE FOR GOOD MARKET PERMIT UNDER THE SAME CONDITIONS AS THE PRIOR PERMIT.

Approve Event/ Street Closure Application- DDBC Spooktacular- Approved

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET, DULY CARRIED, TO APPROVE THE EVENT/ STREET CLOSURE APPLICATION FOR THE DESTINATION DOWNTOWN BRAINERD COALITION SPOOKTACULAR WITH THE CONDITIONS THAT THE APPLICANT COORDINATE POWER NEEDS WITH BPU STAFF, REMOVE ALL SIGNS AND BANNERS AFTER THE EVENT, AND GET APPROVAL FROM NEIGHBORING BUSINESSES.

Approve Improvement 21-03 Final Pay Application- Approved

Committee Chair O'Day stated that the City budgets \$50,000 for this purpose every year.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON, DULY CARRIED, TO APPROVE THE FINAL PAY APPLICATION TO KNIFE RIVER IN THE AMOUNT OF \$48,938 FOR IMPROVEMENT 21-03- 2021 LARGE PATCH PROJECT.

Discussion of Whistle Free/ Quiet Zones- Information only

Committee Chair O'Day stated that the committee directed staff to learn from Baxter's study and expenditures. No action at this time, information only.

Unfinished Business

Public Hearing- Proposed Street Vacation- SW 7th Street South of Ethel Street- Approved

City Engineer/ Interim Public Works Director stated that at the August 2nd, 2021, City Council Meeting the Council accepted a petition to vacate a portion of SW 7th Street. The Council then set the public hearing for the August 16th meeting.

The Chair opened the public hearing at 7:47

No one came forward.

The Chair Closed the public hearing at 7:48

MOVED AND SECONDED BY COUNCIL MEMBERS PRITSCHET AND O'DAY TO ADOPT RESOLUTION TO VACATE SW 7TH STREET SOUTH OF ETHEL STREET.

RESOLUTION 50:21

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

Committee Recommendations- Recommended by Mayor Badeaux- Approved

Mayor Badeaux recommended the reappointment of Marie Kirsch to the EDA term expiring September 7th, 2027.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND PRITSCHET, DULY CARRIED, TO APPROVE THE REAPPOINTMENT OF MARIE KIRSCH TO THE EDA WITH TERM EXPIRING SEPTEMBER 7TH, 2027.

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 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 Fundraising Committee – Two positions available

New Business

Authorize Plaque for Babe the Ox- Approved

The Chair recognized Brenda Billman-Arndt, 719 Laurel St, as a representative of the Destination Downtown Brainerd Council. The Waabigwan Ox is ready to be installed downtown with the approval of the plaque.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO PLACE THE PLAQUE AS PRESENTED.

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

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND ERICKSON, DULY CARRIED, TO APPROVE THE FINAL PLAT FOR LOTS 1 THROUGH 17, BLOCK 1, NORTHTOWN FIRST ADDITION, INCLUDING THE CONSERVATION EASEMENT.

Public Forum

The Chair opened public forum at 7:55 p.m.

No one came forward.

The Chair closed public forum at 7:58 p.m.

Staff Reports

City Engineer/ Interim Public Works Director Sandy stated that there were two business open houses for the 210 project that were well attended. The online open house for the project will close on September 13th.

Community Development Director Chanski stated that the zoning code is in the language writing stage to the residential, commercial/ industrial, and miscellaneous standards. There will be three workshops for language writing the first will be on October 11th. For public transparency there will be many opportunities coming up to engage citizens, the first being a pop-up open house on September 22nd, at the Here for Good Market. The Park Board chose WSB to be the design firm for the Mississippi Landing Trailhead Park. The EDA voted to request for proposals for economic development services for the City, the commission formed a subcommittee to work with staff to develop the RFP. Parking Commission is requesting to present their parking plan to the City Council at a workshop at a later date.

Fire Chief Holmes stated that Louisiana has requested firefighter support to fill vacancies in house for Hurricane Ida. The City has sent two firefighters to respond to this request.

Human Resources Director Schubert stated that the employee appreciation meals will be taking place the week of September 15th. The Council and Mayor are encouraged to attend these events. She requested that Council members let her know about their availability for these events to attend.

Administrator Bergman stated that the Park Board will be submitting their master plan for Lum Park for review. She stated that she felt the Senate Bonding tour was incredibly successful, Mayor Badeaux and Member Stenglein were in attendance. The House Capital Investment Committee will be present on September 23rd, and staff will be meeting with Representative Heintzeman on September 20th. Staff will be submitting monthly department reports going forward. Finally, the Sesquicentennial is September 18-25th. She thanked the community partners for holding 25 events during that week. The ribbon cutting for Memorial Park is on September 23rd at 1:30 p.m. The Rotary Riverside Park will also hold a ribbon cutting on September 21st at 12 p.m.

Mayors Report

Mayor Badeaux stated that the Parking Commission has developed a plan for parking downtown. The plan may pose disagreements for some citizens. The commission will request a workshop after their next meeting.

Council Member Reports

Council Member Pritschet congratulated the students, staff, and faculty on their first day back in school.

Council Member O'Day stated that he is looking forward to being a part of meetings on September 8th for the subcommittee for the EDA to RFP Economic Development Services for the

City as well as the Charter Commission that will be working with the Public Utilities Staff and Commission to update that section of the Charter.

Council Member Johnson is also looking forward to going through the RFP for Economic Development Services.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND PRITSCHET, DULY CARRIED, TO ADJOURN THE MEETING.

The Chair adjourned the meeting at 8:10 p.m.

Jennifer Bergman
City Administrator

Contractor List

09/16/2021

Contractor Name	Address	Local License #	Licensee Type
ELITE COOL AND HEAT LLC JONATHAN MOE	5805 36TH ST SW (218) 270 0541	2021-0067	Mechanical
ERICS EXCAVATING INC ERIC T JOHNSON	25557 E CLARK LAKE RD (218) 851-1136	2021-0026	Excavator
MN QUALITY ENTERPRISES LLC Arthur Lordbock	10718 GREENWOOD ST (218) 829-4664	2021-0010	Commercial Roofing

Totals: 3

Population: All Records
Licensee.DateRegistered Between 9/2/2021 12:00:00 AM AND 9/16/2021 12:00:00 AM
AND
Licensee.LocalLicenseNumber Starts With 2
OR
Contractor.DateInsuranceExpires = 07/31/2021



BRainerd POLICE DEPARTMENT MONTHLY REPORT



BESTUL'S BOOYAH AWARD

Miranda Halverson, Records Management Lead, was selected as the August BOOYAH Award winner for a nomination made by Sergeant Paul Dooley.

On 08/29/21, Sergeant Dooley received a homemade wooden flag board with K9 Keno and an etched print of Keno's face that Miranda had made over the weekend in honor of K9 Keno's retirement from police work.

Sergeant Dooley thanked Miranda for the sentimental gift, noting that he will proudly display it here in the office after showing it to his family. **BOOYAH!**



COMMUNITY OUTREACH

UPWARD BOUND FISHING WITH KIDS

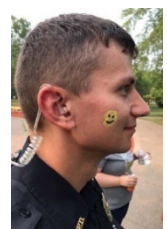
The Upward Bound Fishing with Kids event that was held on Wednesday, August 11th, on Gull Lake was a huge success. Local law enforcement officers from the Brainerd, Baxter, Crosby, and Breezy Point Police Departments, as well as the Crow Wing County Sheriff's Office, Minnesota State Patrol, and Minnesota Department of Natural Resources, along with staff from the Mid Minnesota Women's Center, spent the day fishing with 26 local youths. Five pontoons were rented for the event, lunch was at Ernie's on Gull, and fishing rods and tackle boxes were given away. A great time was had by all – kids and officers included!

Special thanks to Ernie's on Gull, S & W Bait, and Reeds Sporting Goods for their contributions to the event.



NATIONAL NIGHT OUT

The Brainerd Northside Neighborhood Association hosted their annual block party from 5-7 pm on August 3rd in Gregory Park. All current and past residents of Brainerd's Northside were invited to attend this community event in conjunction with National Night Out, celebrating neighborhood unity; safety; police/community partnership; and crime, drug and violence prevention. The event included a picnic dinner, live music, games for the kids, and face painting. Law enforcement, fire department staff, and McGruff the Crime Dog were also on hand.



TRAINING & STAFF DEVELOPMENT

FTO Basic Certification Course

Officers Travis Kostreba and Brady Houle attended FTO Basic Certification School August 23-27 in Anoka County and Officer Grant Larson attended an on-line course August 11-13th. The courses are designed to develop the basic skills to become a field training officer. State certification requirements to serve as an FTO with Probationary Police personnel focus upon the utilization of the Big Twelve Instructional and Coaching Tools, preparing a proactive problem-oriented and self-reliant Police Officer, and specific, objective, legally anchored documentation of Probationer performance.

Taser Instructor Course

Officer Travis Gleason attended a Taser Instructor Course at Camp Ripley on August 20th. After completing the course, he was certified as an instructor.

Reid Interview Training

Investigators Tony Runde and Rachel Boggs attended the Reid Interview Training seminar hosted by the Brainerd Police Department August 3-6th. The training featured a discussion of three primary topics – Behavior Symptom Analysis (the verbal and nonverbal behavioral characteristics which can be used to distinguish a truthful person from a deceptive individual); the Behavior Analysis Interview (a non-accusatory interview process utilizing both investigative and behavior provoking questions); and the Reid Nine Steps of Interrogation. Each participant received 18 hours of continuing professional education credits.

TRT Training

Sergeant Joel Reed attended Tactical Response Team training in Morrison County on August 17th.

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

During the month of August, Officers Ron Myers, Drew Selvestra, Jordan Host, and Sam Judd attended EVOC and PIT refresher training at the MN Highway Safety and Research Center in St. Cloud. This course meets and exceeds the minimum standards of the POST Board 5-year licensing requirement.

OVERALL CALLS FOR SERVICE

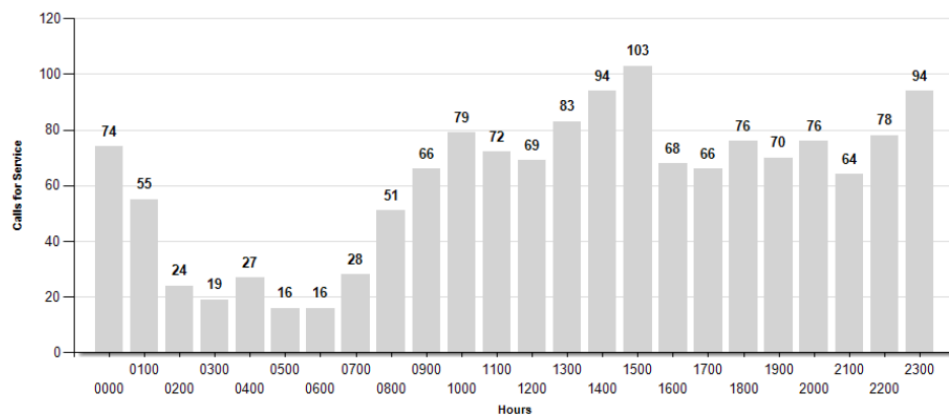
August	2021	2020
Number of Calls for Service	1468	1440



Calls for Service Hourly

8/1/2021 to 8/31/2021

Total Calls: 1513

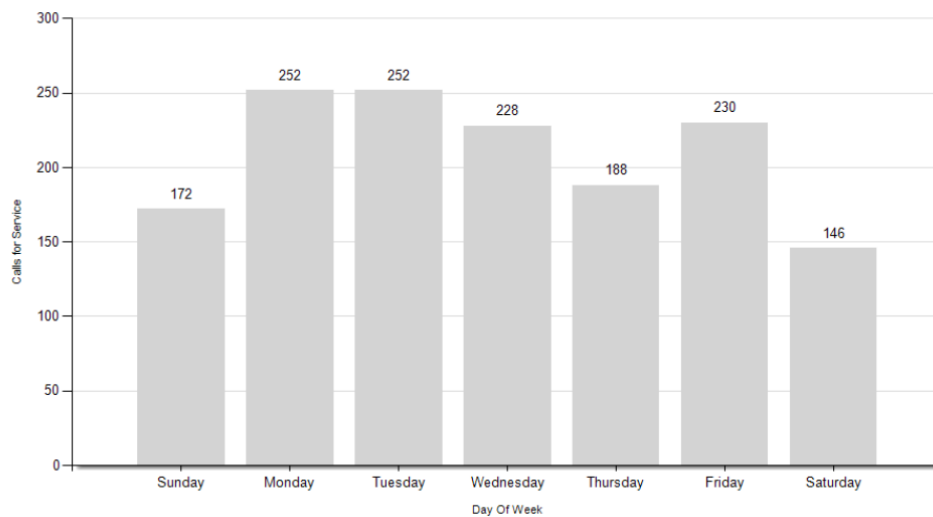


Calls for Service Day Of Week

Start Date: 8/1/2021

End Date: 8/31/2021

Total Calls: 1513



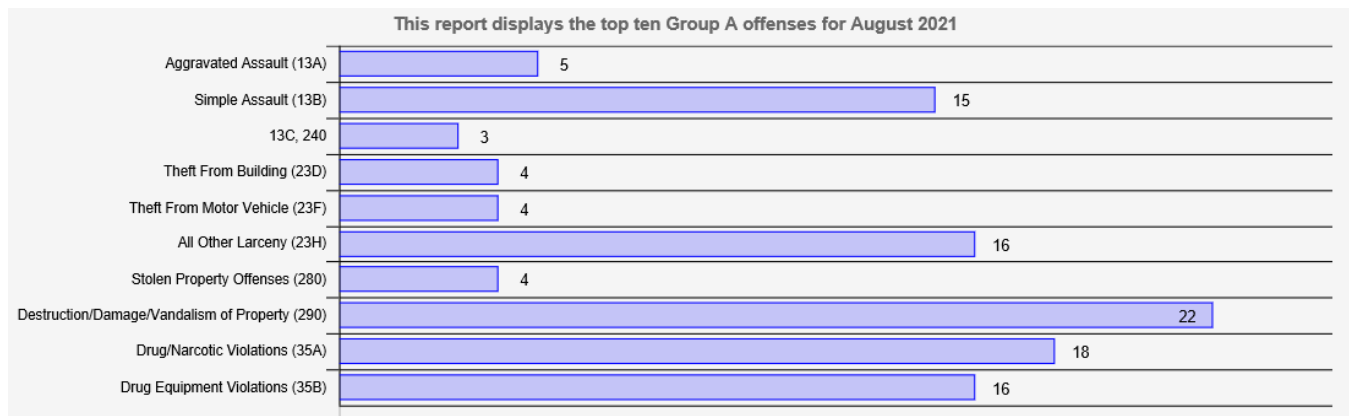
CRIME STATISTICS

August	2021	2020
Group A Offenses Known or Reported to Police	1118	1052
Group A and B Arrests	551	501

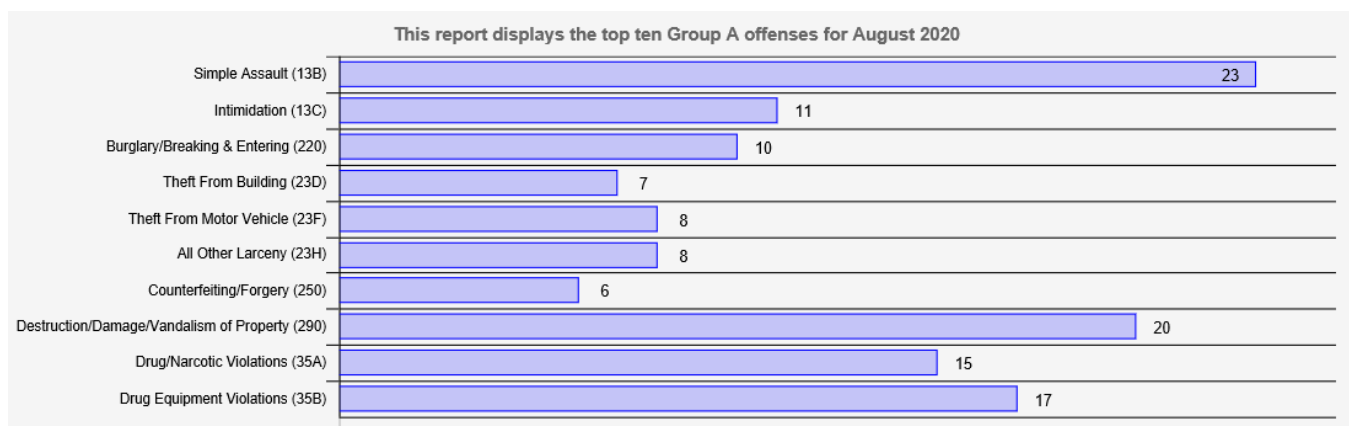
** Note: 2021 totals do not include case files that have not yet been coded.

TOP 10 GROUP A OFFENSES

August 2021

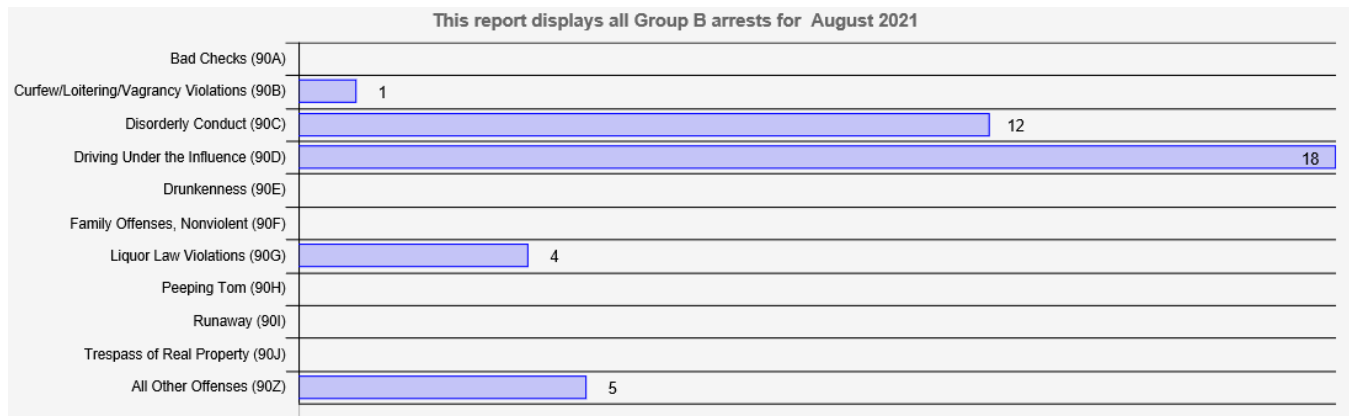


August 2020

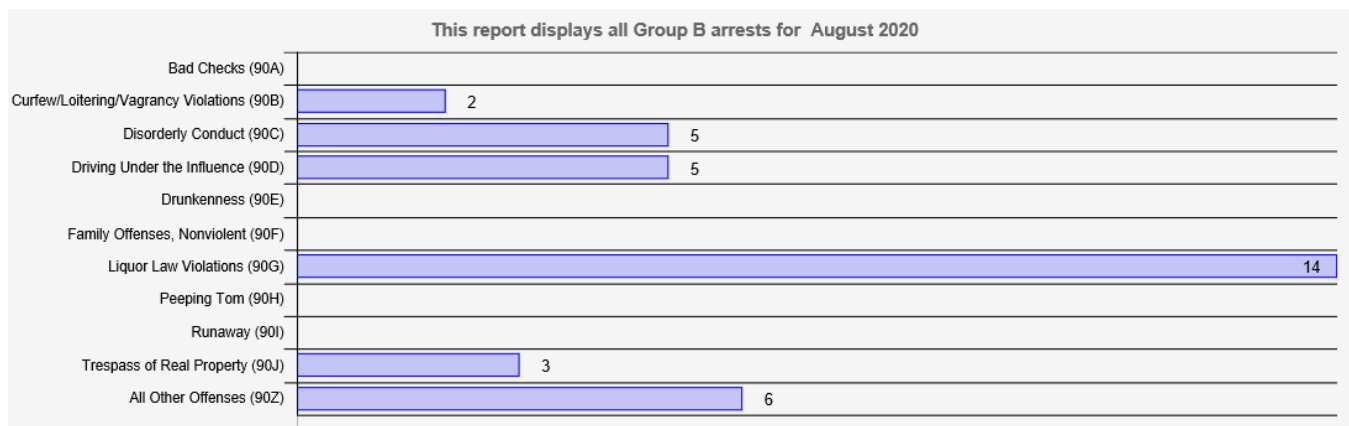


GROUP B ARREST DATA

August 2021



August 2020



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

August	2021	2020
Citations (Inc. Parking Tickets & Written Warnings)	212	183

52 parking tickets issued in the month of August, with the following dispositions.

4	Dismissed
0	Business Validations
25	Paid in Full
0	Partial Payments Received
23	No Payment Received

Revenue Recapture Receipts:

2020 Total:	\$8,304.50
2021 To Date:	\$6,618.62

CONDUCT ON PREMISES ACTIVITY REPORT

ICR	Date Reported	Title	Address	Summary
21011163	08/12/2021	Conduct on Premises	715 ½ Laurel St	Conduct on Premises

BODY WORN CAMERA DATA REPORT

Month	Number of Videos	Hours of Video	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos per Day
August	1852	461	806	446	14.95 Minutes	60





City of Brainerd
IT/GIS Department Monthly Report
August 2021

Projects

Facilitated security camera system installation at new Memorial Park building.

Initial planning for Street Dept remodel – network, phones, doors, cameras, etc.

Wrapped up summer GIS internship. Vast majority of time was spent on tree inventory needed for DNR grant which will lead to a management plan for EAB (emerald ash borer) and provide funding for tree plantings.

8/31 our internet service provider experienced catastrophic loss of service for many hours, establishing the need for a redundant internet connection to minimize impact of future outages.

Met with CLC to finalize decision to collaborate on PEG channel. Will begin working out the details now that the first few weeks of school (busy) are complete.

Software

Finalizing migration of Sharepoint (intranet) to the cloud – beginning to grant access to other entities including BPU, HRA, and Airport.

Upgraded malware software on city computers - *AMP for Endpoints to Secure Endpoint*.

VCS POSS – multiple meetings and extensive troubleshooting towards implementing police dept scheduling software.

BS&A – customizing various reports for both financial and building components. HR module training. Explored open enrollment options.

Reinstalled WSUS (*windows server update services* which patches city computers) to improve performance.

Extensive software updates of take-home computers in order to remain prepared in the event of any possible work from home needs – individually or as a larger group.

Hardware

Purchased and deployed department head laptops to replace aging Microsoft Surface tablets.

Moved various virtual servers to newer hardware.

Shredded 140+ hard drives from a few generations of police dept computers.

Other

Technical support for numerous meetings – City Council, Joint meeting with CWC, Park Board, Planning Commission, HRA, EDA, Charter Committee, EE Insurance Committee, Budget Workshop, Lunch n learn.

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

September 20th, 2021

6:30 PM

WebEx Teleconference Call-In Information

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

Access Code: 2486 823 4994

1. Accept the Resignation of Jacob Scholten
2. Approval of 2022 Life Insurance Provider
3. Approval of 2022 Health Insurance Broker Fee
4. Authorize Staff to Negotiate an Agreement with Region 5 Development Commission for the Annex
5. Discussion of the Use of City Coronavirus Response and Relief Supplement Appropriation Act (CRRSAA)
6. Adopt 2022 Preliminary Levy & Set Public Hearing Date



Brainerd City Council Agenda Request

Requested Meeting Date: September 20, 2021

Title of Item: Accept resignation of Officer Jacob Scholten

☐ 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 September 9, 2021, Officer Jacob Scholten submitted a Letter of Resignation effective immediately. Jacob was in Step 2 of the Field Training program. This resignation makes our current staffing level at 23 of 27 budgeted police officers for 2021. We are requesting authorization for Civil Service Commission to establish a new Police Officer Eligibility List. The current Eligibility List has been exhausted with one candidate being in the final process of the pre-employment testing process.	
Alternatives, Options, Effects on Others/Comments: The Police Department is budgeted for 27 licensed positions in 2021. The current staffing level is at 23, with Officer Joshua Clausen still in the Field Training program. A new Police Officer Eligibility List will allow the department to work towards filling the remaining 3 positions, pending the candidate currently in the final stages of the pre-employment decision.	
Recommended Action/Motion: Accept Officer Jacob Scholten's resignation effective September 9, 2021. Authorize the Civil Service Commission to establish a new Police Officer Eligibility list.	
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 Please Explain: The hiring process will be absorbed by the 2021 budget.	

