

CITY COUNCIL AGENDA

Brainerd, Minnesota

October 4th, 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: 2491 430 5564

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

1. Call To Order - 7:30 PM

2. Roll Call

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

___ T. Erickson ___ M. O'Day ___ K. Bevans ___ Mayor Badeaux

3. Pledge Of Allegiance

4. Approval Of Agenda - Voice Vote

5. Consent Calendar

NOTICE TO PUBLIC - all matters listed are considered routine by the Council and will all be enacted by one (1) motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Council votes on the motion to be ADOPTED BY ROLL CALL

A. Approval Of Bills

Documents:

100421 COUNCIL INV REGISTER.pdf

B. Approval Of Minutes

Regular City Council Meeting September 20th, 2021

Documents:

20210920_CC Draft.pdf

C. Approval Of Licenses

Contractor Licenses- 1

Documents:

20210930 Contractor Licenses.pdf

D. Department Activity Reports

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

Documents:

Fire Chief Report.pdf
CityEngPW.pdf
CDD Report.pdf
HR Directors Report Oct 2021.pdf

E. Temporary Beer License- Submitted By The Brainerd Eagles Club For An Event To Be Held On October 9th, 2021 At Memorial Park Softball Fields

6. Community Member Of The Month

Mary Devine Johnson

Documents:

Community Member MDJ.pdf

7. Council Committee Reports

A. Personnel And Finance Committee 7:00 P.m.

WebEx Teleconference Information

- Call Toll-Free: 1-844-992-4726
- Access Code: 2481 133 4527

Documents:

10-4 PF Agenda.pdf

1. Authorize Sale Of Retired Fire Department Equipment

Documents:

Sale of Retired FD Equip.pdf

2. Adopt Resolution- Authorizing Execution Of The TZD Enforcement Grant Contract

Documents:

TZD Grant PD.pdf

3. Termination Of Probationary Parks Maintenance Worker

Documents:

Termination of Parks Maintenance Employee.pdf

4. Approval Of Updated Job Descriptions After Creating Public Works Department

Documents:

Revised Job Descriptions after Creating Public Works Department.pdf

B. Safety And Public Works Committee - 6:30 P.m.

WebEx Teleconference Information

- Call Toll-Free: 1-844-992-4726
- Access Code: 2488 219 3185

Documents:

10-4 SPW Agenda.pdf

1. Approve Event/Street Closure Application - Zion Lutheran Church Trunk-Or-Treat

Documents:

Trunk-or-Treat Event Application.pdf

2. Discuss Street Light Policy Subcommittee

Documents:

Street Light Policy Subcommittee.pdf

3. Discussion On Downtown Snow Removal And Special Services District

Documents:

Downtown Special Services District.pdf

8. Unfinished Business

A. Final Reading- Proposed Ordinance 1520- An Ordinance Amending The Brainerd City Charter

City Administrator Bergman suggests dispensing with the actual

reading and holding the **public hearing**. (ROLL CALL VOTE)
Adopting Ordinance 1520 (ROLL CALL VOTE)

Documents:

Final Reading 1520.pdf

**B. Consideration Of Planning Commission Recommendations
Regarding Sober Homes**

Documents:

Sober Homes Consideration.pdf

**C. 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

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. **Mayor's Report**

11. **Staff Reports**

(Verbal: Any Updates since Packet)

12. **Council Member Reports**

13. **Adjourn To Closed Session Pursuant To MN Statute 13D.03 Subd. 1b For Union Negotiation Strategy Session**

14. **Adjourn To Closed Session Pursuant To MN Statute 13D.05, Subd. 3 (C)(3) To Discuss Acquisition Of A Trail Easement Across The Northern Pacific Center Property, 1511 Northern Pacific Road.**

15. **Adjourn To City Council Workshop- Zoning Code (Residential Standards) And Market Study Review, October 11, 2021, At 6:00 P.m. In The City Council Chambers**

Personnel & Finance Committee will meet at 7:00 p.m.

WebEx Teleconference Call In Info:

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

Access Code: 2481 133 4527

Safety & Public Works Committee will meet at 6:30 p.m.

WebEx Teleconference Call In Info:

Call Toll-Free: 844-992-4726

Access Code: 2488 219 3185

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

MISSION

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

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DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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EXP CHECK RUN DATES 10/04/2021 - 10/04/2021

BOTH JOURNALIZED AND UNJOURNALIZED

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
Vendor 0011 - ACE HARDWARE:							
300358 67878	ACE HARDWARE BLACK-OUT PAINT 235-3170-42220	09/20/2021 pziemer REPAIR & MAINT	10/06/2021	15.29 15.29	15.29	Open	N 10/06/2021
300380 67880	ACE HARDWARE JUMPING JACK STARTER ROPE 237-3190-42220	09/21/2021 pziemer REPAIR & MAINT	10/06/2021	22.32 22.32	22.32	Open	N 10/06/2021
300488 67910	ACE HARDWARE SKID STEER BUCKET CLEVIS 235-3100-42220	09/23/2021 pziemer REPAIR & MAINT	10/06/2021	17.98 17.98	17.98	Open	N 10/06/2021
300424 67923	ACE HARDWARE HANDLE FOR WASHBRUSH 225-2120-42220	09/22/2021 pziemer REPAIR & MAINT	10/06/2021	13.49 13.49	13.49	Open	N 10/06/2021
300442 67924	ACE HARDWARE SQD 431 FASTENERS/PUSH BUMPER 225-2120-42221	09/22/2021 pziemer SQUAD CAR REPAIR SUPPLIES	10/06/2021	0.78 0.78	0.78	Open	N 10/06/2021
300502 67925	ACE HARDWARE REPAIR & MAINTENANCE SUPPLIES 225-2120-42220	09/23/2021 pziemer REPAIR & MAINT	10/06/2021	15.78 15.78	15.78	Open	N 10/06/2021
300471 67935	ACE HARDWARE PAINT ROLLER 235-3170-42210	09/23/2021 pziemer OPERATING SUPPLIES	10/06/2021	8.99 8.99	8.99	Open	N 10/06/2021
300546 67945	ACE HARDWARE BULBS, INSECT KILLER 225-2220-42210	09/27/2021 pziemer OPERATING SUPPLIES	10/06/2021	26.98 26.98	26.98	Open	N 10/06/2021
300590 67962	ACE HARDWARE SKID STEER LOCK TITE AND TIRE VALVE 235-3100-42220	09/28/2021 pziemer REPAIR & MAINT	10/06/2021	65.58 65.58	65.58	Open	N 10/06/2021
300386 67967	ACE HARDWARE CLAMPS AND TIES 225-2220-42210	09/21/2021 pziemer OPERATING SUPPLIES	10/06/2021	17.96 17.96	17.96	Open	N 10/06/2021

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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
300631 67990	ACE HARDWARE SQUARE NOSE #2 SPADE SHOVELS 235-3125-42220	09/29/2021 pziemer	10/06/2021	46.76 46.76	46.76	Open	N 10/06/2021
	REPAIR & MAINT			46.76			
	Total for vendor 0011 - ACE HARDWARE:			251.91	251.91		
Vendor 2902 - ADVANCE AUTO PA:							
6574126780122 67956	ADVANCE AUTO PARTS GREASE FITTINGS 235-3100-42220	09/24/2021 pziemer	10/06/2021	27.85 27.85	27.85	Open	N 10/06/2021
	REPAIR & MAINT			27.85			
	Total for vendor 2902 - ADVANCE AUTO PA:			27.85	27.85		
Vendor 0039 - AMERIPRIDE LINE:							
253000047847 67871	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	09/16/2021 pziemer	10/06/2021	103.19 103.19	103.19	Open	N 10/06/2021
	MISCELLANEOUS			103.19			
253000050471 67911	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	09/23/2021 pziemer	10/06/2021	74.25 74.25	74.25	Open	N 10/06/2021
	MISCELLANEOUS			74.25			
	Total for vendor 0039 - AMERIPRIDE LINE:			177.44	177.44		
Vendor 0684 - ANDERSON, ROBER:							
9/23/21 67934	ANDERSON, ROBERT WORK BOOT REIMBURSEMENT 235-3100-43430	09/23/2021 pziemer	10/06/2021	129.99 129.99	129.99	Open	N 10/06/2021
	MISCELLANEOUS			129.99			
	Total for vendor 0684 - ANDERSON, ROBER:			129.99	129.99		
Vendor 3343 - ARROW MANAGEMEN:							
29302 67866	ARROW MANAGEMENT 1306 OAK ST - MOWING ABATEMENT 101-2400-43405	09/21/2021 pziemer	10/06/2021	75.00 75.00	75.00	Open	N 10/06/2021
	NUISANCES			75.00			
29301 67867	ARROW MANAGEMENT 430 C ST - MOWING ABATEMENT 101-2400-43405	09/21/2021 pziemer	10/06/2021	75.00 75.00	75.00	Open	N 10/06/2021
	NUISANCES			75.00			

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29300 67868	ARROW MANAGEMENT 924 7TH - MOWING ABATEMENT 101-2400-43405	09/21/2021 pziemer	10/06/2021	75.00 75.00	75.00	Open	N 10/06/2021
29299 67869	ARROW MANAGEMENT 403 2ND ST NE - MOWING ABATEMENT 101-2400-43405	09/21/2021 pziemer	10/06/2021	75.00 75.00	75.00	Open	N 10/06/2021
Total for vendor 3343 - ARROW MANAGEMEN:				300.00	300.00		
Vendor 0049 - AUTO VALUE - WE:							
17303166 67946	AUTO VALUE - WEST GL PRIME GREEN 225-2220-42210	09/27/2021 pziemer	10/06/2021	15.99 15.99	15.99	Open	N 10/06/2021
Total for vendor 0049 - AUTO VALUE - WE:				15.99	15.99		
Vendor 2838 - AXON ENTERPRISE:							
INUS013397 67858	AXON ENTERPRISE, INC. BWC BUNDLE & LICENSING 225-2120-43309 225-0000-15510	09/01/2021 pziemer	10/06/2021	23,680.80 5,920.20 17,760.60	23,680.80	Open	N 10/06/2021
Total for vendor 2838 - AXON ENTERPRISE:				23,680.80	23,680.80		
Vendor 0745 - BATTERIES PLUS:							
P44072317 67948	BATTERIES PLUS BATTERIES 225-2220-42210	09/27/2021 pziemer	10/06/2021	35.96 35.96	35.96	Open	N 10/06/2021
Total for vendor 0745 - BATTERIES PLUS:				35.96	35.96		
Vendor 0296 - BRAINERD PUBLIC:							
SEPT 21 COBRA 67870	BRAINERD PUBLIC UTILITIES SEPT 21 WEX HEALTH REMIT 101-0000-22800	09/20/2021 pziemer	10/06/2021	4,642.57 4,642.57	4,642.57	Open	N 10/06/2021
AUG 21/PARKS 67873	BRAINERD PUBLIC UTILITIES 7/23/21-8/24/21 PARKS UTILITIES 230-5200-43381 230-5280-43380	09/01/2021 pziemer	10/06/2021	10,942.92 9,895.66 1,047.26	10,942.92	Open	N 10/06/2021

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AUG 21/STREETS							
67874	BRAINERD PUBLIC UTILITIES 7/23/21 - 8/24/21 STREET DEPT UTILIT	09/01/2021 pziemer	10/06/2021	23,872.26	23,872.26	Open	N 10/06/2021
	235-3100-43381 BPU UTILITIES			23,872.26			
AUG 21/ENG							
67875	BRAINERD PUBLIC UTILITIES 7/23/21-8/24/21 CITY UTILITIES	09/01/2021 pziemer	10/06/2021	3,032.96	3,032.96	Open	N 10/06/2021
	101-1940-43381 BPU UTILITIES			2,568.42			
	101-1940-43381 BPU UTILITIES			222.40			
	101-9200-43381 BPU UTILITIES			43.71			
	101-9200-43381 BPU UTILITIES			67.30			
	236-3180-43381 BPU UTILITIES			36.00			
	401-1003-43380 UTILITIES			95.13			
AUG 21/PD							
67876	BRAINERD PUBLIC UTILITIES 7/23/21-8/24/21 POLICE DEPT UTILITIE	09/01/2021 pziemer	10/06/2021	5,291.28	5,291.28	Open	N 10/06/2021
	225-2120-43381 BPU UTILITIES			5,291.28			
AUG 21/ED							
67877	BRAINERD PUBLIC UTILITIES 7/23/21-8/24/21 FIRE DEPT UTILITIES	09/01/2021 pziemer	10/06/2021	2,203.17	2,203.17	Open	N 10/06/2021
	225-2220-43381 BPU UTILITIES			2,203.17			
AUG 21 LIBRARY							
67929	BRAINERD PUBLIC UTILITIES 7/23/21-8/24/21 LIBRARY UTILITIES	09/01/2021 pziemer	10/06/2021	3,674.69	3,674.69	Open	N 10/06/2021
	211-5500-43381 BPU UTILITIES			3,674.69			
	Total for vendor 0296 - BRAINERD PUBLIC:			53,659.85	53,659.85		
Vendor 0102 - CANON FINANCIAL:							
27357878							
67856	CANON FINANCIAL SERVICE 9/20/21-10/19/21 LIBRARY COPIER CHAR	09/12/2021 pziemer	10/06/2021	100.06	100.06	Open	N 10/06/2021
	211-5505-43430 MISC - COPY MACHINE PYMTS			100.06			
	Total for vendor 0102 - CANON FINANCIAL:			100.06	100.06		
Vendor 0447 - CDW GOVERNMENT, :							
K462809							
67865	CDW GOVERNMENT, INC METAL RIM KEY TAGS	09/09/2021 pziemer	10/06/2021	19.30	19.30	Open	N 10/06/2021
	101-1940-42200 OFFICE SUPPLIES			19.30			
L029407							
67936	CDW GOVERNMENT, INC HDMI CABLE 15FT	09/21/2021 pziemer	10/06/2021	15.62	15.62	Open	N 10/06/2021
	101-1800-42210 OPERATING SUPPLIES			15.62			

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L078967 67937	CDW GOVERNMENT, INC CISCO MERAKI MX64 REPLACE PD 101-1800-42220	09/22/2021 pziemer	10/06/2021	335.85 335.85	335.85	Open	N 10/06/2021
L107754 67938	CDW GOVERNMENT, INC DATACARD ID CARD PRINTER 101-1800-42220	09/22/2021 pziemer	10/06/2021	1,376.89 1,376.89	1,376.89	Open	N 10/06/2021
L119001 67939	CDW GOVERNMENT, INC TRANSIT TONER 203-9000-42200	09/22/2021 pziemer	10/06/2021	88.05 88.05	88.05	Open	N 10/06/2021
	OFFICE SUPPLIES			88.05			
	Total for vendor 0447 - CDW GOVERNMENT,:			1,835.71	1,835.71		

Vendor 0307 - CENTERPOINT ENE:

5974635-4/SPET 21 67917	CENTERPOINT ENERGY 8/17/21-9/16/21 STREET DEPT UTILITIES 235-3100-43380	09/20/2021 pziemer	10/06/2021	55.92 55.92	55.92	Open	N 10/06/2021
5942870-6/SEPT 21 67918	CENTERPOINT ENERGY 8/17/21-9/16/21 CITY HALL UTILITIES 101-1940-43380	09/20/2021 pziemer	10/06/2021	124.21 124.21	124.21	Open	N 10/06/2021
5956221-5/SEPT 21 67919	CENTERPOINT ENERGY 8/17/21-9/16/21 PD UTILITIES 225-2120-43380	09/20/2021 pziemer	10/06/2021	21.00 21.00	21.00	Open	N 10/06/2021
6031615-5/SEPT 21 67920	CENTERPOINT ENERGY 8/17/21-9/16/21 ANNEX UTILITIES 101-1940-43380	09/20/2021 pziemer	10/06/2021	21.00 21.00	21.00	Open	N 10/06/2021
5933799-8/SEPT 21 67921	CENTERPOINT ENERGY 8/17/21-9/16/21 PARKS UTILITIES 230-5200-43380	09/20/2021 pziemer	10/06/2021	27.70 27.70	27.70	Open	N 10/06/2021
6032449-8/SEPT 21 67922	CENTERPOINT ENERGY 8/17/21-9/16/21 LIBRARY UTILITIES 211-5500-43380	09/20/2021 pziemer	10/06/2021	99.16 99.16	99.16	Open	N 10/06/2021
11078538-3/SEPT 21 67953	CENTERPOINT ENERGY 8/17/21-9/16/21 MILL AVE UTILITIES	09/20/2021 pziemer	10/06/2021	22.91	22.91	Open	N 10/06/2021

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	GL Distribution						
	225-2220-43380	UTILITIES		22.91			
6004720-6/SEPT 21							
67954	CENTERPOINT ENERGY	09/20/2021	10/06/2021	21.00	21.00	Open	N
	8/17/21-9/16/21 FIRE UTILITIES	pziemer					10/06/2021
	225-2220-43380	UTILITIES		21.00			
	Total for vendor 0307 - CENTERPOINT ENE:			392.90	392.90		

Vendor 1343 - CHARTER COMMUNICATION:

0055470090821

67989	CHARTER COMMUNICATIONS	09/08/2021	10/06/2021	7.84	7.84	Open	N
	SEPT-OCT	pziemer					10/06/2021
	225-2220-43380	UTILITIES		7.84			
	Total for vendor 1343 - CHARTER COMMUNICATION:			7.84	7.84		

Vendor 0137 - CUB FOODS BAXTE:

TRX 32 FD

67947	CUB FOODS - BAXTER	09/11/2021	10/06/2021	49.98	49.98	Open	N
	STATION 1 FLOWERS	pziemer					10/06/2021
	225-2220-42210	OPERATING SUPPLIES		49.98			
	Total for vendor 0137 - CUB FOODS BAXTE:			49.98	49.98		

Vendor 3438 - D - D BEVERAGE,:

1459625

67853	D - D BEVERAGE, LLC	09/13/2021	10/06/2021	139.70	139.70	Open	N
	JANITORIAL SUPPLIES - LIBRARY	pziemer					10/06/2021
	211-5500-42220	REPAIR & MAINT		139.70			
	Total for vendor 3438 - D - D BEVERAGE,:			139.70	139.70		

Vendor 3220 - DALCO:

3833458

67930	DALCO	09/21/2021	10/06/2021	510.12	510.12	Open	N
	JANITORIAL SUPPLIES - ALL LOCATIONS	pziemer					10/06/2021
	225-2120-42220	REPAIR & MAINT		127.53			
	225-2220-42220	REPAIR & MAINT		127.53			
	101-1940-42220	REPAIR & MAINT		127.53			
	235-3100-42220	REPAIR & MAINT		127.53			
	Total for vendor 3220 - DALCO:			510.12	510.12		

