

CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, November 15th, 2021 @ 7:30pm

The public is invited to attend committee and City Council meetings in person or via phone:

City Council: 1-844-992-4726 Access Code: 2491 893 9098

Safety and Public Works Committee 7:00 PM: 1-844-992-4726 Access Code: 2490 337 3694

Personnel and Finance Committee 7:15 PM: 1-844-992-4726 Access Code: 2486 442 2385

Meeting is also streamed live on YouTube: www.youtube.com/CityOfBrainerdMN

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:

111521 COUNCIL AP INV REGISTER.pdf
103121 COUNCIL PREPAID REGISTER.pdf

B. **Approval Of Minutes**

Regular City Council Meeting November 1, 2021

City Council Workshop- Market Study and Zoning Code Update
November 21, 2021

Documents:

20211101_CC Draft.pdf

20211108_ CC Market Study and Zoning Code Workshop .pdf

C. Approval Of Licenses

Contractor Licenses- 3

Documents:

20211115 Contractor Licenses.pdf

D. Department Activity Reports

Police Chief Report

Finance Director Report

Community Development Director Report

IT/GIS Director Report

Documents:

CDD Report.pdf

IT GIS Director Report.pdf

Police Chief Report.pdf

6. Presentations

A. Northland Arboretum Annual Presentation

Documents:

Arboretum Slides.pdf

7. Council Committee Reports

A. Safety And Public Works Committee - 7:00 P.m.

WebEx Teleconference Information

- Call Toll-Free: 1-844-992-4726
- Access Code: 2490 337 3694

Documents:

11-15 SPW Agenda.pdf

1. Approve Change Order 2 - Improvements 20-05 And 20-06 - Madison Street And SE Brainerd Construction Project

Documents:

Imps 20-05 and 20-06 Change Order 2.pdf

2. Approve Event Application - Hometown Holidays

Documents:

Hometown Holidays Event.pdf

3. Approve Final Pay Estimate - Brainerd Amateur Hockey Foundation
Parking Lot Construction

Documents:

BAHF Parking Lot Construction Final Pay.pdf

4. Approve Final Pay Estimate - Improvement 19-19 - NW 3rd Street And
Jackson Street Reconstruction Project

Documents:

Imp 19-19 Final Pay Estimate.pdf

5. Approve Final Pay Estimate - Improvements 21-02 And 21-06 - 2021
Crack Sealing Project

Documents:

Imp 21-02 Final Pay Estimate.pdf

6. Adopt Resolution- 2021 Transit Capital Bus Purchase

Documents:

Res - 2021 Capital Transit Bus Purchase.pdf

B. Personnel And Finance Committee 7:15 PM

Documents:

11-15 PF Agenda.pdf

1. Authorize Entering Into Agreement With CliftonLarsonAllen (CLA) For
2021 Audit Services

Documents:

2021 Engagement Letter.pdf

8. Unfinished Business

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

Documents:

ORD 1520 Agenda Item.pdf

B. Final Reading- Proposed Ordinance 1521- Amending Section 515-63 To Allow Warming Shelters As An Interim Use

Documents:

Final Reading - Ord 1521.pdf

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

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

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

Charter Commission - 1 term (Expire 2022)

Housing Redevelopment Authority- 1 term (Expire 2022)

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

Transportation- 1 term (Expire 2022)

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

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

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

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

Ad Hoc Committees - Applicants Needed

Water Tower Committee - Two positions available

9. New Business

A. First Reading- Proposed Ordinance No. 1522- Repealing Section 305.13 Of The Brainerd City Code To Discontinue The Joint Police And Fire Civil Service Commission

Documents:

**B. First Reading- Proposed Ordinance 1523- Ordinance Amending
The City Charter**

Documents:

Charter Ordinance Agenda Item.pdf

10. Public Forum

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

11. Staff Reports

(Verbal: Any Updates since Packet)

12. Mayor's Report

13. Council Member Reports

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

**15. Adjourn To Closed Session Pursuant MN Statute 13D.05 Subd. 3(C)(3)
To To Develop Or Consider Offers For The Purchase Of Property At
The Northern Pacific Center, 1511 Northern Pacific Road, Brainerd,
MN 56401**

**16. Adjourn To Budget Workshop, Monday November 22, 2021 At 6:00
P.m. In City Council Chambers**

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

MISSION

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

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0011 - ACE HARDWARE:							
301381 68580	ACE HARDWARE REQUIRED PPE FOR CHAINSAW CLASS 235-3100-42220	10/29/2021 pziemer	11/17/2021	454.91 454.91	454.91	Open	N 11/17/2021
301366 68583	ACE HARDWARE STEEL WHEELBARROW 238-3160-42220	10/28/2021 pziemer	11/17/2021	98.99 98.99	98.99	Open	N 11/17/2021
301449 68602	ACE HARDWARE REQUIRED PPE FOR CHAINSAW CLASS 235-3100-42220	11/02/2021 pziemer	11/17/2021	152.98 152.98	152.98	Open	N 11/17/2021
301467 68603	ACE HARDWARE CAULKING GUN - S 6TH & LAUREL SIDEWALK 235-3100-42220	11/02/2021 pziemer	11/17/2021	15.29 15.29	15.29	Open	N 11/17/2021
301550 68686	ACE HARDWARE FLOOR DRY 225-2120-42220	11/05/2021 pziemer	11/17/2021	12.58 12.58	12.58	Open	N 11/17/2021
Total for vendor 0011 - ACE HARDWARE:				734.75	734.75		
Vendor 2902 - ADVANCE AUTO PA:							
6574130081198 68578	ADVANCE AUTO PARTS TEFLON SPRAY LUBE 235-3125-42220	10/27/2021 pziemer	11/17/2021	10.28 10.28	10.28	Open	N 11/17/2021
6574130581342 68606	ADVANCE AUTO PARTS SWEEPER 118 GUTTER LIGHT 235-3100-42220	11/01/2021 pziemer	11/17/2021	27.29 27.29	27.29	Open	N 11/17/2021
Total for vendor 2902 - ADVANCE AUTO PA:				37.57	37.57		
Vendor 2846 - AMERICAN WELDING:							
08143945 68593	AMERICAN WELDING-GAS INC WELDING GAS CYLINDER RENTAL 235-3100-43410	10/31/2021 pziemer	11/17/2021	59.32 59.32	59.32	Open	N 11/17/2021
Total for vendor 2846 - AMERICAN WELDING:				59.32	59.32		
Vendor 0039 - AMERIPRIDE LINE:							

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 2/35

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
253000063955 68582	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	10/28/2021 pziemer	11/17/2021	103.19	103.19	Open	N 11/17/2021
	MISCELLANEOUS			103.19			
253000066580 68626	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	11/04/2021 pziemer	11/17/2021	74.25	74.25	Open	N 11/17/2021
	MISCELLANEOUS			74.25			
253000055852 68710	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	11/01/2021 pziemer	11/17/2021	74.25	74.25	Open	N 11/17/2021
	MISCELLANEOUS			74.25			
Total for vendor 0039 - AMERIPRIDE LINE:				251.69	251.69		

Vendor 0041 - ANDERSON BROTHE:

PAY REQ 2-BAHF

68588	ANDERSON BROTHERS CONSTRU BAHF PARKING LOT PAY REQ 2 401-1901-45530	11/01/2021 pziemer	11/17/2021	7,424.56	7,424.56	Open	N 11/17/2021
	PYMTS TO CONTRACTORS			7,424.56			

PAY REQ 3 -19-19

68589	ANDERSON BROTHERS CONSTRU PAY REQ 3 JACKSON/NW 3RD ST 401-1919-45530	11/01/2021 pziemer	11/17/2021	8,237.93	8,237.93	Open	N 11/17/2021
	PYMTS TO CONTRACTORS			8,237.93			

29463

68680	ANDERSON BROTHERS CONSTRU 8TH & N STREET PATCH 237-3190-42220	10/31/2021 pziemer	11/17/2021	4,845.00	4,845.00	Open	N 11/17/2021
	REPAIR & MAINT			4,845.00			

Total for vendor 0041 - ANDERSON BROTHE:

20,507.49 20,507.49

Vendor 2740 - AT&T MOBILITY:

X11032021/PD

68614	AT&T MOBILITY ACCT 287287520356 - COM SUPPORT/DEPT 225-2120-43309	10/25/2021 pziemer	11/17/2021	2,045.80	2,045.80	Open	N 11/17/2021
	COMPUTER TECHNICAL SUPPORT			727.28			
	TELEPHONE			1,318.52			

X11032021/ADMIN

68667	AT&T MOBILITY ACCT 287292136423 ADMIN CELL PHONES 101-1400-43321	10/25/2021 pziemer	11/17/2021	99.40	99.40	Open	N 11/17/2021
	TELEPHONE			99.40			

X11032021/CD

68668	AT&T MOBILITY ACCT 287292136423 COM DEV DEPT PHONE	10/25/2021 pziemer	11/17/2021	99.40	99.40	Open	N 11/17/2021
-------	---	-----------------------	------------	-------	-------	------	-----------------

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 3/35

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	101-2400-43321	TELEPHONE		99.40			
X11032021/IT 68669	AT&T MOBILITY	10/25/2021	11/17/2021	137.63	137.63	Open	N 11/17/2021
	AT&T IT DEPT PHONES ACCT 287292136423 pziemer						
	101-1800-43321	TELEPHONE		137.63			
X11032021/ENG 68670	AT&T MOBILITY	10/25/2021	11/17/2021	275.26	275.26	Open	N 11/17/2021
	ACCT 287292136423 ENG DEPT CELL PHONE pziemer						
	101-1700-43321	TELEPHONE		275.26			
X11032021/PARKS 68671	AT&T MOBILITY	10/25/2021	11/17/2021	121.13	121.13	Open	N 11/17/2021
	ACCT 287292136423 PARKS DEPT CELL PH pziemer						
	230-5200-43321	TELEPHONE		121.13			
X11032021/STRTS 68672	AT&T MOBILITY	10/25/2021	11/17/2021	669.12	669.12	Open	N 11/17/2021
	ACCT 287292136423 STREET DEPT PHONES pziemer						
	235-3100-43321	TELEPHONE		99.40			
	237-3190-43321	TELEPHONE		569.72			
X11032021/TRANSIT 68673	AT&T MOBILITY	10/25/2021	11/17/2021	49.70	49.70	Open	N 11/17/2021
	ACCT 287292136423 TRANSIT CELL PHONE pziemer						
	203-9000-43321	TELEPHONE		49.70			
X11032021/AIRPORT 68723	AT&T MOBILITY	11/01/2021	11/17/2021	58.69	58.69	Open	N 11/17/2021
	ACCT 287291178494 ARFF EMERGENCY PHON pziemer						
	260-9020-43321	TELEPHONE		58.69			
Total for vendor 2740 - AT&T MOBILITY:				3,556.13	3,556.13		

Vendor 0319 - BAKER TILLY MUN:

BTMA11959 68608	BAKER TILLY MUNICIPAL ADVISORS, LLC	11/01/2021	11/17/2021	34,805.00	34,805.00	Open	N 11/17/2021
	GO IMP BOND 2021A PRF SERVICES pziemer						
	401-0000-14100	DUE FROM COMPONENT UNIT		26,451.80			
	401-9030-43300-20:05	PROFESSIONAL SERVICES		1,670.64			
	401-9030-43300-20:06	PROFESSIONAL SERVICES		6,264.90			
	401-1919-43300	PROFESSIONAL SERVICES		417.66			
Total for vendor 0319 - BAKER TILLY MUN:				34,805.00	34,805.00		

Vendor 3201 - BAYCOM INC:

EQUIPINV_035178 68615	BAYCOM INC	10/31/2021	11/17/2021	518.00	518.00	Open	N 11/17/2021
	SQD 401,405,435,436 NEW SQUAD BUILD pziemer						
	400-9050-45530	CAPITAL - OTHER		518.00			

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 4/35

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Total for vendor 3201 - BAYCOM INC:				518.00	518.00		
Vendor 0748 - BJERGA FEED STO:							
1351444 68584	BJERGA FEED STORES PD IMPOUND GRASS SEED 238-3160-42220	10/01/2021 pziemer	11/17/2021	58.10	58.10	Open	N 11/17/2021
	REPAIR & MAINT			58.10			
Total for vendor 0748 - BJERGA FEED STO:				58.10	58.10		
Vendor 0058 - BLAKEMAN PUMPIN:							
A-1011196 68719	BLAKEMAN PUMPING SERVICE PORTABLE TOILETS FOR WATER SHUT OFF 260-9020-42220	11/01/2021 pziemer	11/17/2021	190.00	190.00	Open	N 11/17/2021
	REPAIR & MAINT			190.00			
Total for vendor 0058 - BLAKEMAN PUMPIN:				190.00	190.00		
Vendor 0081 - BRAINERD MEDICI:							
28958 68616	BRAINERD MEDICAL SUPPLY FIRST AID SUPPLIES 225-2120-42209	11/01/2021 pziemer	11/17/2021	28.62	28.62	Open	N 11/17/2021
	SAFETY EQUIPMENT SUPPLIES			28.62			
Total for vendor 0081 - BRAINERD MEDICI:				28.62	28.62		
Vendor 0296 - BRAINERD PUBLIC:							
11/10/21 68711	BRAINERD PUBLIC UTILITIES REMIT LOST THRU 11/10/2021 251-9360-43467	11/09/2021 pziemer	11/17/2021	125,578.53	125,578.53	Open	N 11/17/2021
	REMIT LOCAL SALES TAX COLLECT			125,578.53			
Total for vendor 0296 - BRAINERD PUBLIC:				125,578.53	125,578.53		
Vendor 3541 - BRAINERD ROTARY:							
11375 68586	BRAINERD ROTARY 3RD QTR 2021 DUES - LOST INVOICE 101-1400-43433	10/01/2021 pziemer	11/17/2021	160.00	160.00	Open	N 11/17/2021
	DUES & SUBSCRIPTIONS			160.00			
Total for vendor 3541 - BRAINERD ROTARY:				160.00	160.00		
Vendor 3393 - CAUGHEY, DARIN:							
11/1/2021 68587	CAUGHEY, DARIN SAFETY TOE BOOT REIMBURSEMENT 235-3100-42220	11/01/2021 pziemer	11/17/2021	102.50	102.50	Open	N 11/17/2021
	REPAIR & MAINT			102.50			

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 5/35

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Total for vendor 3393 - CAUGHEY, DARIN:				102.50	102.50		
Vendor 0447 - CDW GOVERNMENT,:							
M593284 68592	CDW GOVERNMENT, INC VEEAM LIC QTY 3 - 1 YR 101-1800-43309	10/22/2021 pziemer	11/17/2021	1,167.54	1,167.54	Open	N 11/17/2021
	COMPUTER SUPPORT			1,167.54			
Total for vendor 0447 - CDW GOVERNMENT,:				1,167.54	1,167.54		
Vendor 3803 - CHEM-AQUA:							
7546065 68720	CHEM-AQUA OCT 21 HVAC WATER TREATMENT 260-9020-43300	11/01/2021 pziemer	11/17/2021	199.75	199.75	Open	N 11/17/2021
	PROFESSIONAL SERVICES			199.75			
Total for vendor 3803 - CHEM-AQUA:				199.75	199.75		
Vendor 0900 - CUB FOODS BRD:							
TRX 16 - FD 68627	CUB FOODS - BRAINERD FOAM CUPS 225-2220-42210	10/28/2021 pziemer	11/17/2021	4.47	4.47	Open	N 11/17/2021
	OPERATING SUPPLIES			4.47			
Total for vendor 0900 - CUB FOODS BRD:				4.47	4.47		
Vendor 0132 - CWC HIGHWAY DEP:							
4606 68659	CWC HIGHWAY DEPT OCT 2021 TRANSIT FUEL 203-9000-42212	11/01/2021 pziemer	11/17/2021	3,930.15	3,930.15	Open	N 11/17/2021
	MOTOR FUELS			3,930.15			
Total for vendor 0132 - CWC HIGHWAY DEP:				3,930.15	3,930.15		
Vendor 0133 - CWC RECORDER:							
2022 DEFERMENTS 68675	CWC RECORDER PAY YEAR 2022 DEFERRMENTS - APPS ATT#pziemer 101-9200-43350	11/08/2021 pziemer	11/17/2021	276.00	276.00	Open	N 11/17/2021
	LEGAL PUBLICATIONS			276.00			
Total for vendor 0133 - CWC RECORDER:				276.00	276.00		
Vendor 0135 - CWC TREASURER:							
4643 68718	CWC TREASURER NOV 21 SHARED SERVICES AGRMNT 101-9200-43300	11/01/2021 pziemer	11/17/2021	8,050.00	8,050.00	Open	N 11/17/2021
	PROFESSIONAL SERVICES			7,425.00			

Vendor 3991 - FOREST INDUSTRY SAFETY & TRAINING :

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 7/35

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
16076 68715	FISTA QTY 7 - CHAINSAW SAFETY TRAINING CLASS 235-3100-43330	11/09/2021 pziemer	11/17/2021	2,600.00 2,600.00	2,600.00	Open	N 11/17/2021
	Total for vendor 3991 - FOREST INDUSTRY SAFETY & TRAINING :			2,600.00	2,600.00		
Vendor 0071 - FORUM COMMUNICA:							
CL01778035 68681	FORUM COMMUNICATIONS COMPANY ORD 1521 NOH WARMING HOUSE 101-9200-43350	10/24/2021 pziemer	11/17/2021	39.39 39.39	39.39	Open	N 11/17/2021
CL01777883 68682	FORUM COMMUNICATIONS COMPANY 101-21A - ADDITIONAL NUISANCE NOH 101-2400-43350	10/20/2021 pziemer	11/17/2021	196.95 196.95	196.95	Open	N 11/17/2021
	PRINTING/LEGAL PUBLICATION Total for vendor 0071 - FORUM COMMUNICA:			236.34	236.34		
Vendor 0008 - GENERATOR POWER:							
25434 68684	GENERATOR POWER SYSTEMS ST 2 GENERATOR ANNUAL MAINTENANCE 225-2220-42220	11/05/2021 pziemer	11/17/2021	640.00 640.00	640.00	Open	N 11/17/2021
	REPAIR & MAINT Total for vendor 0008 - GENERATOR POWER:			640.00	640.00		
Vendor 3303 - HALVERSON, MIRANDA:							
10/26/21 68617	HALVERSON, MIRANDA TAC WORKSHOP MILEAGE REIMB 225-2120-43330	10/26/2021 pziemer	11/17/2021	114.24 114.24	114.24	Open	N 11/17/2021
11/4/21 68698	HALVERSON, MIRANDA STRATEGIC SUPERVISOR TRNG MILEAGE REL 225-2120-43330	11/04/2021 pziemer	11/17/2021	64.96 64.96	64.96	Open	N 11/17/2021
	PROFESSIONAL DEVELOPMENT Total for vendor 3303 - HALVERSON, MIRANDA:			179.20	179.20		
Vendor 0200 - HEARTLAND ANIMA:							
OCT 2021 68676	HEARTLAND ANIMAL RESCUE OCT 21 ANIMAL BOARDING/ADMIN SERVICE 225-2700-43430	10/31/2021 pziemer	11/17/2021	4,177.00 2,365.00	4,177.00	Open	N 11/17/2021
	MISCELLANEOUS 225-2700-43300 PROFESSIONAL SERVICES Total for vendor 0200 - HEARTLAND ANIMA:			1,812.00	4,177.00		

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 8/35

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0209 - HEARTLAND TIRE:							
3028101 68618	HEARTLAND TIRE INC. SQD 430 MOUNT TIRES 225-2120-42221	10/22/2021 pziemer	11/17/2021	127.96	127.96	Open	N 11/17/2021
	SQUAD CAR REPAIR SUPPLIES			127.96			
	Total for vendor 0209 - HEARTLAND TIRE:			127.96	127.96		
Vendor 0203 - HOLDEN ELECTRIC:							
64506 68708	HOLDEN ELECTRIC LMP CAMPGROUND #15 ELECTRICAL SERVICE 230-5280-42220	10/22/2021 pziemer	11/17/2021	245.33	245.33	Open	N 11/17/2021
	REPAIR & MAINT			245.33			
	Total for vendor 0203 - HOLDEN ELECTRIC:			245.33	245.33		
Vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:							
40161 68716	INDEPENDENT TESTING TECHNOLOGIES IMP 20:05 & 20:06 401-9030-43300-20:05 401-9030-43300-20:06	11/01/2021 pziemer	11/17/2021	1,400.00	1,400.00	Open	N 11/17/2021
	PROFESSIONAL SERVICES			700.00			
	PROFESSIONAL SERVICES			700.00			
	Total for vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:			1,400.00	1,400.00		
Vendor 3202 - INNOVATIVE OFFI:							
IN3538455 68619	INNOVATIVE OFFICE SOLUTIONS LLC OFFICE SUPPLIES 225-2120-42200	10/29/2021 pziemer	11/17/2021	61.01	61.01	Open	N 11/17/2021
	OFFICE SUPPLIES			61.01			
IN3541770 68628	INNOVATIVE OFFICE SOLUTIONS LLC TONER/CALENDAR 225-2220-42200	11/01/2021 pziemer	11/17/2021	254.72	254.72	Open	N 11/17/2021
	OFFICE SUPPLIES			254.72			
IN3546421 68629	INNOVATIVE OFFICE SOLUTIONS LLC TONER 225-2220-42200	11/05/2021 pziemer	11/17/2021	88.83	88.83	Open	N 11/17/2021
	OFFICE SUPPLIES			88.83			
	Total for vendor 3202 - INNOVATIVE OFFI:			404.56	404.56		
Vendor 3421 - JOBSHQ:							
2278973 68678	JOBSHQ OCT 2021 EMPLOYMENT POSTING 225-2120-43350	10/31/2021 pziemer	11/17/2021	1,213.00	1,213.00	Open	N 11/17/2021
	PRINTING/LEGAL PUBLICATION			164.00			

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 9/35

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	230-5200-43350	PRINTING/LEGAL PUBLICATION		1,049.00			
		Total for vendor 3421 - JOBSHQ:		1,213.00	1,213.00		
Vendor 0221 - KITCHIGAMI REGI:							
BR2021-2 68577	KITCHIGAMI REG LIBRARY 2ND HALF 2021 LEVY PAYMENT 211-5500-43450	10/01/2021 pziemer	11/17/2021	38,549.00	38,549.00	Open	N 11/17/2021
		KITCHIGAMI REGIONAL LIBR PYMT		38,549.00			
		Total for vendor 0221 - KITCHIGAMI REGI:		38,549.00	38,549.00		
Vendor MISC - LEVEL CONTRACTING LLC:							
BFG21-0011 68694	LEVEL CONTRACTING LLC BD Bond Refund 101-0000-20200	11/09/2021 pziemer	11/17/2021	3,000.00	3,000.00	Open	N 11/17/2021
		BFG21-0011		3,000.00			
BFG21-0008 68695	LEVEL CONTRACTING LLC BD Bond Refund 101-0000-20200	11/09/2021 pziemer	11/17/2021	3,000.00	3,000.00	Open	N 11/17/2021
		BFG21-0008		3,000.00			
BFG20-0021 68696	LEVEL CONTRACTING LLC BD Bond Refund 101-0000-20200	11/09/2021 pziemer	11/17/2021	3,500.00	3,500.00	Open	N 11/17/2021
		BFG20-0021		3,500.00			
BFG20-0010 68697	LEVEL CONTRACTING LLC BD Bond Refund 101-0000-20200	11/09/2021 pziemer	11/17/2021	6,750.00	6,750.00	Open	N 11/17/2021
		BFG20-0010		6,750.00			
		Total for vendor MISC - LEVEL CONTRACTING LLC:		16,250.00	16,250.00		
Vendor 0232 - LMCIT-BERKLEY:							
6858 68609	LEAGUE MN CITIES INS TRUS LMC CA 107367 - BUS 141 DEDUCTIBLE 203-9000-43401	10/27/2021 pziemer	11/17/2021	1,000.00	1,000.00	Open	N 11/17/2021
		VEHICLE REPAIRS		1,000.00			
		Total for vendor 0232 - LMCIT-BERKLEY:		1,000.00	1,000.00		
Vendor 3624 - LOT PROS LLC:							
2021-03 PAY REQ 1 68674	LOT PROS LLC FINAL 21-02 & 21-06 401-9030-45530-21:02 401-9030-45530-21:06	11/08/2021 pziemer	11/17/2021	14,293.45	14,293.45	Open	N 11/17/2021
		CAPITAL-PYMTS TO CONTRACTS		13,402.20			
		CAPITAL-PYMTS TO CONTRACTS		891.25			