To the City of Brainerd,

I, Jacob Scholten, hereby resign from the Brainerd Police Department, as of 9/9/2021. I thank you for the time and resources spent in my training. I am very grateful for the opportunity that has been provided.

Respectfully, Jacob Scholten.

 9/9/2021



Brainerd City Council Agenda Request

Requested Meeting Date: September 20, 2021

Title of Item: Approval of 2022 Life Insurance Provider

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

Life Insurance

Company	Response
Sun Life	Incumbent
Hartford	Received
Symetra	Received
Standard	Received
Met Life	Received
Madison National	Received
Equitable	Received
Dearborn	Received
Aflac	Declined
Guardian	Declined
Humana	Declined
Lincoln Financial	Declined
Minnesota Life/Securian	Declined
Mutual of Omaha	Declined
New York Life	Declined
Principal	Declined
Prudential	Declined
Reliance	Declined
United Health Care	Declined
Unum	Declined
VOYA/ING	Declined

Formal RFP - Life Insurance

*Calculations based on Insurance Volumes listed in the specifications

City of Brainerd		Current Plan - Sun Life		Sun Life - Renewal		The Hartford			
Total Difference Per Year				\$1,502		-\$6,409			
Premiums Paid	Volume	Monthly Rate Per \$1,000	Cost Per Month	Monthly Rate Per \$1,000	Cost Per Month	Difference Per Month	Monthly Rate Per \$1,000	Cost Per Month	Difference Per Month
Basic Life	\$5,334,000	\$0.163	\$869.44	\$0.171	\$912.11		\$0.120	\$640.08	
Basic AD&D	\$5,334,000	\$0.020	\$106.68	\$0.020	\$106.68		\$0.020	\$106.68	
Total per Month		\$0.183	\$976.12	\$0.191	\$1,018.79	\$42.67 4%	\$0.140	\$746.76	-\$229.36 -23%
	Volume	Monthly Rate Per \$1,000	Cost Per Month	Monthly Rate Per \$1,000	Cost Per Month		Monthly Rate Per \$1,000	Cost Per Month	
Dependent Life / Child Life	\$525,000	\$0.09	\$47.25	0.09	\$47.25		0.09	\$47.25	
Employee and Spouse Supplemental Life (Calculated as of 1/1/2021)	Volume	Rate per \$1,000 Life	Cost Per Month	Rate per \$1,000 Life	Cost Per Month		Rate per \$1,000 Life	Cost Per Month	
Under 25	\$250,000	\$0.080	\$20.00	\$0.084	\$21.00		\$0.065	\$16.25	
25 - 29	\$530,000	\$0.080	\$42.40	\$0.084	\$44.52		\$0.065	\$34.45	
30 - 34	\$570,000	\$0.090	\$51.30	\$0.095	\$54.15		\$0.073	\$41.61	
35 - 39	\$1,670,000	\$0.110	\$183.70	\$0.116	\$193.72		\$0.089	\$148.63	
40 - 44	\$1,090,000	\$0.150	\$163.50	\$0.158	\$172.22		\$0.122	\$132.98	
45 - 49	\$1,150,000	\$0.230	\$264.50	\$0.242	\$278.30		\$0.186	\$213.90	
50 - 54	\$920,000	\$0.360	\$331.20	\$0.378	\$347.76		\$0.292	\$268.64	
55 - 59	\$430,000	\$0.540	\$232.20	\$0.567	\$243.81		\$0.437	\$187.91	
60 - 64	\$350,000	\$0.720	\$252.00	\$0.756	\$264.60		\$0.583	\$204.05	
65 - 69	\$50,000	\$1.300	\$65.00	\$1.365	\$68.25		\$1.053	\$52.65	
70 - 74	\$0	\$2.090	\$0.00	\$2.299	\$0.00		\$2.349	\$0.00	
Total Supp EE and SP Life Per Month	\$7,010,000	\$1,605.80		\$1,688.33	\$82.53 5%		\$1,301.07	-\$304.73 -19%	
Total Premium Per Month BASIC+SUPP+ DEP/CH		\$2,629.17		\$2,754.37		\$125.20 5%	\$2,095.08		-\$534.09 -20%
Difference per Year				\$1,502		Difference per Year		-\$6,409	
Rate Guarantee		N/A		1 YEAR		3 YEARS			

Formal RFP - Life Insurance

*Calculations based on Insurance Volumes listed in the specifications

City of Brainerd		Current Plan - Sun Life		Symetra		Standard			
Total Difference Per Year				-\$4,673		-\$4,033			
Premiums Paid	Volume	Monthly Rate Per \$1,000	Cost Per Month	Monthly Rate Per \$1,000	Cost Per Month	Difference Per Month	Monthly Rate Per \$1,000	Cost Per Month	Difference Per Month
Basic Life	\$5,334,000	\$0.163	\$869.44	\$0.090	\$480.06		\$0.100	\$533.40	
Basic AD&D	\$5,334,000	\$0.020	\$106.68	\$0.020	\$106.68		\$0.020	\$106.68	
Total per Month		\$0.183	\$976.12	\$0.110	\$586.74	-\$389.38 -40%	\$0.120	\$640.08	-\$336.04 -34%
	Volume	Monthly Rate Per \$1,000	Cost Per Month	Monthly Rate Per \$1,000	Cost Per Month		Monthly Rate Per \$1,000	Cost Per Month	
Dependent Life / Child Life	\$525,000	\$0.09	\$47.25	0.09	\$47.25		0.09	\$47.25	
Employee and Spouse Supplemental Life (Calculated as of 1/1/2021)	Volume	Rate per \$1,000 Life	Cost Per Month	Rate per \$1,000 Life	Cost Per Month		Rate per \$1,000 Life	Cost Per Month	
Under 25	\$250,000	\$0.080	\$20.00	\$0.080	\$20.00		\$0.080	\$20.00	
25 - 29	\$530,000	\$0.080	\$42.40	\$0.080	\$42.40		\$0.080	\$42.40	
30 - 34	\$570,000	\$0.090	\$51.30	\$0.090	\$51.30		\$0.090	\$51.30	
35 - 39	\$1,670,000	\$0.110	\$183.70	\$0.110	\$183.70		\$0.110	\$183.70	
40 - 44	\$1,090,000	\$0.150	\$163.50	\$0.150	\$163.50		\$0.150	\$163.50	
45 - 49	\$1,150,000	\$0.230	\$264.50	\$0.230	\$264.50		\$0.230	\$264.50	
50 - 54	\$920,000	\$0.360	\$331.20	\$0.360	\$331.20		\$0.360	\$331.20	
55 - 59	\$430,000	\$0.540	\$232.20	\$0.540	\$232.20		\$0.540	\$232.20	
60 - 64	\$350,000	\$0.720	\$252.00	\$0.720	\$252.00		\$0.720	\$252.00	
65 - 69	\$50,000	\$1.300	\$65.00	\$1.300	\$65.00		\$1.300	\$65.00	
70 - 74	\$0	\$2.090	\$0.00	\$2.900	\$0.00		\$2.900	\$0.00	
Total Supp EE and SP Life Per Month	\$7,010,000		\$1,605.80	\$1,605.80	\$0.00 0%		\$1,605.80	\$0.00 0%	
Total Premium Per Month BASIC+SUPP+ DEP/CH			\$2,629.17	\$2,239.79	-\$389.38 -15%		\$2,293.13	-\$336.04 -13%	
Rate Guarantee		N/A		3 YEARS		2 YEARS			
				Difference per Year -\$4,673		Difference per Year -\$4,033			

Formal RFP - Life Insurance

*Calculations based on Insurance Volumes listed in the specifications

City of Brainerd		Current Plan - Sun Life		Dearborn		Equitable			
Total Difference Per Year				-\$1,536		-\$1,408			
Premiums Paid	Volume	Monthly Rate Per \$1,000	Cost Per Month	Monthly Rate Per \$1,000	Cost Per Month	Difference Per Month	Monthly Rate Per \$1,000	Cost Per Month	Difference Per Month
Basic Life	\$5,334,000	\$0.163	\$869.44	\$0.139	\$741.43		\$0.136	\$725.42	
Basic AD&D	\$5,334,000	\$0.020	\$106.68	\$0.020	\$106.68		\$0.025	\$133.35	
Total per Month		\$0.183	\$976.12	\$0.159	\$848.11	-\$128.02 -13%	\$0.161	\$858.77	-\$117.35 -12%
	Volume	Monthly Rate Per \$1,000	Cost Per Month	Monthly Rate Per \$1,000	Cost Per Month		Monthly Rate Per \$1,000	Cost Per Month	
Dependent Life / Child Life	\$525,000	\$0.09	\$47.25	0.09	\$47.25		0.09	\$47.25	
Employee and Spouse Supplemental Life (Calculated as of 1/1/2021)	Volume	Rate per \$1,000 Life	Cost Per Month	Rate per \$1,000 Life	Cost Per Month		Rate per \$1,000 Life	Cost Per Month	
Under 25	\$250,000	\$0.080	\$20.00	\$0.080	\$20.00		\$0.080	\$20.00	
25-29	\$530,000	\$0.080	\$42.40	\$0.080	\$42.40		\$0.080	\$42.40	
30-34	\$570,000	\$0.090	\$51.30	\$0.090	\$51.30		\$0.090	\$51.30	
35 - 39	\$1,670,000	\$0.110	\$183.70	\$0.110	\$183.70		\$0.110	\$183.70	
40 - 44	\$1,090,000	\$0.150	\$163.50	\$0.150	\$163.50		\$0.150	\$163.50	
45 - 49	\$1,150,000	\$0.230	\$264.50	\$0.230	\$264.50		\$0.230	\$264.50	
50 - 54	\$920,000	\$0.360	\$331.20	\$0.360	\$331.20		\$0.360	\$331.20	
55 - 59	\$430,000	\$0.540	\$232.20	\$0.540	\$232.20		\$0.540	\$232.20	
60 - 64	\$350,000	\$0.720	\$252.00	\$0.720	\$252.00		\$0.720	\$252.00	
65 - 69	\$50,000	\$1.300	\$65.00	\$1.300	\$65.00		\$1.300	\$65.00	
70 - 74	\$0	\$2.090	\$0.00	\$2.900	\$0.00		\$2.900	\$0.00	
Total Supp EE and SP Life Per Month	\$7,010,000	\$1,605.80		\$1,605.80	\$0.00 0%		\$1,605.80	\$0.00 0%	
Total Premium Per Month BASIC+SUPP+ DEP/CH		\$2,629.17		\$2,501.16	-\$128.02 -5%		\$2,511.82	-\$117.35 -4%	
Rate Guarantee			N/A	2 YEARS		2 YEARS			
				Difference per Year -\$1,536		Difference per Year -\$1,408			

Formal RFP - Life Insurance

*Calculations based on Insurance Volumes listed in the specifications

City of Brainerd		Current Plan - Sun Life		Madison National		Met Life			
Total Difference Per Year				-\$832		\$369			
Premiums Paid	Volume	Monthly Rate Per \$1,000	Cost Per Month	Monthly Rate Per \$1,000	Cost Per Month	Difference Per Month	Monthly Rate Per \$1,000	Cost Per Month	Difference Per Month
Basic Life	\$5,334,000	\$0.163	\$869.44	\$0.150	\$800.10		\$0.144	\$768.10	
Basic AD&D	\$5,334,000	\$0.020	\$106.68	\$0.020	\$106.68		\$0.030	\$160.02	
Total per Month		\$0.183	\$976.12	\$0.170	\$906.78	-\$69.34 -7%	\$0.174	\$928.12	-\$48.01 -5%
		Monthly Rate Per \$1,000	Cost Per Month	Monthly Rate Per \$1,000	Cost Per Month		Monthly Rate Per \$1,000	Cost Per Month	
Dependent Life / Child Life	Volume	\$0.09	\$47.25	0.09	\$47.25		0.24	\$126.00	
Employee and Spouse Supplemental Life (Calculated as of 1/1/2021)	Volume	Rate per \$1,000 Life	Cost Per Month	Rate per \$1,000 Life	Cost Per Month		Rate per \$1,000 Life	Cost Per Month	
Under 25	\$250,000	\$0.080	\$20.00	\$0.080	\$20.00		\$0.080	\$20.00	
25-29	\$530,000	\$0.080	\$42.40	\$0.080	\$42.40		\$0.080	\$42.40	
30-34	\$570,000	\$0.090	\$51.30	\$0.090	\$51.30		\$0.090	\$51.30	
35 - 39	\$1,670,000	\$0.110	\$183.70	\$0.110	\$183.70		\$0.110	\$183.70	
40 - 44	\$1,090,000	\$0.150	\$163.50	\$0.150	\$163.50		\$0.150	\$163.50	
45 - 49	\$1,150,000	\$0.230	\$264.50	\$0.230	\$264.50		\$0.230	\$264.50	
50 - 54	\$920,000	\$0.360	\$331.20	\$0.360	\$331.20		\$0.360	\$331.20	
55 - 59	\$430,000	\$0.540	\$232.20	\$0.540	\$232.20		\$0.540	\$232.20	
60 - 64	\$350,000	\$0.720	\$252.00	\$0.720	\$252.00		\$0.720	\$252.00	
65 - 69	\$50,000	\$1.300	\$65.00	\$1.300	\$65.00		\$1.300	\$65.00	
70 - 74	\$0	\$2.090	\$0.00	\$2.900	\$0.00		\$2.900	\$0.00	
Total Supp EE and SP Life Per Month	\$7,010,000	\$1,605.80		\$1,605.80	\$0.00 0%		\$1,605.80	\$0.00 0%	
Total Premium Per Month BASIC+SUPP+ DEP/CH		\$2,629.17		\$2,559.83	-\$69.34 -3%		\$2,659.92	\$30.74 1%	
		Difference per Year -\$832		Difference per Year -\$832		Difference per Year \$369		Difference per Year \$369	
Rate Guarantee		N/A		3 YEARS		2 YEARS			

Bid Details

City of Brainerd	Current Plan - Sun Life	Sun Life	The Hartford
Rating AM Best	A+	A+	A
Supplemental Maximum Employee	\$250,000	\$250,000 (can increase to \$500,000) +	\$250,000 (can increase to \$500,000) +
Supplemental Maximum Spouse	\$100,000	\$100,000 (can increase to \$250,000) +	\$100,000 (can increase to \$250,000) +
New Employee GI on Supp	\$50,000 EE, \$10,000 SP, \$10,000 CH	\$50,000 EE, \$10,000 SP, \$10,000 CH	\$100,000 EE, \$25,000 SP, \$25,000 CH +
Accelerated Death Benefit	75% Accel. Benefit	75% Accel. Benefit	75% Accel. Benefit
Waiver of Premium	Yes	Yes	Yes
Open Enrollment GI Opportunity at plan takeover?	N/A	Yes +	Yes +
Rate Guarantee	N/A	1 Year	3 Years +
Age Reductions on Basic	65% at age 65 and 50% at age 70	65% at age 65 and 50% at age 70	65% at age 65 and 50% at age 70
Age Reductions on Supplemental	50% at age 70	50% at age 70	50% at age 70
Conversion	Yes	Yes	Yes
Online Health Underwriting abilities	Yes	Yes	Yes
AD&D allowed during MN Continuation	Yes	Yes	Yes



Brainerd City Council Agenda Request

Requested Meeting Date: September 20, 2021

Title of Item: Approval of 2022 Health Insurance Broker Agreement and Fees

☐ 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: Attached is the 2022 Service Agreement between the City of Brainerd and North Risk Partners for North Risk Partners to be our 2022 health insurance broker for the Better Health Collective (formerly Sourcewell) health insurance for the City, BPU and HRA. Please note this agreement is effective October 1, 2021 as the broker will be assisting us with our 2022 Open Enrollment Process (same effective date as last year); further, North Risk Partners has offered to split the invoice so \$12,500 would be payable this fall and \$12,500 would be payable next summer. Please note the broker fee is split between the City, BPU and HRA based on the number of their employees enrolled in the Better Health Collective health plan. The City's share of the 2022 broker's fee will be approximately \$13,000. The Employee Insurance Committee recommends to continue to retain North Risk Partners as our broker for 2022 as well.	
Alternatives, Options, Effects on Others/Comments: In 2020, the City utilized a broker to assist us in our Health Insurance Request for Proposals process. During that process, it was very apparent how beneficial a fully-engaged broker can be to help oversee that process as well as presenting and negotiating benefits for us. As a result of that process, the City approved retaining North Risk Partners as our health insurance broker for 2021 for \$25,000; however, North Risk Partners allowed us to offset that cost by \$6,000 which was their 2021 market review fee. This reduced price allowed us an opportunity to evaluate a broker on a longer term. Utilizing North Risk Partners as our broker definitely paid off this year as North Risk Partners was able to negotiate a reduction for our 2022 premium renewal from 6.5% to 3.7%. That premium reduction is estimated to reduce the City's share of the 2022 employer's premium contribution by approximately \$18,000.	
Recommended Action/Motion: Authorize retaining North Risk Partners as our Better Health Collective (formerly Sourcewell) health insurance broker for 2022 in the amount of \$25,000; further, to approve the attached 2022 Service Agreement between the City of Brainerd and North Risk Partners.	
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> \$ 25,000 <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i>	



NORTH RISK
PARTNERS®

Service Agreement

Large Group Employee Benefits

City of Brainerd/BPU/HRA

Effective Date: October 1, 2021

Herein are services included in our package based on the current commission schedule. Extended services for additional fees are also listed. This document serves as a prompt for service discussions. Once finalized and signed, the document will serve as a formal agreement of services to be delivered by North Risk Partners.

Service Description	Frequency
---------------------	-----------

Ongoing Account Management

- | | |
|---|----------|
| <ul style="list-style-type: none"> ▪ Provide contact information and an outline of roles for all account management team members and arrange introduction. ▪ Perform day-to-day service and act as a resource for City of Brainerd on all benefit topics. ▪ Advocate on behalf of City of Brainerd and its employees regarding any benefit issues, questions, enrollment, claims and ongoing education. ▪ Act as a liaison between City of Brainerd and all insurance providers and administrators. ▪ Provide ongoing support of the benefits administration platform and all tools and resources – only if client is using EASE platform ▪ Provide claims data as requested on the health plan as well as tracking high claim utilization. Risk advisor analysis and interpretation of the data where appropriate. ▪ As requested, develop ad hoc charts and materials used for educating and illustrating. ▪ Identify client service timeline, implement annual milestones, and execute strategy. | Annually |
|---|----------|

Enrollment Strategy & Employee Education

- | | |
|--|----------|
| <ul style="list-style-type: none"> ▪ Evaluate communication strategies and determine best-fit approach in the short and long term to enhance employee understanding of benefit offerings. This may include but is not limited to: <ul style="list-style-type: none"> • Open enrollment flyers, posters, payroll stuffers • On-site and Virtual Open Enrollment & education meetings • Use of enrollment platform • Personalized enrollment guides - Bilingual communication options as needed • Ongoing communication and education on wellness/lifestyle resources, cost comparison tools, telemedicine, insurance carrier's value adds, etc. ▪ Determine new hire ongoing benefits enrollment options and eligibility. ▪ Implement enrollment approach and provide ongoing support. | Annually |
|--|----------|

Service Description	Frequency
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Mid-Year Review

- | | |
|--|--|
| <ul style="list-style-type: none"> Analyze vendor, carrier and product performance. Determine based on client needs which plans to take to market for the upcoming renewal. | Annually 5th to 6th month following renewal date |
| <ul style="list-style-type: none"> Perform claims analysis and benchmark comparisons. | |
| <ul style="list-style-type: none"> Discuss upcoming renewal and open enrollment timeline goals. | As needed based on group discussion |
| <ul style="list-style-type: none"> Discuss renewal estimates based on year-to-date claims information for budget projections of future costs. | |
| <ul style="list-style-type: none"> Review funding options and alternatives where appropriate. | |
| <ul style="list-style-type: none"> Present any new industry best practices, new products or services, compliance and legislative developments for consideration during the upcoming renewal (both). | <i>Not applicable 1st yr. or part of pool</i> |

Pre-Renewal Strategy

- | | |
|--|----------|
| <ul style="list-style-type: none"> Pre-renewal discussion with City of Brainerd to confirm market specifications (phone or in person if needed) | |
| <ul style="list-style-type: none"> Prepare market specifications for health insurance coverage and solicit alternative product/financial proposals from all competitive markets and programs available, for plans determined in the mid-year meeting. | |
| <ul style="list-style-type: none"> Request renewals 90-180 days prior to policy anniversary from health insurance carriers. | Annually |
| <ul style="list-style-type: none"> Review renewals for accuracy, justification and consistency with historical data. | |
| <ul style="list-style-type: none"> Meet with carrier representatives including sales/service, underwriting, claims, etc. to negotiate on City of Brainerd's behalf the most competitive renewals possible. | |
| <ul style="list-style-type: none"> Evaluate qualifying proposals in detail comparing costs, plan designs, administration expenses, network coverage, access and discounts. | |

Renewal Delivery and Process

- Prepare and present a comprehensive and concise Renewal Executive Summary to City of Brainerd's insurance committee.
- Analyze claims experience for the health plan's renewal period.
- Make recommendations regarding any plan changes or carrier finalists based on in-depth analysis.

Service Description	Frequency
▪ Inventory current services for the health insurance plan offered thru City of Brainerd and negotiate with finalists for needed services. ▪ Provide detailed follow-up regarding any questions or timelines discussed and move forward with open enrollment strategy. ▪ Assist City of Brainerd with implementation of recommended programs, plan changes and any vendor/carrier changes.	Annually

Training Center

Our unique solution assists companies in achieving employee training goals. Compared to traditional classroom-based instruction, online training reduces training costs, training time, improves trainee comprehension rates, and provides for consistent, enterprise-wide training content delivery. There are over 200 training courses in the areas of:

Available as part of the core services

- Employee Safety (Back Safety, First Aid, Bloodborne Pathogens, etc.)
- Human Resources (Diversity, Customer Service Skills, Employee Coaching, etc.)
- Wellness (Weight Management, Fitness for Everyone, Healthy Habits, etc.)

Continued on Page 5

- Environmental (Hazardous Waste, Lead Safety, Chemical Handling, Spills, etc.)

Safety & Loss Control Hotline – Mike Holmquist / Integrated Loss Control

- Health & Safety programs: Processes review, regulatory and OSHA compliance, emergency action plans, DOT fleet-specific safety & compliance, develop early return to work programs, lower claims/loss experience
- Large-scope projects offered at a discounted fee

Available as part of the core services

Wellness Consulting

North Risk Partners is a passionate proponent of the positive short and long-term impact of behavioral change. We have partnered with a variety of resources that are all at the leading edge of health and lifestyle promotion.

Available as part of the core services when requested

Service Description	Frequency
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- Conduct an evaluation of the current wellness culture and create a strategic plan to meet overall City of Brainerd goals. This will involve analyzing resources and program scope, including time frames and additional pricing (if applicable).

HR & Labor Hotline – Mike Bourgon / Synergy HR Solutions

- HR Support & Compliance: Employee handbook, HR audit, FLSA, FMLA, COBRA, employment and onboarding processes and forms, benefits administration practices, workplace investigation complaints, disciplinary forms & processes, hiring and termination practices
- HR Bootcamp: Full-day seminar geared around education on key HR topics
- Large-scope projects offered at a discounted fee

Sponsorship
available as part of
the core services

Compliance Support

We have a variety of tools and resources available to assist our clients with their compliance needs. Our consultation will evaluate your current status and we will recommend options to help support your compliance needs (some options may involve additional fees).

HR & Benefits Resources – Enrollment in MyWave Connect

- Online HR tool that provides compliance checklists, guides and links to state and federal laws
- Compliance documents, sample handbooks, timely compliance updates and newsletters
- Employee benefit communication pieces
- Online HR toolbox:
 - ACA Reporting
 - Custom Job Description Builder
 - COBRA Notices Generator
 - Employee Cost Calculator
 - Compliance Notice Builder
 - Federal Poster Advisor
 - FLMA Advisor

Available as part of
the Core Services

Service Description	Frequency
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- OSHA Log
- Health Plan Compliance Calendar
- HR Self-Assessment
- Sample Job Descriptions
- Interview Question Builder
- Multi-State Law Comparison Tool
- Performance Review Builder
- Salary benchmarking
- Employee Handbook Builder
- Total Compensation Statement Builder

Seminars and Monthly Webinars presented by industry professionals in the areas of insurance, human resources, safety and wellness. Recent webinar topics:

- Understanding HSA & VEBA Advantages
- Newly Enhanced MyWave Toolbox
- Mock Fatality Investigation
- Telecommuting: The Rules, Do's and Don'ts and Sample Policy

Wrap Documents (additional fees may apply)

- Summary Plan Description, Summary of Material Modification
- All ACA Notices, Special Enrollment Rights, Appeal Procedures

Additional Required Notices

- COBRA, State Continuation, CMS, CHIPRA, SBC, Model Exchange Notice

Reporting Guidance

- Annual CMS reporting
- Annual PCORI filing and fees
- Annual Reinsurance fees and filings
- ACA Reporting including 1094 and 1095 forms
- Annual 5500 filing when required (100+ enrolled employees)

Compensation / Consulting Fee

North Risk Partners agrees to provide consulting and core brokerage services as detailed throughout this service agreement in exchange for a fee-for service model:

Fee for Service: \$25,000 annually.