Vendor 3954 - DALLMAN SIGNS & GRAPHICS:

213

67859	DALLMAN SIGNS & GRAPHICS	09/18/2021	10/06/2021	1,247.73	1,247.73	Open	N
	SQD 436 NEW SQUAD BUILD	pziemer					10/06/2021

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	400-9050-45530	CAPITAL - OTHER		1,247.73			
	Total for vendor 3954 - DALLMAN SIGNS & GRAPHICS:			1,247.73	1,247.73		
Vendor 1286 - EAST SIDE OIL C:							
R95246 67940	EAST SIDE OIL COMPANY	09/22/2021	10/06/2021	145.00	145.00	Open	N 10/06/2021
	USED OIL RECYCLING	pziemer					
	227-3230-43428	USED OIL RECYCLING EXPENSE		145.00			
	Total for vendor 1286 - EAST SIDE OIL C:			145.00	145.00		
Vendor 1815 - F.I.R.E. CROSSL:							
5183 67950	F.I.R.E. CROSSLAKE	09/17/2021	10/06/2021	1,950.00	1,950.00	Open	N 10/06/2021
	FIRE APPARATUS OPERATOR TRAINING X3	pziemer					
	225-2220-43330	PROFESSIONAL DEVELOPMENT		1,950.00			
	Total for vendor 1815 - F.I.R.E. CROSSL:			1,950.00	1,950.00		
Vendor 0170 - FASTENAL COMPAN:							
MNBAX248548 67872	FASTENAL COMPANY	09/15/2021	10/06/2021	45.37	45.37	Open	N 10/06/2021
	4 AND 4.5 X 5/8 BOLTS	pziemer					
	235-3100-42220	REPAIR & MAINT		45.37			
	Total for vendor 0170 - FASTENAL COMPAN:			45.37	45.37		
Vendor 0575 - FEDERAL SIGNAL:							
7853790 67949	FEDERAL SIGNAL CORPORATION	09/21/2021	10/06/2021	885.00	885.00	Open	N 10/06/2021
	WARNING SIREN INSTILLATION PARTS	pziemer					
	400-9050-45500	CAPITAL OUTLAY		885.00			
	Total for vendor 0575 - FEDERAL SIGNAL:			885.00	885.00		
Vendor 3126 - FIRE SAFETY U.S:							
150992 67951	FIRE SAFETY U.S.A. INC	09/27/2021	10/06/2021	5,250.00	5,250.00	Open	N 10/06/2021
	KRYPTONITE ORANGE FIRE HOSE	pziemer					
	225-2220-42220	REPAIR & MAINT		5,250.00			
	Total for vendor 3126 - FIRE SAFETY U.S:			5,250.00	5,250.00		
Vendor 3068 - GLS PROMOTIONS:							
63307 67994*	GLS PROMOTIONS	09/20/2021	10/06/2021	1,329.00	1,329.00	Open	N 10/06/2021
	SPLASH PAD DONOR PLAQUES	pziemer					

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	GL Distribution						
	400-9050-45510-21:30	CAPITAL - LAND		1,679.00			
	400-0000-36230-21:30	CONTRIBUTIONS & DONATIONS		(350.00)			
	Total for vendor 3068 - GLS PROMOTIONS:			1,329.00	1,329.00		
Vendor 0201 - HEARTLAND TIRE:							
15016674 67931	HEARTLAND TIRE SERVICE INC	09/22/2021	10/06/2021	85.20	85.20	Open	N
	BACKHOE TIRE REPAIR	pziemer					10/06/2021
	238-3160-42220	REPAIR & MAINT		85.20			
	Total for vendor 0201 - HEARTLAND TIRE:			85.20	85.20		
Vendor 0209 - HEARTLAND TIRE:							
3027526 67976	HEARTLAND TIRE INC.	09/27/2021	10/06/2021	37.55	37.55	Open	N
	SQD 433 TIRE REPAIR	pziemer					10/06/2021
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		37.55			
3027554 67991	HEARTLAND TIRE INC.	09/28/2021	10/06/2021	676.04	676.04	Open	N
	SQD 432 TIRES	pziemer					10/06/2021
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		676.04			
	Total for vendor 0209 - HEARTLAND TIRE:			713.59	713.59		
Vendor 1293 - IDENTISYS:							
530103 67879	IDENTISYS	09/01/2021	10/06/2021	438.29	438.29	Open	N
	QTY 100 ISO COMPOSITE CARD	pziemer					10/06/2021
	101-1800-42210	OPERATING SUPPLIES		438.29			
	Total for vendor 1293 - IDENTISYS:			438.29	438.29		
Vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:							
39890 67851	INDEPENDENT TESTING TECHNOLOGIES	09/15/2021	10/06/2021	1,370.00	1,370.00	Open	N
	IMP 20-05 & 20-06 PROF SVCS	pziemer					10/06/2021
	401-9030-43300-20:05	PROFESSIONAL SERVICES		685.00			
	401-9030-43300-20:06	PROFESSIONAL SERVICES		685.00			
	Total for vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:			1,370.00	1,370.00		
Vendor 3202 - INNOVATIVE OFFI:							
IN3489275 67860	INNOVATIVE OFFICE SOLUTIONS LLC	09/17/2021	10/06/2021	33.26	33.26	Open	N
	PENS	pziemer					10/06/2021
	225-2120-42200	OFFICE SUPPLIES		33.26			

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Total for vendor 3202 - INNOVATIVE OFFI:				33.26	33.26		
Vendor 3545 - KITCHIGAMI REGI:							
9/8/21 67981	KITCHIGAMI REGIONAL LIBRARY - CC 8/31/21-9/8/21 LIB CC CHARGES 211-0000-20800	09/08/2021 pziemer	10/06/2021	72.70	72.70	Open	N 10/06/2021
	DUE TO OTHER GOVT UNITS			72.70			
Total for vendor 3545 - KITCHIGAMI REGI:				72.70	72.70		
Vendor 3824 - KOSTREBA, TRAVIS:							
8/27/21 67977	KOSTREBA, TRAVIS FTO TRAINING MEALS/MILEAGE REIMBURSE 225-2120-43330	09/01/2021 pziemer	10/06/2021	246.68	246.68	Open	N 10/06/2021
	PROFESSIONAL DEVELOPMENT			246.68			
Total for vendor 3824 - KOSTREBA, TRAVIS:				246.68	246.68		
Vendor 1090 - LAKELAND VETERI:							
270866 67944	LAKELAND VETERINARY HOSPITAL KENO VET VISIT 225-2128-43430	09/01/2021 pziemer	10/06/2021	34.43	34.43	Open	N 10/06/2021
	MISC - K9 PROGRAM			34.43			
Total for vendor 1090 - LAKELAND VETERI:				34.43	34.43		
Vendor 3418 - LAKES AREA LOCK:							
10916 67986	LAKES AREA LOCK & DOOR HARDWARE, IN MMP DEADBOLT REPLACEMENT 230-5200-42220	09/16/2021 pziemer	10/06/2021	227.50	227.50	Open	N 10/06/2021
	REPAIR & MAINT			227.50			
Total for vendor 3418 - LAKES AREA LOCK:				227.50	227.50		
Vendor 3469 - LAKES AREA MAT:							
20210928 #520 67963	LAKES AREA MAT SERVICE INC PD FLOOR MATS 225-2120-43300	09/28/2021 pziemer	10/06/2021	41.44	41.44	Open	N 10/06/2021
	PROFESSIONAL SERVICES			41.44			
20210914 #520 67964	LAKES AREA MAT SERVICE INC POLICE DEPT FLOOR MATS 225-2120-43300	09/14/2021 pziemer	10/06/2021	41.44	41.44	Open	N 10/06/2021
	PROFESSIONAL SERVICES			41.44			
20210914 #522 67965	LAKES AREA MAT SERVICE INC CITY HALL FLOOR MATS	09/14/2021 pziemer	10/06/2021	42.56	42.56	Open	N 10/06/2021

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	101-1940-43410	RENTAL EXPENSE		42.56			
20210928 #522 67966	LAKES AREA MAT SERVICE INC CITY HALL FLOOR MATS 101-1940-43410	09/28/2021 pziemer	10/06/2021	42.56	42.56	Open	N 10/06/2021
		RENTAL EXPENSE		42.56			
	Total for vendor 3469 - LAKES AREA MAT:			168.00	168.00		
Vendor 3627 - LAKES AREA WILD:							
SEPT 2021 67959	LAKES AREA WILDLIFE CONTROL SEPT 21 ANIMAL CONTROL CONTRACT 225-2700-43300	09/28/2021 pziemer	10/06/2021	2,298.00	2,298.00	Open	N 10/06/2021
		PROFESSIONAL SERVICES		2,298.00			
	Total for vendor 3627 - LAKES AREA WILD:			2,298.00	2,298.00		
Vendor 1753 - MARCO:							
INV9148229 67982	MARCO 8/16/21-9/15/21 MICROSOFT OFFICE 101-1800-43309	09/20/2021 pziemer	10/06/2021	1,504.00	1,504.00	Open	N 10/06/2021
		COMPUTER SUPPORT		1,504.00			
	Total for vendor 1753 - MARCO:			1,504.00	1,504.00		
Vendor 0889 - MENARDS - BAXTE:							
61472 67987	MENARDS - BAXTER GREAT PUMPKIN FESTIVAL/LIQUID POOL Stpziemer 230-5211-42210	09/17/2021	10/06/2021	185.45	185.45	Open	N 10/06/2021
		OPERATING SUPPLIES		126.64			
		REPAIR & MAINT		58.81			
	Total for vendor 0889 - MENARDS - BAXTE:			185.45	185.45		
Vendor 3394 - MIDWEST MACHINE:							
2488714 67955	MIDWEST MACHINERY CO SKID STEER AIR FILTERS 235-3125-42220	09/27/2021 pziemer	10/06/2021	67.78	67.78	Open	N 10/06/2021
		REPAIR & MAINT		67.78			
	Total for vendor 3394 - MIDWEST MACHINE:			67.78	67.78		
Vendor 3175 - MIDWEST SECURIT:							
21495 67958	MIDWEST SECURITY AND FIRE INC PD & FD ACCESS CONTROL DOOR REPAIR 101-1800-43300	09/23/2021 pziemer	10/06/2021	122.40	122.40	Open	N 10/06/2021
		PROFESSIONAL SERVICES		122.40			
	Total for vendor 3175 - MIDWEST SECURIT:			122.40	122.40		

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Vendor 0254 - MILLS MOTORS IN:							
560182 67969	MILLS MOTORS INC BUS 191 REPAIRS 203-9000-43401	09/01/2021 pziemer	10/06/2021	356.26	356.26	Open	N 10/06/2021
	VEHICLE REPAIRS			356.26			
559995 67970	MILLS MOTORS INC BUS 114 REPAIRS 203-9000-43401	09/01/2021 pziemer	10/06/2021	4,827.79	4,827.79	Open	N 10/06/2021
	VEHICLE REPAIRS			4,827.79			
560577 67971	MILLS MOTORS INC BUS 172 REPAIRS 203-9000-43401	09/13/2021 pziemer	10/06/2021	5,995.55	5,995.55	Open	N 10/06/2021
	VEHICLE REPAIRS			5,995.55			
561425 67972	MILLS MOTORS INC BUS 191 REPAIRS 203-9000-43401	09/16/2021 pziemer	10/06/2021	37.92	37.92	Open	N 10/06/2021
	VEHICLE REPAIRS			37.92			
561292 67973	MILLS MOTORS INC BUS 161 REPAIRS 203-9000-43401	09/20/2021 pziemer	10/06/2021	251.37	251.37	Open	N 10/06/2021
	VEHICLE REPAIRS			251.37			
Total for vendor 0254 - MILLS MOTORS IN:				11,468.89	11,468.89		
Vendor 1448 - MN DEPT OF TRAN:							
P00013927 67857	MN DEPT OF TRANSPORTATION TRAFFIC SIGNAL INSPECTION 235-3100-42220	09/20/2021 pziemer	10/06/2021	57.51	57.51	Open	N 10/06/2021
	REPAIR & MAINT			57.51			
Total for vendor 1448 - MN DEPT OF TRAN:				57.51	57.51		
Vendor 1617 - MN MUNICIPAL UT:							
57851 67983	MN MUNICIPAL UTILITIES ASSN RANDOM DRUG/ALCOHOL STREETS/PARKS 235-3100-43430	09/27/2021 pziemer	10/06/2021	403.00	403.00	Open	N 10/06/2021
	MISCELLANEOUS			248.00			
	MISCELLANEOUS			155.00			
Total for vendor 1617 - MN MUNICIPAL UT:				403.00	403.00		
Vendor 3168 - MOTORS-N-MORE:							
28656 67861	MOTORS-N-MORE SQD 430 OIL CHANGE	09/17/2021 pziemer	10/06/2021	23.00	23.00	Open	N 10/06/2021

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	GL Distribution						
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		23.00			
28668 67926	MOTORS-N-MORE SQD 430 BRAKES 225-2120-42221	09/23/2021 pziemer	10/06/2021	319.29	319.29	Open	N 10/06/2021
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		319.29			
28673 67927	MOTORS-N-MORE SQD 403 OIL CHANGE 225-2120-42221	09/24/2021 pziemer	10/06/2021	23.00	23.00	Open	N 10/06/2021
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		23.00			
28680 67978	MOTORS-N-MORE SQD 402 OIL CHANGE 225-2120-42221	09/28/2021 pziemer	10/06/2021	23.00	23.00	Open	N 10/06/2021
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		23.00			
28688 67992	MOTORS-N-MORE SQD 431 OIL CHANGE 225-2120-42221	09/29/2021 pziemer	10/06/2021	23.00	23.00	Open	N 10/06/2021
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		23.00			
Total for vendor 3168 - MOTORS-N-MORE:				411.29	411.29		
Vendor 3671 - NAC MECHANICAL:							
2759-03 67974	NAC MECHANICAL & ELECTRICAL SERVICE BRD POLICE STATION HVAC REMAINDER 400-1981-45530	09/28/2021 pziemer	10/06/2021	3,000.00	3,000.00	Open	N 10/06/2021
		PYMTS TO CONTRACTORS		3,000.00			
Total for vendor 3671 - NAC MECHANICAL:				3,000.00	3,000.00		
Vendor 1965 - NORTH CENTRAL B:							
545687 67985	NORTH CENTRAL BUS SALES BUS 171 REPAIRS 203-9000-43401	09/24/2021 pziemer	10/06/2021	27.92	27.92	Open	N 10/06/2021
		VEHICLE REPAIRS		27.92			
Total for vendor 1965 - NORTH CENTRAL B:				27.92	27.92		
Vendor 0284 - OFFICE SHOP:							
1101799-0 67932	OFFICE SHOP ENVELOPES - WINDOW 101-1940-42200	09/21/2021 pziemer	10/06/2021	28.13	28.13	Open	N 10/06/2021
		OFFICE SUPPLIES		28.13			
1101799-1 67933	OFFICE SHOP ENVELOPES 101-1940-42200	09/23/2021 pziemer	10/06/2021	140.65	140.65	Open	N 10/06/2021
		OFFICE SUPPLIES		140.65			

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	Total for vendor 0284 - OFFICE SHOP:			168.78	168.78		
Vendor 0455 - PARTY WORLD:							
2205 67988	PARTY WORLD GREAT PUMPKIN FESTIVAL 230-5211-42210	09/01/2021 pziemer	10/06/2021	75.00	75.00	Open	N 10/06/2021
	OPERATING SUPPLIES			75.00			
	Total for vendor 0455 - PARTY WORLD:			75.00	75.00		
Vendor 0521 - PITNEY BOWES IN:							
3105026807 67968	PITNEY BOWES INC 7/30/21-10/29/21 POSTAGE MACHINE LEASE 101-1940-43331	09/25/2021 pziemer	10/06/2021	651.24	651.24	Open	N 10/06/2021
	LEASE PAYMENTS			651.24			
	Total for vendor 0521 - PITNEY BOWES IN:			651.24	651.24		
Vendor 3943 - PLUNKETT'S PEST CONTROL:							
7231286 67854	PLUNKETT'S PEST CONTROL MONTHLY PEST CONTROL - LIBRARY 211-5500-42220	09/08/2021 pziemer	10/06/2021	65.00	65.00	Open	N 10/06/2021
	REPAIR & MAINT			65.00			
	Total for vendor 3943 - PLUNKETT'S PEST CONTROL:			65.00	65.00		
Vendor 3413 - RATWIK, ROSZAK:							
JULY 2021 67957	RATWIK, ROSZAK AND MALONEY JUL 21 RETAINER/SPECIAL SERVICES 101-1610-43301 203-9000-43300 260-9020-43304 101-1610-43301 401-1609-43300	09/01/2021 pziemer	10/06/2021	7,426.55 3,948.36 515.00 70.00 2,856.68 36.51	7,426.55	Open	N 10/06/2021
AUGUST 2021 67993	RATWIK, ROSZAK AND MALONEY AUG 21 RETAINER/SPECIAL SERVICES 101-1610-43301 101-0000-14100 260-9020-43304 101-1610-43301	09/01/2021 pziemer	10/06/2021	4,590.13 4,245.13 75.00 75.00 195.00	4,590.13	Open	N 10/06/2021
	Total for vendor 3413 - RATWIK, ROSZAK:			12,016.68	12,016.68		
Vendor 0311 - ROYAL TIRE INC:							