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 10/35

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Total for vendor 3624 - LOT PROS LLC:				14,293.45	14,293.45		
Vendor 0239 - MACQUEEN EQUIPM:							
W08895 68581	MACQUEEN EQUIPMENT INC VACTOR REMOTE REPAIR 237-3190-42220	10/28/2021 pziemer	11/17/2021	481.36	481.36	Open	N 11/17/2021
	REPAIR & MAINT			481.36			
P38208 68585	MACQUEEN EQUIPMENT INC VAC TRUCK REEL MAINTENANCE PARTS 237-3190-42220	11/01/2021 pziemer	11/17/2021	1,800.67	1,800.67	Open	N 11/17/2021
	REPAIR & MAINT			1,800.67			
P38260 68604	MACQUEEN EQUIPMENT INC SWEEPER 118 DOOR 235-3100-42220	11/02/2021 pziemer	11/17/2021	500.00	500.00	Open	N 11/17/2021
	REPAIR & MAINT			500.00			
Total for vendor 0239 - MACQUEEN EQUIPM:				2,782.03	2,782.03		
Vendor 1365 - MCCULLOUGH, JUL:							
10/27/21 68620	MCCULLOUGH, JULIE TAC WORKSHOP MILEAGE REIMBURSEMENT 225-2120-43330	10/27/2021 pziemer	11/17/2021	114.24	114.24	Open	N 11/17/2021
	PROFESSIONAL DEVELOPMENT			114.24			
Total for vendor 1365 - MCCULLOUGH, JUL:				114.24	114.24		
Vendor 2392 - MENARDS:							
10/26/21 68579	MENARDS SHOP EXTENSION CORDS 235-3125-42220	10/26/2021 pziemer	11/17/2021	87.00	87.00	Open	N 11/17/2021
	REPAIR & MAINT			87.00			
64295 68713	MENARDS TIE DOWN STRAPS 235-3125-42220	11/09/2021 pziemer	11/17/2021	19.98	19.98	Open	N 11/17/2021
	REPAIR & MAINT			19.98			
Total for vendor 2392 - MENARDS:				106.98	106.98		
Vendor 0889 - MENARDS - BAXTE:							
63652 68683	MENARDS - BAXTER CITY HALL CHRISTMAS LIGHTS - WREATH 101-9200-43430	10/29/2021 pziemer	11/17/2021	549.70	549.70	Open	N 11/17/2021
	MISCELLANEOUS			549.70			

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 11/35

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
63178 68700	MENARDS - BAXTER DECK SCREWS, RATCHET, TOOLBOX SHOP 230-5200-42220	10/21/2021 pziemer	11/17/2021	9.61 9.61	9.61	Open	N 11/17/2021
63266 68701	MENARDS - BAXTER SHOP - SCREWS 230-5200-42220	10/22/2021 pziemer	11/17/2021	23.99 23.99	23.99	Open	N 11/17/2021
63411 68702	MENARDS - BAXTER MMP WARMING HOUSE - NAILS, GLUE, 4X8 230-5200-42220	10/25/2021 pziemer	11/17/2021	42.08 42.08	42.08	Open	N 11/17/2021
63456 68703	MENARDS - BAXTER GGP WARMING HOUSE - WALL THERMOSTAT 230-5200-42220	10/26/2021 pziemer	11/17/2021	21.39 21.39	21.39	Open	N 11/17/2021
Total for vendor 0889 - MENARDS - BAXTE:				646.77	646.77		

Vendor 3394 - MIDWEST MACHINE:

25177772 68625	MIDWEST MACHINERY CO REQUIRED PPE FOR CHAINSAW CLASS 235-3100-42220	10/28/2021 pziemer	11/17/2021	553.83 553.83	553.83	Open	N 11/17/2021
2511294 68704	MIDWEST MACHINERY CO SKID STEER OIL-SHOP 230-5200-42220	10/21/2021 pziemer	11/17/2021	95.40 95.40	95.40	Open	N 11/17/2021
Total for vendor 3394 - MIDWEST MACHINE:				649.23	649.23		

Vendor 3168 - MOTORS-N-MORE:

28758 68621	MOTORS-N-MORE SQD 432 OIL CHANGE 225-2120-42221	10/27/2021 pziemer	11/17/2021	23.00 23.00	23.00	Open	N 11/17/2021
28777 68687	MOTORS-N-MORE SQD 403 OIL LEAK 225-2120-42221	11/05/2021 pziemer	11/17/2021	44.00 44.00	44.00	Open	N 11/17/2021
28778 68688	MOTORS-N-MORE SQD 429 MASS AIR FLOW SENSOR 225-2120-42221	11/05/2021 pziemer	11/17/2021	217.69 217.69	217.69	Open	N 11/17/2021

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 12/35

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
28779 68689	MOTORS-N-MORE SQD 431 OIL CHANGE 225-2120-42221	11/05/2021 pziemer	11/17/2021	23.00 23.00	23.00	Open	N 11/17/2021
	SQUAD CAR REPAIR SUPPLIES			23.00			
	Total for vendor 3168 - MOTORS-N-MORE:			307.69	307.69		
Vendor 0798 - MR TIRE:							
27305 68705	MR TIRE MOWER TIRE 230-5200-42220	10/20/2021 pziemer	11/17/2021	171.24 171.24	171.24	Open	N 11/17/2021
	REPAIR & MAINT			171.24			
	Total for vendor 0798 - MR TIRE:			171.24	171.24		
Vendor 0736 - NORTHLAND FIRE:							
47086 68690	NORTHLAND FIRE PROTECTION FIRE EXTINGUISHER SERVICE & RECERT 225-2120-42209	10/29/2021 pziemer	11/17/2021	529.60 529.60	529.60	Open	N 11/17/2021
	SAFETY EQUIPMENT SUPPLIES			529.60			
	Total for vendor 0736 - NORTHLAND FIRE:			529.60	529.60		
Vendor 0284 - OFFICE SHOP:							
1103622-0/TRANSIT 68610	OFFICE SHOP OFFICE SUPPLIES TRANSIT PORTION 203-9000-42200	11/03/2021 pziemer	11/17/2021	44.31 44.31	44.31	Open	N 11/17/2021
	OFFICE SUPPLIES			44.31			
1103622-0/CH 68611	OFFICE SHOP CITY HALL OFFICE SUPPLIES 101-1940-42200	11/03/2021 pziemer	11/17/2021	28.31 28.31	28.31	Open	N 11/17/2021
	OFFICE SUPPLIES			28.31			
1103622-1 68679	OFFICE SHOP PEN REFILLS 101-1940-42200	11/08/2021 pziemer	11/17/2021	2.76 2.76	2.76	Open	N 11/17/2021
	OFFICE SUPPLIES			2.76			
	Total for vendor 0284 - OFFICE SHOP:			75.38	75.38		
Vendor 2137 - O'REILLY AUTOMO:							
1647-481354 68722	O'REILLY AUTOMOTIVE STORES INC. SHOP TOOLS FILTER/WRENCH 260-9020-42240	11/01/2021 pziemer	11/17/2021	47.99 47.99	47.99	Open	N 11/17/2021
	SMALL TOOLS			47.99			
	Total for vendor 2137 - O'REILLY AUTOMO:			47.99	47.99		

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 13/35

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 3615 - PAMELA ZIEMER:							
10/28/21 68590	PAMELA ZIEMER MNGFOA CLASS MILEAGE REIMBURSEMENT 101-1400-43330	10/28/2021 pziemer	11/17/2021	69.44	69.44	Open	N 11/17/2021
	PROFESSIONAL DEVELOPMENT			69.44			
	Total for vendor 3615 - PAMELA ZIEMER:			69.44	69.44		
Vendor 0291 - PIKE PLUMBING A:							
80111 68706	PIKE PLUMBING AND HEATING GGP WARMING HOUSE ANNUAL BACKFLOW PREP 230-5200-42220	10/26/2021 pziemer	11/17/2021	100.00	100.00	Open	N 11/17/2021
	REPAIR & MAINT			100.00			
	Total for vendor 0291 - PIKE PLUMBING A:			100.00	100.00		
Vendor 3410 - ROUTE MATCH SOF:							
6388 68605	ROUTE MATCH SOFTWARE LLC 2022 ANNUAL TECH SUPPORT AND MAINT OI 203-0000-15510	11/01/2021 pziemer	11/17/2021	17,051.27	17,051.27	Open	N 11/17/2021
	PREPAID OTHER			17,051.27			
	Total for vendor 3410 - ROUTE MATCH SOF:			17,051.27	17,051.27		
Vendor 1811 - SANDY, PAUL:							
10/27/21 68613	SANDY, PAUL REIMB MILEAGE FOR FALL SCREENING BOA 101-1700-43330	10/27/2021 pziemer	11/17/2021	90.16	90.16	Open	N 11/17/2021
	PROFESSIONAL DEVELOPMENT			90.16			
	Total for vendor 1811 - SANDY, PAUL:			90.16	90.16		
Vendor 2589 - STAPLES ADVANTA:							
3491420545 68714	STAPLES ADVANTAGE PRINTER TONER, LABLES, NOT PAD, POST 225-2120-42200	11/01/2021 pziemer	11/17/2021	81.85	81.85	Open	N 11/17/2021
	OFFICE SUPPLIES			81.85			
	Total for vendor 2589 - STAPLES ADVANTA:			81.85	81.85		
Vendor 0322 - STREICHERS PROF:							
I1531052 68622	STREICHERS PROF EQUIP 776BL - CSO UNIFORM PANTS 225-2121-41113	10/25/2021 pziemer	11/17/2021	170.00	170.00	Open	N 11/17/2021
	UNIFORM ALLOWANCE			170.00			

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 14/35

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
I1531190 68623	STREICHERS PROF EQUIP 725BJ - INITIAL ISSUE 225-2120-41113	10/26/2021 pziemer	11/17/2021	99.99	99.99	Open	N 11/17/2021
	UNIFORM ALLOWANCE			99.99			
I1532678 68691	STREICHERS PROF EQUIP 725BJ INITIAL ISSUE 225-2120-41113	11/03/2021 pziemer	11/17/2021	300.00	300.00	Open	N 11/17/2021
	UNIFORM ALLOWANCE			300.00			
I1533106 68692	STREICHERS PROF EQUIP 725BJ INITIAL ISSUE 225-2120-41113	11/05/2021 pziemer	11/17/2021	53.98	53.98	Open	N 11/17/2021
	UNIFORM ALLOWANCE			53.98			
Total for vendor 0322 - STREICHERS PROF:				623.97	623.97		

Vendor 2924 - VERIZON WIRELES:

9891280747/HR 68677	VERIZON WIRELESS 9/24/21 - 10/23/21 HR DEPT CELL PHONE 101-1400-43321	10/23/2021 pziemer	11/17/2021	46.25	46.25	Open	N 11/17/2021
	TELEPHONE			46.25			
9891280747/PARKS 68693	VERIZON WIRELESS 9/24/21-10/23/21 PARKS DEPT PHONES 230-5200-43321	10/23/2021 pziemer	11/17/2021	86.26	86.26	Open	N 11/17/2021
	TELEPHONE			86.26			
Total for vendor 2924 - VERIZON WIRELES:				132.51	132.51		

Vendor 0349 - W W THOMPSON CO:

2111-954561 68594	W W THOMPSON CONCRETE S 6TH AND LAUREL SIDEWALK SEALANT 235-3100-42220	11/02/2021 pziemer	11/17/2021	37.00	37.00	Open	N 11/17/2021
	REPAIR & MAINT			37.00			
2111-954578 68595	W W THOMPSON CONCRETE S 6TH AND LAUREL SIDEWALK SEALANT 235-3100-42220	11/02/2021 pziemer	11/17/2021	37.00	37.00	Open	N 11/17/2021
	REPAIR & MAINT			37.00			
Total for vendor 0349 - W W THOMPSON CO:				74.00	74.00		

Vendor 0344 - WASTE PARTNERS:

1AX01922 68596	WASTE PARTNERS INC OCT 21 CITY HALL WASTE REMOVAL 101-1940-43380	10/31/2021 pziemer	11/17/2021	98.50	98.50	Open	N 11/17/2021
	UTILITIES			98.50			

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 15/35

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
1AX01923 68597	WASTE PARTNERS INC OCT 21 DOWNTOWN WASTE REMOVAL 401-1003-43300	10/31/2021 pziemer	11/17/2021	217.54 217.54	217.54	Open	N 11/17/2021
1AX01921 68598	WASTE PARTNERS INC OCT 21 FIRE DEPT WASTE REMOVAL 225-2220-43380	10/31/2021 pziemer	11/17/2021	93.60 93.60	93.60	Open	N 11/17/2021
1AX01924 68599	WASTE PARTNERS INC OCT 21 PD WASTE REMOVAL 225-2120-43380	10/31/2021 pziemer	11/17/2021	124.45 124.45	124.45	Open	N 11/17/2021
1AX01920 68600	WASTE PARTNERS INC OCT 21 STREETS GARAGE WASTE REMOVAL 235-3100-43380	10/31/2021 pziemer	11/17/2021	87.75 87.75	87.75	Open	N 11/17/2021
1AX01925 68601	WASTE PARTNERS INC OCT 21 WASTE OIL REMOVAL 227-3230-43428	10/31/2021 pziemer	11/17/2021	58.50 58.50	58.50	Open	N 11/17/2021
	USED OIL RECYCLING EXPENSE			58.50			
	Total for vendor 0344 - WASTE PARTNERS:			680.34	680.34		
Vendor 2097 - WATCHGUARD VIDE:							
ADVREP220102 68624	WATCHGUARD VIDEO SQD 402 CAMERA TRANSMITTER 225-2120-42221	10/27/2021 pziemer	11/17/2021	205.00 205.00	205.00	Open	N 11/17/2021
	SQUAD CAR REPAIR SUPPLIES			205.00			
	Total for vendor 2097 - WATCHGUARD VIDE:			205.00	205.00		
Vendor 3199 - WEX BANK:							
75407639/COMDEV 68661	WEX BANK OCT 2021 COM DEV FUEL PURCHASES 101-2400-42212	10/31/2021 pziemer	11/17/2021	202.36 202.36	202.36	Open	N 11/17/2021
	MOTOR FUELS			202.36			
75407369/FIRE DEPT 68662	WEX BANK OCT 2021 FIRE DEPT FUEL PURCHASES 225-2220-42212	10/31/2021 pziemer	11/17/2021	1,331.82 1,331.82	1,331.82	Open	N 11/17/2021
	MOTOR FUELS			1,331.82			
75407369/PARKS 68663	WEX BANK OCT 2021 PARKS DEPT FUEL PURCHASES 230-5200-42212	10/31/2021 pziemer	11/17/2021	887.21 887.21	887.21	Open	N 11/17/2021
	MOTOR FUELS			887.21			

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 16/35

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
75407369/PD 68664*	WEX BANK OCT 2021 POLICE DEPT FUEL 225-2120-42212 225-2120-42212	10/31/2021 pziemer MOTOR FUELS MOTOR FUELS	11/17/2021	3,775.99 3,839.22 (63.23)	3,775.99	Open	N 11/17/2021
75407369/STREETS 68665*	WEX BANK OCT 2021 STREET DEPT FUEL 235-3100-42212 235-3100-42212 237-3190-42212	10/31/2021 pziemer MOTOR FUELS MOTOR FUELS MOTOR FUELS	11/17/2021	4,155.49 3,036.92 (1.66) 1,120.23	4,155.49	Open	N 11/17/2021
75407369/ENG 68666*	WEX BANK OCT 2021 FUEL AND CAR WASHES ENG 401-9030-42212 401-9030-43430 401-9030-42212	10/31/2021 pziemer MOTOR FUELS MISCELLANEOUS MOTOR FUELS	11/17/2021	177.97 159.56 19.42 (1.01)	177.97	Open	N 11/17/2021
Total for vendor 3199 - WEX BANK:				10,530.84	10,530.84		
Vendor 3899 - WEX HEALTH INC:							
0001434573-IN 68660	WEX HEALTH INC OCT 2021 COBRA REMITTANCE 101-9200-43300	10/31/2021 pziemer PROFESSIONAL SERVICES	11/17/2021	40.50 40.50	40.50	Open	N 11/17/2021
Total for vendor 3899 - WEX HEALTH INC:				40.50	40.50		
Vendor 0346 - WIDSETH SMITH N:							
213709 68591	WIDSETH SMITH NOLTING BRD PARKS DESIGN STANDARDS 230-5200-43300	10/22/2021 pziemer PROFESSIONAL SERVICES	11/17/2021	312.50 312.50	312.50	Open	N 11/17/2021
Total for vendor 0346 - WIDSETH SMITH N:				312.50	312.50		
Vendor 1159 - WINNERS TROPHY/:							
11778 68612	WINNERS TROPHY WELLNESS - CHILI COOKOFF AWARD ENGRAVING 278-6515-43430	10/29/2021 pziemer MISCELLANEOUS	11/17/2021	20.00 20.00	20.00	Open	N 11/17/2021
11765 68707	WINNERS TROPHY ADULT KICKBALL/SOFTBALL TROPHIES 230-5212-42210 230-5215-42210	10/23/2021 pziemer OPERATING SUPPLIES OPERATING SUPPLIES	11/17/2021	360.00 90.00 270.00	360.00	Open	N 11/17/2021

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 17/35

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
---------------------	--	------------------------	----------	---------	---------	--------	-----------------------

Total for vendor 1159 - WINNERS TROPHY/:

380.00

380.00

Vendor 0354 - ZIEGLER, INC:

IN000314158

68607

ZIEGLER, INC

11/04/2021

11/17/2021

79.46

79.46

Open

N

GRADER 112 HYDRAULIC COUPLERS

pziemer

11/17/2021

235-3125-42220

REPAIR & MAINT

79.46

Total for vendor 0354 - ZIEGLER, INC:

79.46

79.46

PCard: 2257 U.S. BANK Card Holder: CITY HALL

Vendor 3698 - AMAZON:

9/27/21 - 2

68650

AMAZON

10/01/2021

11/17/2021

69.97

69.97

Open

N

PENS FOR LAPTOP TOUCH SCREENS

pziemer

11/17/2021

101-1800-43309

COMPUTER SUPPORT

69.97

9/27/21 - 3

68651

AMAZON

10/01/2021

11/17/2021

84.01

84.01

Open

N

CASE AND SCREEN FOR STREETS IPAD

pziemer

11/17/2021

235-3100-42200

OFFICE SUPPLIES

84.01

10/2/21

68652

AMAZON

10/02/2021

11/17/2021

193.03

193.03

Open

N

AMAZON WEB SERVICES SEPT 21

pziemer

11/17/2021

101-1800-43309

COMPUTER SUPPORT

193.03

10/4/21

68655

AMAZON

10/04/2021

11/17/2021

1,166.52

1,166.52

Open

N

AMAZON QTY 30 OTTERBOX, X8 SCREEN PR(pziemer

11/17/2021

225-2120-42210

OPERATING SUPPLIES

1,166.52

10/14/21

68656

AMAZON

10/14/2021

11/17/2021

67.92

67.92

Open

N

AMAZON QTY 8 CHARGERS

pziemer

11/17/2021

225-2120-42210

OPERATING SUPPLIES

67.92

Total for vendor 3698 - AMAZON:

1,581.45

1,581.45

Vendor 3987 - ARROWWOOD RESORT:

9/30/21

68645

ARROWWOOD RESORT

10/01/2021

11/17/2021

(136.21)

(136.21)

Open

N

CREDIT FOR HILLMAN STAY - 1 NIGHT CRE(pziemer

11/17/2021

101-1400-43330

PROFESSIONAL DEVELOPMENT

(136.21)

Total for vendor 3987 - ARROWWOOD RESORT:

(136.21)

(136.21)

Vendor 0848 - BAUDVILLE:

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 18/35

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
---------------------	--	------------------------	----------	---------	---------	--------	-----------------------

PCard: 2257 U.S. BANK Card Holder: CITY HALL

10/1/21 68646	BAUDVILLE 2021 WELLNESS COMMITTEE AWARDS 278-6515-43430	10/01/2021 pziemer	11/17/2021	223.26	223.26	Open	N 11/17/2021
	MISCELLANEOUS			223.26			
	Total for vendor 0848 - BAUDVILLE:			223.26	223.26		

Vendor 3989 - GODADDY.COM:

10/20/21 68653	GODADDY.COM 2 YEAR WEB SECURITY CERTIFICATE 101-1800-43309	10/20/2021 pziemer	11/17/2021	499.98	499.98	Open	N 11/17/2021
	COMPUTER SUPPORT			499.98			
	Total for vendor 3989 - GODADDY.COM:			499.98	499.98		

Vendor 0519 - MN GFOA:

09/29/21 68647	MN GFOA ZIEMER - INTERMEDIATE GOVT ACCT CLAS\$ 101-1400-43330	10/01/2021 pziemer	11/17/2021	20.00	20.00	Open	N 11/17/2021
	PROFESSIONAL DEVELOPMENT			20.00			
	Total for vendor 0519 - MN GFOA:			20.00	20.00		

Vendor 3988 - PROTECTSTAR:

10/14/21 68648	PROTECTSTAR 1 YEAR UPDATES/SUPPORT 101-1800-43309	10/14/2021 pziemer	11/17/2021	29.90	29.90	Open	N 11/17/2021
	COMPUTER SUPPORT			29.90			
	Total for vendor 3988 - PROTECTSTAR:			29.90	29.90		

Vendor 3986 - SUGAR LAKE LODGE:

10/26/21 68657	SUGAR LAKE LODGE P.SANDY CONFERENCE - ADVANCE DEPOSIT 101-1700-43330	10/26/2021 pziemer	11/17/2021	518.79	518.79	Open	N 11/17/2021
	PROFESSIONAL DEVELOPMENT			518.79			
	Total for vendor 3986 - SUGAR LAKE LODGE:			518.79	518.79		

Vendor 3977 - THE LIGHT DEPOT:

10/4/21 68630	THE LIGHT DEPOT PARKS REPAIRS AND MAINT LIGHTS 230-5200-42220	10/04/2021 pziemer	11/17/2021	983.84	983.84	Open	N 11/17/2021
	REPAIR & MAINT			983.84			
	Total for vendor 3977 - THE LIGHT DEPOT:			983.84	983.84		

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 19/35

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

PCard: 2257 U.S. BANK Card Holder: CITY HALL

Vendor 3990 - ZOHO CORP:

10/5/21							
68654	ZOHO CORP	10/05/2021	11/17/2021	667.50	667.50	Open	N
	SERVICE DESK SOFTWARE	pziemer					11/17/2021
	101-1800-43309	COMPUTER SUPPORT		667.50			
	Total for vendor 3990 - ZOHO CORP:			667.50	667.50		

Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:

10/18/21							
68649	ZOOM VIDEO COMMUNICATIONS	10/18/2021	11/17/2021	29.98	29.98	Open	N
	ZOOM SUBSCRIPTION 10/18/21-11/17/21	pziemer					11/17/2021
	101-1800-43309	COMPUTER SUPPORT		29.98			
	Total for vendor 3858 - ZOOM VIDEO COMMUNICATIONS:			29.98	29.98		

Total PCard: 2257 U.S. BANK Card Holder: CITY HALL

4,418.49	4,418.49
----------	----------

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 20/35

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
---------------------	--	------------------------	----------	---------	---------	--------	------------------------

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

Vendor 3698 - AMAZON:

10/5/21 68636	AMAZON HONDA DIPSTICK 225-2220-42220	10/05/2021 pziemer	11/17/2021	9.99	9.99	Open	N 11/17/2021
	REPAIR & MAINT			9.99			
	Total for vendor 3698 - AMAZON:			9.99	9.99		

Vendor MISC - BERNICKS VENDING:

10/21/21 68658	BERNICKS VENDING BEVERAGE PURCHASED IN ERROR - REIMBU 225-2220-43430	10/21/2021 pziemer	11/17/2021	2.60	2.60	Open	N 11/17/2021
	MISCELLANEOUS			2.60			
	Total for vendor MISC - BERNICKS VENDING:			2.60	2.60		

Vendor MISC - FIREHOSEDIRECT:

10/01/21 68634	FIREHOSEDIRECT SCISSOR STYLE HOSE ROLLER 225-2220-42210	10/01/2021 pziemer	11/17/2021	248.36	248.36	Open	N 11/17/2021
	OPERATING SUPPLIES			248.36			
	Total for vendor MISC - FIREHOSEDIRECT:			248.36	248.36		

Vendor 2895 - FIRESTORE ONLIN:

10/1/21 68635	FIRESTORE ONLINE INC. CREDIT FOR SALES TAX CHARGED ON GEAR 225-2220-42210	10/01/2021 pziemer	11/17/2021	(11.15)	(11.15)	Open	N 11/17/2021
	OPERATING SUPPLIES			(11.15)			
10/1/21 - 2 68644	FIRESTORE ONLINE INC. GEAR CLEAN WASH 225-2220-42210	10/01/2021 pziemer	11/17/2021	152.73	152.73	Open	N 11/17/2021
	OPERATING SUPPLIES			152.73			
	Total for vendor 2895 - FIRESTORE ONLIN:			141.58	141.58		

Vendor 3719 - FLEET FARM:

9/27/21 68631	FLEET FARM LATCH BOX 225-2220-42210	10/01/2021 pziemer	11/17/2021	22.92	22.92	Open	N 11/17/2021
	OPERATING SUPPLIES			22.92			
	Total for vendor 3719 - FLEET FARM:			22.92	22.92		

Vendor 3068 - GLS PROMOTIONS:

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 21/35

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
---------------------	--	------------------------	----------	---------	---------	--------	-----------------------