(We can invoice semi-annual installments)

This agreement shall remain for in effect for one year and can be renegotiated annually.

Adam Olson

9/13/2021

North Risk Partners -
Adam M. Olson

Date

City of Brainerd

Date

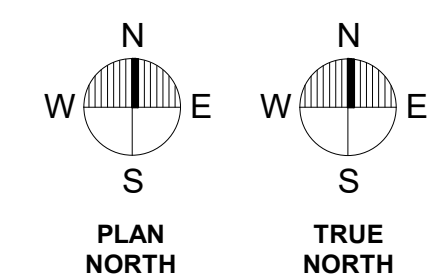
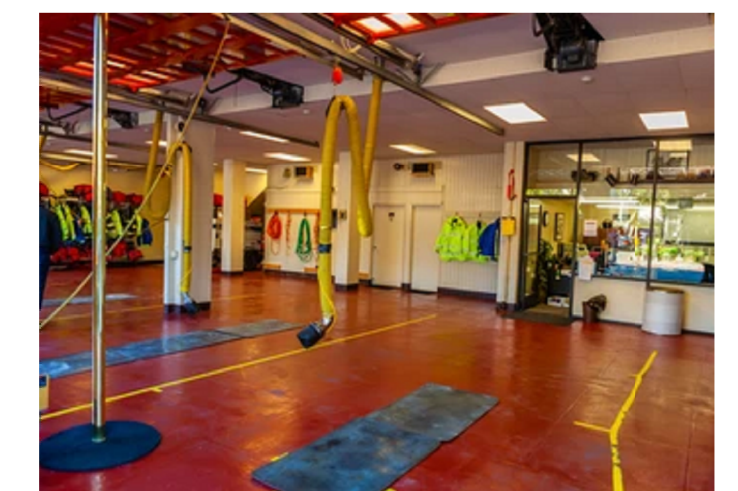
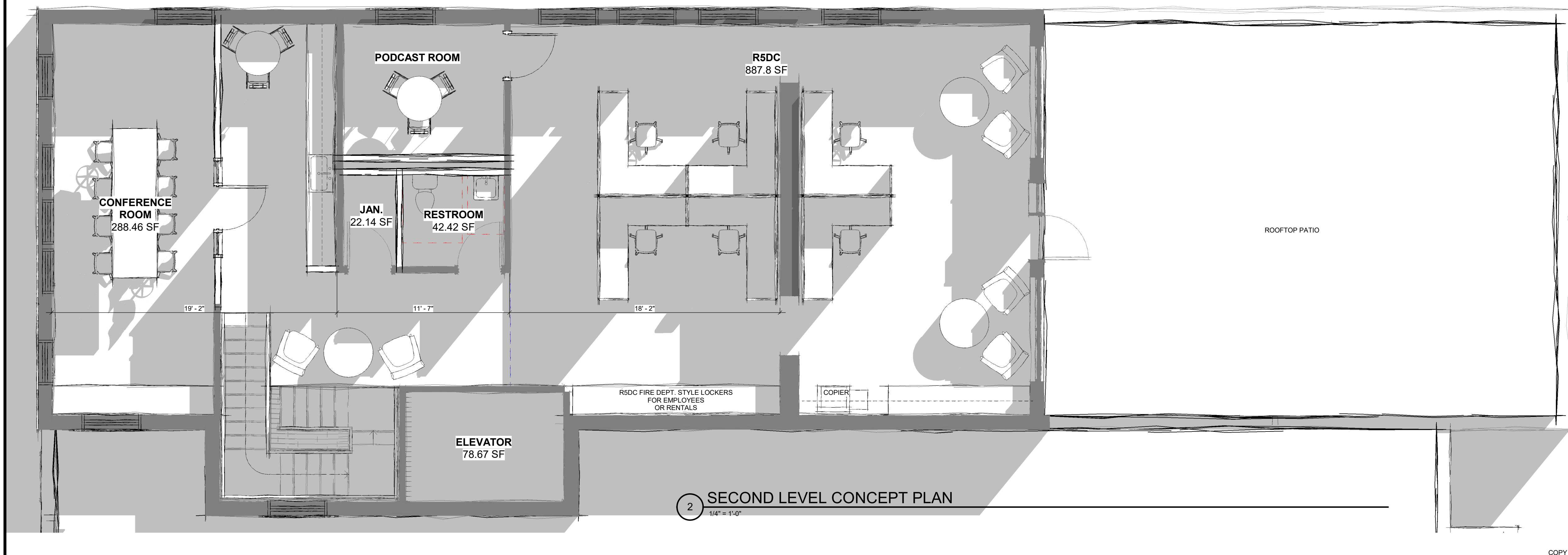
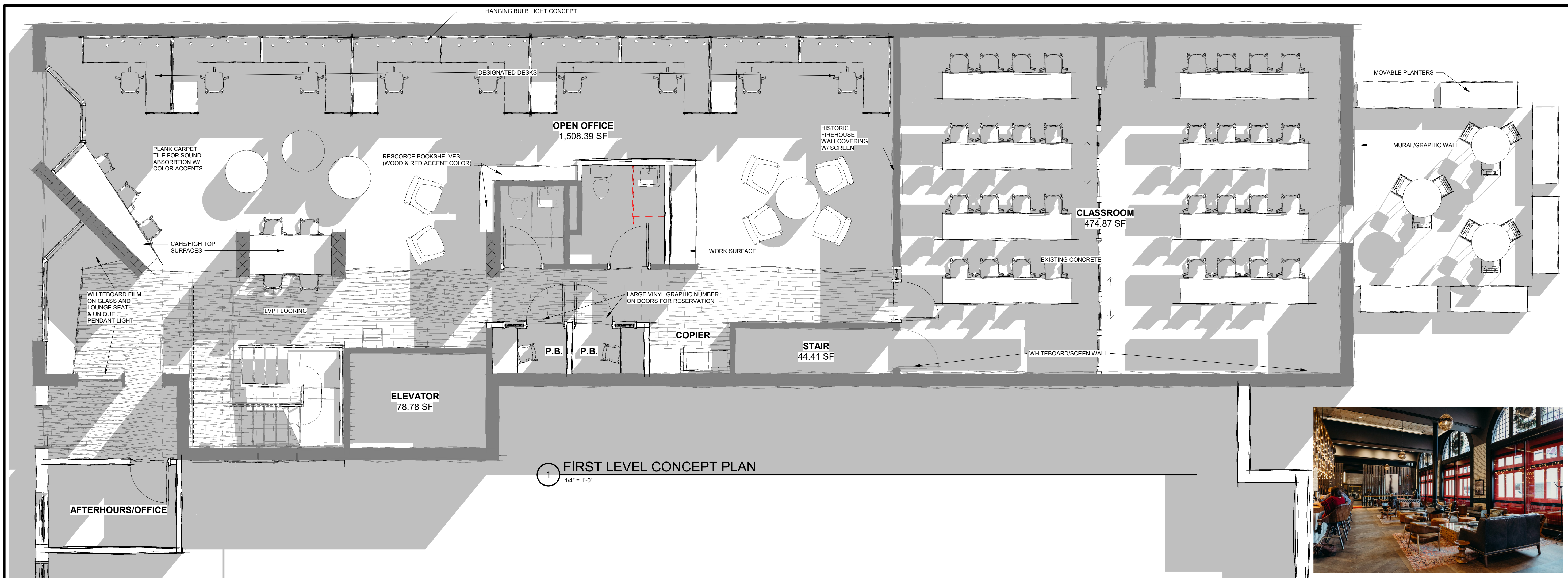


Brainerd City Council Agenda Request

Requested Meeting Date: September 20, 2021

Title of Item: Consider Proposal from R5DC to Lease the Annex

☐ 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): Jennifer Bergman, City Administrator	Estimated Time Needed: 5 mins
Summary of Issue: We were approached by the Region 5 Development Commission (R5DC) to see if we were aware of any space available for them for office space. R5DC is looking for a building for a satellite office as well as space for a shared work office area. Staff suggested the City Hall Annex. The City has leased approximately half of the building to the Driver's License Bureau; however, they have not operated there since March of 2020. We do not believe they intend to reopen at this facility. However, the City does have a lease for the space until October of 2022.	
Alternatives, Options, Effects on Others/Comments: R5DC has proposed to make the repairs as identified in the City's facility plan in consideration of a prepaid lease. They plan on investing approximately \$660,000 in the building (\$300,000 from R5DC, \$160,000 from the City of Brainerd and a grant request to DEED of \$200,000 through the Main Street Economic Revitalization Program). This investment would include not only the repairs identified in the facility plan but also a build-out of the space (see attached). They would lease the approximately 4,700 square foot building for \$16 per square foot annually for a total of \$75,200. Their request is to have the City consider their investment (\$400,000) as a prepaid lease for 5.32 years: \$400,000/\$75,200 = 5.32. The EDA recommended the City move forward with this proposal and negotiating a lease with the R5DC.	
Recommended Action/Motion: Staff would recommend moving forward with this proposal and negotiating a lease with the R5DC for the City Hall Annex for consideration at a future Council meeting.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ <u>160,000</u> Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> The City had \$382,000 in the 2022 budget for the remodel of the Annex. R5DC has requested \$160,000 - see attached.	



						SUB-TOTAL	\$0.00	0%	\$0.00	
DIVISION 21	FIRE SUPRESSION					SUB-TOTAL	\$0.00	0%	\$0.00	
						SUB-TOTAL	\$0.00	0%	\$0.00	
DIVISION 22-25	MECHANICAL									
				HVAC EQUIPMENT (TWO FURNACES, ONE ERU) AND DUCTWORK MODIFICATIONS	1	\$75,000.00	\$75,000.00			
				HVAC CONTROLS (TIE INTO CITY OF BRAINERD'S CONTROL INTERFACE)	1	\$13,000.00	\$13,000.00			
				REPLACEMENT PLUMBING AND PLUMBING FIXTURES FOR FOUR ADA RESTROOMS AND KITCHENETE	1	\$30,000.00	\$30,000.00			
						SUB-TOTAL	\$118,000.00	22%	\$24.24	
DIVISION 26-28	ELECTRICAL									
				POWER, LIGHTING, LOW VOLTAGE/DATA	4,868	\$15.00	\$73,020.00			
						SUB-TOTAL	\$73,020.00	14%	\$15.00	
CONSTRUCTION PROJECT							\$480,760.00			
					CONTINGENCY %	10%				
					CONTINGENCY \$	\$48,076.00				
					TOTAL	\$528,836.00				
					S.F.	4,868				4,868
					COST/S.F.	\$108.64				\$0.00
OWNER PROVIDED ITEMS										
	ITEM		VENDOR	DESCRIPTION	QTY	COST PER UNIT	TOTAL			ACTUAL
	FF&E									
				FURNITURE ALLOWANCE	1	\$100,000.00	\$100,000.00			
	SIGNAGE									
				INTERIOR SIGNAGE	1	\$0.00	\$0.00			
				EXTERIOR SIGNAGE	1	\$0.00	\$0.00			
	IT									
				FLAT SCREEN FOR CONFERENCE ROOM (65") (CAMERA, MOUNTING KITS, ETC.)	1	\$0.00	\$0.00			
				SERVER, SERVER RACK, NETWORK/DATA RACK	1	\$0.00	\$0.00			
TOTAL							\$100,000.00			\$0.00
WIDSETH DESIGN FEE							\$13,220.90			\$0.00
TOTAL PROJECT COST							\$642,056.90			\$0.00
R5DC CONTRIBUTION							\$450,000.00			\$450,000.00
NET DIFFERENCE							-\$192,056.90			-\$450,000.00

R5DC Annex Lease				
INCOME				
DEED Main Street	\$ 200,000.00	30%		30%
City of Brainerd	\$ 160,000.00	70%		24%
Local NCEDA Match	\$ 300,000.00			45%
Total Project	\$ 660,000.00			100%
EXPENSES				
Furniture, Fixtures & Technology	\$ 100,000.00			
Building improvements	\$ 560,000.00			
	\$ 660,000.00			
Annual Fully Loaded Lease	\$ 75,200.00	4700	\$ 16.00	
Prepaid lease	5.32 years		\$ 400,000.00	
			R5DC match + half of the DEED grant.	



Brainerd City Council Agenda Request

Requested Meeting Date: September 20, 2021

Title of Item: Discussion of the Use of City CRRSAA Funds

☐ 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/Paul Sandy	Department: Finance/Engineering
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 5 Minutes
Summary of Issue: City Engineer/Interim Public Works Director Sandy received notice that the City's share of the Federal Coronavirus Response and Relief Supplement Appropriations Act (CRRSAA) is \$30,489. Per the attached email, revenue loss was used as the approval for authorization of the CRRSAA, which allows maximum flexibility for the use of those funds. The City has until September 30, 2024 to spend the allocated funds, but needs to respond to MnDOT by September 30, 2021 with its intent to use the funds.	
Alternatives, Options, Effects on Others/Comments: The 5 allowed uses are: 1. Municipal State Aid Streets (MSAS) Regular Maintenance 2. City Road Maintenance - Staff's suggestion is to use CRRSAA funds for the 2021 street patching project. 3. MSAS Regular Construction 4. City Road Construction 5. Vehicle (excludes cars and pickups)	
Recommended Action/Motion: Authorize staff to respond to MnDOT and to used the City's Allocation of \$30,489 CRRSAA funds for 2021 street patching project.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☒ No <u>Please Explain:</u> The CRRSAA funds will be deposited into the Construction Fund 401. CRRSAA funds will be used for the 2021 street patching projects.	

Connie Hillman

From: Paul Sandy
Sent: Monday, August 30, 2021 11:57 AM
To: Connie Hillman; Jennifer Bergman
Subject: FW: City Coronavirus Response and Relief Supplemental Appropriations Act- RESPONSE REQUIRED

Connie/Jennifer,

Can we talk about this briefly?

Paul

Paul G. Sandy, P.E.

City Engineer/Interim Public Works Director | City Of Brainerd
501 Laurel Street, Brainerd, MN 56401
218.454.3411 direct | 218.828.2316 fax
218.513.0172 mobile
Email | psandy@ci.brainerd.mn.us
www.ci.brainerd.mn.us

From: Rubenstrunk, Alyssa K (DOT) <alyssa.rubenstrunk@state.mn.us>
Sent: Monday, August 30, 2021 9:22 AM
To: Paul Sandy <psandy@ci.brainerd.mn.us>
Subject: City Coronavirus Response and Relief Supplemental Appropriations Act- RESPONSE REQUIRED

Dear Paul Sandy,

MnDOT State Aid for Local Transportation is happy to inform you that your portion of the Federal **Coronavirus Response and Relief Supplemental Appropriations Act** will be available to you shortly. \$20 Million has been provided to greater Minnesota Counties and State Aid Cities from the CRRSAA funds. The portion available to Brainerd is \$ 30,489.

Revenue loss from the County State Aid Highway (CSAH) and Municipal State Aid Streets (MSAS) funds were used as the approval for authorization of the CRRSAA funds transfer to the local agencies, which led to maximum flexibility for these funds. Therefore, CRRSAA funds can be used on maintenance and operations on any route under your jurisdiction or construction of an existing local, state aid or federal aid projects.

For State Aid or Federal Aid Construction projects, these funds may be used at 100% and do not require a match, however cannot be used as a match to existing federal funds on a project.

For maintenance and operations activities, these funds can be used at 100% on costs incurred retroactive to January 27th 2020.

Please reply to this email and copy your accountant/finance director to indicate what you will use your allocation on and amounts of each if more than one. Please respond by September 30th 2021.

- A. MSAS Regular Maintenance
- B. City Road Maintenance
- C. MSAS Regular Construction (includes state aid eligible costs on federal aid projects) Please include SAP or SP.
- D. City Road Construction

E. Vehicle (Excludes cars and pickups)

Once we receive your response, the process to transfer the funds through an EFT (Electronic Funds Transfer) into City 's account will begin.

During your year-end reporting, the municipality will be required to submit this [reporting form](#) that contains the Annual Summary of Highway Information and the CRRSAA Certification documenting the funds. It is critical we receive this form so that the spending is easily auditable and assurances are made that CRRSAA funds have not been used on the same expenditures as the American Rescue Plan Act of 2021, the Corona Relief Fund of 2020 or any other federal, bond or state funds.

Please see the [Questions and Answers](#) for more information.

For Federal Aid specific questions please contact [Elisa Bottos](#).

For Finance specific Questions please contact [Cindy Degener](#).

Elisa Bottos, P.E.
Project Delivery Engineer
State Aid for Local Transportation
Minnesota Department of Transportation
651-366-3821

Coronavirus Response and Relief Supplemental Appropriations Act Questions and Answers for Greater Minnesota Local Agencies

How do I request these funds?

Once the city or county determines and reports to State Aid how they are going to use their funds, State Aid finance will process payment in the appropriate amount associated with the city or county share of CRRSAA funds.

When do I request my CRRSAA funds?

CRRSAA funds can be requested now! Reply back to the email and state the decision of your agency. The funds will be made available shortly after that.

Is there a deadline?

Please reply with your decision by September 30th 2021.

Construction Projects

Can I use these funds on a strictly locally funded project?

Yes

How do I report the usage of the funds on a locally funded construction project?

Enter the amount used on the CRRSAA certification form on the local road construction line. A CRRSAA certification form must be completed for each year if funds are spent in more than 1 year.

Can I use these funds on a state aid project?

Yes

How do I report the usage of the funds on a state aid construction project?

After the funds have been used on the project, submit a State Aid Payment Request with the CRRSAA federal funds on the federal line. Enter the amount used on the CRRSAA certification form on the construction from state aid pay request, include SAP or SP number. A CRRSAA certification form must be completed for each year if funds are spent in more than 1 year.

Can I use these funds on a federal aid project?

Yes, use these funds to make up the 80% (90% on HSIP) of the federal funds on a construction project. Do not use these funds as a match to the federal funds, the funds should supplement any unfunded federally eligible amount.

How do I report the usage of the funds on a federal aid construction project?

After the funds have been used on the project, submit a State Aid Payment Request with the CRRSAA federal funds on the federal line. Enter the amount used on the CRRSAA certification form on the construction from state aid pay request, include SAP or SP number. A CRRSAA certification form must be completed for each year if funds are spent in more than 1 year.

Can I use these funds on an existing federal project already underway?

Yes, use these funds to supplement existing federal funds to make up to the 80% (90% on HSIP) of the federal cap on a construction project. Do not use these funds as a match to the federal funds, the funds should supplement any unfunded federally eligible amount.

Does the STIP / authorization or other preliminary project documents have to be amended by adding these funds?

No change to STIP or authorization or other document is required for federal projects.

Do federal regulations apply?

If you are adding CRRSAA funds to an existing federal aid project, all of the usual federal regulations apply, Buy America, Davis Bacon, Competitive Bidding, DBE, OJT etc.

If you are adding to a State Aid project, only the State Aid rules apply.

Can I create a new federal project?

No, there will be no new projects initiated using the CRRSAA funds.

Can I use these funds on multiple projects?

Yes, however, for tracking and auditing purposes, we recommend using on as few projects as possible, ideally one project.

Can I use these funds on a future state aid or federal aid project.

Yes, you may use these funds for future projects, however, it is encouraged to use as soon as possible so that closeout can be completed as soon as possible. Please spend funds on selected expenditures dated before September 30th 2024.

[Operations/Maintenance](#)

Can I use these funds for maintenance on any local route?

Updated 8/31/2021

You may use these funds for maintenance on any local road under your jurisdiction

How do I request funds for maintenance or operations on my local route?

Once the city or county determines and reports to State Aid how they are going to use their funds, State Aid finance will process payment in the appropriate amount associated with the city or county share of CRRSAA funds.

How do I report the usage of the funds for maintenance or operations?

If used on local roads enter amount on CRRSAA certification form on the local maintenance line.

If used on state aid roads, enter the amount on the CRRSAA certification form on the MSAS Maintenance, CSAH Regular Maintenance or CSAH Municipal Maintenance line.

Counties must also report their CRRSAA usage on the Annual summary tab of the reporting form.

A CRRSAA certification form must be completed for each year if funds are spent in more than 1 year.

Cities that normally report their maintenance costs on an Annual Summary of Highway Information form must include a deduction for the CRRSAA funds if used for MSAS maintenance.

Can I buy a vehicle with these funds?

Yes, if you are confident the purchase of vehicle can be 100% (ie. No cars or pickups) tied to work on the road system under your jurisdiction and withstand public scrutiny. For cost accounting purposes you will not be able to depreciate the cost of the equipment purchased with CRRSAA funds. If only partially funded with CRRSAA, the portion funded with local funds may be depreciated.

How do I report usage for a vehicle purchase?

Enter the type and cost of vehicle purchased on the vehicle line of the CRRSAA certification form.

Can I use these funds for previously incurred maintenance costs.

Yes, you can use these funds to cover costs retroactive to January 27th 2020.

Can these funds be used on future maintenance costs?

Yes, you can use these funds on future maintenance costs. Please spend funds on selected expenditures dated before September 30th 2024.



Brainerd City Council Agenda Request

Requested Meeting Date: September 20, 2021

Title of Item: Adoption of 2022 Preliminary Levy & Set Public Hearing Date

☐ 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): City Administrator/Finance Director	Estimated Time Needed: 10 Minutes
Summary of Issue: The 2022 preliminary levy for the City and the HRA needs to be set by September 30, 2021. 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. The date and time for the public meeting, in which the budget and levy are discussed and the public is allowed to speak also needs to be set by September 30, 2021. The date of the public meeting needs to be held between November 25 and December 30, 2021 after 6:00 p.m. and it can be done during a regular council meeting. Historically the City has held a special meeting on the 2nd Monday in December at 6:00 p.m. which this year that would be December 13, 2021.	
Alternatives, Options, Effects on Others/Comments: Please see the attached memo and draft resolution. 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 discussed at the last council meeting, 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: 1. Adopt a resolution setting the preliminary levy for the City and HRA. 2. A motion to set the date and time for the budget public hearing.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

MEMO



TO: Mayor & Council

FROM: City Administrator Jennifer Bergman
Finance Director Connie Hillman

DATE: September 20, 2021

RE: 2022 Budget and Levy

Attached you will find the overview of the 2022 budget and levy as discussed at the August 30, 2021 budget workshop. The overview shows, the Council would need to increase the levy by approximately \$37,000 without using the levy stabilizer from the last two previous years, based on the current estimated revenues and expenditures, and the capital and debt planning as discussed at the workshop.

Since the workshop, we have received information that our HealthPartners insurance renewal rates will be lower than what was presented at the workshop. It is estimated the budgeted expenditures for the working funds (general, public safety, parks and streets), the funds generally supported by the tax levy and LGA, can be lowered by approximately \$18,650.

The proposed budget also included an increase for the employer paid life insurance plan. On Monday night, the Council will consider changing life insurance providers in which there will be a reduction in premium. The impact has not yet been calculated.

As discussed at the workshop there are some unknowns at this point. The list below is not all inclusive.

- Agreements have not been finalized with BPU and HRA for HR services.
- The impact, if any, of the internal wage study that is being done.
- Additional staff moving to steps 7 and 8 based on performance reviews that will be conducted in September and October.
- The current budget assumes all employees will elect the current health insurance plan they currently have today. It is unknown if employees will elect to change their health insurance plan due to the changes in the employer contribution rates and HSA contributions. Open enrollment takes place in November.

Historical Tax Levy and Rate Information

The chart below shows the history of the City's levy and tax rates:

Levy Year Collected	Levy Amount	% Change	Tax Rate
2010	\$4,112,308	3.8%	45.839%
2011	\$4,055,836	-1.4%	48.003%
2012	\$3,953,486	-2.5%	54.540%
2013	\$3,953,486	0.0%	58.941%
2014	\$4,453,486	12.6%	64.879%
2015	\$4,898,835	10.0%	71.659%
2016	\$5,217,260	6.5%	74.579%
2017	\$5,373,778	3.0%	75.058%
2018	\$5,561,860	3.5%	77.420%
2019	\$5,895,572	6.0%	80.385%
2020	\$6,072,439	3.0%	79.332%
2021	\$6,133,163	1.0%	73.430%

2022 Preliminary Levy Amount Options

The table above shows that the City's tax rate for 2020 is **73.430%**. The **very preliminary** estimated tax capacity information received from the County shows an increase in the tax capacity for the City of Brainerd to be **4.6%**.

