CITY COUNCIL AGENDA

Brainerd, Minnesota
November 1st, 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: 2482 441 7881
Meetings are also live-streamed to the City of Brainerd YouTube channel.

1. **Call To Order - 7:30 PM**

2. **Roll Call**

   ___ G. Johnson ___ D. Pritschet ___ T. Stenglein___ T. Erickson

   ___ M. O'Day ___ K. Stunek ___ 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:

      20211101 AP Report.pdf

   B. **Approval Of Minutes**

      Regular City Council Meeting October 18th, 2021

      City Council Workshop- Parking Commission Discussion October 25th, 2021

      Documents:

      20211018_CC Draft.pdf
      20211025_ CC Parking Commission Workshop .pdf

   C. **Approval Of Bills And Transfers Of Funds**

Parking Lot Fund to Streets Fund – Downtown Snow Removal Costs	$21,551.90
Parking Lot Fund to Construction Fund – Downtown Special Services	1,584.30
Construction Fund to Streets Fund per budgeted amount (mechanic position)	91,000.00
Storm Sewer Fund to Recycling Fund per budgeted amount	1,500.00

D. **Approval Of Licenses**

Contractor Licenses- 1

Documents:

20211101 Contractor Licenses.pdf

E. **Department Activity Reports**

1. Fire Chief Report

2. City Engineer/ Public Works Director Report

3. HR Director Report

Documents:

Fire Chief Report.pdf
HR Director Report.pdf
Engineer Public Works Report.pdf

6. **Council Committee Reports**

A. **Safety And Public Works Committee - 7:15 P.m.**

WebEx Teleconference Information

- Call Toll-Free: 1-844-992-4726
- Access Code: 2480 088 7103

Documents:

11-1 SPW Agenda.pdf

1. Approve State Park Road Account Grant Application Submission For Lum Park Road

   Documents:

   Grant Application Approval.pdf

2. Approve Final Pay Estimate - Improvement 21-01 - 2021 Seal Coat Project

   Documents:

   21-01 Final Pay Application.pdf

B. **Personnel And Finance Committee 7:00 P.m.**

WebEx Teleconference Information

- Call Toll-Free: 1-844-992-4726
- Access Code: 2485 015 5948

Documents:

11-1 PF Agenda.pdf

1. Discussion On Cable TV Channel (PEG) Implementation

   Documents:

   20211101 Agenda Item - PEG implementation.pdf

2. Accept Resignation Of Community Service Officer Cole Thoma

   Documents:

   CSO Resignation and Hire.pdf

3. Approval Of 2022-2024 LELS (Police Officer) Union Contract Terms And Wages

   Documents:

   Approval of 2022-2024 LELS (Police Officer) Contract Terms and Wages.pdf

4. Consider Dissolving The Police & Fire Civil Service Commission

   Documents:

   Consider Dissolving the Police and Fire Civil Service Commission.pdf

5. Approval Of Updated Pay Equity Points As Recommended By Consultant

   Documents:

   Pay Equity.pdf

6. Approve HR Assistant Job Description And Pay Equity Points

   Documents:

   HR Assistant.pdf

7. Approval Of Deferment Of Assessments

   Documents:

   Deferment of Assessments.pdf

8. 2022 Budget And Levy - Set Workshop

   Documents:

   Budget Workshop.pdf

7. **Unfinished Business**

A. **Adopt Ordinance 1520- An Ordinance Amending The City Charter**

   Documents:

   Charter Ordinance 1520.pdf

B. **Resolution - Adopting Contested Assessments - Downtown Special Services, Downtown Snow Removal, And 2021 Nuisance Abatement**

   Documents:

   Res - Adopt Contested Assessments - DSSD and Nuisance.pdf

C. **Resolution - Adopting Contested Assessments - Improvement 20-06 - SE Brainerd Resurfacing Project**

   Documents:

   Res - Adopt Contested Assessments - Improvement 20-06.pdf

D. **Resolution - Adopting Assessments - Additional 2021 Nuisance Abatement**

   Documents:

PH and Res - Adopt Assessments - Additional 2021 Nuisance Abatements.pdf

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

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

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

Charter Commission - 1 term (Expire 2022)

Housing Redevelopment Authority- 1 term (Expire 2022)

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

Transportation- 1 term (Expire 2022)

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

Economic Development Authority (EDA) - 1 term (Expire 2027) - 1 term (Expire 2026)

Council President Recommended: (terms to expire 12/31 of said year)
Police & Fire Civil Service Commission - 1 term (Expire 2023)

Ad Hoc Committees - Applicants Needed

Water Tower Committee - Two positions available

8. **New Business**

A. **First Reading - Proposed Ordinance No. 1521 - Amending Section 515-63 To Allow Warming Shelters As Interim Use**

Documents:

Ordinance 1521 Warming Houses.pdf

9. **Public Forum**
Time allocated for citizens to bring matters not on the agenda to the attention of the Council - Time limits may be imposed

10. **Staff Reports**
    (Verbal: Any Updates since Packet)

11. **Mayor's Report**

12. **Council Member Reports**

13. **Adjourn To City Council Workshop- Zoning Code (Commercial Standards) And Continued Market Study Discussion On November 8th, 2021 At 6:00 P.m. In The City Council Chambers**

Safety & Public Works Committee will meet at 7:15 p.m.
WebEx Teleconference Call In Info:
Call Toll-Free: 844-992-4726
Access Code:2480 088 7103
Personnel & Finance Committee will meet at 7:00 p.m.
WebEx Teleconference Call In Info:
Call Toll-Free: 1-844-992-4726
Access Code:2485 015 5948

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

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

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date / Entered By	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 0011 - ACE HARDWARE:							
301195							
68366	ACE HARDWARE	10/21/2021	11/03/2021	4.49	4.49	Open	N
	SWEEPER 111 BATTERY REPLACEMENT		pziemer				11/03/2021
	235-3100-42220 REPAIR & MAINT			4.49			
301224							
68395	ACE HARDWARE	10/22/2021	11/03/2021	6.29	6.29	Open	N
	DUCT TAPE		pziemer				11/03/2021
	225-2120-42220 REPAIR & MAINT			6.29			
301054							
68409	ACE HARDWARE	10/15/2021	11/03/2021	4.48	4.48	Open	N
	HYDROGEN PEROXIDE		pziemer				11/03/2021
	225-2220-42210 OPERATING SUPPLIES			4.48			
	Total for vendor 0011 - ACE HARDWARE:			15.26	15.26		
Vendor 2902 - ADVANCE AUTO PA:							
6574129881127							
68424	ADVANCE AUTO PARTS	10/25/2021	11/03/2021	42.20	42.20	Open	N
	OIL ABSORB		pziemer				11/03/2021
	235-3100-42220 REPAIR & MAINT			42.20			
6574129481034							
68425	ADVANCE AUTO PARTS	10/21/2021	11/03/2021	30.42	30.42	Open	N
	MACK TRUCKS GREASE ZIRK		pziemer				11/03/2021
	235-3125-42220 REPAIR & MAINT			30.42			
	Total for vendor 2902 - ADVANCE AUTO PA:			72.62	72.62		
Vendor 0039 - AMERIPRIDE LINE:							
253000058556							
68348	ARAMARK UNIFORM SERVICES	10/14/2021	11/03/2021	103.19	103.19	Open	N
	RUGS AND COVERALLS		pziemer				11/03/2021
	235-3100-43430 MISCELLANEOUS			103.19			
253000061221							
68368	ARAMARK UNIFORM SERVICES	10/21/2021	11/03/2021	74.25	74.25	Open	N
	RUGS AND OVERALLS		pziemer				11/03/2021
	235-3100-43430 MISCELLANEOUS			74.25			
	Total for vendor 0039 - AMERIPRIDE LINE:			177.44	177.44		
Vendor 0041 - ANDERSON BROTHE:							
29311							
68444	ANDERSON BROTHERS CONSTRU	10/20/2021	11/03/2021	4,797.85	4,797.85	Open	N
	12TH ST ALLEY		pziemer				11/03/2021

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date / Entered By	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	Total for vendor 0041 - ANDERSON BROTHE:			4,797.85	4,797.85		
Vendor 3343 - ARROW MANAGEMEN:							
29553							
68361	ARROW MANAGEMENT	10/20/2021	11/03/2021	75.00	75.00	Open	N
	1424 8TH ST S MOWING ABATEMENT		pziemer				11/03/2021
	101-2400-43405 NUISANCES			75.00			
29552							
68362	ARROW MANAGEMENT	10/20/2021	11/03/2021	75.00	75.00	Open	N
	408 2ND AVE NE - MOWING ABATEMENT		pziemer				11/03/2021
	101-2400-43405 NUISANCES			75.00			
29550							
68363	ARROW MANAGEMENT	10/20/2021	11/03/2021	75.00	75.00	Open	N
	710 9TH ST N - MOWING ABATEMENT		pziemer				11/03/2021
	101-2400-43405 NUISANCES			75.00			
29551							
68364	ARROW MANAGEMENT	10/20/2021	11/03/2021	75.00	75.00	Open	N
	924 7TH AVE NE - MOWING ABATEMENT		pziemer				11/03/2021
	101-2400-43405 NUISANCES			75.00			
29549							
68365	ARROW MANAGEMENT	10/20/2021	11/03/2021	75.00	75.00	Open	N
	307 8TH ST N - MOWING ABATEMENT		pziemer				11/03/2021
	101-2400-43405 NUISANCES			75.00			
	Total for vendor 3343 - ARROW MANAGEMEN:			375.00	375.00		
Vendor MISC - ASG EXTERIORS DBA NEUMANN CONSTRUCT:							
00038991							
68384	ASG EXTERIORS DBA NEUMANN CONSTRUCT	10/26/2021	11/03/2021	71.00	71.00	Open	N
	BD Payment Refund		pziemer				11/03/2021
	101-0000-20200 Residential State Surcharge - Flat			1.00			
	101-0000-20200 Residential Re-Roof Only			70.00			
	Total for vendor MISC - ASG EXTERIORS DBA NEUMANN CONSTRUCT:			71.00	71.00		
Vendor 3859 - ASL INTERPRETING SERVICES INC:							
INV-00106-A							
68396	ASL INTERPRETING SERVICES INC	10/19/2021	11/03/2021	123.97	123.97	Open	N
	INTERPRETING SERVICES		pziemer				11/03/2021
	225-2120-43300 PROFESSIONAL SERVICES			123.97			
	Total for vendor 3859 - ASL INTERPRETING SERVICES INC:			123.97	123.97		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date / Entered By	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 0745 - BATTERIES PLUS:							
P44651990							
68397	BATTERIES PLUS	10/14/2021	11/03/2021	43.56	43.56	Open	N
	BATTERIES		pziemer				11/03/2021
	225-2120-42210	OPERATING SUPPLIES		43.56			
	Total for vendor 0745 - BATTERIES PLUS:			43.56	43.56		
Vendor 2068 - BAXTER POLICE D:							
4TH QTR 2021							
68390	BAXTER POLICE DEPARTMENT	10/25/2021	11/03/2021	3,105.67	3,105.67	Open	N
	4TH QTR 2021 TZD		pziemer				11/03/2021
	225-0000-20800	DUE TO OTHER GOVT UNITS		3,105.67			
	Total for vendor 2068 - BAXTER POLICE D:			3,105.67	3,105.67		
Vendor 2531 - BOOK PAGE:							
S56251							
68458	BOOK PAGE	10/25/2021	11/03/2021	354.00	354.00	Open	N
	NOV 21-OCT 22 SUBSCRIPTION		pziemer				11/03/2021
	211-5503-43430	MISC - USE OF HOLDEN TRUST		354.00			
	Total for vendor 2531 - BOOK PAGE:			354.00	354.00		
Vendor 0296 - BRAINERD PUBLIC:							
OCT 21 COBRA							
68375	BRAINERD PUBLIC UTILITIES	10/08/2021	11/03/2021	3,198.98	3,198.98	Open	N
	REMIT OCT 21 COBRA WEX HEALTH		pziemer				11/03/2021
	101-0000-22800	OTHER LIABILITIES		3,198.98			
SEPT 2021							
68436	BRAINERD PUBLIC UTILITIES	10/01/2021	11/03/2021	4,439.65	4,439.65	Open	N
	8/24/21-9/24/21 POLICE UTILITIES		pziemer				11/03/2021
	225-2120-43381	BPU UTILITIES		4,439.65			
SEPT 21/FD							
68437	BRAINERD PUBLIC UTILITIES	10/01/2021	11/03/2021	1,789.27	1,789.27	Open	N
	8/24/21 - 9/24/21 FIRE DEPT UTILTIES		pziemer				11/03/2021
	225-2220-43381	BPU UTILITIES		1,789.27			
SEPT 21/CH							
68438	BRAINERD PUBLIC UTILITIES	10/01/2021	11/03/2021	2,341.11	2,341.11	Open	N
	8/24/21-9/24/21 CITY HALL UTILITIES		pziemer				11/03/2021
	101-1940-43381	BPU UTILITIES		2,094.75			
	101-9200-43381	BPU UTILITIES		115.12			
	236-3180-43381	BPU UTILITIES		36.00			
	401-1003-43380	UTILITIES		95.24			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date	Due Date / Entered By	Inv Amt	Amt Due	Status	Jrnlized / Post Date
SEPT 21/PARKS								
68439	BRAINERD PUBLIC UTILITIES		10/01/2021	11/03/2021	7,211.49	7,211.49	Open	N
	8/24/21-9/24/21 PARKS UTILTIES			pziemer				11/03/2021
	230-5200-43381	BPU UTILITIES			6,675.99			
	230-5280-43380	UTILITIES			363.38			
	230-5280-43380	UTILITIES			34.30			
	230-5280-43380	UTILITIES			137.82			
SEPT 21/STREETS								
68440	BRAINERD PUBLIC UTILITIES		10/01/2021	11/03/2021	23,773.21	23,773.21	Open	N
	8/24/21-9/24/21 STREETS UTILITIES			pziemer				11/03/2021
	235-3100-43381	BPU UTILITIES			23,773.21			
SEPT 21/LIBRARY								
68441	BRAINERD PUBLIC UTILITIES		10/01/2021	11/03/2021	2,657.14	2,657.14	Open	N
	8/24/21-9/24/21 LIBRARY UTILITIES			pziemer				11/03/2021
	211-5500-43381	BPU UTILITIES			2,657.14			
	Total for vendor 0296 - BRAINERD PUBLIC:				45,410.85	45,410.85		
Vendor 0097 - BROTHERS FIRE P:								
W14901								
68358	BROTHERS FIRE PROTECTION		10/18/2021	11/03/2021	305.00	305.00	Open	N
	2021 CH ANNUAL FIRE SPRINKLER			pziemer				11/03/2021
	101-1940-43300	PROFESSIONAL SERVICES			305.00			
	Total for vendor 0097 - BROTHERS FIRE P:				305.00	305.00		
Vendor 3598 - BS&A SOFTWARE:								
137388								
68353	BS&A SOFTWARE		10/18/2021	11/03/2021	116.00	116.00	Open	N
	BSA PERMIT SUBMISSIONS 6/29/21-			pziemer				11/03/2021
	101-1800-43309	COMPUTER SUPPORT			116.00			
	Total for vendor 3598 - BS&A SOFTWARE:				116.00	116.00		
Vendor 0447 - CDW GOVERNMENT,:								
L809652								
68378	CDW GOVERNMENT, INC		10/06/2021	11/03/2021	545.03	545.03	Open	N
	CDWG APC SMART UPS			pziemer				11/03/2021
	101-1800-42210	OPERATING SUPPLIES			471.88			
	225-2220-42210	OPERATING SUPPLIES			73.15			
	Total for vendor 0447 - CDW GOVERNMENT,:				545.03	545.03		
Vendor 0307 - CENTERPOINT ENE:								

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date / Entered By	Inv Amt	Amt Due	Status	Jrnlized / Post Date
11078538-3/OCT 21							
68419	CENTERPOINT ENERGY	10/19/2021	11/03/2021	23.15	23.15	Open	N
	9/16/21-10/15/21 FD UTILITIES MILL		pziemer				11/03/2021
	225-2220-43380 UTILITIES			23.15			
6004720-6/OCT 21							
68420	CENTERPOINT ENERGY	10/19/2021	11/03/2021	29.52	29.52	Open	N
	9/16/21-10/15/21 FD UTILITIES -		pziemer				11/03/2021
	225-2220-43380 UTILITIES			29.52			
5956221-5/OCT 21							
68431	CENTERPOINT ENERGY	10/19/2021	11/03/2021	21.00	21.00	Open	N
	9/16/21-10/15/21 PD UTILITIES		pziemer				11/03/2021
	225-2120-43380 UTILITIES			21.00			
6031615-5/OCT 21							
68432	CENTERPOINT ENERGY	10/19/2021	11/03/2021	27.39	27.39	Open	N
	9/16/21-10/15/21 ANNEX UTILITIES		pziemer				11/03/2021
	101-1940-43380 UTILITIES			27.39			
5942870-6/OCT 21							
68433	CENTERPOINT ENERGY	10/19/2021	11/03/2021	155.41	155.41	Open	N
	9/16/21-10/15/21 CITY HALL UTILITIES		pziemer				11/03/2021
	101-1940-43380 UTILITIES			155.41			
5974635-4/OCT 21							
68434	CENTERPOINT ENERGY	10/19/2021	11/03/2021	67.39	67.39	Open	N
	9/16/21-10/15/21 STREET GARAGE		pziemer				11/03/2021
	235-3100-43380 UTILITIES			67.39			
5933799-8/OCT 21							
68435	CENTERPOINT ENERGY	10/19/2021	11/03/2021	35.94	35.94	Open	N
	9/16/21-10/15/21 PARKS DEPT		pziemer				11/03/2021
	230-5200-43380 UTILITIES			35.94			
6032449-8/OCT 21							
68454	CENTERPOINT ENERGY	10/19/2021	11/03/2021	246.84	246.84	Open	N
	9/16/21-10/15/21 LIBRARY UTILITIES		pziemer				11/03/2021
	211-5500-43380 UTILITIES			246.84			
	Total for vendor 0307 - CENTERPOINT ENE:			606.64	606.64		

Vendor 1343 - CHARTER COMMUNICATION:

0008065100821							
68398	CHARTER COMMUNICATIONS	10/08/2021	11/03/2021	46.51	46.51	Open	N
	PD BUSINESS TV		pziemer				11/03/2021
	225-2120-43380 UTILITIES			46.51			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date / Entered By	Inv Amt	Amt Due	Status	Jrnlized / Post Date
0055470100821							
68418	CHARTER COMMUNICATIONS	10/08/2021	11/03/2021	7.85	7.85	Open	N
	OCTOBER		pziemer				11/03/2021
	225-2220-43380 UTILITIES			7.85			
	Total for vendor 1343 - CHARTER COMMUNICATION:			54.36	54.36		
Vendor 0900 - CUB FOODS BRD:							
TRX 42							
68382	CUB FOODS - BRAINERD	10/21/2021	11/03/2021	15.96	15.96	Open	N
	CHILI COOKOFF - WELLNESS FUND		pziemer				11/03/2021
	278-6515-43430 MISCELLANEOUS			15.96			
	Total for vendor 0900 - CUB FOODS BRD:			15.96	15.96		
Vendor 1688 - CUSTOM FIRE APP:							
0020864-IN							
68411	CUSTOM FIRE APPARATUS INC	10/21/2021	11/03/2021	2,107.98	2,107.98	Open	N
	E21 BATTERY CHARGER,VOLT METER		pziemer				11/03/2021
	404-9055-45500 BUILDING CAPITAL			2,107.98			
	Total for vendor 1688 - CUSTOM FIRE APP:			2,107.98	2,107.98		
Vendor 2071 - CUYUNA POLICE D:							
4TH QTR 2021							
68392	CUYUNA POLICE DEPARTMENT	10/25/2021	11/03/2021	308.55	308.55	Open	N
	4TH QTR 2021 TZD		pziemer				11/03/2021
	225-0000-20800 DUE TO OTHER GOVT UNITS			308.55			
	Total for vendor 2071 - CUYUNA POLICE D:			308.55	308.55		
Vendor 0132 - CWC HIGHWAY DEP:							
4595							
68356	CWC HIGHWAY DEPT	10/01/2021	11/03/2021	3,839.86	3,839.86	Open	N
	SEPT 2021 TRANSIT FUEL PURCHASED		pziemer				11/03/2021
	203-9000-42212 MOTOR FUELS			3,839.86			
	Total for vendor 0132 - CWC HIGHWAY DEP:			3,839.86	3,839.86		
Vendor 0134 - CWC SANITARY LA:							
168601							
68352	CWC SANITARY LANDFILL	10/12/2021	11/03/2021	20.00	20.00	Open	N
	DOWNTOWN LANDSCAPING CLEANUP		pziemer				11/03/2021
	401-1003-43430 MISCELLANEOUS			20.00			
	Total for vendor 0134 - CWC SANITARY LA:			20.00	20.00		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date / Entered By	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 1156 - CWC SHERIFF:							
4TH QTR 2021							
68391	CWC SHERIFF	10/25/2021	11/03/2021	193.34	193.34	Open	N
	4TH QTR 21 TZD		pziemer				11/03/2021
	225-0000-20800 DUE TO OTHER GOVT UNITS			193.34			
	Total for vendor 1156 - CWC SHERIFF:			193.34	193.34		
Vendor 3438 - D - D BEVERAGE,:							
1483152							
68421	D - D BEVERAGE, LLC	10/25/2021	11/03/2021	34.00	34.00	Open	N
	VACTOR SANITIZER		pziemer				11/03/2021
	237-3190-42220 REPAIR & MAINT			34.00			
	Total for vendor 3438 - D - D BEVERAGE,:			34.00	34.00		
Vendor 3147 - DAY'S SEWER SER:							
29358							
68410	DAY'S SEWER SERVICE, LLC	10/17/2021	11/03/2021	200.00	200.00	Open	N
	OPEN HOUSE PORTABLE TOILETS		pziemer				11/03/2021
	225-2220-43430 MISCELLANEOUS			200.00			
	Total for vendor 3147 - DAY'S SEWER SER:			200.00	200.00		
Vendor 3800 - ENVIROTECH:							
65498/FD							
68460	ENVIROTECH	10/27/2021	11/03/2021	238.00	238.00	Open	N
	FIRE DEPT NOV 2021		pziemer				11/03/2021
	225-2220-43300 PROFESSIONAL SERVICES			238.00			
65498/CH							
68461	ENVIROTECH	10/27/2021	11/03/2021	1,765.00	1,765.00	Open	N
	CITY HALL NOV 21 JANITORIAL		pziemer				11/03/2021
	101-1940-43300 PROFESSIONAL SERVICES			1,765.00			
65498/PD							
68462	ENVIROTECH	10/27/2021	11/03/2021	1,255.00	1,255.00	Open	N
	NOV 21 PD JANITORIAL SERVICES		pziemer				11/03/2021
	225-2120-43300 PROFESSIONAL SERVICES			1,255.00			
65498/STRTS							
68463	ENVIROTECH	10/27/2021	11/03/2021	238.00	238.00	Open	N
	NOV 21 STREETS JANITORIAL SERVICES		pziemer				11/03/2021
	235-3100-43300 PROFESSIONAL SERVICES			238.00			
	Total for vendor 3800 - ENVIROTECH:			3,496.00	3,496.00		
Vendor MISC - ERFURTH, JAMES E & APRIL J:							

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date / Entered By	Inv Amt	Amt Due	Status	Jrnlized / Post Date
B21-0008							
68385	ERFURTH, JAMES E & APRIL J	10/26/2021	11/03/2021	500.00	500.00	Open	N
	BD Bond Refund		pziemer				11/03/2021
	101-0000-20200 B21-0008			500.00			
	Total for vendor MISC - ERFURTH, JAMES E & APRIL J:			500.00	500.00		
Vendor 3480 - FALLS FLAG SOUR:							
23490							
68412	FALLS FLAG SOURCE	10/18/2021	11/03/2021	158.00	158.00	Open	N
	FLAG		pziemer				11/03/2021
	225-2220-42210 OPERATING SUPPLIES			158.00			
	Total for vendor 3480 - FALLS FLAG SOUR:			158.00	158.00		
Vendor 0170 - FASTENAL COMPAN:							
MNBAX249046							
68445	FASTENAL COMPANY	10/05/2021	11/03/2021	56.26	56.26	Open	N
	SAFETY VESTS AND GLASSES		pziemer				11/03/2021
	230-5200-42210 OPERATING SUPPLIES			56.26			
	Total for vendor 0170 - FASTENAL COMPAN:			56.26	56.26		
Vendor 0177 - FIRST IMPRESSIO:							
82354							
68360	FIRST IMPRESSION PRINTING	10/18/2021	11/03/2021	248.50	248.50	Open	N
	SEWER DOORHANGERS		pziemer				11/03/2021
	237-3190-43350 PRINTING/LEGAL PUBLICATIONS			248.50			
	Total for vendor 0177 - FIRST IMPRESSIO:			248.50	248.50		
Vendor 0946 - GAME TIME:							
PJI-0170663							
68449	GAME TIME	10/15/2021	11/03/2021	273.60	273.60	Open	N
	BHP PLAYGROUND - REPLACEMENT PART		pziemer				11/03/2021
	230-5200-42220 REPAIR & MAINT			273.60			
	Total for vendor 0946 - GAME TIME:			273.60	273.60		
Vendor 0008 - GENERATOR POWER:							
25381							
68413	GENERATOR POWER SYSTEMS	10/11/2021	11/03/2021	765.00	765.00	Open	N
	ST 1 GENERATOR OIL/FILTER/BATTERY		pziemer				11/03/2021
	225-2220-42220 REPAIR & MAINT			765.00			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date / Entered By	Inv Amt	Amt Due	Status	Jrnlized / Post Date
25375							
68414	GENERATOR POWER SYSTEMS	10/11/2021	11/03/2021	1,159.18	1,159.18	Open	N
	ST 1 BLOCK HEATER, COOLANT, WATER		pziemer				11/03/2021
	225-2220-42220 REPAIR & MAINT			1,159.18			
	Total for vendor 0008 - GENERATOR POWER:			1,924.18	1,924.18		
Vendor 2377 - GRANITE ELECTRO:							
154008649-1							
68399	GRANITE ELECTRONICS	10/20/2021	11/03/2021	52.00	52.00	Open	N
	SQD 433 MOBILE RADIO REPAIR		pziemer				11/03/2021
	225-2120-42221 SQUAD CAR REPAIR SUPPLIES			52.00			
	Total for vendor 2377 - GRANITE ELECTRO:			52.00	52.00		
Vendor 3011 - GUARDIAN PEST C:							
2295560							
68453	GUARDIAN PEST CONTROL INC	10/01/2021	11/03/2021	59.00	59.00	Open	N
	PEST CONTROL SERVICES SEPTEMBER		pziemer				11/03/2021
	225-2220-43300 PROFESSIONAL SERVICES			59.00			
	Total for vendor 3011 - GUARDIAN PEST C:			59.00	59.00		
Vendor 1496 - HALLMARK EMBLEM:							
196088							
68468	HALLMARK EMBLEMS INC	10/19/2021	11/03/2021	723.40	723.40	Open	N
	UNIFORM PATCHES		pziemer				11/03/2021
	225-2120-41113 UNIFORM ALLOWANCE			723.40			
	Total for vendor 1496 - HALLMARK EMBLEM:			723.40	723.40		
Vendor 3303 - HALVERSON, MIRANDA:							
10/21/21							
68400	HALVERSON, MIRANDA	10/21/2021	11/03/2021	173.74	173.74	Open	N
	PROPERTY & EVIDENCE MNGMT TRAINING		pziemer				11/03/2021
	225-2120-43330 PROFESSIONAL DEVELOPMENT			173.74			
	Total for vendor 3303 - HALVERSON, MIRANDA:			173.74	173.74		
Vendor 1589 - HOTSY MINNESOTA:							
10919							
68465	HOTSY MINNESOTA	10/15/2021	11/03/2021	327.20	327.20	Open	N
	WASH BAY SOAP REFILL		pziemer				11/03/2021
	235-3125-42220 REPAIR & MAINT			327.20			
	Total for vendor 1589 - HOTSY MINNESOTA:			327.20	327.20		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date / Entered By	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:							
40065							
68369	INDEPENDENT TESTING TECHNOLOGIES	10/15/2021	11/03/2021	455.00	455.00	Open	N
	IMP 20:05 & 20:06 ITT PROJECT 21-208		pziemer				11/03/2021
	401-9030-43300-20:05 PROFESSIONAL SERVICES			227.50			
	401-9030-43300-20:06 PROFESSIONAL SERVICES			227.50			
	Total for vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:			455.00	455.00		
Vendor 0220 - KENNEDY & GRAVE:							
2021A BONDS							
68374	KENNEDY & GRAVEN	10/21/2021	11/03/2021	8,500.00	8,500.00	Open	N
	LEGAL SERVICES ISSUANCE/SALE 2021 A		pziemer				11/03/2021
	401-0000-14100 DUE FROM COMPONENT UNIT			6,460.00			
	401-9030-43300-20:05 PROFESSIONAL SERVICES			408.00			
	401-9030-43300-20:06 PROFESSIONAL SERVICES			1,530.00			
	401-1919-43300 PROFESSIONAL SERVICES			102.00			
	Total for vendor 0220 - KENNEDY & GRAVE:			8,500.00	8,500.00		
Vendor 1512 - KIRVIDA FIRE IN:							
9984							
68415	KIRVIDA FIRE INC	10/15/2021	11/03/2021	472.05	472.05	Open	N
	E3 INTAKE RELIEF VALVE		pziemer				11/03/2021
	225-2220-42220 REPAIR & MAINT			472.05			
	Total for vendor 1512 - KIRVIDA FIRE IN:			472.05	472.05		
Vendor 3545 - KITCHIGAMI REGI:							
10/13/21							
68467	KITCHIGAMI REGIONAL LIBRARY - CC	10/13/2021	11/03/2021	436.70	436.70	Open	N
	9/13/21-10/13/21 KITCHIGAMI CC		pziemer				11/03/2021
	211-0000-20800 DUE TO OTHER GOVT UNITS			436.70			
	Total for vendor 3545 - KITCHIGAMI REGI:			436.70	436.70		
Vendor 1336 - KOERING, JOE:							
10/25/21							
68446	KOERING, JOE	10/25/2021	11/03/2021	112.50	112.50	Open	N
	BOOT REIMBURSE 50%		pziemer				11/03/2021
	230-5200-42210 OPERATING SUPPLIES			112.50			
	Total for vendor 1336 - KOERING, JOE:			112.50	112.50		
Vendor 3469 - LAKES AREA MAT:							