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

10/12/21 68638	GLS PROMOTIONS UNIFORM SHIRTS 225-2220-41113	10/12/2021 pziemer	11/17/2021	80.00	80.00	Open	N 11/17/2021
	UNIFORM ALLOWANCE			80.00			
	Total for vendor 3068 - GLS PROMOTIONS:			80.00	80.00		

Vendor 2989 - HOME DEPOT:

10/14/21 68639	HOME DEPOT BUCKET & WASH 225-2220-42220	10/14/2021 pziemer	11/17/2021	13.76	13.76	Open	N 11/17/2021
	REPAIR & MAINT			13.76			
10/14/21 - 2 68640	HOME DEPOT CORDLESS COMBO TOOL KIT 225-2220-42220	10/14/2021 pziemer	11/17/2021	909.00	909.00	Open	N 11/17/2021
	REPAIR & MAINT			909.00			
	Total for vendor 2989 - HOME DEPOT:			922.76	922.76		

Vendor 3524 - MN STATE FIRE C:

10/13/21 68637	MN STATE FIRE CHIEFS ASSOCIATION ANNUAL CONFERENCE REGISTRATION X4 225-2500-43330	10/13/2021 pziemer	11/17/2021	1,450.00	1,450.00	Open	N 11/17/2021
	PROFESSIONAL DEVELOPMENT			325.00			
	PROFESSIONAL DEVELOPMENT			325.00			
	PROFESSIONAL DEVELOPMENT			400.00			
	PROFESSIONAL DEVELOPMENT			400.00			
	Total for vendor 3524 - MN STATE FIRE C:			1,450.00	1,450.00		

Vendor 3985 - THE INN ON LAKE SUPERIOR:

10/23/21 68641	THE INN ON LAKE SUPERIOR COX - PROF. DEVELOPEMENT 225-2220-43330	10/23/2021 pziemer	11/17/2021	647.32	647.32	Open	N 11/17/2021
	PROFESSIONAL DEVELOPMENT			647.32			
10/23/21 - 2 68642	THE INN ON LAKE SUPERIOR RUBADO - PROF DVLPMNT 225-2220-43330	10/23/2021 pziemer	11/17/2021	647.32	647.32	Open	N 11/17/2021
	PROFESSIONAL DEVELOPMENT			647.32			
10/23/21 - 3 68643	THE INN ON LAKE SUPERIOR SCHELLIN - PROF. DVLPMNT 225-2220-43330	10/23/2021 pziemer	11/17/2021	438.03	438.03	Open	N 11/17/2021
	PROFESSIONAL DEVELOPMENT			438.03			
	Total for vendor 3985 - THE INN ON LAKE SUPERIOR:			1,732.67	1,732.67		

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 22/35

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

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

Vendor 3697 - USPS:

9/29/21

68632	USPS	10/01/2021	11/17/2021	58.00	58.00	Open	N
	POSTAGE	pziemer					11/17/2021
	225-2220-43322	POSTAGE		58.00			

9/29/21 - 2

68633	USPS	10/01/2021	11/17/2021	58.00	58.00	Open	N
	POSTAGE	pziemer					11/17/2021
	225-2220-43322	POSTAGE		58.00			

Total for vendor 3697 - USPS:	116.00	116.00
-------------------------------	--------	--------

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

4,726.88	4,726.88
----------	----------

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 23/35

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
---------------------	--	------------------------	----------	---------	---------	--------	-----------------------

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

Vendor 3698 - AMAZON:

9/27/21 68541	AMAZON SUPPLIES - DVD CASES 211-5500-42200	10/01/2021 pziemer	11/17/2021	29.95	29.95	Open	N 11/17/2021
	OFFICE SUPPLIES			29.95			
10/7/21 68544	AMAZON OFFICE SUPPLIES - BOOK TAPE - LIBRARY 211-5501-43430	10/07/2021 pziemer	11/17/2021	106.86	106.86	Open	N 11/17/2021
	MISC - SPECIFIED DONATION USE			45.80			
	211-5501-43430			61.06			
	Total for vendor 3698 - AMAZON:			136.81	136.81		

Vendor 3981 - AMERICAN FLOOR MATS:

9/28/21 68543	AMERICAN FLOOR MATS LIBRARY FLOOR MATS 211-5500-42220	10/01/2021 pziemer	11/17/2021	1,249.50	1,249.50	Open	N 11/17/2021
	REPAIR & MAINT			1,249.50			
	Total for vendor 3981 - AMERICAN FLOOR MATS:			1,249.50	1,249.50		

Vendor 0160 - DEMCO INC:

10/11/21 68545	DEMCO INC BOOKMARKS, LEAFLET, STICKERS 211-5501-43430	10/11/2021 pziemer	11/17/2021	156.60	156.60	Open	N 11/17/2021
	MISC - SPECIFIED DONATION USE			156.60			
	Total for vendor 0160 - DEMCO INC:			156.60	156.60		

Vendor MISC - MAILCHIMP:

10/4/21 68542	MAILCHIMP MAILCHIMP SERVICES 211-5503-43430	10/04/2021 pziemer	11/17/2021	30.99	30.99	Open	N 11/17/2021
	MISC - USE OF HOLDEN TRUST			30.99			
	Total for vendor MISC - MAILCHIMP:			30.99	30.99		

Vendor MISC - TRACFONE:

11/1/21 68546	TRACFONE LIBRARY PHONE CARD 211-5501-43430	11/01/2021 pziemer	11/17/2021	71.18	71.18	Open	N 11/17/2021
	MISC - SPECIFIED DONATION USE			71.18			
	Total for vendor MISC - TRACFONE:			71.18	71.18		

11/10/2021 01:35 PM
User: pziemer
DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 11/15/2021 - 11/15/2021
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
PCard: 2257 U.S. BANK Card Holder: LIBRARY							
Total PCard: 2257 U.S. BANK Card Holder: LIBRARY				1,645.08	1,645.08		

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 25/35

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
---------------------	--	------------------------	----------	---------	---------	--------	------------------------

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

Vendor MISC - BOYS-N-BERRIES:

10/18/21 68535	BOYS-N-BERRIES WELLNESS - CHILI COOKOFF SUPPLIES/PUM 278-6515-43430	10/18/2021 pziemer	11/17/2021	60.00	60.00	Open	N 11/17/2021
	MISCELLANEOUS			60.00			
	Total for vendor MISC - BOYS-N-BERRIES:			60.00	60.00		

Vendor 3711 - COSTCO:

10/20/21 68536	COSTCO WELLNESS-CHILI COOKOFF SUPPLIES 278-6515-43430	10/20/2021 pziemer	11/17/2021	71.71	71.71	Open	N 11/17/2021
	MISCELLANEOUS			71.71			
	Total for vendor 3711 - COSTCO:			71.71	71.71		

Vendor 3917 - COUNTRY HEARTH :

10/12/21 68537	COUNTRY HEARTH CONCESSIONS - BUNS 230-5204-42210	10/12/2021 pziemer	11/17/2021	3.50	3.50	Open	N 11/17/2021
	OPERATING SUPPLIES			3.50			
	Total for vendor 3917 - COUNTRY HEARTH :			3.50	3.50		

Vendor 3700 - DOLLAR TREE:

10/20/21 68538	DOLLAR TREE WELLNESS - CHILI COOKOFF SUPPLIES 278-6515-43430	10/20/2021 pziemer	11/17/2021	15.00	15.00	Open	N 11/17/2021
	MISCELLANEOUS			15.00			
	Total for vendor 3700 - DOLLAR TREE:			15.00	15.00		

Vendor 2989 - HOME DEPOT:

10/21/21 68540	HOME DEPOT MMP WARMING HOUSE - PLYWOOD 2X4S 230-5200-42220	10/21/2021 pziemer	11/17/2021	326.40	326.40	Open	N 11/17/2021
	REPAIR & MAINT			326.40			
	Total for vendor 2989 - HOME DEPOT:			326.40	326.40		

Vendor 3856 - WALGREEN CO:

10/14/21 68539	WALGREEN CO ADULT SOFTBALL/KICKBALL TROPHY PHOTO 230-5215-42210	10/14/2021 pziemer	11/17/2021	2.96	2.96	Open	N 11/17/2021
	OPERATING SUPPLIES			2.22			

11/10/2021 01:35 PM
User: pziemer
DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 11/15/2021 - 11/15/2021
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
PCard: 2257 U.S. BANK Card Holder: PARKS							
	230-5212-42210	OPERATING SUPPLIES		0.74			
		Total for vendor 3856 - WALGREEN CO:		2.96	2.96		
Total PCard: 2257 U.S. BANK Card Holder: PARKS				479.57	479.57		

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 27/35

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
---------------------	--	------------------------	----------	---------	---------	--------	-----------------------

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

Vendor 3698 - AMAZON:

10/11/21 68557	AMAZON 725BJ INITITAL ISSUE +2 TINT METERS pziemer 225-2120-41113	10/11/2021	11/17/2021	341.94	341.94	Open	N 11/17/2021
	UNIFORM ALLOWANCE			341.94			
	Total for vendor 3698 - AMAZON:			341.94	341.94		

Vendor 2838 - AXON ENTERPRISE:

10/10/21 68556	AXON ENTERPRISE, INC. 708 & 720 TASER INSTRUCTOR TRAINING pziemer 225-2120-43330	10/10/2021	11/17/2021	750.00	750.00	Open	N 11/17/2021
	PROFESSIONAL DEVELOPMENT			750.00			
	Total for vendor 2838 - AXON ENTERPRISE:			750.00	750.00		

Vendor 3702 - CHEWY.COM:

10/14/21 68562	CHEWY.COM K9 SUPPLIES - DOG FOOD pziemer 225-2128-43430	10/14/2021	11/17/2021	60.12	60.12	Open	N 11/17/2021
	MISC - K9 PROGRAM			60.12			
	Total for vendor 3702 - CHEWY.COM:			60.12	60.12		

Vendor 3974 - DUNHAMS SPORTS :

10/07/21 68555	DUNHAMS SPORTS CO2 REFILL pziemer 225-2120-42210	10/07/2021	11/17/2021	4.00	4.00	Open	N 11/17/2021
	OPERATING SUPPLIES			4.00			
10/12/21 68576	DUNHAMS SPORTS CO2 REFILL pziemer 225-2120-42210	10/12/2021	11/17/2021	4.00	4.00	Open	N 11/17/2021
	OPERATING SUPPLIES			4.00			
	Total for vendor 3974 - DUNHAMS SPORTS :			8.00	8.00		

Vendor 3983 - EMBASSY SUITES:

10/20/21 68573	EMBASSY SUITES M.HALVERSON EVIDENCE TRAINING pziemer 225-2120-43330	10/21/2021	11/17/2021	157.80	157.80	Open	N 11/17/2021
	PROFESSIONAL DEVELOPMENT			157.80			
	Total for vendor 3983 - EMBASSY SUITES:			157.80	157.80		

Vendor 3720 - HAIX:

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 28/35

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
---------------------	--	------------------------	----------	---------	---------	--------	------------------------

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

10/15/21 68560	HAIX 715 UNIFORM BOOTS 225-2120-41113	10/15/2021 pziemer	11/17/2021	115.95	115.95	Open	N 11/17/2021
	UNIFORM ALLOWANCE			115.95			
	Total for vendor 3720 - HAIX:			115.95	115.95		

Vendor 3982 - HOLIDAY INN:

9/30/21 68549	HOLIDAY INN 712 BACKGROUND INV TRAINING 225-2120-43330	10/01/2021 pziemer	11/17/2021	118.13	118.13	Open	N 11/17/2021
	PROFESSIONAL DEVELOPMENT			118.13			
	Total for vendor 3982 - HOLIDAY INN:			118.13	118.13		

Vendor 2734 - MINNESOTA SHERI:

10/18/21 68563	MINNESOTA SHERIFF'S ASSOCIATION J.MCCULLOUGH EXPUNGMENT TRAINING 225-2120-43330	10/18/2021 pziemer	11/17/2021	80.00	80.00	Open	N 11/17/2021
	PROFESSIONAL DEVELOPMENT			80.00			
10/18/21 - 2 68564	MINNESOTA SHERIFF'S ASSOCIATION 702 - FED AND STATE GUN CARRY LAWS TR 225-2120-43330	10/18/2021 pziemer	11/17/2021	80.00	80.00	Open	N 11/17/2021
	PROFESSIONAL DEVELOPMENT			80.00			
10/20/21 68568	MINNESOTA SHERIFF'S ASSOCIATION A.KORTE - BASIC DATA PRACTICES TRAIN 225-2120-43330	10/20/2021 pziemer	11/17/2021	80.00	80.00	Open	N 11/17/2021
	PROFESSIONAL DEVELOPMENT			80.00			
10/20/21 - 2 68569	MINNESOTA SHERIFF'S ASSOCIATION A.TIMMONS - BASIC DATA PRACTICES TRAI 225-2120-43330	10/20/2021 pziemer	11/17/2021	80.00	80.00	Open	N 11/17/2021
	PROFESSIONAL DEVELOPMENT			80.00			
10/20/21 - 3 68570	MINNESOTA SHERIFF'S ASSOCIATION A.TIMMONS BASIC DATA PRACTICES TRAIN 225-2120-43330	10/20/2021 pziemer	11/17/2021	80.00	80.00	Open	N 11/17/2021
	PROFESSIONAL DEVELOPMENT			80.00			
	Total for vendor 2734 - MINNESOTA SHERI:			400.00	400.00		

Vendor MISC - MN CIT OFFICER:

9/30/21 68548	MN CIT OFFICER 710-MN CIT COACHING CLASS	10/01/2021 pziemer	11/17/2021	100.00	100.00	Open	N 11/17/2021
------------------	---	-----------------------	------------	--------	--------	------	-----------------

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 29/35

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
---------------------	--	------------------------	----------	---------	---------	--------	------------------------

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

225-2120-43330	PROFESSIONAL DEVELOPMENT			100.00			
Total for vendor MISC - MN CIT OFFICER:				100.00	100.00		

Vendor 0418 - MN POLICE CHIEF:

10/20/21 68566	MN CHIEF'S OF POLICE ASSO 702 - ETI TWO DAY TRAINING	10/20/2021 pziemer	11/17/2021	440.00	440.00	Open	N 11/17/2021
225-2120-43330	PROFESSIONAL DEVELOPMENT			440.00			
10/20/21 - 2 68567	MN CHIEF'S OF POLICE ASSO 702 - CLEO & COMMAND ACADEMY	10/20/2021 pziemer	11/17/2021	650.00	650.00	Open	N 11/17/2021
225-2120-43330	PROFESSIONAL DEVELOPMENT			650.00			
Total for vendor 0418 - MN POLICE CHIEF:				1,090.00	1,090.00		

Vendor 3887 - MN STATE PATROL COM. VEH SECTION:

10/11/21 68558	STATE OF MINNESOTA 725BJ POST LICENSE	10/11/2021 pziemer	11/17/2021	92.24	92.24	Open	N 11/17/2021
225-2120-43433	DUES & SUBSCRIPTIONS			92.24			
Total for vendor 3887 - MN STATE PATROL COM. VEH SECTION:				92.24	92.24		

Vendor 3984 - NORTHWESTERN UNIVERSIT:

9/22/21 68575	NORTHWESTERN UNIVERSIT 703-SUPERVISION OF POLICE PERSONNEL	10/01/2021 pziemer	11/17/2021	(1,000.00)	(1,000.00)	Open	N 11/17/2021
225-2120-43330	PROFESSIONAL DEVELOPMENT			(1,000.00)			
Total for vendor 3984 - NORTHWESTERN UNIVERSIT:				(1,000.00)	(1,000.00)		

Vendor 1 - POSITIVE PROMOTIONS:

10/04/21 68552	POSITIVE PROMOTIONS CRIME PREVENTION SUPPLIES	10/04/2021 pziemer	11/17/2021	173.41	173.41	Open	N 11/17/2021
225-2120-43305	CRIME PREVENTION PROGRAM			173.41			
Total for vendor 1 - POSITIVE PROMOTIONS:				173.41	173.41		

Vendor 0497 - SIRCHIE FINGER:

10/15/21 68561	SIRCHIE FINGER PRINT LABORATORIES, EVIDENCE SUPPLIES	10/15/2021 pziemer	11/17/2021	266.87	266.87	Open	N 11/17/2021
225-2120-42210	OPERATING SUPPLIES			266.87			

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 30/35

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
---------------------	--	------------------------	----------	---------	---------	--------	------------------------

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

Total for vendor 0497 - SIRCHIE FINGER:				266.87	266.87		
---	--	--	--	--------	--------	--	--

Vendor 0150 - SOURCEWELL:

10/18/21 68565	SOURCEWELL M. HALVERSON STRATEGIC SUPERVISOR TR	10/18/2021 pziemer	11/17/2021	75.00	75.00	Open	N 11/17/2021
	225-2120-43330	PROFESSIONAL DEVELOPMENT		75.00			
	Total for vendor 0150 - SOURCEWELL:			75.00	75.00		

Vendor 3703 - TRANSUNION RISK:

10/1/21 68551	TRANSUNION RISK INVESTIGATIONS & PARKING TKT COLLECT	10/01/2021 pziemer	11/17/2021	75.00	75.00	Open	N 11/17/2021
	225-2120-42210	OPERATING SUPPLIES		75.00			
	Total for vendor 3703 - TRANSUNION RISK:			75.00	75.00		

Vendor 3697 - USPS:

9/28/21 68547	USPS POSTAGE	10/01/2021 pziemer	11/17/2021	4.80	4.80	Open	N 11/17/2021
	225-2120-43322	POSTAGE		4.80			
9/30/21 68550	USPS POSTAGE	10/01/2021 pziemer	11/17/2021	1.36	1.36	Open	N 11/17/2021
	225-2120-43322	POSTAGE		1.36			
10/06/21 68553	USPS POSTAGE	10/06/2021 pziemer	11/17/2021	1.56	1.56	Open	N 11/17/2021
	225-2120-43322	POSTAGE		1.56			
10/06/21 - 2 68554	USPS POSTAGE	10/06/2021 pziemer	11/17/2021	6.46	6.46	Open	N 11/17/2021
	225-2120-43322	POSTAGE		6.46			
10/13/21 68559	USPS POSTAGE	10/13/2021 pziemer	11/17/2021	10.20	10.20	Open	N 11/17/2021
	225-2120-43322	POSTAGE		10.20			
10/20/21 68571	USPS POSTAGE	10/20/2021 pziemer	11/17/2021	1.56	1.56	Open	N 11/17/2021

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 31/35

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE							
	225-2120-43322	POSTAGE		1.56			
10/20/21 - 2 68572	USPS	10/20/2021	11/17/2021	4.30	4.30	Open	N 11/17/2021
	POSTAGE	pziemer					
	225-2120-43322	POSTAGE		4.30			
	Total for vendor 3697 - USPS:			30.24	30.24		

Vendor 0006 - WALMART COMMUNI:

10/24/21 68574	WALMART COMMUNITY/GECRB	10/24/2021	11/17/2021	11.88	11.88	Open	N 11/17/2021
	SQUAD WASHER FLUID	pziemer					
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		11.88			
	Total for vendor 0006 - WALMART COMMUNI:			11.88	11.88		

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

# of Invoices:	185	# Due:	185	Totals:	389,304.80	389,304.80
# of Credit Memos:	3	# Due:	3	Totals:	(1,147.36)	(1,147.36)
Net of Invoices and Credit Memos:					388,157.44	388,157.44

* 3 Net Invoices have Credits Totalling:	(65.90)
--	---------

--- TOTALS BY GL DISTRIBUTION ---

101-0000-20200	BFG21-0011	16,250.00
101-1400-43321	TELEPHONE	145.65
101-1400-43330	PROFESSIONAL DEVELOPMENT	(46.77)
101-1400-43433	DUES & SUBSCRIPTIONS	160.00
101-1700-43321	TELEPHONE	275.26
101-1700-43330	PROFESSIONAL DEVELOPMENT	608.95
101-1800-43309	COMPUTER SUPPORT	2,657.90
101-1800-43321	TELEPHONE	137.63
101-1940-42200	OFFICE SUPPLIES	31.07
101-1940-43380	UTILITIES	98.50
101-2400-42212	MOTOR FUELS	202.36
101-2400-43321	TELEPHONE	99.40
101-2400-43350	PRINTING/LEGAL PUBLICATION	196.95
101-9200-43300	PROFESSIONAL SERVICES	7,465.50
101-9200-43350	LEGAL PUBLICATIONS	315.39
101-9200-43430	MISCELLANEOUS	549.70
203-0000-15510	PREPAID OTHER	17,051.27
203-9000-42200	OFFICE SUPPLIES	44.31
203-9000-42212	MOTOR FUELS	3,930.15
203-9000-43321	TELEPHONE	49.70
203-9000-43401	VEHICLE REPAIRS	1,000.00
211-5500-42200	OFFICE SUPPLIES	29.95
211-5500-42220	REPAIR & MAINT	1,874.50
211-5500-43450	KITCHIGAMI REGIONAL LIBR PYMT	38,549.00

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 32/35

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution						
	211-5501-43430	MISC - SPECIFIED DONATION USE		334.64			
	211-5503-43430	MISC - USE OF HOLDEN TRUST		30.99			
	225-2120-41113	UNIFORM ALLOWANCE		911.86			
	225-2120-42200	OFFICE SUPPLIES		142.86			
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES		558.22			
	225-2120-42210	OPERATING SUPPLIES		1,584.31			
	225-2120-42212	MOTOR FUELS		3,775.99			
	225-2120-42220	REPAIR & MAINT		12.58			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		652.53			
	225-2120-43305	CRIME PREVENTION PROGRAM		173.41			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		727.28			
	225-2120-43321	TELEPHONE		1,318.52			
	225-2120-43322	POSTAGE		30.24			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		1,984.37			
	225-2120-43350	PRINTING/LEGAL PUBLICATION		164.00			
	225-2120-43380	UTILITIES		124.45			
	225-2120-43433	DUES & SUBSCRIPTIONS		92.24			
	225-2121-41113	UNIFORM ALLOWANCE		170.00			
	225-2128-43430	MISC - K9 PROGRAM		60.12			
	225-2220-41113	UNIFORM ALLOWANCE		80.00			
	225-2220-42200	OFFICE SUPPLIES		343.55			
	225-2220-42210	OPERATING SUPPLIES		417.33			
	225-2220-42212	MOTOR FUELS		1,331.82			
	225-2220-42220	REPAIR & MAINT		1,572.75			
	225-2220-43322	POSTAGE		116.00			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		2,782.67			
	225-2220-43380	UTILITIES		93.60			
	225-2220-43430	MISCELLANEOUS		2.60			
	225-2500-43330	PROFESSIONAL DEVELOPMENT		1,050.00			
	225-2700-43300	PROFESSIONAL SERVICES		1,812.00			
	225-2700-43430	MISCELLANEOUS		2,365.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		58.50			
	230-5200-42210	OPERATING SUPPLIES		41.20			
	230-5200-42212	MOTOR FUELS		887.21			
	230-5200-42220	REPAIR & MAINT		1,773.95			
	230-5200-43300	PROFESSIONAL SERVICES		312.50			
	230-5200-43321	TELEPHONE		207.39			
	230-5200-43350	PRINTING/LEGAL PUBLICATION		1,049.00			
	230-5204-42210	OPERATING SUPPLIES		3.50			
	230-5212-42210	OPERATING SUPPLIES		90.74			
	230-5215-42210	OPERATING SUPPLIES		272.22			
	230-5280-42220	REPAIR & MAINT		245.33			
	235-3100-42200	OFFICE SUPPLIES		84.01			
	235-3100-42210	OPERATING SUPPLIES		70.20			
	235-3100-42212	MOTOR FUELS		3,035.26			
	235-3100-42220	REPAIR & MAINT		1,880.80			
	235-3100-43321	TELEPHONE		99.40			
	235-3100-43330	PROFESSIONAL DEVELOPMENT		2,600.00			
	235-3100-43380	UTILITIES		87.75			
	235-3100-43410	RENTAL EXPENSE		59.32			
	235-3100-43430	MISCELLANEOUS		251.69			
	235-3125-42220	REPAIR & MAINT		196.72			
	237-3190-42212	MOTOR FUELS		1,120.23			
	237-3190-42220	REPAIR & MAINT		7,127.03			
	237-3190-43321	TELEPHONE		569.72			
	238-3160-42220	REPAIR & MAINT		157.09			
	251-9360-43467	REMIT LOCAL SALES TAX COLLECT		125,578.53			