You will notice that the attached resolution does not have an amount filled in for the City's levy. The following tables presents different levy amounts based on various changes to the levy. The estimated tax rate is Staff's calculation. The County will compute the preliminary tax rate in November. The 2% increase in the levy is highlighted as this is Staff's recommendation for the preliminary levy.

Assumed Increase in Tax Capacity	4.600%		
Change in Levy	Calculated Tax Rate	Levy Amount	Dollar Change
2% Decrease in Levy	68.804%	6,010,500	(\$122,663)
1% Decrease in Levy	69.507%	6,071,831	(\$61,332)
.5% Decrease in Levy	69.858%	6,102,497	(\$30,666)
No increase in Levy	70.210%	6,133,163	\$0
.5% Increase in Levy	70.561%	6,163,829	\$30,666
1% Increase in Levy	70.913%	6,194,495	\$61,332
2% Increase in Levy	71.615%	6,255,826	\$122,663
3% Increase in Levy	72.318%	6,317,158	\$183,995
4% Increase in Levy	73.021%	6,378,490	\$245,327

Please let us know if you have any questions.

Enclosures
/clh

2022 Levy Overview
Initial Budget - 8/30/2021

	Actual 2020	Adopted Budget 2021	REQUESTED Budget 2022	PROPOSED Budget 2022	Difference in Adopted and REQUESTED	Difference in Adopted and PROPOSED
TOTAL OPERATING EXPENDITURES						
Personnel Services	6,539,476	7,122,383	7,601,849	7,601,849	479,466	479,466
Supplies	481,188	511,550	535,450	517,100	23,900	5,550
Services	2,240,704	2,531,501	2,595,859	2,598,568	64,358	67,067
Transfers Out	1,010,296	533,681	454,184	454,184	(79,497)	(79,497)
Total Expenditures	10,271,664	10,699,115	11,187,342	11,171,701	488,227	472,586
TOTAL CAPITAL	1,155,927	1,266,281	1,255,927	1,255,927	(10,354)	(10,354)
TOTAL DEBT LEVY	1,264,451	912,212	785,934	785,934	(126,278)	(126,278)
OTHER LEVIES						
Perm Improvement	368,564	403,532	422,096	422,096	18,564	18,564
Hydrant	184,282	605,298	-	-	(605,298)	(605,298)
Sr Center/Arb/Community Action	274,271	302,649	316,572	316,572	13,923	13,923
Library	154,123	146,851	146,851	146,851	-	-
EDA	127,817	133,789	145,036	145,036	11,247	11,247
Airport	155,500	155,500	155,500	155,500	-	-
Total Other Levies	1,264,557	1,747,619	1,186,055	1,186,055	(561,564)	(561,564)
TOTAL ESTIMATED EXPENDITURES	13,956,599	14,625,227	14,415,258	14,399,617	(209,969)	(225,610)
TOTAL REVENUE - NON PROPERTY TAX						
Other Taxes	(341,161)	(285,000)	(288,800)	(288,800)	3,800	3,800
Licenses & Permits	(466,505)	(437,845)	(449,470)	(454,470)	11,625	16,625
Grants & Aids	(4,923,085)	(5,016,526)	(5,076,977)	(5,076,977)	60,451	60,451
Revenue from Other Gov'ts	(176,668)	(188,308)	(284,473)	(284,473)	96,165	96,165
Charges for Services	(895,616)	(982,508)	(991,193)	(991,193)	8,685	8,685
Fines & Forfeitures	(102,545)	(127,000)	(140,000)	(147,000)	13,000	20,000
Other Revenues	(1,179,240)	(1,415,877)	(844,149)	(849,149)	(571,728)	(566,728)
Transfers In	(31,546)	(111,000)	(122,300)	(122,300)	11,300	11,300
Total Revenues	(8,116,366)	(8,564,064)	(8,197,362)	(8,214,362)	(366,702)	(349,702)
(USE)/ADDITION TO FUND BALANCE						
Election		15,000	(15,000)	(15,000)	30,000	30,000
Levy Stabalizer **		57,000			57,000	57,000
Estimated Levy	5,840,233	6,133,163	6,202,896	6,170,255	69,733	37,092
Actual Levy / Proposed	6,072,439	6,133,163	6,202,896	6,170,255		
% Increase		1.00%	1.14%	0.60%		
\$ Increase		60,724	69,733	37,092		

** Total Levy Stablizer, \$102,000 from 2020 and \$57,000 for 2021, grand total of \$159,000

RESOLUTION
NO. ____:21

WHEREAS, the Brainerd City Council is required to set a Preliminary Levy by September 30, 2021; and

WHEREAS, the Brainerd City Council held a Budget Workshop on August 30, 2021 and discussed the capital and debt levy at council meetings in March and June; and

WHEREAS, the Brainerd City Council, during the Special Meeting, discussed the overall budget process, the overall expenditures and the debt service of the City;

NOW, THEREFORE BE IT RESOLVED by the City of Brainerd, County of Crow Wing, State of Minnesota that the following sums are the preliminary levy for the taxes payable in the year 2022:

\$_____ plus \$147,996 for the HRA.

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

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

September 20th, 2021

6:15 PM

WebEx Teleconference Call-In Information

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

Access Code: 2482 291 0507

1. Approve Event Application- Shriner's Turkey Run
2. Approve Event/Street Closure Application- St. Francis School Marathon
3. Discussion on Downtown Snow Removal and Special Services District
4. Approve Downtown Snow Removal Bids

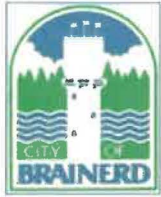


Brainerd City Council Agenda Request

Requested Meeting Date: September 20, 2021

Title of Item: Approve Event Application - Shriner's Turkey Run

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: All
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is an event application for the annual Shriner's Turkey Run, to be held on November 25, 2021 from 7:00 AM - 11:00 AM beginning at the fairgrounds and utilizing the streets around the fairgrounds.	
Alternatives, Options, Effects on Others/Comments: The event is a run/walk 5K event starting at the fairgrounds and utilizing County Road 45, Thiesse Drive, SE 11th Street, SE 10th Street, Wright Street, and Thiesse Road. No street closures are being requested, and being that this event is on Thanksgiving morning, there is very minimal traffic or concerns. The applicant is not requesting any street closures. There is light amplified sound at the fairgrounds for the event, and restrooms at the fairgrounds are utilized.	
Recommended Action/Motion: Staff recommends approval of this event 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>	



SPECIAL EVENT APPLICATION

Date of Application: 9-9-21

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

Type of event: ☐ Event – City Parking Lot ☐ Event – City Park
☒ Event with Street Closure ☒ Other 5K Run

Name of event: Shriners Turkey Run

Organizer Information

Organizer's Name: Adzuhman Shrine Club
 Organizer's Address: P.O. Box 81, Brainerd
 Event Contact Person: Paul Lauer
 Event Contact Daytime Phone: 218-820-6380
 Event Contact E-mail Address: plauer56@gmail.com
 Contact Name/Number Day of Event: Paul Lauer / 218-820-6380
 For Profit/Nonprofit Status (type): Nonprofit

Applicant information (if different from the event organizer):

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

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
11-25-21	7:00 AM	11:00 AM	Crow Wing County Fairgrounds

☐ 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:

5K Run/Walk - See Map

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:

Microphone for Announcements

Restrooms provided

☒

Yes

☐

No

If yes, how many 3/4 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: _____

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

Signs, banners, and/or posters/flyers

☒

Yes

☐

No

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

Start / Finish Line

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: Shrine Club

Additional Event Information

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

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

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

Street Closure Request Information

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

N/A

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

Date and time for reopening of streets: N/A

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

N/A

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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



Signature of Applicant



Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	9/13	no comments
City Administration	9/13	no comments
Engineering Department	9/13	no comments
Fire Department	9/13	no comments
Fire Support/EMS	9/13	no comments
Parks Department	9/13	no comments
Planning Department	9/13	no comments
Police Department	9/13	With light traffic on Thanksgiving morning, this event should have no issues and hasn't had any in the past.

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

Approved as presented. If police assistance is requested, please contact police staff to coordinate accordingly.

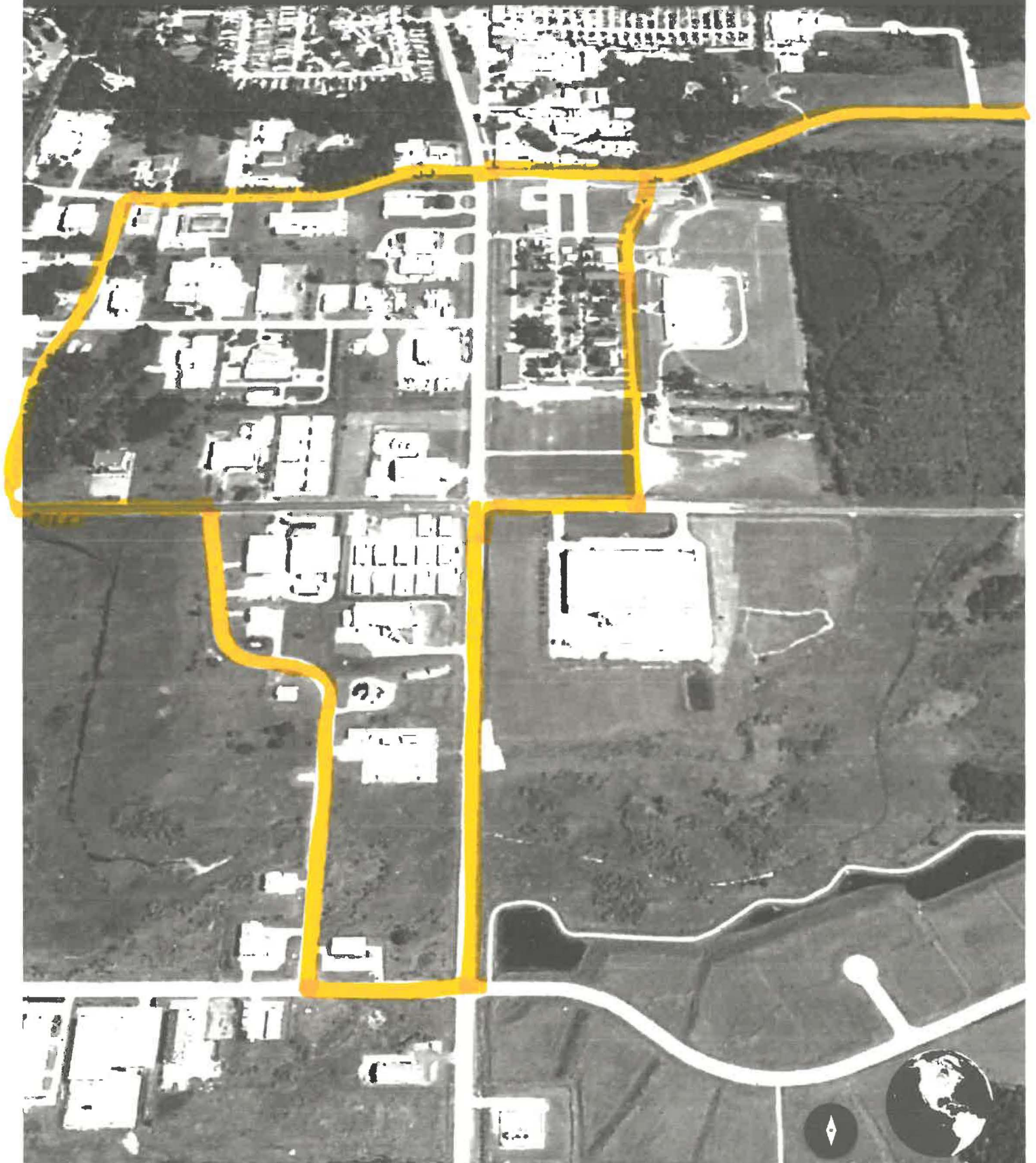
Certification of Street Closure Approval

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):

You are currently running an experimental version of Earth.

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Google Earth

200 m

Camera: 2,184 m 46°19'32"N 94°11'16"W 371 m



Brainerd City Council Agenda Request

Requested Meeting Date: September 20, 2021

Title of Item: Approve Event/Street Closure Application - St. Francis School Marathon

☐ 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/street closure application for the annual St. Francis School Marathon to be held October 20, 2021 from 8:30 am to 12:30 pm on the street around St. Francis including Juniper Street, N 9th Street, N 10th Street, and Kingwood Street.	
Alternatives, Options, Effects on Others/Comments: The applicant is requesting closure of these streets for the event. The event is the annual school marathon where children can walk, run, or ride their bikes. Approximately 175 students participate. There will be signs and banners scattered throughout the event area indicating the event is taking place. The applicant has indicated they will hand out fliers to adjacent residences and businesses before the event.	
Recommended Action/Motion: Staff recommends approval of the attached application under the condition the applicant notify the adjacent residences/businesses of the event, signs and banners are removed after event conclusion, and an insurance certificate is submitted to the City per the permit requirements before 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: 9/13/2021

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: St. Francis School Marathon

Organizer Information

Organizer's Name: Jennifer Nagel
Organizer's Address: 817 Juniper Street
Event Contact Person: Jennifer Nagel
Event Contact Daytime Phone: 218-829-2344
Event Contact E-mail Address: jennifer.nagel@sf-school.org
Contact Name/Number Day of Event: Jennifer Nagel
For Profit/Nonprofit Status (type): Non-profit, school event

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
Wed. Oct. 20th	8:30am	12:30pm	Around the block consisting of 9th and 10th Juniper,
			down to 10th and Kingwood to 9th and Kingwood

☐ 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:

Annual school marathon - participant are school children
walking, ,running, or riding their bikes- approximately 175 students

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:

Will be signs scatterd through area indicating the Marathon is in progress

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):

Around the block consisting of 9th and 10th Juniper, down to
10th and Kingwood to 9th and Kingwood (no change from previous years)

Date and time for beginning of street closures: Oct 20th 8:00am

Date and time for reopening of streets: Oct 20th 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.

We will distribute flyers to residents and businesses in the area of the marathon
(street closures)

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

Jennifer Nagel

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	9/14	no comments
City Administration	9/14	no comments
Engineering Department	9/14	Requests for traffic control should be submitted one week prior to the event.
Fire Department	9/14	no comments
Fire Support/EMS	9/14	no comments
Parks Department	9/14	no comments
Planning Department	9/14	Please remove all signs and banners immediately after the event.
Police Department	9/14	Police will stop by during the event. No other comments.

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

Requests for traffic control should be submitted one week prior to the event. Call the street department foreman at 218-513-4412 to coordinate. Please remove all signs and banners after event conclusion. Please submit required insurance certificate to city hall before the event.

Certification of Street Closure Approval

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



Brainerd City Council Agenda Request

Requested Meeting Date: September 20, 2021

Title of Item: Discussion of Downtown Special Services and Snow Removal District

☐ 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/Community Development
Presenter (Name & Title): Community Development Director Chanski and City Engineer/Interim PW Director Sandy	Estimated Time Needed: 20 Minutes
Summary of Issue: After some discussion with a property owner from downtown that asked that the City look at the Downtown snow removal and special services district, staff put together some information in which looks at historical costs of the district assessed to property owners, why the district was created, and went through a process of calculating the costs in today's dollars and time to ensure that the cost splits between the City street fund, downtown businesses, and parking lot fund.	
Alternatives, Options, Effects on Others/Comments: The downtown special services district was established in ordinance 884 and modified slightly with ordinance 918, both of which can be seen attached. Staff has attached information related to the district, historical costs, a summary of what staff feels it would take to perform the service at a City level, and what some of the ramifications are of not having a contractor work downtown on the City's behalf. All can be seen attached. At a meeting held at City Hall, 3 business owners from downtown (one owner operator), came to speak about the district and assessments. Two spoke in favor of the services and appreciated the timely removal of snow, and one did not speak in favor of the district and thought it should be an expense the City should carry. Staff will go through the information in the packet and open up the conversation to discussion.	
Recommended Action/Motion: There are three options that staff feel are appropriate from this discussion: 1. Leave the downtown special services district cost splits and service as-is with no changes. 2. Change the cost splits to some split determined by the City Council. 3. Eliminate the downtown special services district in its entirety and perform the service with City staff. Based on the information provided, staff recommends option 1.	
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>	

**AN ORDINANCE ESTABLISHING A DOWNTOWN SIDEWALK
SNOW REMOVAL ASSESSMENT DISTRICT**

Ordinance No. 884

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

Purpose: The purpose of this ordinance is to provide timely snow removal from the streets and sidewalks in the core area of the Central Business District through contracting the removal of snow from sidewalks during declared snow emergencies and to assess said costs to the benefitting property owners.

SECTION ONE:

1. Sidewalk snow removal assessment district.

The district shall consist of all sidewalks abutting on the following streets:

Front Street from South 6th Street to South 8th Street
Laurel Street from South 6th Street to South 8th Street
Maple Street from South 6th Street to South 8th Street
South 7th Street from Front Street to Maple Street
East side of South 6th Street from Front Street to Maple Street
West side of South 8th Street from Front Street to Maple Street

2. Snow Removal

The city of Brainerd shall contract the removal of snow from the Sidewalk Snow Removal Assessment District effective on the date this ordinance takes effect.

The contracted snow removal will occur only during declared snow emergencies as defined by Brainerd City Code Section 1315.

Accumulations of snow which do not necessitate the declaration of a snow emergency and accumulations of ice shall be removed by the property owner in accordance with Ordinance No. 874, an ordinance amending Section 2010 of the Brainerd City Code pertaining to snow removal in the downtown area of Brainerd.

SECTION TWO:

1. Assessable costs.

- A. Snow removal on sidewalks listed in section one.
- B. Administrative cost of City staff.

2. Assessment formula.

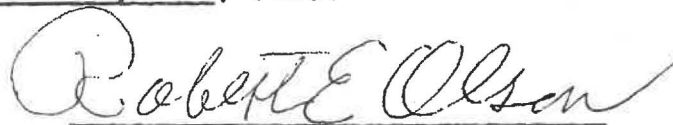
- A. The assessments to be levied against properties within the sidewalk snow removal district shall be distributed to those properties on the basis of front footage of property owned.
- B. The "Assessment Rate" per foot of property owned shall be determined by taking the sum of all assessable costs and dividing by the sum of front footage of property abutting the sidewalk snow removal assessment district.

This ordinance shall take effect and be in force one week after its publication.

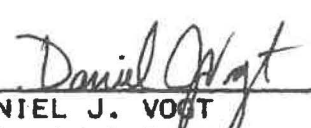
Adopted this 16th day of January, 1990.


JAMES E. WALLIN
President of City Council

Approved this 17th day of January, 1990.


ROBERT E. OLSON
Mayor

ATTEST:


DANIEL J. VOOT
City Administrator

Published One Time: January 19, 1990

**AN ORDINANCE AMENDING ORDINANCE NO. 884
PERTAINING TO DOWNTOWN SNOW
REMOVAL ASSESSMENT DISTRICT**

Ordinance No. 918

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

Purpose: The purpose of this ordinance is to provide timely snow removal from the streets and sidewalks in the core area of the Central Business District through contracting the removal of snow from sidewalks and streets during declared snow emergencies and to assess said costs to the benefitting property owners.

SECTION ONE:

1. Snow Removal Assessment District.

The district shall consist of all the following streets and the abutting sidewalks:

Front Street from South 6th Street to South 8th Street
Laurel Street from South 6th Street to South 8th Street
Maple Street from South 6th Street to South 8th Street
South 7th Street from Front Street to Maple Street

2. Snow Removal.

The city of Brainerd shall contract the removal of snow from the Snow Removal Assessment District effective on the date this ordinance takes effect.

The contracted snow removal will occur only during declared snow emergencies as defined by Brainerd City Code Section 1315.

Accumulations of snow which do not necessitate the declaration of a snow emergency and accumulations of ice shall be removed from sidewalks by the property owner in accordance with Ordinance No. 874, an ordinance amending Section 2010 of the Brainerd City Code pertaining to snow removal in the downtown area of Brainerd. Following these accumulations of less than 4", the snow shall be removed from the streets by City forces.

SECTION TWO:

1. Assessable costs.

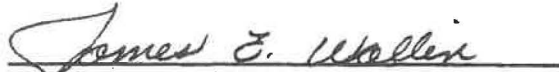
- A. Snow removal from sidewalks listed in Section One.
- B. The difference between the contracted cost of removing snow from the streets listed in Section One and the average cost for City forces to remove the snow from the streets.
- C. Administrative cost of City staff.

2. Assessment formula.

- A. The assessments to be levied against properties within the snow removal district shall be distributed to those properties on the basis of front footage of property owned.
- B. The "Assessment Rate" per foot of property owned shall be determined by taking the sum of all assessable costs and dividing by the sum of front footage of property abutting the snow removal assessment district.

This ordinance shall take effect and be in force one week after its publication.

Adopted this 16th day of December, 1991.


JAMES E. WALLIN
President of City Council

Approved this 17th day of December, 1991.


BONNIE K. CUMBERLAND
Mayor

ATTEST:


DANIEL J. VOGT
City Administrator

Published One Time: December 26, 1991

Downtown Snow Removal and Special Services District Informational Session

Paul Sandy – City Engineer/Interim Public Works Director

David Chanski – Community Development Director

Shawn Middagh – Street and Sewer Foreman

Outcomes and Discussion Points

- Downtown Snow Removal and Special Services District – What is it?
 - Snow Removal
 - Special Services
- Purpose of the District
- District Cost Allocation and Assessment Procedures
- What we have been Hearing
- Open Forum
- Conclusion and Next Steps

Snow Removal District – Creation and Purpose

- Established by Ordinance 884 and amended by Ordinance 918
 - Sidewalk snow removal assessed 100% to adjacent properties.
 - Street snow removal assessed at a rate calculated as the difference between the contracted cost to remove snow minus the cost for City forces to remove the snow from the streets.
- District:
 - Laurel Street – S 6th Street to S 8th Street
 - S 7th Street – Maple Street to Front Street
 - Front Street – S 6th Street to S 8th Street
 - Downtown Parking Lots (Laurel Street, Burlington Northern, and Front/7th Street)
 - Downtown Alleys
 - Sidewalks Adjacent to Streets in District
- The District was created after downtown businesses at the time wanted a higher level of service for snow events than the City would typically provide others (in commercial or residential areas).
- The Contractor does not get called in unless 4 or more inches fall or is anticipated to fall. City forces take care of all other times at the City cost.

Special Services District – Creation and Purpose

- Created to Pay the Cost for Downtown Landscaping Maintenance and Garbage Pickup in Receptacles Downtown
 - Landscaping and cleanup used to be contracted completely to outside entities.
 - Recent years have led to the City hiring a downtown maintenance temporary employee and simply purchasing flowers for the urns and hanging baskets on the light poles.
 - This was requested by the downtown businesses to help beautify downtown.
 - Some businesses choose to go over and above by assisting the City to beautify certain areas in front of their business. This practice has become more prevalent downtown.