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104-188434 67961	ROYAL TIRE INC 2013 CHEVY TAHOE REPAIRS 225-2220-42220	09/27/2021 pziemer	10/06/2021	633.24 633.24	633.24	Open	N 10/06/2021
	REPAIR & MAINT			633.24			
	Total for vendor 0311 - ROYAL TIRE INC:			633.24	633.24		
Vendor 2986 - S&P GLOBAL RATI:							
11422042 67928	S&P GLOBAL RATINGS 2021A GO BONDS 401-0000-14100	09/17/2021 pziemer	10/06/2021	16,750.00 12,730.00	16,750.00	Open	N 10/06/2021
	401-9030-43300-20:05	PROFESSIONAL SERVICES		804.00			
	401-9030-43300-20:06	PROFESSIONAL SERVICES		3,015.00			
	401-1919-43300	PROFESSIONAL SERVICES		201.00			
	Total for vendor 2986 - S&P GLOBAL RATI:			16,750.00	16,750.00		
Vendor 3768 - SADUSKY RENOVATIONS:							
32 67849	SADUSKY RENOVATIONS 9/1/21-9/15/21 INSPECTION SERVICES 101-2400-43300	09/21/2021 pziemer	10/06/2021	6,139.35 6,139.35	6,139.35	Open	N 10/06/2021
	PROFESSIONAL SERVICES			6,139.35			
	Total for vendor 3768 - SADUSKY RENOVATIONS:			6,139.35	6,139.35		
Vendor 3612 - SEVERSON PORTER:							
SEPT 2021 67960	SEVERSON PORTER LAW SEPT 21 PROSECUTION AGREEMENT 225-2127-43310	09/28/2021 pziemer	10/06/2021	16,131.55 16,131.55	16,131.55	Open	N 10/06/2021
	MISDEMEANOR PROSECUTOR			16,131.55			
	Total for vendor 3612 - SEVERSON PORTER:			16,131.55	16,131.55		
Vendor 2402 - SHAWN FLETCHER:							
31226 67941	SHAWN FLETCHER TRUCKING INC AUTUMN RED MULCH 235-3100-42220	09/21/2021 pziemer	10/06/2021	30.00 30.00	30.00	Open	N 10/06/2021
	STATUE MULCH			30.00			
	Total for vendor 2402 - SHAWN FLETCHER:			30.00	30.00		
Vendor 0317 - SHORT ELLIOTT :							
411874 67850	SHORT ELLIOTT HENDRICKSON IMP 19-02 THROUGH 8/31/21 401-1902-43300	09/17/2021 pziemer	10/06/2021	15,734.74 15,734.74	15,734.74	Open	N 10/06/2021
	PROFESSIONAL SERVICES			15,734.74			

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Total for vendor 0317 - SHORT ELLIOTT :				15,734.74	15,734.74		
Vendor 2589 - STAPLES ADVANTA:							
3487637970 67979	STAPLES ADVANTAGE SQUAD PRINTER PAPER 225-2120-42200	09/18/2021 pziemer	10/06/2021	36.84	36.84	Open	N 10/06/2021
	OFFICE SUPPLIES			36.84			
3487637971 67980	STAPLES ADVANTAGE COPY PAPER AND MOUSEPAD 225-2120-42200	09/18/2021 pziemer	10/06/2021	113.57	113.57	Open	N 10/06/2021
	OFFICE SUPPLIES			113.57			
Total for vendor 2589 - STAPLES ADVANTA:				150.41	150.41		
Vendor 3599 - STOUT HYDROSEED:							
2432 67984	STOUT HYDROSEEDING & FERTILIZING FD STATION 1 & 2 FERTILIZING/WEED CO 225-2220-43300	09/28/2021 pziemer	10/06/2021	130.00	130.00	Open	N 10/06/2021
	PROFESSIONAL SERVICES			130.00			
Total for vendor 3599 - STOUT HYDROSEED:				130.00	130.00		
Vendor 0322 - STREICHERS PROF:							
I1524234 67862	STREICHERS PROF EQUIP 702JD UNIFORM SHIRTS 225-2120-41113	09/14/2021 pziemer	10/06/2021	184.95	184.95	Open	N 10/06/2021
	UNIFORM ALLOWANCE			184.95			
I1524346 67863	STREICHERS PROF EQUIP 771CD - CSO UNIFORM 225-2121-41113	09/14/2021 pziemer	10/06/2021	160.97	160.97	Open	N 10/06/2021
	UNIFORM ALLOWANCE			160.97			
I1524509 67864	STREICHERS PROF EQUIP 717 EXTERNAL VEST CARRIER 225-2120-41113	09/15/2021 pziemer	10/06/2021	111.97	111.97	Open	N 10/06/2021
	UNIFORM ALLOWANCE			111.97			
Total for vendor 0322 - STREICHERS PROF:				457.89	457.89		
Vendor 3724 - SUTPHEN CORPORATION:							
50005287 67952	SUTPHEN CORPORATION INSPECTION TOWER 21 225-2220-42220	09/16/2021 pziemer	10/06/2021	4,403.49	4,403.49	Open	N 10/06/2021
	REPAIR & MAINT			4,403.49			
Total for vendor 3724 - SUTPHEN CORPORATION:				4,403.49	4,403.49		

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Vendor 3755 - THE BARN INC:							
9/16/21 67913	THE BARN INC	09/16/2021	10/06/2021	396.00	396.00	Open	N 10/06/2021
	POLICE DEPT EMPLOYEE APPRECIATION QTY	pziemer					
	278-6515-43430	MISCELLANEOUS		396.00			
	Total for vendor 3755 - THE BARN INC:			396.00	396.00		
Vendor 3967 - TIMMONS, ALLYSON:							
9/23/21 67975	TIMMONS, ALLYSON	09/23/2021	10/06/2021	132.15	132.15	Open	N 10/06/2021
	MNJIS TRAINING - BEMIDJI	pziemer					
	225-2120-43330	PROFESSIONAL DEVELOPMENT		132.15			
	Total for vendor 3967 - TIMMONS, ALLYSON:			132.15	132.15		
Vendor 3686 - UHL COMPANY INC:							
33762 67802	UHL COMPANY INC	09/14/2021	10/06/2021	1,072.46	1,072.46	Open	N 10/06/2021
	FIRE ALARM REPAIR - POWER FAILURE	pziemer					
	101-1940-42220	REPAIR & MAINT		1,072.46			
	Total for vendor 3686 - UHL COMPANY INC:			1,072.46	1,072.46		
Vendor 2924 - VERIZON WIRELES:							
9888522297 67943	VERIZON WIRELESS	09/15/2021	10/06/2021	245.07	245.07	Open	N 10/06/2021
	8/16-9/15 FD IPADS	pziemer					
	225-2220-43321	TELEPHONE		245.07			
	Total for vendor 2924 - VERIZON WIRELES:			245.07	245.07		
Vendor 0349 - W W THOMPSON CO:							
2109-944507 67852	W W THOMPSON CONCRETE	09/22/2021	10/06/2021	12.50	12.50	Open	N 10/06/2021
	FIRST SCHOOL HISTORICAL SIGN CONCRETE	pziemer					
	235-3100-42220	REPAIR & MAINT		12.50			
	Total for vendor 0349 - W W THOMPSON CO:			12.50	12.50		
Vendor 0344 - WASTE PARTNERS:							
18X00356 67855	WASTE PARTNERS INC	09/01/2021	10/06/2021	84.78	84.78	Open	N 10/06/2021
	AUG 21 LIBRARY WASTE REMOVAL	pziemer					
	211-5500-43380	UTILITIES		84.78			
	Total for vendor 0344 - WASTE PARTNERS:			84.78	84.78		

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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EXP CHECK RUN DATES 10/04/2021 - 10/04/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0346 - WIDSETH SMITH N:							
213050							
67942	WIDSETH SMITH NOLTING	09/20/2021	10/06/2021	2,450.00	2,450.00	Open	N
	LUM PARK MASTERPLAN	pziemer					10/06/2021
	400-9050-45530	CAPITAL - OTHER		2,450.00			
Total for vendor 0346 - WIDSETH SMITH N:				2,450.00	2,450.00		

Vendor 1712 - WSB:

R-016307-000-15

67995	WSB & ASSOCIATES	09/29/2021	10/06/2021	5,773.00	5,773.00	Open	N
	MEMORIAL PARK PROJECT	pziemer					10/06/2021
	400-9050-45510	CAPITAL - LAND		5,773.00			
Total for vendor 1712 - WSB:				5,773.00	5,773.00		

Vendor 0354 - ZIEGLER, INC:

IN000260501

67912	ZIEGLER, INC	09/24/2021	10/06/2021	3.86	3.86	Open	N
	SKID STEER DRIVE MOTOR CAP	pziemer					10/06/2021
	235-3125-42220	REPAIR & MAINT		3.86			

IN000262209

67916	ZIEGLER, INC	09/25/2021	10/06/2021	100.06	100.06	Open	N
	SKID STEER BEARING SLEEVE	pziemer					10/06/2021
	235-3125-42220	REPAIR & MAINT		100.06			
Total for vendor 0354 - ZIEGLER, INC:				103.92	103.92		

# of Invoices:	117	# Due:	117	Totals:	198,911.34	198,911.34
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

Net of Invoices and Credit Memos:	198,911.34	198,911.34
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* 1 Net Invoices have Credits Totalling:	(350.00)
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--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	75.00
101-0000-22800	OTHER LIABILITIES	4,642.57
101-1610-43301	CITY ATTORNEY	11,245.17
101-1800-42210	OPERATING SUPPLIES	453.91
101-1800-42220	REPAIR & MAINT	1,712.74
101-1800-43300	PROFESSIONAL SERVICES	122.40
101-1800-43309	COMPUTER SUPPORT	1,504.00
101-1940-42200	OFFICE SUPPLIES	188.08
101-1940-42220	REPAIR & MAINT	1,199.99
101-1940-43331	LEASE PAYMENTS	651.24
101-1940-43380	UTILITIES	145.21
101-1940-43381	BPU UTILITIES	2,790.82
101-1940-43410	RENTAL EXPENSE	85.12

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 10/04/2021 - 10/04/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	101-2400-43300	PROFESSIONAL SERVICES		6,139.35			
	101-2400-43405	NUISANCES		300.00			
	101-9200-43381	BPU UTILITIES		111.01			
	203-9000-42200	OFFICE SUPPLIES		88.05			
	203-9000-43300	PROFESSIONAL SERVICES		515.00			
	203-9000-43401	VEHICLE REPAIRS		11,496.81			
	211-0000-20800	DUE TO OTHER GOVT UNITS		72.70			
	211-5500-42220	REPAIR & MAINT		204.70			
	211-5500-43380	UTILITIES		183.94			
	211-5500-43381	BPU UTILITIES		3,674.69			
	211-5505-43430	MISC - COPY MACHINE PYMTS		100.06			
	225-0000-15510	PREPAID OTHER		17,760.60			
	225-2120-41113	UNIFORM ALLOWANCE		296.92			
	225-2120-42200	OFFICE SUPPLIES		183.67			
	225-2120-42220	REPAIR & MAINT		156.80			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		1,125.66			
	225-2120-43300	PROFESSIONAL SERVICES		82.88			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		5,920.20			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		378.83			
	225-2120-43380	UTILITIES		21.00			
	225-2120-43381	BPU UTILITIES		5,291.28			
	225-2121-41113	UNIFORM ALLOWANCE		160.97			
	225-2127-43310	MISDEMEANOR PROSECUTOR		16,131.55			
	225-2128-43430	MISC - K9 PROGRAM		34.43			
	225-2220-42210	OPERATING SUPPLIES		146.87			
	225-2220-42220	REPAIR & MAINT		10,414.26			
	225-2220-43300	PROFESSIONAL SERVICES		130.00			
	225-2220-43321	TELEPHONE		245.07			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		1,950.00			
	225-2220-43380	UTILITIES		51.75			
	225-2220-43381	BPU UTILITIES		2,203.17			
	225-2700-43300	PROFESSIONAL SERVICES		2,298.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		145.00			
	230-5200-42220	REPAIR & MAINT		286.31			
	230-5200-43380	UTILITIES		27.70			
	230-5200-43381	BPU UTILITIES		9,895.66			
	230-5200-43430	MISCELLANEOUS		155.00			
	230-5211-42210	OPERATING SUPPLIES		201.64			
	230-5280-43380	UTILITIES		1,047.26			
	235-3100-42220	REPAIR & MAINT		384.32			
	235-3100-43380	UTILITIES		55.92			
	235-3100-43381	BPU UTILITIES		23,872.26			
	235-3100-43430	MISCELLANEOUS		555.43			
	235-3125-42220	REPAIR & MAINT		218.46			
	235-3170-42210	OPERATING SUPPLIES		8.99			
	235-3170-42220	REPAIR & MAINT		15.29			
	236-3180-43381	BPU UTILITIES		36.00			
	237-3190-42220	REPAIR & MAINT		22.32			
	238-3160-42220	REPAIR & MAINT		85.20			
	260-9020-43304	LEGAL PROFESSIONAL SERVICES		145.00			
	278-6515-43430	MISCELLANEOUS		396.00			
	400-0000-36230-21:30	CONTRIBUTIONS & DONATIONS		(350.00)			
	400-1981-45530	PYMTS TO CONTRACTORS		3,000.00			
	400-9050-45500	CAPITAL OUTLAY		885.00			
	400-9050-45510	CAPITAL - LAND		5,773.00			
	400-9050-45510-21:30	CAPITAL - LAND		1,679.00			
	400-9050-45530	CAPITAL - OTHER		3,697.73			

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 10/04/2021 - 10/04/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	401-0000-14100	DUE FROM COMPONENT UNIT		12,730.00			
	401-1003-43380	UTILITIES		95.13			
	401-1609-43300	PROFESSIONAL SERVICES		36.51			
	401-1902-43300	PROFESSIONAL SERVICES		15,734.74			
	401-1919-43300	PROFESSIONAL SERVICES		201.00			
	401-9030-43300-20:05	PROFESSIONAL SERVICES		1,489.00			
	401-9030-43300-20:06	PROFESSIONAL SERVICES		3,700.00			

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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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			31,366.61	31,366.61		
	203 - TRANSIT FUND			12,099.86	12,099.86		
	211 - LIBRARY FUND			4,236.09	4,236.09		
	225 - PUBLIC SAFETY FUND			64,983.91	64,983.91		
	227 - RECYCLING FUND			145.00	145.00		
	230 - PARK & RECREATION FUND			11,613.57	11,613.57		
	235 - STREET & SEWER FUND			25,110.67	25,110.67		
	236 - PARKING LOT FUND			36.00	36.00		
	237 - SANITARY SEWER FUND			22.32	22.32		
	238 - STORM SEWER FUND			85.20	85.20		
	260 - AIRPORT FUND			145.00	145.00		
	278 - HEALTHY EMPLOYEE INITIATIVE			396.00	396.00		
	400 - CAPITAL PROJECTS FUND			14,684.73	14,684.73		
	401 - CONSTRUCTION FUND			33,986.38	33,986.38		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			34,930.87	34,930.87		
	1003 - 10:03 DOWNTOWN MAIN CONTRACT			95.13	95.13		
	1609 - 16:09 BUFFALO HILLS RECON			36.51	36.51		
	1610 - LEGAL-CIVIL ATTORNEY			11,245.17	11,245.17		
	1800 - IT/GIS			3,793.05	3,793.05		
	1902 - 19:02 CLST CONNECTION			15,734.74	15,734.74		
	1919 - 19:19 NW 3RD&JACKSON STRE			201.00	201.00		
	1940 - CITY HALL			5,060.46	5,060.46		
	1981 - POLICE DEPT REMODEL			3,000.00	3,000.00		
	2120 - POLICE DEPARTMENT			13,457.24	13,457.24		
	2121 - COMMUNITY SERVICE			160.97	160.97		
	2127 - MISDEMEANOR PROSECUTOR			16,131.55	16,131.55		
	2128 - K-9 PROGRAM			34.43	34.43		
	2220 - FIRE DEPARTMENT			15,141.12	15,141.12		
	2400 - COMMUNITY DEVL/INSPECTION			6,439.35	6,439.35		
	2700 - ANIMAL CONTROL			2,298.00	2,298.00		
	3100 - S & S MAINTENANCE			24,867.93	24,867.93		
	3125 - SNOW REMOVAL			218.46	218.46		
	3160 - STORM SEWER EXPENSE			85.20	85.20		
	3170 - TRAFFIC CONTROL			24.28	24.28		
	3180 - PARKING LOTS EXPENSE			36.00	36.00		
	3190 - SANITARY SEWER EXPENSE			22.32	22.32		
	3230 - RECYCLING EXPENSE			145.00	145.00		
	5200 - PARK MAIN/ADMINISTRATION			10,364.67	10,364.67		
	5211 - SPECIAL EVENTS PROGRAM			201.64	201.64		
	5280 - CAMPGROUND			1,047.26	1,047.26		

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 10/04/2021 - 10/04/2021

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BOTH OPEN AND PAID

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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							
--- TOTALS BY DEPT/ACTIVITY ---							
	5500 - LIBRARY-BUDGETED			4,063.33	4,063.33		
	5505 - TAXABLE FEES			100.06	100.06		
	6515 - HEALTHY EMPLOYEE INITIATIVE			396.00	396.00		
	9000 - TRANSIT FUND			12,099.86	12,099.86		
	9020 - AIRPORT M & O			145.00	145.00		
	9030 - CONSTRUCTION PROJ-MISC			5,189.00	5,189.00		
	9050 - CAPITAL PROJECTS-MISC			12,034.73	12,034.73		
	9200 - CITY-WIDE			111.01	111.01		

**Brainerd, MN
September 20, 2021**

The City Council met at 7:00 p.m. for a closed session pursuant to Statute 13D.03 subd. 1b for Union Negotiation Strategy Session.

MOVED AND SECONDED BY COUNCIL MEMBERS PRITSCHET AND O'DAY, DULY CARRIED, TO MOVE INTO CLOSED SESSION PER STATUE 13D.03 SUBD. 1B FOR UNION NEGOTIATION STRATEGY SESSION.

Council reopened session. No action taken.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO ADJOURN TO THE REGULAR CITY COUNCIL MEETING.

Adjourned to the City Council Regular Meeting at 7:30 p.m.

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 PRITSCHET, DULY CARRIED, TO APPROVE THE AGENDA.

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

- A. **Approval of Bills- Approved**
- B. **Approval of the Minutes of the Regular Meeting held on September 7th, 2021**
- C. **Approval of Licenses-Approved**
- D. **Department Activity Reports- Approved**
- E. **Minnesota Lawful Gambling Application to Conduct Excluded Bingo- Submitted by Lakes Area Bowling Association,- Bingo Events to be held at Jack's House Bowling on November 16-19, 2021.- Approved**

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

Council Committee Reports

Personnel & Finance

Accept Resignation of Jacob Scholten effective September 9th, 2021-Approved

Committee Chair Johnson stated that this will bring the department back down to 23 full time sworn officers, with one officer completing field training.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT OFFICER JACOB SCHOLTEN'S RESIGNATION EFFECTIVE SEPTEMBER 9, 2021; FURTHER TO AUTHORIZE THE CIVIL SERVICE COMMISSION TO ESTABLISH A NEW POLICE OFFICER ELIGIBILITY LIST.

Approval of 2022 Life Insurance Provider-Approved

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO ACCEPT THE 2022 LIFE INSURANCE PROPOSAL SUBMITTED BY THE HARTFORD WITH A 20% DECREASE TO CURRENT RATES; FURTHER, TO ACCEPT THE UPDATED MAXIMUMS FOR THE SUPPLEMENTAL AND SPOUSE LIFE AND THE GUARANTEED ISSUE AMOUNTS AS OFFERED.