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 33/35

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution						
	260-9020-42220	REPAIR & MAINT		212.54			
	260-9020-42240	SMALL TOOLS		47.99			
	260-9020-43300	PROFESSIONAL SERVICES		199.75			
	260-9020-43321	TELEPHONE		58.69			
	278-6515-43430	MISCELLANEOUS		389.97			
	400-9050-45530	CAPITAL - OTHER		518.00			
	401-0000-14100	DUE FROM COMPONENT UNIT		26,451.80			
	401-1003-43300	PROFESSIONAL SERVICES		217.54			
	401-1901-45530	PYMTS TO CONTRACTORS		7,424.56			
	401-1919-43300	PROFESSIONAL SERVICES		417.66			
	401-1919-45530	PYMTS TO CONTRACTORS		8,237.93			
	401-9030-42212	MOTOR FUELS		158.55			
	401-9030-43300-20:05	PROFESSIONAL SERVICES		2,370.64			
	401-9030-43300-20:06	PROFESSIONAL SERVICES		6,964.90			
	401-9030-43430	MISCELLANEOUS		19.42			
	401-9030-45530-20:05	CAPITAL-PYMTS TO CONTRACTS		12,245.06			
	401-9030-45530-20:06	CAPITAL-PYMTS TO CONTRACTS		43,577.40			
	401-9030-45530-21:02	CAPITAL-PYMTS TO CONTRACTS		13,402.20			
	401-9030-45530-21:06	CAPITAL-PYMTS TO CONTRACTS		891.25			

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 34/35

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			29,147.49	29,147.49		
	203 - TRANSIT FUND			22,075.43	22,075.43		
	211 - LIBRARY FUND			40,819.08	40,819.08		
	225 - PUBLIC SAFETY FUND			24,450.30	24,450.30		
	227 - RECYCLING FUND			58.50	58.50		
	230 - PARK & RECREATION FUND			4,883.04	4,883.04		
	235 - STREET & SEWER FUND			8,365.15	8,365.15		
	237 - SANITARY SEWER FUND			8,816.98	8,816.98		
	238 - STORM SEWER FUND			157.09	157.09		
	251 - LOCAL OPTION SALES TAX			125,578.53	125,578.53		
	260 - AIRPORT FUND			518.97	518.97		
	278 - HEALTHY EMPLOYE INITIATIVE			389.97	389.97		
	400 - CAPITAL PROJECTS FUND			518.00	518.00		
	401 - CONSTRUCTION FUND			122,378.91	122,378.91		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			59,753.07	59,753.07		
	1003 - 10:03 DWNTWN MAIN CNTRACT			217.54	217.54		
	1400 - ADMINISTRATION			258.88	258.88		
	1700 - ENGINEERING			884.21	884.21		
	1800 - IT/GIS			2,795.53	2,795.53		
	1901 - 19:01 NW 4TH STREET IMPR			7,424.56	7,424.56		
	1919 - 19:19 NW 3RD&JACKSON STRE			8,655.59	8,655.59		
	1940 - CITY HALL			129.57	129.57		
	2120 - POLICE DEPARTMENT			12,252.86	12,252.86		
	2121 - COMMUNITY SERVICE			170.00	170.00		
	2128 - K-9 PROGRAM			60.12	60.12		
	2220 - FIRE DEPARTMENT			6,740.32	6,740.32		
	2400 - COMMUNITY DEVL/INSPECTION			498.71	498.71		
	2500 - CIVIL DEFENSE			1,050.00	1,050.00		
	2700 - ANIMAL CONTROL			4,177.00	4,177.00		
	3100 - S & S MAINTENANCE			8,168.43	8,168.43		
	3125 - SNOW REMOVAL			196.72	196.72		
	3160 - STORM SEWER EXPENSE			157.09	157.09		
	3190 - SANITARY SEWER EXPENSE			8,816.98	8,816.98		
	3230 - RECYCLING EXPENSE			58.50	58.50		
	5200 - PARK MAIN/ADMINISTRATION			4,271.25	4,271.25		
	5204 - CONCESSIONS			3.50	3.50		
	5212 - KICKBALL PROGRAM			90.74	90.74		
	5215 - ADULT SOFTBALL			272.22	272.22		
	5280 - CAMPGROUND			245.33	245.33		
	5500 - LIBRARY-BUDGETED			40,453.45	40,453.45		

11/10/2021 01:35 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/15/2021 - 11/15/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 35/35

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY DEPT/ACTIVITY ---							
	5501 - SPECIFIED DONATION USE			334.64	334.64		
	5503 - HOLDEN TRUST DONATION USE			30.99	30.99		
	6515 - HEALTHY EMPLOYEE INITIATIVE			389.97	389.97		
	9000 - TRANSIT FUND			5,024.16	5,024.16		
	9020 - AIRPORT M & O			518.97	518.97		
	9030 - CONSTRUCTION PROJ-MISC			79,629.42	79,629.42		
	9050 - CAPITAL PROJECTS-MISC			518.00	518.00		
	9200 - CITY-WIDE			8,330.59	8,330.59		
	9360 - LOCAL OPTION SALES TAX			125,578.53	125,578.53		

11/09/2021 11:19 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 1/2

EXP CHECK RUN DATES 10/01/2021 - 10/31/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 1859 - ENTERPRISE FM T:							
FBN4297398/ENG							
68341	ENTERPRISE FM TRUST	10/05/2021	10/25/2021	1,382.04	0.00	Paid	Y
	OCT 21 VEHICLE LEASE - ENG	pziemer					10/25/2021
	101-1700-43331	LEASE PAYMENTS		1,068.82			
	101-1940-43331	LEASE PAYMENTS		313.22			
FBN4297398/PD							
68342	ENTERPRISE FM TRUST	10/05/2021	10/25/2021	5,532.82	0.00	Paid	Y
	OCT 2021 VEHICLE LEASE PD	pziemer					10/25/2021
	225-2120-43331	LEASED PAYMENTS		5,532.82			
FBN4297398/FD							
68343	ENTERPRISE FM TRUST	10/05/2021	10/25/2021	1,552.88	0.00	Paid	Y
	OCT 21 FD VEHICLE LEASES	pziemer					10/25/2021
	225-2220-43331	LEASED PAYMENTS		1,552.88			
FBN4297398/PARKS							
68344	ENTERPRISE FM TRUST	10/05/2021	10/25/2021	2,526.00	0.00	Paid	Y
	OCT 21 PARKS VEHICLE LEASES	pziemer					10/25/2021
	230-5200-43331	LEASE PAYMENTS		2,526.00			
FBN4297398/STREETS							
68345	ENTERPRISE FM TRUST	10/05/2021	10/25/2021	5,273.00	0.00	Paid	Y
	OCT 21 STREETS VEHICLE LEASES	pziemer					10/25/2021
	235-3100-43331	LEASE PAYMENTS		1,906.34			
	237-3190-43331	LEASE PAYMENTS		3,366.66			
FBN4297398/COM DEV							
68346	ENTERPRISE FM TRUST	10/05/2021	10/25/2021	398.34	0.00	Paid	Y
	OCT 21 COM DEV VEHICLE LEASES	pziemer					10/25/2021
	101-2400-43331	LEASE EXPENSE		398.34			
Total for vendor 1859 - ENTERPRISE FM T:				16,665.08	0.00		
# of Invoices: 6 # Due: 0 Totals:				16,665.08	0.00		
# of Credit Memos: 0 # Due: 0 Totals:				0.00	0.00		
Net of Invoices and Credit Memos:				16,665.08	0.00		

--- TOTALS BY GL DISTRIBUTION ---

101-1700-43331	LEASE PAYMENTS	1,068.82
101-1940-43331	LEASE PAYMENTS	313.22
101-2400-43331	LEASE EXPENSE	398.34
225-2120-43331	LEASED PAYMENTS	5,532.82
225-2220-43331	LEASED PAYMENTS	1,552.88
230-5200-43331	LEASE PAYMENTS	2,526.00
235-3100-43331	LEASE PAYMENTS	1,906.34
237-3190-43331	LEASE PAYMENTS	3,366.66

11/09/2021 11:19 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 10/01/2021 - 10/31/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 2/2

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
101	- GENERAL FUND			1,780.38	0.00		
225	- PUBLIC SAFETY FUND			7,085.70	0.00		
230	- PARK & RECREATION FUND			2,526.00	0.00		
235	- STREET & SEWER FUND			1,906.34	0.00		
237	- SANITARY SEWER FUND			3,366.66	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
1700	- ENGINEERING			1,068.82	0.00		
1940	- CITY HALL			313.22	0.00		
2120	- POLICE DEPARTMENT			5,532.82	0.00		
2220	- FIRE DEPARTMENT			1,552.88	0.00		
2400	- COMMUNITY DEVL/INSPECTION			398.34	0.00		
3100	- S & S MAINTENANCE			1,906.34	0.00		
3190	- SANITARY SEWER EXPENSE			3,366.66	0.00		
5200	- PARK MAIN/ADMINISTRATION			2,526.00	0.00		

**Brainerd, MN
November 1st, 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: Johnson, Pritschet, Stenglein, Erickson, O'Day, and Bevans. Mayor Badeaux was also noted as present. Council Member Stunek was noted as absent.

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

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND ERICKSON, DULY CARRIED, TO APPROVE THE AGENDA WITH THE REMOVAL OF THE ADOPTION OF ORDINANCE 1520- ORDINANCE AMENDING THE CITY CHARTER.

This item was removed due to the need to have all council members present on a vote to amend the City Charter.

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

- A. **Approval of Bills- Approved**
- B. **Approval of the Minutes of the Regular Meeting held on October 18th, 2021- Approved**
- C. **Approval of Minutes from Council Workshop held on October 25th, 2021- Approved**
- D. **Approval of Transfer of Funds- Approved**
- E. **Approval of Licenses-Approved**
- F. **Department Activity Reports- Approved**

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

Council Committee Reports

Safety and Public Works

Approve State Park Road Account Grant Application Submission for Lum Park Road- Approved

Committee Chair O'Day stated that this grant was discussed previously for the Lum Park Road. Submission to the grant was due by November 1st.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET, DULY CARRIED, TO APPROVE THE SUBMISSION OF THE STATE PARK ROAD ACCOUNT GRANT APPLICATION.

**Approval of Final Pay Estimate- Improvement 21-01- 2021 Seal Coat Project-
Approved**

Committee Chair O'Day stated that the final pay was \$2,000 under budget.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON, DULY CARRIED, TO APPROVE FINAL PAY ESTIMATE \$151,391 TO ASPHALT SURFACE TECHNOLOGIES.

Personnel & Finance

Cable TV Channel (PEG) Status Update

Committee Chair Johnson stated that this is part of the process to partner with Central Lakes College to start broadcasting the City Council meetings again on cable.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO AUTHORIZE STAFF TO BEGIN PURCHASING SERVICES AND HARDWARE REQUIRED FOR THE PEG CHANNEL IMPLEMENTATION USING PREVIOUSLY COLLECTED CABLE FRANCHISE FEE (2021)- NOT TO EXCEED THE CURRENT BUDGETBALANCE OF \$64,880.

Accept Resignation of CSO Cole Thoma-Approved

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO ACCEPT CSO COLE THOMA'S RESIGNATION AND AUTHORIZE FILLING THE VACANCY AT THE CURRENT RATE OF \$14.00 PER HOUR.

**Approval of 2022-2024 LELS (Police Officer) Union Contract Terms and Wages-
Approved**

Committee Chair Johnson stated that the agreement will be a three-year agreement with 2.5% COLA increase and market adjustments each year.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO APPROVE THE ATTACHED TENTATIVE AGREEMENT SUMMARY AND THE ATTACHED CONTRACT SUPPORTING DOCUMENTS BETWEEN THE CITY AND LELS LOCAL #65 UNION.

MOVED AND SECONDED BY COUNCIL MEMBER JOHNSON AND STENGLEIN TO ADOPT THE RESOLUTION SETTING THE LELS (POLICE OFFICER) LOCAL #65 UNION WAGES FOR 2022-2024.

RESOLUTION 63:21

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

Consider Dissolving the Police and Fire Civil Service Commission-

Committee Chair Johnson stated that the Commission itself felt that they slow the hiring process and do not provide the same service to the City as they used to.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO DIRECT STAFF TO DRAFT AN ORDINANCE FOR A FIRST READING ON NOVEMBER 15TH COUNCIL MEETING.

Approval of Updated Pay Equity Points as Recommended by Consultant-Approved

Committee Chair Johnson stated that DDA recommended pay equity point assignments to IT/GIS Director at 530 points, HR Director at 525 points, BPU Accountant at 245 points, and BPU Laborer at 160 points. There were no changes for the Recreation Coordinator, City Engineer/Public Works Director, Administrative Specialist, Parks Foreman, or Assistant Engineer pay equity points.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO APPROVE DAVID DROWN AND ASSOCIATES PAY EQUITY POINT ASSIGNMENTS AS PRESENTED.

Approve HR Assistant Job Description and Pay Equity Points- Approved

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO APPROVE THE HR ASSISTANT JOB DESCRIPTION AS PRESENTED AND ASSIGN 235 PAY EQUITY POINTS; FURTHER TO DIRECT STAFF TO BEGIN WAGE NEGOTIATIONS WITH THE IBEW ADMINISTRATIVE SUPPORT UNION FOR THIS NEW POSITION.

Approval of Deferment of Assessments

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO APPROVE THE APPLICATIONS FOR DEFERMENT OF ASSESSMENT PAYABLE 2022 FOR THE APPLICANTS AT PID'S 41191220, 41300682, 41191702, AND 41191721.

2022 Budget and Levy- Set Workshop- Approved

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO SET THE BUDGET WORKSHOP ON MONDAY, NOVEMBER 22ND, 2021, AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS.

Unfinished Business

Resolution- Adopting Contested Assessments- Downtown Special Services District, Downtown Snow Removal, and 2021 Nuisance Abatement - Approved

City Engineer/ Interim Public Works Director Sandy stated that staff recommends that the assessments for the Downtown Snow Removal and Downtown Special Services District contested at the previous meeting PID 41241470, 41241294, 41241293, and 41241457 be adopted due to the discussion in regards to the snow removal and special services district.

Community Development Director Chanski stated staff recommends removing those nuisances recommended previously by staff PID 41040687, 41191713, and 41250684 and uphold the contested abatement assessment incurred at PID 41191142.

The Chair opened the public hearing at 7:43 p.m.

No one came forward.

The Chair closed the public hearing at 7:44 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND O'DAY TO ADOPT RESOLUTION ADOPTING CONTESTED ASSESSMENTS- DOWNTOWN SPECIAL SERVICES DISTRICT, DOWNTOWN SNOW REMOVAL, AND 2021 NUISANCE ABATEMENT.

RESOLUTION 64:21

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

Resolution- Adopting Contested Assessments- Improvement 20-06- SE Brainerd Resurfacing Project- Approved

City Engineer/ Interim Public Works Director stated that he spoke with all of the owners who previously contested the improvement assessment, explaining the process and answering any questions that they had.

The Chair opened the public hearing at 7:48 p.m.

Dexter Hanson, 1012, 1008, 1016 Rosewood St, stated he talked with City Engineer/Interim Public Works Director Sandy and agrees to pay all of the assessment, except for the portion of curb that was hit by the snowplow that needed repair.

Becky Chisholm, 1423 Pine St, spoke with City Engineer/ Interim Public Works Director Sandy and agrees to pay the assessment with no interest if she can be given 6 months to save money to pay the assessment in full having not known about the assessment when she purchased the property.

The Chair closed the public hearing at 7:52 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND PRITSCHET TO ADOPT RESOLUTION ADOPTING CONTESTED ASSESSMENTS- 20-06- SE BRAINERD RESURFACING PROJECT GRANTING THE REQUESTS BY PID 41250619 AND 41250812.

RESOLUTION 65:21

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

Resolution- Adopting Assessment- Additional 2021 Nuisance Abatement

Community Development Director Chanski stated that these nuisances are those that were missed while working with software. Staff recommends that the nuisances be assessed as presented.

The Chair opened the public hearing at 7:57 p.m.

No one came forward.

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

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND O'DAY TO ADOPT RESOLUTION ADOPTING ASSESSMENT- 2021 ADDITIONAL NUISANCE ABATEMENT.

RESOLUTION 66:21

Upon roll call, Council Members Johnson, 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

First Reading- Proposed Ordinance 1521- Ordinance Amending Section 515-63 to Allow Warming Shelters as Interim Use

Community Development Director Chanski stated that with the passage of this matter on November 15th, the entity will submit the interim use permit to the Planning and Zoning Commission at their November 16th meeting and will come back before the City Council on December 6th.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND PRITSCHET, DULY CARRIED, TO HOLD THE FIRST 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 FIRST READING. ; FURTHER TO SET THE PUBLIC HEARING FOR NOVEMBER 15TH, 2021 AT 7:30 PM.

Public Forum

The Chair opened public forum at 8:03 p.m.

No one came forward.

The Chair closed public forum at 8:04 p.m.

Staff Reports

Human Resources Director Schubert stated that the Wellness Committee is doing a final push to promote staff participation in the program to receive full grant dollars, staff will go in a drawing for 4 free hours of vacation.

Community Development Director Chanski stated that the EDA will hold their regular meeting on November 4th. He will also be going on paternity leave any day now but assures the Council that his staff will uphold the department while he is away.

Administrator Bergman stated that the regular Charter meeting will be held on November 10th, the discussion will be on the Public Utilities Commission chapter. Finally, SEH has drafted language for the City's bonding bills, the bills will be forwarded to Senator Ruud and Representative Heintzeman

Mayors Report

Mayor Badeaux stated that in solidarity with the warming house individuals will be sleeping outside to promote the need of homeless housing in our area, himself and Chief Holmes will be participating in the event. The Water Tower Grant is on the docket this week for passage. He received a phone call from Minnesota Public Radio to share information about the water tower and its importance to our community. Finally, the Lakes Area Skate Park Association held their first event in the City Hall parking lot on Halloween. There were 49 skateboarders throughout the day, the community is supportive of a world class skatepark.

Council Member Reports

Member Erickson stated that the Spooktacular downtown was fantastic to attend.

Member Pritschet wished rifle hunters this weekend good luck and safe hunting.

Member O'Day stated that he attended the Spooktacular as well, his family really enjoyed it. The turn out for Halloween in his neighborhood was very encouraging.

Member Johnson thanked the Destination Downtown Brainerd Coalition for their work on the Spooktacular event. Also, North Brainerd held a fantastic Halloween walk for its trick or treaters as always. Finally, he volunteers his time to hold special meeting to bring passage of the warming house permit before it gets too cold.

Member Bevans stated that candy count at his house for Halloween was 1050 pieces. He so enjoyed all who visited his neighborhood.

Adjourn to City Council Workshop- Zoning Code Updated (Commercial Standards) and Continued Market Study Discussion, November 8, 2021, at 6:00 p.m. in the City Council Chambers-Approved

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON, DULY CARRIED, TO ADJOURN TO THE CITY COUNCIL WORKSHOP- ZONING CODE UPDATE (COMMERCIAL STANDARDS) AND CONTINUED MARKET STUDY DISCUSSION, ON NOVEMBER 8, 2021 AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS.

Chair Bevans adjourned the meeting at 8:15 p.m.

Jennifer Bergman
City Administrator

Pursuant to due call and notice thereof, the Brainerd City Council Workshop Zoning Code Update (Commercial Standards) and Continued Market Study Discussion was called to order at 6:00 P.M. by Council President Bevans.

Members Johnson, Pritschet, Stenglein, Erickson, O'Day, Stunek, and Bevans. Staff noted as present: City Administrator Bergman, Assistant City Planner Kramvik, HR Director Schubert, and Finance Director Hillman. Mayor Badeaux was also noted as absent.

Zoning Code Update (Commercial Standards)

Assistant City Planner Kramvik gave an overview for Council to introduce Jennifer Haskamp and Mike Lamb, the consultants for the zoning code update and remind Council that staff is looking for guidance in drafting the language and no piece of the presentation is unchangeable.

Jennifer Haskamp and Mike Lamb, Swanson Haskamp Consulting and Mike Lamb Consulting, gave an overview of the concept for the commercial standards in the downtown, city center, and business corridors throughout the City. These standards included lot size, setbacks, and position of buildings along major streets.

Council discussion took place.

Market Study Continued Discussion

Administrator Bergman gave an overview of the process the City takes to do market studies to stay in line with the market and ensure pay equity. The study conducted by the Human Resources Intern that was presented on October 11th, was verified by staff and the MMUA information presented for BPU was also verified. She also stated that pay equity is important and complicated across the City structure.

Finance Director Hillman reviewed the four possible options that staff verified for pay equity to bringing wages for non-union staff up to market standards. Administrator Bergman provided pros and cons for each of the options presented.

Council discussion took place regarding the options presented. It was noted that in 2018, the Council had discussed conducting a market study every five years. Therefore, the next city-wide market study should be conducted in 2023 with the start of the new negotiation cycle and every five years after that. The COLA increases will be used until the study is done in 2023, with the exception of the police department personnel.

Adjourn

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

Jennifer Bergman
City Administrator

Contractor List

11/10/2021

Contractor Name	Address	Local License #	Licensee Type
ELECTRO SIGNS AND DESIGN Marianne Johns	1680 99TH LANE NE STE C (763) 785 7968	2021-0015	Sign Erector
FIVE STAR HOME IMPROVEMENT LLC DANIEL IVAN PETRIE	4284 SANDBAR TRL (218) 252-0439	2021-0039	Commercial Building
UP NORTH FIREPLACE GALLERY LLC GREGORY PEARSON	29707 394TH PL (218) 454-1040	2021-0070	Mechanical

Totals: 3

Population: All Records
Licensee.DateRegistered Between 10/29/2021 12:00:00 AM AND 11/10/2021 12:00:00 AM
AND
Licensee.LocalLicenseNumber Starts With 2

MEMO



TO: Mayor and City Council

FROM: David Chanski, Community Development Director

DATE: November 10, 2021

RE: Community Development Director Report

Building

The Community Development Department issued 97 building permits with a total project valuation of \$1,777,987 in the month of October.

Within the River-to-Rail incentive corridor, 3 permits have been issued in October with a total project valuation of \$13,500 and waived \$422.15 in permit fees.

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

Code Enforcement

The Community Development Department issued 119 code violation notices in October. 106 (89%) of these violations are comprised of long grass/weeds, junk/debris, and unlicensed/inoperable vehicle violations.

Planning & Zoning

The zoning code update continues to progress. There is one final workshop planned, which will be to discuss miscellaneous items not discussed in the previous two workshops with an emphasis on design standards. This workshop is scheduled to be a joint workshop between the City Council and the Planning Commission on Wednesday, December 15, which is the Planning Commission's normal 3rd Wednesday meeting.

Staff continues to lead Bridges of Hope through the ordinance amendment, licensing, and permitting process to establish a warming shelter at 1919 S. 6th St. At this time, the hope is to have the shelter open sometime in December.

Economic Development

Staff continues to work with DW Jones on the Eight05 Laurel project, which is shifting gears to a market rate mixed commercial and housing project. Additionally, staff is working with two other developers to identify potential locations for multi-family housing projects. One is looking at a market rate project and the other at an affordable housing project.

Country Manor has also submitted a Public Financing Assistance application. Staff is currently reviewing that application with the intent of having the EDA consider County Manor's requests and make a recommendation to the City Council in December. Country Manor is still working toward breaking ground on their project in Spring/Summer 2022.

Mississippi Landing Trailhead

The Project Management Team (PMT) for the Mississippi Landing Trailhead Park project (MLT) has met four times since WSB was selected to design and manage the construction of the MLT, meeting the 1st and 3rd Tuesdays at 5:30pm. After having a kick-off meeting between WSB and City Staff, it was decided to discuss items with the most intricacy first, working our way down to the least intricate items. This way, any issues that may come up for the more intricate items get identified early and can be addressed in a timely manner.

To date, the PMT has discussed the following items:

- Restrooms
- Amphitheater
- Canoe/Kayak Launch
- River Steps
- Overlooks (both river overlook and hill overlook)
- Promenade
- Trailhead Features
- Site Furnishings
- Play Space

There have been three primary foundations for every discussion: 1) the budget for this project is \$2.85 million (\$2.62 after the contract with WSB), 2) all elements need to be maintenance friendly and durable, and 3) design elements such as color, facade materials/esthetic, etc. will follow the design standards currently being reviewed and adopted by the Park Board. With these three elements in mind, some of the following recommendations have been made regarding various elements of the MLT.

- Restrooms should be precast concrete structures with stainless steel fixtures.
- Canoe/Kayak launch should be comprised of pervious concrete pavers up to the high-water mark and the trail leading to the launch should be crushed granite.
- The amphitheater structure should be primarily pre-cast with elements matching those of the stonework throughout the park system (but primarily at Kiwanis and Rotary parks) and timbers similar to that of the Rotary Park pavilion.
- The amphitheater seating should be irrigated grass.
- For the walls of the tiered sections of the amphitheater seating, the river steps, and hill overlook wall, colored concrete block should be used instead of poured concrete.

- The promenade should be roughly 20 feet in width, constructed of stamped concrete with a pattern that invokes elements of the Mississippi River, and be lined with trees every 20 to 30 feet.
- The river overlook should partially extend over the river bluff to allow for views both up and down the river.
- The play space should be a natural play area with no formal playground equipment to accentuate the natural environment of the river and encourage the use of the imagination in play.
- The trailhead should incorporate signage with trail maps, park history, and wayfinding to other local amenities as well as features such as a bike repair station.
- There should be two styles of furnishings throughout the park with benches and tables that match the aesthetic of the amphitheater along the promenade and more standard benches and tables seen throughout the park system throughout the rest of the park.