Snow Removal District - Total Historical Costs

Downtown Snow Removal Costs					
Year	Inches of Snow Invoiced	Sidewalk Cost	Street and Lot Cost	Total Cost	Average Cost/Inch
2000-2001	33.5	\$ 3,417.00	\$ 21,573.50	\$ 24,990.50	\$ 745.99
2001-2002	39	\$ 3,978.00	\$ 25,185.00	\$ 29,163.00	\$ 747.77
2003-2004	26.5	\$ 2,557.50	\$ 16,300.00	\$ 18,857.50	\$ 711.60
2004-2005	19.5	\$ 1,932.50	\$ 12,500.00	\$ 14,432.50	\$ 740.13
2005-2006	8	\$ 765.00	\$ 5,100.00	\$ 5,865.00	\$ 733.13
2006-2007	35	\$ 3,765.00	\$ 20,100.00	\$ 23,865.00	\$ 681.86
2007-2008	29	\$ 3,135.00	\$ 20,900.00	\$ 24,035.00	\$ 828.79
2008-2009	48	\$ 5,270.00	\$ 35,000.00	\$ 40,270.00	\$ 838.96
2009-2010	12	\$ 1,810.00	\$ 10,600.00	\$ 12,410.00	\$ 1,034.17
2010-2011	36.5	\$ 5,642.50	\$ 31,850.00	\$ 37,492.50	\$ 1,027.19
2011-2012	9	\$ 1,375.00	\$ 7,900.00	\$ 9,275.00	\$ 1,030.56
2012-2013	46	\$ 7,090.00	\$ 40,200.00	\$ 47,290.00	\$ 1,028.04
2013-2014	24.3	\$ 4,341.00	\$ 23,100.00	\$ 27,441.00	\$ 1,129.26
2014-2015	5.3	\$ 1,210.00	\$ 5,595.00	\$ 6,805.00	\$ 1,283.96
2015-2016	9	\$ 2,310.00	\$ 10,285.00	\$ 12,595.00	\$ 1,399.44
2016-2017	21	\$ 5,073.74	\$ 26,101.56	\$ 31,175.30	\$ 1,484.54
2017-2018	45	\$ 10,903.33	\$ 54,629.72	\$ 65,533.05	\$ 1,456.29
2018-2019	59	\$ 15,956.97	\$ 76,873.35	\$ 92,830.32	\$ 1,573.40
2019-2020	50	\$ 13,888.16	\$ 69,441.02	\$ 83,329.18	\$ 1,666.58
2020-2021	37	\$ 10,839.74	\$ 51,652.43	\$ 62,492.17	\$ 1,688.98

Snow Removal District – Cost Allocation

- Costs are First Attributed by Percentage Area of Each Feature Downtown (excluding sidewalks assessed at 100%)
 - Streets - %50.3423
 - Alleys - %14.3385
 - Parking - %35.3192
- Streets and Alleys – City pays 46.58% of the Area Splits.
- Streets and Alleys – Property Owners pay 53.42% of Area Splits (Assessed).
- Parking – Parking Lot Fund (City) pays 100% of Area Splits.
- Sidewalks – Property Owners pay 100% of Sidewalk Removal.
- The assessed 53.42% of Streets, Alleys, and Sidewalks Snow Removal is converted to an assessment rate per foot abutting each property. There is 3,260 front feet of private property within the district.
- The City pays its share of the front footage assessment rate for front footage at City owned parking lots and alleys.
- Rate Splits for Streets is based on the difference of how much it would cost for the City to remove snow downtown along with the rest of the City. If the City performed this contracted function, level of service downtown and on other streets would **decrease** based on increased workload by street department staff.

Snow Removal District – Historical Allocations

Downtown Snow Removal Historical Allocations and Assessments						
Year	Inches of Snow Invoiced	Street and Sewer Fund (City)	Parking Lot Fund (City)	Private Property (Assessed)	Total	Combined Assessment Rate (Street and Sidewalk)
2000-2001	33.5	\$ 6,930.06	\$ 8,898.27	\$ 9,162.17	\$ 24,990.50	\$ 3.07
2001-2002	39	\$ 8,089.71	\$ 10,243.07	\$ 10,830.22	\$ 29,163.00	\$ 3.58
2003-2004	26.5	\$ 5,235.01	\$ 6,627.45	\$ 6,995.04	\$ 18,857.50	\$ 2.31
2004-2005	19.5	\$ 4,013.34	\$ 5,079.08	\$ 5,340.07	\$ 14,432.49	\$ 1.77
2005-2006	8	\$ 1,636.44	\$ 2,069.56	\$ 2,159.00	\$ 5,865.00	\$ 0.71
2006-2007	35	\$ 6,481.69	\$ 8,243.01	\$ 9,140.30	\$ 23,865.00	\$ 3.04
2007-2008	29	\$ 6,706.18	\$ 8,481.14	\$ 8,847.68	\$ 24,035.00	\$ 2.92
2008-2009	48	\$ 11,231.30	\$ 14,205.17	\$ 14,833.52	\$ 40,269.99	\$ 4.90
2009-2010	12	\$ 3,428.62	\$ 4,375.03	\$ 4,606.35	\$ 12,410.00	\$ 1.68
2010-2011	36.5	\$ 10,310.79	\$ 13,169.24	\$ 14,012.47	\$ 37,492.50	\$ 5.11
2011-2012	9	\$ 2,556.41	\$ 3,263.64	\$ 3,454.95	\$ 9,275.00	\$ 1.26
2012-2013	46	\$ 13,012.57	\$ 16,618.11	\$ 17,659.32	\$ 47,290.00	\$ 6.44
2013-2014	24.3	\$ 7,488.83	\$ 9,579.99	\$ 10,372.17	\$ 27,440.99	\$ 3.78
2014-2015	5.3	\$ 1,820.66	\$ 2,338.64	\$ 2,645.70	\$ 6,805.00	\$ 0.96
2015-2016	9	\$ 3,350.51	\$ 4,308.89	\$ 4,935.60	\$ 12,595.00	\$ 1.80
2016-2017	21	\$ 8,469.16	\$ 10,844.25	\$ 11,861.89	\$ 31,175.30	\$ 4.32
2017-2018	45	\$ 17,737.88	\$ 22,729.44	\$ 25,065.73	\$ 65,533.05	\$ 9.13
2018-2019	59	\$ 24,986.60	\$ 32,055.04	\$ 35,788.68	\$ 92,830.32	\$ 13.04
2019-2020	50	\$ 22,548.24	\$ 28,895.19	\$ 31,885.75	\$ 83,329.18	\$ 11.62
2020-2021	37	\$ 16,793.96	\$ 21,551.90	\$ 24,146.31	\$ 62,492.17	\$ 8.80

Special Services District

- Created to Pay the Cost for Downtown Landscaping Maintenance and Garbage Pickup in Receptacles Downtown
- Historically, the City had hired a landscaping and maintenance contractor to perform all the duties of landscaping, providing flowers, weeding, picking up trash, etc. in the downtown district.
- More recently, the City has hired a downtown maintenance summer employee to provide this service, along with City staff simply procuring the landscape materials and planting utilizing staff time.
- This change has been largely communicated to the downtown property owners and has received good feedback.

Special Services District – Total Historical Costs

Downtown Special Services Cost (Landscaping and Garbage)				
Year	Private Property	Parking Lot Fund	Total Cost	Assessment Rate
2010-2011	\$ 12,225.35	\$ 1,675.19	\$13,900.54	\$ 4.45
2011-2012	\$ 15,687.05	\$ 2,149.54	\$17,836.59	\$ 5.72
2012-2013	\$ 13,674.00	\$ 1,873.70	\$15,547.70	\$ 4.98
2013-2014	\$ 14,418.84	\$ 1,975.76	\$16,394.60	\$ 5.25
2014-2015	\$ 11,143.85	\$ 1,527.00	\$12,670.85	\$ 4.06
2015-2016	\$ 11,918.48	\$ 1,633.14	\$13,551.62	\$ 4.34
2016-2017	\$ 13,901.23	\$ 1,904.83	\$15,806.06	\$ 5.06
2017-2018	\$ 13,901.23	\$ 1,904.83	\$15,806.06	\$ 5.06
2018-2019	\$ 15,810.64	\$ 2,166.47	\$17,977.11	\$ 5.76
2019-2020	\$ 9,163.32	\$ 1,255.61	\$10,418.93	\$ 3.34
2020-2021	\$ -	\$ -	\$ -	\$ -

What we Have been Hearing

- There may be an interest from some owners to change the way we have done things
- Potential Pitfalls
 - Maintenance and beautification downtown does not continue to levels it has been (flowers, garbage receptacles, snow removal, etc.).
 - Snow removal treated like the rest of the commercial and residential districts (windrowed to middle, sidewalks become property owner responsibility, snow gets left after sidewalk shoveling, snow pickup happens 24-48 hours later, sidewalk snow left at curb, etc.).
 - Level of service downtown decreases (snow removal and landscaping).
 - The need to change City-wide snow removal practices to fit downtown in the schedule (streets, parking lots, and alleys) – decreases level of service City-wide.
 - Alley's snow covered and last priority for City.
 - Sidewalks/streets/alleys/parking lots not cleaned in as timely of a manner (currently, downtown is completely removed of snow by noon after an event).

Open Forum

- We would like to take this opportunity to have business owners react to this information and provide input to the City.
- From this input, we can formulate next steps collectively.

Next Steps

CONTRACTING OF SNOW REMOVAL IN CENTRAL BUSINESS DISTRICT
2020/2021 - 4" Snow Event

CITY COST FOR PLOWING AND REMOVING 32 BLOCKS IN CENTRAL BUSINESS DISTRICT (STREETS ONLY)

EQUIPMENT	EQUIP HOURS	EQUIP COST	LABOR REG HOURS	LABOR OVERTIME	LABOR PLUS BENIFITS	TOTAL COST
112 (Glen)	5.5	\$85.00	0	5.5	\$55.47	\$925.13
113 (Darrei)	5.5	85.00	0	5.5	49.71	877.61
115 and 168 (Marv)	4	145.00	0	3	51.63	812.34
108 (Mike)	4	70.00	0	3	44.22	478.99
109 (Chad)	4	70.00	0	3	41.08	464.86
103 (Bob)	4	70.00	0	3	46.98	491.41
105 (Shawn)	4	70.00	0	3	60.34	551.53
106 (Jason)	4	70.00	0	3	45.25	483.63
115 (Gary)	5.5	75.00	0	3	55.47	662.12
						\$5747.60

NUMBER OF BLOCKS PLOWED AND SNOW REMOVED: 32
COST PER BLOCK: \$5,747.60 / 32 = \$179.61 PER BLOCK

COST OF CONTRACTING 6 BLOCKS OF CENTRAL BUSINESS DISTRICT (STREETS ONLY)

TOTAL COST OF CONTRACTING (Streets Only): \$2695.63
NUMBER OF BLOCKS PLOWED AND SNOW REMOVED: 6
COST PER BLOCK: \$2695.63 / 6 = \$449.27 PER BLOCK

COST TO HAVE CITY CREWS REMOVE SNOW 6 ADDITIONAL BLOCKS ON OVERTIME

EQUIPMENT	EQUIP HOURS	EQUIP COST	LABOR REG HOURS	LABOR OVERTIME	LABOR COST	TOTAL COST
112 (Glen)	1	\$85.00	0	1	\$55.47	\$168.21
113 (Darrei)	1	85.00	0	1	49.71	159.57
115 and 168 (Marv)	1	145.00	0	1	51.63	222.45
108 (Mike)	1	70.00	0	1	44.22	136.33
109 (Chad)	1	70.00	0	1	41.08	131.62
103 (Bob)	1	70.00	0	1	46.98	140.47
105 (Shawn)	1	70.00	0	1	60.34	160.51
106 (Jason)	1	70.00	0	1	45.25	137.88
115 (Gary)	1	75.00	0	1	55.47	158.21
						\$1257.02

NUMBER OF BLOCKS PLOWED AND SNOW REMOVED: 6
COST PER BLOCK: \$1,257.02 / 6 = \$209.50 PER BLOCK



Brainerd City Council Agenda Request

Requested Meeting Date: September 20, 2021

Title of Item: Approve Downtown Snow Removal Bids

☐ 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 bid that was received for the 2021-2022 downtown snow removal services.	
Alternatives, Options, Effects on Others/Comments: Competitive bids were solicited to 5 contractors, as well as the advertisement being placed in the Brainerd Dispatch. One contractor responded and submitted a bid. Tom's Backhoe Service has been providing this service to the downtown for many years. The costs associated with the bid are \$5,622.33 and \$1,302.73 for the first 4 inches of snow on streets/alleys/parking lots and sidewalks respectively. Each additional inch after the first 4 inches is \$1,577.01 and \$274.26 respectively. This represents a 5% increase over last years submitted bid, which is consistent with what has been submitted in previous years.	
Recommended Action/Motion: Staff recommends approval of the bid from Tom's Backhoe Service for the 2021-2022 downtown snow removal services in the downtown district.	
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>	

NOTICE OF BID
BIDS CLOSE SEPTEMBER 15, 2021 @ 10:00 A.M.
BRainerd, MINNESOTA

DOWNTOWN SNOW REMOVAL

Notice is hereby given that bids will be received, opened, and read aloud in the presence of the City Administrator and the City Engineer in the Council Chambers, City Hall, in the City of Brainerd, Minnesota, on Wednesday, September 15, 2021, at 10:00 A.M. for the 2021-2022 Downtown Snow Removal in accordance with the Plans and Specifications for the same which are on file in the office of the City Engineer of said City.

Copies of the Plans and Specifications may be obtained at the office of the City Engineer, City Hall, Brainerd, Minnesota.

All bids will be referred to the City Engineer for tabulation and then referred to the City Council for action at a Council meeting to be held on Monday, September 20, 2021.

The City of Brainerd reserves the right to reject any and all bids and to waive minor irregularities and informalities therein and further reserves the right to award the contract in the best interest of the City.

All proposals must be sealed and addressed to the City Administrator, Brainerd, Minnesota. Bids will be delivered to the City Administrator prior to the bid opening time. The envelope shall be plainly marked "Bid for Downtown Snow Removal, September 15, 2021, 10:00 A.M, Brainerd, Minnesota".

No bidder may withdraw his bid within 30 days after the actual date of the opening thereof.

Dated August 24, 2021

Jennifer Bergman
City Administrator

Publish August 29, 2021 and September 5, 2021

SPECIFICATIONS FOR SNOW REMOVAL IN CENTRAL BUSINESS DISTRICT

Description of Work

The intent of this solicitation is to provide snow removal services in the core area of Downtown Brainerd following snow accumulations of 4 inches or more in accordance with the specifications herein described.

Term of Contract

The term of this services agreement shall begin when accepted by the City Council and continue through the end of the plowing season estimated to be mid-March. The City reserves the right to remove the snow with city forces in late winter/early spring when weather conditions are favorable for a quick snow melt.

Description of Snow Removal Area (as shown on attached maps and listed).

Streets: Front Street from South 6th to South 8th
Laurel Street from South 6th to South 8th
South 7th Street from Front Street to Maple Street

Sidewalks: All sidewalks abutting streets listed above

Alleys: All alleys between Front and Maple from South 6th to South 8th Streets.

Parking lots: Parking lots are listed as follows and shown on the attached maps unless noted otherwise:

1. BN parking lot located between S 6th and S 8th North of Front Street.
2. Front Street parking lot located at the corner of Front and S 7th Street
3. Laurel Street parking lot located on Laurel Street between S 6th Street and S 7th Street
4. Alley parking lots located adjacent to the East-West alley from S 6th Street to S 8th Street between Maple and Laurel Streets.

Posting of Streets

Upon declaration of a snow emergency, or when directed by the Engineer, the contractor shall post all affected streets for "No Parking." The "2-Hour Parking" signs on the streets shall be "flipped" to expose the red snow removal message. Alleys are already signed for "No Parking." Parking restriction signs have been removed from the north side of Front Street between South 6th Street and South 8th Street, as a result, the contractor shall post no fewer than 6 portable No Parking signs along the north side of

the street Two additional portable "No Parking" signs shall be posted by the contractor on each side of each block. Additional "No Parking" signs will be furnished by the City.

The contractor may commence snow removal operations at his discretion, however, vehicles will not be towed prior to 3:00 a.m. as posted.

Upon completion of the snow removal, the contractor shall remove the portable "No Parking" signs and return the "flip" snow removal signs to their original position which reads 2-hour parking.

Snow Removal in Parking Lots

Parking will not be restricted in the parking lots during snow removal operations on the streets and sidewalks. The contractor shall remove snow **from parking spaces in the parking lots** as permitted **during the afternoon/evening prior to the street and sidewalk snow removal to provide a place for downtown residents to park.** Upon completion of the snow removal from the streets, **and if necessary,** the contractor shall post the parking lots for "No Parking" and complete the snow removal from the parking lots by 8:00 A.M. the following day.

Ticketing and Towing

The City of Brainerd will arrange for the ticketing and towing of vehicles. Ticketing and towing will only occur when a snow emergency is declared in time to give adequate notice to potential violators. Towing operations will commence at 3:00 a.m.

Progress of Work

Snow removal operations shall begin upon all snow accumulations of 4" or more and when directed by the Engineer. Snow shall be sufficiently removed to provide pedestrian traffic, parking and driveable lanes by 8:00 A.M. on all weekdays and Saturday mornings. Snow accumulations which end on a weekend shall be completely removed by 8:00 A.M., Monday, or, as in all other cases, within 24 hours of the snowfall ending.

Traffic Control

The contractor shall be responsible for traffic control during the snow removal operation.

Equipment

Snow removal on sidewalks, alleys and parking lots may occur by any appropriate mechanical means. Mechanical equipment used to clear snow from sidewalks shall be equipped with a polyurethane cutting edge. Snow removal on the streets, however, shall be finished with a motor grader capable of cutting off ice and compacted snow.

Protection of Improvements

The contractor shall perform all snow removal in a manner which protects all improvements, both public and private and shall be solely responsible for any damage to said improvements which occurs as a result of the snow removal operation.

Hold Harmless Clause

The contractor shall assume all liability and save the City harmless and indemnify the City from every claim, action, cause of action, liability, damages, expense of payment by reason of any injury to person or persons, including death suffered through any act or omission of the Contractor or any subcontractor or anyone directly or indirectly employed by either of them in the prosecution of the work or any portion thereof included in this contract.

Disposal of Snow

Disposal of snow shall be solely the contractor's responsibility. In previous years there was adequate space in the BN Lot to temporarily stockpile snow. This is no longer the case. Snow in the BN Lot shall be removed within the same timeframes as other parking lots.

Method of Payment

Payment for snow removal shall be at the unit prices bid on the proposal form. Sidewalk snow removal shall be bid separately from street, alleys and parking lots. Payment shall be for a base 4" snowfall, plus the bid amount for each additional inch.

Method of Measurement

Measurement shall be the snowfall depth as measured and recorded by the Department of Natural Resources, **the National Oceanic and Atmospheric Administration, some other competent weather authority**, or as mutually agreed to by the contractor and the engineer.

CITY OF BRAINERD

2021-2022 DOWNTOWN SNOW REMOVAL

FORM OF PROPOSAL

DESCRIPTION	UNIT	UNIT PRICE
STREETS, ALLEYS, PARKING LOTS (4" BASE)	LUMP SUM	5,622.33
STREETS, ALLEYS, PARKING LOTS (EACH ADDITIONAL INCH)	INCH	1,577.01
SIDEWALKS (4" BASE)	LUMP SUM	1,302.73
SIDEWALKS (EACH ADDITIONAL INCH)	INCH	274.26

THIS PROPOSAL DATED THIS 14th DAY OF September, 2021.

SIGNED Gathup Thompson
TITLE CFO

Tom's Backhoe Service, Inc.
323 Woodland Hills LN
Brainerd, MN 56401

CITY OF BRAINERD

2020 - 2021 DOWNTOWN SNOW REMOVAL

FORM OF PROPOSAL

DESCRIPTION	UNIT	UNIT PRICE
STREETS, ALLEYS, PARKING LOTS (4" BASE)	LUMP SUM	5354.60
STREETS, ALLEYS, PARKING LOTS (EACH ADDITIONAL INCH)	INCH	1,501.91
SIDEWALKS (4" BASE)	LUMP SUM	1,240.69
SIDEWALKS (EACH ADDITIONAL INCH)	INCH	261.20

THIS PROPOSAL DATED THIS 9th DAY OF September, 2020.

SIGNED

Kathy Thompson

TITLE

CFO

Tom's Backhoe Service, Inc.
323 Woodland Hills LN
Brainerd, MN 56401

218-828-4232



Brainerd City Council Agenda Request

Requested Meeting Date: September 20, 2021

Title of Item: First Reading Proposed Ordinance 1520

☐ 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: Administrator Bergman and Attorney Langel	Department: Administration
Presenter (Name & Title): Administrator Bergman and Attorney Langel	Estimated Time Needed: 15 minutes
Summary of Issue: The Charter Commission met on August 11th to consider updating a few items in the Charter: Mill levy language, contributions to organizations and the Park Board Chapter. The Charter Commission is recommending the following: 1) changing the mill levy language to a % of the previous years' levy; 2) providing more generic terms for organizations who can receive funding and clarified that the organization must be in the city limits of Brainerd; and, 3) removing the employment and compensation section from the Park Board chapter. Attached is Ordinance 1520 amending the City Charter.	
Alternatives, Options, Effects on Others/Comments: 1) The term Mill has not been used in decades. The recommended language is a percent of last years levy which comparable to a Mill. 2) The recommended changes to sections 4, 7 and 8 replaces Mill levy to a 1.5% of last years levy, removes references to specific organizations and requires the organization to be within the city limits of Brainerd.	
Recommended Action/Motion: Motion to hold/dispense with the first reading of Proposed Ordinance No. 1520; an ordinance amending the Brainerd City Charter and set a public hearing for October 4th.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

ORDINANCE

No. _____

AN ORDINANCE AMENDING THE CITY CHARTER

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Chapter Two is amended and renumbered as follows, with underlined language added and deleted language struck out.

CHAPTER TWO

OFFICERS AND ELECTIONS

31. The Council of the City of Brainerd shall be authorized to exceed its overall levy limitations pursuant to ~~Minnesota Statutes, Sections 275.50 to 275.58, as amended, for the levy year 1987,~~ by an amount not to exceed 3% of its previous years' total levy ~~an amount equal to a sum producible from a one mill levy on the dollar of the taxable property of the City of Brainerd prior to the time of such levy,~~ which may be levied on the taxable property within its boundaries in addition to all other taxes voted by it. ~~The value of the mill levy shall be converted to a tax rate percentage by using a formula as established by the Minnesota Department of Revenue and calculated by the County Auditor. It shall be exempt from statutory the penalty provisions of Minnesota Statutes, Section 275.51, Subdivision 4, as well as any other penalty provisions,~~ and shall also be over and above any limitations in the Charter of the City of Brainerd prior to the time of such levy. Such additional levies shall be used for the purpose of establishing and maintaining a public bus or transit facility or subsidizing a private bus or transit facility. In the next succeeding levy year and thereafter, such amounts shall become a permanent adjustment to the levy base per capita of the City of Brainerd.

SECTION TWO: Chapter Three is amended and renumbered as follows, with underlined language added and deleted language struck out.

CHAPTER THREE

FINANCES

3. The City Council shall annually levy taxes to provide for the following specifically designated fund:
 - a. A PERMANENT IMPROVEMENT FUND, for paying such portion of the cost of improving streets and alleys as shall devolve upon the City, under the provisions of Subdivision (11) of this Section 46. For the support of this fund the City Council shall annually levy on taxable property of the City taxes to an amount not to exceed 9% of the City's previous year's total levy. ~~an amount~~

~~producible from three (3) mills on the dollar of the then latest previous assessed valuation of such taxable property. The value of the mill levy shall be converted to a tax rate percentage by using a formula as established by the Minnesota Department of Revenue and calculated by the County Auditor.~~ No part of this fund shall be used for any other purpose. In anticipation of the collection of such taxes for the then current year and succeeding years, the City Council may at the proper time, and from time to time, issue and dispose of certificates of indebtedness in an aggregate amount equal to eighty (80) per cent of such levy in the then current year and estimated amount for not more than ten succeeding years; provided, that the issuable aggregate of such certificates of indebtedness shall at no time exceed the sum of money then in the permanent improvement revolving fund under the provisions of Section 49 of the City Charter, as herewith amended, together with the additional amount of bonds that may or can be issued thereunder, added to the total of cash payments guaranteed by bonds of owners of real property abutting on such or similar street or alley improvements. These certificates shall be known as Re-paving Certificates of Indebtedness, and on every one shall be stated the particular purpose for which it is issued or describe the specific improvement on which it is based. Such certificates shall be consecutively numbered, with date of issue, date of maturity, bear interest, payable semi-annually, have proper interest coupons attached, be signed by the Mayor, countersigned by the City Administrator, and be attested by the corporate seal; and, so far as practicable, shall be in denominations of not less than \$500.00. Whenever occasion arises for the issuance of such repaying certificates, it shall be the duty of the City Council to make requisite calculations, computations and estimates with respect to the quantity and various times of collection of taxes so levied and to be levied, and thereupon, as the circumstances may require, to issue and sell one or more of such certificates. All such certificates shall be so issued as to mature serially, on proper dates, to the end that eighty (80) per cent of the estimated tax collection for this fund in each and every year will pay the certificates as they mature, and succeeding issues shall appear in regular order following previously issued certificates; and whenever there is an unused or unappropriated margin of such eighty (80) per cent of the estimated tax collection for this fund, over and above the aggregate amount of all such certificates theretofore issued, then and under such circumstances the earliest maturing certificates of the next succeeding issue shall be made to mature at such times and in such manner as to assure payment thereof out of, and at the time of collection of, such prior unused or unappropriated margin of such eighty (80) per cent of such estimated tax collection. If in any year the taxes collected for this fund shall not be sufficient to pay the certificates maturing in that year, the deficit shall be paid from the general fund. The earliest maturing certificates of the first issue hereunder shall mature on the first day of December in the year following the year of their issuance, and the other certificates in such issue, to mature later and serially, shall be distributed in succeeding serials and follow in such order of maturity

that eighty (80) per cent of the estimated tax collections, year by year, will pay such certificates in each and every year thereafter. Neither the City Council nor any officer of the City shall in any year appropriate, expend or disburse any part of this fund, or do any other act therewith, at such time or in such manner as to render the available balance thereof insufficient to pay, when due, the certificates maturing in that particular year. The City Council shall, at the proper time, and from time to time, prepare for every issue and sale of such re-paving certificates of indebtedness by appropriate resolution setting forth in sufficient detail the date of issuance, number or quantity, specific denominations, and various dates of maturity thereof, the rate of interest thereon, and the nature or character, location, extent, and approximate total cost of the particular improvement on which the same are founded. The sale of such certificates of indebtedness shall be made, conducted, and carried on in the manner provided for sales of bonds under the certain provisions of section 49 of the City Charter, as herewith amended; provided, further, that no certificate shall be sold for less than par and accrued interest.