Approval of 2022 Health Insurance Broker Agreement and Fees-Approved

Committee Chair Johnson stated that North Risk Partners assisted with getting the City the decrease in health insurance renewal from 6.5% to 3.7% and provides additional help in consulting for employees. The \$25,000 fee will be allocated between the City, BPU, and HRA.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE RETAINING NORTH RISK PARTNERS AS OUR BETTER HEALTH COLLECTIVE (FORMERLY SOURCEWELL) HEALTH INSURANCE BORKER 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.

Authorize Staff to Negotiate an Agreement with Region 5 Development Commission (R5DC) for the Annex-Approved

Committee Chair Johnson stated that this is an exciting proposal that will lease the entire Annex. It will create shared workspace for the community and house the offices for Region 5. Region 5 is requesting \$160,000 for repairs from the City of Brainerd, which is about half of the budgeted amount for repairs. The rest of the repair and renovation costs would be covered by Region 5 and a DEED grant. Region 5 is planning to use these repairs in lieu of rent for an agreed upon time.

Council Member Erickson stated that he would be abstaining from voting due to his employment with Region 5.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN TO AUTHORIZE STAFF TO NEGOTIATE AN AGREEMENT WITH R5DC FOR THE ANNEX.

Council Members Stunek, Johnson, Pritschet, Stenglein, O'Day, and Bevans voted "aye". No member voted "nay". Council Member Erickson abstained from voting.

Discussion of the Use of the City Coronavirus Response and Relief Supplement Appropriation Act (CRRSAA) -Approved

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE STAFF TO RESPOND TO MNDOT AND TO USE THE CITY'S ALLOCATION OF \$30,489 CRRSAA FUNDS FOR 2021 STREET PATCHING PROJECT.

Adoption of 2022 Preliminary Levy & Set Public Hearing Date-Approved

Committee Chair Johnson stated that the committee voted to increase the preliminary levy by 2%. This may not be needed by the time the final levy is set, but the City is still in negotiation with labor unions. The sum for the preliminary levy for the taxes payable in 2022 would be \$6,255,826 plus \$147,996 for the HRA.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN TO ADOPT RESOLUTION TO SET THE PRELIMINARY LEVY \$6,255,826 FOR THE CITY AND \$147,477 FOR THE HRA.

RESOLUTION 51:21

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

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO SET THE PUBLIC HEARING FOR THE FINAL LEVY FOR DECEMBER 13TH AT 6:00 PM IN THE CITY COUNCIL CHAMBERS.

Safety and Public Works

Approve Event Application- Shriner's Turkey Run-Approved

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET, DULY CARRIED, TO APPROVE THE EVENT AS PRESENTED.

Approve Event/Street Closure Application- St Francis School Marathon-Approved

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON, DULY CARRIED, TO APPROVE THE EVENT/ STREET CLOSURE APPLICATION UNDER THE CONDITION THAT THE APPLICANT NOTIFY THE ADJACENT RESIDENCES/ BUSINESSES OF THE EVENT, SIGNS AND BANNERS ARE REMOVED AFTER THE CONCLUSION OF THE EVENT, AND AN INSURANCE CERTIFICATE IS SUBMITTED TO THE CITY PER THE PERMIT REQUIREMENTS BEFORE THE EVENT.

Discussion of Downtown Special Services and Snow Removal District- Discussion

Committee Chair O'Day stated that an owner/operator of a downtown business approached the City to see if there was a way to redistribute fees for the special services district. The fees are for the snow, flowers, maintenance of the boulevards, and garbage. The committee directed staff to hold off on action and to invite other businesses to discuss the special services district.

Council Member Johnson stated that it seemed that staff has put a lot of time into a request from one owner on a process that will have a public hearing scheduled.

Interim Public Works Director/ City Engineer Sandy stated the request was a good exercise for staff to go through as it ensured that the equation used is still accurate from the 1990 process to determine the cost.

Approve Downtown Snow Removal Bids-Approved

Committee Chair O'Day stated that there was a 5% increase in the cost from last year and that Tom's Backhoe was the only bid received by the City.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET, DULY CARRIED, TO APPROVE THE BID FROM TOM'S BACKHOE SERVICE FOR THE 2021-2022 DOWNTOWN SNOW REMOVAL SERVICES IN THE DOWNTOWN DISTRICT.

Unfinished Business

Call for Applicants – Informational:

(Application Information at www.ci.brainerd.mn.us/boards/)

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

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

Charter Commission – 1 term (Expire 2022)

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

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

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

Economic Development Authority (EDA) – 1 term (Expire 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

First Reading- Proposed Ordinance 1520- Ordinance Amending the City Charter-Approved

City Administrator Bergman stated that the Charter Committee met on August 11th to discuss the Ordinance presented. She gave a brief overview of the changes that were proposed to the Charter which includes changing antiquated mill levy language to a percent of the previous year's levy, including "within the city limits" to programs funded, and necessary changes to the park board chapter regarding the hiring and compensation of staff.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND O'DAY, DULY CARRIED, TO HOLD THE FIRST READING AND DISPENSE WITH THE ACTUAL READING OF ORDINANCE 1520 AN ORDINANCE AMENDING THE CITY CHARTER; FURTHER TO SET THE PUBLIC HEARING FOR OCTOBER 4TH, 2021.

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-Approved

The Chair recognized Paul Steinman, Baker Tilly, stated that the bond sale went very well in the aggregate amount of \$6,905,000 with a 1.22% interest rate. He also provided a review of the City's bond rating which remained stable at AA- because of the City's high reserves, strong financial management, and adequate debt profile.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND STENGLEIN TO ADOPT RESOLUTION AWARDING THE SALE OF GENERAL OBLIGATION BONDS, SERIES 2021A, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF \$ 6,905,000; FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR PAYMENT.

RESOLUTION 52:21

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

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-Approved

City Engineer/ Interim Public Works Director Sandy stated that the amounts prepared for the nuisance abatement is in total of \$36,370 which between now and the public hearing staff will be working with owners to clear some of these up prior to their being assessed. The downtown services district will be assess \$35,709 to the owners for the 2021 service year. Assessments can be contested formally to the City Council prior to the public hearing.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND PRITSCHET TO ADOPT RESOLUTION TO DECLARE 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 AND SET THE PUBLIC HEARING FOR OCTOBER 18, 2021, AT 7:30 PM.

RESOLUTION 53:21

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

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-Approved

City Engineer/ Interim Public Works Director Sandy stated that the total amount to be assessed for the project is \$111,454.

MOVED AND SECONDED BY COUNCIL MEMBERS PRITSCHET AND ERICKSON TO 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 AND SET THE PUBLIC HEARING FOR OCTOBER 18, 2021, AT 7:30 PM.

RESOLUTION 54:21

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

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-Approved

City Engineer/ Interim Public Works Director Sandy stated that the total amount to be assessed for the project is \$750,277.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND O'DAY TO 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 AND SET THE PUBLIC HEARING FOR OCTOBER 18, 2021, AT 7:30 PM.

RESOLUTION 55:21

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

Set Council Workshops for October 11, 2021, Zoning Code Update (Residential Standards), October 25, 2021, Parking Commission, and November 8, 2021, Zoning Code Updates (Commercial Standards) and American Rescue Plan Discussion-Approved

Community Development Director Chanski stated that the parking commission is requesting a third workshop due to the chair and vice chair being unable to attend on October 11.

Mayor Badeaux stated that a round table, open to the public, for parking is necessary on its own due to the nature of the recommendations of the parking commission.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND O'DAY, DULY CARRIED, SET WORKSHOPS FOR OCTOBER 11, 2021, ZONING CODE UPDATE (RESIDENTIAL STANDARDS), OCTOBER 25, 2021, PARKING COMMISSION, AND NOVEMBER 8, 2021, ZONING CODE UPDATES (COMMERCIAL STANDARDS) AND AMERICAN RESCUE PLAN DISCUSSION; FURTHER THAT ALL WORKSHOPS WILL TAKE PLACE AT 6PM IN THE COUNCIL CHAMBERS.

Public Forum

The Chair opened public forum at 8:18 p.m.

No one came forward.

The Chair closed public forum at 8:19 p.m.

Staff Reports

City Engineer/ Interim Public Works Director Sandy stated that the ribbon cutting for Memorial Park on September 23rd, at 1:30. The Mayor and the Park Board President will be residing. Staff will not be in attendance due to attending the House Capital Investment Committee Tour.

Community Development Director Chanski stated that ISD 181 is in the process of ordering trees for Harrison Elementary and will be submitting a financial guarantee to the City for the completion of the project. The consultants for the zoning code update will be hosting pop up open house to take place 1:30-4:30 downtown on September 22nd. The Planning Commission will be holding a workshop to prepare for the Council Workshop on October 11. The Planning Commission has also reviewed and discussed the sober home issue, the recommendations that came out of committee will be presented to Council on October 4th. Finally, the Planning Commission also had discussion about the Highway 210 project and expressed concerns, MNDOT and SEH will be present at the next meeting to engage in discussion.

Administrator Bergman stated that she is cohosting WJJY morning show this week, it has been a great opportunity to plug the Sesquicentennial events. The House Capital Investment Tour is taking place at CLC on September 23rd, the City has a half an hour to talk about their capital investment projects. September 15th was employee appreciation day, she thanked the Council members who were able to participate in the lunches and expressed her gratitude to the City employees and the work they do. Finally, she discussed the Sesquicentennial events and thanked all of the organizations again for their work to create events and gave a shoutout to Communications Intern Ernster for all of the work she has done to pull together the celebration.

Mayors Report

Mayor Badeaux stated that he shares the appreciation for employees of the City and enjoyed attending some of the lunches. He is glad to have set up a separate meeting for the parking commission and reiterated that some of the recommendations will be controversial. The Memorial Ribbon cutting will be a great event to celebrate the new additions to Memorial Park and celebrate the history of Mill Park. He thanked everyone for attending Sesquicentennial events over the weekend. He thanked the families of past City Council Members and Mayors for sharing about the experiences of their family member as a part of Brainerd's history. The Sesquicentennial is not just about celebrating history it is also about celebrating the foundation that we've created.

Council Member Reports

Council Member Erickson also expressed his gratitude towards staff, and he enjoyed his time at the staff lunches. He reiterated the Planning Commission and Parking Commission progress. He stated that he feels that the TH210 project is not focused enough on pedestrian traffic and is too focused on through traffic. The TAC meeting is coming up on Thursday the 23rd.

Council Member Pritschet stated that he highly recommends you take advantage of the Brainerd History Walk during the celebrations this week if you haven't been on the tour before. He announced that the head librarian Ms. Jenny Hill will be leaving the Library, he thanked her for all the work she did to get the library through COVID.

Council Member O'Day thanked staff for putting on the appreciation lunches. He attended the Proclamation by Mayor Badeaux, he enjoyed the event. The Mississippi Landing Trailhead meeting is on September 21st.

Council Member Stenglein is very impressed by how the community has pulled together to put events together for the Sesquicentennial Celebration. Having been a part of the initial planning it has been great to see the outcome and the engagement the community has had at the events.

Council Member Stunek attended the Take Off at the Airport and enjoyed the festivities there. He also enjoyed his time going to the staff lunches.

Council Member Johnson reminded the public that the Sesquicentennial banners are for sale at Visit Brainerd.

Chair Bevans thanked the Council for their support of the Charter Commission's work. He will be attending the History Walk, the NP Center Event, and the Sesquicentennial Bash.

Adjourn

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

The Chair adjourned the meeting at 8:35 p.m.

Jennifer Bergman
City Administrator

Contractor List

09/30/2021

Contractor Name	Address	Local License #	Licensee Type
ROSS SEELAHMMER PLUMBING LLC	20213 US HIGHWAY 71	2021-0043	Plumbing Contractor
ROSS SEELHAMMER	(218) 371-1623		

Totals: 1

Population: All Records
Licensee.DateRegistered Between 9/16/2021 12:00:00 AM AND 9/30/2021 12:00:00 AM
AND
Licensee.LocalLicenseNumber Starts With 2
OR
Contractor.DateInsuranceExpires = 07/31/2021



Brainerd Fire Department Monthly Report

September 2021

ACTIVITIES AND PUBLIC EDUCATION

Fire inspections and public education dominated the month of September. There are several large projects within the community that required multiple fire inspections for occupancy. We worked closely with Scott Sadusky on these projects and have built a strong working relationship.

Fire Marshal/ Deputy Chief Cox and Firefighter Groenwold returned on September 22 after several weeks in Louisiana on an Emergency Management Assistance Compact deployment with 20 other firefighters from Minnesota. They assisted with humanitarian work and manning fire stations throughout the areas impacted by Hurricane Ida.

We presented fire safety information to several schools and daycares in September. It is great to be back with the kids showing them our equipment and teaching them the importance of fire safety. We also participated in the Airport Open House, the Bridge Collapse Dedication, the Jaycees Rubber Ducky Races, and the Baja Rally Races.



Firefighters participated in the 9/11 Memorial Ceremony and Stair Climb hosted by Brainerd Fire Department. Members of the Little Falls and Nisswa Fire Departments also participated.



Brainerd Fire Department Monthly Report

September 2021

ACTIVITIES AND PUBLIC EDUCATION, CONTINUED



We took delivery of our new Engine that is replacing the 1991 Engine that is at Station 2. The new Engine, E21, will be at Station 1 and Engine 3 will now respond from Station 2. Also at Station 2 is our 2000 Engine 4 and a Wildland Tender. E21 is a 2021 Custom Fire truck on a Sutphen chassis. It has 1,000 gallons of on-board water and a 2,000 GPM 2 stage pump. The truck is equipped with our newest set of battery operated extrication tools, vehicle stabilization set, thermal imaging camera, and a variety of other required equipment.

Along with our new apparatus, Brainerd Lakes Regional Airport received a new Airport Crash Rescue truck. We received training from the manufacturer with the airport firefighters. The following week we participated in the Airport's tri-annual live exercise. The exercise was a great collaboration of all public safety entities and tested a variety of systems throughout.



We invite everyone to attend our Open House on October 7 from 5 to 7 pm. This year's Fire Prevention theme is "Learn the Sounds of Fire Safety".

TRAINING AND STAFF DEVELOPMENT

Firefighter training included Airport Emergency AP Review, Pump Operations, Aerial Operations, Water Supply, and Master Stream Water Flow. Chief Holmes also attended training with the All Hazards Incident Management Teams at the HERO Center in Cottage Grove.





Brainerd Fire Department Monthly Report

September 2021

INSPECTIONS	
Car Seat	1
Construction	8
Fire Alarm	17
Hood Suppression	22
Safety Inspection	2
Special Suppression	1
Sprinkler System	16

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT	
Type of NFIRS Incident (National Fire Incident Reporting System)	Coverage Area Total Incidents (Includes City of Brainerd)
Fire	5
Rescue & Emergency Medical Service	5
Hazardous Condition	0
Service Calls	2
Good Intent Call	12
Alarm Activation	12
Severe Weather	0
TOTAL	36
Type of NFIRS Incident (National Fire Incident Reporting System)	City of Brainerd Total Incidents
Fire	1
Rescue & Emergency Medical Service	2
Hazardous Condition	0
Service Calls	1
Good Intent Call	10
Alarm Activation	5
Severe Weather	0
TOTAL	19



PUBLIC WORKS (CITY ENGINEER/INTERIM PW DIRECTOR) REPORT – OCTOBER 4 CITY COUNCIL MEETING

Recreation Report

Recreation

Champion and Runner-Up plaques for Summer Adult Softball were finished and made available to teams by either pick up or delivery.

The Adult Softball Post Season Meeting has been scheduled to occur on Wednesday October 13, 2021 from 6 p.m. – 8:30 p.m. for all leagues including fall ball. During this meeting we talk about changes that will better the leagues for the 2022 season.

Registration for Youth Pond Hockey and Adult 4 on 4 pond hockey is open. We will be seeking out volunteer coaches for youth pond hockey and officials for youth pond hockey.

Only 3 teams are signed up for the Coed Softball Tournament of Terror. Friday, October 1 is the deadline. If we do not have 8 teams, we will cancel.

Community Ed, YMCA, BBBA Update

Staff has met with YMCA, Community Ed, and the BBBA. We will be scheduling a meeting with the new Community Ed leadership in the next few weeks. Both YMCA and Community Ed submitted their Q3 invoices.

Special Events

New additions to the Great Pumpkin Festival are the Northern Pacific Center, Master Gardeners (pumpkin education and composting using worms), Salvation Army (hot-cocoa stand), and Northern Arboretum (painting pumpkin rocks). All three entities will have a pumpkin themed activity planned. We are making home-made checkerboard tables (2) for the event in house. We will use small pumpkin gourds as the pieces and use straw bales for seating. We received a \$200 donation from Walmart to purchase prize pumpkins for the old fashion races. Crow Wing Energized will be giving away our water bottles to mark the start of our Community Wide Re-Think Your Drink and Water Bottle Filler Campaign. Crow Wing Energized also plans to create factsheets on increasing water consumption and re-useable water bottle benefits.



Howl-O-Ween; Canine Costume Contest and Tricks for Treats at the Buster Dog Park on October 31, 2021, from 1 -3 p.m. We will be giving away gift certificates for pampered pets and homemade pumpkin dog treats.

Parks Maintenance Report

Rotary Park Pavilion Dedication

As part of the activities during the Sesquicentennial Celebration in Brainerd, city parks staff participated in the dedication of the new Rotary Park Pavilion. Multiple speakers, including Representative Heintzeman and Senator Ruud, attended the dedication of the new pavilion and asset to Rotary Park. Included in the speakers were our Park Board Chair Kevin Yeager and Mayor Badeaux.



Mississippi Landing Trailhead PMT Meeting #1

City staff met with the Project Management Team for the Mississippi Landing Trailhead project for the first time on September 21. The goals of the meeting were to introduce our consultant team from WSB, outline goals and expectations of the group, review the project timeline and budget, identify targeted priority areas for decision making, and schedule the bi-monthly meetings with the group. The consultant team identified critical path items that need to have decisions to keep the project on schedule. As part of the second meeting on October 5, the group will be discussing and brainstorming the improvements consisting of the restrooms, amphitheater, river steps, canoe/kayak launch, and the scenic overlook. A direction moving forward on these items will be decided upon at the October 19 meeting. The items nearest the riverbank are being discussed first, as these items may lead to more intensive permitting from DNR or USACOE.

Memorial Park Ribbon Cutting Event

The Memorial Park Ribbon Cutting Event was also held as part of the Brainerd Sesquicentennial Celebration. Representatives of the Park Board, City Council, and City staff were at the ribbon cutting event and celebrating the newly constructed hockey rinks/pickleball courts/basketball courts, pavilion/warming house, and other amenities. The splash pad grand opening is scheduled for May 2022 to officially turn on the pad and open it to the public.