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date / Entered By	Inv Amt	Amt Due	Status	Jrnlized / Post Date
20211012 #520							
68426	LAKES AREA MAT SERVICE INC	10/12/2021	11/03/2021	41.44	41.44	Open	N
	POLICE DEPT FLOOR MATS		pziemer				11/03/2021
	225-2120-43300 PROFESSIONAL SERVICES			41.44			
20211026 #520							
68427	LAKES AREA MAT SERVICE INC	10/26/2021	11/03/2021	41.44	41.44	Open	N
	POLICE DEPT FLOOR MATS		pziemer				11/03/2021
	225-2120-43300 PROFESSIONAL SERVICES			41.44			
20211026 #522							
68428	LAKES AREA MAT SERVICE INC	10/26/2021	11/03/2021	42.56	42.56	Open	N
	CITY HALL FLOOR MATS		pziemer				11/03/2021
	101-1940-43410 RENTAL EXPENSE			42.56			
20211012 #522							
68429	LAKES AREA MAT SERVICE INC	10/12/2021	11/03/2021	42.56	42.56	Open	N
	CITY HALL FLOOR MATS		pziemer				11/03/2021
	101-1940-43410 RENTAL EXPENSE			42.56			
	Total for vendor 3469 - LAKES AREA MAT:			168.00	168.00		
Vendor MISC - LEVEL CONSTRUCTION, LLC:							
BFG21-0009							
68389	LEVEL CONSTRUCTION, LLC	10/26/2021	11/03/2021	3,000.00	3,000.00	Open	N
	BD Bond Refund		pziemer				11/03/2021
	101-0000-20200 BFG21-0009			3,000.00			
	Total for vendor MISC - LEVEL CONSTRUCTION, LLC:			3,000.00	3,000.00		
Vendor MISC - LEVEL CONTRACTING LLC:							
BFG20-0015							
68386	LEVEL CONTRACTING LLC	10/26/2021	11/03/2021	3,000.00	3,000.00	Open	N
	BD Bond Refund		pziemer				11/03/2021
	101-0000-20200 BFG20-0015			3,000.00			
BFG20-0014							
68387	LEVEL CONTRACTING LLC	10/26/2021	11/03/2021	3,000.00	3,000.00	Open	N
	BD Bond Refund		pziemer				11/03/2021
	101-0000-20200 BFG20-0014			3,000.00			
BFG21-0016							
68388	LEVEL CONTRACTING LLC	10/26/2021	11/03/2021	3,000.00	3,000.00	Open	N
	BD Bond Refund		pziemer				11/03/2021
	101-0000-20200 BFG21-0016			3,000.00			
	Total for vendor MISC - LEVEL CONTRACTING LLC:			9,000.00	9,000.00		
Vendor 0619 - LMC:							

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date / Entered By	Inv Amt	Amt Due	Status	Jrnlized / Post Date
347796							
68355	LEAGUE OF MN CITIES	10/15/2021	11/03/2021	13,616.00	13,616.00	Open	N
	2021-2022 DUES		pziemer				11/03/2021
	101-9200-43430	MISCELLANEOUS		13,616.00			
		Total for vendor 0619 - LMC:		13,616.00	13,616.00		
Vendor 2141 - M&M EXPRESS SAL:							
347185							
68416	M&M EXPRESS SALES & SERVICE	10/22/2021	11/03/2021	131.53	131.53	Open	N
	HONDA GAS POWERED FAN REPAIR		pziemer				11/03/2021
	225-2220-42220	REPAIR & MAINT		131.53			
		Total for vendor 2141 - M&M EXPRESS SAL:		131.53	131.53		
Vendor 0239 - MACQUEEN EQUIPM:							
W09228							
68367	MACQUEEN EQUIPMENT INC	10/20/2021	11/03/2021	856.87	856.87	Open	N
	SWEEPER 118 DIAGNOSTIC		pziemer				11/03/2021
	235-3100-42220	REPAIR & MAINT		856.87			
P38024							
68373	MACQUEEN EQUIPMENT INC	10/22/2021	11/03/2021	252.64	252.64	Open	N
	RECHARGEABLE FLASHLIGHTS		pziemer				11/03/2021
	237-3190-42220	REPAIR & MAINT		252.64			
		Total for vendor 0239 - MACQUEEN EQUIPM:		1,109.51	1,109.51		
Vendor 1753 - MARCO:							
INV9249294							
68442	MARCO	10/19/2021	11/03/2021	1,504.00	1,504.00	Open	N
	9/16/21-10/15/21 CONTRACT BILLING		pziemer				11/03/2021
	101-1800-43309	COMPUTER SUPPORT		1,504.00			
		Total for vendor 1753 - MARCO:		1,504.00	1,504.00		
Vendor 0243 - MARCO FINANCING:							
455079590							
68383	MARCO FINANCING	10/07/2021	11/03/2021	1,585.92	1,585.92	Open	N
	MARCO COPIER CH 3RD FLOOR 11/1/21-		pziemer				11/03/2021
	101-1800-43331	LEASE PAYMENTS		1,585.92			
455079202							
68401	MARCO FINANCING	10/07/2021	11/03/2021	367.17	367.17	Open	N
	COPIER LEASE		pziemer				11/03/2021
	225-2120-43331	LEASED PAYMENTS		367.17			
		Total for vendor 0243 - MARCO FINANCING:		1,953.09	1,953.09		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date / Entered By	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 0244 - MARTIN COMMUNIC:							
104690							
68443	MARTIN COMMUNICATIONS INC	10/19/2021	11/03/2021	82.00	82.00	Open	N
	IMPRES SMART NIMH BATTERY		pziemer				11/03/2021
	203-9000-43321 TELEPHONE			82.00			
	Total for vendor 0244 - MARTIN COMMUNIC:			82.00	82.00		
Vendor 2392 - MENARDS:							
63196							
68370	MENARDS	10/21/2021	11/03/2021	169.00	169.00	Open	N
	8 FOOT STEP LADDER		pziemer				11/03/2021
	235-3125-42220 REPAIR & MAINT			169.00			
63253							
68372	MENARDS	10/22/2021	11/03/2021	35.81	35.81	Open	N
	VAC TRUCK WATER TANK EXTENSION		pziemer				11/03/2021
	237-3190-42220 REPAIR & MAINT			35.81			
	Total for vendor 2392 - MENARDS:			204.81	204.81		
Vendor 0889 - MENARDS - BAXTE:							
63126							
68381	MENARDS - BAXTER	10/20/2021	11/03/2021	399.80	399.80	Open	N
	CHRISTMAS LIGHTS - CITY HALL		pziemer				11/03/2021
	101-9200-43430 MISCELLANEOUS			399.80			
62384							
68447	MENARDS - BAXTER	10/06/2021	11/03/2021	95.22	95.22	Open	N
	WINTERIZE SPLASH PAD		pziemer				11/03/2021
	230-5200-42220 REPAIR & MAINT			95.22			
62458							
68448	MENARDS - BAXTER	10/07/2021	11/03/2021	27.72	27.72	Open	N
	GGP RINK - HOSE CLAMP		pziemer				11/03/2021
	230-5200-42220 REPAIR & MAINT			27.72			
	Total for vendor 0889 - MENARDS - BAXTE:			522.74	522.74		
Vendor 2544 - MN GIS/LIS CONS:							
200004875							
68349	MN GIS/LIS CONSORTIUM	10/15/2021	11/03/2021	125.00	125.00	Open	N
	2021 MN GIS CONFERENCE - SSTRONG		pziemer				11/03/2021
	101-1800-43330 PROFESSIONAL DEVELOPMENT			125.00			
	Total for vendor 2544 - MN GIS/LIS CONS:			125.00	125.00		
Vendor 3168 - MOTORS-N-MORE:							

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date / Entered By	Inv Amt	Amt Due	Status	Jrnlized / Post Date
28737							
68402	MOTORS-N-MORE	10/19/2021	11/03/2021	23.00	23.00	Open	N
	SQD 429 OIL CHANGE		pziemer				11/03/2021
	225-2120-42221 SQUAD CAR REPAIR SUPPLIES			23.00			
28746							
68403	MOTORS-N-MORE	10/21/2021	11/03/2021	359.85	359.85	Open	N
	SQD 429 WATER PUMP		pziemer				11/03/2021
	225-2120-42221 SQUAD CAR REPAIR SUPPLIES			359.85			
28755							
68469	MOTORS-N-MORE	10/26/2021	11/03/2021	229.97	229.97	Open	N
	SQD 429 COOLANT LEAKE/SURGE TANK		pziemer				11/03/2021
	225-2120-42221 SQUAD CAR REPAIR SUPPLIES			229.97			
	Total for vendor 3168 - MOTORS-N-MORE:			612.82	612.82		
Vendor 0273 - NAPA AUTO PARTS:							
453717							
68371	NAPA AUTO PARTS	10/21/2021	11/03/2021	15.96	15.96	Open	N
	DISCHARGE PUMP ANTI-FREEZE		pziemer				11/03/2021
	238-3160-42220 REPAIR & MAINT			15.96			
452657							
68417	NAPA AUTO PARTS	10/18/2021	11/03/2021	64.23	64.23	Open	N
	FLOOR CLEANER		pziemer				11/03/2021
	225-2220-42210 OPERATING SUPPLIES			64.23			
454698							
68423	NAPA AUTO PARTS	10/25/2021	11/03/2021	20.66	20.66	Open	N
	GRAPHITE SPRAY LUBE		pziemer				11/03/2021
	235-3125-42220 REPAIR & MAINT			20.66			
455054							
68464	NAPA AUTO PARTS	10/26/2021	11/03/2021	10.31	10.31	Open	N
	BLADE		pziemer				11/03/2021
	225-2220-42210 OPERATING SUPPLIES			10.31			
	Total for vendor 0273 - NAPA AUTO PARTS:			111.16	111.16		
Vendor 0427 - NISSWA POLICE D:							
4TH QTR 2021							
68393	NISSWA POLICE DEPT	10/25/2021	11/03/2021	2,287.52	2,287.52	Open	N
	4TH QTR 2021 TZD		pziemer				11/03/2021
	225-0000-20800 DUE TO OTHER GOVT UNITS			2,287.52			
	Total for vendor 0427 - NISSWA POLICE D:			2,287.52	2,287.52		
Vendor 3725 - NORTH RISK PARTNERS:							

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173011/2022							
68357	NORTH RISK PARTNERS	10/21/2021	11/03/2021	12,500.00	12,500.00	Open	N
	1ST INSTALLMENT 2022 HEALTH INS		pziemer				11/03/2021
	101-9200-43300	PROFESSIONAL SERVICES		1,750.00			
	101-0000-14100	DUE FROM COMPONENT UNIT		5,250.00			
	101-0000-14100	DUE FROM COMPONENT UNIT		1,750.00			
	260-9020-43300	PROFESSIONAL SERVICES		250.00			
	101-0000-15510	PREPAID OTHER		3,500.00			
	Total for vendor 3725 - NORTH RISK PARTNERS:			12,500.00	12,500.00		
Vendor 0282 - OBERG MFG & FEN:							
4478							
68408	OBERG MFG & FENCING	10/25/2021	11/03/2021	33,699.00	33,699.00	Open	N
	IMPOUND LOT FENCING		pziemer				11/03/2021
	400-9050-45530	CAPITAL - OTHER		33,699.00			
	Total for vendor 0282 - OBERG MFG & FEN:			33,699.00	33,699.00		
Vendor 0284 - OFFICE SHOP:							
C1102301-0							
68347	OFFICE SHOP	10/14/2021	11/03/2021	(15.00)	(15.00)	Open	N
	CREDIT FOR COPY PAPER DAMAGED		pziemer				11/03/2021
	101-1940-42200	OFFICE SUPPLIES		(15.00)			
1102794-0							
68351	OFFICE SHOP	10/18/2021	11/01/2021	297.00	297.00	Open	N
	FOOTRESTS - COUNCIL CHAMBERS QTY 3		pziemer				11/03/2021
	400-9050-45530	CAPITAL - OTHER		297.00			
1102794-3							
68376	OFFICE SHOP	10/20/2021	11/03/2021	297.00	297.00	Open	N
	CHAMBER FOOTRESTS - QTY 3		pziemer				11/03/2021
	400-9050-45530	CAPITAL - OTHER		297.00			
1102794-4							
68377	OFFICE SHOP	10/20/2021	11/03/2021	198.00	198.00	Open	N
	CHAMBERS FOOT RESTS - QTY 2		pziemer				11/03/2021
	400-9050-45530	CAPITAL - OTHER		198.00			
1102794-2							
68379	OFFICE SHOP	10/19/2021	11/03/2021	99.00	99.00	Open	N
	CHAMBER FOOTRESTS - QTY 1		pziemer				11/03/2021
	400-9050-45530	CAPITAL - OTHER		99.00			
1102794-1							
68380	OFFICE SHOP	10/19/2021	11/03/2021	891.00	891.00	Open	N
	CHAMBER FOOTRESTS - QTY 9		pziemer				11/03/2021
	400-9050-45530	CAPITAL - OTHER		891.00			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date / Entered By	Inv Amt	Amt Due	Status	Jrnlized / Post Date
1103239-0							
68452	OFFICE SHOP	10/26/2021	11/03/2021	55.59	55.59	Open	N
	MECHANICS WHITE BOARD		pziemer				11/03/2021
	235-3125-42220	REPAIR & MAINT		55.59			
		Total for vendor 0284 - OFFICE SHOP:		1,822.59	1,822.59		
Vendor 3336 - PAPER STORM:							
17459							
68404	PAPER STORM	10/11/2021	11/03/2021	31.62	31.62	Open	N
	MEDIA DESTRUCTION		pziemer				11/03/2021
	225-2120-43300	PROFESSIONAL SERVICES		31.62			
		Total for vendor 3336 - PAPER STORM:		31.62	31.62		
Vendor 2073 - PEQUOT LAKES PO:							
4TH QTR 2021							
68394	PEQUOT LAKES POLICE DEPARTMENT	10/25/2021	11/03/2021	505.52	505.52	Open	N
	4TH QTR 2021 TZD		pziemer				11/03/2021
	225-0000-20800	DUE TO OTHER GOVT UNITS		505.52			
		Total for vendor 2073 - PEQUOT LAKES PO:		505.52	505.52		
Vendor 3949 - SETON:							
9347968007							
68455	SETON	10/01/2021	11/03/2021	603.70	603.70	Open	N
	RE-MADE RUNWAY SIGNS -		pziemer				11/03/2021
	260-9020-42220	REPAIR & MAINT		603.70			
61651073							
68457	SETON	10/25/2021	11/03/2021	(25.92)	(25.92)	Open	N
	CREDIT MEMO FOR FREIGHT ON RPLCMNT		pziemer				11/03/2021
	260-9020-42220	REPAIR & MAINT		(25.92)			
		Total for vendor 3949 - SETON:		577.78	577.78		
Vendor 0317 - SHORT ELLIOTT :							
414283							
68354	SHORT ELLIOTT HENDRICKSON	10/15/2021	11/03/2021	21,067.60	21,067.60	Open	N
	FINAL DESIGN CUYUNA LAKES TRAIL		pziemer				11/03/2021
	401-1902-43300	PROFESSIONAL SERVICES		21,067.60			
		Total for vendor 0317 - SHORT ELLIOTT :		21,067.60	21,067.60		
Vendor 2589 - STAPLES ADVANTA:							

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date / Entered By	Inv Amt	Amt Due	Status	Jrnlized / Post Date
3490212308							
68470	STAPLES ADVANTAGE	10/16/2021	11/03/2021	89.32	89.32	Open	N
	BULLETIN BOARD/SIGN HERE FLAGS/PEN		pziemer				11/03/2021
	225-2120-42200 OFFICE SUPPLIES			89.32			
	Total for vendor 2589 - STAPLES ADVANTA:			89.32	89.32		
Vendor 0322 - STREICHERS PROF:							
I1528937							
68405	STREICHERS PROF EQUIP	10/12/2021	11/03/2021	151.99	151.99	Open	N
	726 UNIFORM BADGE		pziemer				11/03/2021
	225-2120-41113 UNIFORM ALLOWANCE			151.99			
I1529825							
68406	STREICHERS PROF EQUIP	10/18/2021	11/03/2021	161.98	161.98	Open	N
	726JC UNIFORM BOOTS		pziemer				11/03/2021
	225-2120-43330 PROFESSIONAL DEVELOPMENT			161.98			
I1530096							
68407	STREICHERS PROF EQUIP	10/19/2021	11/03/2021	1,975.99	1,975.99	Open	N
	UNIFORM SHIRTS - DEPT ORDER		pziemer				11/03/2021
	225-2120-41113 UNIFORM ALLOWANCE			1,975.99			
	Total for vendor 0322 - STREICHERS PROF:			2,289.96	2,289.96		
Vendor 1597 - USA NORTHLAND D:							
2022							
68466	USA NORTHLAND DIRECTORIES	10/27/2021	11/03/2021	529.00	529.00	Open	N
	2022 ADVERTISING		pziemer				11/03/2021
	203-0000-15510 PREPAID OTHER			529.00			
	Total for vendor 1597 - USA NORTHLAND D:			529.00	529.00		
Vendor 2924 - VERIZON WIRELES:							
9890715380							
68359	VERIZON WIRELESS	10/15/2021	11/03/2021	245.07	245.07	Open	N
	9/16-10/15 FD IPADS		pziemer				11/03/2021
	225-2220-43321 TELEPHONE			245.07			
	Total for vendor 2924 - VERIZON WIRELES:			245.07	245.07		
Vendor 1095 - VIKING ELECTRIC:							
S004974237.003							
68456	VIKING ELECTRIC SUPPLY	10/01/2021	11/03/2021	64.52	64.52	Open	N
	AIRFIELD LIGHTING - MISSING INVOICE		pziemer				11/03/2021
	260-9020-42220 REPAIR & MAINT			64.52			
	Total for vendor 1095 - VIKING ELECTRIC:			64.52	64.52		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date / Entered By	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 0087 - VISIT BRAINERD:							
SEPT 2021							
68350	VISIT BRAINERD	10/18/2021	11/03/2021	3,830.64	3,830.64	Open	N
	SEPT 2021 LODGING TAX		pziemer				11/03/2021
	101-9200-43340 LODGING TAX REMIT/PR			3,830.64			
	Total for vendor 0087 - VISIT BRAINERD:			3,830.64	3,830.64		
Vendor 0349 - W W THOMPSON CO:							
2110-952152							
68422	W W THOMPSON CONCRETE	10/25/2021	11/03/2021	13.80	13.80	Open	N
	MASONRY CRACK FILLER - 9TH AVE/O ST		pziemer				11/03/2021
	235-3100-42220 REPAIR & MAINT			13.80			
	Total for vendor 0349 - W W THOMPSON CO:			13.80	13.80		
Vendor 0344 - WASTE PARTNERS:							
19X00357							
68459	WASTE PARTNERS INC	10/01/2021	11/03/2021	84.78	84.78	Open	N
	SEPT 21 LIBRARY WASTE REMOVAL		pziemer				11/03/2021
	211-5500-43380 UTILITIES			84.78			
	Total for vendor 0344 - WASTE PARTNERS:			84.78	84.78		
Vendor 1159 - WINNERS TROPHY/:							
11771							
68430	WINNERS TROPHY	10/23/2021	11/03/2021	552.50	552.50	Open	N
	2022 DOG TAGS AND ENGRAVING		pziemer				11/03/2021
	101-1400-42210 OPERATING SUPPLIES			552.50			
	Total for vendor 1159 - WINNERS TROPHY/:			552.50	552.50		
Vendor 1712 - WSB:							
R-016307-000-16							
68450	WSB & ASSOCIATES	10/21/2021	11/03/2021	10,513.00	10,513.00	Open	N
	MEMORIAL PARK REDEVELOPMENT		pziemer				11/03/2021
	400-9050-45510 CAPITAL - LAND			10,513.00			
R-018999-000-1							
68451	WSB & ASSOCIATES	10/21/2021	11/03/2021	1,886.00	1,886.00	Open	N
	MISSISSIPPI LANDING TRAILHEAD PARK		pziemer				11/03/2021
	401-9030-45530-21:16 CAPITAL-PYMTS TO CONTRACTS			1,886.00			
	Total for vendor 1712 - WSB:			12,399.00	12,399.00		

# of Invoices:	122	# Due: 122	Totals:	205,633.87	205,633.87
# of Credit Memos:	2	# Due: 2	Totals:	(40.92)	(40.92)

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Net of Invoices and Credit Memos:				205,592.95	205,592.95		

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	7,000.00
101-0000-15510	PREPAID OTHER	3,500.00
101-0000-20200	Residential State Surcharge - Flat	12,571.00
101-0000-22800	OTHER LIABILITIES	3,198.98
101-1400-42210	OPERATING SUPPLIES	552.50
101-1800-42210	OPERATING SUPPLIES	471.88
101-1800-43309	COMPUTER SUPPORT	1,620.00
101-1800-43330	PROFESSIONAL DEVELOPMENT	125.00
101-1800-43331	LEASE PAYMENTS	1,585.92
101-1940-42200	OFFICE SUPPLIES	(15.00)
101-1940-43300	PROFESSIONAL SERVICES	2,070.00
101-1940-43380	UTILITIES	182.80
101-1940-43381	BPU UTILITIES	2,094.75
101-1940-43410	RENTAL EXPENSE	85.12
101-2400-43405	NUISANCES	375.00
101-9200-43300	PROFESSIONAL SERVICES	1,750.00
101-9200-43340	LODGING TAX REMIT/PR	3,830.64
101-9200-43381	BPU UTILITIES	115.12
101-9200-43430	MISCELLANEOUS	14,015.80
203-0000-15510	PREPAID OTHER	529.00
203-9000-42212	MOTOR FUELS	3,839.86
203-9000-43321	TELEPHONE	82.00
211-0000-20800	DUE TO OTHER GOVT UNITS	436.70
211-5500-43380	UTILITIES	331.62
211-5500-43381	BPU UTILITIES	2,657.14
211-5503-43430	MISC - USE OF HOLDEN TRUST	354.00
225-0000-20800	DUE TO OTHER GOVT UNITS	6,400.60
225-2120-41113	UNIFORM ALLOWANCE	2,851.38
225-2120-42200	OFFICE SUPPLIES	89.32
225-2120-42210	OPERATING SUPPLIES	43.56
225-2120-42220	REPAIR & MAINT	6.29
225-2120-42221	SQUAD CAR REPAIR SUPPLIES	664.82
225-2120-43300	PROFESSIONAL SERVICES	1,493.47
225-2120-43330	PROFESSIONAL DEVELOPMENT	335.72
225-2120-43331	LEASED PAYMENTS	367.17
225-2120-43380	UTILITIES	67.51
225-2120-43381	BPU UTILITIES	4,439.65
225-2220-42210	OPERATING SUPPLIES	310.17
225-2220-42220	REPAIR & MAINT	2,527.76
225-2220-43300	PROFESSIONAL SERVICES	297.00
225-2220-43321	TELEPHONE	245.07
225-2220-43380	UTILITIES	60.52
225-2220-43381	BPU UTILITIES	1,789.27
225-2220-43430	MISCELLANEOUS	200.00

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	230-5200-42210	OPERATING SUPPLIES		168.76			
	230-5200-42220	REPAIR & MAINT		396.54			
	230-5200-43380	UTILITIES		35.94			
	230-5200-43381	BPU UTILITIES		6,675.99			
	230-5280-43380	UTILITIES		535.50			
	235-3100-42220	REPAIR & MAINT		917.36			
	235-3100-43300	PROFESSIONAL SERVICES		238.00			
	235-3100-43380	UTILITIES		67.39			
	235-3100-43381	BPU UTILITIES		23,773.21			
	235-3100-43430	MISCELLANEOUS		177.44			
	235-3125-42220	REPAIR & MAINT		602.87			
	236-3180-43381	BPU UTILITIES		36.00			
	237-3190-42220	REPAIR & MAINT		322.45			
	237-3190-43350	PRINTING/LEGAL PUBLICATIONS		248.50			
	238-3160-42220	REPAIR & MAINT		15.96			
	260-9020-42220	REPAIR & MAINT		642.30			
	260-9020-43300	PROFESSIONAL SERVICES		250.00			
	278-6515-43430	MISCELLANEOUS		15.96			
	400-9050-45510	CAPITAL - LAND		10,513.00			
	400-9050-45530	CAPITAL - OTHER		35,481.00			
	401-0000-14100	DUE FROM COMPONENT UNIT		6,460.00			
	401-1003-43380	UTILITIES		95.24			
	401-1003-43430	MISCELLANEOUS		20.00			
	401-1902-43300	PROFESSIONAL SERVICES		21,067.60			
	401-1919-43300	PROFESSIONAL SERVICES		102.00			
	401-9030-43300-20:05	PROFESSIONAL SERVICES		635.50			
	401-9030-43300-20:06	PROFESSIONAL SERVICES		1,757.50			
	401-9030-45530-21:16	CAPITAL-PYMTS TO CONTRACTS		1,886.00			
	404-9055-45500	BUILDING CAPITAL		2,107.98			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date / Entered By	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	--- TOTALS BY FUND ---						
	101 - GENERAL FUND			55,129.51	55,129.51		
	203 - TRANSIT FUND			4,450.86	4,450.86		
	211 - LIBRARY FUND			3,779.46	3,779.46		
	225 - PUBLIC SAFETY FUND			22,189.28	22,189.28		
	230 - PARK & RECREATION FUND			7,812.73	7,812.73		
	235 - STREET & SEWER FUND			25,776.27	25,776.27		
	236 - PARKING LOT FUND			36.00	36.00		
	237 - SANITARY SEWER FUND			570.95	570.95		
	238 - STORM SEWER FUND			15.96	15.96		
	260 - AIRPORT FUND			892.30	892.30		
	278 - HEALTHY EMPLYE INITIATIVE			15.96	15.96		
	400 - CAPITAL PROJECTS FUND			45,994.00	45,994.00		
	401 - CONSTRUCTION FUND			32,023.84	32,023.84		
	404 - FIRE DEPARTMENT CAPITAL			2,107.98	2,107.98		
	--- TOTALS BY DEPT/ACTIVITY ---						
	0000 -			40,096.28	40,096.28		
	1003 - 10:03 DWNTWN MAIN CNTRACT			115.24	115.24		
	1400 - ADMINISTRATION			552.50	552.50		
	1800 - IT/GIS			3,802.80	3,802.80		
	1902 - 19:02 CLST CONNECTION			21,067.60	21,067.60		
	1919 - 19:19 NW 3RD&JACKSON STRE			102.00	102.00		
	1940 - CITY HALL			4,417.67	4,417.67		
	2120 - POLICE DEPARTMENT			10,358.89	10,358.89		
	2220 - FIRE DEPARTMENT			5,429.79	5,429.79		
	2400 - COMMUNITY DEVL/INSPECTION			375.00	375.00		
	3100 - S & S MAINTENANCE			25,173.40	25,173.40		
	3125 - SNOW REMOVAL			602.87	602.87		
	3160 - STORM SEWER EXPENSE			15.96	15.96		
	3180 - PARKING LOTS EXPENSE			36.00	36.00		
	3190 - SANITARY SEWER EXPENSE			570.95	570.95		
	5200 - PARK MAIN/ADMINISTRATION			7,277.23	7,277.23		
	5280 - CAMPGROUND			535.50	535.50		
	5500 - LIBRARY-BUDGETED			2,988.76	2,988.76		
	5503 - HOLDEN TRUST DONATION USE			354.00	354.00		
	6515 - HEALTHY EMPLYE INITIATIVE			15.96	15.96		
	9000 - TRANSIT FUND			3,921.86	3,921.86		
	9020 - AIRPORT M & O			892.30	892.30		
	9030 - CONSTRUCTION PROJ-MISC			4,279.00	4,279.00		
	9050 - CAPITAL PROJECTS-MISC			45,994.00	45,994.00		
	9055 - FIRE DEPARTMENT CAPITAL			2,107.98	2,107.98		
	9200 - CITY-WIDE			19,711.56	19,711.56		

Brainerd, MN
October 18, 2021

Pursuant to due call and notice thereof, the regular meeting of the Brainerd City Council was called to order at 7:30 P.M. by Council President Bevans.