While the educational pavilion has not be directly discussed yet, it is anticipated that the structure will also take the form of being primarily pre-cast with design elements that closely follow those of the amphitheater and the overall design standards developed by the Park Board.

At this time, preliminary cost estimates have not been formally given by WSB, but they should be issued at an upcoming PMT meeting. However, we do believe that the proposed design elements should result in certain areas of the project being significantly under budget to an extent that may allow for the construction of both the amphitheater structure and river steps. These two elements are currently add alternates based upon how bids come in when the project goes out to bid next spring.

Personnel

With the birth of his second child on November 8th, Community Development Director Chanski is on paternity leave until December 6th. He will be completely out of the office until November 22nd and then will work part-time until December 6th.



City of Brainerd
IT/GIS Department Monthly Report
October 2021

Projects

Windows 11 was released 10/5. Installed on a handful of computers – testing software compatibility and getting familiar with the changes. Replacement computers in early 2022 will be rolled out with Windows 11. Newer computers that are not being replaced will be upgraded. Some staff may need training.

Internet provider selected for redundant city connection, working towards installation/configuration.

PEG channel – meet with CLC and vendor to determine which hardware to purchase. Awaiting state contract priced quotes from vendor.

10-digit dialing went into effect 10/24, modified saved 7-digit numbers across various devices as needed – copier/fax, analog phones, call boxes, alarms, etc

Software

VCS POSS (police scheduling) – continued work towards solutions – scheduling and payroll nuances

Working on BenefitsConnect export/import into BS&A (for benefits open enrollment)

Setup/train Transit to use agenda center for TAC meeting agendas

Moved police department from IE11 to Edge – there are many details with security, compatibility, etc for various websites including CWC's LETG and numerous state and BCA sites. Significant testing.

Hardware

Replaced/migrated Police Officer cell phones

New squad car 435 on 10/27, assist with technology hardware including configurations etc

Crow Wing County moved their NetMotion (dual authentication) platform to the cloud, assisted with changes – used by BPD officers in squad cars

Working on aAudio system for Memorial Park warming house

Other

Technical support for numerous meetings – City Council, Park Board, Planning, TAC, HRA, EDA, etc

Training: Lori completed LASO certification (police dept 'local agency security officer')

Statistics

Network Users: Added 1 Police Officer. Removed none

Emails sent: 7,674 (247/day) received 29,396 (948/day)

Cisco Secure Endpoint: 3.74M (+30%) files scanned, 631K (+7%) IPs scanned

YouTube – City of Brainerd channel: 437 (+16%) views, 84 (+47%) hours watched



BRAINERD POLICE DEPARTMENT MONTHLY REPORT



BESTUL'S BOOYAH AWARD

As Officer Middleton was completing reports at the end of a 14-hour shift, a call came in of a suicidal subject with a gun walking in a neighborhood. While Sgt. Reed and other officers were involved in the incident, Middleton radioed Reed as to how he could help. Middleton utilized an unmarked investigator vehicle to monitor and observe the suicidal subject in the parking lot, driving close enough to confirm that the subject did have a handgun. **BOOYAH!**

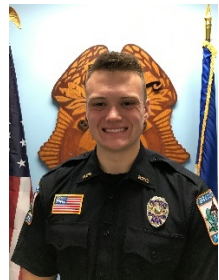
*And.....on Halloween, Officer Middleton again willingly extended his shift to continue handing out candy and treats to youngsters at a trunk or treat event while other officers were dispatched to multiple calls. **BOOYAH!***



STAFFING & ASSIGNMENTS

Sergeant Rosier, with the assistance of Community Service Officer Josh Schueller, conducted initial defensive tactics training for Bryce Johnson, the newest officer on our team.

Officer Johnson started with the department on October 11th and will be working under the guidance of our Field Training Officers for the next several months.



TRAINING & STAFF DEVELOPMENT

Department Training Day

Department training for the month of October included firearms training.

**Basic Financial Crimes Investigations**

Investigator Boggs attended the Basic Financial Crimes Investigations course in St. Paul on October 5-6. The course is designed to aid law enforcement officers with investigating financial crimes. The emphasis of the course is to show students the fundamentals of addressing contemporary financial crime scams. Students learned to build a criminal case involving common financial crimes such as fraudulent checks, cloned credit cards, gas pump skimmers and a variety of on-line fraud. Students also learned how banking institutions can assist in these investigations.

MN Crisis Intervention Coaching Class

Investigator Boggs attended an 8-hour Crisis Intervention (CIT) Coaches Class in Maple Grove on October 19. Participants learned techniques and skills to be able to successfully coach a group of students during the class scenarios. Participants were required to complete the MN CIT 40-hour certification class as a pre-requisite for this class.

Property Room Management Seminar

Miranda Halverson, Records Lead, attended a two-day property room management seminar sponsored by the Minneapolis Police Department on October 20-21. The course provided training for law enforcement personnel responsible for, or actively involved in, the operation, supervision or management of a property and evidence unit.

TAC Workshop

Records Lead Miranda Halverson and Police Administrative Supervisor Julie McCullough each attended a one-day TAC workshop in Bemidji. The workshop is designed for new and existing Terminal Agency Coordinators (TAC) as a summary of the duties and responsibilities a TAC has with regard to BCA MNJIS and FBI NCIC access. Topics included CJDN policies and procedures, managing user accounts and certifications, obtaining and analyzing criminal history information, managing hot file records, and an overview of the audit process and expectations.

Duty to Intervene

On October 17, Sergeant Rosier attended a three-hour on-line seminar dealing with the reality of the duty to intervene.

Drone Training

Officer Elizabeth Gleason attended drone training at the Brainerd Fire Department on October 27th. She is training to become an unmanned aerial vehicle pilot and will be joining the Crow Wing County Drone Team.

OVERALL CALLS FOR SERVICE

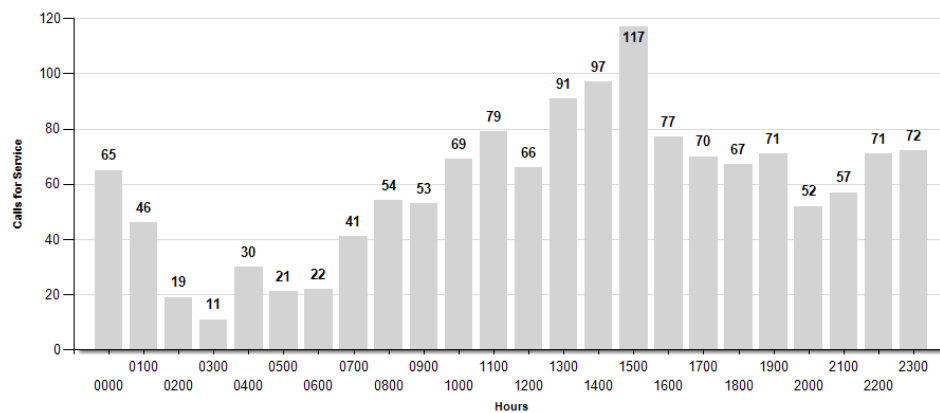
October	2021	2020
Number of Calls for Service	1417	1448



Calls for Service Hourly

10/1/2021 to 10/31/2021

Total Calls: 1459

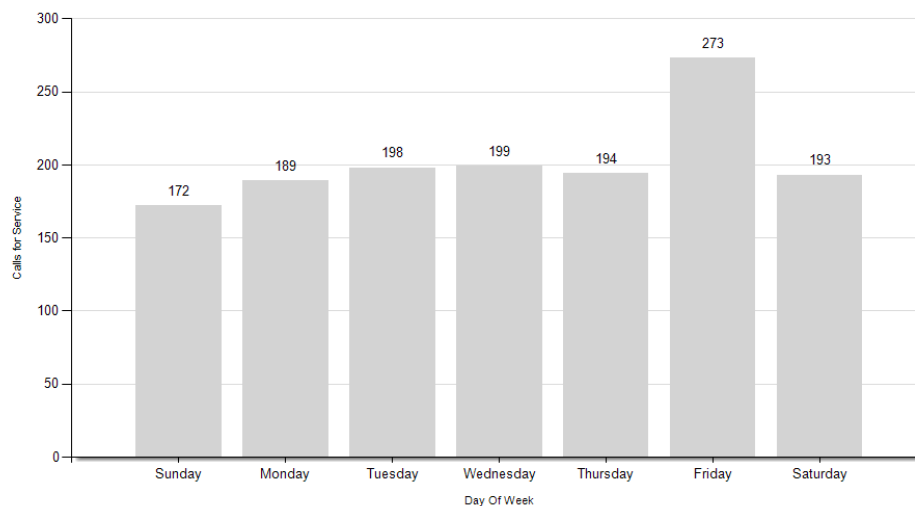


Calls for Service Day Of Week

Start Date: 10/1/2021

End Date: 10/31/2021

Total Calls: 1459



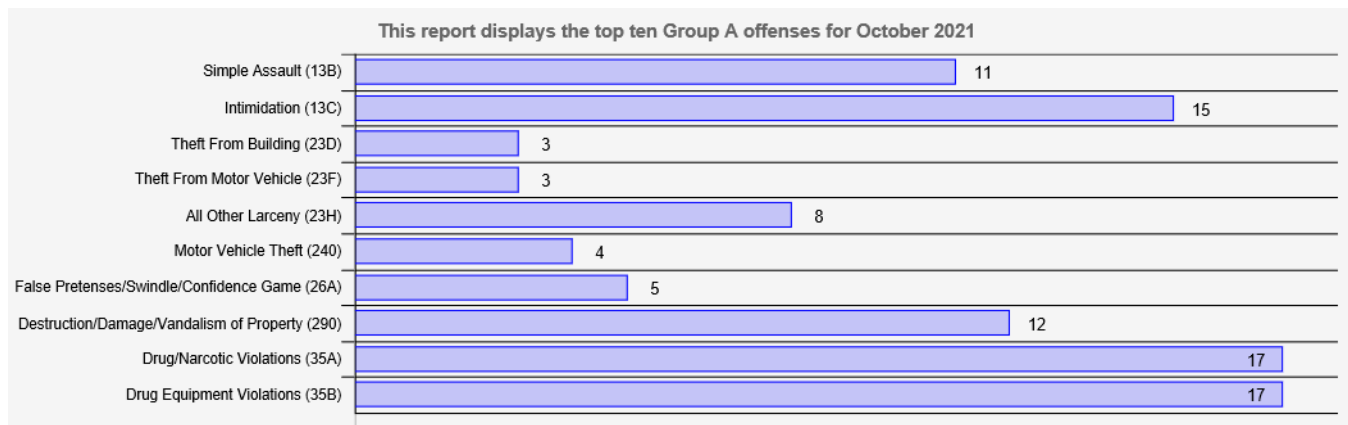
CRIME STATISTICS

October	2021	2020
Group A Offenses Known or Reported to Police	1351	1396
Group A and B Arrests	673	627

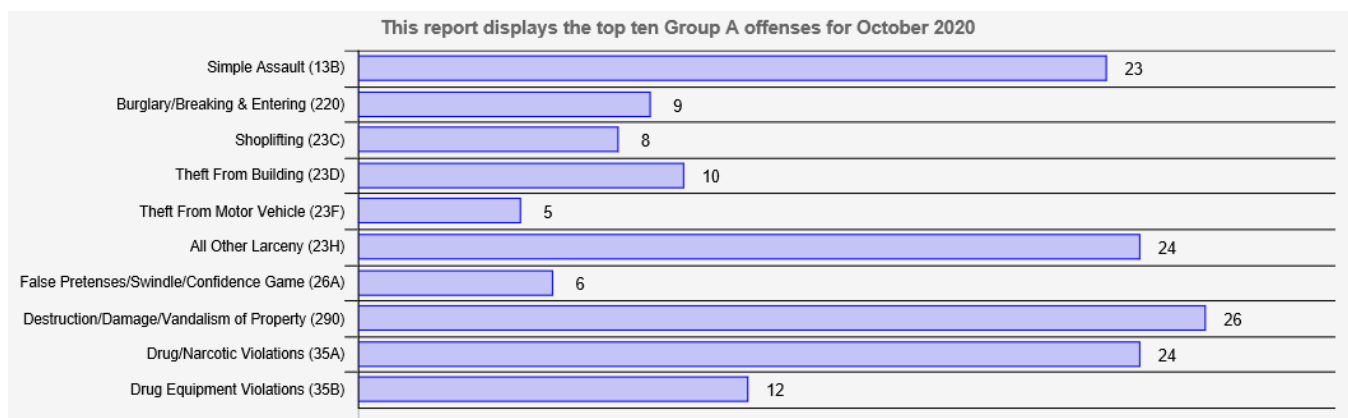
**** Note: 2021 totals do not include case files that have not yet been coded.**

TOP 10 GROUP A OFFENSES

October 2021

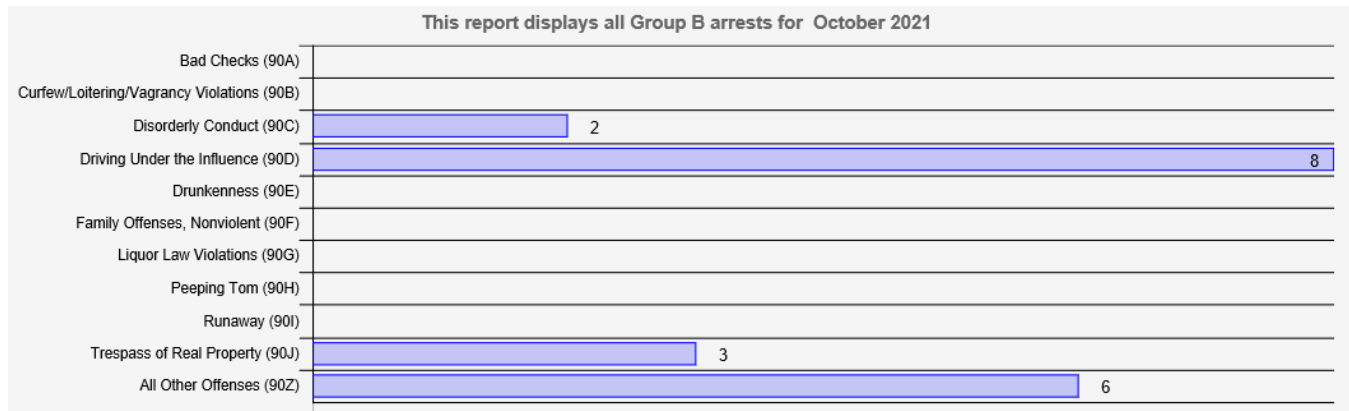


October 2020

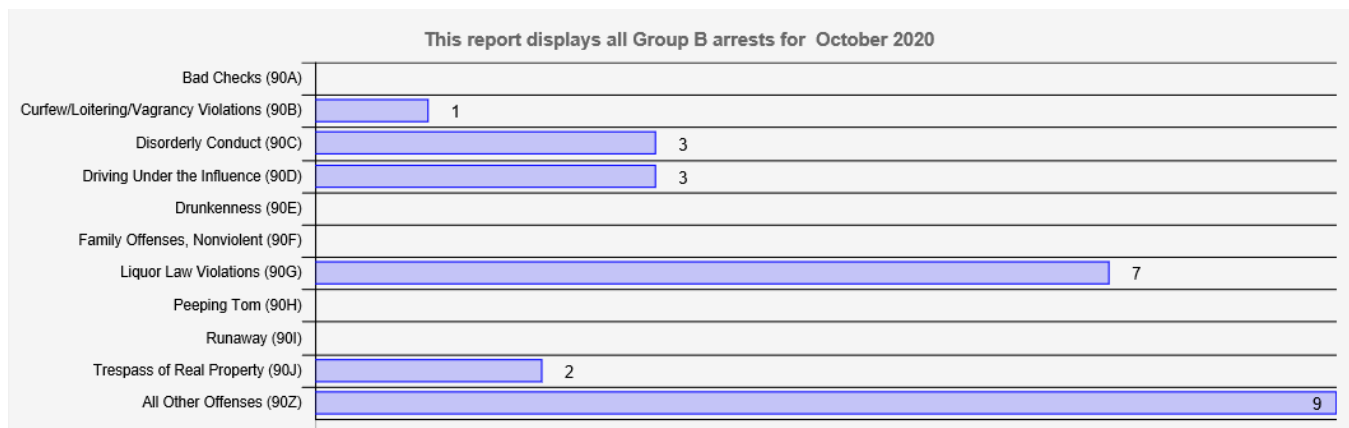


GROUP B ARREST DATA

October 2021



October 2020



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

October	2021	2020
Citations (Inc. Parking Tickets & Written Warnings)	167	227

61 parking tickets issued in the month of October, with the following dispositions.

5	Dismissed
0	Business Validations
33	Paid in Full
2	Partial Payments Received
21	No Payment Received

Revenue Recapture Receipts:

2020 Total:	\$8,304.50
2021 To Date:	\$7,418.62

CONDUCT ON PREMISES ACTIVITY REPORT

There were no Conduct on Premises incidents for the month of October.

BODY WORN CAMERA DATA REPORT

Month	Number of Videos	Hours of Video	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos per Day
October	1688	366	640	388	13.01 Minutes	54



COMMUNITY OUTREACH



On October 7, McGruff the Crime Dog took a stop by the Brainerd Fire Department's Annual Open House to say hi. This event provides a wonderful service for the community by providing a hands-on learning experience for children and adults. It also offers them an opportunity to see fire trucks and emergency vehicles, and to meet firefighters and community emergency services providers.



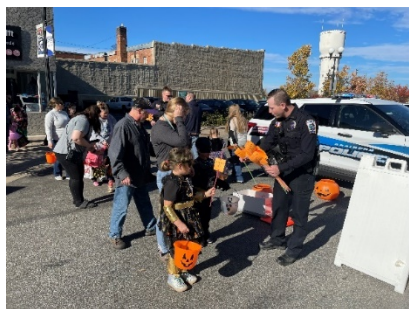
On October 16th, Brainerd officers handed out stickers and tattoos at the Great Pumpkin Fest at Gregory Park. Events included pumpkin rolling races, sack races, three-legged races, wheelbarrow races, and bouncy ball races.

Officer Engst joined in the Hippy Hoppity Bouncy Ball Races and almost won. The crowd had great fun watching an officer participate in this fun community event.

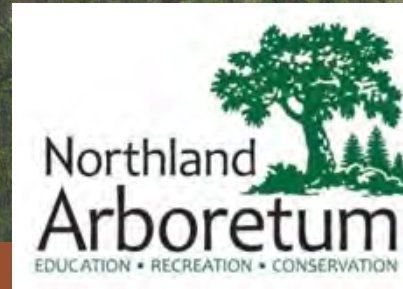


Due to the ongoing COVID concerns, the Brainerd Police Department's Halloween Safety Event looked a bit different this year. Rather than hosting a Trick-or-Treating event at the Police Department, Brainerd officers attended several community events over the Halloween weekend, including the Spooktacular in downtown Brainerd, Paws in the Park at the Buster Dog Park, and several Trunk-or-Treats.

Officers handed out glow necklaces and treat bags with stickers, tattoos, toys, fruit snacks, and other candy. We would like to thank the Brainerd Police Department Patrol Association for funding the treats, and a big shout out to the Brainerd Police Department support staff for planning, ordering supplies, creating tags, and stuffing the treat bags. We couldn't do it without them!



Our new friend Casen stopped by the station to show off his Halloween costume.



NORTHLAND ARBORETUM

2021 Annual Report

City of Brainerd

This is who we are!

MISSION:

Be a valued community asset providing outdoor recreation and educational activities for all while protecting the natural environment.

VISION:

Be a place where the community respects and connects with the natural world.



Our Pillars



EDUCATION

From Gardening 101 classes to Naturally Speaking nature hikes. The Arb offers a variety of workshops and classes that can expand your knowledge of our natural world. We believe that education is the first stepping stone to increasing conservation efforts and preserving our beautiful environment.



RECREATION

The Northland Arboretum offers recreational activities in all four seasons and encourages outdoor physical activity at all ages. Getting youth involved in nature and foster a love of the outdoors at a young age will encourage the next generation to continue conservation efforts and protect our Minnesota landscape.

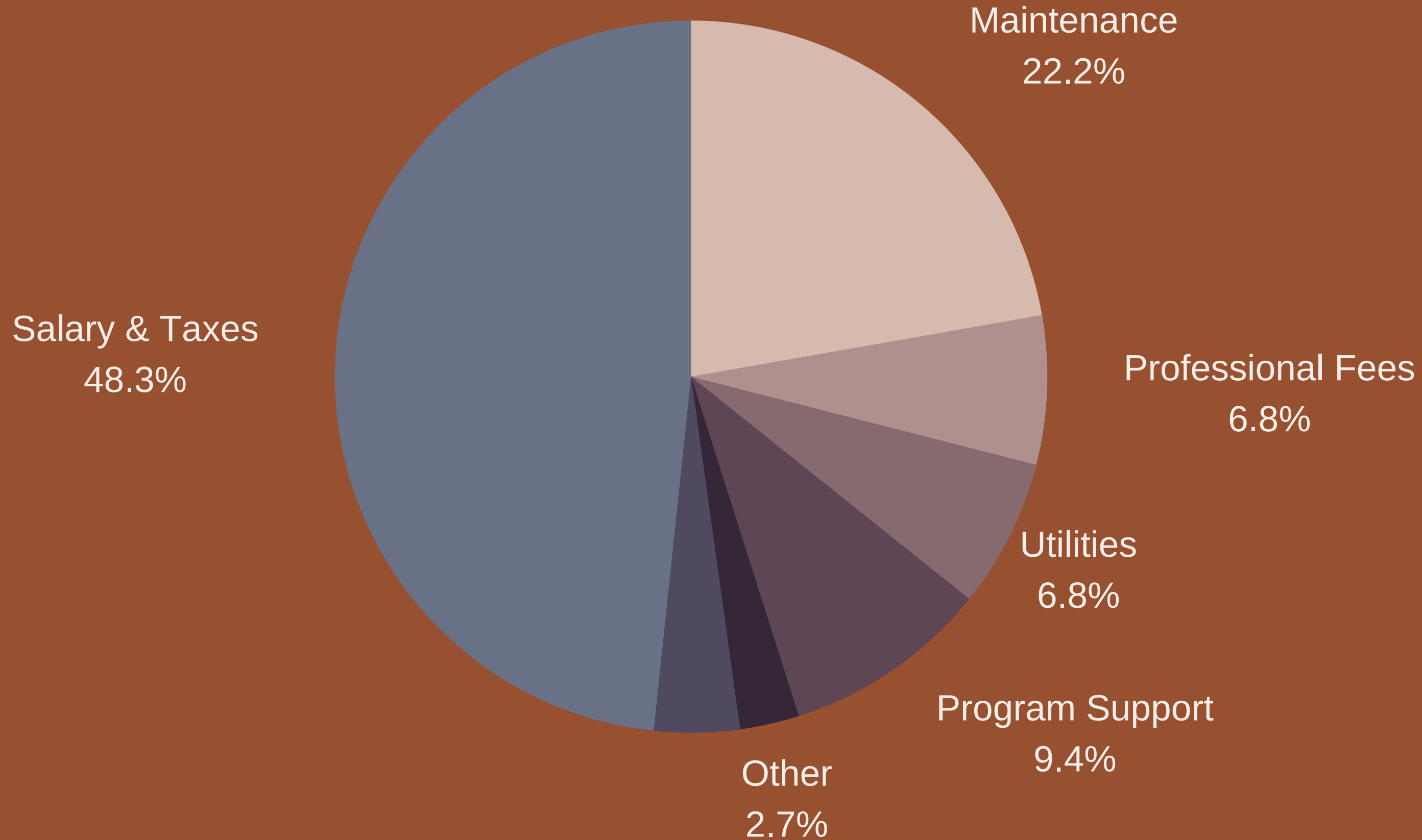


CONSERVATION

In addition to being a wildlife preserve, the Arboretum is home to unique environments including our Jack Pine Savanna - one of only five such savannas in the state. The Arb works closely with partners such as The Nature Conservancy to ensure we are following best practices in our conservation.