4. That annual amount to be levied for general taxation in any year for all said funds, shall not exceed the amounts as established by state statute. There shall be a levy of 1.5% of the previous year's total City levy ~~one-half mill on the assessed valuation of City taxable property over and above any Charter limitations and total levy limitations set forth in state statute, commencing for the levy year 1976 and continuing each levy year thereafter for an entity within the city limits of Brainerd to provide community action programs and events. Community Action Program. The value of the levy shall be converted to a tax rate percentage by using a formula as established by the Minnesota Department of Revenue and calculated by the County Auditor.~~
7. There shall be a levy of 1.5% of the previous year's total City levy ~~one-half mill on the assessed valuation of City taxable property over and above any Charter limitations and total levy limitations set forth in state statute, for the 1982 levy collectible in 1983 and continuing each levy year thereafter for the establishment and maintenance of a program for the benefit of senior citizens or to subsidized non-profit senior citizens organization within the city limits of Brainerd. The value of the mill levy shall be converted to a tax rate percentage by using a formula as established by the Minnesota Department of Revenue and calculated by the County Auditor.~~
8. There shall be a levy of 1.5% of the previous year's total City levy ~~½ mill on the assessed valuation of taxable property in the City commencing at the earliest levy year after adoption of this amendment and continuing each levy year thereafter for the Northland Arboretum and Paul Bunyan Conservation Area an arboretum or green space organization within the city limits of Brainerd. Before funding from the City is transmitted, an annual financial statement for the prior fiscal year shall be provided by the Northland Arboretum and Paul Bunyan Conservation Area to the City Council showing revenues and expenditures to~~

~~ensure proper use of funds. The value of the mill levy shall be converted to a tax rate percentage by using a formula as established by the Minnesota Department of Revenue and calculated by the County Auditor.~~

SECTION THREE: Chapter Seven is amended and renumbered as follows, with underlined language added and deleted language struck out.

CHAPTER SEVEN

THE PARK AND RECREATION BOARD

2. The said board shall organize by selecting a President and Vice-President from its members, and a Clerk, and the A Clerk shall keep a full record of all proceedings of said board, and a Treasurer who shall keep books showing all monies received and disbursed and the management of the business committed to said board.
3. ~~The said board shall establish the qualification for employment and shall have the authority to employ and determine the compensation of a trained and qualified Director of Parks and Recreation, and such other assistants, supervisors, playleaders, or other employees that may be necessary, in its judgment, for the efficient administration, conduct and development of the public recreation program, within the monies provided for such purposes by the City. Said board shall have the power of coordination of services with other governmental programs, solicit and train volunteers, purchase supplies and equipment, develop and maintain facilities, procure, or lease public or private properties, areas or facilities that may be required for programs, provided, however, that no property shall be procured by lease or otherwise for more than one year without the approval of the City Council. All expenditures shall be within the moneys appropriated by the City for such purposes, together with donations, gifts, bequests of any money, or any funds from earnings. All money received from donations, bequests or earnings shall be deposited in a special account managed by the board.~~
4. The board shall each year prior to September 1 prepare and present a budget for park and recreation purposes for the ensuing fiscal year; subject to the approval of the eCity Council.
5. The members of said board shall receive no compensation, for their services except that the clerk shall be paid such salary for his/her services as the board shall recommend and the City Council determine.

SECTION FOUR: Upon passage, this ordinance becomes effective 90 days after its publication.

Adopted this _____ day of _____, 2021

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: September 20, 2021

Title of Item: General Obligation Bonds, Series 2021A

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) <i>*provide copy of published hearing notice</i> ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Paul Steinman, Baker Tilly	Estimated Time Needed: 15 Minutes
Summary of Issue: Mr. Paul Steinman will present an overview of the City's bond rating (attached) as well as the tabulation of the bid results (not available until Monday). The City is issuing debt for the following purposes: * Finance the construction of assessable 2021 street construction projects, * Finance the construction of improvements to the City's water system including the replacement of the existing water storage tanks.	
Alternatives, Options, Effects on Others/Comments: The attached resolution is a draft. You will notice that the draft resolution has many blanks that can only be completed after the bids are received which will occur on Monday, September 20th. The sale information will be forwarded to our bond council who will complete the resolution.	
Recommended Action/Motion: Adopt a resolution awarding the sale of General Obligation Bonds, Series 2021A, in the original aggregate principal amount of \$_____; fixing their form and specifications; directing their execution and delivery; and providing for their payment.	
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>	

September 16, 2021

City of Brainerd
City Hall
501 Laurel Street
Brainerd, MN 56401--3595
Attention: Ms. Connie Hillman, Finance Director

Re: **US\$7,880,000 Brainerd, Minnesota, General Obligation Bonds, Series 2021A, dated: Date of delivery, due: February 01, 2037**

Dear Ms. Hillman:

Pursuant to your request for an S&P Global Ratings rating on the above-referenced obligations, S&P Global Ratings has assigned a rating of "AA-". S&P Global Ratings views the outlook for this rating as stable. A copy of the rationale supporting the rating is enclosed.

This letter constitutes S&P Global Ratings' permission for you to disseminate the above-assigned ratings to interested parties in accordance with applicable laws and regulations. However, permission for such dissemination (other than to professional advisors bound by appropriate confidentiality arrangements or to allow the Issuer to comply with its regulatory obligations) will become effective only after we have released the ratings on standardandpoors.com. Any dissemination on any Website by you or your agents shall include the full analysis for the rating, including any updates, where applicable. Any such dissemination shall not be done in a manner that would serve as a substitute for any products and services containing S&P Global Ratings' intellectual property for which a fee is charged.

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Please send hard copies to:
S&P Global Ratings
Public Finance Department
55 Water Street
New York, NY 10041-0003

The rating is subject to the Terms and Conditions, if any, attached to the Engagement Letter applicable to the rating. In the absence of such Engagement Letter and Terms and Conditions, the rating is subject to the attached Terms and Conditions. The applicable Terms and Conditions are incorporated herein by reference.

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Sincerely yours,

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a division of Standard & Poor's Financial Services LLC

kl
enclosures

cc: ***_ BU PS Bond Services-S
Mr. Paul Steinman***

S&P Global Ratings
Terms and Conditions Applicable To Public Finance Credit Ratings

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RatingsDirect®

Summary:

Brainerd, Minnesota; General Obligation; Non-School State Programs

Primary Credit Analyst:

Virginia A Murillo, San Francisco 1-415-371-5098; virginia.murillo@spglobal.com

Secondary Contact:

Helen Samuelson, Chicago + 1 (312) 233 7011; helen.samuelson@spglobal.com

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Related Research

Summary:

Brainerd, Minnesota; General Obligation; Non-School State Programs

Credit Profile

US\$7.88 mil GO bnds ser 2021A due 02/01/2037

<i>Long Term Rating</i>	AA-/Stable	New
Brainerd GO bnds		
<i>Long Term Rating</i>	AA-/Stable	Affirmed

Rating Action

S&P Global Ratings assigned its 'AA-' long-term rating and stable outlook to Brainerd, Minn.'s roughly \$7.88 million series 2021A general obligation (GO) bonds and affirmed its 'AA-' long-term rating and underlying rating (SPUR), with a stable outlook, on the city's existing GO debt.

The city's unlimited-tax full-faith-and-credit GO pledge secures the series 2021A bonds and existing GO debt. The city additionally pledges net revenue from water utilities, special assessments against benefitted properties, and ad valorem taxes; however, the rating reflects our opinion of the city's GO pledge, which we view as the stronger pledge.

Officials intend to use series 2021A bond proceeds to finance water storage tanks, water utility work related to city street projects, and various public improvements.

Credit overview

While income and the property tax base are weaker compared with its peers, Brainerd's strong finances support the rating. Conservative budgeting has supported consistent operating results and very high liquidity and reserves, in our opinion. We do not think there is any major credit pressure, so we expect the rating will likely remain stable during the two-year outlook.

The rating reflects our view of the city's:

- Very high reserves, exceeding the fund-balance policy of maintaining 50% of expenditures;
- Strong financial management with good financial policies and practices under our Financial Management Assessment (FMA) methodology, indicating that financial practices exist in most areas but that governance officials might not formalize or regularly monitor all of them; and
- Adequate debt profile, benefitting from rapid amortization.

Environmental, social, and governance (ESG) factors

We have analyzed Brainerd's economic, financial, and debt-and-contingent-liability profile and view ESG risks as in-line with sector peers.

Stable Outlook

Downside scenario

We could lower the rating if budgetary performance were to weaken unexpectedly, causing available reserves to decrease, and if debt were to deteriorate.

Upside scenario

We could raise the rating if the economy were to improve to levels we consider commensurate with higher-rated peers, coupled with the maintenance of other credit factors.

Credit Opinion

Weak economy, which we expect will likely remain weak despite new residential growth, commercial development

Brainerd, in central Minnesota, is in the heart of one of the state's prime outdoor recreation and tourism areas. Officials report an increase in the length of stay for summer tourism residents, coupled with new residents working remotely relocating to Brainerd from the Twin Cities area. Similar to most communities nationwide, Brainerd experienced elevated unemployment, at 7.2%, and lower income in 2020 due to COVID-19. We think recovery from COVID-19 and the recent associated recession will likely begin to accelerate, but with unemployment likely remaining above prepandemic levels until 2023. (For more information on our view of the U.S. economy, see the articles, titled "U.S. Real-Time Data: Growth Is Still On Track Despite Rising COVID-19 Cases," published July 23, 2021; "Credit Conditions North America Q3 2021: Looking Ahead, It's Looking Up," published June 29, 2021; and "Economic Outlook U.S. Q3 2021: Sun, Sun, Sun, Here It Comes," published June 24, 2021, on RatingsDirect.) Although planned developments will likely add to the property tax base, we note Brainerd's economic metrics are currently weaker than its peers; we do not expect these to improve materially during the two-year outlook.

Residential demand is up, causing developers to build new residential homes. Officials indicate residential and commercial development is stronger in 2021 with an expected addition of 35 new single-family homes added to the tax base. Valuation increased to 5.6% in fiscal 2020 with a corresponding net tax-capacity increase of 9%. Officials expect steady valuation growth during the next few fiscal years, which we think could materialize with the addition of new residential and commercial development. Residential properties account for 66% of the tax base and commercial and industrial properties account for 33%.

Good financial management with some policies producing consistently balanced finances

Highlights include management's:

- Realistic and well-grounded financial assumptions, reflected in its line-item budgeting methodology, and incorporation of, at least, two years of historical data and information from external sources;
- Ability to amend the budget, as needed, and monthly reporting on budget-to-actual performance to the city council;
- Five-year capital plan that covers infrastructure--such as streets, storm sewer, and sanitary--that it updates annually, including funding for plan projects, but that is not comprehensive, coupled with a 30-year capital plan for equipment and facilities it updates annually, including funding;

- Formal investment-management policy with monthly investment-holding reports to the council;
- Formal debt-management policy that adheres to state statutes and places certain limitations on debt length and purpose; and
- Formal fund-balance policy that requires unassigned general fund balance equal between 35% and 50% of operating expenditures for subsequent-year cash flow and contingencies.

Consistent budgetary performance with no major pressure and maintenance of very strong reserves, liquidity

Brainerd increases general fund reserves due to favorable budgetary results, and we do not think there is any notable financial pressure to alter the strong financial trajectory. For the fiscal 2021 breakeven budget, officials expect surplus results due to savings in public-safety personnel costs. The city expects roughly \$1.4 million of American Rescue Plan Act of 2021 funds, and it does not yet have plans for those funds.

A general fund surplus of \$81,000, adjusted to remove recurring transfers into the capital-projects fund, in fiscal 2020 increased available reserves to \$4.8 million. Our assessment accounts for the fact that we expect budgetary results could improve from fiscal 2020 results in the near term. The city reports its public-safety function outside of the general fund in a separate public-safety fund, and we combined the two funds to assess Brainerd's general fund budgetary performance. The city's fund-balance policy calls for transferring reserves that exceed its policy requirement into the capital-projects fund. We note that but for these transfers, the surplus would have been larger. Management attributes this surplus to public-safety personnel savings and federal stimulus. Brainerd received and spent roughly \$1 million in federal CARES Act money on pandemic-related safety-equipment expenses, technology upgrades, and staffing costs related to COVID-19. In fiscal 2020, intergovernmental sources accounted for 42% of general fund revenue, followed by property taxes at 32% and public charges for services at 9%. State aid and property taxes have been stable revenue sources.

At 53% of general fund expenditures, reserves are very strong, in our view. We combined fiscal 2020 general fund unassigned, assigned balances and the public-safety fund committed balance in our analysis. In addition, the city levied \$159,000 more than needed to support operations in preparation of implementing a new compensation system. Other than a \$15,000 drawdown for election costs during an election year, officials do not currently plan to draw on reserves. With no major pressure, we expect available reserves will likely remain more than 30% of expenditures for the current and next fiscal years, which we view as a positive credit factor.

Brainerd held \$15.2 million in total cash as of Dec. 31, 2020, adjusted to remove unspent bond proceeds. Officials privately placed \$6 million in revenue bonds in October 2017 with approximately \$4 million outstanding; we have examined offering documents and determined they include no listed events of default and no provisions that introduce contingent-liquidity risk.

Adequate debt, benefitting from rapid amortization

Brainerd's debt, at \$44.5 million, is high compared with similar-rated peers, albeit in-line with what we typically observe in other Minnesota cities. Water-and-sewer-enterprise revenue, which reduces property tax debt on residents, supports about \$12 million of GO debt. Rapid amortization, with officials planning to retire 88% of debt during the next 10 years, somewhat offsets, what we consider, an otherwise weak debt profile. Officials currently plan to issue new

debt to support a \$15 million biosolids treatment project in 2024, but the exact amount and project timeline are still in development. Overall, we expect the debt-and-contingent-liability profile will likely remain adequate within the next two years.

Manageable pension and other postemployment benefits (OPEB)

We do not think pension liabilities represent a medium-term credit pressure on Brainerd because contributions are only a modest share of the budget, and we posit the city has capacity to absorb higher costs without pressuring operations. The city does not offer OPEB.

As of June 30, 2020, it participates in:

- Minnesota General Employees' Retirement Fund, a defined-benefit plan, which was 79.1% funded, with a proportionate share of the plan's net pension liability at \$2.58 million;
- Minnesota Public Employees' Police & Fire Fund, a defined-benefit plan, which was 87.2% funded, with a proportionate share of \$2.34 million; and
- Statewide Volunteer Firefighters' Retirement Plan, a defined-benefit plan, which was 128.8% funded, with a net pension asset of \$916,000, as of Dec. 31, 2019.

Brainerd's two largest pension plans have improved funding recently, but the plans' statutory formula contributions have regularly fallen short of actuarial recommendations. Along with certain plan-specific actuarial assumptions and methods, this introduces some long-term funding-volatility and cost-acceleration risk, especially if the city does not meet funding shortfalls, with offsetting adjustments by the Minnesota Legislature.

Strong institutional framework

The institutional framework score for Minnesota cities with a population greater than 2,500 is strong.

Brainerd, Minnesota Select Key Credit Metrics				
	Most recent	--Historical information--		
		2020	2019	2018
Weak economy				
Projected per capita effective buying income as a % of U.S.	71.7			
Market value per capita (\$)	62,426			
Population		13,508	13,503	13,530
County unemployment rate (%)		7.2		
Market value (\$000)		843,253	798,744	749,940
Top 10 taxpayers as a % of taxable value		14.5		
Strong budgetary performance				
Operating fund result as a % of expenditures		0.9	3.3	6.4
Total governmental fund result as a % of expenditures		(1.6)	1.0	7.7
Very strong budgetary flexibility				
Available reserves as a % of operating expenditures		53.2	54.9	54.8
Total available reserves (\$000)		4,784	4,499	4,165

Brainerd, Minnesota Select Key Credit Metrics (cont.)				
	Most recent	--Historical information--		
		2020	2019	2018
Very strong liquidity				
Total government cash as a % of governmental fund expenditures		82.0	77.1	73.2
Total government cash as a % of governmental fund debt service		961.3	757.2	576.8
Strong management				
Financial Management Assessment	Good			
Adequate debt and long-term liabilities				
Debt service as a % of governmental fund expenditures		8.5	10.2	12.7
Net direct debt as a % of governmental fund revenue	177.7			
Overall net debt as a % of market value	6.9			
Direct debt 10-year amortization (%)	88.4			
Required pension contribution as a % of governmental fund expenditures		4.2		
Other postemployment benefits actual contribution as a % of governmental fund expenditures		0.5		
Strong institutional framework				

Related Research

- S&P Public Finance Local GO Criteria: How We Adjust Data For Analytic Consistency, Sept. 12, 2013
- Incorporating GASB 67 And 68: Evaluating Pension/OPEB Obligations Under Standard & Poor's U.S. Local Government GO Criteria, Sept. 2, 2015
- Criteria Guidance: Assessing U.S. Public Finance Pension And Other Postemployment Obligations For GO Debt, Local Government GO Ratings, And State Ratings, Oct. 7, 2019
- 2020 Update Of Institutional Framework For U.S. Local Governments
- Through The ESG Lens 2.0: A Deeper Dive Into U.S. Public Finance Credit Factors, April 28, 2020

Ratings Detail (As Of September 16, 2021)		
Brainerd GO		
Long Term Rating	AA-/Stable	Affirmed
Brainerd GO		
Long Term Rating	AA-/Stable	Affirmed
Brainerd GO		
Long Term Rating	AAA/Stable	Affirmed
Underlying Rating for Credit Program	AA-/Stable	Affirmed
Brainerd GO		
Long Term Rating	AA-/Stable	Affirmed
Brainerd GO		
Long Term Rating	AA-/Stable	Affirmed

Ratings Detail (As Of September 16, 2021) (cont.)

Brainerd GO

Long Term Rating

AA-/Stable

Affirmed

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at www.standardandpoors.com for further information. Complete ratings information is available to subscribers of RatingsDirect at www.capitaliq.com. All ratings affected by this rating action can be found on S&P Global Ratings' public website at www.standardandpoors.com. Use the Ratings search box located in the left column.

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Extract of Minutes of Meeting
of the City Council of the City of
Brainerd, Crow Wing County, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Brainerd, Minnesota, was held on Monday, September 20, 2021, commencing at 7:30 p.m., at City Hall in the City and by electronic means as authorized by Minnesota Statutes, Section 13D.021.

The following members of the Council were present:

and the following were absent:

* * *

* * *

* * *

The Mayor announced that the next order of business was consideration of the proposals which had been received for the purchase of the City's General Obligation Bonds, Series 2021A, to be issued in the original aggregate principal amount of \$_____.

The City Administrator presented a tabulation of the proposals that had been received in the manner specified in the Terms of Proposal for the Bonds. The proposals are as set forth in EXHIBIT A attached.

After due consideration of the proposals, Member _____ then introduced the following written resolution, the reading of which was dispensed with by unanimous consent, and moved its adoption:

RESOLUTION
NO. _____

**A RESOLUTION AWARDING THE SALE OF GENERAL
OBLIGATION BONDS, SERIES 2021A, IN THE ORIGINAL
AGGREGATE PRINCIPAL AMOUNT OF \$_____; FIXING
THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR
EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR
PAYMENT**

BE IT RESOLVED By the City Council (the "City Council") of the City of Brainerd, Crow Wing County, Minnesota (the "City"), as follows:

Section 1. Sale of Bonds.

1.01. Authorization for Sale of Bonds. Pursuant to a resolution adopted by the City Council on August 16, 2021 (the "Initial Resolution"), the City authorized the sale of its General Obligation Bonds, Series 2021A (the "Bonds"), for the following purposes:

(a) to finance the construction of certain assessable public street improvements in the City, including but not limited to street reconstruction and resurfacing projects designated as City Improvements 19-19, 20-05, 20-06 (collectively, the "Assessable Improvements"), pursuant to Minnesota Statutes, Chapters 429 and 475, as amended (the "Improvement Act"); and

(b) to finance the construction of various improvements to the City's water system, including but not limited to the replacement of existing water storage tanks and other improvements to the water system (collectively the "Utility Improvements"), pursuant to Minnesota Statutes, Chapters 444 and 475, as amended (the "Utility Revenue Act").

1.02. Award to the Purchaser and Interest Rates. The proposal of _____ (the "Purchaser") to purchase the Bonds of the City is hereby found and determined to be a reasonable offer and is hereby accepted, the proposal being to purchase the Bonds at a price of \$_____ (par amount of \$_____, [plus original issue premium of \$_____,] [less original issue discount of \$_____,] less underwriter's discount of \$_____), plus accrued interest to date of delivery, if any, for Bonds bearing interest as follows:

<u>Year</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Interest Rate</u>
2023	%	2031	%
2024		2032	
2025		2033	
2026		2034	
2027		2035	
2028		2036	
2029		2037	
2030			

True interest cost: _____%

1.03. Purchase Contract. The amount proposed by the Purchaser in excess of the minimum bid shall be credited to the accounts of the Debt Service Fund hereinafter created or deposited in the accounts of the Construction Fund hereinafter created, as determined by the Finance Director of the City in consultation with the City's municipal advisor. The Finance Director is directed to deposit the good faith check or deposit of the Purchaser, pending completion of the sale of the Bonds, and to return the good faith deposits of the unsuccessful proposers. The Mayor and City Administrator are directed to execute a contract with the Purchaser on behalf of the City.

1.04. Terms and Principal Amounts of the Bonds. The City will forthwith issue and sell the Bonds pursuant to the Improvement Act, and the Utility Revenue Act (collectively, the "Act") in the total principal amount of \$_____, originally dated October 21, 2021, in the denomination of \$5,000 each or any integral multiple thereof, numbered No. R-1, upward, bearing interest as above set forth, and maturing serially on February 1 in the years and amounts as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2023	\$	2031	\$
2024		2032	
2025		2033	
2026		2034	
2027		2035	
2028		2036	
2029		2037	
2030			

(a) \$_____ of the Bonds (the "Improvement Bonds"), maturing on February 1 in the years and in the amounts set forth below, will be used to finance the construction of the Assessable Improvements:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2023	\$	2028	\$
2024		2029	
2025		2030	
2026		2031	
2027		2032	

(b) The remainder of the Bonds in the principal amount of \$_____ (the "Utility Revenue Bonds"), maturing on February 1 in the years and in the amounts set forth below, will be used to finance the construction of the Utility Improvements:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2023	\$	2031	\$
2024		2032	
2025		2033	
2026		2034	
2027		2035	
2028		2036	
2029		2037	
2030			

1.05. Optional Redemption. The City may elect on February 1, 2031, and on any day thereafter to prepay Bonds due on or after February 1, 2032. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC (as defined in Section 7 hereof) of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

[TO BE COMPLETED IF TERM BONDS ARE REQUESTED.] 1.06. Mandatory Redemption; Term Bonds. The Bonds maturing on February 1, 20__ and February 1, 20__ and shall hereinafter be referred to collectively as the "Term Bonds." The principal amount of the Term Bond subject to mandatory sinking fund redemption on any date may be reduced through earlier optional redemptions, with any partial redemptions of the Term Bonds credited against future mandatory sinking fund redemptions of such Term Bonds in such order as the City shall determine. The Term Bonds are subject to mandatory sinking fund redemption and shall be redeemed in part at par plus accrued interest on February 1 of the following years and in the principal amounts as follows:]

Sinking Fund Installment Date

February 1, 20__ Term Bond

Principal Amount

* *Maturity*

February 1, 20__ Term Bond

Principal Amount

* *Maturity*

Section 2. Registration and Payment.

2.01. Registered Form. The Bonds will be issued only in fully registered form. The interest thereon and, upon surrender of each Bond, the principal amount thereof, is payable by check or draft issued by the Registrar described herein.