Triangle Park Playground

Over the last month, park's maintenance staff have been busy finishing the installation of the playground at Triangle Park. The playground installation is completed, and the area around the border has been seeded and hydro mulched. A photo of the finished playground can be seen below.



Maintenance Tasks Completed in the Month Prior

Below is a list of the maintenance items completed by our Parks Maintenance staff in the month of September.

- Removed old flagpole at Gregory Park.
- Removed dead trees at Lum Park.
- Ground stumps at Lum Park.
- Fixed vandalized locks at Memorial Park and Lum Park.
- Assembled and installed Dan Duda Field sign.
- Assembled and installed new Jacobson field sign and Rofidall sign.
- Built border for Triangle playground.
- Chipped trees and stacked wood for campground.
- Painted over graffiti under bridge.
- Shingled buildings at Memorial Park and Buffalo Hills Park.
- Marked trees for removal.
- Replaced breaker at Memorial Park.
- Hung swings and added soft surface to new Triangle Playground.
- Started to add trunk protectors to numerous trees.
- Making tables for Great Pumpkin Festival.

Street Maintenance Report

Winter Season Preparation

During the month of September, street department maintenance personnel completed the hauling of salt and sand for winter street maintenance. This includes hauling wash sand from a selected vendor (Anderson Brothers), mixing it with delivered salt that is procured, and loading it into the salt sand building at the street department. This year included 350 tons of salt hauled in from Duluth along with 1,500 Cubic Yards of wash sand mixed. This entails about a 10% salt to sand mixture for placement on our streets.

During the month of October, street department staff will work to install plow equipment including wings, plows, and sanders to be ready for snow fall. These will be installed during fall cleanup including street sweeping of leaves.

Police Department Impound Lot

During the month of September, street department staff completed the placement of surfacing on the police department impound lot. The impound lot is now awaiting placement of fencing materials, of which the 8-foot-high wire mesh is on back order. This should be completed by the end of this year.

Fall Sanitary Sewer Maintenance

During the month of September, sewer crew personnel worked to clean the City's annual sewer lines, including lines with known root issues from overlying trees and lines that tend to get buildups of grease and other solids. This summer, the crew completed a jetting and camera'd all of NE Brainerd. Next summer, the crew will continue to rotate around the City to update all of our sanitary sewer footage and clean and jet all the lines in Brainerd on a 3-4 year cycle.

Employee Appreciation Day

Public Works staff held an Employee Appreciation Day at the street department for all public works staff. Included on the menu were Shawn Middagh's famous smoked brisket, the City Engineer's smoked pulled pork, along with homemade baked beans, salads, desert, and many other options.

Maintenance Tasks Completed Month Prior

- Cleaning and televising sanitary sewer segments – NE Brainerd and annual root lines.
- Haul SW 6th Street storm pond dredging materials to pit.
- Patching potholes – city-wide.
- Completing performance evaluations.
- Re-install SE Brainerd construction street signs.
- Hauling of wash sand for salt sand mixture.
- Complete work on Police Department impound lot.

Engineering Report

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

Work continues within Phase III of Improvements 20-05 and 20-06 on the SE 15th, SE 16th, Walnut Street, and Pine Street segments of the project. Work in Phase 1 (Portland, Rosewood, St. Louis, Chicago) is substantially completed and punch list items have been addressed by the contractor. Sufficient grass growth has been obtained and this work will be released as final. Work on Phase 2 (Madison Street) has halted until the final lift of paving can be placed. This will take place when the streets currently under construction in Phase 3 are paved. We are waiting on a few soft spots in the subgrade to heal up. The poor soils in this area are leading to some cracking in the overlying pavement. The Engineer and Contractor

decided it was best to pave the grade to seal it off (to not allow water intrusion into the subgrade) and wait until the subgrade heals. These areas of cracking will be cut out, patched, and replaced prior to paving the top lift.

Watermain and storm sewer installation on phase 3 was completed in the month of September. All curb and gutter and sidewalks have been placed. Topsoil, trees, and bushes, along with seeding all disturbed areas were completed the week of September 27. Paving was completed on Walnut Street and Pine Street, with the paving on 15th, 16th, and Quince to take place the week of October 4. Punchlist items will be generated from that point as the project awaits grass growth to issue final completion.

2021 Maintenance Projects

All 2021 maintenance projects have been completed. We are waiting to square up final quantities with all of the contractors before the final estimates are presented to the Safety and Public Works Committee and the City Council for final approval. These projects include the 2021 street striping, 2021 street patching, 2021 seal coat project, and 2021 crack seal project.

2021 Assessments

Staff is working to finalize assessments for Improvements 20-05 and 20-06 along with improvement 19-19 for assessment hearings upcoming at the October 18 Council meeting.

Transit Department Report

Transit staff has continued to work with the new 3rd Party Contractor during the month of September to transition the work to the contractor's staff. This included training with the contractor on the RouteMatch Dispatch module.

During the month of September, all the buses passed the annual Commercial Motor Vehicle Wheelchair Inspections. MnDOT also audits a couple of buses annually for vehicle inspection records. Staff is happy to report that all the audited vehicles passed this audit.

Staff has been working to complete the 2022 capital grant for the Council approved bus purchase.

Transit staff have also been working out in the public including presenting public transit to a CLC class, attending listening sessions with the Federal Transit Administration on restoring transit ridership, serving on the Local Human Service Transit Coordination Plan steering committee, and working to improve transit ridership through promotion and advertising.

The Transportation Advisory Committee is working on a request from the personnel and finance committee chair that includes financial information and trend lines on current ridership, including pre-COVID ridership and revenues, COVID ridership and revenues, post-COVID ridership and revenues, and a snapshot of our current 3rd party contract costs and how the revenues compare to the expenses. The TAC will then be brainstorming ideas to increase ridership to close the gap between revenues and expenses to cover the increased cost of the 3rd party contract.

MEMO



TO: Mayor and City Council

FROM: David Chanski, Community Development Director

DATE: October 4, 2021

RE: Community Development Director Report

Building

As of the end of the day on Wednesday, September 29, the Community Development Department issued 86 building permits with a total project valuation of \$723,293 in the month of September.

Within the River-to-Rail incentive corridor, 6 permits have been issued in September as of September 29th with a total project valuation of \$604,563 and waived \$344.29 in permit fees. The majority of the project valuation (just over \$600,000) was the issuance of a remodel permit and boiler permit for the North Star Apartments boiler replacement project.

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

Code Enforcement

As of the end of the day on Wednesday, September 29, the Community Development Department issued 209 code violation notices in September. 184 (88%) of these violations are comprised of long grass/weeds, junk/debris, and unlicensed/inoperable vehicle violations.

In fall 2019, the City Council directed staff to take a more active approach to abating diseased and dead trees. Year-to-date, 65 tree removal notices have been issued, of which 50 have been removed. 3 trees are set for reinspection in October, and 2 will be reinspected in spring 2022 as they are trees that the Tree Inspector would like to reconfirm has diseased/dead in the spring. 5 trees are currently going through the abatement process and quotes have been received for their removal. The Tree Inspector is still working on making property owner contact on the remaining 5 trees.

In the fall of 2020, the Parks Department was awarded a \$35,000 "Model Communities Targeted to Slow the Spread of EAB" Forest Service grant. This grant was transferred to the Community Development Department when the tree inspector duties were transferred from the Recreation Coordinator to the Assistant Planner. The first step of the project deliverables includes an inventory map of all public trees in the right-of-way and city parks. The City of Brainerd IT department developed a system to input data in the field using a

tablet synced with a GIS receiver. The data is then immediately uploaded to the ARC GIS mapping system. The GIS intern this past summer worked on this inventory phase by identifying location, species, size, and condition of the trees. We are approximately 60 to 65% complete with the inventory map. The next phase will be drafting an EAB management plan. Work on the management plan will begin this winter and will be finalized after completion of the public tree inventory map in the summer of 2022. Funds will be available to plant trees once the inventory map and management plan has been approved by the MN DNR. The goal of the management plan is to create a diverse and healthy urban forest and have a plan in place once Emerald Ash Borer affects this region of Minnesota.

Attached are GIS maps of the tree inventory completed so far.

Planning & Zoning

Staff and the City's consultants with Swanson Haskamp Consulting conducted a pop-up open house downtown on Laurel St the afternoon of September 22nd. The turnout for the event was much better than we could have ever hoped as we engaged well over 30 individuals. Additionally, the Planning Commission was presented the initial draft of the residential standards in a workshop on the evening of the 22nd. These standards will be presented to the City Council for their input during the workshop on October 11.

The Planning Commission is requesting the MNDOT team for the Hwy 210 reconstruction project to attend their October 20 meeting to discuss the proposed project with an emphasis on walkability and business access.

Staff have been engaged by two groups who are working on addressing the needs of the homeless community in Brainerd and greater Crow Wing County. One group is seeking to establish a warming shelter and another is looking to establish a "supportive housing village." As the Zoning Code is currently silent on both of these issues, both groups have submitted letters to the Planning Commission requesting that they consider making accommodation in the new zoning code for these projects. The Planning Commission will be considering both of these requests during their October 20 meeting.

Economic Development

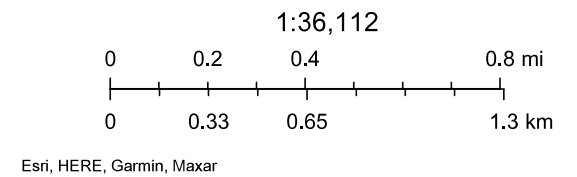
Staff met with two developers in September. Both of these developers are in the beginning stages of pursuing housing projects in Brainerd. One is looking to develop market rate multi-family housing, and the other is primarily pursuing single-family development but is open to variety of development types. Both of these projects are in the very preliminary stage.

Finally, staff were informed by the developers of the proposed Eight05 Laurel project that they were not awarded low income housing tax credits through the Minnesota Housing Finance Agency. They still pursuing the project and are considering making it a market rate housing project. However, this will likely result in some adjustments to the project. Staff will continue to work closely with the developers hopefully still make this project a reality.

Tree Inventory1



9/28/2021





HR DIRECTOR REPORT

In this report:

- 2022 Union Negotiations
- Performance Evaluations
- Personnel Update
- Wellness Committee
- Flu Shot Clinic
- Special Notes

2022 Negotiations

United Steel Workers (USW - Hydro): We met on September 9th and reached a tentative agreement. Staff met in closed session with the BPU Commission on September 28th. Details will be shared with the Council at the October 4th closed session.

LELS (Officers) - We met on September 16th to discuss LELS's market study proposal. Staff shared the information with Council on September 20th. Our next negotiation session will be on October 5th.

Teamsters (Police Sergeants/Lieutenant) - Initial meeting has been scheduled for October 4th.

Market Study: Staff is anticipating a Council workshop to further discuss these findings.



Performance Evaluations

Staff are preparing their annual performance review forms for the period of 9/1/20 - 8/31/21. This will be the second year that the City has utilized the new performance evaluation form system developed by Dr. Sicora. Staff updated our forms for this year's review based on input received from employees and supervisors after last year's process.

HR Staff recently uploaded relevant performance evaluations onto BS&A Online for employees to review at their leisure.



Personnel

New Hires for City/BPU/HRA: None at this time

Employees Completing their Probationary Period:
Michael Jensen— Street Maintenance I (9/8)
Chad Lardy— Street Maintenance I (9/14)

Current Job Opportunities: None at this time
Delayed Paid on-call hiring until next spring for more applicants.

Farewell to:
Jacob Scholten – Police Officer (9/8)
Jessie Ernster - Communications Intern (9/28)

Wellness Committee

Employee Appreciation Event:

The week of September 13th each department celebrated the annual employee appreciation event with the Mayor and City Council members or members of their respective governing boards. 31 employees were recognized for their years of service with the city. Other winners included:

James Kramvik—Exceptional Service Award
Toni Gage—Vacation Day Winner
Katie Kaufman—Health Champion Winner

October Lunch "n Learn Theme: Pick your Poison
Recreation Coordinator Katie Kaufman and HR Staff are hosting October's Lunch 'n Learn which will consist of a Chili/Hotdish Cook-off and a Pumpkin Carving/Painting Contest. Entry fees and donations will go towards Kinship Partners Coats for Kids Drive. The event will take place Thursday, October 21st from 11:30 am-1:30 pm.



Flu Shot Clinic



We will be conducting our annual Flu Shot Clinic with the City of Baxter on:
October 5th 3pm-4:30pm (Baxter City Hall) and
October 6th 8am-9:30am (Brainerd Council Chambers). New for 2021: Sourcewell will only pay for employees and spouses who have health insurance coverage through Sourcewell. Those not on Sourcewell's health insurance plan can receive the vaccine for \$30.

Special Notes

The Civil Service Commission was scheduled to meet on September 29th to start our Officer hiring process; however, the Commission did not have a quorum. The meeting was rescheduled to October 6th.

Assisted the Public Works Department with an employment termination issue.

Assisting two employees with FMLA requests.

Currently updating the City's calendar to display employee birthdays for those who would like to participate.

Staff attended "Attract and Keep your Best Talent" which is a three part success series webinar sponsored by the Brainerd Chamber.



Brainerd City Council Agenda Request

Requested Meeting Date: October 4, 2021

Title of Item: Community Member of the Month

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Jennifer Bergman, City Administrator	Department: Administration
Presenter (Name & Title): Mayor Badeaux	Estimated Time Needed: 5 mins
Summary of Issue: The Mayor has selected Mary Devine Johnson as the Community Member of the Month. Mary Devine Johnson, Executive Director of Visit Braierd, has been instrumental in the process of planning and preparing for the Sesquicentennial and the events that took place during the week long celebration. As an organization, Visit Brainerd committed time and resources for multiple events. However, Mary Devine Johnson was the driving force and went above and beyond to make these events a success. She not only assisted in the overall coordination of the Sesquicentennial but she also sponsored several events including the History Walks and Trivia Night. In addition, she coordinated the purchase of the banners. It was with Mary's leadership and commitment that these events and the week as a whole was successful.	
Alternatives, Options, Effects on Others/Comments: Mary Devine Johnson is employed by Visit Brainerd as the Executive Director. She is also an active member of the community as a Rotarian and a board member of the Brainerd Restoration and Destination Downtown Business Coalition as well as a mom to Joe and Jackson. The Mayor would like to honor Mary Devine Johnson by naming her the Community Member of the Month for October.	
Recommended Action/Motion: Present the Community Member of the Month to Mary Devine Johnson.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



COMMUNITY MEMBER OF THE MONTH

THE BRAINERD CITY COUNCIL AWARDS

Mary Devine Johnson

For her dedication to the coordination of the Sesquicentennial Celebration for the City of Brainerd. Her leadership and commitment to these events and the week as a whole were vital to its success.

Dave Badeaux
Mayor

David Chanski
Community Development Director

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

October 4th, 2021

7:00 PM

WebEx Teleconference Call-In Information

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

Access Code: 2481 133 4527

1. Authorize Sale of Retired Fire Department Equipment
2. Adopt Resolution- Authorizing the Execution of TZD Enforcement Grant Contract
3. Termination of Probationary Parks Maintenance Employee
4. Approval of Updated Job Descriptions and Creating Public Works Department



Brainerd City Council Agenda Request

Requested Meeting Date: 10/4/2021

Title of Item: Sale of retired fire department equipment

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Fire Chief Tim Holmes	Department: Fire
Presenter (Name & Title): Fire Chief Tim Holmes	Estimated Time Needed: 5 minutes
Summary of Issue: Request is to authorize the sale of retired fire department equipment using our public auction site. With the replacement of our 1991 Engine and the donation of a different ambulance we are requesting to sell this retired equipment on the public auction site.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Authorize the sale of retired fire department equipment using the public auction site.	
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> Money from the sale of the equipment will go back into the Fire Capital to off set the cost of the replacement equipment.	



Brainerd City Council Agenda Request

Requested Meeting Date: October 4, 2021

Title of Item: Office of Traffic Safety TZD Grant Contract Resolution

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Chief Mike Bestul	Department: Police
Presenter (Name & Title): Chief Mike Bestul	Estimated Time Needed: 2 minutes
Summary of Issue: The 2022 fiscal year grant cycle for the Office of Traffic Safety Towards Zero Deaths (TZD) Traffic Safety Enforcement Grant will begin October 1, 2021. We are the fiscal host for this federal traffic safety enforcement funding administered by the Minnesota Department of Public Safety (DPS). The contract application with DPS for this funding requires a resolution authorizing the police department the authority to enter into the agreement and execute the grant.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Pass the attached resolution authorizing the Police Chief authority to execute the 2022 FY TZD Grant.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

R E S O L U T I O N

NO: _____

**RESOLUTION AUTHORIZING EXECUTION OF
THE TZD ENFORCEMENT GRANT CONTRACT**

BE IT RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA, that the Brainerd Police Department is hereby authorized to enter into a cooperative agreement with the State of Minnesota Department of Public Safety, for traffic safety enforcement projects as specified in the Grant Contract during the period from October 1, 2021, through September 30, 2022, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

BE IT FURTHER RESOLVED, that Police Chief Mike Bestul of the Police Department of the City of Brainerd is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Brainerd Police Department and to be the fiscal agent and administer the grant.

Adopted this 4th day of October, 2021.

KELLY BEVANS
President of the Council

Approved this 4th day of October, 2021.