Upon roll call, the following members were noted as present: Stunek, Pritschet, Stenglein, Erickson, O'Day, and Bevans. Mayor Badeaux was also noted as present. Member Johnson was noted as absent.

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

MOVED AND SECONDED BY COUNCIL MEMBERS PRITSCHET AND STUNEK, DULY CARRIED, TO APPROVE THE AGENDA WITH THE REMOVAL OF THE MARKET STUDY DISCUSSION FROM THE WORKSHOP ON OCTOBER 25TH, 2021.

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

A. **Approval of Bills- Approved**
B. **Approval of the Minutes of the Regular Meeting held on October 4th, 2021**
C. **Approval of Minutes from Council Workshop held on October 11th, 2021**
D. **Approval of Licenses-Approved**
E. **Department Activity Reports- Approved**
F. **Resolution- Accepting 3rd Quarter Donations 2021**

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

Council Committee Reports

Personnel & Finance

Police Officer Hiring Ratification-Approved

Committee Member Stunek stated this will bring the department to 24 sworn officers.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND STENGLEIN, DULY CARRIED, TO AFFIRM HIRING POLICE OFFICER BRYCE JOHNSON, STARTING AT LELS STEP 1 AT A RATE OF $28.26 PER HOUR, WITH AN EFFECTIVE DATE OF OCTOBER 11TH, 2021.

Approval of 2022-2024 USW (Hydro) Union Contract Terms and Wages- Approved

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND STENGLEIN, DULY CARRIED, TO APPROVE THE ATTACHED TENTATIVE AGREEMENT SUMMARY AND THE ATTACHED CONTRACT SUPPORTING DOCUMENTS BETWEEN THE CITY AND USW UNION (HYDRO).

MOVED AND SECONDED BY COUNCIL MEMBER STUNEK AND STENGLEIN TO ADOPT THE RESOLUTION SETTING THE USW UNION WAGES FOR 2022-2024.

RESOLUTION 58:21

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

Authority to Enter into Lease Agreements for 2022 Budgeted Vehicles Prior to Budget Adoption- Approved

Council Member Stunek stated if the City waits to enter into the lease agreements until after the 1st of the year, after the 2022 budget is officially adopted, it may be too late to get the vehicles in production.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND STENGLEIN, DULY CARRIED, TO AUTHORIZE STAFF TO ENTER INTO AN AGREEMENT WITH ENTERPRISE FOR LEASED VEHICLES IN THE PROPOSED BUDGET PRIOR TO THE 2022 BUDGET BEING ADOPTED.

Authority to Enter into Consulting Agreement with Hildi, Inc. for Actuarial Services to Comply with Government Accounting Standard Board (GASB) 74/75 Relating to Other Post-Employment Benefits (OPEBs)-Approved

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND STENGLEIN, DULY CARRIED, TO AUTHORIZE SIGNATURES ON THE AGREEMENT FOR CONSULTING SERVICES WITH HILDI, INC. FOR FISCAL YEAR 2022 IN THE AMOUNT OF $3,100 PLUS $500 FOR EXHIBITS AND APPROXIMATELY $800-$1,000 FOR FISCAL YEAR 2023 SERVICES.

Safety and Public Works

Approve Event Application for the Tricks and Treats Skateboard Event- Approved

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET, DULY CARRIED, TO APPROVE THE EVENT APPLICATION UNDER THE CONDITION THAT THE APPLICANT REQUEST TRAFFIC OCNTROL 1- WEEK PRIOR TO THE EVENT, ALL SIGNS AND BANNERS ARE REMOVED AFTER EVENT COMPLETION, AND THAT THE APPPLICANT SUBMIT INSURANCE CERTIFICATE PRIOR TO THE EVENT.

Approval of Final Pay Estimate- Improvement 19-10- NE Brainerd Resurfacing Project-Approved

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON, DULY CARRIED, TO APPROVE FINAL PAY ESTIMATE AS PRESENTED TO KNIFE RIVER CORPORATION FOR IMPROVEMENT 19-10- NE BRAINERD RESURFACING PROJECT.

Approve Letter of Intent and Safe Routes to School Grant Application Submission- Harrison Elementary Oak Street Improvements- Approved

Council Member Erickson stated that he would be abstaining from voting due to his tole in the application process with his employment with the Region 5 Development Commission.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET TO APPROVE LETTER OF INTENT SUBMISSION AND TO FURTHER ALLOW STAFF TO WORK ON AND SUBMIT THE FULL APPLICATION ONCE THE LETTER OF INTENT IS RECEIVED BY MNDOT.

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

Discussion of Downtown Snow Removal and Special Services District- Discussion

Committee Chair O'Day stated that the committee hasn't heard from enough owners and the discussion came too late in the year to change how snow removal for 2021-2022 will be handled. Discussion will continue to explore this issue.

Discussion on Street Light Policy- Discussion

Committee Chair O'Day stated that the committee is in favor of standardizing decorative lights to create a pleasing aesthetic. They need to choose what that will look like with more input and research.

Discussion of Sober Homes Issue- Discussion

Committee Chair O'Day stated that the committee heard from the residents and owners of the sober homes at this committee meeting and heard the opposite of what they had heard the meeting prior. They directed all residents to be good neighbors.

Unfinished Business

Resolution- Adopting Assessment- 2021 Nuisance Abatement and 2020-2021 Downtown Special Services District- Approved

Community Development Director Chanski stated that staff was recommending three of the properties being assessed be taken off the roll. Mr. Hammond, PID 41040687, $125 nuisance, is the new homeowner of the property. Because of timing of when he purchased the home, the nuisance didn't show up on the assessment search. Mr. Egle, PID 41191713, $250 nuisance, has been working with staff to update his roof, because of supply and labor shortages it has been difficult.

Attorney Langel stated the third property nuisance assessment staff recommended removing from the roll is Ms. Strand-Peterson, PID 41250684, $250 nuisance, because she thought that the nuisance was also waived at the time that the abatement issue was resolved on May 3rd, 2021 at the abatement hearing.

City Engineer/ Interim Public Works Director Sandy stated that there was a formal objection from Ed Shaw, PID 41241293, 41241294, & 41241470 who objects to the costs of snow removal district and special services.

The Chair opened the public hearing at 7:58 p.m.

Brad Hicks, 801 10th Ave NE, PID 41191142, $3,000 Nuisance, stated that with the inability to evict tenants he could not do anything to change the condition of his rental. Mr. Hicks submitted a formal objection to the assessment.

Steve and Lois Hensel, 623 Laurel St, PID 41241457, came forward to talk again about their opposition to the assessment for special services and snow removal. They submitted a formal objection to the assessment.

The Chair closed the public hearing at 8:20 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND PRITSCHET TO ADOPT RESOLUTION ADOPTING ASSESSMENT- 2021 NUISANCE ABATEMENT AND 2020-2021 DOWNTOWN SPECIAL SERVICES DISTRICT AND DOWNTOWN SNOW REMOVAL, LESS THE EIGHT PROPERTIES DISCUSSED; FURTHER, TO ADJOURN THE PUBLIC HEARING TO NOVEMBER 1ST, 2021 AT 7:30 PM.

RESOLUTION 59:21

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

Resolution- Adopting Assessment- Improvement 19-19 NW 3rd Street and Jackson Street Reconstruction Project- Approved

The Chair opened the public hearing at 8:24 p.m.

No one came forward.

The Chair closed the public hearing at 8:5 p.m.

City Engineer/ Interim Public Works Director Sandy stated that Gustafson Properties, who own's a majority of properties along this improvement formally contested the assessment.

Attorney Langel stated that the owner of Gustafson Properties has submitted an official objection. The Council can adopt the assessment and the owners can appeal through the court system if they wish to.

MOVED AND SECONDED BY COUNCIL MEMBERS PRITSCHET AND O'DAY TO ADOPT RESOLUTION ADOPTING ASSESSMENT- 19-19- NW 3rd STREET AND JACKSON STREET RECONSTRUCTION PROJECT.

RESOLUTION 60:21

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

Resolution- Adopting Assessment- 20-05 20-06- Madison Street and SE Brainerd Construction Project

The Chair opened the public hearing at 8:26 p.m.

Becky Chisholm, 1423 Pine St, PID 41250812, formally objected to the assessments on her property. She stated that she was unaware when she purchased the property that it would be assessed, and she simply cannot afford to pay for the assessment. Ms. Chisholm formally submitted an objection to the assessment.

Dexter Hanson, 1008 Rosewood St, PID 41250624, 41250623, 41250619, formally objected to the assessments on his three properties.

The Chair closed the public hearing at 8:37 p.m.

City Engineer/ Interim Public Works Director Sandy stated that Greg Blume, 1119 13th St, PID 41250961 & 41250960, formally contested his assessments on his properties.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND PRITSCHET TO ADOPT RESOLUTION ADOPTING ASSESSMENT- 20-05 20-06- MADISON STREET AND SE BRAINERD CONSTRUCTION PROJECT, LESS THE SIX PROPERTIES WHO CONTESTED THE ASSESSMENT; FURTHER, TO ADJOURN THE PUBLIC HEARING TO NOVEMBER 1, 2021, AT 7:30 PM.

RESOLUTION 61:21

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

Call for Applicants – Informational:
(Application Information at www.ci.brainerd.mn.us/boards/)

Mayor Recommended: (terms to expire on 12/31 of said year)
Cable TV Advisory Committee – 1 term (Expire 2021) – 2 terms (Expire 2022)
Charter Commission – 1 term (Expire 2022)
Rental Dwelling License Board of Appeals – 3 terms (Expire 2022)
Transportation Advisory Committee (TAC) – 1 term (Expire 2022)

Mayor Recommended: (terms to expire 09/07 of said year)
Economic Development Authority (EDA) – 1 term (Expire 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

Dangerous Dog Hearing

Administrator Bergman stated that the City received a request from Angela Blakemore for a hearing regarding her dogs Ava, Brownie, and Wendy, pursuant to Brainerd City Ordinance 900.25.

Attorney Langel stated the procedure of the hearing. He also explained the options that the City Council has if the dogs are determined to be dangerous.

Angela Blakemore, 515 2nd Ave NE, stated that she asked for the hearing because her dogs were provoked and are good dogs. She stated that she was not present at the time of the incident.

Thomas Schutt, 12627 Lower Sylvan Rd, Pillager, stated that he has taken the dogs on the same walk off leash once or twice a week all summer. He typically checks to see if there are others out with their dogs prior to taking the dogs for a walk. He restated the events that led up to and took place that led to the dogs being impounded. He believes the dogs are not dangerous.

Mike O'Brien, Animal Control Officer, passed evidence to the Council from the incident to view. He stated the facts of the incident were constructed from the statements from both Mr. Schutt and the owners of the deceased dog. Ms. Blakemore could not provide record of current rabies vaccination. Therefore, the dogs were seized by animal control. Mr. O'Brien also read the statement of the owners of the deceased dog.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET, DULY CARRIED, TO DECLARE ALL THREE DOGS AS DANGEROUS.

Chair Bevans stated he would be voting no, because he believes the dogs should be euthanized immediately for the safety of all.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET TO ENFORCE THE ORDINANCE, ALLOW THE OWNERS SEVEN DAYS TO REMOVE THE DOGS FROM THE CITY OF BRAINERD, AND PROVIDE PROOF THAT THEY HAVE DONE SO; FURTHER THAT THE DOGS WILL BE SUBJECT TO IMMEDIATE SEIZURE BY ANIMAL CONTROL IF THEY ARE FOUND IN THE CITY.

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

Resolution- Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessment, and Ordering a Public Hearing on Proposed Assessment- Nuisance Abatements- Approved

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- NUISANCE ABATEMENTS; FURTHER TO SET THE PUBLIC HEARING FOR NOVEMBER 1, 2021, AT 7:30 PM.

RESOLUTION 62:21

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

Public Forum

The Chair opened public forum at 9:12 p.m.

No one came forward.

The Chair closed public forum at 9:13 p.m.

Staff Reports

Human Resources Director Schubert stated that at the next meeting there will be information for the Council to consider dissolving the Civil Service Commission.

Administrator Bergman stated that Region 5 was not successful in receiving the DEED Main Street grant for the annex, but they are pursuing other sources and trying a second round for the grant in the winter. She has been asked to be on the Central Lakes College Comprehensive Facilities Planning Board. The Charter commission was approached by the Evergreen Cemetery Board to approve language to add the cemetery to the Charter as a recipient of funds. The Charter commission encouraged the members to apply for funding when the City puts out for RFP for the green space funds from the latest amendment to the Charter. Finally, the City received its official population from the Minnesota Demographers Office on the 2020 Census, the official population 14,395 residents and a total of 6,473 housing units in the City of Brainerd.

Mayors Report

Mayor Badeaux stated that he attended, and was a participant through Brainerd Community Action, of the Great Pumpkin Festival held by Parks and Recreation. He thinks it was the best event from the Parks Department in a long time. It was well attended, and the inclusion of nonprofit organizations was fantastic. The direction of the Parks Department is evident in the success of the event, and he would like to see more events just like it.

Council Member Reports

Member Stenglein was also in attendance at the Great Pumpkin Festival through her job and gave kudos to Recreation Coordinator Kaufmann for the success of the event.

Adjourn to Closed Session Pursuant to MN Statute 13.03 Subd. 1b for Union Negotiation Strategy- Discussion Only

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET, DULY CARRIED TO ADJOURN TO THE CLOSED SESSION PURSUANT TO MN STATUTE 13.03 SUBD. 1B FOR UNION NEGOTIATION STRATEGY.

The Chair adjourned the meeting to the closed session at 9:20 p.m.

The Chair opened the closed session at 9:30

Adjourn to City Council Workshop Parking Commission, October 25th, 2021, at 6:00 p.m. in the City Council Chambers-Approved

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET, DULY CARRIED, TO ADJOURN TO THE CITY COUNCIL WORKSHOP- PARKING COMMISSION, ON OCTOBER 25TH AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS.

_____

Jennifer Bergman
City Administrator

Brainerd, MN
October 25th, 2021

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

Members Stunek, Johnson, Pritschet, Stenglein, Erickson, O'Day, and Bevans. Mayor Badeaux was also noted as present. Parking Commission members present were Commissioners Yeager, Marohn, and Billman-Arndt. Staff noted as present: City Administrator Bergman, Community Development Director Chanski, City Engineer/ Interim Public Works Director Sandy, Police Chief Bestul, and Finance Director Hillman.

Parking Commission Recommendation

Parking Commission Chair Yeager gave an overview of the process taken by the Parking Commission to develop the recommendations including holding a townhall and conducting a parking study. The Commission's goal was to create a plan for the reality of the downtown parking situation, not what they thought the Council would want to hear.

Community Development Director Chanski gave an overview of each of the eight recommendations by Parking Commission including the reasoning, cost, and timeline for implementation. Recommendations for downtown by the Commission include increase in lot rates, installation of parking meters, parking revenue to be used for improvements downtown, update downtown kiosks for wayfinding, update to the zoning code, marketing strategy for vacant lot sale, a more pedestrian friendly downtown, and informational campaign for residents, owners, and businesses downtown.

Council discussion took place. All Council Members were given the chance to ask questions of the Parking Commission and staff.

Council Member Johnson referred the recommendations and implementation of the plan to the Personnel and Finance Committee meeting on November 15th.

Adjourn

The Chair adjourned the meeting at 7:15 p.m.

_____
Jennifer Bergman
City Administrator

Contractor List

10/28/2021

Contractor Name	Address	Local License #	Licensee Type
PERFORMANCE HEATING & AC LLC JAMES SHANKS	12653 COUNTY ROAD 18 SW (218) 829-5284	2021-0069	Mechanical

Totals: 1

Population: All Records

Licensee.DateRegistered Between 10/15/2021 12:00:00 AM AND 10/28/2021 12:00:00 AM
AND
Licensee.LocalLicenseNumber Starts With 2

Brainerd Fire Department Monthly Report

October 2021

ACTIVITIES AND PUBLIC EDUCATION

We had a wonderful month full of fire safety talks at our area schools and daycares. We were so excited to be back in the schools sharing our safety messages. All our firefighters played a vital role in delivering our message. Along with the programs at the schools and daycares, we had our annual Fire Department Open House. We could not have asked for better weather and partner participation. This was one of our best open houses in many years. A huge thank you to all our partners that made the open house such a success.

Along with all the public education events, we continued to have a busy October with our run volume considerably ahead of years past. We are on track of a record year. Members on the CWCUAS team also responded to several calls in October including a drowning, missing person, and a shooting.

The Fire Marshal has remained busy with inspections on new and in-progress projects.

Brainerd Fire Department Monthly Report

October 2021

TRAINING AND STAFF DEVELOPMENT

Our firefighters had several training events that included Boat Operations, Water Rescue, Drafting/ Pumping, Aerial Operations, Technical Rescue, and Patient Packaging. Three of our firefighters also completed their Fire Apparatus Operator (FAO) certification.

Several members of the command staff also attended the MN State Fire Chiefs Annual Conference in Duluth. There was a lot of great educational sessions with a focus on leadership, firefighter health and wellness, and command level strategies and tactics.

INSPECTIONS	
Fire Alarm	13
Fire Pump	1
Hood Suppression	31
Knox Box	2
Safety Inspection	4
Sprinkler System	5
Tank Removal	1

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT	
Type of NFIRS Incident (National Fire Incident Reporting System)	**Coverage Area Total Incidents (Includes City of Brainerd)**
Fire	1
Rescue & Emergency Medical Service	6
Hazardous Condition	4
Service Calls	13
Good Intent Call	8
Alarm Activation	19
Severe Weather	51
TOTAL	
Type of NFIRS Incident (National Fire Incident Reporting System)	**City of Brainerd Total Incidents**
Fire	0
Rescue & Emergency Medical Service	3
Hazardous Condition	2
Service Calls	11
Good Intent Call	3
Alarm Activation	8
Severe Weather	0
TOTAL	27

November 1, 2021

HR DIRECTOR REPORT

In this report:

- 2022 Negotiations
- Performance Evaluations
- Personnel Update
- Wellness Committee
- Open Enrollment
- Special Notes

2022 Negotiations

United Steel Workers (USW - Hydro): A tentative agreement summary and supporting documents were approved by both the Union and the City Council. Staff is finalizing the contact documents for signatures.

LELS (Officers) - Staff and Union representatives reached a tentative agreement on October 5th. Staff prepared the tentative agreement summary and supporting documents. The Union approved the TA on October 18th and the City Council will be reviewing the documents on November 1st.

Teamsters (Police Sergeants/Lieutenant) - Met on October 4th for the initial meeting. Union representative presented their wage survey that staff is comparing to our internal Market Study. Our next meeting is scheduled for November 4th.

A Council work session is scheduled for November 8th to continue discussions on our Market Survey.

Performance Evaluations

Employees have submitted their annual performance reviews to their supervisors. Department Heads held a calibration session to try to ensure that all reviews are being done fairly and consistently across all City Departments. Reviews are expected to be finalized and submitted to HR by November 30th.

Personnel

New Hires for City/BPU/HRA:
Bryce Johnson—Police Officer (10/11)

Current Job Opportunities:
Police Officer - Closing date Oct. 29
Park Maintenance - Closing date Oct. 29
Warming House Attendant - Closing date Nov. 24
Pond Hockey Official - Closing date Dec. 17

Farewell to:
Jesse Sanders - Park Maintenance (10/5)
Elizabeth Fairbanks - HR Intern (10/26)

Wellness Committee

October Lunch n Learn—Pick your poison:
Katie Kaufman (Recreation Coordinator) hosted October's Lunch n Learn which consisted of a Chili/Hotdish Cook-off and a Pumpkin Carving/Painting Contest. Employees raised a total of $109 and six coats to the Kinship Partners Coats for Kids Drive. Chili Winner: Community Development Director David Chanski - Texas Chili Massacre. Pumpkin Winner: BPU Payroll/Payables Specialist Mandy Selisker - Purple Haired Pumpkin.

Lunch N Earn—Health Insurance 101
Insurance and risk management experts at Sourcewell informed employees on the basics of Health Insurance and how to make decisions that impact rates and save employees time and money.

The Committee was informed by Sourcewell representatives that we have NOT met our employee participation requirements yet for 2021. Since our 2022 Wellness Grant funding could be in jeopardy, Committee members will be doing an extra end-of-the year push encouraging employees to complete the required Health Assessment and to strive to reach the 250 point goal. Those that participate will be included in a drawing for 4 hours of vacation paid by the Wellness Fund.

Open Enrollment

November 3rd - November 15th:
Employees will have the opportunity to elect their 2022 benefits. Our brokers will be explaining the process and answering question at the meeting held November 3, 2021 at 9:30am.

Mayor/Council/BPU Commission 2022 health insurance election forms will be distributed soon. The deadline to submit to HR is December 1st.

Special Notes

Assisting five City/BPU/HRA employees with FMLA requests.

Assisted several employees with COVID-19 related concerns.

Staff completed the Occupational Employment and Wage Statistics (OEWS) survey as requested by the MN Department of Employment and Economic Development and also the Brainerd Lakes Chamber of Commerce Benefits survey.

Staff is verifying MMUA salary data as part of the City's Internal Market Survey by contacting participating utilities.

ENGINEERING AND PUBLIC WORKS REPORT
November 1, 2021 CITY COUNCIL MEETING

Recreation Report

Recreation

All fall sports are official complete. Plaques for fall sports champions and runner-Up are in the process of being created.

Youth and adult pond hockey are open for registration.

- Youth pond hockey is ages 7-10 and ages 11-15. If we receive enough registrations, we would be collaborating with Nisswa Parks and Recreation to create a schedule.
- Adult pond hockey is typically ages 15 and up. This pond hockey format is 4 on 4 using mouse hole goals at Bane Park, with no officials.
-

We have posted jobs on Neogov for online applications for Warming House Attendant (we usually hire around 7, minimum age is typically 15) and Pond Hockey Official. Coaches for youth pond hockey are volunteer and we are looking

Special Events

Great Pumpkin Festival went very well, we had over 1,000 attendees. Huge thanks to Hannah Schubert and Kara Schaefer for helping Recreation Coordinator Kaufman set up and tear down after the event. Staff believes by asking many different organizations and service clubs to be involved it added a whole new value and meaning behind community togetherness. We were able to give away $200 worth of pumpkins ~ 50 for free thanks to Baxter Walmart. Brainerd Lakes Women of Today made $1,000 (selling concessions), Brainerd High School Choir made over $500 (selling pumpkins donated by Boysnberries), and after speaking to other vendors they all made or met their objectives, and everyone said they would be back next year for sure! All except Bill Musel who announced this would be his last year announcing (trying to retire).

At the Great Pumpkin Festival we launched the Community Wide Rethink Your Drink Campaign, handed out 50 water bottles, and received 50 emails to check in with how they are doing with their pledge to drink more water. Also, the plaque for the water bottle filler was installed if you haven't had a chance to check it out, here it is:

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. There will also be a photographer there at the park taking photos for free.

Parks Maintenance Report

Gregory Park Parking Issue

Per direction at the last Park Board meeting, staff has removed the bituminous driveway into Gregory Park so that illegal parking can no longer occur in the park. The plan was to place topsoil and seed it this fall; however, the change of seasons came up on us quickly. Staff elected to replace with gravel so the driveway holds together over the winter for maintenance purposes but will then be removing the gravel and replacing with topsoil in the spring of 2022, which will inevitably lead to planting grass in this area.

Lakes Area Skate Park Event

At the City Council meeting on October 18th, the City Council approved an event in the City Hall parking lot for the Lakes Area Skate Park Association. This event, called the Tricks and Treats Skateboard Event, will have skateboard lessons, a skateboard contest, raffle, and a costume contest. The event is hosted on Halloween from 12 PM – 3 PM. Brainerd Community Action is the fiscal host and event sponsor of this group, in who are trying to garner support and funding for a skate park in Brainerd.

Brainerd Bees Meeting

City Staff, along with Mayor Badeaux, met with representatives from the Brainerd Bees. The purpose of the meeting was to discuss the potential future use of Mills Stadium for Brainerd Bees home games and logistics around use of parks equipment to work fields during games, future improvements to the stadium, and other items. Representatives from the Bees will be invited to the November Park Board meeting to discuss these items with the full Board.

Memorial Park Final Walk Through

Staff walked through the Memorial Park Project with WSB staff to generate a punch list of items for the contractor to address or complete before winter. These items will be addressed so that final closeout of the project may occur sometime during the winter months.

Maintenance Department Update for October

- Winterization of all buildings and irrigation lines in all parks.
- Prepping all athletic fields for winter.
- Painted over graffiti on bridge. Repaired vandalized bathrooms at Gregory Park.
- Cleaned out bandstand for needed storage.
- Assembled and mounted 4 picnic tables for new pavilion at Memorial Park.
- Winterized splash pad.
- Removed and stored all advertising banners.
- Weeded and mowed.
- Added necessary hardware to mount lights around Gregory Park Rink.
- Pumpkin fest pre and post work.
- Putting away all picnic tables and trash receptacles.
- Pulled boat and swimming docks.
- Removed volleyball nets.
- Removed needles and leaves from rinks in preparation for flooding.
- Pressure washed all garbage cans.

Street Maintenance Report

Fall Street Sweeping

The Street Department Staff are in the middle of fall street sweeping. The city has been swept once at the writing of this report; however, the sweeping will continue until temperatures do not allow. It is typical to hit streets a couple of times while leaves are falling to not let them build up to a point where it becomes difficult to sweep. Street sweeping not only keeps the storm drains clean, it also gives the City credits for good practices within the City's MS4 permit. The city has two street sweepers in which get heavy use in the spring and fall of each year. They also get continual use of Wednesdays throughout the summer when downtown is swept in the mornings. The crew will typically stay out all day on Wednesdays sweeping while the equipment is out. See below for the City's brochure related to lawn care best practices.

Stormwater Pollution Solutions

Many activities you do every day at home can affect water quality. Everyday items such as lawn mowing, washing your car or walking your dog can have impacts on storm water quality. Through the following simple measures, you can help protect our valuable water resources.

Landscaping

Erosion and sediment from individual lots can lead to stormwater pollution. Although individual lots may be small, the total amount of lots in a subdivision can lead to a significant amount of sediment and debris in our storm sewer systems. Designing landscaped areas to soak up rainfall runoff from building roofs and paved areas helps protect water quality in local creeks and waterways. These landscape designs reduce polluted runoff and help prevent creek erosion. To help prevent sediment and debris from being deposited in our rivers and lakes, you can do the following:

- *Do not place soil, mulch or other materials on impervious surfaces such as sidewalks and driveways.*
- *Cover or protect stockpiles with perimeter control devices to prevent material from being washed into the storm sewer.*
- *Sweep up any sediment deposited on impervious surfaces.*
- *Seed all disturbed areas as soon as possible.*
- *Landscaped areas must be below the paved elevation. Allow an elevation change of 4 to 6 inches between the pavement and the soil, so that vegetation or mulch build-up does not block the flow.*
- *Grade the paved area to direct runoff towards the landscaping.*
- *Maximize the use of landscaping and natural areas that already exist.*
- *Try to design new landscapes immediately adjacent to impervious surfaces.*
- *Avoid invasive or pest species when planting.*
- *Repair signs of erosion immediately and prevent further erosion by reinforcing the surrounding area with ground cover or using rocks for energy dissipation.*
- *If standing water remains in the landscaped area for more than 4 days, use soil amendments to improve infiltration.*
- *Inspect the locations where water flows into a landscaped area from adjacent pavement to ensure that there is positive flow into the landscape, and vegetation or debris does not block the entrance point.*

ONLY RAIN DOWN THE DRAIN!

City of Brainerd
City Hall
501 Laurel Street
Brainerd, MN 56401
P: 218.828.2307
F: 218.828.2316
www.ci.brainerd.mn.us
stormwater@ci.brainerd.mn.us

City of Brainerd

City of Brainerd

LAWN CARE & LANDSCAPING

Best Management Practices

Homeowner/Business Fact Sheet

Storm-water Information
www.ci.brainerd.mn.us
stormwater@ci.brainerd.mn.us

Lawn Care

Improper lawn care can lead to pollution of our lakes and rivers. Excess fertilizers applied to lawns and gardens can wash off during rain events and end up in our lakes and rivers. Yard clippings and leaves disposed of improperly can also end up in our storm sewer system, which clogs the storm sewer and contributes excess nutrients and organic matter into our lakes and rivers. To help prevent these problems you can do the following:

A stormwater friendly lawn is one that can absorb rainwater and does not harm local streams due to the over-application of chemicals.

Don't over water your lawn.

Used phosphorus free fertilizer as this is required by City ordinance.

Use only fertilizers and pesticides in recommended amounts. Sweep excess fertilizer from streets and sidewalks.

Use organic mulch whenever possible.

Compost or mulch yard waste.

Use organic compost as fertilizer to amend soil and minimize use of chemical applications.

Sweep leaves, grass and other debris into the trash or compost piles. This will keep our streets and storm clean which leads to cleaner rivers and lakes.