2.02. Dates; Interest Payment Dates. Each Bond will be dated as of the last interest payment date preceding the date of authentication to which interest on the Bond has been paid or made available for payment, unless (i) the date of authentication is an interest payment date to which interest has been paid or made available for payment, in which case the Bond will be dated as of the date of authentication, or (ii) the date of authentication is prior to the first interest payment date, in which case the Bond will be dated as of the date of original issue. The interest on the Bonds is payable on February 1 and August 1 of each year, commencing August 1, 2022, to the registered owners of record thereof as of the close of business on the fifteenth day of the immediately preceding month, whether or not that day is a business day.

2.03. Registration. The City will appoint a bond registrar, transfer agent, authenticating agent and paying agent (the “Registrar” and the “Paying Agent”). The effect of registration and the rights and duties of the City and the Registrar with respect thereto are as follows:

(a) Register. The Registrar must keep at its principal corporate trust office a bond register in which the Registrar provides for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of a Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar will authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the fifteenth day of the month preceding each interest payment date and until that interest payment date.

(c) Exchange of Bonds. When Bonds are surrendered by the registered owner for exchange the Registrar will authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity as requested by the registered owner or the owner’s attorney in writing.

(d) Cancellation. Bonds surrendered upon transfer or exchange will be promptly cancelled by the Registrar and thereafter disposed of as directed by the City.

(e) Improper or Unauthorized Transfer. When a Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the Bond until the Registrar is satisfied that the endorsement on the Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar will incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The City and the Registrar may treat the person in whose name a Bond is registered in the bond register as the absolute owner of the Bond, whether the Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on the Bond and for all other purposes and payments so made to registered owner or upon the owner’s order will be valid and effectual to satisfy and discharge the liability upon the Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. The Registrar may impose a charge upon the owner thereof for a transfer or exchange of Bonds, sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to the transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. If a Bond becomes mutilated or is destroyed, stolen or lost, the Registrar will deliver any new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of the mutilated Bond or in lieu of and in substitution for a Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that the Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it and as provided by law, in which both the City and the Registrar must be named as obligees. Bonds so surrendered to the Registrar will be cancelled by the Registrar and evidence of such cancellation must be given to the City. If the mutilated, destroyed, stolen or lost Bond has already matured or been called for redemption in accordance with its terms it is not necessary to issue a new Bond prior to payment.

(i) Redemption. In the event any of the Bonds are called for redemption, notice thereof identifying the Bonds to be redeemed will be given by the Registrar by mailing a copy of the redemption notice by first class mail (postage prepaid) to the registered owner of each Bond to be redeemed at the address shown on the registration books kept by the Registrar and by publishing the notice if required by law. Failure to give notice by publication or by mail to any registered owner, or any defect therein, will not affect the validity of the proceedings for the redemption of Bonds. Bonds so called for redemption will cease to bear interest after the specified redemption date, provided that the funds for the redemption are on deposit with the place of payment at that time.

2.04. Appointment of Initial Registrar. The City appoints U.S. Bank National Association, Saint Paul, Minnesota, as the initial Registrar. The Mayor and the City Administrator are authorized to execute and deliver, on behalf of the City, a contract with the Registrar. Upon merger or consolidation of the Registrar with another corporation, if the resulting corporation is a bank or trust company authorized by law to conduct such business, the resulting corporation is authorized to act as successor Registrar. The City agrees to pay the reasonable and customary charges of the Registrar for the services performed. The City reserves the right to remove the Registrar upon thirty (30) days' notice and upon the appointment of a successor Registrar, in which event the predecessor Registrar must deliver all cash and Bonds in its possession to the successor Registrar and must deliver the bond register to the successor Registrar. On or before each principal or interest due date, without further order of the City Council, the City Administrator must transmit to the Registrar monies sufficient for the payment of all principal and interest then due.

2.05. Execution, Authentication and Delivery. The Bonds will be prepared under the direction of the City Administrator and executed on behalf of the City by the signatures of the Mayor and the City Administrator, provided that those signatures may be printed, engraved or lithographed facsimiles of the originals. If an officer whose signature or a facsimile of whose signature appears on the Bonds ceases to be such officer before the delivery of a Bond, that signature or facsimile will nevertheless be valid and sufficient for all purposes, the same as if the

officer had remained in office until delivery. Notwithstanding such execution, a Bond will not be valid or obligatory for any purpose or entitled to any security or benefit under this resolution unless and until a certificate of authentication on the Bond has been duly executed by the manual signature of an authorized representative of the Registrar. Certificates of authentication on different Bonds need not be signed by the same representative. The executed certificate of authentication on a Bond is conclusive evidence that it has been authenticated and delivered under this resolution. When the Bonds have been so prepared, executed and authenticated, the City Administrator will deliver the same to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser is not obligated to see to the application of the purchase price.

Section 3. Form of Bond.

3.01. Execution of the Bonds. The Bonds will be printed or typewritten in substantially the form as attached hereto as EXHIBIT B.

3.02. Approving Legal Opinion. The City Administrator is directed to obtain a copy of the proposed approving legal opinion of Kennedy & Graven, Chartered, Minneapolis, Minnesota, and to cause the opinion to be printed on or accompany each Bond.

Section 4. Payment; Security; Pledges and Covenants.

4.01. Debt Service Fund. The Bonds are payable from the General Obligation Bonds, Series 2021A Debt Service Fund (the "Debt Service Fund") hereby created. The Debt Service Fund shall be administered by the Finance Director as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The City will maintain the following accounts in the Debt Service Fund: the "Assessable Improvements Account" and the "Utility Improvements Account." Amounts in the Assessable Improvements Account are irrevocably pledged to the Improvement Bonds, and amounts in the Utility Improvements Account are irrevocably pledged to the Utility Revenue Bonds.

(a) Assessable Improvements Account. Proceeds of special assessments levied or to be levied for the Assessable Improvements (the "Assessments") and ad valorem taxes hereinafter levied (the "Taxes") are hereby pledged to the Assessable Improvements Account of the Debt Service Fund. There is appropriated to the Assessable Improvements Account a pro rata portion of (i) amounts over the minimum purchase price of the Bonds paid by the Purchaser, to the extent designated for deposit in the Debt Service Fund in accordance with Section 1.03 hereof; and (ii) capitalized interest financed with proceeds of the Bonds, if any.

(b) Utility Improvements Account. The City will continue to maintain and operate its Water Fund, to which will be credited all gross revenues of the water system (the "Utility") and out of which will be paid all normal and reasonable expenses of current operations of the Utility. Any balances therein are deemed net revenues (the "Net Revenues") and will be transferred, from time to time, to the Utility Improvements Account of the Debt Service Fund, which Utility Improvements Account will be used only to pay the principal of and interest on the Utility Revenue Bonds and any other bonds similarly authorized. There will always be retained in the Utility Improvements Account a sufficient amount to pay the principal of and interest on all the Utility Revenue Bonds, and the Finance Director must report any current or anticipated deficiency in the Utility Improvements Account to the City Council. There is also appropriated to the Utility Improvements Account a pro rata portion of (i) amounts over

the minimum purchase price of the Bonds paid by the Purchaser, to the extent designated for deposit in the Debt Service Fund in accordance with Section 1.03 hereof; and (ii) capitalized interest financed with proceeds of the Bonds, if any.

4.02. Construction Fund. The City hereby creates the General Obligation Bonds, Series 2021A Construction Fund (the "Construction Fund"). The City will maintain the following accounts in the Construction Fund: the "Assessable Improvements Account" and the "Utility Improvements Account." Amounts in the Assessable Improvements Account are irrevocably pledged to the Improvement Bonds, and amounts in the Utility Improvements Account are irrevocably pledged to the Utility Revenue Bonds.

(a) Assessable Improvements Account. Proceeds of the Improvement Bonds, less the appropriations made in Section 4.01(a) hereof, together with any other funds appropriated for the Assessable Improvements, Assessments, and Taxes collected during the construction of the Assessable Improvements, will be deposited in the Assessable Improvements Account of the Construction Fund to be used solely to defray expenses of the Assessable Improvements and the payment of principal and interest on the Improvement Bonds prior to the completion and payment of all costs of the Assessable Improvements. Any balance remaining in the Assessable Improvements Account after completion of the Assessable Improvements may be used to pay the cost in whole or in part of any other improvement instituted under the Improvement Act under the direction of the City Council. When the Assessable Improvements are completed and the costs thereof paid, the Assessable Improvements Account is to be closed and subsequent collections of Assessments for the Assessable Improvements are to be deposited in the Assessable Improvements Account of the Debt Service Fund.

(b) Utility Improvements Account. Proceeds of the Utility Revenue Bonds, less the appropriations made in Section 4.01(b) hereof, will be deposited in the Utility Improvements Account of the Construction Fund to be used solely to defray expenses of the Utility Improvements. When the Utility Improvements are completed and the cost thereof paid, the Utility Improvements Account is to be closed and any funds remaining may be deposited in the Utility Improvements Account of the Debt Service Fund.

4.03. City Covenants with Respect to the Improvement Bonds. It is hereby determined that the Assessable Improvements will directly and indirectly benefit abutting property, and the City hereby covenants with the holders from time to time of the Bonds as follows:

(a) The City has caused or will cause the Assessments for the Assessable Improvements to be promptly levied so that the first installment will be collectible not later than 2022 and will take all steps necessary to assure prompt collection, and the levy of the Assessments is hereby authorized. The City Council will cause to be taken with due diligence all further actions that are required for the construction of each Assessable Improvement financed wholly or partly from the proceeds of the Bonds, and will take all further actions necessary for the final and valid levy of the Assessments and the appropriation of any other funds needed to pay the Bonds and interest thereon when due.

(b) In the event of any current or anticipated deficiency in Assessments and Taxes, the City Council will levy additional ad valorem taxes in the amount of the current or anticipated deficiency.

(c) The City will keep complete and accurate books and records showing receipts and disbursements in connection with the Assessable Improvements, Assessments and Taxes levied therefor and other funds appropriated for their payment, collections thereof and disbursements therefrom, monies on hand and, the balance of unpaid Assessments.

(d) The City will cause its books and records to be audited at least annually and will furnish copies of such audit reports to any interested person upon request.

(e) At least twenty percent (20%) of the cost of the Assessable Improvements described herein will be specially assessed against benefited properties.

4.04. City Covenants with Respect to the Utility Revenue Bonds. The City Council covenants and agrees with the holders of the Bonds that so long as any of the Utility Revenue Bonds remain outstanding and unpaid, it will keep and enforce the following covenants and agreements:

(a) The City will continue to maintain and efficiently operate the Utility as a public utility and convenience free from competition of other like municipal utilities and will cause all revenues therefrom to be deposited in bank accounts and credited to the Water Fund as hereinabove provided, and will make no expenditures from those accounts except for a duly authorized purpose and in accordance with this resolution.

(b) The City will also maintain the Utility Improvements Account of the Debt Service Fund as a separate account and will cause money to be credited thereto from time to time, out of Net Revenues from the Utility in sums sufficient to pay principal of and interest on the Utility Revenue Bonds when due.

(c) The City will keep and maintain proper and adequate books of records and accounts separate from all other records of the City in which will be complete and correct entries as to all transactions relating to the Utility and which will be open to inspection and copying by any Bondholder, or the Bondholder's agent or attorney, at any reasonable time, and it will furnish certified transcripts therefrom upon request and upon payment of a reasonable fee therefor, and said account will be audited at least annually by a qualified public accountant and statements of such audit and report will be furnished to all Bondholders upon request.

(d) The City Council will cause persons handling revenues of the Utility to be bonded in reasonable amounts for the protection of the City and the Bondholders and will cause the funds collected on account of the operations of such systems to be deposited in a bank whose deposits are guaranteed under the Federal Deposit Insurance Law.

(e) The City Council will keep the Utility insured at all times against loss by fire, tornado and other risks customarily insured against with an insurer or insurers in good standing, in such amounts as are customary for like plants, to protect the holders, from time to time, of the Utility Revenue Bonds and the City from any loss due to any such casualty and will apply the proceeds of such insurance to make good any such loss.

(f) The City and each and all of its officers will punctually perform all duties with reference to the Utility as required by law.

(g) The City will impose and collect charges of the nature authorized by Section 444.075 of the Act, at the times and in the amounts required to produce Net Revenues adequate to pay all principal and interest when due on the Utility Revenue Bonds and to create and maintain such reserves securing said payments as may be provided in this resolution.

(h) The City Council will levy general ad valorem taxes on all taxable property in the City when required to meet any deficiency in Net Revenues.

4.05. General Obligation Pledge. For the prompt and full payment of the principal of and interest on the Bonds, as the same respectively become due, the full faith, credit and taxing powers of the City will be and are hereby irrevocably pledged. If the balance in the Debt Service Fund is ever insufficient to pay all principal and interest then due on the Bonds and any other bonds payable therefrom, the deficiency will be promptly paid out of monies in the general fund of the City which are available for such purpose, and such general fund may be reimbursed with or without interest from the Debt Service Fund when a sufficient balance is available therein.

4.06. Pledge of Tax Levy. For the purpose of paying a portion of the principal of and interest on the Improvement Bonds, there is levied a direct annual irrepealable ad valorem tax upon all of the taxable property in the City, which will be spread upon the tax rolls and collected with and as part of other general taxes of the City. The Taxes will be credited to the Assessable Improvements Account of the Debt Service Fund above provided and will be in the years and amounts as attached hereto as EXHIBIT C.

4.07. Certification to County Auditor-Treasurer as to Debt Service Fund Amount. It is hereby determined that the estimated collection of Taxes, Assessments, and Net Revenues will produce at least five percent (5%) in excess of the amount needed to meet when due the principal and interest payments on the Bonds. The tax levy herein provided for the Bonds is irrepealable until all of the Bonds are paid, provided that at the time the City makes its annual tax levies the Finance Director may certify to the County Auditor-Treasurer of Crow Wing County, Minnesota (the "County Auditor-Treasurer") the amount available in the Debt Service Fund to pay principal and interest due during the ensuing year, and the County Auditor will thereupon reduce the levy collectible during such year by the amount so certified.

4.08. Filing of Resolution. The City Administrator is authorized and directed to file a certified copy of this resolution with the County Auditor-Treasurer and to obtain the certificate required by Section 475.63 of the Act.

Section 5. Authentication of Transcript.

5.01. City Proceedings and Records. The officers of the City are authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Bonds, certified copies of proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other certificates, affidavits and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Bonds, and such instruments, including any heretofore furnished, may be deemed representations of the City as to the facts stated therein.

5.02. Certification as to Official Statement. The Mayor, the City Administrator, and the Finance Director are authorized and directed to certify that they have examined the Official

Statement prepared and circulated in connection with the issuance and sale of the Bonds and that to the best of their knowledge and belief the Official Statement is a complete and accurate representation of the facts and representations made therein as of the date of the Official Statement.

5.03. Other Certificates. The Mayor, the City Administrator, and the Finance Director are hereby authorized and directed to furnish to the Purchaser at the closing such certificates as are required as a condition of sale. Unless litigation shall have been commenced and be pending questioning the Bonds or the organization of the City or incumbency of its officers, at the closing the Mayor, the City Administrator, and the Finance Director shall also execute and deliver to the Purchaser a suitable certificate as to absence of material litigation, and the Finance Director shall also execute and deliver a certificate as to payment for and delivery of the Bonds.

5.04 Electronic Signatures. The electronic signature of the Mayor, the President of the City Council, the City Administrator, and/or the Finance Director to this resolution or any certificate authorized to be executed hereunder shall be as valid as an original signature of such party and shall be effective to bind the City thereto. For purposes hereof, (i) "electronic signature" means a manually signed original signature that is then transmitted by electronic means; and (ii) "transmitted by electronic means" means sent in the form of a facsimile or sent via the internet as a portable document format ("pdf") or other replicating image attached to an electronic mail or internet message.

Section 6. Tax Covenants.

6.01. Tax-Exempt Bonds. The City covenants and agrees with the holders from time to time of the Bonds that it will not take or permit to be taken by any of its officers, employees or agents any action which would cause the interest on the Bonds to become subject to taxation under the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder, in effect at the time of such actions, and that it will take or cause its officers, employees or agents to take, all affirmative action within its power that may be necessary to ensure that such interest will not become subject to taxation under the Code and applicable Treasury Regulations, as presently existing or as hereafter amended and made applicable to the Bonds.

6.02. Rebate. The City will comply with requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments, limitations on amounts invested at a yield greater than the yield on the Bonds, and the rebate of excess investment earnings to the United States.

6.03. Not Private Activity Bonds. The City further covenants not to use the proceeds of the Bonds or to cause or permit them or any of them to be used, in such a manner as to cause the Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code.

6.04. Qualified Tax-Exempt Obligations. In order to qualify the Bonds as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Code, the City makes the following factual statements and representations:

- (a) the Bonds are not "private activity bonds" as defined in Section 141 of the Code;

(b) the City hereby designates the Bonds as “qualified tax-exempt obligations” for purposes of Section 265(b)(3) of the Code;

(c) the reasonably anticipated amount of tax-exempt obligations (other than any private activity bonds that are not qualified 501(c)(3) bonds) which will be issued by the City (and all subordinate entities of the City) during calendar year 2021 will not exceed \$10,000,000; and

(d) not more than \$10,000,000 of obligations issued by the City during calendar year 2021 have been designated for purposes of Section 265(b)(3) of the Code.

6.05. Procedural Requirements. The City will use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designations made by this section.

Section 7. Book-Entry System; Limited Obligation of City.

7.01. The Depository Trust Company. The Bonds will be initially issued in the form of a separate single typewritten or printed fully registered Bond for each of the maturities set forth in Section 1.04 hereof. Upon initial issuance, the ownership of each Bond will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee for The Depository Trust Company, New York, New York, and its successors and assigns (“DTC”). Except as provided in this section, all of the outstanding Bonds will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC.

7.02. Participants. With respect to Bonds registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC, the City, the Registrar and the Paying Agent will have no responsibility or obligation to any broker dealers, banks and other financial institutions from time to time for which DTC holds Bonds as securities depository (the “Participants”) or to any other person on behalf of which a Participant holds an interest in the Bonds, including but not limited to any responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede & Co. or any Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any Participant or any other person (other than a registered owner of Bonds, as shown by the registration books kept by the Registrar) of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any Participant or any other person, other than a registered owner of Bonds, of any amount with respect to principal of, premium, if any, or interest on the Bonds. The City, the Registrar and the Paying Agent may treat and consider the person in whose name each Bond is registered in the registration books kept by the Registrar as the holder and absolute owner of such Bond for the purpose of payment of principal, premium and interest with respect to such Bond, for the purpose of registering transfers with respect to such Bonds, and for all other purposes. The Paying Agent will pay all principal of, premium, if any, and interest on the Bonds only to or on the order of the respective registered owners, as shown in the registration books kept by the Registrar, and all such payments will be valid and effectual to fully satisfy and discharge the City’s obligations with respect to payment of principal of, premium, if any, or interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of Bonds, as shown in the registration books kept by the Registrar, will receive a certificated Bond evidencing the obligation of this resolution. Upon delivery by DTC to the City Administrator of a written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the words “Cede & Co.” will refer to such new nominee of DTC; and upon receipt of such a notice, the City Administrator will promptly deliver a copy of the same to the Registrar and Paying Agent.

7.03. Representation Letter. The City has heretofore executed and delivered to DTC a Blanket Issuer Letter of Representations (the "Representation Letter") which shall govern payment of principal of, premium, if any, and interest on the Bonds and notices with respect to the Bonds. Any Paying Agent or Registrar subsequently appointed by the City with respect to the Bonds will agree to take all action necessary for all representations of the City in the Representation Letter with respect to the Registrar and Paying Agent, respectively, to be complied with at all times.

7.04. Transfers Outside Book-Entry System. In the event the City, by resolution of the City Council, determines that it is in the best interests of the persons having beneficial interests in the Bonds that they be able to obtain Bond certificates, the City will notify DTC, whereupon DTC will notify the Participants, of the availability through DTC of Bond certificates. In such event the City will issue, transfer and exchange Bond certificates as requested by DTC and any other registered owners in accordance with the provisions of this resolution. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the City and discharging its responsibilities with respect thereto under applicable law. In such event, if no successor securities depository is appointed, the City will issue and the Registrar will authenticate Bond certificates in accordance with this resolution and the provisions hereof will apply to the transfer, exchange and method of payment thereof.

7.05. Payments to Cede & Co. Notwithstanding any other provision of this resolution to the contrary, so long as a Bond is registered in the name of Cede & Co., as nominee of DTC, payments with respect to principal of, premium, if any, and interest on the Bond and notices with respect to the Bond will be made and given, respectively in the manner provided in DTC's Operational Arrangements, as set forth in the Representation Letter.

Section 8. Continuing Disclosure.

8.01. Execution of Continuing Disclosure Certificate. "Continuing Disclosure Certificate" means that certain Continuing Disclosure Certificate executed by the Mayor and City Administrator and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof.

8.02. City Compliance with Provisions of Continuing Disclosure Certificate. The City hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. Notwithstanding any other provision of this resolution, failure of the City to comply with the Continuing Disclosure Certificate is not to be considered an event of default with respect to the Bonds; however, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the City to comply with its obligations under this section.

Section 9. Defeasance. When all Bonds and all interest thereon have been discharged as provided in this section, all pledges, covenants and other rights granted by this resolution to the holders of the Bonds will cease, except that the pledge of the full faith and credit of the City for the prompt and full payment of the principal of and interest on the Bonds will remain in full force and effect. The City may discharge all Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full. If any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit.

(The remainder of this page is intentionally left blank.)

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Adopted this ____ day of _____, 2021.

KELLY BEVANS
President of the Council

Adopted this ____ day of _____, 2021.

DAVE BADEAUX
Mayor

ATTEST:

JENNIFER BERGMAN
City Administrator

EXHIBIT A
PROPOSALS

EXHIBIT B
FORM OF BOND

No. R-_____

\$_____

UNITED STATES OF AMERICA
STATE OF MINNESOTA
COUNTY OF CROW WING
CITY OF BRAINERD

GENERAL OBLIGATION BOND
SERIES 2021A

<u>Rate</u>	<u>Maturity</u>	<u>Date of Original Issue</u>	<u>CUSIP</u>
	February 1, 20__	October 21, 2021	

Registered Owner: CEDE & CO.

The City of Brainerd, Minnesota, a duly organized and existing municipal corporation in Crow Wing County, Minnesota (the "City"), acknowledges itself to be indebted and for value received hereby promises to pay to the Registered Owner specified above or registered assigns, the principal sum of \$_____ on the maturity date specified above, with interest thereon from the date hereof at the annual rate specified above (calculated on the basis of a 360 day year of twelve 30 day months), payable February 1 and August 1 in each year, commencing August 1, 2022, to the person in whose name this Bond is registered at the close of business on the fifteenth day (whether or not a business day) of the immediately preceding month. The interest hereon and, upon presentation and surrender hereof, the principal hereof are payable in lawful money of the United States of America by check or draft by U.S. Bank National Association, Saint Paul, Minnesota, as Bond Registrar, Paying Agent, Transfer Agent and Authenticating Agent, or its designated successor under the Resolution described herein. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged.

The City may elect on February 1, 2031, and on any day thereafter to prepay Bonds due on or after February 1, 2032. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. If less than all Bonds of a maturity are called for redemption, the City will notify The Depository Trust Company ("DTC") of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

This Bond is one of an issue in the aggregate principal amount of \$_____ all of like original issue date and tenor, except as to number, maturity date, interest rate, and redemption privilege, all issued pursuant to a resolution adopted by the City Council on September 20, 2021 (the "Resolution"), for the purpose of providing money to defray the expenses incurred and to be incurred in making certain assessable public improvements and improvements to the water system of the City (the "Utility"), pursuant to and in full conformity with the home rule

charter of the City and the Constitution and laws of the State of Minnesota, including Minnesota Statutes, Chapters 429, 444, and 475, as amended, and the principal hereof and interest hereon are payable in part from special assessments levied against property specially benefited by improvements, ad valorem taxes, and net revenues of the water system of the City, as set forth in the Resolution to which reference is made for a full statement of rights and powers thereby conferred. The full faith and credit of the City are irrevocably pledged for payment of this Bond and the City Council has obligated itself to levy additional ad valorem taxes on all taxable property in the City in the event of any deficiency in special assessments, ad valorem taxes, and net revenues pledged, which taxes may be levied without limitation as to rate or amount. The Bonds of this series are issued only as fully registered Bonds in denominations of \$5,000 or any integral multiple thereof of single maturities.

The City Council has designated the issue of Bonds of which this Bond forms a part as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code") relating to disallowance of interest expense for financial institutions and within the \$10 million limit allowed by the Code for the calendar year of issue.