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: October 4, 2021

Title of Item: Termination of Park Maintenance Employee

☐ 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: 2 minutes
Summary of Issue: Staff is recommending the termination of a probationary Parks Maintenance employee.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Authorize the termination of a probationary Parks Maintenance employee effective immediately; further, to authorize Staff to start the hiring process to backfill the position.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



Brainerd City Council Agenda Request

Requested Meeting Date: October 4, 2021

Title of Item: Revised Job Descriptions after creating Public Works Department

☐ 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: 2 minutes
Summary of Issue: On 7/13/21, the Park Board discussed how the Interim Public Works Department was working and decided to move forward with creating a permanent Public Works Department. On 7/19/21, the City Council also reviewed this and approved a similar motion. During those meetings, Staff noted that one of the next steps would be updating affected job descriptions. Attached are revised job descriptions for the City Engineer/Public Works Director (previously City Engineer), Recreation Coordinator, Administrative Specialist-Global, Parks Maintenance Foreman and the Assistant City Engineer that were approved by the Park Board on 9/28/21.	
Alternatives, Options, Effects on Others/Comments: Staff has attached both red-lined and final draft versions of the updated job descriptions. We felt the red-lined versions would be helpful to see the recommended changes. Please note the updated job descriptions have been reviewed by Interim Public Works Director Sandy as well as the employees in those positions. Staff is still reviewing the market study data to determine if future wage adjustments maybe warranted.	
Recommended Action/Motion: Staff recommends approval of the updated job descriptions.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



City Engineer/Public Works Director

Department: Engineering and Public Works

FLSA Status: Exempt

General Definition of Work

Performs complex supervisory, administrative, and professional work in planning, organizing, directing and supervising the Engineering and Public Works Department including the Engineering, Transit, Parks and Street & Sewer Divisions. Oversees environmental, water, sewer, street, stormwater, and other public works projects and programs ensuring technical competence and compliance with all current codes and criteria; performs related duties as required or apparent. Works under the administrative oversight of the City Administrator. Exercises general, technical and administrative supervision over all Engineering and Public Works Department employees either directly or through supervisory staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Plans, programs, directs and evaluates the operation of the department in all areas of responsibility including transportation, street, sewer, drainage, transit and parks.
- Oversees the preparation of, or develops, engineering plans and specifications; Coordinates required advertising for bids; Reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria for public works projects.
- Coordinates and/or undertakes the development or update of the City Transportation Program, Comprehensive Sewer Plan, Street Improvement Program, Capital Improvement Program, Pavement Management System, and other plans involving the municipal infrastructure.
- Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Develops annual budget proposal and controls budgeted expenses for the departments and all divisions.
- Formulates and implements department policy, procedures, rules, regulations and programs.
- Provides project management for the construction of the municipal, State Aid, and Federally-funded public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Prepares and reviews operational and administrative reports for the department; Supervises maintenance of records and materials associated with department activities or administration.
- Supervises all Engineering and Public Works Department staff directly or indirectly through department supervisors including training, inspecting, and assigning work, developing staff schedules, coaching and counseling, conducting performance evaluations, disciplining, and recommending hiring and terminating personnel.
- Evaluates potential projects, programs, and services to determine feasibility and impact on department operations and makes recommendations to Council.
- Researches and prepares technical advice and information for the City Council, Planning Commission, Park Board and other boards and committees as necessary; Attends meetings as required.
- Under the direction and/or authority of the City Administrator and City Council, oversees all Engineering and Public Works Department personnel policies and actions, oversees and/or participates in the selection of employees; evaluates employees and recommends salary adjustments, determines staffing and structure needs.
- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.

City Engineer/Public Works Director

Page 2

Essential Functions (Continued)

- Oversees Department training program to ensure proper training and certification of departmental personnel.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding departmental activities and services.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; Thorough knowledge of applicable City policies, laws, and regulations affecting Department activities; Substantially developed knowledge and experience with stormwater regulations and associated policy development and administration.
- Skill in operating the tools and equipment typically used in the field of Civil Engineering.
- Basic understanding of GIS/AutoCad drafting software.
- Ability to organize and delegate responsibility and to evaluate performance and conduct through administrative review and control procedures; Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; Ability to conduct necessary engineering research and compile comprehensive reports.
- Ability to read equipment manuals, construction plans and specifications, policy manuals, letters and regulations.

Education, Experience and Special Requirements

Minimum Qualifications:

- Bachelor's Degree in Civil Engineering from accredited college or equivalent.
- Five or more years of progressively responsible engineering experience.
- Two years in Municipal Engineering, municipal infrastructure projects and coordination of land development and redevelopment activities or related.
- Two years supervisory experience.
- Demonstrated experience in concurrent management of multiple programs and complex projects.
- Registered as a Professional Engineer in State of Minnesota.
- Possession of a valid Minnesota Driver's License with driving privileges.
- Successful completion of a pre-employment physical, drug screen and background check.

Desired Qualifications:

- Master's Degree in Engineering, Public Administration or related field.
- Previous experience as a City Engineer or work in the City Engineering Department of a similar size City.

Physical Requirements

This work requires the regular exertion of up to 10 pounds and force and the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: August 2, 2021



City Engineer/Public Works Director

Department: Engineering and Public Works
Exempt

_____FLSA Status:

General Definition of Work

Performs complex supervisory, administrative, and professional work in planning, organizing, directing and supervising the Engineering and Public Works Department including the Engineering, Transit, Parks and Street & Sewer Divisions. Oversees environmental, water, sewer, street, stormwater, and other public works projects and programs ensuring technical competence and compliance with all current codes and criteria; performs related duties as required or apparent. Works under the administrative oversight of the City Administrator. Exercises general, technical and administrative supervision over all Engineering and Public Works Department employees either directly or through supervisory staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Plans, programs, directs and evaluates the operation of the department in all areas of responsibility including transportation, street, sewer, drainage, transit and parks.
- As the designated City Engineer, the Public Works Director Oversees the preparation of, or develops, engineering plans and specifications; Coordinates required advertising for bids; Reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria for public works projects.
- Coordinates and/or undertakes the development or update of the City Transportation Program, Comprehensive Sewer Plan, Street Improvement Program, Capital Improvement Program, Pavement Management System, and other plans involving the municipal infrastructure.
- Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Develops annual budget proposal and controls budgeted expenses for the department and all divisions.
- Formulates and implements department policy, procedures, rules, regulations and programs.
- Provides project management for the construction of the municipal, State Aid, and Federally-funded public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Prepares and reviews operational and administrative reports for the department; Supervises maintenance of records and materials associated with department activities or administration.
- Supervises all Engineering and Public Works Department staff directly or indirectly through department supervisors including training, inspecting, and assigning work, developing staff schedules, coaching and counseling, conducting performance evaluations, disciplining, and recommending hiring and terminating personnel.
- Evaluates potential projects, programs, and services to determine feasibility and impact on department operations and makes recommendations to Council.
- Researches and prepares technical advice and information for the City Council, Planning Commission, Park Board and other boards and committees as necessary; Attends meetings as required.
- Under the direction and/or authority of the City Administrator and City Council, oversees all Engineering and Public Works Department personnel policies and actions, oversees and/or participates in the selection of employees; evaluates employees and recommends salary adjustments, determines staffing and structure needs.
- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.

Essential Functions (Continued)

- Oversees Department training program to ensure proper training and certification of departmental personnel.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding departmental activities and services.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; Thorough knowledge of applicable City policies, laws, and regulations affecting Department activities; Substantially developed knowledge and experience with stormwater regulations and associated policy development and administration.
- Skill in operating the tools and equipment typically used in the field of Civil Engineering.
- Basic understanding of GIS/AutoCad drafting software.
- Ability to organize and delegate responsibility and to evaluate performance and conduct through administrative review and control procedures; Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; Ability to conduct necessary engineering research and compile comprehensive reports.
- Ability to read equipment manuals, construction plans and specifications, policy manuals, letters and regulations.

Education, Experience and Special Requirements

Minimum Qualifications:

- Bachelor's Degree in Civil Engineering from accredited college or equivalent.
- Five or more years of progressively responsible engineering experience.
- Two years in Municipal Engineering, municipal infrastructure projects and coordination of land development and redevelopment activities or related.
- Two years supervisory experience.
- Demonstrated experience in concurrent management of multiple programs and complex projects.
- Registered as a Professional Engineer in State of Minnesota.
- Possession of a valid Minnesota Driver's License with driving privileges.
- Successful completion of a pre-employment physical, drug screen and background check.

Desired Qualifications:

- Master's Degree in Engineering, Public Administration or related field.
- Previous experience as a City Engineer or work in the City Engineering Department of a similar size City.

Physical Requirements

This work requires the regular exertion of up to 10 pounds and force and the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.



Recreation Coordinator

Department: Public Works

FLSA Status: Exempt

General Definition of Work

Performs administrative and supervisory responsibilities for planning, organizing, coordinating, implementing, and supervising a variety of recreation programs and community services such as adult sports, youth sports, tournaments, concession stands, warming houses, and special events. Serves as liaison to local entities/associations to bridge the community's youth programming, tournament, and special event facility coordination. Secures program staff and volunteers, prepares, and maintains appropriate records, and performs related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Director. Continuous supervision is exercised over seasonal employees, program officials and volunteers.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Essential Functions

- Plans, organizes, publicizes, implements, and manages a variety of community recreation programs, special events and activities for all age groups based on the interests of the community.
- Recruits, interviews, and hires applicable program staff; conducts performance evaluations for future hiring consideration. Recruits and selects volunteers and business partners/service clubs for special events and programs.
- Supervises, trains, assigns, and schedules program staff and volunteers. Provides coaching and imposes disciplinary action up to and including dismissal for seasonal staff and volunteers.
- Resolves problems and disputes among participants; enforces rules and regulations; maintains order and discipline; ensures compliance with established policies and procedures.
- Develops strategic marketing plan; designs promotional materials and advertises programs; monitors/edits department social media/website platforms.
- Evaluates program effectiveness, activities, and community needs; facilitates meetings; recommends and implements recreation program changes through polls, surveys, and research.
- Maintains and orders concession stand supplies and equipment; ensures staff are following Minnesota Department of Health guidelines; maintains and oversees inventory and necessary records or reports.
- Observes facilities and grounds for cleanliness and hazardous conditions and provides information to appropriate staff; prepares and maintains department incident and accident reports and provides follow-up if necessary.
- May perform duties of Parks Department Administrative Specialist when needed or as directed including general office tasks such as assisting in processing registrations and facility rentals, receives and responds to inquiries and complaints, answering the telephone, and sending and receiving email correspondence.
- Plans for and schedules practices and games maximizing use of department and community resources and facilities via software and personal contact.
- Provides input for standard operating procedures, department policies, and emergency action plans.
- Arranges and coordinates applicable tournaments, exhibitions, fundraising, sponsorships, advertisements, and special events for all activities to coincide with local or community wide programs.
- Serves as tournament liaison and split site director as needed on weekends and evenings.
- Monitors effective and efficient use of budgeted funds, personnel, materials, facilities, and time; makes recommendations for future programming needs; prepares applicable program financial analysis and reports.
- Assists the Public Works Director as needed.
- Oversees, supervises, and manages parks and athletic complexes as required for recreation programs and special events.

Recreation Coordinator

Page 2

- Represents the City's interests in developing and maintaining cooperative and ongoing relationships with the Parks and Recreation Board, parents, volunteers, local business community, local schools, mutual interest organizations and other agencies to support and enhance the Department.
- Assists in the preparation of grant applications and all other fundraising initiatives; monitors expenditures and submits appropriate reports.
- Attends training sessions and conferences to keep informed of industry trends and practices.
- Attends and participates in monthly Park Board Meetings; produces a monthly recreation report.
- Performs related tasks as assigned or needed.

Knowledge, Skills and Abilities

- Intermediate knowledge of the principles and practices of the administration of parks and recreation facilities and programs.
- Ability to communicate effectively and respectfully utilizing strong interpersonal communications skills, both orally and in writing, with a wide range of individuals including employees and the public.
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public.
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors, coworkers, supervisors, other city departments and the public.
- A team builder with the ability to coach, mentor, and develop staff and volunteers; maintain effective public relations and to speak before public groups.
- Internal/external customer-driven attitude.
- Possess working knowledge of computer hardware and software including Microsoft Office products, GIS, website/social media content maintenance and other applicable department required software programs.
- Supervise staff and delegate work.
- Leadership including problem solving and decision making.
- Ability to work outdoors and in a variety of weather conditions.
- Ability to work irregular/flexible hours.

Education, Experience and Special Requirements

- Graduation from an accredited four-year college or university with major course work in recreation or leisure studies, physical education, sports management, or related field.
- Five (5) years of experience in the recreation programming field.
- An equivalent combination of education and experience may be considered as determined by the Public Works Director.
- Valid driver's license.
- Possess the following certifications upon date of hire:
 - Department required concussion training.
 - CPR/AED/First Aid certification.
- Within six months of hire, possess the following licenses/certifications:
 - State of MN Food Handler's license

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work frequently sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: September 21, 2021



Recreation Coordinator

Department: ~~Parks and Recreation~~ Public Works
Exempt

FLSA Status:

General Definition of Work

Performs administrative and supervisory responsibilities for planning, organizing, coordinating, implementing and supervising a variety of recreation programs and community services ~~such as: adult sports, youth sports, tournaments, concession stands, warming houses, and special events.~~ Serves as liaison to other local entities/associations to bridge the community's youth programming, tournament, and special event facility coordination, such as: tournaments, youth sports, adult sports, concession stands, leisure activities, warming houses, special events and ~~Secures~~ ing program staff and volunteers, preparing and maintaining appropriate records, and related work as apparent or assigned. This position also includes performing the City Tree Inspector's duties. Work is performed under the limited supervision of the ~~Parks and Recreation Director~~ Public Works Director. Continuous supervision is exercised over seasonal employees, program ~~instructors-officials~~ and volunteers.

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Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Essential Functions

- Plans, organizes, publicizes, implements, and manages a variety of community recreation programs, special events and activities for all age groups based on the interests of the community.
- Recruits, interviews, and hires applicable program staff; conducts performance evaluations for future hiring consideration. Recruits and selects volunteers and business partners/service clubs for special events and programs.
- Supervises, trains, assigns, and schedules program staff and volunteers. Provides coaching and imposes disciplinary action up to and including dismissal for seasonal staff and volunteers.
- Resolves problems and disputes among participants; enforces rules and regulations; maintains order and discipline; ensures compliance with established policies and procedures.
- Develops strategic marketing plan; ~~D~~esigns promotional materials and advertises programs; ~~M~~onitors/edits department social media/website platforms.
- Evaluates program effectiveness, activities, and community needs; facilitates meetings; recommends and implements recreation program changes through polls, surveys, and research.
- Maintains and orders concession stand supplies and equipment; ensures staff are following Minnesota Department of Health guidelines; maintains and oversees inventory and necessary records or reports.
- Observes facilities and grounds for cleanliness and hazardous conditions and provides information to appropriate staff; prepares and maintains department incident and accident reports and provides follow-up if necessary.
- May perform duties of Parks Department Administrative Specialist when needed or as directed including general office tasks such as assisting in processing registrations and facility rentals; receives and responds to inquiries and complaints; answering the telephone; and sending and receiving email correspondence.
- Plans for and schedules practices and games maximizing use of department and community resources and facilities via software and personal contact.
- Provides input for standard operating procedures, department policies, and emergency action plans.
- ~~Organizes purchase of team uniforms, supplies, equipment, and awards; solicits team sponsorships for corresponding teams and oversees proper billing procedures; Schedules and coordinates photographer for youth program team photos.~~
- Arranges and coordinates applicable tournaments, exhibitions, fundraising, sponsorships, advertisements, and special events for all activities to coincide with local or community wide programs.
- Serves as tournament coordinator-liaison and split site director as needed on weekends and evenings.

Commented [KK1]: This line is specifically difficult for me to format because it is only relevant to Youth Pond Hockey currently, the awards is relevant to adult sports. Unsure how to move forward.

Commented [KS2R1]: After discussing this with Katie, we decided to remove the entire sentence.

- Monitors effective and efficient use of budgeted funds, personnel, materials, facilities, and time; ~~M~~makes ~~recom-~~recommendations for future programming needs; prepares applicable program financial analysis and reports.
- ~~Performs hazardous/dead/diseased/nuisance tree inspections; oversees tree removal process; and assists and advises contractors and others regarding pertinent codes, state statutes, laws, rules and regulations.~~
- Assists ~~Parks and Recreation Director~~the Public Works Director as needed.

Recreation Coordinator

Page 2

- Oversees, supervises, and manages ~~playgrounds and parks and~~ athletic ~~complexes~~ as required for recreation programs and special events.
- Represents the City's interests in developing and maintaining cooperative and ongoing relationships with the Parks and Recreation Board, parents, volunteers, local business community, local schools, mutual interest organizations and other agencies to support and enhance the Department.
- Assists in the preparation of grant applications and all other fundraising initiatives; monitors expenditures and submits appropriate reports.
- ~~Attends training sessions and conferences to keep informed of industry trends and practices.~~
- Attends and participates in monthly Park Board Meetings; produces a monthly recreation report.
- Performs related tasks as assigned or needed.

Knowledge, Skills and Abilities

- Intermediate knowledge of the principles and practices of the administration of parks and recreation facilities ~~and~~ programs ~~and forester duties~~.
- Ability to communicate effectively and respectively utilizing strong interpersonal communications skills, both orally and in writing, with a wide range of individuals including employees and the public.
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public.
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors, coworkers, supervisors, other city departments and the public.
- A team builder with the ability to coach, mentor, and develop staff and volunteers; maintain effective public relations and to speak before public groups.
- Internal/external customer-driven attitude.
- Possess working knowledge of computer hardware and software including Microsoft Office products, GIS, website/social media content maintenance and other applicable department required software programs.
- Supervise staff and delegate work.
- Leadership including problem solving and decision making.
- Ability to work outdoors and in a variety of weather conditions.
- ~~Ability to work irregular/flexible hours; communicates availability effectively and respectively to both inhouse employees, and public.~~

Education, Experience and Special Requirements

- Graduation from an accredited four-year college or university with major course work in recreation or leisure studies, physical education, sports ~~management~~management, or related field.
- Five (5) years of experience in the recreation programming field.
- An equivalent combination of education and experience may be considered as determined by the ~~Park Director~~Public Works Director.
- Valid driver's license.
- Possess the following certifications upon date of hire:
 - Department required concussion training.
 - CPR/AED/First Aid certification.
- Within six months of hire, possess the following licenses/certifications:
 - State of MN Food Handler's license
 - MN Dept of Agriculture Tree Inspector Certification
 - ~~National Youth Sports Coaches Association (NYSCA) Certification~~

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work frequently sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close

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Commented [KK3]: Someone needs to do the playground inspections. They need to be certified. Who is doing this? Tony used to?

Commented [KS4R3]: This has been added to the Park Maintenance Foreman's job description.

Commented [KK5]: The spacing in this paragraph is weird. We will need to correct this.

vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: ~~November 15, 2018~~August 2, 2021~~August 18~~ September 21, 2021



Administrative Specialist - Global

Department: Global

FLSA Status: Non-Exempt

General Definition of Work

This position is accountable for performing a variety of customer support services including responding to customer questions, processing customer transactions and performing administrative support for the department. The position serves as the central point of contact for customer questions and as such requires a high degree of resourcefulness to effectively respond to a wide variety of information requests. Work is performed under the limited supervision of the assigned department supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Department's initial point of contact for public during regular business hours; provides general information and direction; handles inquiries and complaints from the public in person or by telephone; directs public to the appropriate personnel when needed; process incoming calls, email, and mail.
- Administrative accountabilities involve providing support services for department personnel including performing routine office tasks utilizing word processing, data entry and transcription; prepares correspondence, reports, forms and spreadsheets; verifies statistical and other records for accuracy and completeness.
- Operates standard office equipment, department-required software, and a multi-line telephone system; troubleshoots office equipment problems and initiate maintenance calls to IT and/or vendors.
- Performs payment reconciliation and transaction processing; receipts and prepares deposits for department revenues.
- Prepares meeting minutes, agendas and related documents, etc. where a knowledge of format and presentation is necessary; answers routine correspondence independently; posts agendas and minutes on the city's website.
- Maintains department files and records and in compliance with the City's records retention program.
- Maintains office supply inventory and orders as needed.
- Assists the public with the completion of standardized records or documents.
- Regular attendance.
- Performs various other tasks and duties as assigned.