Stormwater friendly lawns and gardens save money in terms of chemical application costs and can save time concerning upkeep when the lawn or garden is established.

Set mower height to 3 inches or higher: The taller grass slows the rate of runoff and will produce a deeper and denser root system.

Retain grass clippings and chopped leaves on-site: A mulch-mower is ideal for retaining and spreading clippings on your lawn.

The clippings decompose quickly, provide important nutrients for your lawn, and settle to create an organic layer on the soil that encourages stormwater infiltration.

This technique can significantly reduce or eliminate the need and cost of nitrogen fertilizers.

FERTILIZERS FOR LAWN -

DO YOU NEED IT? IF SO - WHAT, WHERE, WHEN AND HOW MUCH?

- *Many lawns do not need fertilizer (due to the soil fertility or because of previously mentioned practices)*
- *Using no fertilizer is ideal for lakes & streams, but consider fertilizing if your lawn is thin or has bare spots.*
- *Dense vegetated cover = the most "stormwater friendly" lawn.*

Test your soil or consult a local professional or certified applicator:

- *There is no "one size fits all" when it comes to fertilizer. Needs vary because of soil texture, pH levels, and nutrient levels.*
- *Soil tests can reveal that lawns may be suffering from micronutrient deficiency & standard chemical fertilizers may not fix the problem.*
- *Identifying these needs will reduce unnecessary applications, create a healthier lawn faster, and reduce long-term costs.*

Maximize the slow-release nitrogen in your fertilizer:

- *Typically called "water insoluble nitrogen" or WIN on fertilizer bags, slow-release nitrogen limits nutrient runoff and exportation.*
- *This should be applied in the Spring, opposed to the Fall, to provide a steady source of nutrients throughout the growing season.*

If fertilizer is needed, apply less than 1 pound per 1000 square feet per application:

- *Some instructions say pounds per season not application.*

Start with low amounts or fewer applications:

- *Your lawn may achieve its ideal coverage and growth with reduced rates, saving time and money.*

Apply only during the growing season, and check the weather:

- *Wait until the grass begins growing in March to fertilize, and avoid fertilizing after October.*
- *Fertilizing during a lawn's dormant season increases the risk of running off into streams or leaching into your water table because root systems are less active.*
- *Additionally, do not fertilize directly before a rain event, because most will wash off in stormwater runoff.*

Do not fertilize or use pesticides with 15 to 20 feet of a stream, use riparian-specific herbicides if necessary:

- *Keeping this distance will help keep chemicals out of the stream. Consider establishing a natural riparian buffer, instead.*

Immediately sweep any granulated chemicals off hard surfaces and back onto your lawn:

- *Your walkway, driveway, patio, or local road is often a quick route to drainage pipes that discharge into local streams or lakes.*

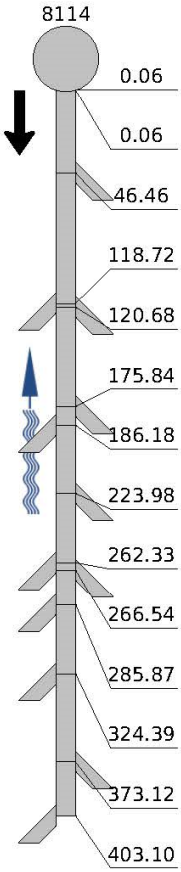
Fall Sanitary Sewer Maintenance

The city sewer crew was busy throughout the summer cleaning and televising sewer lines in Northeast Brainerd. At this time of year, the crew moves to cleaning annual lines. These are lines with some known grease or buildup issues, and lines with known root problems. Annual maintenance on these lines helps the City to extend the service life of each sanitary sewer. This time of year, trees are growing their roots deeper to help them through the winter months. This causes roots to grow into sewer pipes. The vactor truck is used to cut the roots and our CCTV equipment is used to inspect the sewer pipe. Below is a sample report of what our CCTV equipment collects to help assist staff in documenting condition of sewers.

Section Inspection Report

Project	Printed on	
20210804-MH8115-8113 NE	**8/4/2021**	**NASSCO~PACP-6**

Pipe Segment Reference	City **Brainerd**	Street **9-11th ave NE l-k**
Date **04/08/2021**	Operator **CL**	Sewer Use
Upstream MH **811410**	Downstream MH **8114**	Height **8 inch**
Total Length **406.6 ft**	Length Surveyed **406.6 ft**	Width
~~ **811410->8114**	Direction **8114->811410**	Material **Clay Tile (not vitrified clay)**
Shape **Circular**	Pre-Cleaning **Jetting**	Video name **_0004.mp4**



POSITION [ft]	DC	CODE	OBSERVATION	VIDEO	FOTO
0.06		AMH	Manhole, 8114	00:00:05	_0010.jpeg
0.06		MWL	Water Level, 5% of the vertical dimension	00:00:19	_0011.jpeg
46.46		TF	Tap Factory Made, at 10 o'clock , 6 inch dim	00:01:44	_0012.jpeg
118.72		TF	Tap Factory Made, at 2 o'clock , 6 inch dim	00:03:21	_0013.jpeg
120.68		TF	Tap Factory Made, at 10 o'clock , 6 inch dim	00:03:31	_0014.jpeg
175.84		TF	Tap Factory Made, at 10 o'clock , 6 inch dim	00:04:47	_0015.jpeg
186.18		TF	Tap Factory Made, at 2 o'clock , 6 inch dim	00:05:12	_0016.jpeg
223.98		TF	Tap Factory Made, at 10 o'clock , 6 inch dim	00:06:14	_0017.jpeg
262.33		TF	Tap Factory Made, at 2 o'clock , 6 inch dim	00:07:13	_0018.jpeg
266.54		TF	Tap Factory Made, at 10 o'clock , 6 inch dim	00:07:27	_0019.jpeg
285.87		TF	Tap Factory Made, at 2 o'clock , 6 inch dim	00:07:59	_0020.jpeg
324.39		TF	Tap Factory Made, at 2 o'clock , 6 inch dim	00:08:48	_0021.jpeg
373.12		TF	Tap Factory Made, at 10 o'clock , 6 inch dim	00:10:47	_0022.jpeg
403.10		TF	Tap Factory Made, at 2 o'clock , 6 inch dim	00:11:39	_0023.jpeg

Section Inspection Report

Project	Printed on	
20210804-MH8115-8113 NE	**8/4/2021**	**NASSCO~PACP-6**

POSITION [ft]	DC	CODE	OBSERVATION	VIDEO	FOTO
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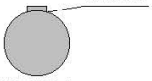
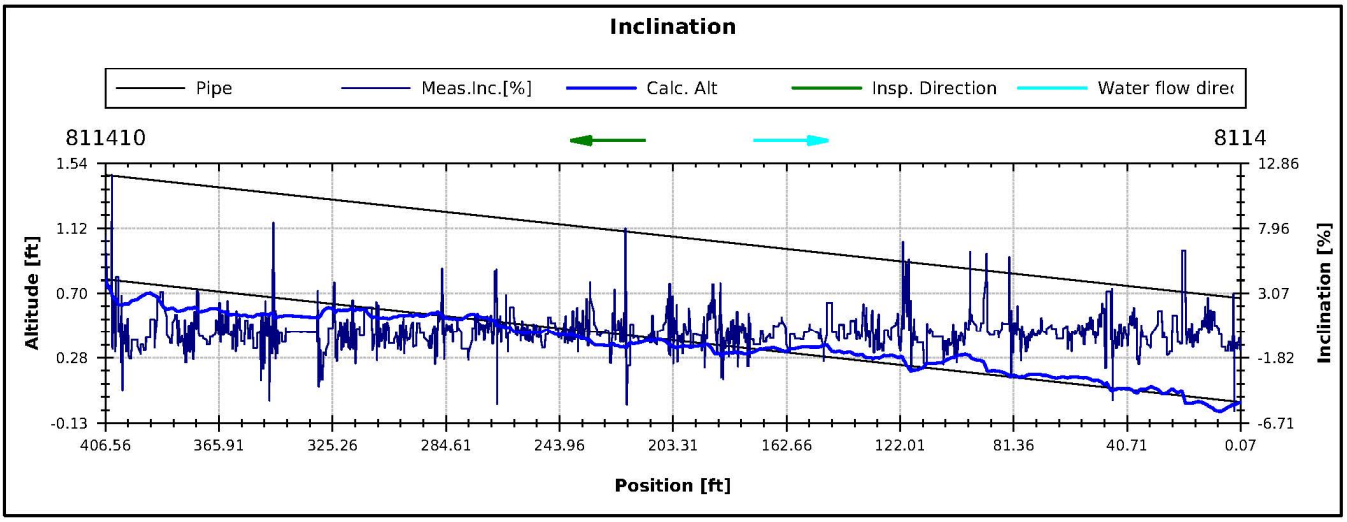


811410
Scale 1:3705

Inclination Report

Pipe Segment Reference	Total Length	Date	Surveyed By
	406.6 ft	**04/08/2021**	**CL**
City	Material	Upstream MH	
Brainerd	**Clay Tile (not vitrified clay)**	**811410**	
	Shape	Downstream MH	Camera
	Circular	**8114**	
Street	Width	Direction	Sewer Use
9-11th ave NE I-k		**Upstream**	
Location Details	Height	Waterflow	
	8 inch	**811410->8114**	



Photos

Project	Printed on	
20210804-MH8115-8113 NE	**8/4/2021**	**NASSCO~PACP-6**

Pipe Segment Reference	City	Street
	Brainerd	**9-11th ave NE I-k**

File name: **_0019.jpeg**

Inspection date and time: **04/08/2021 10:57**

Position: **266.54 ft**

Code: **TF**

Tap Factory Made, at 10 o'clock , 6 inch dim

File name: **_0020.jpeg**

Inspection date and time: **04/08/2021 10:57**

Position: **285.87 ft**

Code: **TF**

Tap Factory Made, at 2 o'clock , 6 inch dim

File name: **_0021.jpeg**

Inspection date and time: **04/08/2021 10:57**

Position: **324.39 ft**

Code: **TF**

Tap Factory Made, at 2 o'clock , 6 inch dim

Name a Snowplow and Touch a Truck

City Street Department Staff participated in the touch-a-truck event with our newest named equipment. The equipment that was brought to the event included the plow truck Kirby Truckett, Grader Slim Grady, and Loader with Snow Blower "The Spirit of Carl Showalter". You will be seeing all the named equipment on the streets this year during the plow season.

Engineering Department Report

2021 Construction Projects – SE Brainerd and Madison Street

Engineering staff have been working on project closeout from the SE Brainerd and Madison Street projects from the 2021 season. With recent weather, grass growth of 70% has been achieved, and staff is working with the contractor on finalizing quantities and closing the project out within the next month.

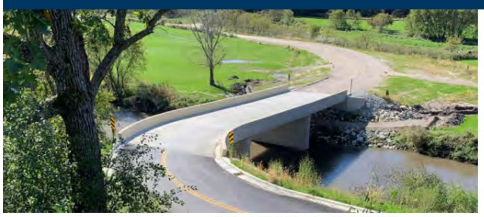
2022 North Brainerd Reconstruction

Engineering staff have begun laying out proposed improvements on N 6th Street, Juniper Street, N 3rd Street, and N 7th Street for 2022 construction. Once a proposed layout is completed, staff anticipates meeting with the Council and residents in North Brainerd to ensure there is awareness around the layouts proposed so that any changes can be made, if necessary, before detailed design can begin.

2021 Fall Screening Board Meeting

I attended the 2021 Fall Screening Board meeting as the Vice Chair of the Screening Board on October 26 and October 27. The Screening Board is a statutory board in which is made up of City Engineer representatives from each MnDOT District that review and approve the needs and population allocation info and formula that calculate each City's (over 5,000 population) allocation from the HUTDF (Highway User Tax Distribution Fund). From the fund, City's are allocated a total of 9% of the funds, counties get 29% of the funds, and MnDOT received 62% of the funds. There is a formula in which allocates the 9% in which cities receive, and is based on screening board resolutions. As Vice President of CEAM, I am the Vice-Chair of Screening Board and will participate as Chair of the Screening Board in 2022. Below is a graphic to help understand HUTDF and the screening board duties for both cities and counties.

Supporting Minnesota's Vital System of Transportation



Bridge 23536, Carrolton Township (Fillmore County)

Minnesota's economic strength and vitality depends on an effective transportation system. To support the state's system of streets, roads and bridges, the Minnesota Department of Transportation distributes funds for highway maintenance and construction to counties, cities and townships based on a formula determined by the legislature.

The department's State Aid for Local Transportation division works closely with local levels of government to ensure the state maintains a safe, effective and coordinated highway network.

Funding from the Minnesota Highway Users Tax Distribution Fund is used to support more than 100,000 miles of trunk highways, county state aid highways, municipal state aid streets and township roads.

The HUTDF is a dedicated funding source comprised primarily of fuel tax revenues, license fees, motor vehicle sales tax revenue and interest.

For fiscal year 2021, MnDOT distributed over $957 million to local governments from the HUTDF.

In addition to funding support, the SALT division provides technical assistance in highway and bridge design, construction and maintenance; authorizes grants for local road and bridge construction; coordinates local federally funded projects; and provides overall management of the state aid system.

SALT links MnDOT with city and county engineers to transfer technical expertise and determine ways to improve the state's transportation system.

Minnesota Roads

Trunk Highway	11,694
County State Aid Highways [1]	30,659
Municipal State Aid Streets [2]	3,734
County Roads	13,930
Township Roads	55,518
Other Municipal Streets	19,222
Other Minor Systems	7,199
	141,956

[1] In 87 counties
[2] In 148 cities of population greater than 5,000

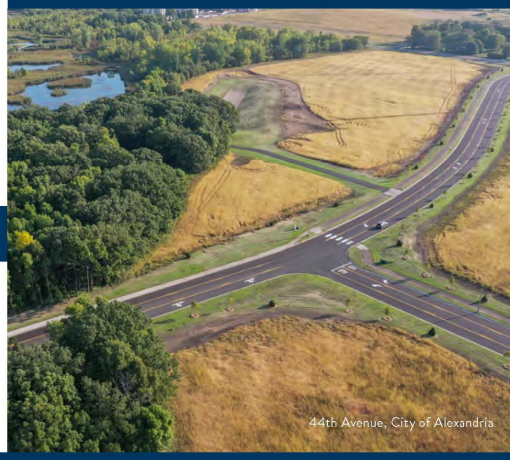
Bridges

Trunk Highways	4,006
County Roads	8,239
City Streets	1,545
Township Roads	6,233
	20,023 bridges

mndot.gov/stateaid
651-366-3800
January 2021

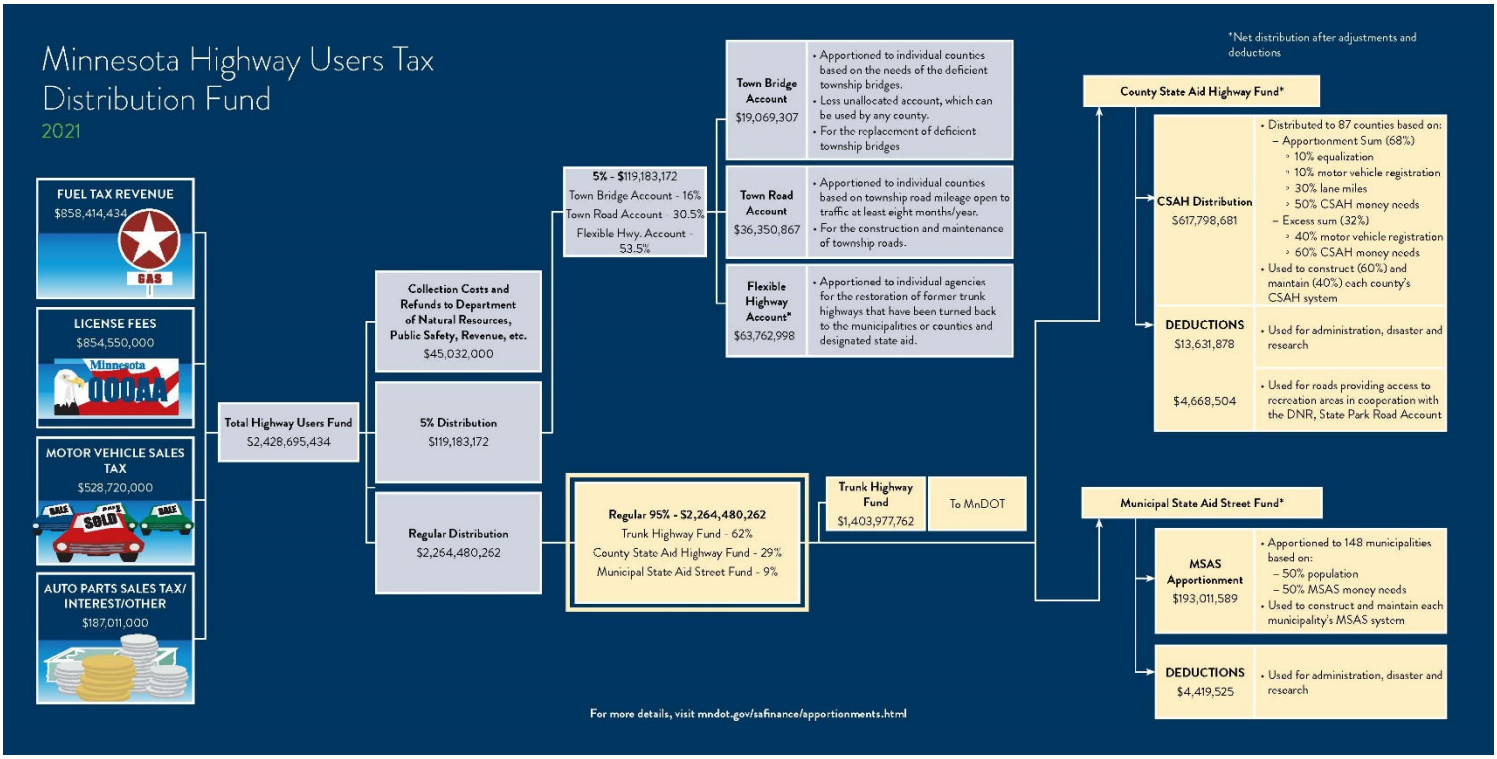
DEPARTMENT OF TRANSPORTATION

Highway Users Tax Distribution Fund for local roads and bridges
2021



44th Avenue, City of Alexandria

STATE AID FOR LOCAL TRANSPORTATION



Transit Department Report

Below is a list of tasks and items that have been completed or are being worked on during the month of October in the Transit Department:

1) Training Jenna Quade, new GM for BlueSky, on RM Dispatching and RM auditing – With the new 3rd Party Contractor on-boarding came a dedicated project manager for the City of Brainerd.
2) Working on transit projections for TAC – TAC had a special meeting that included costs and projections related to the new 3rd party contract service at the request of the Personnel and Finance Committee. Staff will share the findings from the TAC meeting at the November 15, 2021 meeting.
3) Received MnDOT Procurement training
4) 2022 Capital Grant has been submitted – Transit will be ordering a new bus in 2022. This time of year, we submit for the grant application to cover a majority of the capital cost for the bus payment in 2022.
5) Fulfilling the 2021 bus purchase procedures during 60 day purchase window.
6) ATP3 planning meeting (agenda attached)
7) Rider Survey for R5 Local Human Service Transportation Coordination Plan 5-year update.
8) Completed annual self-reviews of transit staff and submitted to department head.
9) Participating in MnDOT New Service Framework and MnDOT Technology Committees

CITY OF BRAINERD
SAFETY AND PUBLIC WORKS COMMITTEE
AGENDA

November 1st, 2021
7:15 PM
WebEx Teleconference Call-In Information
Call Toll-Free: 1-844-992-4726
Access Code: 2480 088 7103

1. Approve State Park Road Account Grant Application Submission for Lum Park Road

2. Approve Final Pay Estimate- Improvement 21-01-2021 Seal Coat Project

Brainerd City Council
Agenda Request

Requested Meeting Date: November 1, 2021

Title of Item: Approve SPRA Grant Application Submission for Lum Park Road

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☑ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer/Interim PW Director Sandy	**Department:** Engineering/Parks
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	**Estimated Time Needed:** 10 Minutes

Summary of Issue:

Attached to this request is the submission for the SPRA Grant for Lum Park Road and the Rice Lake Boat Access.

Alternatives, Options, Effects on Others/Comments:

The submission date was November 1, so the grant has been submitted for review by the DNR. Staff will cover the application during the meeting and take any comments and feedback. If awarded funds, there is still opportunity to change the design elements, especially those that are not grant fund eligible. The grant application really focuses on the eligible resurfacing items related to the roadway itself, but also shows separated trail and pedestrian accommodations from the future Cuyuna Lakes State Trail that the City could construct in conjunction with the project if it so chooses.

Recommended Action/Motion:

Staff recommends approval of the submission of the attached application.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

2021 State Park Road Account Funding Proposal

for

Minnesota Department of Natural Resources (DNR)
Access to Rice Lake, Brainerd, MN

Submitted by:

Widseth

On behalf of the City of Brainerd

10/19/21

WiDSETH

www.ci.brainerd.mn.us

October 27, 2021

Mr. David B. Sobania
Administrative Engineer
Minnesota Department of Natural Resources
Via Email: Dave.Sobania@state.mn.us

RE: 2021 State Park Road Account – Rice Lake Public Access, City of Brainerd, Lum Park

Dear Mr. Sobania,

The City of Brainerd is seeking a $143,000.00 grant from the State Park Road Account (SPRA) for improvements to the roadway leading to the Department of Natural Resources (DNR) public boat launch and DNR fishing pier on Rice Lake. The road is off Highway 210 and 14th Ave NE and Lum Park Road. This road to the DNR Public Access is seeing increased use over the past few years and it's important to keep it in a good and safe condition.

The DNR public boat launch and DNR fishing pier on Rice Lake is used 12 months out of the year by residents and tourists for both recreation and fishing purposes. The roadway is in poor condition due to its heavy traffic to the DNR public boat launch, DNR fishing pier, and the City of Brainerd's Lum Park. There is only one public access on Rice lake. This road is the only entry to that DNR public boat launch and DNR fishing pier on Rice Lake.

The City of Brainerd is committed to improving access to Rice Lake. If you have any questions, please contact me at the number below.

Sincerely,

Paul Sandy

Paul G. Sandy, P.E.
City Engineer/Interim Public Works Director | City of Brainerd
501 Laurel Street, Brainerd, MN 56401
218.454.3411 Direct | 218.513.0172 mobile

1. **Brief Project Description:**

The City of Brainerd is requesting $143,000.00 from the State Park Road Account (SPRA) of the Minnesota Department of Natural Resources (DNR). These funds will be used to improve access to the DNR public boat launch and DNR fishing pier at Rice Lake in Brainerd, Minnesota. The City of Brainerd is proposing to reconstruct Lum Park Road, also known as 14th Avenue NE. The current road conditions have been deemed to be in poor condition. Reconstruction will encompass 1,175 feet, starting at the intersection of Minnesota State Highway 210 and 14th Ave NE, then going north and east on Lum Park Road. The final 550 feet from to the DNR Public Access will be repaved. The City is requesting 100 percent of the construction costs for this project.

Rice Lake is part of the Mississippi River and located in the northeast corner of the City of Brainerd in Crow Wing County, Minnesota. The DNR public boat launch and DNR fishing pier on Rice Lake are located directly adjacent to the City of Brainerd's Lum Park. This is a popular city-owned park with a campground, public beach, and other recreation opportunities. The DNR public boat launch, DNR fishing pier, Lum Park Campground, and Lum Park Day-Use Area is accessed by 14th Ave NE and Lum Park Road.

The Lum Park Road conditions are poor with longitudinal and transverse cracks due to the heavy year-round traffic. The City of Brainerd maintains these roadways, although the road gets heavy use from DNR traffic, and is requesting funding for improvement of damage.

Since the DNR public boat launch and DNR fishing pier are adjacent to Lum Park, many campers of the Lum Park Campground enjoy Rice Lake. The campground has 18 sites and is managed and maintained by the City of Brainerd. The campground is utilized 12 months out of the year by campers. Use has increased recently, with the City of Brainerd recording an 83 percent increase in usage in the month of June, between the years of 2018 to 2021.

Rice Lake and Lum Park is a popular destination for local residents because of all the amenities available. Each year a local water-skiing group performs several shows utilizing the DNR public boat launch. The 14th Ave NE and Lum Park Road roadway is the only public access to the 418-acre Rice Lake, which is well known for Northern Pike and Large Mouth Bass. The DNR public boat launch is used year around for ice fishing and fish house access.

It is critical this roadway be improved to enhance the safe and reliable access to the DNR public boat launch and DNR fishing pier on Rice Lake. With vehicles towing boats, campers, and other recreation vehicles to Rice Lake and Lum Park this roadway needs SPRA funding to bring it up to an acceptable standard to the amount of use.

The map above indicates where the DNR public boat launch and DNR fishing pier are on Rice Lake, in Brainerd, MN.

The image above shows the deep longitudinal cracks that pose a safety issue on Lum Park Road (14th Avenue NE).

2. **Safety Improvements:**

The Lum Park Roadway reconstruction will correct poor road conditions. In its present condition the road has many longitudinal and transverse cracks. This uneven road surface is unsafe, and accidents could occur when vehicles towing boats, fish houses, or trailers catch a tire on the edge of the uneven roadway. Vehicles can be damaged if a tire gets caught on an edge of a longitudinal crack. It is essential to improve this roadway for the many heavy vehicles traveling to the DNR public boat launch year-round. The boat launch drive is estimated to have been paved more than 25 years ago. It is weathered and porous with ongoing loss of gravel from heavy usage.

The City of Brainerd is proposing a full-depth reclamation of 14th Ave NE and Lum Park Road starting at State Highway 210 intersection and going 1,175 linear feet. The City is also proposing repaving the boat launch drive of 550 feet. These improvements will meet Park Road design standards including 30 mph design speed, 12-foot wide travel lanes, 1:4 in-slope, 10-foot wide clear zone, and 7-ton design strength. The City of Brainerd desires a solution that will enhance safe access to Rice Lake's DNR public boat launch, DNR fishing pier, and amenities.

3. Amount of Traffic Directly Related to Recreational Site:

There are two types of users for Lum Park Road. First, campers who use the roadway to the campground. Second, day-users that use the roadway to access to the beach, two large pavilions, two sand volleyball courts, two picnic shelters, the playground, and restrooms at Lum Park on Rice Lake. These are important community amenities in a city of more than 13,000 residents.

The City reports steadily increased usage of the campground. Including an 83 percent increase in campground users during the month of June from 2018 to 2021. In 2020 the campground was closed three months due to the pandemic and still had increased use. Assuming that the average camper stay is two nights and each camper makes two trips on Lum Park Road, we estimate the number of trips campers made on the roadway in the table below.

Year	Number of Trips by Campers on Lum Park Road
2018	1,139
2019	1,191
2020	947 (closed 3 months)
2021	1,357

In addition to the campground traffic, the City of Brainerd recorded about 5,750 event attendees in 2021. This includes 3,950 day-users to the pavilions in 2021 and four water ski shows in 2021, that brought approximately 1,800 spectators to Lum Park. This would account for 11,500 trips on Lum Park Road in 2021, so far.

State Highway 210 has 11,800 daily vehicles where 14th Ave NE intersects to access Lum Park (2019, MnDOT). Many of the local residents come from the Brainerd and Baxter communities to use the DNR public boat launch and DNR fishing pier and are not accounted for. Lum Park and Rice Lake are heavily utilized by local residents, out-of-state tourists, campers, and people visiting the day-use area. There are 29 parking spaces at Rice Lake Public Access. The parking accommodates trucks with trailers for the boat launch, and single vehicles for swimmers.

Community	Population	Distance from Lum Park
Brainerd	13,373	0 miles
Baxter	8,202	5.5 miles
Local Area Lum Park Road Users: Approximately 21,575		

4. **Enhancements to Rice Lake and Lum Park:**

This SPRA funding will allow the City of Brainerd to enhance the quality of 14th Ave NE and Lum Park Road as well as the boat launch drive for its residents and tourists. Lum Park is a popular park within Brainerd as it offers a swimming beach, campground, disc golf, pavilion, picnic shelters, playground, restrooms, and sand volleyball court. This road improvement will also help the City make other improvements to Lum Park according to the City's Park Master Plan.

In addition to road improvements, the City intends to complete storm sewer rehabilitation and stormwater runoff treatment. The City also plans for construction of bituminous trail that will access the planned Cuyuna Regional Trail System, and additional parking for day-users. All of these are local costs for enhancements that will be covered by the City of Brainerd.

5. **Local Cost Share:**

The Preliminary Cost Estimate of the proposed reconstruction improvements is $143,000.00. The City of Brainerd is requesting 100 percent of the construction costs come from SPRA funding for this project. Considering the 21,575 of local users, this is an investment of only $6.63 per person. This investment will be used for 15 years making it even more cost efficient for state funding.

The Local Cost Share of $_____ will be contributed by the City of Brainerd. This will include professional services such as engineering, legal, environmental, administrative, geotechnical, and testing. Additional local investment will be made by implementation of the Master Park Plan, which is currently being developed.

Given the heavy usage of Rice Lake's DNR public boat launch and DNR fishing pier, improving Lum Park Road is critical. SPRA funding is necessary to complete this project and assure there is a safe and reliable roadway to access Rice Lake. Traffic on Lum Park Road is increasing year to year. The condition of the roadway will only deteriorate further in its current poor condition.