The Financial Dashboard

FISCAL YEAR
2020-2021

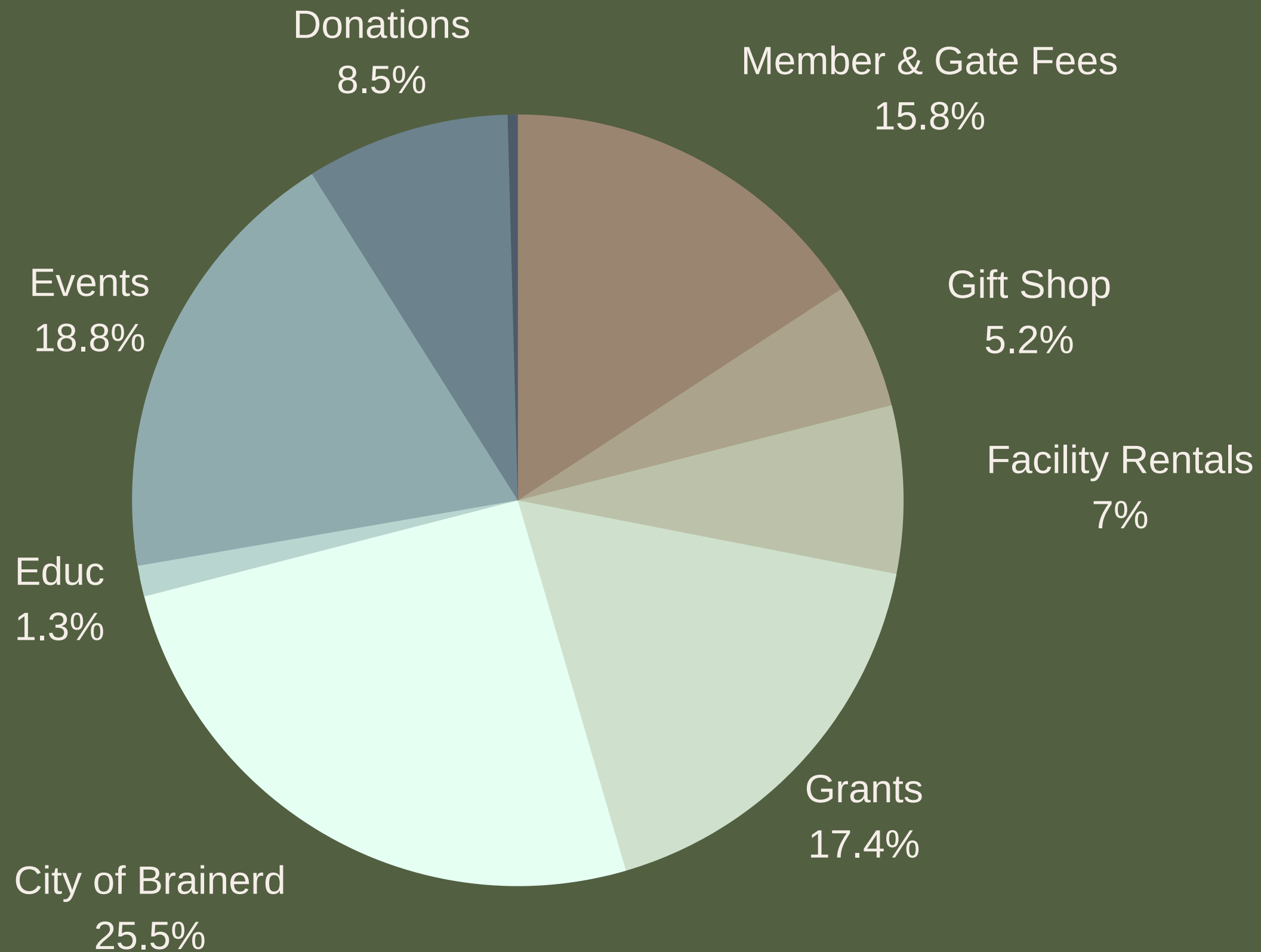


EXPENSES
\$321,349.04

The Financial Dashboard

FISCAL YEAR

2020-2021

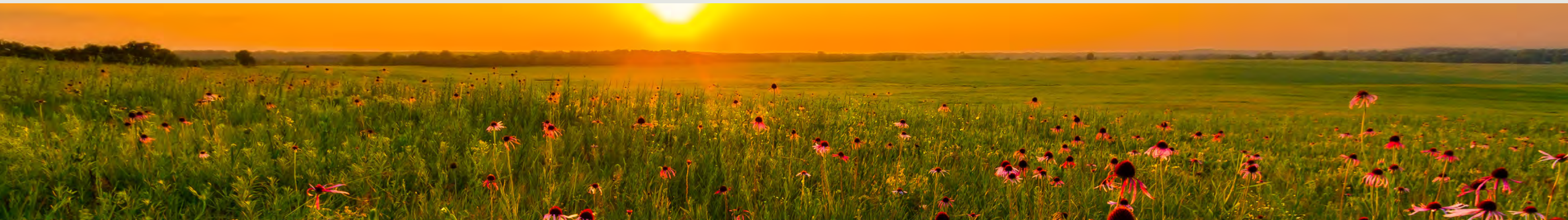


TOTAL REVENUE

\$360,970.15

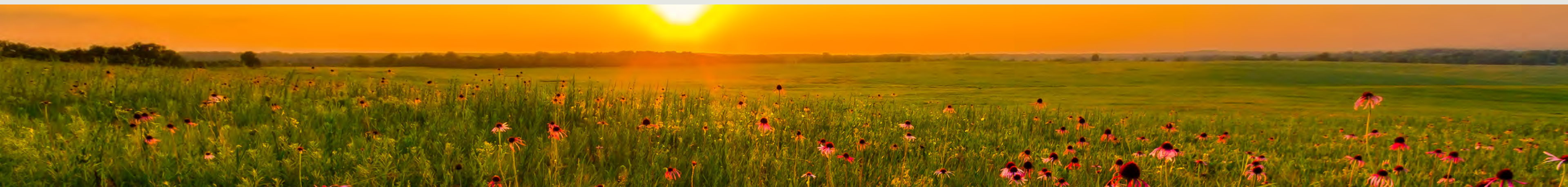
Revenue: Grants

- Brainerd Rotary Club (\$1,500) - Nature Knapsacks/Outdoor Education
- Gould Foundation Grant (\$530) - Snowshoes
- Brainerd Noon Sertoma (\$500) - Nature Knapsacks
- Operation Round Up (\$1,500) - Updated Trail Lighting
- Sourcewell (\$2,500) - Nature Knapsacks (Matching Grant)
- Conservation Legacy Partners (\$18,100) Invasive Species Control



COVID Relief: 2020-2021

- **Payroll Protection Program**
 - Round 1 (2020) \$37,600
 - Round 2 (2021) \$29,795
- **County Funds**
 - Round 1 - \$10,000
 - Round 2 - \$2,266.69
- **Community Foundation**
 - COVID Relief Grant (\$5,000) - Improvements to our gazebo for safe, outdoor educational opportunities



Arbor Day

2021 Highlights



Haunted Trail

2021 Highlights



Charlie Johnson
FocalPOINT



Lisa Droogsma
FocalPOINT



Jason Peterson
FocalPOINT



Jeremy Doyle
FocalPOINT

Education

2021 Highlights



Partnerships

2021 Highlights



Essentia Health



MINNESOTA



MASTER
NATURALIST



Volunteerism

2021 Highlights



Overall:
2,407
hours



2021 Highlights

Grounds Improvements



Community Outreach

2021 Highlights





Looking Ahead



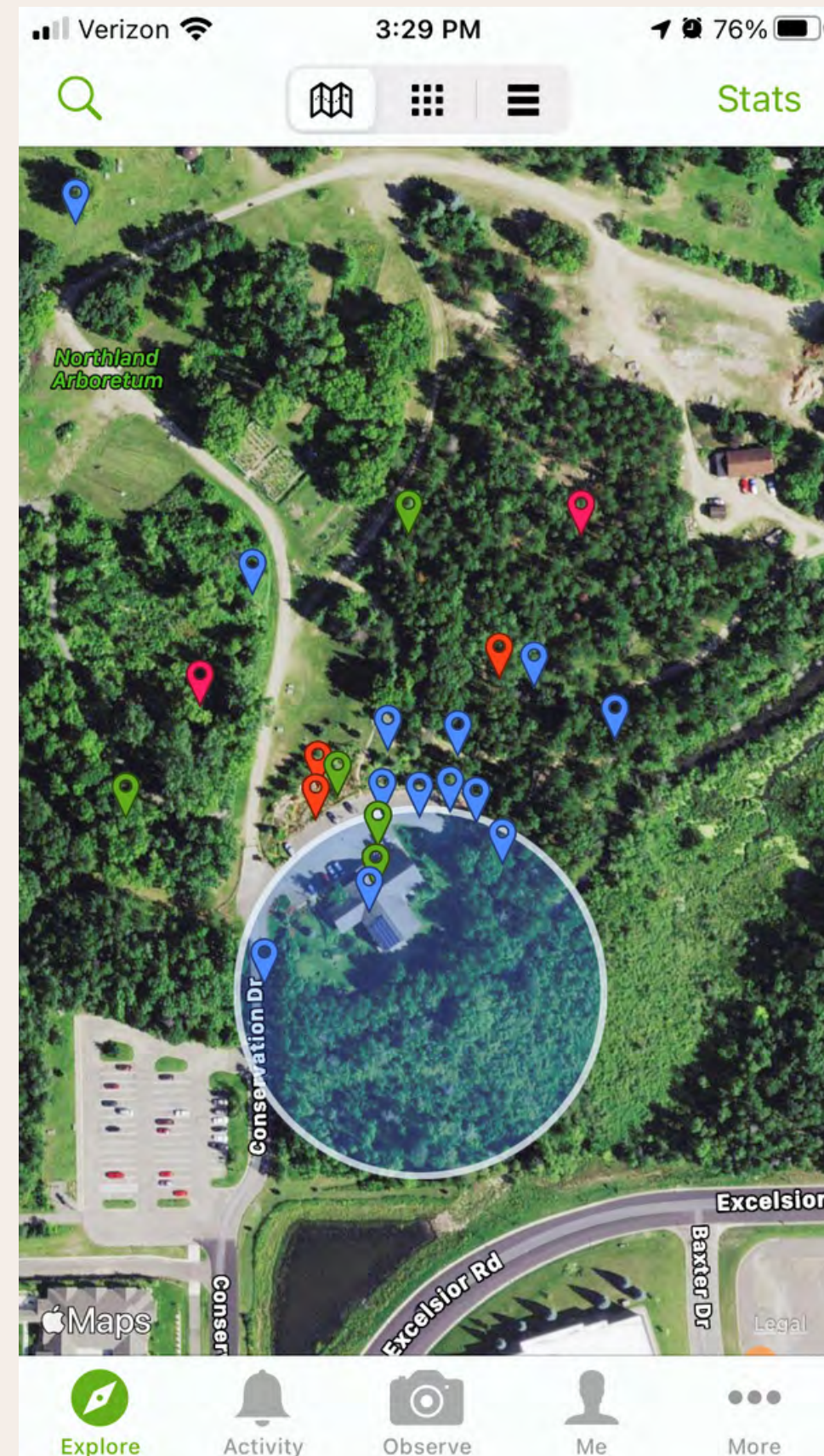
- Increase trail usage in the cold weather months
- Create an event that revolves around physical activity
- Make improvements to fitness trail and marketing strategies
- Becoming designated under the Greater MN Regional Parks and Trails Commission



- Restore and enhance natural habitats for the health of the community and environment
- Control invasive species
- Partner with local and state agencies on ways to improve water quality of Whiskey Creek.



- Improve opportunities for spontaneous outdoor education
- Utilize technology to increase educational capacity
- Create a broader reach for educational topics and opportunities



EDUCATION

Operational Goals

MARKETING

The Arboretum has been a hidden gem for too long. Improvements to website, social media, and other platforms will be a large focus. The Marketing committee will be helping to provide consistent messaging to the community, Arb members, and potential donors.

SUSTAINABILITY

We need to plan for sustainability in every project we move forward on. If we do not have a clear plan that aligns with our mission, we should not move forward on it. The Northland Arboretum wants to be a healthy, thriving organization for future generations. Being financially responsible, creating impactful experiences for guests and members, and being good stewards of our environment will be the main focuses under this category.

BUILD CAPACITY

Capacity comes in many forms. We wish to build the capacity of our volunteer base, our finances, and our Board. By focusing on these key areas, we will be able to impact the capacity of our STAFF, meaning less turnover and a healthier organization overall. We will be doing this by investing in technology that allows us to work "smarter not harder".



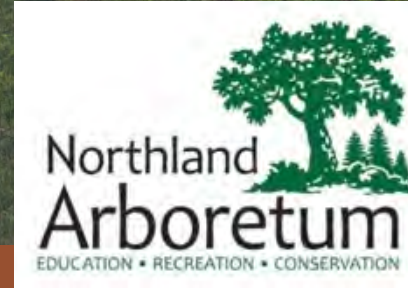
Study nature, love nature,
stay close to nature. It will
never fail you

- FRANK LLOYD WRIGHT



Key Takeaways:

- The Arb is a community staple for recreation and promotes physical, emotional, and mental health.
- We exist as the "central park" of the Brainerd Lakes Area and are considered a home base for many organizations that do not have one.
- Collaboration is at the heart of everything we do, meaning your funds are spent in the most efficient and impactful way possible.
- We assist and continue to improve the overall health of our members, our citizens and our community, including economic health.



NORTHLAND ARBORETUM

Thank you!

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

November 15th, 2021

7:00 PM

WebEx Teleconference Call-In Information

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

Access Code: 2490 337 3694

1. Approve Change Order 2- Improvements 20-05 20-06- Madison Street and SE Brainerd Construction Project
2. Approve Event Application- Hometown Holidays
3. Approve Final PayEstimate- Brainerd Amateur Hockey Foundation Parking Lot Construction
4. Approve Final Pay Estimate- Improvement 19-19- NW 3rd Street and Jackson Street Reconstruction Project
5. Approve Final Pay Estimate- Improvements 21-02 and 21-06- 2021 Crack Sealing Project



Brainerd City Council Agenda Request

Requested Meeting Date: November 15, 2021

Title of Item: Approve Change Order 2-Imps 20-05 and 20-06-Madison Street and SE Brd

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Public Works Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Public Works Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is change order 2 for Improvements 20-05 and 20-06 - Madison Street and SE Brainerd Resurfacing Project.	
Alternatives, Options, Effects on Others/Comments: This change order consists of multiple items that occurred during the construction season. The first item is related to an unknown water line that the contractor hit during excavation. Because the water line was not mapped or known about, the contractor should be paid for repairing the line after it was hit during excavation. The next item was for lowering of a 2" waterline to avoid a storm sewer crossing on Madison Street. The next item was related to the storm sewer on Madison Street, and consisted of removing and salvaging two pipe culvert ends after an extension of the existing storm sewer was performed. A large majority of the change order work pertains to exploratory digging that needed to occur on the project so that the contractor could isolate the water system before excavation and replacement. Old as-built plans were not clear on how a specific intersection was configured, so the engineer directed the contractor to do exploratory digging in this area to determine how to isolate the water system before replacement. The last small item was a specialty casting that was placed on a forcemain manhole, along with filling a forcemain manhole. All the item costs are shown on the attached change order along with respective cost breakdowns. In total, the change order amount is \$11,521.28, of which \$10,828.28 is BPU cost and \$693.00 is storm sewer fund (238) cost.	
Recommended Action/Motion: Staff recommends approval of the attached change order to DeChantal Excavating the the amount of \$11,521.28.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>11,521.28</u> <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i> Change Orders aren't budgeted, but are part of construction and unforeseen expenses that arise during construction projects.	

SP/SAP(s)		MN Project No.:		Change Order No.	2
Project Location	Madison Street from SE 10th Avenue to SE 13th Avenue, Various locations in SE				
Local Agency	City of Brainerd		Local Project No.	20-05, 20-06	
Contractor	DeChantal Excavating LLC		Contract No.	2021-02	
Address/City/State/Zip	P O Box 315 / Brainerd / MN / 56401				
Total Change Order Amount \$		\$11,521.28			

This change order is for exploratory digging at 15th St SE and Quince Street and at 16th St SE and Pine Street. Also included in this change order is work for 2" Flush line on watermain which was lowered to install storm sewer on Madison Street. Also included is time and materials for a water line which was not located and hit during construction on Madison Street. A larger casting was needed on a forcemain manhole on 15th St SE and Oak Street, and a forcemain manhole was also filled in on 16th St SE and Oak Street. There were also 2 15" aprons that were salvaged and reinstalled on Madison Street. See attached invoices.

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)						
**Group/funding Category	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
Madison Street BPU	-	Unknown Water Line Hit	L S	\$4,094.24	1	\$4,094.24
Madison Street BPU	-	Water Main Lowering Flush Line	L S	\$2,649.20	1	\$2,649.20
Madison Street Storm	-	Salvage and Reinstall 15" RCP Apron	L S	\$693.00	1	\$693.00
SE 15th Ave BPU	-	Exploratory Digs at 16th Street SE and Pine Street and at 15th Street SE and Quince Street	L S	\$3,396.25	0.5	\$1,698.13
SE 15th Ave BPU	-	Specialty Casting at 15th Street SE and Oak Street	L S	\$162.24	1	\$162.24
SE 16th St BPU	-	Exploratory Digs at 16th Street SE and Pine Street and at 15th Street SE and Quince Street	L S	\$3,396.25	0.5	\$1,698.13
SE 16th St BPU	-	Fill in Forcemain Gate Valve Manhole at 16th Street SE and Oak Street	L S	\$526.35	1	\$526.35
Net Change this Change Order						\$11,521.28

****Group/funding category is required for federal aid projects**

Due to this change, the contract time: (check one)	
(X) Is NOT changed	() May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change:	Number of Calendar Days Affected by this Contract Change:



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)		MN Project No.:		Change Order No.	2
-----------	--	-----------------	--	------------------	---

Approved by Project Engineer: *Paul* *Sandy* Date: *11/08/2021*

Print Name: *Paul* *Sandy* Phone:

Approved by Contractor: [2#first_name#6] [2#last_name#9] Date: [2#obtained#11]

Print Name: [2#first_name#7] [2#last_name#8] Phone: [2#phone#10]



Brainerd City Council Agenda Request

Requested Meeting Date: November 15, 2021

Title of Item: Approve Event Application - Hometown Holidays

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Public Works Director Paul Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Public Works Director Paul Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is an event application the the Hometown Holidays event to be held from 11/27/2021 - 12/3/2021 on the bumpouts on sidewalks at the intersection of Laurel Street and S 7th Street.	
Alternatives, Options, Effects on Others/Comments: The event consists of having fire pits on all four corners of Laurel and S 7th that are monitored and maintained by volunteers. They will have live reindeer for small business Saturday (11/27). They are in a cage with professional handlers. The City Hall Christmas tree will be lit at 5pm on 12/3 instead of small business Saturday. The applicant is not requesting any other assistance as far as power/closures/restrooms/etc. for the event.	
Recommended Action/Motion: Staff recommends approval of the event under the following conditions: 1. The applicant submit required insurance certificate prior to the event taking place. 2. Fire extinguishers be made available at each fire pit, the fires be in proper fire ring/pit enclosures, and that the fires be extinguished fully after each day they are lit.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



SPECIAL EVENT APPLICATION

Date of Application: 10/25/11

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

Type of event:

☐
☐

Event – City Parking Lot
Event with Street Closure

☐
☒

Event – City Park
Other

live animals & fire pits

Name of event:

Hometown Holidays

Organizer Information

Organizer's Name:

Destination Downtown Brainerd Coalition

Organizer's Address:

Po Box 1216, Brainerd, Mn 56401

Event Contact Person:

Rylie Weber

Event Contact Daytime Phone:

218-831-4870

Event Contact E-mail Address:

rylie@downtownbrainerd.org

Contact Name/Number Day of Event:

Same

For Profit/Nonprofit Status (type):

Non profit (501(c)(3))

Applicant information (if different from the event organizer):

Applicant Name:

Applicant Address:

Applicant Phone:

Applicant E-mail Address:

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
11/27/21	10 am	5pm	Bumpouts on sidewalks
12/3/21	5pm	7pm	of Laurel + 7 th St. intersection

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

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

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

Description of Activities

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

We ~~would~~ would like to put wood burning firepits on all four corners of Laurel + 7th St. bumpouts. These would be monitored and maintained by volunteers. Additionally, we would like to have live reindeer for small business Saturday - they are in a cage with professional handlers.

* We would also like to light the city Hall Christmas tree @ 5pm on ~~December~~ 12/3 instead of small business Saturday.

Site Information

Electrical usage

☐

Yes

☒

No

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

Amplified Sound

☐

Yes

☒

No

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

Restrooms provided

☐

Yes

☒

No

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

Company contracted for restrooms: _____

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

Signs, banners, and/or posters/flyers

☐

Yes

☒

No

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

Trash Receptacle Disposal

☐

Yes

☒

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

N/A

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

Date and time for reopening of streets: N/A

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

N/A

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

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

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

Hold Harmless Agreement and Insurance Information

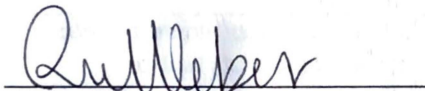
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

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

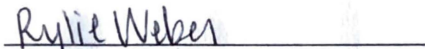
- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance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

Signature of Event Applicant

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



Signature of Applicant



Print Name

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	10/27	No comments
City Administration	10/27	Please submit insurance per permit reqs.
Engineering Department	10/27	No comments
Fire Department	10/27	See below.
Fire Support/EMS	10/27	No comments
Parks Department	10/27	Parks staff will be available to light the tree
Planning Department	10/27	No comments
Police Department	10/27	No comments

Event Application Approval

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

City Administrator

Date

Approval Conditions

Please submit required insurance certificate per the permit before the event takes place.

Please have extinguishers next to each pit. Fire pits must be inside of a pit/ring.

Fully extinguish fires at the end of the event.

Certification of Street Closure Approval

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



Brainerd City Council Agenda Request

Requested Meeting Date: November 15, 2021

Title of Item: Approve Final Pay Estimate - BAHF Parking Lot Construction

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Public Works Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Public Works Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is the final pay estimate for the construction of the Brainerd Amateur Hockey Foundation (BAHF) Parking Lot, which was a part of the agreement made with BAHF for the right of way acquisition as it pertains to Improvement 19-01 - NW 4th Street Reconstruction Project.	
Alternatives, Options, Effects on Others/Comments: As part of the NW 4th Street Project, the City needed to acquire right of way to complete the construction of the roundabout at NW 4th Street and Jackson Street. This required the City to purchase approximately 24 spaces from the BAHF Parking lot and construct them in a different area of their private property. This was negotiated through an agreement with BAHF. The Contractor has fulfilled the planned improvements, and is requesting final payment. The original contract cost for these improvements with Anderson Brothers Construction of Brainerd, LLC was \$122,863.84. The final contract cost based on measured quantities is \$121,615.54, which represents an approximate 1.0% under original contract amount.	
Recommended Action/Motion: Staff recommends approval of the attached final pay application and payment to Anderson Brothers Construction of Brainerd, LLC in the total contract amount of \$121,615.54 (\$7,424.56 this estimate).	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>7,424.56</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> This was part of the right of way and construction cost for Improvement 19-01. Right of way cost is not an eligible expense for construction using LRIP or State Aid, so this is considered a local cost for the project, to come from Construction Fund 401.	



Real People. Real Solutions.

RECEIVED

NOV 01 2021

**CITY OF BRAINERD
ENGINEERING**

7656 Design Road
Suite 200
Baxter, MN 56425-8676

Ph: (218) 825-0684
Fax: (218) 825-0685
Bolton-Menk.com

October 29, 2021

Paul Sandy, PE, City Engineer
501 Laurel Street
Brainerd, MN 56401

RE: BAHF Parking Lot Improvements

Dear Paul:

Enclosed are four (4) copies of Contractor's Pay Request No. 2 (Final) for work completed through October 22, 2021, for the above referenced project and provided IC 134 Forms for the Contractor and their subcontractors. This project is complete and ready for final payment. The value of the work completed as of this date was \$121,615.54. The City of Brainerd previously paid \$114,190.98. Therefore, the net amount to pay is \$7,424.56.

We recommend approval of the Contractor's Pay Request No. 2 (Final) in the amount of \$7,424.56.

If you have any questions, please contact me at 218-821-7265.

Sincerely,

Bolton & Menk, Inc.

Phillip M. Martin, PE
Principal Engineer

Enclosures –*Contractor's Pay Request No. 2 (Final) (4 copies), IC 134 Forms (6 pages)*

CONTRACTOR'S PAY REQUEST**BAHF PARKING LOT****CITY OF BRAINERD, MN****DISTRIBUTION:**

CONTRACTOR (1)

OWNER (1)

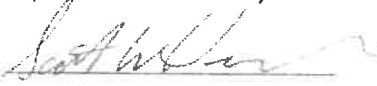
ENGINEER (1)

BONDING CO. (1)

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$122,863.84
TOTAL, COMPLETED WORK TO DATE	\$121,615.54
TOTAL, STORED MATERIALS TO DATE	\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	\$121,615.54
RETAINED PERCENTAGE (0%)	\$0.00
TOTAL AMOUNT OF OTHER PAYM 0	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$121,615.54
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$114,190.98
PAY CONTRACTOR AS ESTIMATE NO. 2	\$7,424.56

Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that the provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

SUBMITTED: Anderson Brothers Construction Company BY: 
11325 State Highway 210
BRAINERD, MN 56401

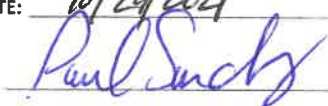
DATE: 10-29-21

RECOMMENDED: BOLTON & MENK, INC.
7656 DESIGN ROAD, SUITE 200
BAXTER, MN 56425

BY: 
Phillip Martin, P.E.