IT IS HEREBY CERTIFIED AND RECITED that in and by the Resolution, the City has covenanted and agreed that it will continue to own and operate the water system free from competition by other like municipal utilities; that adequate insurance on said water system and suitable fidelity bonds on employees will be carried; that proper and adequate books of account will be kept showing all receipts and disbursements relating to the Water Fund, into which it will pay all of the gross revenues from the water system; that it will also create and maintain a Utility Improvements Account within the General Obligation Bonds, Series 2021A Debt Service Fund, into which it will pay, out of the net revenues from the water system a sum sufficient to pay principal of the Utility Revenue Bonds (as defined in the Resolution) and interest on the Utility Revenue Bonds when due; and that it will provide, by ad valorem tax levies, for any deficiency in required net revenues of the water system.

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the City at the principal office of the Bond Registrar, by the registered owner hereof in person or by the owner's attorney duly authorized in writing, upon surrender hereof together with a written instrument of transfer satisfactory to the Bond Registrar, duly executed by the registered owner or the owner's attorney; and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the City will cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange.

The City and the Bond Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Bond Registrar will be affected by any notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the home rule charter and the Constitution and laws of the State of Minnesota, to be done, to exist, to happen and to be performed preliminary to and in the issuance of this Bond in order to make it a valid and binding general obligation of the City in accordance with its terms, have been done, do exist, have happened and have been performed

as so required, and that the issuance of this Bond does not cause the indebtedness of the City to exceed any constitutional, statutory, or charter limitation of indebtedness.

This Bond is not valid or obligatory for any purpose or entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon has been executed by the Bond Registrar by manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, the City of Brainerd, Crow Wing County, Minnesota, by its City Council, has caused this Bond to be executed on its behalf by the facsimile or manual signatures of the Mayor and City Administrator and has caused this Bond to be dated as of the date set forth below.

Dated: October 21, 2021

CITY OF BRAINERD, MINNESOTA

(Facsimile)
Mayor

(Facsimile)
City Administrator

CERTIFICATE OF AUTHENTICATION

This is one of the Bonds delivered pursuant to the Resolution mentioned within.

U.S. BANK NATIONAL ASSOCIATION

By _____
Authorized Representative

ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Bond, will be construed as though they were written out in full according to applicable laws or regulations:

TEN COM -- as tenants in common

UNIF GIFT MIN ACT

(Cust) Custodian (Minor)

TEN ENT -- as tenants by entireties

under Uniform Gifts or Transfers to Minors
Act, State of _____

JT TEN -- as joint tenants with right of
survivorship and not as tenants in common

Additional abbreviations may also be used though not in the above list.

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ the within Bond and all rights thereunder, and does hereby irrevocably constitute and appoint _____ attorney to transfer the said Bond on the books kept for registration of the within Bond, with full power of substitution in the premises.

Dated: _____

Notice: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

NOTICE: Signature(s) must be guaranteed by a financial institution that is a member of the Securities Transfer Agent Medallion Program ("STAMP"), the Stock Exchange Medallion Program ("SEMP"), the New York Stock Exchange, Inc. Medallion Signatures Program ("MSP") or other such "signature guarantee program" as may be determined by the Registrar in addition to, or in substitution for, STAMP, SEMP or MSP, all in accordance with the Securities Exchange Act of 1934, as amended.

The Bond Registrar will not effect transfer of this Bond unless the information concerning the assignee requested below is provided.

Name and Address: _____

(Include information for all joint owners if this Bond is held by joint account.)

Please insert social security or other identifying number of assignee

PROVISIONS AS TO REGISTRATION

The ownership of the principal of and interest on the within Bond has been registered on the books of the Registrar in the name of the person last noted below.

<u>Date of Registration</u>	<u>Registered Owner</u>	<u>Signature of Officer of Registrar</u>
	Cede & Co. Federal ID #13-2555119	

EXHIBIT C
TAX LEVY SCHEDULE

<u>YEAR *</u>	<u>TAX LEVY</u>
2022	\$
2023	
2024	
2025	
2026	
2027	
2028	
2029	
2030	
2031	

** Year tax levy collected.*

STATE OF MINNESOTA)
)
COUNTY OF CROW WING) SS.
)
CITY OF BRAINERD)

I, the undersigned, being the duly qualified and acting City Administrator of the City of Brainerd, Minnesota (the "City"), do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City held on September 20, 2021, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to the issuance and sale of the City's General Obligation Bonds, Series 2021A, in the original aggregate principal amount of \$_____.

WITNESS My hand officially as such City Administrator and the corporate seal of the City this _____ day of September, 2021.

(SEAL)

City Administrator
City of Brainerd, Minnesota



Brainerd City Council Agenda Request

Requested Meeting Date: September 20, 2021

Title of Item: Res - Decl. Assessments and Call PH-Nuisances, DTSS, and DTSR

☐ 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 and Community Development Director Chanski	Estimated Time Needed: 5 Minutes
Summary of Issue: Pursuant Minnesota Statute 429 and to continue with assessment proceedings, the City Council must declare costs to be assessed, order the preparation of the proposed assessment, and call a public hearing on the proposed assessment.	
Alternatives, Options, Effects on Others/Comments: The 2021 nuisance abatement assessments are totaling \$36,370. Contracted snow removal costs in the downtown district had a total cost of \$62,492.17 during the 2020-2021 snow season. This equates to 37 billed inches of snow. The special services district including landscaping, garbage, and maintenance had a cost of \$13,146.28 for the 2021 season. Total cost of the special services district is \$75,638.45. \$35,708.29 is proposed to be assessed, \$23,136.19 is proposed to be paid by the parking lot fund, and \$16,793.96 is proposed to be paid by the street and sewer fund.	
Recommended Action/Motion: Staff recommends adopting the attached resolution in which declares the cost to be assessed, orders the preparation of the proposed assessment, and sets a public hearing on the proposed assessment virtually for October 18, 2021 at 7:30 PM.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

NOTICE OF HEARING ON PROPOSED ASSESSMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota will meet in the Council Chambers of the Brainerd City Hall at 7:30 p.m. on October 18, 2021, to pass upon the proposed assessment for the following improvements:

DOWNTOWN SPECIAL SERVICES DISTRICT

Snow Removal, Irrigation Maintenance, Landscaping, Garbage Collection

Laurel Street from South 6th Street to South 8th Street
Front Street from South 6th Street to South 8th Street
South 7th Street from Maple Street to Front Street

NUISANCE ABATEMENT

Nuisance Abatement and Administrative Citations

Miscellaneous properties around the City

The areas proposed to be assessed for these improvements are the properties abutting and/or benefitting from the above described projects.

The proposed assessment role is on file for public inspection at the City Administrator's Office and the City Engineer's Office.

The total cost of Downtown Special Services District is \$75,638.48 of which \$35,708.29 is proposed to be assessed.

The total cost of Nuisance Abatement is \$36,370 of which \$36,370 is proposed to be assessed.

Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of any assessment unless a signed, written objection is filed with the City Administrator prior to the hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

The amount to be specifically assessed against your particular lot, piece or parcel of land is shown on the attached enclosure. You may at any time prior to certification of the assessment to the County Auditor pay the entire assessment on such property with interest accrued to the date of payment to the City Administrator. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter pay to the County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which the payment is made. If you decide not to pre-pay the assessment before the date given above, the rate of interest that will apply is two and eighty-three hundredths' percent (2.83%) per year. The right to partially prepay the assessment pursuant to Section 315 of the Brainerd City Code is available. Further, pursuant to Ordinance 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988, and any amendments thereto, the City Council may defer a special assessment for needy persons. If you feel that you might qualify for such deferments, please discuss this with the City Administrator at your earliest convenience.

The assessments will be spread over a period of one (1) year.

If an assessment is contested or there is an adjourned hearing, the following procedure will be followed:

1. The City will present its case first by calling witnesses who may testify by narrative or by examination and by the introduction of exhibits. After each witness has testified, the contesting party will be allowed to ask questions. This procedure will be repeated with each witness until neither side has further questions.
2. After the City has presented all its evidence, the objector may call witnesses or present such testimony as the objector desires. The same procedure for the questioning of the City's witnesses will be followed with the objector's witnesses.
3. The objector may be represented by counsel.
4. Minnesota Rules of Evidence will not be strictly applied; however they may be considered and argued to the Council as to the weight of the items of evidence or testimony presented to the Council.
5. The entire hearing will be tape-recorded.
6. At the close of the presentation of evidence, the objector and the City may make final presentations to the council based on the evidence and the law. No new evidence may be presented at this point.
7. The Council may adopt the proposed assessment at the hearing.

An owner may appeal an assessment to the District Court pursuant to Minnesota Statutes Section 429.081 by serving notice of the appeal upon the Mayor or Administrator of the City within thirty (30) days after the adoption of the assessment, and by filing such notice with the District Court within ten (10) days after the service upon the Mayor or City Administrator.

Dated this 20th day of September 2021

Jennifer Bergman
City Administrator

Any individual needing special accommodations please call 828-2307.

Published September 24, 2021

RESOLUTION
NO _____

**RESOLUTION DECLARING COSTS TO BE ASSESSED
ORDERING PREPARATION OF PROPOSED ASSESSMENT,
AND ORDERING A PUBLIC HEARING ON PROPOSED ASSESSMENT**

WHEREAS, the costs have been determined for Downtown Special Services District and Nuisance Abatement involving the following described areas in the City of Brainerd:

DOWNTOWN SPECIAL SERVICES DISTRICT

Snow Removal, Irrigation Maintenance, Landscaping, Garbage Collection

Laurel Street from South 6th Street to South 8th Street
Front Street from South 6th Street to South 8th Street
South 7th Street from Maple Street to Front Street

NUISANCE ABATEMENT

Nuisance Abatement and Administrative Citations
Misc properties around the City

WHEREAS, the estimated total costs for said improvements are Downtown Special Services District – \$75,638.48 and Nuisance Abatement - \$36,370 respectively, and

WHEREAS, the City Council has ordered preparation of the proposed assessment, and

WHEREAS, the City Council hereby sets the Public Hearing for Monday, October 18, 2021, at 7:30 p.m.,

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

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be Downtown Special Services District \$39,930.16 and Nuisance Abatement - \$0.00 respectively, and the portion of the cost to be assessed against benefited property owners is declared to be Downtown Special Services District \$35,708.29 and Nuisance Abatement – \$36,370.00 respectively.

2. Assessments shall be payable in annual installments extending over a period of one year, to be paid on or before the first Monday in January 2022 and shall bear interest at the rate of two and eighty-three hundredths' percent (2.83%) per annum from the date of the adoption of the assessment resolution.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment.

The owner of any property so assessed may at any time thereafter pay to the Crow Wing County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which such payment is made.

4. Pursuant to Ordinance No. 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988 and any amendments thereto, the City Council may defer a special assessment for needy persons.

5. Pursuant to proper notice duly given as required by law, the hearing will be held on the 18th of October 2021 in the City Hall building at Brainerd, Minnesota, at 7:30 p.m. concerning such proposed assessments and at such time and place all persons owning property affected by such improvements were given an opportunity to be heard with reference to such assessments.

Adopted this ____ day of _____, 2021

KELLY BEVANS
President of the Council

Approved this ____ day of _____, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: September 20, 2021

Title of Item: Res - Declare Assessments and Calling PH-Imp 19-19 - NW 3rd and Jackso

☐ 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: Pursuant Minnesota Statute 429 and to continue with assessment proceedings, the City Council must declare costs to be assessed, order the preparation of the proposed assessment, and call a public hearing on the proposed assessment.	
Alternatives, Options, Effects on Others/Comments: Improvement 19-19 was for the reconstruction of NW 3rd Street from James Street to Jackson Street and Jackson Street from NW 3rd Street to NW 4th Street in the 2021 construction season. Total project costs with engineering and construction included is estimated to be \$162,808 with a total assessed amount of \$111,454. This assessment is per the City assessment policy and will be on a front footage basis, with a calculated rate per project.	
Recommended Action/Motion: Staff recommends adopting the attached resolution in which declares the cost to be assessed, orders the preparation of the proposed assessment, and sets a public hearing on the proposed assessment virtually for October 18, 2021 at 7:30 PM.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

NOTICE OF HEARING ON PROPOSED ASSESSMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota will meet in the Council Chambers of the Brainerd City Hall at 7:30 p.m. on October 18, 2021, to pass upon the proposed assessment for the following improvements:

IMPROVEMENT 19-19

Street Reconstruction

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

NW 3rd Street – James Street to Jackson Street

The proposed assessment role is on file for public inspection at the City Administrator's Office and the City Engineer's Office.

The total cost for Improvement 19-19 is estimated \$162,808 of which \$111,454 is proposed to be assessed.

Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of any assessment unless a signed, written objection is filed with the City Administrator prior to the hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

The amount to be specifically assessed against your particular lot, piece or parcel of land is shown on the attached enclosure. You may at any time prior to certification of the assessment to the County Auditor pay the entire assessment on such property with interest accrued to the date of payment to the City Administrator. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter pay to the County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which the payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year. If you decide not to pre-pay the assessment before the date given above, the rate of interest that will apply is two and eighty-three hundredths' percent (2.83%) per year. The right to partially prepay the assessment pursuant to Section 315 of the Brainerd City Code is available. Further, pursuant to Ordinance 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988, and any amendments thereto, the City Council may defer a special assessment for needy persons. If you feel that you might qualify for such deferments, please discuss this with the City Administrator at your earliest convenience.

The assessments will be spread over a period of ten (10) years.

If an assessment is contested or there is an adjourned hearing, the following procedure will be followed:

1. The City will present its case first by calling witnesses who may testify by narrative or by examination and by the introduction of exhibits. After each witness has testified,

the contesting party will be allowed to ask questions. This procedure will be repeated with each witness until neither side has further questions.

2. After the City has presented all its evidence, the objector may call witnesses or present such testimony as the objector desires. The same procedure for the questioning of the City's witnesses will be followed with the objector's witnesses.
3. The objector may be represented by counsel.
4. Minnesota Rules of Evidence will not be strictly applied; however they may be considered and argued to the Council as to the weight of the items of evidence or testimony presented to the Council.
5. The entire hearing will be tape-recorded.
6. At the close of the presentation of evidence, the objector and the City may make final presentations to the council based on the evidence and the law. No new evidence may be presented at this point.
7. The Council may adopt the proposed assessment at the hearing.

An owner may appeal an assessment to the District Court pursuant to Minnesota Statutes Section 429.081 by serving notice of the appeal upon the Mayor or Administrator of the City within thirty (30) days after the adoption of the assessment, and by filing such notice with the District Court within ten (10) days after the service upon the Mayor or City Administrator.

Dated this __ day of _____, 2021

Jennifer Bergman
City Administrator

Any individual needing special accommodations please call 828-2307.

Published September 24, 2021

RESOLUTION
NO. _____

**RESOLUTION DECLARING COSTS TO BE ASSESSED,
ORDERING PREPARATION OF PROPOSED ASSESSMENT,
AND ORDERING A PUBLIC HEARING ON PROPOSED ASSESSMENT**

WHEREAS, the costs have been determined for Improvement 19-19 involving improvement of the following described street in the City of Brainerd:

IMPROVEMENT 19-19

Street Reconstruction

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

WHEREAS, the estimated total construction costs for said improvements are Improvement 19-19 \$162,808.

WHEREAS, the City Council has ordered preparation of the proposed assessment, and

WHEREAS, the City Council hereby sets the Public Hearing for Monday, October 18, 2021 at 7:30 p.m.,

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

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be \$51,354 and the portion of the cost to be assessed against benefited property owners is declared to be \$111,454.

2. Assessments shall be payable in annual installments extending over a period of ten years, the first of the installments to be paid on or before the first Monday in January 2022 and shall bear interest at the rate of two and eighty-three hundredths' percent (2.83%) per annum from the date of the adoption of the assessment resolution.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. The owner of any property so assessed may at any time thereafter pay to the Crow Wing County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

4. Pursuant to Ordinance No. 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988 and any amendments thereto, the City Council may defer a special assessment for needy persons.

5. Pursuant to proper notice duly given as required by law, the hearing will be held on the 18th day of October 2021, in the City Hall building at Brainerd, Minnesota, at 7:30 p.m. concerning such proposed assessments and at such time and place all persons owning property affected by such improvements were given an opportunity to be heard with reference to such assessments.

Adopted this ____ day of _____, 2021

KELLY BEVANS
President of the Council

Approved this ____ day of _____, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: September 20, 2021

Title of Item: Res - Decl. Assessments and Call PH-Imps 20-05 and 20-06

☐ 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: Pursuant Minnesota Statute 429 and to continue with assessment proceedings, the City Council must declare costs to be assessed, order the preparation of the proposed assessment, and call a public hearing on the proposed assessment.	
Alternatives, Options, Effects on Others/Comments: Improvements 20-02 and 20-06 was for the reconstruction and resurfacing of many streets in SE Brainerd including Portland Avenue, Rosewood Street, St. Louis Avenue, Chicago Avenue, Madison Street, SE 15th Street, SE 16th Street, Quince Street, Pine Street, and Walnut Street in the 2021 construction season. Total project costs with engineering and construction included is estimated to be \$2,601,287 with a total assessed amount of \$750,277. This assessment is per the City assessment policy and will be on a front footage basis, with a calculated rate per project.	
Recommended Action/Motion: Staff recommends adopting the attached resolution in which declares the cost to be assessed, orders the preparation of the proposed assessment, and sets a public hearing on the proposed assessment virtually for October 18, 2021 at 7:30 PM.	
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>	

NOTICE OF HEARING ON PROPOSED ASSESSMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota will meet in the Council Chambers of the Brainerd City Hall at 7:30 p.m. on October 18, 2021, to pass upon the proposed assessment for the following improvements:

IMPROVEMENTS 20-05 and 20-06

Street Resurfacing and Reconstruction

Madison Street – S 10th Street to SE 13th Street

St. Louis Avenue – SE 11th Street to 260 feet east of SE 13th Street

Chicago Avenue – SE 11th Street to 250 feet east of SE 13th Street

Portland Avenue – 300 feet west of SE 11th Street to 260 feet east of SE 13th Street

Rosewood Street – 280 feet west of SE 11th Street to SE 11th Street

SE 15th Street – 230 feet south of Rosewood Street to Oak Street

Quince Street – SE 15th Street to SE 16th Street

SE 16th Street – Quince Street to Oak Street

Walnut Street – Breilly Court to Oak Street

Pine Street – Walnut Street to Beech Street

The proposed assessment role is on file for public inspection at the City Administrator's Office and the City Engineer's Office.

The total cost for Improvement 20-05 is \$654,965 of which \$148,058 is proposed to be assessed and the total cost for Improvement 20-06 is \$1,946,322 of which 602,219 is proposed to be assessed.

Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of any assessment unless a signed, written objection is filed with the City Administrator prior to the hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

The amount to be specifically assessed against your particular lot, piece or parcel of land is shown on the attached enclosure. You may at any time prior to certification of the assessment to the County Auditor pay the entire assessment on such property with interest accrued to the date of payment to the City Administrator. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter pay to the County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which the payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year. If you decide not to pre-pay the assessment before the date given above, the rate of interest that will apply is two and eighty-three hundredths' percent (2.83%) per year. The right to partially prepay the assessment pursuant to Section 315 of the Brainerd City Code is available. Further, pursuant to Ordinance 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988, and any amendments thereto, the City Council may defer a special assessment for needy persons. If you feel that you might qualify for such deferments, please discuss this with the City Administrator at your earliest convenience.

The assessments will be spread over a period of ten (10) years.

If an assessment is contested or there is an adjourned hearing, the following procedure will be followed:

1. The City will present its case first by calling witnesses who may testify by narrative or by examination and by the introduction of exhibits. After each witness has testified, the contesting party will be allowed to ask questions. This procedure will be repeated with each witness until neither side has further questions.
2. After the City has presented all its evidence, the objector may call witnesses or present such testimony as the objector desires. The same procedure for the questioning of the City's witnesses will be followed with the objector's witnesses.
3. The objector may be represented by counsel.
4. Minnesota Rules of Evidence will not be strictly applied; however they may be considered and argued to the Council as to the weight of the items of evidence or testimony presented to the Council.
5. The entire hearing will be tape-recorded.
6. At the close of the presentation of evidence, the objector and the City may make final presentations to the council based on the evidence and the law. No new evidence may be presented at this point.
7. The Council may adopt the proposed assessment at the hearing.

An owner may appeal an assessment to the District Court pursuant to Minnesota Statutes Section 429.081 by serving notice of the appeal upon the Mayor or Administrator of the City within thirty (30) days after the adoption of the assessment, and by filing such notice with the District Court within ten (10) days after the service upon the Mayor or City Administrator.

Dated this __ day of _____, 2021

Jennifer Bergman
City Administrator

Any individual needing special accommodations please call 828-2307.

Published September 24, 2021

RESOLUTION
NO. _____

**RESOLUTION DECLARING COSTS TO BE ASSESSED,
ORDERING PREPARATION OF PROPOSED ASSESSMENT,
AND ORDERING A PUBLIC HEARING ON PROPOSED ASSESSMENT**

WHEREAS, the costs have been determined for Improvements 20-05 and 20-06 involving improvement of the following described street in the City of Brainerd:

IMPROVEMENTS 20-05 and 20-06

Street Resurfacing and Reconstruction

Madison Street – S 10th Street to SE 13th Street
St. Louis Avenue – SE 11th Street to 260 feet east of SE 13th Street
Chicago Avenue – SE 11th Street to 250 feet east of SE 13th Street
Portland Avenue – 300 feet west of SE 11th Street to 260 feet east of SE 13th Street
Rosewood Street – 280 feet west of SE 11th Street to SE 11th Street
SE 15th Street – 230 feet south of Rosewood Street to Oak Street
Quince Street – SE 15th Street to SE 16th Street
SE 16th Street – Quince Street to Oak Street
Walnut Street – Breilly Court to Oak Street
Pine Street – Walnut Street to Beech Street

WHEREAS, the estimated total construction costs for said improvements are Improvement 20-05 and 20-06 is \$2,601,287.

WHEREAS, the City Council has ordered preparation of the proposed assessment, and

WHEREAS, the City Council hereby sets the Public Hearing for Monday, October 18, 2021 at 7:30 p.m.,

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

1. The portion of the cost of Improvement 20-05 to be paid by the City is hereby declared to be \$506,907 and the portion of the cost to be assessed against benefited property owners is declared to be \$148,058 and the cost of Improvement 20-06 to be paid by the City is hereby declared to be \$1,344,103 and the portion of the cost to be assessed against benefited property owners is declared to be \$602,219.

2. Assessments shall be payable in annual installments extending over a period of ten years, the first of the installments to be paid on or before the first Monday in January 2022 and shall bear interest at the rate of two and eighty-three hundredths' percent (2.83%) per annum from the date of the adoption of the assessment resolution.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. The owner of any property so assessed may at any time thereafter pay to the Crow Wing County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

4. Pursuant to Ordinance No. 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988 and any amendments thereto, the City Council may defer a special assessment for needy persons.

5. Pursuant to proper notice duly given as required by law, the hearing will be held on the 18th day of October 2021, in the City Hall building at Brainerd, Minnesota, at 7:30 p.m. concerning such proposed assessments and at such time and place all persons owning property affected by such improvements were given an opportunity to be heard with reference to such assessments.

Adopted this ____ day of _____, 2021

KELLY BEVANS
President of the Council

Approved this ____ day of _____, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: September 20, 2021

Title of Item: Set Council Workshops for October 11 and November 8, 2021

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Community Development Director	Department: Community Development
Presenter (Name & Title): David Chanski, CDD	Estimated Time Needed: 5 minutes
Summary of Issue: Staff is requesting that the City Council agree to workshops on Monday, October 11 and Monday, November 8. Each of these workshops will have two topics. They are as follows: - October 11: Zoning Code Update (Residential Standards) and Parking Commission recommendations presentation. - November 8: Zoning Code Update (Commercial Standards) and American Rescue Plan discussion.	
Alternatives, Options, Effects on Others/Comments: 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 to maintain a targeted adoption date of February 2022. The purpose of these workshop discussions is to keep the City Council informed and involved through this pivotal part of the process. The Parking Commission has been working diligently all year to develop recommendations regarding parking, specifically in and around the downtown area. The Commission has drafted a number of recommendations and is looking to present these recommendations to the Council and has requested to do so in a workshop setting. The City has received the first half of its allocation from the American Rescue Plan (roughly \$700,000) and will receive a second allocation in 2022. Staff would like to have a discussion with the City Council to outline goals and priorities for the spending of these funds.	
Recommended Action/Motion: Motion to set workshops for October 11, 2021 and November 8, 2021 with the location and time to be announced at a later date.	
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>	