ATTACHMENTS:

A. Detailed Cost Estimate & Project Plan (2 pages)
B. Google Earth Map with Project Location and Alignment
C. Detailed Project Location Map
D. Dimensioned Drawing of Existing and Proposed Typical Road Cross Sections
    - Photos (3 pages)
E. Letter of Support from City Engineer
F. Letter of Support from DNR Unit Manager
G. Letter from County Engineer

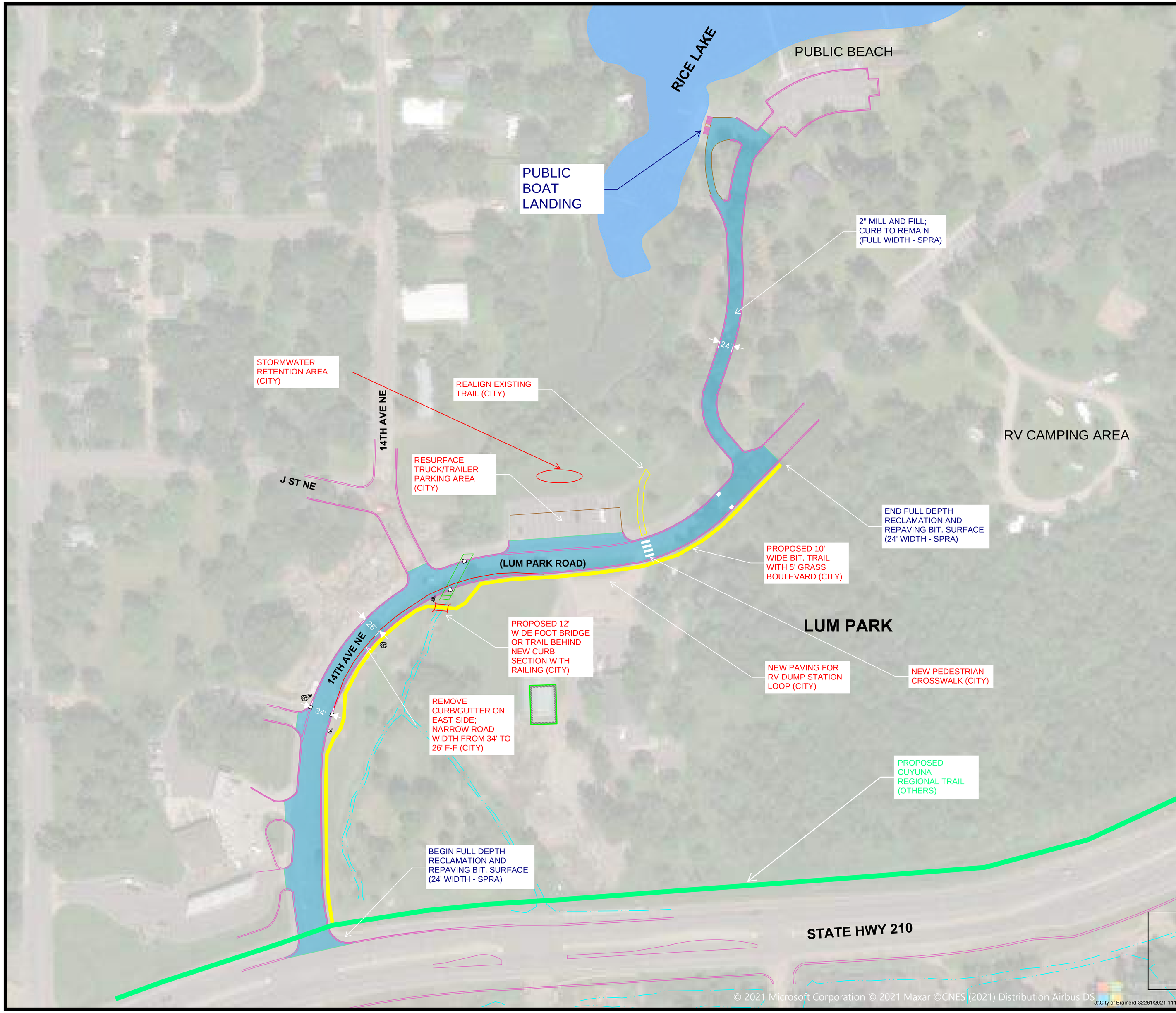
PROPOSED STATE PARK ROAD ACCOUNT PROJECT
LUM PARK ROAD/BOAT LAUNCH DRIVE CITY OF BRAINERD CROW WING COUNTY
Estimate of SPRA Eligible Construction Cost
OCTOBER 14, 2021

ITEM NO.	NOTES	SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED UNIT PRICE	ESTIMATED CONSTRUCTION TOTALS	
						EST. QTY.	AMOUNT
1		2021.501	MOBILIZATION	LUMP SUM	$10,000.00	1	$10,000.00
2		2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	$130.00	10	$1,300.00
3	1	2215.504	FULL DEPTH RECLAMATION	SQ YD	$2.25	4050	$9,112.50
4	2	2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	$5.00	1350	$6,750.00
5		2360.509	WEARING COURSE MIXTURE (2" - MILL/FILL; 3.5" - LUM PARK ROAD)	TON	$85.00	1025	$87,125.00
6		2563.601	TRAFFIC CONTROL	LUMP SUM	$5,000.00	1	$5,000.00
7		2573.503	SILT FENCE, TYPE MS	LIN FT	$3.00	1000	$3,000.00
8		2582.503	4" SOLID LINE PAINT	LIN FT	$0.40	2350	$940.00
9		2582.503	4" DOUBLE SOLID LINE PAINT	LIN FT	$0.40	1,175	$470.00
				TOTAL ESTIMATED CONSTRUCTION COST			$123,697.50
				CONTINGENCIES (15%)			$18,554.63
				SUBTOTAL CONSTRUCTION (ROUNDED)			$143,000.00

NOTES

1. LUM PARK ROAD
2. LUM PARK BOAT LAUNCH DRIVE

Attachment A-1
2021 State Park Road Account
Rice Lake Public Access



LUM PARK ROAD
City/SPRA Project
CITY OF BRAINERD

NORTH

0 75 150
SCALE (IN FEET)

Attachment A-2
2021 State Park Road Account
Rice Lake Public Access

WIDSETH
ARCHITECTS ▪ ENGINEERS ▪ SCIENTISTS ▪ SURVEYORS

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

VALUE DATE: MM/DD/YYYXC: NO. VALUE

DATE	REV#	REVISIONS DESCRIPTION	BY

DATE: AUGUST 2021
SCALE: AS SHOWN
DRAWN BY: NCP
CHECKED BY: DSR
JOB NUMBER: 2021-11103

LUM PARK ROAD SPRA PROJECT
CITY OF BRAINERD
BRAINERD, MN

C-XR-2021-11103 - SITE PLAN

SHEET NO.
1

SHEET ==== OF ####

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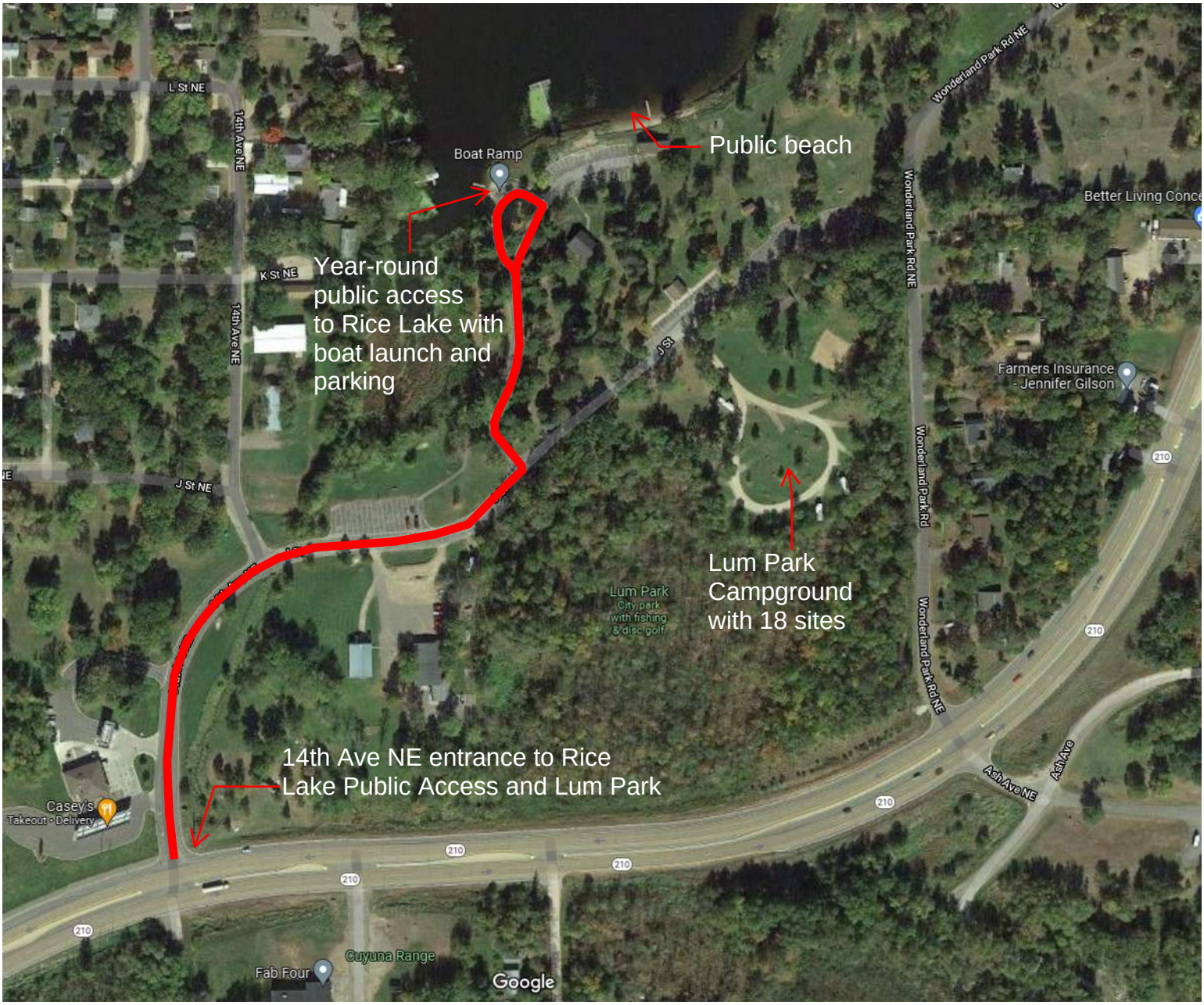
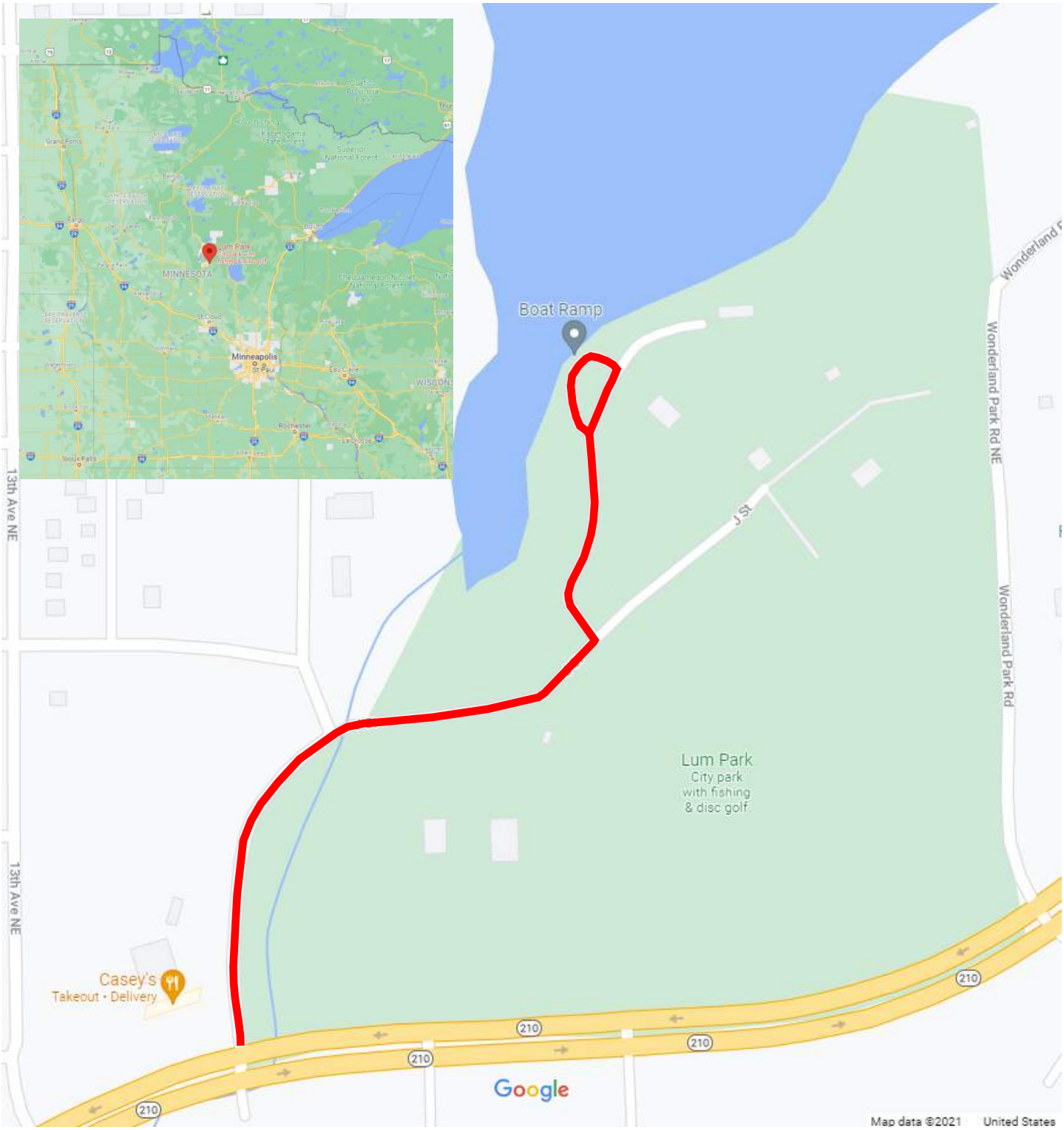
Attachment B
2021 State Park Road Account
Rice Lake Public Access



WiDSETH

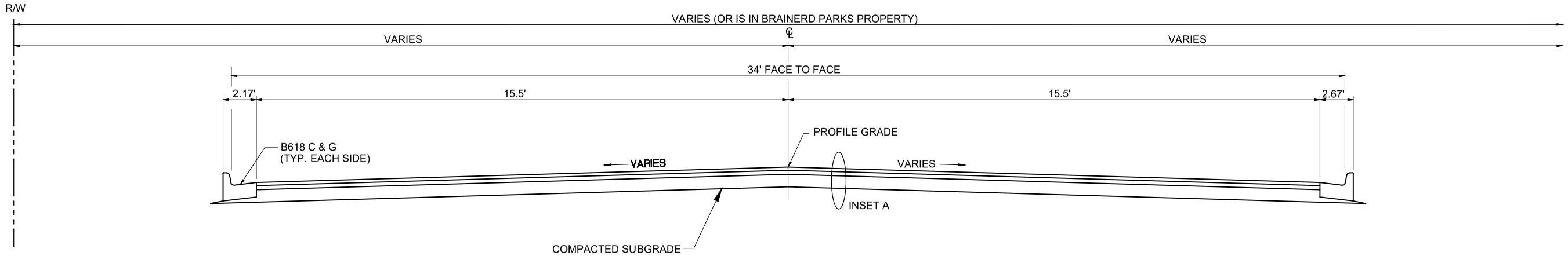
Attachment C
2021 State Park Road Account
Rice Lake Public Access



Legend

14th Ave NE and Lum Park Road

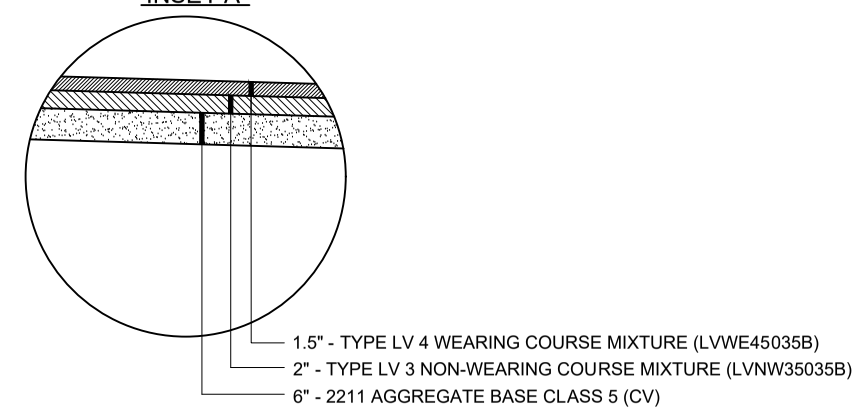
WiDSETH

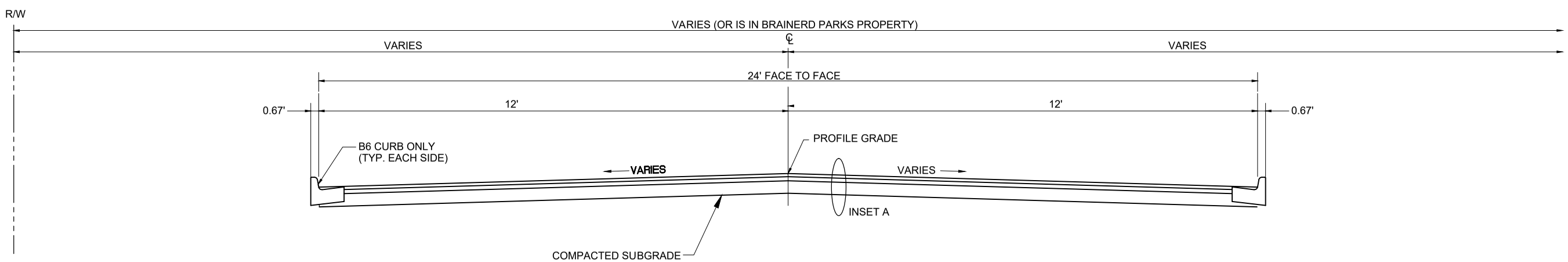


TYPICAL SECTION (EXISTING)

LUM PARK ROAD

INSET A

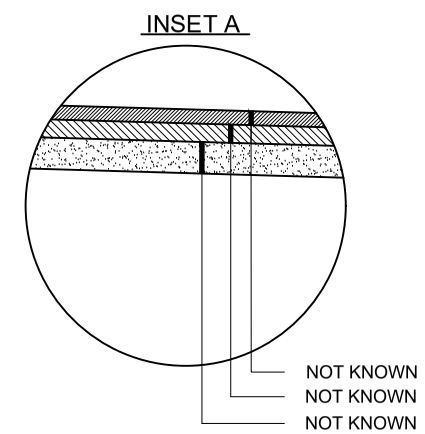




TYPICAL SECTION (EXISTING)

LUM PARK BOAT LAUNCH DRIVE

INSET A



Attachment D
2021 State Park Road Account
Rice Lake Public Access

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PRELIMINARY

DATE:

LIC. NO.

DATE	REV#	REVISIONS DESCRIPTION	BY

DATE: AUGUST 2021
SCALE: AS SHOWN
DRAWN BY: NCP
CHECKED BY: DSR
JOB NUMBER: 2021-11103

LUM PARK ROAD SPRA PROJECT
CITY OF BRAINERD
BRAINERD, MN

TYPICAL ROADWAY SECTIONS (EXISTING)

SHEET NO.
2

SHEET OF

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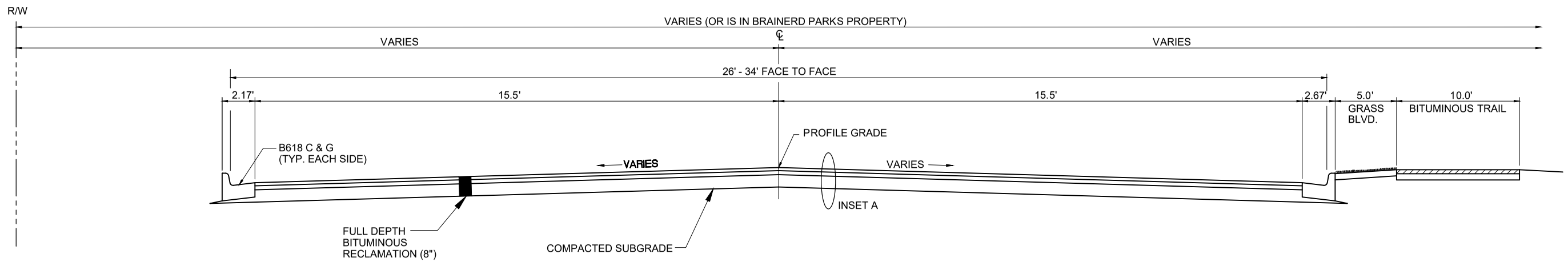
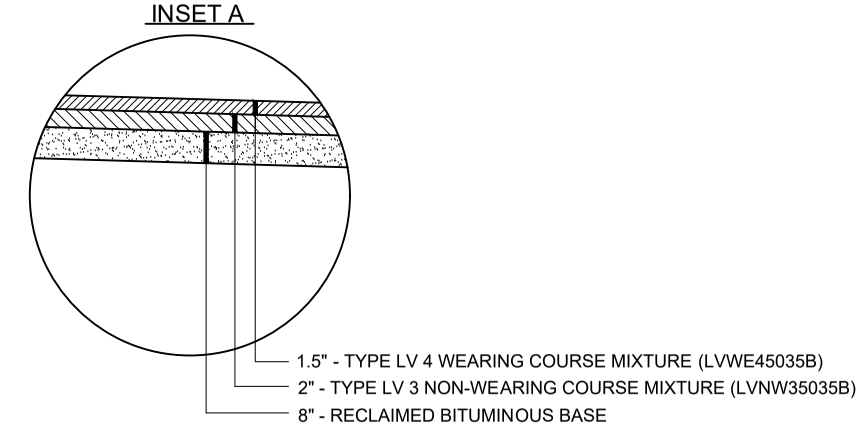
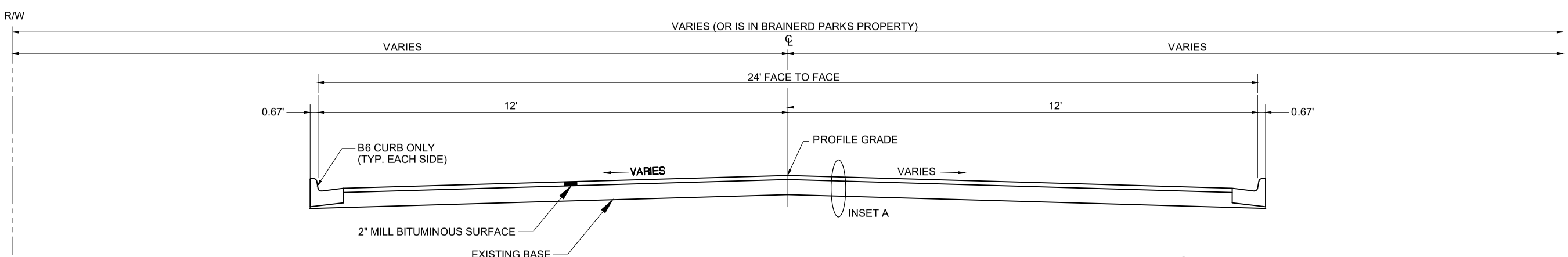


TYPICAL SECTION (PROPOSED)

LUM PARK ROAD

INSET A

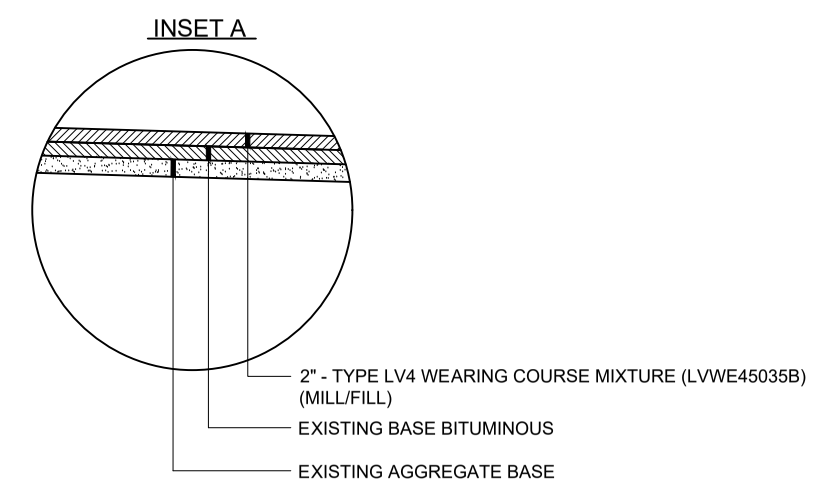




TYPICAL SECTION (PROPOSED)

LUM PARK BOAT LAUNCH DRIVE

INSET A



Attachment D
2021 State Park Road Account
Rice Lake Public Access

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PRELIMINARY

DATE: LIC. NO.

DATE	REV#	REVISIONS DESCRIPTION	BY

DATE: AUGUST 2021
SCALE: AS SHOWN
DRAWN BY: NCP
CHECKED BY: DSR
JOB NUMBER: 2021-11103

LUM PARK ROAD SPRA PROJECT
CITY OF BRAINERD
BRAINERD, MN

TYPICAL ROADWAY SECTIONS (PROPOSED)

SHEET NO. 3
SHEET OF

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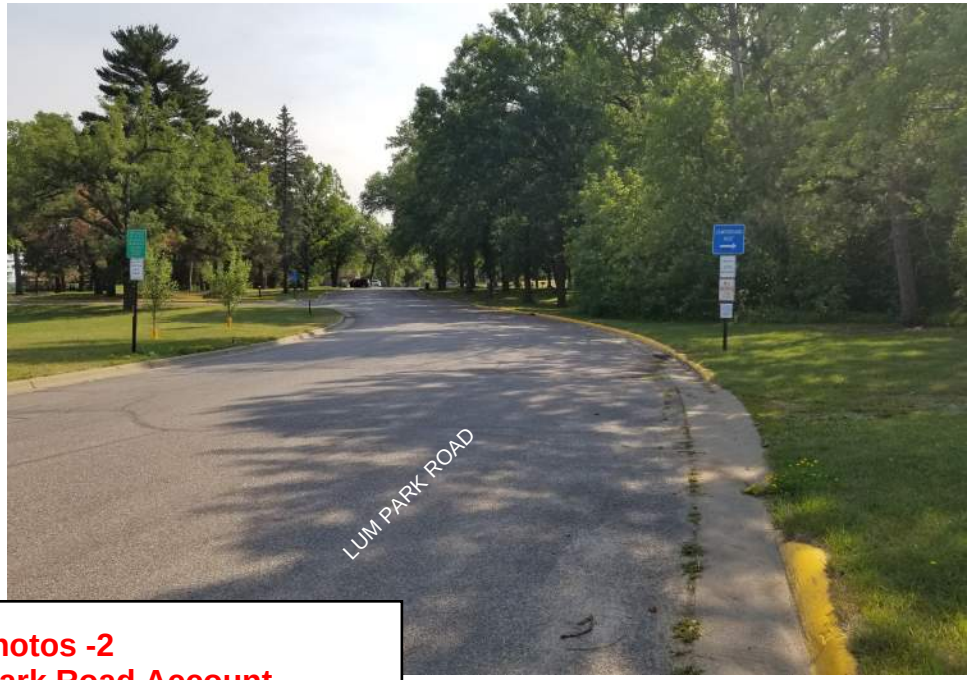
Photos -1
2021 State Park Road Account
Rice Lake Public Access



Photos -2
2021 State Park Road Account
Rice Lake Public Access

LUM PARK ROAD
TRUCK/BOAT
PARKING AREA

LUM PARK ROAD

Brainerd City Council
Agenda Request

Requested Meeting Date: November 1, 2021

Title of Item: Approve Improvement 21-01 Final Pay Estimate

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☑ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer/Interim PW Director Sandy	**Department:** Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	**Estimated Time Needed:** 5 Minutes

Summary of Issue:

Attached to this request, you will find the final pay estimate for Improvement 21-01 - 2021 Seal Coat Project.

Alternatives, Options, Effects on Others/Comments:

Original contract amount for the project was $153,357.01. There was a $900 change order to re-stripe the seal coated parking lots after our street department ran out of paint, for a revised contract amount of $154,257.01. The final contract amount as constructed was $151,390.94, in which is split $142,779.14 to the construction fund for streets and $8,611.80 to the capital improvement fund for parking lot seal coating at Fire, PD, and NE Fire. This represents approximately 1.86% under the revised contract amount.

Recommended Action/Motion:

Staff recommends approval of the attached final pay application to Asphalt Surface Technologies Corporation in the amount of $151,390.94.