Additional Duties for Administration/Finance Department:

- Serves as the primary receptionist and performs administrative duties for the Administration, Finance and HR Departments.
- Attends City Council, Charter Commission and EDA meetings for minute preparation. Council meetings are held during evening hours a minimum of two times a month. The Charter Commission meets as needed and meetings are usually held in the evenings as well.
- Maintains permanent Ordinance, Resolution and City Council minutes and records; Maintains and updates the City Code.
- Coordinates the publication of required legal notices for meetings and ordinances; Provides meeting attendee notification and coordination as needed by Department, Council and committees; Conducts follow-up activities of Council action.
- Has the primary responsibility of establishing, maintaining, and documenting electronic (scanning) and physical filing and storage of official and department-required city documents in compliance with the City's Records Retention Policy.
- Assists the City Administrator, Department Heads, Mayor and Council members with correspondence and projects as directed, reviewing content, formatting and distribution for the desired outcome.
- Processes information requests.
- Assists with City election duties.
- Serves as backup for preparing city deposit and counting daily bus revenue.

Additional Duties for Public Works Department:

- Performs the day-to-day duties for the Public Works Department Office operation.
- Oversees the campground operation including reservations and cancellations, revenue, guest inquiries and the campground host.
- Processes accounts receivable, accounts payable, payroll, and other financial data; assigns appropriate cost codes to invoices; posts to statistical and other financial records; assists with the collection of delinquent accounts.
- Prepares and maintains a variety of office files, accounts and other records; verifies statistical and other records for accuracy and completeness; maintains sensitive and restricted information on the computer system.
- Verifies identification, process and notarize documentation for department's temporary employees and volunteers.
- Updates cancellation line and web page on a daily basis; maintain public portal for online registrations.
- Maintains written departmental procedures, policies, and reference information; creates brochures, flyers and forms.
- Attends Park Board meetings for minute preparation.

Knowledge, Skills and Abilities

- General knowledge with the ability to interpret and apply department-specialized programs, policies, procedures, statutes, regulations, and records relating to the office. Accepts responsibility, takes initiative, and works independently or as part of a team to accomplish tasks, often under strict time constraints.
- Logical thinker with ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms.
- Demonstrates strong organizational and time management skills with attention to detail. Must be able to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Ability to communicate courteously and tactfully, both orally and in writing, by representing the City in a positive and professional manner at all times with an internal/external customer-driven attitude; Provides friendly, courteous responses to coworkers, the public, external agencies, associates, and vendors. Remains calm and professional under difficult, sensitive, stressful / hostile situations; or when dealing with diverse individuals.
- Ability to maintain a high level of confidentiality regarding sensitive information and compliance with data practice laws.
- Ability to operate standard office equipment including, but not limited to, computer and department-required software, multi-line telephone system, and scanner/copy machine.
- Ability to create spreadsheets, compose correspondence, reports, and documents by typing and entering data accurately and at a reasonable rate of speed; accurately manages department files and records.
- Considerable knowledge of English vocabulary, spelling, grammar, sentence structure, punctuation and arithmetic.
- Ability to attend limited evening meetings as assigned.

Education and Experience

- High school diploma or GED.
- Two years experience in administrative support and office operations. Secondary education coursework in business can substitute for up to one-half of the experience required.
- Equivalent combination of education and experience.
- Possess Notary Public license or ability to obtain within two months of hire.
- Previous minute taking and/or department related experience is desirable.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires reaching with hands and arms, frequently requires sitting, speaking or hearing and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: August 2, 2021



Administrative Specialist - Global

Department: Global

FLSA Status: Non-Exempt

General Definition of Work

This position is accountable for performing a variety of customer support services including responding to customer questions, processing customer transactions and performing administrative support for the department. The position serves as the central point of contact for customer questions and as such requires a high degree of resourcefulness to effectively respond to a wide variety of information requests. Work is performed under the limited supervision of the assigned department supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Department's initial point of contact for public during regular business hours; provides general information and direction; handles inquiries and complaints from the public in person or by telephone; directs public to the appropriate personnel when needed; process incoming calls, email, and mail.
- Administrative accountabilities involve providing support services for department personnel including performing routine office tasks utilizing word processing, data entry and transcription; prepares correspondence, reports, forms and spreadsheets; verifies statistical and other records for accuracy and completeness.
- Operates standard office equipment, department-required software, and a multi-line telephone system; troubleshoots office equipment problems and initiate maintenance calls to IT and/or vendors.
- Performs payment reconciliation and transaction processing; receipts and prepares deposits for department revenues.
- Prepares meeting minutes, agendas and related documents, etc. where a knowledge of format and presentation is necessary; answers routine correspondence independently; posts agendas and minutes on the city's website.
- Maintains department files and records and in compliance with the City's records retention program.
- Maintains office supply inventory and orders as needed.
- Assists the public with the completion of standardized records or documents.
- Regular attendance.
- Performs various other tasks and duties as assigned.

Additional Duties for Administration/Finance Department:

- Serves as the primary receptionist and performs administrative duties for the Administration, Finance and HR Departments.
- Attends City Council, Charter Commission and EDA meetings for minute preparation. Council meetings are held during evening hours a minimum of two times a month. The Charter Commission meets as needed and meetings are usually held in the evenings as well.
- Maintains permanent Ordinance, Resolution and City Council minutes and records; Maintains and updates the City Code.
- Coordinates the publication of required legal notices for meetings and ordinances; Provides meeting attendee notification and coordination as needed by Department, Council and committees; Conducts follow-up activities of Council action.
- Has the primary responsibility of establishing, maintaining, and documenting electronic (scanning) and physical filing and storage of official and department-required city documents in compliance with the City's Records Retention Policy.
- Assists the City Administrator, Department Heads, Mayor and Council members with correspondence and projects as directed, reviewing content, formatting and distribution for the desired outcome.
- Processes information requests.
- Assists with City election duties.
- Serves as backup for preparing city deposit and counting daily bus revenue.

Additional Duties for ~~Parks~~Public Works Department:

- Performs the day-to-day duties for the ~~Parks~~Public Works Department Office operation.
- Oversees the campground operation including reservations and cancellations, revenue, guest inquiries and the campground host.
- Processes accounts receivable, accounts payable, payroll, and other financial data; assigns appropriate cost codes to invoices; posts to statistical and other financial records; assists with the collection of delinquent accounts.
- Prepares and maintains a variety of office files, accounts and other records; verifies statistical and other records for accuracy and completeness; maintains sensitive and restricted information on the computer system.
- Verifies identification, process and notarize documentation for department's temporary employees and volunteers.
- Updates cancellation line and web page on a daily basis; maintain public portal for online registrations.
- Maintains written departmental procedures, policies, and reference information; creates brochures, flyers and forms.
- Attends Park Board meetings for minute preparation.

Knowledge, Skills and Abilities

- General knowledge with the ability to interpret and apply department-specialized programs, policies, procedures, statutes, regulations, and records relating to the office. Accepts responsibility, takes initiative, and works independently or as part of a team to accomplish tasks, often under strict time constraints.
- Logical thinker with ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms.
- Demonstrates strong organizational and time management skills with attention to detail. Must be able to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Ability to communicate courteously and tactfully, both orally and in writing, by representing the City in a positive and professional manner at all times with an internal/external customer-driven attitude; Provides friendly, courteous responses to coworkers, the public, external agencies, associates, and vendors. Remains calm and professional under difficult, sensitive, stressful / hostile situations; or when dealing with diverse individuals.
- Ability to maintain a high level of confidentiality regarding sensitive information and compliance with data practice laws.
- Ability to operate standard office equipment including, but not limited to, computer and department-required software, multi-line telephone system, and scanner/copy machine.
- Ability to create spreadsheets, compose correspondence, reports, and documents by typing and entering data accurately and at a reasonable rate of speed; accurately manages department files and records.
- Considerable knowledge of English vocabulary, spelling, grammar, sentence structure, punctuation and arithmetic.
- Ability to attend limited evening meetings as assigned.

Education and Experience

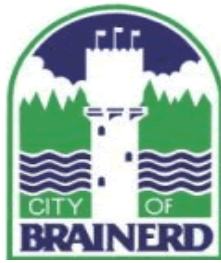
- High school diploma or GED.
- Two years experience in administrative support and office operations. Secondary education coursework in business can substitute for up to one-half of the experience required.
- Equivalent combination of education and experience.
- Possess Notary Public license or ability to obtain within two months of hire.
- Previous minute taking and/or department related experience is desirable.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires reaching with hands and arms, frequently requires sitting, speaking or hearing and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: ~~February 12, 2024~~ August 2, 2021



Parks Maintenance Foreman

Department: Public Works

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate technical and difficult semiskilled work overseeing and participating in the maintenance of parks and grounds areas, facilities and equipment, and related work as required. Work is performed under the limited supervision of the Public Works Director. Supervision is exercised over subordinate parks maintenance personnel.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Plans, organizes, directs, trains and inspects the work of crews engaged in the preventative and corrective maintenance of parks and grounds areas, athletic facilities and equipment.
- Assists in the recruitment and hiring of maintenance staff; supervises, assigns, and schedules staff; may provide coaching and/or recommend disciplinary action up to and including dismissal.
- Instructs maintenance personnel in safety, methods of operation and maintenance of equipment.
- Participates in the work performed by maintenance personnel.
- Maintains inventory of supplies and equipment; solicits quotes and places orders to ensure crews have appropriate materials and equipment for work assignments as authorized; monitors the effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Inspects parks, facilities, playground equipment, and machinery to ensure items are hazard free and operates safely to comply with OSHA safety standards; Diagnose mechanical problems.
- Performs maintenance, minor construction, plumbing, welding, painting, and repair duties on recreational facilities; Performs snow removal from ice rinks, sidewalks, trails, parking lots and occasionally streets; Hauls material and equipment as needed.
- Coordinates activities with other departments and supervisors; Works cooperatively with the DNR for the maintenance of city-owned docks, piers & landings.
- Operates heavy and light equipment including a skid steer, riding and hand mowers, weed eaters, blowers, chainsaw and other maintenance equipment.
- Oversees playground inspections as required law.
- Receives and responds to inquiries from the public in a prompt and professional manner regarding questions, concerns, and problems that arise.
- May be assigned to assist other departments as needed.
- Assists the Public Works Director in researching and making recommendations for capital equipment purchases.
- Willing to work flexible hours and weekends as needed.
- Assists the City Tree Inspector to recognize and remove hazardous/diseased trees and limbs when necessary.
- Performs related tasks as assigned.

Park Maintenance Foreman

Page 2

Knowledge, Skills and Abilities

- Thorough knowledge of the principles, practices, equipment, tools and materials used in Parks maintenance.
- Thorough knowledge of general equipment repair and maintenance to comply with applicable OSHA safety regulations.
- Considerable knowledge of playground safety.
- General knowledge of MN Department of Health code requirements for food service facilities.
- General knowledge of forestry, turf management, landscaping, horticulture, and irrigation as applied to parks and grounds areas.
- Thorough knowledge of hazards and necessary safety precautions involved in construction work and safe operation of vehicles and equipment.
- Working knowledge of computers and emails.
- Knowledge and supervision of irrigation and water line maintenance for seasonal buildings and park facilities.
- Considerable ability to perform mathematical calculations and maintain accurate records.
- Ability to assign, evaluate, and motivate subordinate personnel and obtain effective results.
- Skill in organizing and scheduling multi-tasks associated with parks, equipment and facility maintenance and repair.
- Ability to make decisions recognizing established precedents and practices and to use resourcefulness and tact in solving new problems.
- Considerable ability to follow reasonably complex oral and written instructions.
- Ability to communicate effectively and to establish and maintain effective working relationships with coworkers, supervisors, and the general public.

Education, Experience and Special Requirements

- High school diploma or GED.
- Minimum of five years experience in operating equipment in a park maintenance operation.
- Valid MN driver's license.
- MN Commercial Driver's License or the ability to obtain within six (6) months of hire.
- Complete and maintain OSHA-required training.
- Obtains and maintains the MN Recreations and Park Certified Playground Safety Inspector status.
- Considerable experience in maintenance, construction, turf management, landscaping, and/or park department supervisory experience is desired.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to fumes or airborne particles and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g.business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.



Parks Maintenance Foreman

Department: Parks and Recreation Public Works FLSA Status: Non-Exempt

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General Definition of Work

Performs intermediate technical and difficult semiskilled work overseeing and participating in the maintenance of parks and grounds areas, facilities and equipment, and related work as required. Work is performed under the limited supervision of the Parks and Recreation Public Works Director. Supervision is exercised over subordinate parks maintenance personnel.

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Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Essential Functions

- Plans, organizes, directs, trains and inspects the work of crews engaged in the preventative and corrective maintenance of parks and grounds areas, athletic facilities and equipment.
- Assists in the recruitment and hiring of maintenance staff; supervises, assigns, and schedules staff; may provide coaching and/or recommend disciplinary action up to and including dismissal.
- Instructs maintenance personnel in safety, methods of operation and maintenance of equipment.
- Participates in the work performed by maintenance personnel.
- Maintains inventory of supplies and equipment; solicits quotes and places orders to ensure crews have appropriate materials and equipment for work assignments as authorized; monitors the effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Inspects parks, facilities, playground equipment, and machinery to ensure items are hazard free and operates safely to comply with OSHA safety standards; Diagnose mechanical problems.
- Performs maintenance, minor construction, plumbing, welding, painting, and repair duties on recreational facilities; Performs snow removal from ice rinks, sidewalks, trails, parking lots and occasionally streets; Hauls material and equipment as needed.
- Coordinates activities with other departments and supervisors; Works cooperatively with the DNR for the maintenance of city-owned docks, piers & landings.
- Operates heavy and light equipment including a skid steer, riding and hand mowers, weed eaters, blowers, chainsaw and other maintenance equipment.
- Oversees playground inspections as required law.
- Receives and responds to inquiries from the public in a prompt and professional manner regarding questions, concerns, and problems that arise.
- May be assigned to assist other departments as needed.
- Assists Park the Public Works Director in researching and making recommendations for capital equipment purchases.
- Willing to work flexible hours and weekends as needed.
- Assists the City Tree Inspector to recognize and remove hazardous/diseased trees and limbs when necessary.
- Perform related tasks as assigned.

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Park Maintenance Foreman

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Knowledge, Skills and Abilities

- Thorough knowledge of the principles, practices, equipment, tools and materials used in Parks maintenance.
- Thorough knowledge of general equipment repair and maintenance to comply with applicable OSHA safety regulations.
- Considerable knowledge of playground safety.
- General knowledge of MN Department of Health code requirements for food service facilities.
- General knowledge of forestry, turf management, landscaping, horticulture, and irrigation as applied to parks and grounds areas.
- Thorough knowledge of hazards and necessary safety precautions involved in construction work and safe operation of vehicles and equipment.
- Working knowledge of computers and emails.
- Knowledge and supervision of irrigation and water line maintenance for seasonal buildings and park facilities.
- Considerable ability to perform mathematical calculations and maintain accurate records.
- Ability to assign, evaluate, and motivate subordinate personnel and obtain effective results.
- Skill in organizing and scheduling multi-tasks associated with parks, equipment and facility maintenance and repair.
- Ability to make decisions recognizing established precedents and practices and to use resourcefulness and tact in solving new problems.
- Considerable ability to follow reasonably complex oral and written instructions.
- Ability to communicate effectively and to establish and maintain effective working relationships with coworkers, supervisors, and the general public.

Education, Experience and Special Requirements

- High school diploma or GED.
- Minimum of five years experience in operating equipment in a park maintenance operation.
- Valid MN driver's license.
- MN Commercial Driver's License or the ability to obtain within six (6) months of hire.
- Complete and maintain OSHA-required training.
- Obtains and maintains the MN Recreations and Park Certified Playground Safety Inspector status.
- Considerable experience in maintenance, construction, turf management, landscaping, and/or park department supervisory experience is desired.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to fumes or airborne particles and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g.

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business office, light traffic).

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Last Revised: ~~October 15, 2018~~[August 19, 2021](#)



Assistant City Engineer

Department: Engineering

FLSA Status: Exempt

General Definition of Work

Performs difficult advanced technical and intermediate administrative work planning, coordinating, supervising and participating in the design, construction management and inspection of public works and public utilities projects, overseeing and supervising the preparation and maintenance of engineering records and related work as required. Work is performed under the limited supervision of the City Engineer. Department supervision is exercised over Engineering Technicians and Public Works maintenance personnel.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude employee from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Assists the City Engineer/Public Works Director in developing and implementing policies, procedures, and goals for the department.
- Assists in evaluating and formulating short and long-range plans to meet infrastructure needs.
- Develops, coordinates, and approves engineering plans and specifications.
- Reviews public and private project development and infrastructure plans; ensures compliance with codes, regulations, and standards.
- Oversees Engineering and Public Works Department infrastructure construction projects and associated costs; reviews contractor compliance with specifications, time, and budget parameters.
- Evaluates issues and options regarding municipal infrastructure and provides recommendations.
- Develops and maintains a pavement management system.
- Serves as MS4 Permit Administrator; develops and oversees public educational materials and data management systems for minimum control measure compliance reporting.
- Assists in evaluating transportation and traffic impacts due to development proposals, permits, rezones, and plats; prepares traffic, utility, and other studies and reports.
- Assists in developing an annual budget for engineering and public works operations; monitors adopted budget.
- Responsibilities include training, inspecting, and assigning work, developing staff schedules, coaching and counseling, conducting performance evaluations, disciplining, and recommending hiring and terminating personnel.
- Confers with consultants, engineers, private utilities, contractors, vendors, and federal and state agencies.
- Prepares requests for proposals for consulting services; assists with the evaluation of proposals and consultant qualifications; oversees consultant work to assure conformance with city standards.
- Assists with customer complaints and/or problems.
- Attendance at continuing education events applicable to the position is strongly encouraged; attends meetings, workshops and training seminars to keep abreast of industry changes.
- Prioritize both capital and maintenance work in order to meet system needs and maintenance goals.
- Participate at a management level in organizational discussions/decisions on strategic planning, organizational benchmarks, core values/behaviors, process improvements, and other organization initiatives.
- Researches industry information sources; develops revised design and construction standards for public works and utility construction and maintenance.
- Investigates field problems affecting property owners, contractors and maintenance operations; orders survey, mapping and data collection; prepares estimates and feasibility reports for new or modified services and structures.