DATE: 10/29/2021

APPROVED: CITY OF BRAINERD
510 LAUREL STREET
BRAINERD, MN 56401

BY: 
Paul Sandy, P.E. - City Engineer

DATE: 11/1/2021

Partial Pay Estimate No.:

2

BAHF Parking Lot Addition

CITY OF BRAINERD, MN

WORK COMPLETED THROUGH OCTOBER 22, 2021

ITEM NO.	ITEM	UNIT PRICE	CONTRACT QUANTITY		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1	MOBILIZATION	\$4,330.00	1 LUMP SUM	\$4,330.00	1 LUMP SUM	\$4,330.00	1 LUMP SUM	\$4,330.00
2	CLEARING	\$4,525.00	0.3 ACRE	\$1,357.50	0.3 ACRE	\$1,357.50	0.3 ACRE	\$1,357.50
3	GRUBBING	\$4,525.00	0.3 ACRE	\$1,357.50	0.3 ACRE	\$1,357.50	0.3 ACRE	\$1,357.50
4	REMOVE CURB	\$6.55	260 LIN FT	\$1,703.00	260 LIN FT	\$1,703.00	260 LIN FT	\$1,703.00
5	SALVAGE AND REINSTALL APRON	\$259.50	1 EACH	\$259.50	1 EACH	\$259.50	1 EACH	\$259.50
6	BITUMINOUS PAVEMENT (3")	\$69.50	254 TON	\$17,653.00	252 TON	\$17,514.00	252 TON	\$17,514.00
7	AGGREGATE BASE (5")	\$40.00	208 CU YD	\$8,320.00	208 CU YD	\$8,320.00	208 CU YD	\$8,320.00
8	D412 CONCRETE CURB	\$27.15	270 LIN FT	\$7,330.50	280 LIN FT	\$7,602.00	280 LIN FT	\$7,602.00
9	PLACE COMMON FILL	\$11.00	2300 CU YD	\$25,300.00	2300 CU YD	\$25,300.00	2300 CU YD	\$25,300.00
10	4" SOLID LINE	\$0.80	1166 LIN FT	\$932.80	920 LIN FT	\$736.00	920 LIN FT	\$736.00
11	STORM SEWER CATCH BASIN	\$497.35	8.2 LIN FT	\$4,078.27	8.2 LIN FT	\$4,078.27	8.2 LIN FT	\$4,078.27
12	STORM SEWER MANHOLE	\$1,411.50	6.23 LIN FT	\$8,793.65	6.23 LIN FT	\$8,793.65	6.23 LIN FT	\$8,793.65
13	SCICLONE SEPERATION STRUCTURE	\$13,241.55	1 EACH	\$13,241.55	1 EACH	\$13,241.55	1 EACH	\$13,241.55
14	STORM SEWER CASTING	\$1,043.75	5 EACH	\$5,218.75	5 EACH	\$5,218.75	5 EACH	\$5,218.75
15	12" RCP STORM SEWER	\$59.35	5 LIN FT	\$296.75	5 LIN FT	\$296.75	5 LIN FT	\$296.75
16	15" RCP STORM SEWER	\$66.80	43 LIN FT	\$2,872.40	43 LIN FT	\$2,872.40	43 LIN FT	\$2,872.40
17	18" RCP STORM SEWER	\$83.95	46 LIN FT	\$3,861.70	46 LIN FT	\$3,861.70	46 LIN FT	\$3,861.70
18	CONNECT TO EXISTING STORM SEWER	\$778.30	1 EACH	\$778.30	1 EACH	\$778.30	1 EACH	\$778.30
19	RELOCATE LIGHT POLE	\$2,090.00	3 EACH	\$6,270.00	3 EACH	\$6,270.00	3 EACH	\$6,270.00
20	TURF ESTABLISHMENT	\$4.45	600 SQ YD	\$2,670.00	600 SQ YD	\$2,670.00	600 SQ YD	\$2,670.00
21	REMOVE LIGHT BASES	\$500.00	3 EACH	\$1,500.00	3 EACH	\$1,500.00	3 EACH	\$1,500.00
22	BITUMINOUS PATCHING FOR POWER POLE	\$74.00	20 TON	\$1,480.00	4 TON	\$296.00	4 TON	\$296.00
23	18" PIPE APRON	\$1,844.17	1 EACH	\$1,844.17	1 EACH	\$1,844.17	1 EACH	\$1,844.17
24	SILT FENCE	\$4.10	345 LIN FT	\$1,414.50	0 LIN FT	\$0.00	345 LIN FT	\$1,414.50
TOTAL AMOUNT:				\$122,863.84		\$120,201.04		\$121,615.54



Brainerd City Council Agenda Request

Requested Meeting Date: November 15, 2021

Title of Item: Approve Final Pay Estimate-Imp 19-19-NW 3rd Street and Jackson Street

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Public Works Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Public Works Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is the final pay estimate for Improvement 19-19 - Jackson Street and NW 3rd Street Reconstruction Project. This was the construction of Jackson Street from NW 4th Street to NW 3rd Street and NW 3rd Street from Jackson Street to James Street, including curb and gutter, storm sewer, grading, and asphalt surfacing.	
Alternatives, Options, Effects on Others/Comments: The original construction contract cost for this project was \$143,635.24. The final contract amount, based upon measured quantities of items for the construction, is \$148,844.16, which is approximately 3.6% over the original construction contract amount. There were a few quantities of items that were over the planned quantity on the project, and consist mostly of a small overage in asphalt (\$3,894), one additional manhole casting (\$1,207.50), and some additional topsoil. These types of overages on quantities are commonplace in the construction industry, and a cost overrun within 5% of original contract cost is within an acceptable tolerance on most construction projects.	
Recommended Action/Motion: Staff recommends approval of the attached final pay application for Improvement 19-19 - NW 3rd and Jackson Street Reconstruction project to Anderson Brothers Construction of Brainerd, LLC in the total final amount of \$148,844.16 (\$8,237.93 this estimate).	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>\$8,237.93</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> This project was a part of the City of Brainerd 5-year Street and Sewer Capital Improvement Plan and budgeted out of Construction Fund, Storm Sewer Fund 238, and Sanitary Sewer Fund 237 based on representative quantities of work.	



Real People. Real Solutions.

7656 Design Road
Suite 200
Baxter, MN 56425-8676

Ph: (218) 825-0684
Fax: (218) 825-0685
Bolton-Menk.com

RECEIVED

NOV 01 2021

**CITY OF BRAINERD
ENGINEERING**

October 29, 2021

Paul Sandy, PE, City Engineer
501 Laurel Street
Brainerd, MN 56401

RE: Jackson Street & NW 3rd Street Improvements
City Improvement No. 19-19

Dear Paul:

Enclosed are four (4) copies of Contractor's Pay Request No. 3 (Final) for work completed through October 22, 2021, for the above referenced project and have provided completed IC 134 forms for the Contractor and their subcontractors. The value of the work completed as of this date was \$148,844.16. The City of Brainerd has made payments totaling \$140,606.23 previously. Therefore, the net amount to pay is \$8,237.93.

We recommend approval of the Contractor's Pay Request No. 3 (Final) in the amount of \$8,237.93.

If you have any questions, please contact me at 218-821-7265.

Sincerely,

Bolton & Menk, Inc.

Phillip M. Martin, PE
Principal Engineer

Enclosures -*Contractor's Pay Request No. 3 (Final) (4 copies), IC 134 Forms (6 pages)*

CONTRACTOR'S PAY REQUEST**JACKSON STREET & NW 3RD STREET IMPROVEMENTS****CITY OF BRAINERD, MN****BMI PROJECT NO. B11.120239****DISTRIBUTION:**

CONTRACTOR (1)

OWNER (1)

ENGINEER (1)

BONDING CO. (1)

WORK COMPLETED THROUGH OCTOBER 22, 2021

\$143,635.24

TOTAL, COMPLETED WORK TO DATE

\$148,844.16

TOTAL, STORED MATERIALS TO DATE

\$0.00

DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED

\$0.00

TOTAL, COMPLETED WORK & STORED MATERIALS

\$148,844.16

RETAINED PERCENTAGE (0%)

\$0.00

TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)

\$0.00

NET AMOUNT DUE TO CONTRACTOR TO DATE

\$148,844.16

TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES

\$140,606.23

PAY CONTRACTOR AS ESTIMATE NO.

3

\$8,237.93

Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that the provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

SUBMITTED: Anderson Brothers Construction Company BY: 
11325 State Highway 210
BRAINERD, MN 56401

DATE: 10-29-21

RECOMMENDED: BOLTON & MENK, INC.
7656 DESIGN ROAD, SUITE 200
BAXTER, MN 56425

BY: 

Phillip Martin, P.E.

DATE: 10/29/2021

APPROVED: CITY OF BRAINERD
510 LAUREL STREET
BRAINERD, MN 56401

BY: 

Paul Sandy, P.E. - City Engineer

DATE: 11/1/2021

CONTRACTOR'S PAY REQUEST

JACKSON STREET & NW 3RD STREET IMPROVEMENTS

CITY OF BRAINERD, MN

BMI PROJECT NO. B11.120239

WORK COMPLETED THROUGH OCTOBER 22, 2021

ITEM NO.	SPEC. NO.	ITEM	UNIT PRICE	CONTRACT QUANTITY		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1	2021.501	MOBILIZATION	\$6,145.00	1 LUMP SUM	\$6,145.00	0.9 LUMP SUM	\$5,530.50	1 LUMP SUM	\$6,145.00
2	2101.524	CLEARING	\$8,810.00	0.1 ACRE	\$881.00	0.05 ACRE	\$440.50	0.05 ACRE	\$440.50
3	2101.524	GRUBBING	\$8,810.00	0.1 ACRE	\$881.00	0.05 ACRE	\$440.50	0.05 ACRE	\$440.50
4	2104.502	REMOVE STORM MANHOLE OR CATCH BASIN	\$523.25	2 EACH	\$1,046.50	2 ACRE	\$1,046.50	2 EACH	\$1,046.50
5	2104.503	REMOVE CURB & GUTTER	\$16.50	2 LIN FT	\$33.00	8 LIN FT	\$132.00	8 LIN FT	\$132.00
6	2104.503	REMOVE SEWER PIPE (STORM)	\$9.45	86 LIN FT	\$812.70	86 LIN FT	\$812.70	86 LIN FT	\$812.70
7	2104.504	REMOVE BITUMINOUS PAVEMENT	\$10.10	45 SQ YD	\$454.50	45 SQ YD	\$454.50	45 SQ YD	\$454.50
8	2105.507	COMMON EXCAVATION	\$11.00	800 CU YD	\$8,800.00	800 CU YD	\$8,800.00	800 CU YD	\$8,800.00
9	2211.507	AGGREGATE BASE, CLASS 5	\$30.00	400 CU YD	\$12,000.00	400 CU YD	\$12,000.00	400 CU YD	\$12,000.00
10	2231.604	BITUMINOUS PATCH	\$30.00	10 SQ YD	\$300.00	0 SQ YD	\$0.00	10 SQ YD	\$300.00
11	2360.509	TYPE SP 9.5 WEAR COURSE MIX (2,C)	\$66.00	364 TON	\$24,024.00	423 TON	\$27,918.00	423 TON	\$27,918.00
12	2503.503	12" RC PIPE SEWER	\$38.70	346 LIN FT	\$13,390.20	346 LIN FT	\$13,390.20	346 LIN FT	\$13,390.20
13	2503.503	18" RC PIPE SEWER	\$52.85	75 LIN FT	\$3,963.75	75 LIN FT	\$3,963.75	75 LIN FT	\$3,963.75
14	2503.602	CONNECT TO EXISTING STORM SEWER	\$1,627.50	1 EACH	\$1,627.50	1 EACH	\$1,627.50	1 EACH	\$1,627.50
15	2504.602	ADJUST VALVE BOX	\$336.00	1 EACH	\$336.00	1 EACH	\$336.00	1 EACH	\$336.00
16	2506.502	CASTING ASSEMBLY	\$1,207.50	6 EACH	\$7,245.00	7 EACH	\$8,452.50	7 EACH	\$8,452.50
17	2506.502	ADJUST FRAME & RING CASTING	\$150.00	4 EACH	\$600.00	2 EACH	\$300.00	3 EACH	\$450.00
18	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	\$468.30	20.29 LIN FT	\$9,501.81	20.29 LIN FT	\$9,501.81	20.29 LIN FT	\$9,501.81
19	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4022	\$488.25	6.55 LIN FT	\$3,198.04	6.55 LIN FT	\$3,198.04	6.55 LIN FT	\$3,198.04
20	2531.503	CONCRETE CURB AND GUTTER DESIGN B618	\$16.28	1790 LIN FT	\$29,141.20	1790 LIN FT	\$29,141.20	1790 LIN FT	\$29,141.20
21	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	\$71.40	90 SQ YD	\$6,426.00	92 SQ YD	\$6,568.80	92 SQ YD	\$6,568.80
22	2563.601	TRAFFIC CONTROL	\$945.00	1 LS	\$945.00	1 LS	\$945.00	1 LS	\$945.00
23	2564.618	SIGN TYPE C	\$33.60	16 SQ FT	\$537.60	SQ FT	\$0.00	16 SQ FT	\$537.60
24	2573.502	STORM DRAIN INLET PROTECTION	\$141.75	8 EACH	\$1,134.00	7 EACH	\$992.25	7 EACH	\$992.25
25	2573.501	STABILIZE CONSTRUCTION EXIT	\$2,310.00	1 LUMP SUM	\$2,310.00	1 LUMP SUM	\$2,310.00	1 LUMP SUM	\$2,310.00
26	2574.507	COMMON TOPSOIL BORROW	\$30.00	130 CU YD	\$3,900.00	158 CU YD	\$4,740.00	158 CU YD	\$4,740.00
27	2575.504	EROSION CONTROL BLANKET, CATEGORY 3	\$1.60	605 SQ YD	\$968.00	255 SQ YD	\$408.00	255 SQ YD	\$408.00
28	2575.605	TURF ESTABLISHMENT	\$8,426.25	0.36 ACRE	\$3,033.45	0.45 ACRE	\$3,791.81	0.45 ACRE	\$3,791.81
TOTAL AMOUNT:					\$143,635.24		\$147,242.06		\$148,844.16



Brainerd City Council Agenda Request

Requested Meeting Date: November 15, 2021

Title of Item: Approve Final Pay Estimate-Imps 21-02 and 21-06 - 2021 Crack Sealing

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Public Works Director Sandy	Department: Engineering
Presenter (Name & Title): City Engineer/Public Works Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is the final pay estimate for Improvements 21-02 and 21-06 - 2021 Crack Sealing Project.	
Alternatives, Options, Effects on Others/Comments: The original construction contract amount for this project was \$13,804. The final construction contract amount based on final measured quantities is \$14,293.45, which represents 3.55% over original construction contract amount. The overage came from approximately crack sealing 5,000 more linear feet than the estimated quantity of 54,775. The City purchases the crack filling material each year from the state contract (typically 11,250 lbs of crack filling material for a cost of \$6,487.50). We typically let the contractor fill cracks until we run out of material. Because crack widths or depth vary, the linear feet of crack that is sealed can vary drastically year to year. Being within the 5% threshold for a construction contract is still considered acceptable, but this is one project that may vary substantially year to year based on the types of cracks being sealed annually.	
Recommended Action/Motion: Staff recommends approval of the final pay application to Lot Pro's, Inc. in the total amount of \$14,293.45 (\$14,293.45 this estimate).	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>\$14,283.45</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> With the project and the crack filler material, the total project cost is \$20,770.95. \$891.25 of this amount comes from capital fund 400 for the sealing of the Police and Fire Department Parking Lots. The remaining \$19,879.70 is paid from construction fund 401 for street maintenance. We budget \$20,000 annually out of fund 401 for crack sealing.	

Contract Number: 2021-03
 Pay Request Number: 1

Project Number	Project Description
21-02	2021 Cracking Sealing
21-06	2021 Parking Lot Crack Sealing

Contractor: Lot Pros Inc. P.O.Box 423 Fergus Falls, MN 56537	Vendor Number: N/A Up To Date: 11/08/2021
---	--

Contract Amount**Funds Encumbered**

Original Contract	\$13,804.00	Original	\$13,804.00
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$13,804.00	Total	\$13,804.00

Work Certified To Date

Base Bid Items	\$14,293.45
Contract Changes	\$
Material On Hand	\$0.00
Total	\$14,293.45

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
21-02	\$13,402.20	\$13,402.20	\$0.00	\$0.00	\$13,402.20	\$13,402.20
21-06	\$891.25	\$891.25	\$0.00	\$0.00	\$891.25	\$891.25

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$14,293.45	\$14,293.45	\$0.00	\$0.00	\$14,293.45	\$14,293.45
Percent: Retained: 0%			Percent Complete: 103.55%		

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
11/08/2021
 Date

Approved By Lot Pros Inc.

Walter *Zelinsky*
 Contractor
11/08/2021
 Date

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2021-11-08	\$14,293.45	\$0.00	\$14,293.45

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
21-02 2021 Crack Sealing		\$13,402.20	\$0.00	\$0.00	\$13,402.20	\$13,402.20
21-06 Parking Lot Crack Sealing		\$891.25	\$0.00	\$0.00	\$891.25	\$891.25

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
21-02 2021 Crack Sealing	Local-City of Brainerd	\$13,402.20			\$13,402.20
21-06 2021 Parking Lot Crack Sealing	Local-City of Brainerd	\$891.25			\$891.25

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
21-02	1	2021-11-08	\$13,402.20	\$0.00	\$13,402.20
21-06	1	2021-11-08	\$891.25	\$0.00	\$891.25

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
21-02	21-02 2021 Crack Sealing	\$13,402.20	\$0.00	\$0.00	\$13,402.20	\$13,402.20
21-06	21-06 Parking Lot Crack Sealing	\$891.25	\$0.00	\$0.00	\$891.25	\$891.25

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
21-02	21-02 2021 Crack Sealing	\$13,402.20			\$13,402.20
21-06	21-06 2021 Parking Lot Crack Sealing	\$891.25			\$891.25

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
21-02	1	2021.501	MOBILIZATION	LS	\$850.00	0.92	0.92	\$782.00	0.92	\$782.00
21-02	2	2331.603	CRACK SEALING	L F	\$0.20	54775	59191	\$11,838.20	59191	\$11,838.20
21-02	3	2563.601	TRAFFIC CONTROL	LS	\$850.00	0.92	0.92	\$782.00	0.92	\$782.00
21-06	1	2021.501	MOBILIZATION	LS	\$1,000.00	0.08	0.08	\$80.00	0.08	\$80.00
21-06	2	2331.603	CRACK SEALING	L F	\$0.25	4500	2925	\$731.25	2925	\$731.25
21-06	3	2563.601	TRAFFIC CONTROL	LS	\$1,000.00	0.08	0.08	\$80.00	0.08	\$80.00
Base Bid Totals:								\$14,293.45		\$14,293.45

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
21-06		\$891.25	\$891.25
21-02		\$13,402.20	\$13,402.20

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
Contract Change Totals:										\$		\$

Contract Total	\$14,293.45
----------------	-------------

Contract Change Totals			
Number	Description	Amount This Request	Amount To Date

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining



Brainerd City Council Agenda Request

Requested Meeting Date: November 15, 2021

Title of Item: Resolution - 2021 Transit Capital Bus Purchase

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: City Engineer/Interim PW Director Sandy	Department: Transit
Presenter (Name & Title): City Engineer/Interim PW Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: The transit department budgeted through the grant for a replacement bus purchase in 2021.	
Alternatives, Options, Effects on Others/Comments: The vehicle cost is included in the 2020 grant award and is allocated 20% local share and 80% State/Federal Share of the contract amount. The transit department typically budgets for one new bus a year, with the 20% local share split between all of the agencies involved in the Brainerd and Crow Wing County Public Transit System. Brainerd's portion is covered through collected fares within the Brainerd system.	
Recommended Action/Motion: Staff recommends adopting the attached resolution authorizing the purchase of the 2020 budgeted bus from North Central Bus Sales of St. Cloud at a total cost of \$94,967.00.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>94,967.00</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> We budget for one new bus a year, with the 20% local share being covered by transit fund 203 and split proportionately to the different agreements within the transit system (46% Brainerd).	

PUBLIC TRANSIT (5311, ETC.)

2020-21 VEHICLE ORDER FORM

MnDOT COOPERATIVE PROCUREMENT FOR SMALL/MID-SIZED & MEDIUM DUTY ACCESSIBLE BUSES

(This form to be used ONLY for vehicles funded through MnDOT's Office of Transit)

MnDOT Recipient Contract Number: 1047985

Quantity: 1

Contract Maximum Amount: \$95,000.00

(For identical vehicle orders only)

SUN Number: (Office Use)

UPIN Number: (Office Use)

Legal Name: City of Brainerd
Address: 501 Laurel Street
City, State, Zip: Brainerd, MN 56401
Contact Name: Andy Stone

Phone Number: 218-454-3413
Fax Number: 218-828-6172
Email Address: astone@ci.brainerd.mn.us

Vendor Name: North Central Bus & Equipment, Inc.
Vendor Contact: Bryan Techel / 952-270-9328
Bus Manufacturer: Elkhart Coach
Model & Gas/Diesel: ECII Gas

Bus GVRW: 14,500
Chassis Manufacturer: Ford
Chassis Wheelbase: 190"
Vehicle Length: 313"

***Final Build: 20 Passengers + 2 Wheelchairs**

Vehicle Spec. # 10. 07 12 # of Passenger Seats 2 # of WC Positions

Lift Manufacturer & Model: Braun Century-2 34" x 54", 1000# Front xxx Rear

Inspection Site/Location: NCBE ~ Saint Cloud Recipient's Ford/GM Fleet #: (Not required by MnDOT)

ALL ORDERS MUST INCLUDE A FLOOR PLAN THAT MATCHES THE ORDER

BASE PRICE (includes freight - manufacturer to vendor & all rebates)	\$ 72258.00
TOTAL OPTIONS (from page 2)	\$ 8668.00
TOTAL OPTIONS (from page 3)	\$ 13731.00
DELIVERY CHARGE (vendor to recipient - if bus is delivered I lieu of being picked up)	\$ 160.00
LICENSE & TRANSFER FEES (estimated - actual will be shown later on bus invoice)	\$ 150.00
EXTENDED WARRANTIES	\$ 0.00
EXCISE TAX (if applicable)	\$ 0.00
QUANTITY DISCOUNT (if applicable)	\$ 0.00
VEHICLE TOTAL	\$ 94,967.00

Completed by Office of Transit & Active Transportation

Vehicle Total or Contract Max \$ (whichever is less)	MnDOT Share \$
	Recipient Share \$

Recipient Signature: (Required)

Date: 11-11-2021 (Required)

Vendor Signature: (Not required)

Date: 11/3/2021

MnDOT APPROVAL

Procurement Coordinator Signature:

Date:

PUBLIC TRANSIT (5311, ETC.) Options

(Attach to Vehicle Order Form)

OPTIONS: Select from vehicle specifications optional equipment list.