Financial Impact:

Is there a cost associated with this request: ☑ Yes ☐ No

What is the total cost, with tax and shipping $ 151,390.94

Is this budgeted? ☑ Yes ☐ No

Please Explain: These projects were included in the 2021 capital improvement plan and 5-year street capital improvement plan.

Contract Number: 2021-01
Pay Request Number: 1

Project Number	Project Description
21-01	2021 Chip Seal Project
21-05	2021 Parking Lot Chip Seal Projet

Contractor:	Asphalt Surface Technologies Corp. P.O. Box 1025 St. Cloud, MN 56302	**Vendor Number:**	N/A
		Up To Date:	10/27/2021

Contract Amount		**Funds Encumbered**	
Original Contract	$153,357.01	Original	$153,357.01
Contract Changes	$900.00	Additional	N/A
Revised Contract	$154,257.01	Total	$153,357.01

Work Certified To Date	
Base Bid Items	$150,490.94
Contract Changes	$900.00
Material On Hand	$0.00
Total	$151,390.94

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
21-01	$142,779.14	$142,779.14	$0.00	$0.00	$142,779.14	$142,779.14
21-05	$8,611.80	$8,611.80	$0.00	$0.00	$8,611.80	$8,611.80

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
$151,390.94	$151,390.94	$0.00	$0.00	$151,390.94	$151,390.94
Percent: Retained: 0%			Percent Complete: 98.14%		

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By
Paul Sandy
County/City/Project Engineer
10/27/2021
Date

Approved By Asphalt Surface Technologies Corp.
[2#first_name#3] [2#last_name#4]
Contractor
[2#obtained#5]
Date

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2021-10-27	$151,390.94	$0.00	$151,390.94

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
City Of Brainerd		$151,390.94	$0.00	$0.00	$151,390.94	$151,390.94

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
City Of Brainerd	Local-City of Brainerd	$151,390.94			$151,390.94

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
21-01	1	2021-10-27	$142,779.14	$0.00	$142,779.14
21-05	1	2021-10-27	$8,611.80	$0.00	$8,611.80

Project Funding Category Summary						
Project	Funding Category Name	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
21-01	City Of Brainerd	$142,779.14	$0.00	$0.00	$142,779.14	$142,779.14
21-05	City Of Brainerd	$8,611.80	$0.00	$0.00	$8,611.80	$8,611.80

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
21-01	City Of Brainerd	$142,779.14			$142,779.14
21-05	City Of Brainerd	$8,611.80			$8,611.80

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
21-01	1	2021.501	MOBILIZATION	LS	$6,000.00	0.96	0.96	$5,760.00	0.96	$5,760.00
21-01	2	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	$2.00	10231	9794	$19,588.00	9794	$19,588.00
21-01	3	2356.504	BITUMINOUS SEAL COAT	S Y	$0.43	85257	85257	$36,660.51	85257	$36,660.51

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
21-01	4	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	$2.15	29840	30031	$64,566.65	30031	$64,566.65
21-01	5	2563.601	TRAFFIC CONTROL	LS	$5,000.00	0.96	0.96	$4,800.00	0.96	$4,800.00
21-01	6	2582.503	4" SOLID LINE PAINT	L F	$0.23	13904	16560	$3,808.80	16560	$3,808.80
21-01	7	2582.503	24" SOLID LINE PAINT	L F	$2.10	60	120	$252.00	120	$252.00
21-01	8	2582.503	4" DBLE SOLID LINE PAINT	L F	$0.46	3448	4739	$2,179.94	4739	$2,179.94
21-01	9	2582.518	PAVT MSSG PAINT	S F	$2.85	1212	1038.61	$2,960.04	1038.61	$2,960.04
21-01	10	2582.518	CROSSWALK PAINT	S F	$1.20	4536	1836	$2,203.20	1836	$2,203.20
21-05	1	2021.501	MOBILIZATION	LS	$6,000.00	0.04	0.04	$240.00	0.04	$240.00
21-05	2	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	$2.50	498	500	$1,250.00	500	$1,250.00
21-05	3	2356.504	BITUMINOUS SEAL COAT	S Y	$0.70	4149	4149	$2,904.30	4149	$2,904.30
21-05	4	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	$2.15	1452	1450	$3,117.50	1450	$3,117.50
21-05	5	2563.601	TRAFFIC CONTROL	LS	$5,000.00	0.04	0.04	$200.00	0.04	$200.00
Base Bid Totals:								**$150,490.94**		**$150,490.94**

Project Category Totals

Project	Category	Amount This Request	Amount To Date
21-05		$7,711.80	$7,711.80
21-01		$142,779.14	$142,779.14

Contract Change Item Status

Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
21-05	CO	1	6	-	RE-STRIPE PARKING LOTS (3)	L S	$900.00	1	1	$900.00	1	$900.00
Contract Change Totals:										**$900.00**		**$900.00**

Contract Total	**$151,390.94**

Contract Change Totals

Number	Description	Amount This Request	Amount To Date

1	This is for the addition of re-striping of the parking lots. The re-striping was not initially included in the plans or bid documents.	$900.00	$900.00

Material On Hand Additions					
Line	**Item**	**Description**	**Date**	**Added**	**Comments**

Material On Hand Balance						
Line	**Item**	**Description**	**Date**	**Added**	**Used**	**Remaining**

CITY OF BRAINERD
PERSONNEL AND FINANCE COMMITTEE
AGENDA

November 1st, 2021
7:00 PM
WebEx Teleconference Call-In Information
Call Toll-Free: 1-844-992-4726
Access Code: 2485 015 5948

1. Cable TV Channel (PEG) Status Update
2. Accept Resignation of Community Service Officer Cole Thoma
3. Approval of 2022-2024 LEL (Police Officer) Union Contract Terms and Wages
4. Consider Dissolving the Police and Fire Civil Service Commission
5. Approval of Updated Pay Equity Points as Recommended by Consultant
6. Approve HR Assistant Job Description and Pay Equity Points
7. Approval of Deferment of Assessments
8. 2022 Budget and Levy- Set Workshop

Brainerd City Council
Agenda Request

Requested Meeting Date: November 1, 2021

Title of Item: Cable TV Channel (PEG) Implementation

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☑ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☑ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Shawn Strong, IT/GIS Director	**Department:** IT/GIS Director
Presenter (Name & Title): Shawn Strong, IT/GIS Director	**Estimated Time Needed:** 5 min

Summary of Issue:

The City and Central Lakes College (CLC) have tentatively agreed on how we intend to collaborate and operate a future public cable (PEG) channel. Discussions have been taking place on two fronts - one regarding the legal agreement between administrative groups and the other regarding the technical side including IT and video production staff. Many steps in this process will take multiple months to complete. In order to get the cable channel running in the first half of 2022 we need to be purchasing and installing services and equipment now while the legal agreement is still being drafted.

Alternatives, Options, Effects on Others/Comments:

Physical connections from CLC to Charter need to be constructed, Charter has mentioned a potential six-month lead time. One-time costs of $1,510 and monthly costs of $695. Physical connections from CLC to CTC will use existing fiber. There will be hardware setup costs estimated around $1,000 - ongoing costs should be minimal (may know more before meeting).
Hardware also needs to be purchased soon, CableCast will be the system vendor. Initial estimates for the CableCast components are about $30,000 with a vendor meeting scheduled 10/28 so more specifics may be available on 11/1. Supply chain issue are already a major issue resulting in some unknown availabilities. Once hardware is acquired - installation, provisioning, and training will all take time before broadcasting can begin. A proposed legal agreement will be presented for Council approval when complete.

Recommended Action/Motion:

Authorize staff to begin purchasing services and hardware required for the PEG channel implementation using previously collected cable franchise fees (2021) - not to exceed the current fund balance of $64,880.

Financial Impact:

Is there a cost associated with this request: ☑ Yes ☐ No

What is the total cost, with tax and shipping $ up to $64,880

Is this budgeted? ☐ Yes ☑ No

Please Explain: Anticipated implementation costs to re-establish the PEG channel will be covered with previously received cable franchise fees.

Brainerd City Council
Agenda Request

Requested Meeting Date: November 1, 2021

Title of Item: Accept Resignation Community Service Officer Cole Thoma

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☑ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Chief Mike Bestul	**Department:** Police
Presenter (Name & Title): Deputy Chief John Davis/HR Director Kris Schubert	**Estimated Time Needed:** 2 minutes

Summary of Issue:

On October 19, 2021, Community Service Officer Cole Thoma submitted his Letter of Resignation effective November 2, 2021. Cole's resignation leaves the department with 4 Community Service Officers, one which is attending college (Nick Karsnia) and another anticipates a departure in December 2021.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Accept CSO Cole Thoma's resignation with regret and authorize filling the vacancy in the near future at the current rate of $14.00.

Financial Impact:

Is there a cost associated with this request: ☑ Yes ☐ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☑ Yes ☐ No

Please Explain: This position is within the department's 2021 budget.

10/19/2021

Notice of Departure

To Chief Mike Bestul, and whom it may concern,

I have accepted a Full-Time Deputy Sheriff position with the Stearns County Sheriffs Office. I am writing to inform you of my 2-week departure notice as of today's date. With my last day being Tuesday November 2. I have a start date at the Sheriff's Office of Monday November 1st.

I appreciate everything that this department has taught me, and I look forward to using all the tools that I have learned here in my future career. I am excited to start this journey and am proud that I was given the opportunity to work alongside you and every officer in the department. I will greatly miss my time here.

Thank you!

Cole Thoma

Brainerd City Council
Agenda Request

Requested Meeting Date: November 1, 2021

Title of Item: Approval of 2022-2024 LELS (Police Officer) Contract Terms and Wages

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☑ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☐ Approve/Deny Motion ☑ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Kris Schubert	**Department:** Human Resources
Presenter (Name & Title): Kris Schubert, HR Director	**Estimated Time Needed:** 5 minutes

Summary of Issue:

The City has reached a tentative agreement with the Law Enforcement Labor Services (LELS) Local #65 for the 2022-2024 Union Contract. The attached summary includes the items agreed to by both the City and Union during negotiations. The contract includes a 2.5% Cost of Living Adjustment (COLA) for 2022, 2023, and 2024.

Alternatives, Options, Effects on Others/Comments:

Union representatives informed us on October 18, 2021, that the USW Union approved our tentative agreement (TA) and supporting documents.

Recommended Action/Motion:

1. Motion to approve the attached 2022-2024 Tentative Agreement Summary and the attached contract supporting documents between the City and LELS Local #65; and

2. Adopt the attached resolution settling the LELS Local #65 Union wages for 2022-2024.

Financial Impact:

Is there a cost associated with this request: ☑ Yes ☐ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☑ Yes ☐ No

Please Explain: The 2022 wage adjustments were included in the City's 2022 budget.

City of Brainerd – LELS Local #65 Union
***Tentative Agreement Terms**

October 11, 2021

The following is the tentative agreement package terms reached between the City of Brainerd and the LELS Local #65 Union during the 2022-2024 contract negotiations. This package is for Union and City Council consideration/approval:

1. ARTICLE VII – HOURS OF WORK, OVERTIME

7.1 Eight (8) hours or ten (10) hours and an averaged forty (40) hours shall be the normal work day and work week. In accordance with the Fair Labors Standards Act ("FLSA"), all work beyond 171 hours in a 28 day cycle shall be compensated at the rate of one and one-half times the regular rate. Said 28-day workweek will begin on January 2, 2022 for the 2022 calendar year. However, nothing in this or any other Article shall constitute a guarantee of a minimum or maximum number of hours the EMPLOYER may assign employees to work. Posted patrol hours normally worked by a patrol officer shall not be worked by a Sergeant or other supervisor except in an emergency and no patrol officer is available to fill the hours.

7.7 Compensatory time may be paid in lieu of overtime at time and one-half hours at the request of the employee if approved by the EMPLOYER. Compensatory time accrual shall be capped at ~~140~~180 hours; however, any balance over 140 hours as of December 1st of any year must be cashed out. In this case, any compensatory hours over 140 hours as of December 1st will be paid by the end of the year at the hourly pay rate the employee is earning at that time.

2. ARTICLE IX – WAGES

Employees shall be compensated in accordance with the pay tables as attached and incorporated into this Agreement starting January 1, ~~2019~~ 2022and marked as Appendix A.

Pay steps are based on satisfactory performance. For employees hired after January 1, 2019, step increases for employees will be effective ~~the 1st of the month following eligibility~~on their date of hire anniversary date. For employees hired prior to January 1, ~~2019~~2022, step increases shall become effective January 1 of each year. Progression through the pay steps will be accomplished by an annual review of employee performance. In order to advance to Step 7, an employee must be on Step 6 and obtain two "achieves expectations" and one "exceeds expectations" on their annual performance evaluation as a sworn Police Officer for the City of Brainerd in any given three-year cycle beginning January 1, 2019. In order to advance to Step 8, an employee must be on Step 7 and obtain another "exceeds expectations" with two prior "achieves expectations" on their annual performance evaluation as a sworn Police Officer for the City of Brainerd in any given three-year cycle.

The appeal will be decided by a three (3) person panel consisting of: the Union Business Agent, a City Administration representative, and a third-party neutral mutually agreed upon by the Employer and the Union. ~~from the MN Bureau of Mediation Services~~. This panel will hear up to a half hour of presentation from the employee and up to a half hour of presentation from the Police Chief or designee. The panel will issue a decision ~~the same day as the presentation, if possible, and in any event within five (5)~~

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~~business days from the presentation~~ within six weeks of the presentation. The decision of the panel will be final and binding and will not be subject to the grievance procedure under this Agreement.

NOTE: Appendix A details the Police Officer wage grid that includes a $.96 per hour wage adjustment and a 2.5% COLA adjustment for 2022, 2023 and 2024. This language will not be included in this section of the union contract; however, was included in the TA for clarification.

9.3 Shift differential: Employees shall be paid an additional $.~~55~~70 per hour for each hour worked between ~~4:00~~ 6:00 p.m. and ~~8:00~~6:00 a.m.

3. ARTICLE XII – HOSPITALIZATION

12.2 The base health insurance plan will have a ~~2,700~~ $2,800 single/$~~5,400~~ 5,600 family deductible. A summary of this plan as well as other health plans that can be offered during this contract are outlined in Appendix B.

4. ARTICLE XIII – LIFE AND INCOME PROTECTION INSURANCE

13.1 The EMPLOYER shall provide life and accidental death and dismemberment insurance coverage in the amount of ~~Twenty~~Thirty-five Thousand dollars ~~($25,000)~~ ($35,000) and long-term disability insurance for all full-time employees. The premium shall be paid in full by the EMPLOYER. Employees may purchase at their own cost additional life insurance under the City's group policy if the insurer will allow. If the insurer will not allow the employees to purchase additional insurance, the EMPLOYER agrees to investigate the possibility of providing such an opportunity to employees through another carrier. The EMPLOYER agrees to allow the employees to have the cost of such overage deducted from their paychecks.

5. ARTICLE XIX – SEVEREANCE PAY

~~19.2 Health Care Savings Plan Contribution. LELS Local No. 65 employees are eligible to participate in the Minnesota Health Care Savings Plan (HCSP) established under Minnesota Statutes, Section 352.98 and as outlined in the Minnesota State Retirement System's Trust Plan Documents. All funds collected by the employer on behalf of the employee will be deposited into the Employee's Health Care Savings Plan account as follows:~~

~~A. All employees eligible for severance pay as outlined in this Article and with twenty (20) or more years of service with the City of Brainerd will contribute 100% of their sick leave severance pay to their HCSP account.~~

~~B. In the event of death, contributions owed but not paid to an Employee's HCSP will be paid to the estate.~~

6. ARTICLE XXIV – DURATION

24.1 This AGREEMENT shall become effective January 1, 20~~19~~22 and shall continue in effect through December 31, 202~~1~~4, and from year to year thereafter unless notice of intention to change,

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modify or terminate is given by either party sixty (60) days prior to December 31st of the year in which the change, modification or termination is to take place.

7. **Renew Health Insurance MOU with the following changes (see attached MOU):**

- Update Item 1 to eliminate $1,000 Deductible Plan – offer $1,400 Deductible Plan (Smart Plan #1) and $7,000 Deductible Plan (Smart Plan #7) – see Union Contract and MOA for premium split and the employer HSA contributions.

- Opt-out amount will be increased to $400 per month in 2022.

8. **Notice Ending Past Practice regarding benefits during absences – Draft notice is attached.**

9. **No retroactive backpay will be allowed if contract is not agreed to and signed by January 1, 2022.**

10. Article XV – Grievances - Arbitration

STEP 4. If the parties mutually agree not to submit the issue to the State Bureau of Mediation Services as detailed in Step 3, it shall be submitted to the arbitration procedure subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended. The selection of an arbitrator shall be made consistent with the rules established by the bureau of Mediation Services. However, a grievance arbitration for written disciplinary action, discharge or termination shall include the arbitrator selection procedures established in Minnesota Statute 626.892

*NOTE: With the union's affirmative vote, Staff will bring this tentative agreement package to the City Council for their review and consideration.

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Memorandum of Understanding

This Memorandum of Understanding (hereinafter, "MOU") is entered into between the City of Brainerd (hereinafter, "City") and Law Enforcement Labor Services, Local #65 (hereinafter, "Union"), on behalf of the Police Officers bargaining unit.

WHEREAS, the City and Union are parties to a 2022 – 2024 collective bargaining agreement (hereinafter, "CBA"), which in Article 12 stipulates premium contributions to health insurance; and

WHEREAS, new High Deductible Health Insurance Plan Options were agreed to be offered for 2022-2024.

NOW, THEREFORE, **BE IT RESOLVED THAT** the parties hereto agree to the following premium splits and Employer HSA contributions for our 2022-2024 High Deductible Health Plan Smart Plan options as offered pursuant to Appendix B of the union contract:

Smart Plan #1 - $1,400 Health Plan	2022	2023	2024
% Contribution to Monthly Premium			
Employer			
Single	95%	95%	95%
Family	80%	80%	80%
Employee			
Single	5%	5%	5%
Family	20%	20%	20%
HSA Annual Contribution Amount			
Employer			
Single	$1,000	$1,000	$1,000
Family	$1,500	$1,500	$1,500

Smart Plan #3 - $2,800 Health Plan	2022	2023	2024
% Contribution to Monthly Premium			
Employer			
Single	95%	95%	95%
Family	80%	80%	80%
Employee			
Single	5%	5%	5%
Family	20%	20%	20%
HSA Annual Contribution Amount			
Employer			
Single	$2,000	$2,000	$2,000
Family	$2,500	$2,500	$2,500

Smart Plan #7 - $7,050 Health Plan	2022	2023	2024
% Contribution to Monthly Premium			
Employer			
Single	100%	100%	100%
Family	90%	90%	90%
Employee			
Single	0%	0%	0%
Family	10%	10%	10%
HSA Annual Contribution Amount			
Employer			
Single	$2,500	$2,500	$2,500
Family	$3,000	$3,000	$3,000

BE IT FURTHER RESOLVED THAT all additional employer HSA contribution amounts noted above will be pro-rated based on a monthly contribution.

BE IT FURTHER RESOLVED THAT the City agrees to "front-load" the first three months of the additional Employer HSA contribution for all employees by January 31st of each year. Thereafter (effective April 1st), the amount will return and remain as a monthly contribution.

BE IT FURTHER RESOLVED THAT the City will provide an Opt-Out Option for eligible employees in lieu of the city's health insurance for 2022, 2023 and 2024. If the eligible employee elects the Opt-Out payment for 2022, 2023, or 2024, the monthly Opt-out taxable payment will be $400 per month.

IN WITNESS whereof the parties have hereunto set their hands the date and year affixed below.

FOR THE EMPLOYER

_____
Jennifer Bergman, City Administrator

_____
Date:

FOR LAW ENFORCEMENT LABOR SERVICES LOCAL #65

_____
Sean McKnight, Staff Representative

_____
Date:

Appendix B
High Deductible Health Plan Options

For Plan Years Starting 2022	Smart Plan #1	Smart Plan #3	Smart Plan #7
Deductible per Single[2]	Single Coverage Only=$1,400	$ 2,800	$ 7,050
Ded per Family Person	$ 2,800	$ 2,800	$ 7,050
Ded per Family Total	$ 2,800	$ 5,600	$ 14,100
% Paid by Plan After Ded[1]	100%	100%	100%
Out-of-Pkt Max per Single	Single Coverage Only=$1,400	$ 2,800	$ 7,050
OOP Max per Family Person	$ 2,800	$ 2,800	$ 7,050
OOP Max per Family Total	$ 2,800	$ 5,600	$ 14,100

*All plans automatically indexed annually.

[1]After deductibles on all Smart plans, the Plan pays 100% of the cost of qualifying care received at Top Value providers, as well provides up to $1,500 of travel benefit when used to see Top Value providers (minimum distance requirements may apply to receive travel benefit).

[2]Deductible need not be met first to receive benefits for preventive prescriptions on all Smart plans; instead, copays for generic or brand-name drugs on the approved list will apply.

NOTICE

To: Law Enforcement Labor Services (LELS) Local No. 65 Employees

Cc: Sean McKnight – LELS Business Agent

From: City Administrator Jennifer Bergman

Subject: Employee Policy Manual Clarification for Benefits during Absences

Date: October 19, 2021

In previous negotiations, the City/BPU provided the LELS Local #65 Union a Notice Ending Past Practice that benefits including Holidays, Vacation and Sick Leave as well as insurance benefits would cease if the employee is not receiving 30 hours of pay per week or the full pay difference between their worker's comp check and their bi-weekly base salary if elected (per Article X – Worker's Compensation of the LELS union contract). Said notice also stated that approved FMLA leave will be excluded from this clarification as required by Federal Law; further, once the 12-week FMLA leave has expired, these provisions shall be in force.

Please be advised that effective January 1, 2022, the City/BPU intends to follow the Employee Policy Manual that full-time employees must receive pay each week that equates to their normally scheduled work week in order to be eligible for all accruals and benefits. Further, and also effective January 1, 2022, the only benefits that will continue during an unpaid and approved FMLA leave, will be the benefits as required by Federal law.

This notice and the policy described herein, upon the effective date of such policy, will supersede any prior actions taken by the City of Brainerd/BPU inconsistent with such policy.

If you have any questions regarding the foregoing, feel free to contact HR Director Kris Schubert at 828-2307.

/ef
POSTED:

DRAFT

R E S O L U T I O N
No. :21

BE IT RESOLVED by the Council of the City of Brainerd that the hourly wages for the following City employees who are members of the Law Enforcement Labor Services, Inc. Local #65 (Police Officers) Union shall be based on the rates identified in the below 8-step grid.

		2022-2024 LELS HOURLY RATES OF PAY						
Police Officer	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**	**Step 7**	**Step 8**
2022	29.79	31.27	32.76	34.24	35.74	37.23	38.72	40.21
2023	31.35	32.92	34.48	36.04	37.62	39.18	40.76	42.32
2024	32.95	34.6	36.24	37.88	39.54	41.18	42.84	44.48

BE IT FURTHER RESOLVED that the above wage grid shall be incorporated into the LELS 2022-2024 Union Contract as Appendix A and the 2022 initial placement for each member of this union will be incorporated as a Supplement to said Union Contract.

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: November 1, 2021

Title of Item: Consider Dissolving the Police & Fire Civil Service Commission

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☑ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☑ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Kris Schubert	**Department:** Human Resources
Presenter (Name & Title): HR Director Kris Schubert	**Estimated Time Needed:** 5 minutes

Summary of Issue:

The Police & Fire Civil Service Commission has discussed the possibility of dissolving the Commission. The primary reason is because of how it works with current employment law and that the Commission's process adds another layer to the City's authority for hiring and disciplinary actions. It was noted that by having the Commission, it seems to reduce efficiency as the hiring process timeframe is extended by this requirement. Furthermore, Staff is only aware of one disciplinary issue that the Commission reviewed and that issue occurred over 20 years ago.

Alternatives, Options, Effects on Others/Comments:

City Attorney Langel noted that Brainerd's Joint Police and Fire Civil Service Commission was created by city ordinance; therefore, it should be abolished by the same manner. Attorney Langel informed Staff that if the Council is interested in dissolving the Commission, he feels a simple repealer ordinance repealing Section 305.13 of the City Code would be needed. With that in mind, the first reading of an ordinance could occur at the November 15th Council meeting if so directed. Also, once the ordinance becomes effective, the Commission will cease to exist.

Recommended Action/Motion:

Provide direction if the Council may be interested in dissolving Brainerd's Joint Police & Fire Civil Service Commission. If so, direct Staff to include the first reading of an ordinance repealing Section 305.13 of the Brainerd City Code for the November 15, 2021, Council meeting.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

Brainerd City Council
Agenda Request

Requested Meeting Date: November 1, 2021

Title of Item: Approval of Pay Equity Points

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☑ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Jennifer Bergman	**Department:** Administration
Presenter (Name & Title): Jennifer Bergman, City Adminitrator	**Estimated Time Needed:** 5 minutes

Summary of Issue:

With the approval of the revised public works job descriptions at the October 4th City Council meeting, staff noted that we would be forwarding these job descriptions to DDA to review if the changes would impact the positions pay equity points. The updated job descriptions were reviewed by Dr. Tessia Melvin from DDA who assisted the City with the pay equity point assignment in 2018. We utilized Dr. Melvin's services to help ensure we were being consistent with our current system. Attached is a letter from Dr. Melvin with her pay equity point recommendations.

Alternatives, Options, Effects on Others/Comments:

When staff submitted the Public Works Department job descriptions, staff also requested that Dr. Melvin review a few other positions that have changed since her review and Council's official approval of the points in March of 2019. Two of the positions (IT/GIS Director and HR Director) were promoted from a non-union supervisor to a Department Head in September of 2019; the education and experience minimum requirements for the BPU Accountant position was modified for the recent hiring in that position; and Dr. Melvin had reviewed a "draft" job description for the BPU Laborer job description in 2018 which was finalized for the position's hiring in 2020. Please note the HR Assistant position will be discussed as a separate agenda item.

Recommended Action/Motion:

Motion to approve Dr. Melvin's recommended pay equity point assignments for the following positions: IT/GIS Director = 530; HR Director = 525; BPU Accountant = 245; and BPU Laborer = 160.

Financial Impact:

Is there a cost associated with this request: ☑ Yes ☐ No

What is the total cost, with tax and shipping $ Est. $4,124

Is this budgeted? ☑ Yes ☐ No

Please Explain:

No pay adjustments are recommended for 2021. The estimated amount is the estimated impact for the IT and HR Director positions. If this is approved, Staff plans to recommend 2022 pay grid adjustments for the non-union position and it will be included in the 2022 budget. If warranted, wage adjustments for the union positions (BPU positions) will be negotiated with the union during its next negotiation cycle.

DDA
Human Resources, Inc.
a David Drown Associates Company

TO: **JENNIFER BERGMAN, CITY ADMINISTRATOR**

FROM: **TESSIA MELVIN, DDA MANAGEMENT CONSULTANT**

DATE: **OCTOBER 19, 2021**

SUBJECT: JOB EVALUATION CLASSIFICATION RESULTS

With some organizational changes and as the City prepares for budget and planning for 2022, DDA was asked to review the following job descriptions:

- IT Director
- HR Director
- HR Assistant
- Recreation Coordinator
- City Engineer/ PW Director
- Administration Specialist
- Parks Foreman
- Assistant Engineer
- BPU Accountant
- BPU Laborer

Both the IT Director and HR Director became department heads and received a title change, but their job descriptions did not reflect the changes. As a result of their jobs changing and an increase skill level needed for the position, I would rate them as follows:

- IT Director: move to 530 points, due to increase in skills and ability, level of work, independence of actions and impact of end results
- HR Director: move to 525 points, due to increase in skills and ability, level of work, human relation skills, independence of actions, impact of end results and this position will now be supervising

Here are the other job descriptions and evaluations:

- HR Assistant: This is a new position. 235 points
- Recreation Coordinator: No change
- City Engineer/ PW Director: No change
- Administration Specialist: No change
- Parks Foreman: No change
- Assistant Engineer: No change
- BPU Accountant: Move to 245 points, due to education and experience changes
- BPU Laborer: Move to 160 points, due to additional experienced needed for the position, an increase in level of work, independence of action and impact of end results.

Tessia Melvin, DDA Management Consultant
tessia@daviddrown.com

Brainerd City Council
Agenda Request

Requested Meeting Date: November 1, 2021

Title of Item: Approval of HR Assistant Job Description and Pay Equity Points

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☑ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Kris Schubert	**Department:** HR
Presenter (Name & Title): Kris Schubert, HR Director	**Estimated Time Needed:** 5 minutes

Summary of Issue:

Included in the 2022 preliminary budget is a new HR Assistant position and attached is a draft job description for that position. Staff also forwarded the job description to Dr. Tessia Melvin from DDA to assist with the pay equity point assignment - Dr. Melvin's recommendation is noted in her attachment. Staff is requesting approval of the HR Assistant job description and pay equity point assignment as presented.

Alternatives, Options, Effects on Others/Comments:

Staff is also requesting authorization to begin negotiations with the IBEW Administrative Support Union for the 2022 wage for this position in hopes of having the individual on board by February 1, 2022.

Recommended Action/Motion:

Motion to approve the attached HR Assistant job description as presented and assign 235 pay equity points for the HR Assistant position as recommended; further, to direct Staff to begin wage negotiations with the IBEW Administrative Support Union for this new position.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ unknown

Is this budgeted? ☑ Yes ☐ No

Please Explain: This position is included in the 2022 preliminary budget.