Assistant City Engineer Job Description

Page 2

Essential Functions (Cont.)

- Coordinates the maintenance of sanitary sewer, water, storm sewer, and street system maps, data bases, and comprehensive plans.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of civil engineering as related to the development and construction of public works and utilities projects;
- Some knowledge of geographic information systems;
- Skill in the use of civil engineering instruments and equipment;
- Ability to plan, lay out and direct the work of subordinates;
- Ability to plan projects and prepare related designs, estimates and specifications;
- Ability to perform difficult engineering computations and to make comprehensive recommendations on engineering problems and planning;
- Considerable ability to effectively communicate complex technical information both orally and in writing;
- Ability to calculate complex cost reports;
- Ability to establish and maintain effective working relationships with City officials, employees, contractors, other agencies, and the general public;
- Considerable knowledge of applicable City, State and Federal policies, laws, and regulations affecting Department activities;
- Considerable ability to prepare, organize and maintain CAD drawing files and related office data, reports, and systems;
- Ability to follow oral and written instructions.

Education, Experience and Special Requirements

Minimum qualifications:

- Possess a valid Driver's license with the ability to obtain a MN driver's license within six months of hire;
- Bachelor's degree in civil engineering or related field with EIT Certificate; and
- Two years' experience in civil engineering work, preferably with municipal experience and with supervisory and technical engineering responsibilities, or
- Equivalent combination of education and experience as determined by the City Engineer/Public Works Director.

Desirable Qualifications:

- Professional Engineering license.
- Two years' experience with AutoCAD design and familiarity with ESRI Arc GIS.

Physical Requirements and Working Conditions

This work requires the regular exertion of up to 10 pounds and force and the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, reaching with hands and arms, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating office equipment, operating motor vehicles or engineering equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, outdoor weather conditions, and vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: August 2, 2021



Assistant City Engineer

Department: Engineering

FLSA Status: Exempt

General Definition of Work

Performs difficult advanced technical and intermediate administrative work planning, coordinating, supervising and participating in the design, construction management and inspection of public works and public utilities projects, overseeing and supervising the preparation and maintenance of engineering records and related work as required. Work is performed under the limited supervision of the City Engineer. Department supervision is exercised over Engineering Technicians, ~~Building Safety/Inspection Staff~~, and Public Works maintenance personnel.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude employee from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Assists the City Engineer/Public Works Director in developing and implementing policies, procedures, and goals for the department.
- Assists in evaluating and formulating short and long-range plans to meet infrastructure needs.
- Develops, coordinates, and approves engineering plans and specifications.
- Reviews public and private project development and infrastructure plans; ensures compliance with codes, regulations, and standards.
- Oversees Engineering and Public Works Department infrastructure construction projects and associated costs; reviews contractor compliance with specifications, time, and budget parameters.
- Evaluates issues and options regarding municipal infrastructure and provides recommendations.
- Develops and maintains a pavement management system.
- Serves as MS4 Permit Administrator; develops and oversees public educational materials and data management systems for minimum control measure compliance reporting.
- Assists in evaluating transportation and traffic impacts due to development proposals, permits, rezones, and plats; prepares traffic, utility, and other studies and reports.
- Assists in developing an annual budget for engineering and public works operations; monitors adopted budget.
- Responsibilities include training, inspecting, and assigning work, developing staff schedules, coaching and counseling, conducting performance evaluations, disciplining, and recommending hiring and terminating personnel.
- Confers with consultants, engineers, private utilities, contractors, vendors, and federal and state agencies.
- Prepares requests for proposals for consulting services; assists with the evaluation of proposals and consultant qualifications; oversees consultant work to assure conformance with city standards.
- Assists with customer complaints and/or problems.
- Attendance at continuing education events applicable to the position is strongly encouraged; attends meetings, workshops and training seminars to keep abreast of industry changes.
- Prioritize both capital and maintenance work in order to meet system needs and maintenance goals.
- Participate at a management level in organizational discussions/decisions on strategic planning, organizational benchmarks, core values/behaviors, process improvements, and other organization initiatives.
- Researches industry information sources; develops revised design and construction standards for public works and utility construction and maintenance.

- Investigates field problems affecting property owners, contractors and maintenance operations; orders survey, mapping and data collection; prepares estimates and feasibility reports for new or modified services and structures.

Assistant City Engineer Job Description

Page 2

Essential Functions (Cont.)

- Coordinates the maintenance of sanitary sewer, water, storm sewer, and street system maps, data bases, and comprehensive plans.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of civil engineering as related to the development and construction of public works and utilities projects;
- Some knowledge of geographic information systems;
- Skill in the use of civil engineering instruments and equipment;
- Ability to plan, lay out and direct the work of subordinates;
- Ability to plan projects and prepare related designs, estimates and specifications;
- Ability to perform difficult engineering computations and to make comprehensive recommendations on engineering problems and planning;
- Considerable ability to effectively communicate complex technical information both orally and in writing;
- Ability to calculate complex cost reports;
- Ability to establish and maintain effective working relationships with City officials, employees, contractors, other agencies, and the general public;
- Considerable knowledge of applicable City, State and Federal policies, laws, and regulations affecting Department activities;
- Considerable ability to prepare, organize and maintain CAD drawing files and related office data, reports, and systems;
- Ability to follow oral and written instructions.

Education, Experience and Special Requirements

Minimum qualifications:

- Possess a valid Driver's license with the ability to obtain a MN driver's license within six months of hire;
- Bachelor's degree in civil engineering or related field with EIT Certificate; and
- Two years' experience in civil engineering work, preferably with municipal experience and with supervisory and technical engineering responsibilities, or
- Equivalent combination of education and experience as determined by the [City Engineer/Public Works Director](#).

○

Desirable Qualifications:

- Professional Engineering license.
- Two years' experience with AutoCAD design and familiarity with ESRI Arc GIS.

Physical Requirements and Working Conditions

This work requires the regular exertion of up to 10 pounds and force and the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, reaching with hands and arms, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating office equipment, operating motor vehicles or engineering equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, outdoor weather conditions, and vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: ~~January 1, 2018~~August 2, 2021

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

October 4th , 2021

6:30 PM

WebEx Teleconference Call-In Information

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

Access Code: 2488 219 3185

1. Approve Event/Street Closure Application- Zion Lutheran Church Trunk or Treat
2. Discuss Streetlight Policy Subcommittee
3. Discussion on Downtown Snow Removal and Special Services District



Brainerd City Council Agenda Request

Requested Meeting Date: October 4, 2021

Title of Item: Approve Event/Street Closure App - Zion Lutheran Church Trunk-or-Treat

☐ 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/street closure application for the annual Zion Lutheran Church Trunk-or-Treat, to be held on October 31, 2021 from 4:00 pm to 8:00 pm in the Zion Lutheran Church parking lot.	
Alternatives, Options, Effects on Others/Comments: During the event, families will be invited to walk to all of the cars and get candy and treats. This is a safe alternative to trick-or-treat activities that require kids to go door to door. The church sets up a portable sound system for the event with music. The restrooms in the church will be available for the event. Flyers will be posted at local businesses. During this event, the church has in the past, and during this event, closed the north/south alley behind the church for the event. This is so that traffic cannot utilize the alley for safety reasons during the event. We have not had any issues with this closure in the past.	
Recommended Action/Motion: Staff recommends approval of the attached application under the condition that the applicant call-in and request traffic control 1-week prior to the event and that the applicant submit the required insurance certificate prior to the event per the application requirements (being in public right of way). Police Chief Bestul states that Police Department staff will also be in attendance at the event.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



SPECIAL EVENT APPLICATION

Date of Application: 9-15-2021

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: Zion Lutheran Church Trunk-or-Treat

Organizer Information

Organizer's Name: Zion Lutheran Church
Organizer's Address: 220 N 8th Street
Event Contact Person: Jonathon Bailey
Event Contact Daytime Phone: 620-655-5395
Event Contact E-mail Address: jonathon.bailey35@gmail.com
Contact Name/Number Day of Event: Same as above
For Profit/Nonprofit Status (type): Church

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
10-31-2021	4:00 pm	8:00pm	Zion Parking Lot

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

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

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

Description of Activities

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

We will host our annual Trunk-or-Treat.

Families will be invited to walk to all of the cars and get candy and treats.

This is a safe alternative to Trick-or-Treat activities that require kids to go door to door.

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:

We would set up a portable sound system with music.

Restrooms provided

☐

Yes

☐

No

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

Company contracted for restrooms: **the church will be available**

(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:

we will post flyers at local businesses.

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):

We would like to close the north south ally behind the church.

Date and time for beginning of street closures: 10-31-2021/ 4:00 pm

Date and time for reopening of streets: 10-31-2021/ 8:00pm

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.

All businesses can be serviced using the East/West allyon the south side of the church.

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
Jonathon Bailey
Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	<u>ok, 9/27</u>	<u>No comments</u>
City Administration	<u>ok, 9/27</u>	<u>No comments</u>
Engineering Department	<u>ok, 9/27</u>	<u>Request traffic control 1 week prior to event.</u>
Fire Department	<u>ok, 9/27</u>	<u>No comments</u>
Fire Support/EMS	<u>ok, 9/27</u>	<u>No comments</u>
Parks Department	<u>ok, 9/27</u>	<u>No comments</u>
Planning Department	<u>ok, 9/27</u>	<u>No comments</u>
Police Department	<u>ok, 9/27</u>	<u>Police staff will be in attendance.</u>

Event Application Approval

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

City Administrator

Date

Approval Conditions

Please submit request for traffic control 1 week prior to the event by calling Shawn at 218-513-4412.

Please submit an insurance certificate per the hold harmless clause on the signature page of this application.

Certification of Street Closure Approval

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



Brainerd City Council Agenda Request

Requested Meeting Date: October 4, 2021

Title of Item: Discuss Street Light Policy Subcommittee

☐ 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/BPU
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5-10 Minutes
Summary of Issue: Staff has a draft version of a street lighting policy prepared, but when staff began looking into different options for lights for the future, it was realized that more guidance from the Committee and Council may be needed to discuss this in more detail.	
Alternatives, Options, Effects on Others/Comments: Staff would like to propose a solution of creating a small working group consisting of City staff, BPU staff, and Committee/Council members to look into options for future street lighting, the advantages and disadvantages from cost, long term maintenance, and installation. From there, staff would incorporate the chosed light styles into the policy for review, changes, and adoption by the committee and council.	
Recommended Action/Motion: Staff would like discussion and a recommendation on how to move forward with this item.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



Brainerd City Council Agenda Request

Requested Meeting Date: October 4, 2021

Title of Item: Discussion on Downtown Special Services 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/Public Works
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 30 Minutes
Summary of Issue: Based off the conversation at the last Safety and Public Works Committee meeting, staff is bringing this item back for more discussion by the Committee.	
Alternatives, Options, Effects on Others/Comments: Staff invited downtown business owners via email to this meeting to discuss this service with the Committee so that the Committee may hear from more than a couple of owners in the downtown district. Staff has attached the same information from the last meeting to this request to aide in the discussion.	
Recommended Action/Motion: Discussion and direction as to the future of the Downtown Special Services District. 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>	

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

**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.

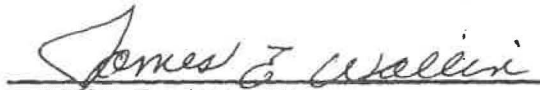
2. Assessment formula.

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.

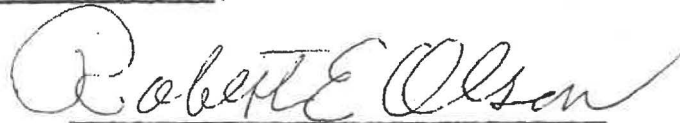
B. The "Assessment Rate" per foot of property owned shall be determined by taking the sum of all assessable costs and dividing by the sum of front footage of property abutting the sidewalk snow removal assessment district.

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

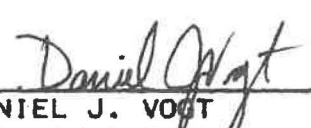
Adopted this 16th day of January, 1990.


JAMES E. WALLIN
President of City Council

Approved this 17th day of January, 1990.


ROBERT E. OLSON
Mayor

ATTEST:


DANIEL J. VOIGT
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.

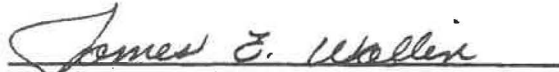
- A. Snow removal from sidewalks listed in Section One.
- B. The difference between the contracted cost of removing snow from the streets listed in Section One and the average cost for City forces to remove the snow from the streets.
- C. Administrative cost of City staff.

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

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: October 4, 2021

Title of Item: Final Reading - Proposed Ordinance 1520 - Ordinance Amending the Brainerd City Charter

☐ 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: 5 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 clarifying 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. 3) The recommendation was to eliminate the Park Board's authority to employ and determine compensation for employees as this is more of a City function. The City Council held the first reading at their September 20 meeting.	
Recommended Action/Motion: 1) Hold public hearing 2) Hold/dispense with the final reading of Proposed Ordinance No. 1520, an ordinance amending Brainerd City Charter. 3) Adopt Proposed Ordinance No. 1520, an ordinance amending the Brainerd City Charter.	
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: October 4, 2021

Title of Item: Consideration of Planning Commission Recommendations Regarding Sober Homes

☐ 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: In July, the City Council directed the Planning Commission to consider the issue of sober homes after members of the Council received some concerns regarding sober homes in the community. Additionally, the Council directed City Attorney Langel to work with the Commission on this issue. After much research being done by Attorney Langel and discussions held by the Planning Commission with Attorney Langel present during the July and September Planning Commission meetings, the Commission recommends that the City Council establish Request for Reasonable Accommodation forms and take no further regulatory action at this time.	
Alternatives, Options, Effects on Others/Comments: As those with chemical dependency are considered disabled by Federal Fair Housing Act (FFHA), sober homes are broadly protected from local control. The FFHA, in short, requires that disabled persons have the right to full access to all types of housing options. Furthermore, as courts recognize the community aspect of residing in close proximity within a single home to others who suffer from chemical dependency as an integral element to recovery, they have further held that sober homes are to be, generally, afforded all the same rights of a single-family, owner occupied home and apply strict scrutiny to any regulatory controls placed on them. As the City does not have any empirical data that demonstrates a need for specific regulations on sober homes, it is recommended that the Council does not pursue further regulations at this time. The implementation of Request for Reasonable Accommodation forms do not put any regulatory burden on sober homes, but formalize a process by which operators of sober homes are actually requesting accommodation from the City Code and helps staff determine that a proposed sober home is, in fact, a genuine sober home and not an effort of someone trying to work around the Code. A draft Request for Accommodation form with a separate sober house addendum are attached.	
Recommended Action/Motion: Motion to authorize the implementation of the attached Request for Reasonable Accommodation form with sober house addendum.	
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>	

REQUEST FOR REASONABLE ACCOMMODATION

Applicant Information

Name: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____

Phone: _____

Email: _____

Property Information

Street Address: _____

Property Owner: _____

Phone: _____

Email: _____

Property Manager: _____

Phone: _____

Email: _____

Request

Application is hereby made for Reasonable Accommodation by providing an exception to the City Code requirement(s) in Section(s) _____ of the City Code.

Reason for Request:

Supporting Information

The following information is necessary for the City to determine whether a reasonable accommodation is or is not warranted:

- How does the requested accommodation benefit persons with a disability, and why is the accommodation necessary to meet their particular needs?

- What is the maximum number of residents you propose to occupy this facility now or in the future? If the facility has more than one unit, please specify the number of units and the number of residents in each unit to be used for this use.

- Is there a facility manager that is one of the residents of the facility and is involved in the operation of the facility?
Yes _____ No _____
 - Alternatively, is there an operator involved in the operation of the facility but does not live in the facility?
Yes _____ No _____
- Does the facility receive financial or other support from a governmental agency?
Yes _____ No _____
- Is the facility licensed or registered with a governmental agency?
Yes _____ No _____
 - If yes, explain:

- How many residents will have a vehicle at the site? _____

How many off-street parking spaces are available? _____

- If you are a religious institution, you may have certain rights under RLUIPA. Do you identify as a religious organization?

Yes _____

No _____

Required Attachments

- Parking Site Plan
- Floor plan showing the layout and specifying the number of beds in the facility
- Any additional information to further explain any of the answers to the above questions

Applicant Acknowledgement:

I, _____, herein certify that the provided information is true, correct, and complete, to the best of my knowledge.

Signature _____

Date _____

**REQUEST FOR REASONABLE ACCOMMODATION
SOBER HOME ADDENDUM**

Applicant Information

Name: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____

Phone: _____

Email: _____

Property Information

Street Address: _____

Property Owner: _____

Phone: _____

Email: _____

Property Manager: _____

Phone: _____

Email: _____

This written addendum is necessary for the City to determine whether reasonable accommodation is or is not warranted for the operation of a sober home in the City of Brainerd:

- ☐ Are residents placed in this house by an outside entity?

Yes _____ No _____

- ☐ If yes, explain:

- Can a resident live in the house indefinitely?

Yes _____ No _____

- If no, explain:

- Do residents have access to the entire house, including all household facilities such as the kitchen, common areas, and bathrooms?

Yes _____ No _____

- If no, explain:

- Does the whole house function as a single household unit, where the residents share in common duties such as cleaning and general maintenance of the house?

Yes _____ No _____

- If no, explain:

- Do residents make decisions in a democratic manner regarding the operation of the house?

Yes _____ No _____

- If no, explain:

- Do residents have input in reviewing and accepting new residents?

Yes _____ No _____

- If no, explain:

- Does the house have a written policy banning alcohol and controlled substance use and possession by residents?

Yes _____ No _____

- If no, explain:

- Do services or meetings related to the residents' recovery take place at the house?

Yes _____ No _____

- If no, explain:

- Are any of these services or meetings open to persons not residing in the sober house?

Yes _____ No _____

- If yes, explain:

- Generally, do residents go through alcohol or controlled substance treatment programs prior to arrival at the house?

Yes _____ No _____

- If no, explain:

- Who refers residents to the house?

Required Attachments

- Parking Site Plan
- Copy of house rules
- Floor plan showing the layout and specifying the number of beds in the bouse
- Any additional information to further explain any of the answers to the above questions

Applicant Acknowledgement:

I, _____, herein certify that the provided information is true, correct, and complete, to the best of my knowledge.

Signature _____

Date _____