Human Resources Assistant

Department: Administration/HR FLSA Status: Non-Exempt

General Definition of Work

This position provides support to the Human Resources Department. Some of the main duties may include aiding in the recruitment and selection process; responding to inquiries including preparation of applicable forms and/or reports; maintaining information on employee performance management activities; assisting with the administration of workers compensation and numerous HR programs; providing benefit information to new and existing employees; utilizing the NEOGOV software system; maintaining records and files both manually and electronically for the Human Resources office while maintaining secure and private/confidential information; and performs other duties as assigned.

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

- Serves as a central point of contact for internal and external customers for routine human resource matters relating to employment, compensation, benefits and personnel administration; Performs customer service by providing information and answering inquiries both in person and over the telephone/email.
- Supports and coordinates the recruitment and interview process for City, BPU and Brainerd HRA vacancies including preparing job descriptions and job announcements; preparing, organizing, and scheduling interviews, tests and screenings; and prepares conditional job offers.
- Administers the recruitment and hiring process for seasonal positions from posting of vacancy though on-boarding.
- Performs administrative support for the department; Develops multi-media communication materials to address and support human resource programs, including employee communications, press releases, program announcements, technical guides, presentations, and other forms of communications as needed to support human resource programs and organizational initiatives.
- Prepares new-employee files and ensures completion of the New Hire Checklist. Processes hiring paperwork for all new employees with follow up for missing items.
- Assists with the preparation and distribution of information to all employees during the annual benefits enrollment process. Advises employees on the completion of forms and required information.
- Maintains human resources software (i.e. NeoGov and BS&A) by adding and updating employees to the system and documenting applicable changes in status; Updates and maintains the Human Resources page on the city's web site and intranet site.
- Maintains the personnel file system including updating and scanning employee/human resources records.
- Prepares, compiles and tracks Family/Medical Leaves.
- Administers the worker's compensation process including first report of injury forms, claim tracking, OSHA 300A annual report.
- Schedules drug and alcohol testing programs including pre-employment, random, reasonable suspicion and follow up testing. Maintains required files.
- Facilitates the completion of employee forms and subsequently administer the completion of annual hearing and driver's license checks.
- Prepares paperwork for employees that resign, retire or are terminated.

Essential Functions (cont.)

- Tracks performance evaluations for all departments.
- Responds and prepares employment and wage verifications, salary surveys and other data requests.
- Researches and prepare data for labor relation negotiations, arbitrations, etc.
- Conducts human resource related analysis including research and preparation of related reports.
- Records investigatory and other meeting minutes for the Human Resources Director.
- Provide assistance to the City's Wellness Committee and with special projects as assigned.
- Performs other duties as assigned or apparent.

Knowledge, Skills and Abilities

- Knowledge of State and Federal employment law and the principles of human resource management to ensure compliance.
- Maintains confidentiality and security of all personnel data, documents and files.
- Ability to function well in a high-paced and at times stressful environment; Must be able to utilize work time properly and productively with excellent time management skills with a proven ability to meet deadlines.
- Strong organizational skills with the ability to handle detail to accurately record documents, publications, and various records for official purposes and follow through in the completion of projects.
- Ability to plan and perform duties with only general minimum supervision.
- General knowledge of, and experience with, modern office practices and procedures; Ability to operate standard office equipment with the ability to type and enter data accurately and at a reasonable rate of speed.
- Strong numerical analysis skills including the ability to develop complex spreadsheet applications, develop formulas and perform complex computations.
- Ability to establish and maintain effective working relationships with citizens, city personnel, other agencies, and the general public. Has strong interpersonal, oral and written communications skills while remaining calm, courteous, and professional under difficult, sensitive, stressful, or hostile situations.
- Strong ciritical thinking and problem-solving skills including the ability to read and interpret personnel policies, statutes, regulations and labor contracts.

Education, Experience and Special Requirements

- Associate's Degree in Human Resources or related field or human resource certificate from Society of Human Resources Management (SHRM) or similar human resources or education organization.
- Two years of human resources experience.
- Equivalent combination of education and experience as determined by management may be considered.
- Advanced proficiency using Microsoft Word, Excel, Outlook and PowerPoint.
- Public Sector HR experience and a Bachelor's Degree in HR or related field are preferred.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms 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 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, assembly or fabrication of parts within arm's length, 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 23, 2021

DDA
Human Resources, Inc.
a David Drown Associates Company

TO: **JENNIFER BERGMAN, CITY ADMINISTRATOR**

FROM: **TESSIA MELVIN, DDA MANAGEMENT CONSULTANT**

DATE: **OCTOBER 19, 2021**

SUBJECT: JOB EVALUATION CLASSIFICATION RESULTS

With some organizational changes and as the City prepares for budget and planning for 2022, DDA was asked to review the following job descriptions:

- IT Director
- HR Director
- HR Assistant
- Recreation Coordinator
- City Engineer/ PW Director
- Administration Specialist
- Parks Foreman
- Assistant Engineer
- BPU Accountant
- BPU Laborer

Both the IT Director and HR Director became department heads and received a title change, but their job descriptions did not reflect the changes. As a result of their jobs changing and an increase skill level needed for the position, I would rate them as follows:

- IT Director: move to 530 points, due to increase in skills and ability, level of work, independence of actions and impact of end results
- HR Director: move to 525 points, due to increase in skills and ability, level of work, human relation skills, independence of actions, impact of end results and this position will now be supervising

Here are the other job descriptions and evaluations:

- HR Assistant: This is a new position. 235 points
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- City Engineer/ PW Director: No change
- Administration Specialist: No change
- Parks Foreman: No change
- Assistant Engineer: No change
- BPU Accountant: Move to 245 points, due to education and experience changes
- BPU Laborer: Move to 160 points, due to additional experienced needed for the position, an increase in level of work, independence of action and impact of end results.

Tessia Melvin, DDA Management Consultant
tessia@daviddrown.com

Brainerd City Council
Agenda Request

Requested Meeting Date: November 1, 2021

Title of Item: Approval of Deferment of Assessments

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☑ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Connie Hillman	**Department:** Finance
Presenter (Name & Title): Finance Director Hillman	**Estimated Time Needed:** 5 Minutes

Summary of Issue:

The City has received 6 applications for deferment for pay year 2022 from 4 different residents. All of the applicants have been approved for deferment in the past. Three of the residents (accounts for 4 of the applications) meet the hardship items (4A, 4B, & 4D; (4C is assumed)) listed in the attached resolution. One of the residents (accounts for 2 applications), does not meet 4D - the estimated market value criteria. Staff has interpreted 4B to be the total assessment amount, not just the assessment amount for the year.

Alternatives, Options, Effects on Others/Comments:

Mr. Guy Green is the applicant (PID 41191721) that does not meet the EMV criteria. Mr. Green does have a triple corner lot and both streets were completed in 2019 resulting in a larger assessment for Mr. Green. Also attached is the minutes from the 11/18/19 council meeting with the rational for approving the assessment for Mr. Green for pay year 2020.

Per MS 435.193 (b): Any county, statutory or home rule charter city, or town electing to defer special assessments shall adopt an ordinance or resolution establishing standards and guidelines for determining the existence of a hardship and for determining the existence of a disability, but nothing herein shall be construed to prohibit the determination of hardship on the basis of exceptional and unusual circumstances not covered by the standards and guidelines where the determination is made in a nondiscriminatory manner and does not give the applicant an unreasonable preference or advantage over other applicants.

Recommended Action/Motion:

Staff's recommendation is to approve the applications for deferment of assessment payable in 2022 for the applicants at PID's 41191220, 41300682, 41191702, and 41191721.

Financial Impact:

Is there a cost associated with this request: ☑ Yes ☐ No

What is the total cost, with tax and shipping $ 2,595 in Principal

Is this budgeted? ☑ Yes ☐ No

Please Explain: It is taken into consideration when computing the debt levy for pay year 2022.

RESOLUTION
NO. 54:16

WHEREAS, Minnesota Statutes 435.193 through 435.195 authorizes the City of Brainerd to defer the payment of special assessments against any homestead property for certain citizens; and

WHEREAS, said deferment of assessment may be permitted at the discretion of the City Council; and

WHEREAS, the City Council of the City of Brainerd finds and determines that deferral of special assessments for certain citizens is in the public interest; and

WHEREAS, it is necessary and proper that the City Council set forth its general policies and guidelines for granting said deferrals of special assessments for citizens.

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

1. That the City Council does endorse the principle of deferment of special assessments for citizens where the payment of said special assessments constitutes hardship.

2. The Council, in accordance therewith, may defer the payment of any special assessment on homestead property when payment of the assessment would create a hardship upon the property owner as defined herein.

3. The deferment may be granted upon an application by the owner on a form prescribed by the County Auditor supplemented by the City Administrator to establish the qualifications of the owner for said deferment. All deferments shall be subject to renewal each following year upon the filing of a similar application not later than August 15. The Council shall either grant or deny the deferment, and if it grants the deferment, the deferred assessment shall bear interest at the rate established in the Resolution adopting the assessment. If the Council grants the deferment, the City Administrator shall notify the County Auditor who shall, in accordance with Minnesota Statute 435.194, record a notice of the deferment with the County Recorder setting forth the amount of the assessment.

4. A hardship shall be deemed prima facie to exist when all of the following apply:

   A. The applicant's spouse and family combines shall not have an annual gross income in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of application. All data necessary to confirm applicant's income shall be furnished to the City Administrator.

   B. The special assessments to be deferred exceed $300.00.

C. The total assets of the applicant and spouse, exclusive of the homestead, do not exceed $25,000.00.

D. The Crow Wing County Assessor's estimated market value of the applicant's homestead is less than $110,000.

Notwithstanding the foregoing provisions of this paragraph, the City Council may consider exceptional and unusual circumstances pertaining to an applicant not covered by the above standards; but any determination shall be made in a non-discriminatory manner and shall not give the applicant an unreasonable preference or advantage over the other applicants.

5. Retirement by reason of permanent and total disability shall be deemed prima facie to exist when the applicant presents a sworn affidavit by a licensed medical doctor attesting that the applicant is unable to be gainfully employed because of a permanent and total disability.

6. The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any of the following events:

   A. The death of the owner when there is no spouse who is eligible for deferment;

   B. The sale, transfer, or subdivision of all or any part of the property;

   C. Loss of homestead status on the property;

   D. Determination by the Council for any reason that there would be no hardship to require immediate or partial payment; or

   E. Failure to file a renewal application with the time prescribed by Paragraph 3.

7. This Resolution supersedes Resolution No. 06:05 adopted on February 22, 2005.

Adopted this 21st day of November, 2016

GARY SCHEELER
President of the Council

Approved this 22nd day of November, 2016

EDWIN L. MENK
Mayor

ATTEST:

JAMES M. THOREEN
City Administrator

DEFERRED ASSESSMENTS
CITY OF BRAINERD

APPLICATION AND AUTHORIZATION FOR DELAYED PAYMENT OF TAX ON SPECIAL ASSESSMENT FOR SENIOR CITIZENS OR DISABLED PERSONS HOMESTEAD MS. 435.193, MS. 435.194 AND/OR WHERE A FINANCIAL HARDSHIP EXISTS - RESOLUTION NO. 54:16.

TO: Jennifer Bergman, City Administrator, City of Brainerd, Minnesota

NAME MARGARET O'ROURKE ADDRESS 928 10TH AVE NE BRAINERD MN 56401 IMP 13-19	I am (check one) X At least 65 years of age Retired by virtue of a total or permanent disability X Financial hardship exits
R.E. CODE OF PROPERTY: 41191220 LEGAL DESCRIPTION OF PROPERTY: SABIN'S ADDITION TO THE CITY OF BRAINERD LOT 2 BLOCK 1	

I, the undersigned, declare under penalties of perjury:

That I, my spouse and family combined shall not have an annual gross income in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of the application (see attached).

That the special assessments to be deferred exceed $300.00.

That my total assets including my spouse's exclusive of the homestead do not exceed $25,000.00.

That the Crow Wing County Assessor's estimated market value of my homestead is less than $110,000.

That my interest in the ownership of the above property was acquired on December 31, 2011, and is as follows (check one):

x Sole ownership
____ Joint tenancy, held with ____
____ Other (specify) ____

That on December 31, 2011 I owned and occupied the above property as my homestead and such occupancy began on JANUARY 1, 2012.

That the taxes for improvements on the special assessments adopted by Resolution No. 57:14 on OCT 20, 2014, by the City of Brainerd which have been allocated against the subject property would create undue personal hardship on my behalf and I respectfully request that payment be so deferred for the installments payable in the year 2021. (NOTE: Application for deferment shall be made each year.)

I declare under penalties of perjury that the above information is correct to the best of my knowledge and belief:

Signed Margaret O'Rourke
Owner

I, Jennifer Bergman, City Administrator of the City of Brainerd, Crow Wing County, State of Minnesota, do hereby certify that the application of O'ROURKE, above named, has been duly reviewed and that in accordance with the minutes of official record for the meeting held NOV 1, 2021, in said city council chambers, was duly APPROVED or DENIED.

That in accordance with approval granted, that the assessment on the affiant's subject property levied for annual collection composed of principal $ 329.00 and interest, which is based on the unpaid principal balance payable in the year 2022 should be so deferred with interest at the annual rate of 5 %, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Date: ____ 2021.

City Administrator

RECEIVED
OCT 19 2021
CITY OF BRAINERD
ADMINISTRATION

DRAFTED BY:
Pamela Ziemer
City of Brainerd
501 Laurel St
Brainerd MN 56401
Pamela Ziemer

DEFERRED ASSESSMENTS
CITY OF BRAINERD

APPLICATION AND AUTHORIZATION FOR DELAYED PAYMENT OF TAX ON SPECIAL ASSESSMENT FOR SENIOR CITIZENS OR DISABLED PERSONS HOMESTEAD MS. 435.193, MS. 435.194 AND/OR WHERE A FINANCIAL HARDSHIP EXISTS - RESOLUTION NO. 54:16.

TO: Jennifer Bergman, City Administrator, City of Brainerd, Minnesota

NAME MARGARET O'ROURKE ADDRESS 928 10TH AVE NE BRAINERD MN 56401 IMP 17-06	I am (check one) X At least 65 years of age Retired by virtue of a total or permanent disability X Financial hardship exits
R.E. CODE OF PROPERTY: 41191220 LEGAL DESCRIPTION OF PROPERTY: SABIN'S ADDITION TO THE CITY OF BRAINERD LOT 2 BLOCK 1	

I, the undersigned, declare under penalties of perjury:

That I, my spouse and family combined shall not have an annual gross income in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of the application (see attached).

That the special assessments to be deferred exceed $300.00.

That my total assets including my spouse's exclusive of the homestead do not exceed $25,000.00.

That the Crow Wing County Assessor's estimated market value of my homestead is less than $110,000.

That my interest in the ownership of the above property was acquired on December 31, 2011, and is as follows (check one):

X Sole ownership
____ Joint tenancy, held with _____
____ Other (specify) _____

That on Dec 31, 2011 I owned and occupied the above property as my homestead and such occupancy began on JANUARY 1, 2012.

That the taxes for improvements on the special assessments adopted by Resolution No. 51:19 on OCT 16, 2019, by the City of Brainerd which have been allocated against the subject property would create undue personal hardship on my behalf and I respectfully request that payment be so deferred for the installments payable in the year 2021. (NOTE: Application for deferment shall be made each year.)

I declare under penalties of perjury that the above information is correct to the best of my knowledge and belief:

Signed Margaret O'Rourke
Owner

I, Jennifer Bergman, City Administrator of the City of Brainerd, Crow Wing County, State of Minnesota, do hereby certify that the application of O'ROURKE, above named, has been duly reviewed and that in accordance with the minutes of official record for the meeting held NOV 1, 2021, in said city council chambers, was duly APPROVED or DENIED.

That in accordance with approval granted, that the assessment on the affiant's subject property levied for annual collection composed of principal $ 386.17 and interest, which is based on the unpaid principal balance payable in the year 2022 should be so deferred with interest at the annual rate of 5 %, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Date: _____ 2021.

_____
City Administrator

DRAFTED BY:
Pamela Ziemer
City of Brainerd
501 Laurel St
Brainerd MN 56401
Pamela Ziemer

RECEIVED
OCT 19 2021
CITY OF BRAINERD
ADMINISTRATION

DEFERRED ASSESSMENTS
CITY OF BRAINERD

APPLICATION AND AUTHORIZATION FOR DELAYED PAYMENT OF TAX ON SPECIAL ASSESSMENT FOR SENIOR CITIZENS OR DISABLED PERSONS HOMESTEAD MS. 435.193, MS. 435.194 AND/OR WHERE A FINANCIAL HARDSHIP EXISTS - RESOLUTION NO. 54:16.

TO: Jennifer Bergman, City Administrator, City of Brainerd, Minnesota

NAME GARRY SCHWARTZ & ALEX SCHWARTZ ADDRESS 1212 MAPLE ST BRAINERD MN 56401	I am (check one) ___ At least 65 years of age X Retired by virtue of a total or permanent disability X Financial hardship exits
R.E. CODE OF PROPERTY: 41300682 LEGAL DESCRIPTION OF PROPERTY: SLEEPERS ADDITION TO BRAINERD LOT 4 BLOCK 9	

I, the undersigned, declare under penalties of perjury:

That I, my spouse and family combined shall not have an annual gross income in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of the application (see attached).

That the special assessments to be deferred exceed $300.00.

That my total assets including my spouse's exclusive of the homestead do not exceed $25,000.00.

That the Crow Wing County Assessor's estimated market value of my homestead is less than $110,000.

That my interest in the ownership of the above property was acquired on May 9 1986, and is as follows (check one):

___ Sole ownership
X Joint tenancy, held with Alex Schwartz (Deceased)
___ Other (specify) _____

That on Jan 1, 2021 I owned and occupied the above property as my homestead and such occupancy began on June 1, 1986.

That the taxes for improvements on the special assessments adopted by Resolution No. 50:16 on OCT 17, 2016, by the City of Brainerd which have been allocated against the subject property would create undue personal hardship on my behalf and I respectfully request that payment be so deferred for the installments payable in the year 2021. (NOTE: Application for deferment shall be made each year.)

I declare under penalties of perjury that the above information is correct to the best of my knowledge and belief.

Signed Gary Schwartz
Owner

I, Jennifer Bergman, City Administrator of the City of Brainerd, Crow Wing County, State of Minnesota, do hereby certify that the application of Schwartz above named, has been duly reviewed and that in accordance with the minutes of official record for the meeting held Nov 1, 2021, 2021, in said city council chambers, was duly APPROVED or DENIED.

That in accordance with approval granted, that the assessment on the affiant's subject property levied for annual collection composed of principal $ 235.10 and interest, which is based on the unpaid principal balance payable in the year 2022 should be so deferred with interest at the annual rate of 4.25%, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Date: _____ 2021.

_____
City Administrator

DRAFTED BY:
Pamela Ziemer
City of Brainerd
501 Laurel St
Brainerd MN 56401
Pamela Ziemer

RECEIVED
OCT 13 2021
CITY OF BRAINERD
ADMINISTRATION

DEFERRED ASSESSMENTS
CITY OF BRAINERD

APPLICATION AND AUTHORIZATION FOR DELAYED PAYMENT OF TAX ON SPECIAL ASSESSMENT FOR SENIOR CITIZENS OR DISABLED PERSONS HOMESTEAD MS. 435.193, MS. 435.194 AND/OR WHERE A FINANCIAL HARDSHIP EXISTS - RESOLUTION NO. 54:16.

TO: Jennifer Bergman, City Administrator, City of Brainerd, Minnesota

NAME DIANE HOLZ ADDRESS 810 H STREET NE	I am (check one) X At least 65 years of age ___ Retired by virtue of a total or permanent disability ___ Financial hardship exits
R.E. CODE OF PROPERTY: 41191702 LEGAL DESCRIPTION OF PROPERTY: EAST SIDE ADDITION TO THE CITY OF BRAINERD E. 70FT OF LOT 8 BLOCK 3 AND E. 70FT	

I, the undersigned, declare under penalties of perjury:

That I, my spouse and family combined shall not have an annual gross income in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of the application (see attached).

That the special assessments to be deferred exceed $300.00.

That my total assets including my spouse's exclusive of the homestead do not exceed $25,000.00.

That the Crow Wing County Assessor's estimated market value of my homestead is less than $110,000.

That my interest in the ownership of the above property was acquired on Jan 1 1981, and is as follows (check one):

X Sole ownership
___ Joint tenancy, held with ___
___ Other (specify) ___

That on Jan 1, 1981 I owned and occupied the above property as my homestead and such occupancy began on October 15, 2021

That the taxes for improvements on the special assessments adopted by Resolution No. 51:19 on OCT 16, 2019, by the City of Brainerd which have been allocated against the subject property would create undue personal hardship on my behalf and I respectfully request that payment be so deferred for the installments payable in the year 2021. (NOTE: Application for deferment shall be made each year.)

I declare under penalties of perjury that the above information is correct to the best of my knowledge and belief:

Signed Diane Holz
Owner

I, Jennifer Bergman, City Administrator of the City of Brainerd, Crow Wing County, State of Minnesota, do hereby certify that the application of Holz, above named, has been duly reviewed and that in accordance with the minutes of official record for the meeting held NOV 1, 2021, in said city council chambers, was duly APPROVED or DENIED.

That in accordance with approval granted, that the assessment on the affiant's subject property levied for annual collection composed of principal $ 436.10 and interest, which is based on the unpaid principal balance payable in the year 2022 should be so deferred with interest at the annual rate of 3.3 %, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Date: _____ 2021.

_____
City Administrator

DRAFTED BY:
Pamela Ziemer
City of Brainerd
501 Laurel St
Brainerd MN 56401
Pamela Ziemer

RECEIVED
OCT 11 2021
CITY OF BRAINERD
ADMINISTRATION

DEFERRED ASSESSMENTS
CITY OF BRAINERD

APPLICATION AND AUTHORIZATION FOR DELAYED PAYMENT OF TAX ON SPECIAL ASSESSMENT FOR SENIOR CITIZENS OR DISABLED PERSONS HOMESTEAD MS. 435.193, MS. 435.194 AND/OR WHERE A FINANCIAL HARDSHIP EXISTS - RESOLUTION NO. 54:16.

TO: Jennifer Bergman, City Administrator, City of Brainerd, Minnesota

NAME GUY R. GREEN ADDRESS 1004 H STREET BRAINERD MN 56401	I am (check one) ✓ At least 65 years of age ___ Retired by virtue of a total or permanent disability ✓ Financial hardship exits
R.E. CODE OF PROPERTY: 41191721 CITY IMP 17-06 LEGAL DESCRIPTION OF PROPERTY: EAST SIDE ADDITION TO THE CITY OF BRAINERD LOTS 8 THRU 10 BLOCK 1 INCLUSIVE	

I, the undersigned, declare under penalties of perjury:

That I, my spouse and family combined shall not have an annual gross income in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of the application (see attached).

That the special assessments to be deferred exceed $300.00.

That my total assets including my spouse's exclusive of the homestead do not exceed $25,000.00.

That the Crow Wing County Assessor's estimated market value of my homestead is less than $110,000.

That my interest in the ownership of the above property was acquired on September, 2018, and is as follows (check one):

✓ Sole ownership
___ Joint tenancy, held with ___
___ Other (specify) ___

That on Oct. 12, 2021 I owned and occupied the above property as my homestead and such occupancy began on September, 2021.

That the taxes for improvements on the special assessments adopted by Resolution No. 51:19 on OCT 16, 2019, by the City of Brainerd which have been allocated against the subject property would create undue personal hardship on my behalf and I respectfully request that payment be so deferred for the installments payable in the year 2021. (NOTE: Application for deferment shall be made each year.)

I declare under penalties of perjury that the above information is correct to the best of my knowledge and belief:

Signed Guy R. Green
Owner

I, Jennifer Bergman, City Administrator of the City of Brainerd, Crow Wing County, State of Minnesota, do hereby certify that the application of GREEN, above named, has been duly reviewed and that in accordance with the minutes of official record for the meeting held NOV 1, 2021, in said city council chambers, was duly APPROVED or DENIED. That in accordance with approval granted, that the assessment on the affiant's subject property levied for annual collection
composed of principal $ 436.31 and interest, which is based on the unpaid principal balance payable in the year 2022 should be so deferred with interest at the annual rate of 3.3 %, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Date: _____ 2021.

_____
City Administrator

DRAFTED BY:
Pamela Ziemer
City of Brainerd
501 Laurel St
Brainerd MN 56401
Pamela Ziemer

DEFERRED ASSESSMENTS
CITY OF BRAINERD

APPLICATION AND AUTHORIZATION FOR DELAYED PAYMENT OF TAX ON SPECIAL ASSESSMENT FOR SENIOR CITIZENS OR DISABLED PERSONS HOMESTEAD MS. 435.193, MS. 435.194 AND/OR WHERE A FINANCIAL HARDSHIP EXISTS - RESOLUTION NO. 54:16.

TO: Jennifer Bergman, City Administrator, City of Brainerd, Minnesota

NAME GUY R. GREEN ADDRESS 1004 H STREET BRAINERD MN 56401	I am (check one) ✓ At least 65 years of age ___ Retired by virtue of a total or permanent disability ✓ Financial hardship exits
R.E. CODE OF PROPERTY: 41191721 CITY IMP 17-07 LEGAL DESCRIPTION OF PROPERTY: EAST SIDE ADDITION TO THE CITY OF BRAINERD LOTS 8 THRU 10 BLOCK 1 INCLUSIVE	

I, the undersigned, declare under penalties of perjury:

That I, my spouse and family combined shall not have an annual gross income in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of the application (see attached).

That the special assessments to be deferred exceed $300.00.

That my total assets including my spouse's exclusive of the homestead do not exceed $25,000.00.

That the Crow Wing County Assessor's estimated market value of my homestead is less than $110,000.

That my interest in the ownership of the above property was acquired on September, 2018, and is as follows (check one):

✓ Sole ownership
___ Joint tenancy, held with ___
___ Other (specify) ___

That on September 2018 I owned and occupied the above property as my homestead and such occupancy began on September 20, 2018.

That the taxes for improvements on the special assessments adopted by Resolution No. 51:19 on OCT 16, 2019, by the City of Brainerd which have been allocated against the subject property would create undue personal hardship on my behalf and I respectfully request that payment be so deferred for the installments payable in the year 2021. (NOTE: Application for deferment shall be made each year.)

I declare under penalties of perjury that the above information is correct to the best of my knowledge and belief:

Signed ___
Owner

I, Jennifer Bergman, City Administrator of the City of Brainerd, Crow Wing County, State of Minnesota, do hereby certify that the application of GREEN, above named, has been duly reviewed and that in accordance with the minutes of official record for the meeting held NOV 1, 2021, in said city council chambers, was duly APPROVED or DENIED. That in accordance with approval granted, that the assessment on the affiant's subject property levied for annual collection
composed of principal $ 772.34 and interest, which is based on the unpaid principal balance payable in the year 2022 should be so deferred with interest at the annual rate of 3.3 %, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Date: ___ 2021.

___
City Administrator

DRAFTED BY:
Pamela Ziemer
City of Brainerd
501 Laurel St
Brainerd MN 56401

MOVED AND SECONDED BY ALDERMEN BADEAUX AND STUNEK TO APPROVE THE PAYMENT OF BILLS AND TRANSFERS OF FUNDS AS RECOMMENDED BY PERSONNEL AND FINANCE COMMITTEE.

From Parking Lot Fund to Streets Fund	2018-2019 Downtown Snow Removal	$32,055
From Parking Lot Fund to Construction Fund	Downtown Special Services	$2,166
From Park Dedication Fund to Capital Fund	Meadows Park Playground	$21,667

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

2020 Nuisance Assessment at 623 3rd Avenue NE - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON, DULY CARRIED, TO WAIVE THE AMOUNT OF $1,325 FOR 2020 NUISANCE ASSESSMENTS AT 623 3RD AVENUE NE.

Committee Chair Badeaux stated this property is being purchased by a resident from an at-risk family member that has had numerous citations. He explained the resident is scheduled to pay the 2015, 2016 and 2019 nuisance abatements, but is asking for leniency for the 2020 nuisance assessments

(Added Item) Property Maintenance Assessments 1006 S 6th Street - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND STUNEK, DULY CARRIED, TO WAIVE THE AMOUNT OF $750 FOR 2020 PROPERTY MAINTENANCE ASSESSMENTS AT 1006 SOUTH 6TH STREET.

Deferment and Adoption of Assessment at 1004 H Street – Adopted by Resolution No. 63:19

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON TO ADOPT A RESOLUTION TO ADOPT ASSESSMENTS AT 1004 H STREET (PID 41191721).

RESOLUTION 63:19

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

MOVED AND SECONDED BY ALDERMEN BADEAUX AND STUNEK, DULY CARRIED, TO APPROVE THE DEFERMENT OF ASSESSMENTS AT 1004 H STREET (PID 41191721).

Committee Chair Badeaux stated this property is unique as it is located on a corner lot and is being assessed for two road improvements that were done the same year. He said Council feels there is a financial hardship for the size of the assessment.

Deferment of Assessments - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON, DULY CARRIED, TO APPROVE THE DEFERMENT OF ASSESSMENTS AT 928 10TH AVENUE NE

Brainerd City Council
Agenda Request

Requested Meeting Date: November 1, 2021

Title of Item: 2022 Budget and Levy - Set Workshop

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☑ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☑ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Connie Hillman	**Department:** Finance
Presenter (Name & Title): Finance Director Hillman	**Estimated Time Needed:** 5 Minutes

Summary of Issue:

Council has usually held a workshop in November to discuss the updated to the Working Funds budget and to get an update on the overall levy. At the workshop Council generally provides guidance to Staff on what the Council would like Staff to present for the 2022 levy at the budget public hearing which is scheduled for December 13, 2021 at 6:00 p.m.

Alternatives, Options, Effects on Others/Comments:

There are 5 Monday's in the month of November. Non-Council meeting Mondays would be November 8th (Staff feels this might be too early to have information from the County, Truth in Taxations statements will not have been mailed to residents yet, and there is already a Council workshop scheduled for that day); 22nd or 29th.

Generally Staff would suggest the 29th, however, I'm currently scheduled to be out of the office starting November 24 - December 12, 2021. My plan is to work intermittently during this time to continue to work on the budget and to prepare for the budget public hearing.

Recommended Action/Motion:

Staff's recommendation would be to set a budget workshop on Monday, November 22, 2021 at 6:00 p.m. in the Council Chambers.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

Brainerd City Council
Agenda Request

Requested Meeting Date: November 1, 2021

Title of Item: Adopt 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 1st Reading **provide copy of published hearing notice*
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 City Council held the first reading, second reading and held a public hearing for the adoption of Ordinance 1520. At the October 4th meeting, the Ordinance was adopted on a 5-0 vote. The City Attorney expressed concern about the vote on the Charter amendment given that two Council members were absent from the meeting. On October 18th, only six Council members were present so we needed to have this on the November 1st agenda when all members were present.

Alternatives, Options, Effects on Others/Comments:

The statute requires an "affirmative vote of all members of the city council," as opposed to an affirmative vote of all members present. The legislature did not intent to make charters easy to amend, and this language reflects that intention. All members of the council need to be present and vote in favor of the amendment for it to be approved.

Recommended Action/Motion:

Adopt Proposed Ordinance No. 1520, an ordinance amending the Brainerd City Charter.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☐ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

O R D I N A N C E
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 ~~c~~City 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: November 1, 2021

Title of Item: PH and Res-Adopt Assessments-DSSD and 2021 Nuisance Abatement

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☑ MAIN AGENDA	**Action Requested:** ☐ Approve/Deny Motion ☑ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☑ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer/Interim PW Director Sandy and Community Development Director Chanski	**Department:** Engineering/Community Development
Presenter (Name & Title): City Engineer/Interim PW Director Paul Sandy and Community Development Director David Chanski	**Estimated Time Needed:** 10-15 Minutes

Summary of Issue:

Attached to this request is a copy of the Notice of Assessment Hearing, the Proposed Contested Assessment Rolls for the Downtown Special Services and Downtown Snow Removal District along with the 2021 Nuisance Abatement assessments. These assessments were held over from the October 18, 2021 meeting and the public hearing was adjourned as such.

Alternatives, Options, Effects on Others/Comments:

At the public hearing, if there are questions or comments about the proposed assessments, staff will be available to respond. At the conclusion of the hearing, the Council would typically adopt a resolution adopting the contested assessments based on the testimony presented. These assessments were held over to this meeting after they were contested at the October 18, 2021 Council Meeting.

In relation to the downtown snow removal and special services assessment, staff and the Safety and Public Works Committee just went through a process evaluating the district and the costs associated with the district and still find the assessment amounts and the amount the City pays in relation to the assessment fair and equitable. This is a cost incurred by the City and is a service the City provides to the downtown district that is assessable per MS 429.021.

In relation to PID 41191142 owned by Mr. Bradly Hicks, staff does not recommend waiving these assessments, which are comprised of violations for unlicensed vehicles, improper off-street parking, tall grass/weeds, and junk/debris. Contrary to what Mr. Hicks stated on October 18, the property at the aforementioned PID is not a registered rental unit (staff is, in fact, currently conducting unlicensed rental enforcement against the property). Additionally, Mr. Hicks failed to communicate with Community Development Department staff regarding any of his violations, and a number of said violations remain without compliance.

Staff does recommend waiving all assessments for PID's 41040687, 41191713, and 41250684.

Recommended Action/Motion:

Staff recommends a motion in which waives assessments for PID's 41040687, 41191713, and 41250684 owned by Steve Hammond, Alex Egle, and Clement Aberle respectively.

Staff would recommend opening the public hearing to hear testimony for or against the proposed assessments as listed and also to adopt the attached resolution adopting the contested assessments as proposed for the downtown special services and snow removal district and the 2021 nuisance abatement assessments as presented.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

NOTICE OF HEARING ON PROPOSED ASSESSMENT

TO WHOM IT MAY CONCERN:

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

IMPROVEMENTS 20-05 and 20-06

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

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

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

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

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

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

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

1. The City will present its case first by calling witnesses who may testify by narrative or by examination and by the introduction of exhibits. After each witness has testified, the contesting party will be allowed to ask questions. This procedure will be repeated with each witness until neither side has further questions.

2. After the City has presented all its evidence, the objector may call witnesses or present such testimony as the objector desires. The same procedure for the questioning of the City's witnesses will be followed with the objector's witnesses.

3. The objector may be represented by counsel.

4. Minnesota Rules of Evidence will not be strictly applied; however they may be considered and argued to the Council as to the weight of the items of evidence or testimony presented to the Council.

5. The entire hearing will be tape-recorded.

6. At the close of the presentation of evidence, the objector and the City may make final presentations to the council based on the evidence and the law. No new evidence may be presented at this point.

7. The Council may adopt the proposed assessment at the hearing.

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

Dated this 20th day of September 2021

Jennifer Bergman
City Administrator

Any individual needing special accommodations please call 828-2307.

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
101-21 NUISANCE ASSESSMENTS

THE CITY COUNCIL OF THE CITY OF BRAINERD DOTH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE EXPENSE OF CITY NUISANCES 101-21.

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2022 Principal Installmnt	2022 Interest Installmnt	2022 Total Installmnt
101-21	Active	Active	41191142 HICKS, BRADLY B	3,000.00	1	1	2.8300000	3,000.00	102.35	3,102.35
			District Totals	3,000.00				3,000.00	102.35	3,102.35
	-------> Totals For		101-0000-36101	3,000.00				3,000.00	102.35	3,102.35
			Grand Totals	3,000.00				3,000.00	102.35	3,102.35

DATED THIS 1ST DAY OF NOVEMBER 2021 TOTAL: $3,102.35

ATTEST: _____
JENNIFER BERGMAN, CITY ADMINISTRATOR

_____
KELLY BEVANS, PRESIDENT OF COUNCIL

INTEREST RATE 2.83%
YEARS CERTIFIED 10 YEARS

**** THIS SCHEDULE IS ADJUSTED FOR PEOPLE WHO PREPAID AND ANY PARTIAL PREPAIDS, AS WELL AS 75 DAYS OF INTEREST IN 2021 AND ALL OF 2022.

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
(DTSS 2021) DOWNTOWN SPECIAL SERVICES

THE CITY COUNCI OF BRAINERD DOTH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCELS OF LAND DESCRIBED BELOW, THE RESPECTIVE SUMS OF MONEY SET OPPOSITE OF EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE EXPENSE OF DOWNTOWN SPECIAL SERVICES (DTSS 2021)

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2022 Principal Installmnt	2022 Interest Installmnt	2022 Total Installmnt
DTSS 2021	Active	Active	41241293 ASH PROPERTIES INC.	210.68	1	1	2.8300000	210.68	7.19	217.87
DTSS 2021	Active	Active	41241294 ASH PROPERTIES INC.	210.68	1	1	2.8300000	210.68	7.19	217.87
DTSS 2021	Active	Active	41241457 JJC PROPERTIES LLC	800.58	1	1	2.8300000	800.58	27.31	827.89
DTSS 2021	Active	Active	41241470 ASH PROPERTIES INC.	800.58	1	1	2.8300000	800.58	27.31	827.89
			District Totals	2,022.52				2,022.52	69.00	2,091.52
	-------> Totals For		401-0000-36101	2,022.52				2,022.52	69.00	2,091.52
			Grand Totals	2,022.52				2,022.52	69.00	2,091.52

DATED THIS 1ST DAY OF NOVEMBER 2021 TOTAL: $2091.52

ATTEST: _____ _____
JENNIFER BERGMAN, CITY ADMINISTRATOR KELLY BEVANS, PRESIDENT OF COUNCIL

INTEREST RATE 2.83%
YEARS CERTIFIED 1 YEAR

**** THIS SCHEDULE IS ADJUSTED FOR PEOPLE WHO PREPAID AND ANY PARTIAL PREPAIDS, AS WELL AS 75 DAYS OF INTEREST IN 2021 AND ALL OF 2022.

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
DTSR 2021 (DOWNTOWN SNOW REMOVAL)

THE CITY COUNCIL OF THE CITY OF BRAINERD DOTH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE EXPENSE OF DOWNTOWN SNOW REMOVAL (DTSR 2021)

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2022 Principal Installmnt	2022 Interest Installmnt	2022 Total Installmnt
DTSR 2021	Active	Active	41241293 ASH PROPERTIES INC.	439.99	1	1	2.8300000	439.99	15.01	455.00
DTSR 2021	Active	Active	41241294 ASH PROPERTIES INC.	439.99	1	1	2.8300000	439.99	15.01	455.00
DTSR 2021	Active	Active	41241457 JJC PROPERTIES LLC	1,671.94	1	1	2.8300000	1,671.94	57.04	1,728.98
DTSR 2021	Active	Active	41241470 ASH PROPERTIES INC.	1,671.94	1	1	2.8300000	1,671.94	57.04	1,728.98
			District Totals	4,223.86				4,223.86	144.10	4,367.96
	-------> Totals For		235-0000-36101	4,223.86				4,223.86	144.10	4,367.96
			Grand Totals	4,223.86				4,223.86	144.10	4,367.96

DATED THIS 1ST DAY OF NOVEMBER 2021

TOTAL: $4367.96

ATTEST: _____
JENNIFER BERGMAN, CITY ADMINISTRATOR

_____
KELLY BEVANS, PRESIDENT OF COUNCIL

INTEREST RATE 2.83%
YEARS CERTIFIED 1 YEAR

**** THIS SCHEDULE IS ADJUSTED FOR PEOPLE WHO PREPAID AND ANY PARTIAL PREPAIDS, AS WELL AS 75 DAYS OF INTEREST IN 2021 AND ALL OF 2022.

R E S O L U T I O N
NO. _____

RESOLUTION ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for 2020-2021 snow removal and special services and 2021 nuisance abatement concerning the properties listed and abutting on the following:

CONTESTED SNOW REMOVAL AND DOWNTOWN SPECIAL SERVICES ASSESSMENTS

PID 41241470	ASH Properties, Inc.
PID 41241294	ASH Properties, Inc.
PID 41241293	ASH Properties, Inc.
PID 41241457	JJC Properties, LLC

CONTESTED NUISANCE ABATEMENT ASSESSMENTS

PID 41191142	Bradly B. Hicks

DOWNTOWN SNOW REMOVAL AND SPECIAL SERVICES DISTRICT

<u>Snow Removal, Irrigation Maintenance, Landscaping, Garbage Collection</u>

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

NUISANCE ABATEMENT

<u>Nuisance Abatement and Administrative Citations</u>
Misc properties around the City

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

1. Such proposed assessment, a copy of which is on file in the offices of the City Administrator and City Engineer, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessment shall be payable in full within 17 days from the adoption of this Resolution without interest at the office of the City Administrator. Thereafter, the entire amount of the assessment shall be payable to the Crow Wing County Auditor with interest at the rate of two and eighty-three hundredths' percent (2.83%).

3. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the Crow Wing County Auditor to be extended on the property tax list of the County. Such assessment shall be collected and paid over in the same manner as other municipal taxes.

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: November 1, 2021

Title of Item: PH and Res-Adopt Assessments-Imp 20-06-SE Brainerd Resurfacing Proj.

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☑ MAIN AGENDA	**Action Requested:** ☐ Approve/Deny Motion ☑ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☑ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer/Interim PW Director Sandy	**Department:** Engineering
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	**Estimated Time Needed:** 10-15 Minutes

Summary of Issue:

Attached to this request is a copy of the Notice of Assessment Hearing, the Proposed Assessment Rolls for Improvements 20-05 and 20-06 - Madison Street and SE Brainerd Construction project, and a resolution in which adopts the assessments. This project was for resurfacing of numerous streets in SE Brainerd including Madison Street, Portland Avenue, St. Louis Avenue, Chicago Avenue, Rosewood Street, 15th Street SE, Quince Street, 16th Street SE, Pine Street, and Walnut Street. This hearing was adjourned from the October 18, 2021 meeting.

Alternatives, Options, Effects on Others/Comments:

At the public hearing, if there are questions or comments about the proposed assessments, staff will be available to respond. At the conclusion of the hearing, the Council would typically adopt a resolution adopting the contested assessments based on the testimony presented. These assessments were held over to this meeting after they were contested at the October 18, 2021 Council Meeting. Staff has further consulted with property owners, and is recommending adoption of the proposed assessments as presented in the rolls. Staff finds that the assessments are calculated per the City's assessment policy, and therefore recommends the assessments be adopted as calculated per the policy.

Recommended Action/Motion:

Staff would recommend opening the public hearing to hear testimony for or against the proposed assessments as listed and also to adopt the attached resolution adopting the contested assessments as proposed for Improvements 20-06.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

NOTICE OF HEARING ON PROPOSED ASSESSMENT

TO WHOM IT MAY CONCERN:

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

IMPROVEMENTS 20-05 and 20-06

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

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

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

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

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

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

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

1. The City will present its case first by calling witnesses who may testify by narrative or by examination and by the introduction of exhibits. After each witness has testified, the contesting party will be allowed to ask questions. This procedure will be repeated with each witness until neither side has further questions.

2. After the City has presented all its evidence, the objector may call witnesses or present such testimony as the objector desires. The same procedure for the questioning of the City's witnesses will be followed with the objector's witnesses.

3. The objector may be represented by counsel.

4. Minnesota Rules of Evidence will not be strictly applied; however they may be considered and argued to the Council as to the weight of the items of evidence or testimony presented to the Council.

5. The entire hearing will be tape-recorded.

6. At the close of the presentation of evidence, the objector and the City may make final presentations to the council based on the evidence and the law. No new evidence may be presented at this point.

7. The Council may adopt the proposed assessment at the hearing.

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

Dated this 20th day of September 2021

Jennifer Bergman
City Administrator

Any individual needing special accommodations please call 828-2307.

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
305-20-06 SE BRAINERD RESURFACING

THE CITY COUNCIL OF THE CITY OF BRAINERD DOTH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE EXPENSE OF SE BRAINERD RESURFACING (305-20-06)

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2022 Principal Installmnt	2022 Interest Installmnt	2022 Total Installmnt
305 20-06	Active	Active	41250619 HANSON, DEXTER	1,740.03	10	10	2.8300000	174.00	59.36	233.36
305 20-06	Active	Active	41250623 PINTOK, VICTOR	2,865.93	10	10	2.8300000	286.59	97.77	384.36
305 20-06	Active	Active	41250624 PINTOK, VICTOR	1,637.67	10	10	2.8300000	163.77	55.87	219.64
305 20-06	Active	Active	41250812 CHISHOLM, BECKY	2,865.93	10	10	2.8300000	286.59	97.77	384.36
305 20-06	Active	Active	41250960 BLUME, GREGORY R	5,117.72	10	10	2.8300000	511.77	174.59	686.36
305 20-06	Active	Active	41250961 BLUME, GREGORY R	4,309.12	10	10	2.8300000	430.91	147.01	577.92
			District Totals	18,536.40				1,853.63	632.37	2,486.00
	-------> Totals For		305-0000-36101	18,536.40				1,853.63	632.37	2,486.00
			Grand Totals	18,536.40				1,853.63	632.37	2,486.00

DATED THIS 1ST DAY OF NOVEMBER 2021 TOTAL: $2,486.00

ATTEST: _____
JENNIFER BERGMAN, CITY ADMINISTRATOR

_____
KELLY BEVANS, PRESIDENT OF COUNCIL

INTEREST RATE 2.83%
YEARS CERTIFIED 10 YEAR

**** THIS SCHEDULE IS ADJUSTED FOR PEOPLE WHO PREPAID AND ANY PARTIAL PREPAIDS, AS WELL AS 75 DAYS OF INTEREST IN 2021 AND ALL OF 2022.

R E S O L U T I O N
NO. _____

RESOLUTION ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for the improvements of the following described streets, alleys, and utilities in the City of Brainerd:

CONTESTED IMPROVEMENT 20-06 ASSESSMENTS

PID 41250624	Victor Pintok C/O Lynn Mikkelson
PID 41250623	Victor Pintok C/O Lynn Mikkelson
PID 41250619	Dexter Hanson
PID 41250961	Gregory R. Blume
PID 41250960	Gregory R. Blume
PID 41250812	Becky Chisolm

IMPROVEMENTS 20-05 and 20-06

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

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

1. Such proposed assessment, a copy of which is on file in the offices of the City Administrator and City Engineer, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessment shall be payable in full within 17 days from the adoption of this Resolution without interest at the office of the City Administrator. Thereafter, the entire amount of the assessment shall be payable to the Crow Wing County Auditor with interest at the rate of two and eighty-three hundredths' percent (2.83%).

3. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the Crow Wing County Auditor to be extended on the property tax list of the County. Such assessment shall be collected and paid over in the same manner as other municipal taxes.

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: November 1, 2021

Title of Item: PH and Res - Adopt Assessments - Additional 2021 Nuisance Abatements

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☑ MAIN AGENDA	**Action Requested:** ☐ Approve/Deny Motion ☑ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☑ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Community Development Director	**Department:** Community Development
Presenter (Name & Title): David Chanski, CDD	**Estimated Time Needed:** 5-10 minutes

Summary of Issue:

Attached is a copy of the Notice of Assessment Hearing and the Proposed Assessment Roll for the additional 2021 Nuisance Abatement assessments that were missed in the first round of assessment certification.

Alternatives, Options, Effects on Others/Comments:

At the public hearing, if there are questions or comments about the proposed assessments, staff will be available to respond. At the conclusion of the hearing, the Council would typically adopt a resolution adopting the contested assessments based on the testimony presented.

Recommended Action/Motion:

Staff recommends opening the public hearing to hear testimony for or against the proposed assessments as listed and also to adopt the attached resolution adopting the contested assessments as proposed for the 2021 nuisance abatement assessments as presented.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

NOTICE OF HEARING ON PROPOSED ASSESSMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota will meet in the Council Chambers of the Brainerd City Hall at 7:30 p.m. on November 1, 2021, to pass upon the proposed assessment for the following:

NUISANCE ABATEMENT

Nuisance Abatement and Administrative Citations

Miscellaneous properties around the City

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

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

The total cost of Nuisance Abatement is $2,700 of which $2,700 is proposed to be assessed.

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

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

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

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

1. The City will present its case first by calling witnesses who may testify by narrative or by examination and by the introduction of exhibits. After each witness has testified, the contesting party will be allowed to ask questions. This procedure will be repeated with each witness until neither side has further questions.

2. After the City has presented all its evidence, the objector may call witnesses or present such testimony as the objector desires. The same procedure for the questioning of the City's witnesses will be followed with the objector's witnesses.

3. The objector may be represented by counsel.

4. Minnesota Rules of Evidence will not be strictly applied; however they may be considered and argued to the Council as to the weight of the items of evidence or testimony presented to the Council.

5. The entire hearing will be tape-recorded.

6. At the close of the presentation of evidence, the objector and the City may make final presentations to the council based on the evidence and the law. No new evidence may be presented at this point.

7. The Council may adopt the proposed assessment at the hearing.

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

Dated this 18th day of October 2021

Jennifer Bergman
City Administrator

Any individual needing special accommodations please call 828-2307.

Published October 19, 2021

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
101-21-A NUISANCE ASSESSMENTS

THE CITY COUNCIL OF THE CITY OF BRAINERD DOTH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE EXPENSE OF CITY NUISANCES 101-21-A.

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2022 Principal Installmnt	2022 Interest Installmnt	2022 Total Installmnt
101-21-A	Active	Active	41190569 SELLERS, JACOB S & AMBER J	625.00	1	1	2.8300000	625.00	20.64	645.64
101-21-A	Active	Active	41190885 GOTTWALT, MATTHEW & ERICA	500.00	1	1	2.8300000	500.00	16.51	516.51
101-21-A	Active	Active	41191155 SULLIVAN, BART & KATHLEEN M	125.00	1	1	2.8300000	125.00	4.13	129.13
101-21-A	Active	Active	41191180 BURGSTALER, JAMES B & AURORA	125.00	1	1	2.8300000	125.00	4.13	129.13
101-21-A	Active	Active	41191383 FORT, JAY A	125.00	1	1	2.8300000	125.00	4.13	129.13
101-21-A	Active	Active	41191502 GOODRICH, WALLACE D	500.00	1	1	2.8300000	500.00	16.51	516.51
101-21-A	Active	Active	41191728 SALAMA, MOHAMED	125.00	1	1	2.8300000	125.00	4.13	129.13
101-21-A	Active	Active	41241227 GORTON, JAY J	125.00	1	1	2.8300000	125.00	4.13	129.13
101-21-A	Active	Active	41241595 LOSOS, DARREN	100.00	1	1	2.8300000	100.00	3.30	103.30
101-21-A	Active	Active	41290667 MILLE LACS BAND OF CHIPPEWA INDIANS	100.00	1	1	2.8300000	100.00	3.30	103.30
101-21-A	Active	Active	41300719 COLVIN, MELODY	125.00	1	1	2.8300000	125.00	4.13	129.13
101-21-A	Active	Active	41300814 GOTTWALT, MATTHEW & ERICA	125.00	1	1	2.8300000	125.00	4.13	129.13
			District Totals	2,700.00				2,700.00	89.17	2,789.17
	-------> Totals For		101-0000-36101	2,700.00				2,700.00	89.17	2,789.17
			Grand Totals	2,700.00				2,700.00	89.17	2,789.17

DATED THIS 1ST DAY OF NOVEMBER 2021 TOTAL: $2,700.00

ATTEST: _____
JENNIFER BERGMAN, CITY ADMINISTRATOR

_____
KELLY BEVANS, PRESIDENT OF COUNCIL

INTEREST RATE 2.83%
YEARS CERTIFIED 1 YEAR

**** THIS SCHEDULE IS ADJUSTED FOR PEOPLE WHO PREPAID AND ANY PARTIAL PREPAIDS, AS WELL AS 75 DAYS OF INTEREST IN 2021 AND ALL OF 2022.

R E S O L U T I O N
NO _____

RESOLUTION ADOPTING NUISANCE ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for 2020-2021 nuisance abatement concerning the properties abutting on the following:

NUISANCE ABATEMENT

Nuisance Abatement and Administrative Citations
Misc. properties around the City

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

1. Such proposed assessment, a copy of which is on file in the offices of the City Administrator and Community Development Director, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is herby found to benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessment shall be payable in full within 17 days of the adoption of this Resolution without interest at the office of the City Administrator. Thereafter, the entire among of the assessment shall be payable to the Crow Wing County Auditor with interest at the rate of two and eighty-three hundredths' percent (2.83%).

3. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the Crow Wing County Auditor to be extended on the property tax list of the County. Such assessment shall be collected and paid over in the same manner as other municipal taxes.

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: November 1, 2021

Title of Item: First Reading - Proposed Ordinance No. 1521

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☑ MAIN AGENDA	**Action Requested:** ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☑ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Community Development Director	**Department:** Community Development
Presenter (Name & Title): David Chanski, CDD	**Estimated Time Needed:** 5 minutes

Summary of Issue:

After considering a request from Bridges of Hope to amend the Zoning Code to allow for the operation of a warming shelter during the regular Planning Commission meeting on Wednesday, October 20, the Planning Commission voted unanimously to pursue amending the current zoning code to allow for warming shelters as an interim use and directed staff to take an expedited approach to the amendment process.

On Tuesday, October 26, the Planning Commission held a special meeting to review draft ordinance language and voted unanimously to recommend to Council the adoption of Proposed Ordinance No. 1521, which amends Section 515-63: B-4, General Business District of the Zoning Code to allow warming shelters as an interim use.

Alternatives, Options, Effects on Others/Comments:

While Council to adopted Ordinance No. 1519, which placed a temporary moratorium on amendments to the Zoning Code, the Council still has the authority to amend the ordinance if it so chooses. Due to the time sensitive nature of this request, the Planning Commission felt that it is necessary to amend the current Zoning Code now to allow for the operation of a warming shelter as well as take a more global approach to the issue in the new zoning code.

The timeline for this ordinance amendment is currently:

October 20 - Planning Commission considered amendment request.
October 26 – Planning Commission approved ordinance language.
November 1 – City Council conducts first reading of Proposed Ordinance No. 1521.
November 15 – City Council conducts 2nd reading of and public hearing for Proposed Ordinance No. 1521, and votes to adopted said ordinance.
November 17 – Planning Commission considers warming shelter Interim Use Permit application for 1919 S. 6th St.
December 6 – City Council considers Planning Commission recommendation on Interim Use Permit.

Recommended Action/Motion:

Motion to hold the 1st reading of Proposed Ordinance No. 1521, an ordinance amending Section 515-63: B-4, General Business District of the Zoning Code, and dispense with the actual reading of the ordinance.

*A unanimous vote is required to dispense with the actual reading of the ordinance.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☑ No

What is the total cost, with tax and shipping $ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

O R D I N A N C E
NO. 1521

AN ORDINANCE AMENDING SECTION 515-63: B-4, GENERAL BUSINESS DISTRICT

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Section 515-63-5 of the City Code is hereby amended in the following:

~~**A. None**~~

A. Warming Shelters for the purpose of temporarily sheltering homeless persons.

1. **Operation shall not exceed sixteen (16) continuous hours.**
2. **Facility occupancy shall not exceed 30 beds or total occupancy of facility as set by the Fire Marshall, whichever is less.**
3. **Facility shall be staffed during all hours of operation.**
4. **24-hour contact information shall be provided to the City of Brainerd Police Department and Crow Wing County Community Services Department.**
5. **Except for bicycle racks, outdoor storage of equipment, furniture, personal items, or other such possessions of those using the facility is not permitted.**
6. **Facility shall meet all applicable building, safety, fire and health code requirements.**

SECTION TWO: All other provisions of Section 515-63 shall remain in full force and effect.

SECTION THREE: This ordinance shall take effect and be in full force one week from and 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

Published: One Time – _____

October 11th, 2021

Brainerd City Council
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Brainerd City Council,

Please accept this letter from Bridges of Hope as a request for land use for an emergency warming shelter at 1919 S. 6th Street, Brainerd. We are asking that Bridges of Hope be allowed to operate (a cold weather) overnight homeless shelter in this building. It is our understanding that the building is currently located in a General Business B-4 zoning district. The shelter would operate from 8:00 pm to 8:00 am, and serve up to 20 adults each night. The land-owner is in agreement to this use as described and has signed this letter in support of the project.

Poverty, unemployment, and lack of affordable housing are common causes of homelessness. These risk factors can get worse by personal vulnerabilities such as mental and substance use disorders, trauma and violence, domestic violence, justice involvement, sudden illness and disabilities. Per the Homeless Point in Time (PIT) Count, Crow Wing County has approximately 20 people facing homelessness on any given night.

During the pandemic, the county provided Protective Sheltering to keep people safe and reduce the spread of COVID-19. The numbers served between March 2020-May 2021 was 386 with an average number of homeless each night in our community at 32 people. Bridges of Hope along with several community partners (list attached) have been working toward offering a shelter program that can offer a safe nights rest and help address root causes of homelessness.

We understand that the zoning code in the City of Brainerd is currently being reviewed and emergency shelters may be considered as part of these new regulations. We would ask that a conditional use permit be allowed to serve this population this winter season ending at identified date such as December 31, 2023 or until the Brainerd City Council adopts new codes regulating homeless shelters, if that occurs sooner.

Ronald N Madison

Ronald Madison, Building Owner
Edgewood Homes Inc

Jana M. Shogren

Jana Shogren, Bridges of Hope

October 11, 2021

Nate Grotzke and Chris Close
Close Converse
PO Box 327
Brainerd, MN 56401

Dear Nate,

I have signed the attached letter addressed to the Brainerd City Council from Bridges of Hope in support of exploring this opportunity to help the homeless in our area.

While I fully support this cause, we have not yet begun talking about a lease or items for the building specific to this use. We would have several next steps to talk through upon conditional use approval before entering into an agreement that works for the city, Bridges of Hope, my current tenants, and me. I believe we could work through these items fairly quickly, and upon agreeing to terms, we could have a lease in place in plenty of time for the building to be used for this cause beginning this fall/winter season.

I look forward to hearing the council's decision and moving forward in discussions with you and Bridges of Hope about this important way to assist those in need in our community.

Sincerely,

Ronald R Madison

Edgewood Homes, Inc.
Ronald R. Madison, President