<u>Option #</u>	<u>Description</u>	
		\$ _____
10	Extend Wheelbase from 176" to 190" To Accommodate Floorplan	\$ 348.00
14B	Extend Valve Stems on Rear Inner Dual Wheels	\$ 85.00
25C	Reflectorize Rear Perimeter of Bus	\$ 169.00
26A	Single Color Double Stripe Graphics Package ~ To Be Done Locally	\$ 1,234.00
33A	Delete STD Flat Floor and Replace with STD Floor	\$ -337.00
33C	Upgrade to Altro Non-Slip Flooring. Color To Be: Capri	\$ 550.00
33E	Aluminum Underbelly	\$ 241.00
33G	Coved Altro Flooring Up Sidewalls to Bottom of Seat Track	\$ 53.00
39Ab	Rear Romeo Rim Help Bumper	\$ 617.00
40B	NEW Elkhart Coach Standard Back Up Camera w/Display in Rearview Mirror	\$ Standard
41	Antenna Ground Plane ~ 18"	\$ 51.00
44	Power Passenger Entrance Door	\$ Standard
44B	NEW Easy Access Panel Above Entrance Door	\$ Standard
44C	Exterior Key Entry	\$ 69.00
49E	Ford OEM Driver's Seat with Manual Adjusting OEM Pedestal and OEM Cloth	\$ 300.00
51Ba	Add Double Notchback Foldaway Passengers Seats (Qty: 4 @ \$848.00 each)	\$ 3,392.00
53B	Vertical Stitching on All Passengers Seats (Qty: 20 @ \$16.00 each)	\$ 320.00
53C	Upgrade Passengers Seats to Level 4 Seat Material (Qty: 20 @ \$43.00 each)	\$ 860.00
*	Seat Material Choice Code: #6113004 Morbern Wave Blue	\$ -
54	NEW Seat Belt Extenders for Passengers Seats (Two Are Standard This Year)	\$ Standard
58A	NEW Braun Century-2 Lift w/ 34" x 54" Platform, 1000# Capacity	\$ Standard
*	NEW Q'Straint QRT360 Slide n Click Securements (Cannot Downgrade This Year)	\$ Standard
66	TDSS Storage Systems for Securements (Qty: 2 @ \$91.00 each)	\$ 182.00
67	Add'l L-Track ~ Horizontal @ WC Positions (Qty: 24" @ \$3.00 per inch)	\$ 72.00
77B	Upper Plexiglass Panel Behind Driver's Seat(Qty 2 @ \$84 each)(1 more on W/C lift Stanchio	\$ 168.00
78C	Yellow Powder Coated Yellow Ceiling Grab Rail	\$ 80.00
78F	Yellow Powder Coated Entrance Grab Rails (Qty: 2 @ \$107.00 each)	\$ 214.00
TOTAL (Place total amount in space on vehicle order form)		\$ 8,668.00

PUBLIC TRANSIT (5311, ETC.) Options

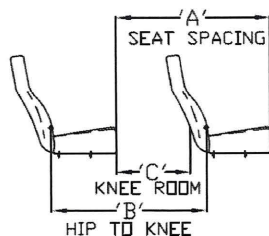
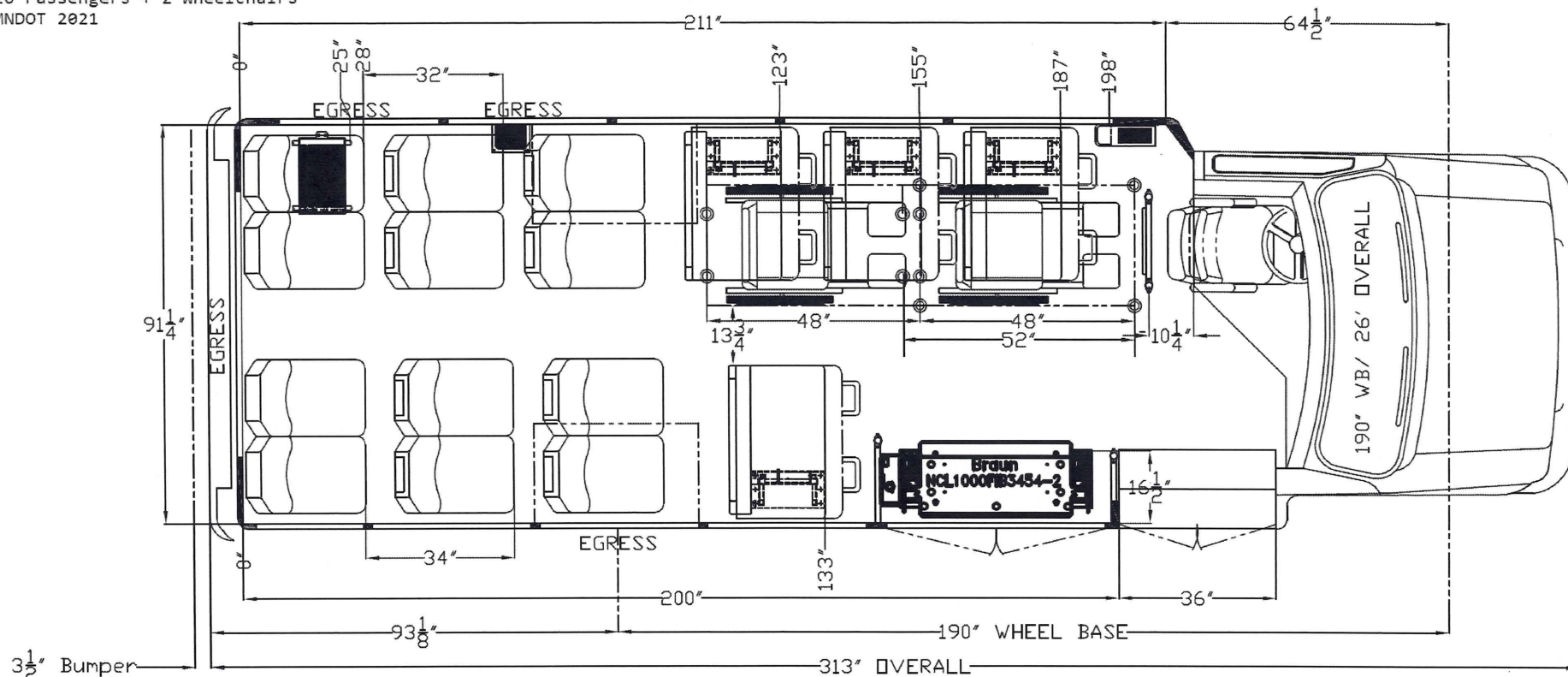
(Attach to Vehicle Order Form)

OPTIONS: Select from vehicle specifications optional equipment list.

<u>Option #</u>	<u>Description</u>	
78R	Add Grab Handles on Wall Side Seats (Qty: 8 @ \$32.00 each)	\$ 256.00
78S	Upgrade Grab Handles on Seat Backs to Be Yellow (Qty: 16 @ \$42.00 each)	\$ 672.00
79A	Stanchion, Crossrail, and Modesty Panel Behind Lift Before First Row of Seats	\$ 159.00
80A	Upgrade to Roof Mounted Air Conditioning ILO Skirt Mounted	\$ 1,121.00
80E	Flush Style Rear Evaporator	\$ 257.00
82A	Add 35,000 BTU Heater in Passenger Cabin Area (One 65,000 Heater is Standard)	\$ 193.00
82H	Protective Cage Around 35,000 BTU Heater	\$ 353.00
86A	Additional 4" Red LED Exterior Lights (Qty: 2 @ \$32.00 each)	\$ 64.00
86A	Additional 4" Amber LED Exterior Lights (Qty: 2 @ \$32.00 each) (Rear Cap) <i>*Per Elkhart, No Charge For Amber Instead of Red For Repeat Customer Orders</i>	\$ 64.00
86A	Additional 4" Amber LED Exterior Lights (Qty: 2 @ \$32.00 each) (Front Cap) <i>*Per Elkhart, No Charge For Amber Instead of Red For Repeat Customer Orders</i>	\$ 64.00
		\$
92	Single Overhead Oversized Storage Compartment	\$ Standard
103	NEW Ford OEM AM/FM/BT Radio with Speakers Throughout Bus	\$ Standard
110C	"As-Built" Customized Wiring Diagrams for Body	\$ 318.00
112C	Combined Heated and Remote Control Exterior Mirrors	\$ 466.00
114C	Top T-Slide Windows	\$ Standard
117B	Heavy Duty Electric Stepwell Heater	\$ 71.00
119C	Gray Carpet Covering Entire Ceiling in Passenger Cabin Area	\$ -100.00
128A	Angeltrax 4-Camera System	\$ 2,653.00
128Ab	Add Extra 500GB Solid State Hard Drive	\$ 260.00
136	Two-Way Radio - TO BE DONE LOCALLY	\$ 1,500.00
138C	Diamond XV Farebox with Vault and Pole	\$ 2,330.00
138C	Diamond XV Farebox with Vault and Pole - SHIP LOOSE	\$ 2,330.00
138Ca	Additional Vault for Farebox	\$ 700.00
*	DVR Mounted in Center against forward vertical Plywood in Storage Cap	\$
*	Ground Plane and Pre-Wire to Terminate in Electrical Compartment	\$
*	Hold Open Device for Overhead Door	\$
*	Anti-Seize Spark Plugs	\$
TOTAL (Place total amount in space on vehicle order form)		\$ 13,731.00

City of Brainerd
20 Passengers + 2 Wheelchairs
MNDOT 2021

REV	DATE	BY	DESCRIPTION	REV	DATE	BY	DESCRIPTION	REV	DATE	BY	DESCRIPTION
B	6-5-18	NM	Moved Seats	C	6-6-18	NM	Moved Seats	-	-	-	-



SEAT STYLE	SEAT SPACING 'A'	HIP-TO-KNEE 'B'	KNEE ROOM 'C'
MID HIGH	32"	30"	12"
MID HIGH	34"	32"	14"

DEALER SIGNATURE: _____

Q-42-070819-04

DO NOT SCALE	PROJECTION	DESCRIPTION Floor plan ECCW 190-313 Front Lift (Braun1000/3454) Standard Floor 20P/2WC/Slide Click					57490 County Road 3 Elkhart, IN 46517 (574) 327-2700 A DIVISION OF FOREST RIVER		
	W.I. NUMBER	DATE: 6-1-18	SCALE: N.T.S.	REFERENCE: NUMBER	SHEET 1 OF 2				
	SIZE A	THIS DOCUMENT AND THE INFORMATION CONTAINED HEREIN ARE THE EXCLUSIVE PROPERTY OF ELKHART COACH. IT SHALL NOT BE COPIED OR DUPLICATED IN ANY MANNER, NOR SHALL IT BE SUBMITTED TO OUTSIDE PARTIES FOR EXAMINATION WITHOUT OUR WRITTEN CONSENT. IT IS LOANED FOR USE WITH REFERENCE TO WORK UNDER CONTRACT WITH, OR PROPOSALS SUBMITTED TO ELKHART COACH.		TOLERANCES UNLESS OTHERWISE SPECIFIED ARE: FLOORPLANS $\pm 1/2"$ ALL STRUCTURAL $\pm 1/8"$ ANGLE $\pm 1"$		DRAWN BY: NPM	PART NUMBER 900-27-0297	REV C	
					CHECKED BY:				

STEP 4

PRICE ANALYSIS

Grantee/Sub-Grantee local
P.O. #:

Project Name and Description: 2021 5311 Grant Funded
Class 400 Transit Bus Purchase

Grantee/Sub-Grantee Name: City of Brainerd

Grantee/Sub-Grantee Address: 501 Laurel Street, Brainerd, MN 56401

Grantee/Sub-Grantee Project Contact Name: Andy Stone

Phone: 218.454.3413 Title: Transit Coordinator

eMail: astone@ci.brainerd.mn.us

Analysis by (Name) Andy Stone Date: 11-11-2021

Analysis Reviewer Signature: [Signature]

The pricing quoted on the attached sheet(s) is deemed to be fair and reasonable based on the following type of analysis:

- ☐ Comparison with market prices or catalog pricing for the same item. (Complete summary matrix below and attach supporting quotes or catalog pages)
- ☐ Comparison of proposed pricing with an in-house estimate for the same item. (Attach signed in-house estimate and explain factors influencing any difference found. Complete summary matrix)
- ☒ Comparison with a competing supplier's prices and a comparison with the I.C.E. (complete Vehicle Procurement Summary Matrix)
- ☐ Comparison of proposed pricing with historical pricing from previous purchases of the same or similar item, coupled with market data such as Producer Price Index or Inflation Rate over the corresponding time period. (Attach data and historical price record)
- ☐ Analysis of price components against current published standards, such as labor rates, dollars per pound, etc. to justify the price reasonableness of the whole. (Attach analysis to support conclusions drawn)

SUMMARY MATRIX for Products and Services

☐ Adequate Price Competition

Quote Source - use one or more of these columns (complete competitor name in each column; A,B,C, etc)

Procurement Item (list in each line, each item and/or service)	Independent Cost Estimate Amount	Proposed Pricing (complete if second box is checked)	Average Market Price (complete if first box is checked)	Competitor A— <u>NCB</u>	Competitor B—	Competitor C—
<u>Class 400 Bus</u>	<u>\$95,000</u>			<u>Starke's</u>		
				<u>\$95,778</u>		

Comments: Fleet Consistency, Prior Service and Relationship

Attachments (identify and attach):

Recipients must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold, including contract modifications.

STEP 4

☒ NCB - starttrans

☐

☐

SUMMARY MATRIX for Vehicle Procurements only* (this section can be deleted if not purchasing a vehicle)

Current Purchase					
Bus Manufacturer: [insert name of bus manufacturer] <i>No. 1 Central Bus - Elkhart EC II</i>					
Model	Vehicle Length	Chassis Manufacturer	Chassis Model	Seating Configuration	Fuel Type
<i>EC II</i>	<i>313"</i>	<i>Ford</i>	<i>E450</i>	<i>20 Passengers + 2 wheelchairs</i>	<i>GAS</i>
Total Price (including options): <i>\$ 94,967</i>					

Comparison Pricing						
A. Bus Manufacturer: [insert name of bus manufacturer] <i>NCB starttrans</i>						
B. Bus Manufacturer: [insert name of bus manufacturer]						
C. Bus Manufacturer: [insert name of bus manufacturer]						
	Model	Vehicle Length	Chassis Manufacturer	Chassis Model	Seating Configuration	Fuel Type
A	<i>starttrans</i>	<i>305"</i>	<i>Ford</i>	<i>E450</i>	<i>20 Passengers + 2 wheelchair</i>	<i>GAS</i>
B						
C						
A	Total Price (including options): <i>\$ 95,778</i>					
B	Total Price (including options):					
C	Total Price (including options):					

*based on current year or past year Minnesota Vehicle Procurement pricing

Vehicle Test Results Have Been Reviewed https://www.altoonabustest.psu.edu/ <i>yes EC II 186/313</i>	YES ☒	NO ☐
--	--	------------------------------------

PUBLIC TRANSIT (5311, ETC.)

2020-21 VEHICLE ORDER FORM

MnDOT COOPERATIVE PROCUREMENT FOR SMALL/MID-SIZED & MEDIUM DUTY ACCESSIBLE BUSES

(This form to be used ONLY for vehicles funded through MnDOT's Office of Transit)

MnDOT Recipient Contract Number: 1047985 Quantity: 1
Contract Maximum Amount: \$ \$95,000.00 (For identical vehicle orders only)
SUN Number: _____ (Office Use) UPIN Number: _____ (Office Use)

Legal Name: City of Brainerd Phone Number: 218-454-3413
Address: 501 Laurel Street Fax Number: 218-828-6172
City, State, Zip: Brainerd, MN 56401 Email Address: astone@ci.brainerd.mn.us
Contact Name: Andy Stone

Vendor Name: North Central Bus & Equipment, Inc. Bus GVRW: 14,500
Vendor Contact: Bryan Techel / 952-270-9328 Chassis Manufacturer: Ford
Bus Manufacturer: Startrans Chassis Wheelbase: 190"
Model & Gas/Diesel: Senator II Gas Vehicle Length: 305"

*Final Build: 20 Passengers + 2 Wheelchairs

Vehicle Spec. # 10. 07 12 # of Passenger Seats 2 # of WC Positions
Lift Manufacturer & Model: Braun Century-2 34" x 54", 1000# Front xxx Rear _____
Inspection Site/Location: NCBE ~ Saint Cloud Recipient's Ford/GM Fleet #: _____
(Not required by MnDOT)

ALL ORDERS MUST INCLUDE A FLOOR PLAN THAT MATCHES THE ORDER

BASE PRICE (includes freight - manufacturer to vendor & all rebates)	\$ <u>72325.00</u>
TOTAL OPTIONS (from page 2)	\$ <u>9870.00</u>
TOTAL OPTIONS (from page 3)	\$ <u>13273.00</u>
DELIVERY CHARGE (vendor to recipient - if bus is delivered I lieu of being picked up)	\$ <u>160.00</u>
LICENSE & TRANSFER FEES (estimated - actual will be shown later on bus invoice)	\$ <u>150.00</u>
EXTENDED WARRANTIES	\$ <u>0.00</u>
EXCISE TAX (if applicable)	\$ <u>0.00</u>
QUANTITY DISCOUNT (if applicable)	\$ <u>0.00</u>
VEHICLE TOTAL	\$ <u>95,778.00</u>

Completed by Office of Transit & Active Transportation

Vehicle Total or Contract Max \$ _____	MnDOT Share \$ _____
(whichever is less)	Recipient Share \$ _____

Recipient Signature: _____ (Required)
Vendor Signature: _____ (Not required)

Date: _____ (Required)
Date: 11/3/2021

MnDOT APPROVAL

Procurement Coordinator Signature: _____ Date: _____

PUBLIC TRANSIT (5311, ETC.) Options

(Attach to Vehicle Order Form)

OPTIONS: Select from vehicle specifications optional equipment list.

<u>Option #</u>	<u>Description</u>	
		\$ _____
10	Extend Wheelbase from 176" to 190" To Accommodate Floorplan	\$ 340.00
14B	Extend Valve Stems on Rear Inner Dual Wheels	\$ 170.00
25C	Reflectorize Rear Perimeter of Bus	\$ 169.00
26A	Single Color Double Stripe Graphics Package ~ To Be Done Locally	\$ 1,234.00
33A	Delete STD Flat Floor and Replace with STD Floor	\$ -505.00
33C	Upgrade to Altro Non-Slip Flooring. Color To Be: Capri	\$ 55.00
33E	Aluminum Underbelly	\$ 195.00
33G	Coved Altro Flooring Up Sidewalls to Bottom of Seat Track	\$ 310.00
39Ab	Rear Romeo Rim Help Bumper	\$ 750.00
40B	NEW Elkhart Coach Standard Back Up Camera w/Display in Rearview Mirror	\$ Standard
41	Antenna Ground Plane ~ 18"	\$ 150.00
44	Power Passenger Entrance Door	\$ Standard
44B	NEW Easy Access Panel Above Entrance Door	\$ Standard
44C	Exterior Key Entry	\$ 75.00
49E	Ford OEM Driver's Seat with Manual Adjusting OEM Pedestal and OEM Cloth	\$ 300.00
51Ba	Add Double Notchback Foldaway Passengers Seats (Qty: 4 @ \$1015.00 each)	\$ 4,060.00
53B	Vertical Stitching on All Passengers Seats (Qty: 20 @ \$20.00 each)	\$ 400.00
53C	Upgrade Passengers Seats to Level 4 Seat Material (Qty: 20 @ \$60.00 each)	\$ 1,200.00
*	Seat Material Choice Code: #6113004 Morbern Wave Blue	\$ -
54	NEW Seat Belt Extenders for Passengers Seats (Two Are Standard This Year)	\$ Standard
58A	NEW Braun Century-2 Lift w/ 34" x 54" Platform, 1000# Capacity	\$ Standard
*	NEW Q'Straint QRT360 Slide n Click Securements (Cannot Downgrade This Year)	\$ Standard
66	TDSS Storage Systems for Securements (Qty: 2 @ \$160.00 each)	\$ 320.00
67	Add'l L-Track ~ Horizontal @ WC Positions (Qty: 24" @ \$3.00 per inch)	\$ 72.00
77B	Upper Plexiglass Panel Behind Driver's Seat(Qty 2 @ \$84 each)(1 more on W/C lift Stanchio	\$ 105.00
78C	Yellow Powder Coated Yellow Ceiling Grab Rail	\$ 210.00
78F	Yellow Powder Coated Entrance Grab Rails (Qty: 2 @ \$130.00 each)	\$ 260.00
TOTAL (Place total amount in space on vehicle order form)		\$ <u>9,870.00</u>

PUBLIC TRANSIT (5311, ETC.) Options

(Attach to Vehicle Order Form)

OPTIONS: Select from vehicle specifications optional equipment list.

<u>Option #</u>	<u>Description</u>	
78R	Add Grab Handles on Wall Side Seats (Qty: 8 @ \$40.00 each)	\$ 320.00
78S	Upgrade Grab Handles on Seat Backs to Be Yellow (Qty: 16 @ \$45.00 each)	\$ 720.00
79A	Stanchion, Crossrail, and Modesty Panel Behind Lift Before First Row of Seats	\$ 140.00
80A	Upgrade to Roof Mounted Air Conditioning ILO Skirt Mounted	\$ 800.00
80E	Flush Style Rear Evaporator	\$ 145.00
82A	Add 35,000 BTU Heater in Passenger Cabin Area (One 65,000 Heater is Standard)	\$ 285.00
82H	Protective Cage Around 35,000 BTU Heater	\$ 75.00
86A	Additional 4" Red LED Exterior Lights (Qty: 2 @ \$95.00 each)	\$ 190.00
86A	Additional 4" Amber LED Exterior Lights (Qty: 2 @ \$95.00 each) (Rear Cap) <i>*Per Elkhart, No Charge For Amber Instead of Red For Repeat Customer Orders</i>	\$ 190.00
86A	Additional 4" Amber LED Exterior Lights (Qty: 2 @ \$95.00 each) (Front Cap) <i>*Per Elkhart, No Charge For Amber Instead of Red For Repeat Customer Orders</i>	\$ 190.00
		\$
92	Single Overhead Oversized Storage Compartment	\$ Standard
103	NEW Ford OEM AM/FM/BT Radio with Speakers Throughout Bus	\$ Standard
110C	"As-Built" Customized Wiring Diagrams for Body	\$ No Charge
112C	Combined Heated and Remote Control Exterior Mirrors	\$ 620.00
114C	Top T-Slide Windows	\$ Standard
117B	Heavy Duty Electric Stepwell Heater	\$ 90.00
119C	Gray SeaSpray Covering Entire Ceiling in Passenger Cabin Area	\$ -265.00
128A	Angeltrax 4-Camera System	\$ 2,653.00
128Ab	Add Extra 500GB Solid State Hard Drive	\$ 260.00
136	Two-Way Radio - TO BE DONE LOCALLY	\$ 1,500.00
138C	Diamond XV Farebox with Vault and Pole	\$ 2,330.00
138C	Diamond XV Farebox with Vault and Pole - SHIP LOOSE	\$ 2,330.00
138Ca	Additional Vault for Farebox	\$ 700.00
*	DVR Mounted in Center against forward vertical Plywood in Storage Cap	\$
*	Ground Plane and Pre-Wire to Terminate in Electrical Compartment	\$
*	Hold Open Device for Overhead Door	\$
*	Anti-Seize Spark Plugs	\$
TOTAL (Place total amount in space on vehicle order form)		\$ 13,273.00

RESOLUTION
NO _____

TRANSIT BUS PURCHASE

WHEREAS, the City of Brainerd operates a transit system; and,

WHEREAS, the City of Brainerd desires to purchase, through the State of Minnesota Cooperative Procurement Process, a replacement vehicle to be used in the transit system; and

WHEREAS, the vehicle cost is allocated 20% local share and 80% State/Federal share of the "contract amount"; and

WHEREAS, the City of Brainerd staff has reviewed the vehicle options offered by approved multiple contracting vendors; and

WHEREAS, staff recommends purchasing a vehicle from North Central Bus and Equipment, Inc. for the reasons of cost, fleet consistency and service availability;

NOW, THEREFORE, BE IT RESOLVED, that the Brainerd City Council hereby authorizes the purchase of a new transit bus from North Central Bus and Equipment, Inc. in the approximate contract amount of \$94,967.00.

Adopted this _____ day of _____, 2021

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

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

November 1st, 2021

7:15 PM

WebEx Teleconference Call-In Information

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

Access Code: 2486 442 2385

1. Authorize Entering into Agreement with CliftonLarsonAllen (CLA) for 2021 Audit Services



Brainerd City Council Agenda Request

Requested Meeting Date: November 15, 2021

Title of Item: 2021 Audit Engagement Letter

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 5 Minutes
Summary of Issue: At the July 19, 2021 Council Meeting, discussion was held and direction was given to not seek other RFP's for audit services for 2021. Attached is the engagement letter from CliftonLarsonAllen (CLA) for 2021 audit services. The fee for 2021 audit services is listed on page 12 of the engagement letter as a total of \$45,400 plus 5% technology and client support fee (\$2,270) for a total audit proposed audit fee of \$47,670.	
Alternatives, Options, Effects on Others/Comments: 2015 Total Audit Fee \$44,000 2016 Total Audit Fee \$44,850 2017 Total Audit Fee \$45,570 2018 Total Audit Fee \$46,020 2019 Total Audit Fee \$46,020 - Total billed and paid \$45,294 2020 Total Audit Fee \$47,500 - Total billed and paid \$45,465 2021 Proposed Audit Fee \$47,670 The Airport pays approximately \$5,000 - \$6,000 of the audit fee, based on revenues.	
Recommended Action/Motion: The recommended action would be to approve and authorize signatures of engagement letter.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ 42,500 <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i>	



CliftonLarsonAllen LLP
CLAconnect.com

October 22, 2021

Honorable Mayor, City Council, and Management
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Dear Honorable Mayor, City Council, and Management:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for City of Brainerd ("you," "your," or "the entity") for the year ended December 31, 2021.

Mary L. Reedy is responsible for the performance of the audit engagement.

Scope of audit services

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of City of Brainerd, as of and for the year ended December 31, 2021, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements. The RSI will be subjected to certain limited procedures, but will not be audited

We will also evaluate and report on the presentation of the following supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole:

1. Schedule of expenditures of federal awards
2. Combining and individual nonmajor fund statements and schedules.
3. Component unit financial statements proportionate share of the net pension liability.

The following supplementary information other than RSI accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditors' report will not provide an opinion or any assurance on that information:

1. Introductory and statistical sections



CLA is an independent member of Nexia International, a leading, global network of independent accounting and consulting firms. See nexia.com/member-firm-disclaimer for details.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements, schedule of expenditures of federal awards, related notes, and RSI.
- Preparation of supplementary information.
- Prepare the Data Collection Form.

Audit objectives

The objectives of our audit are to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the financial statements or the single audit compliance opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the *Minnesota Legal Compliance Audit Guide for Cities*.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS, the standards for financial audits contained in *Government Auditing Standards*, and the Uniform Guidance. Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing opinions on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the basic financial statements, including the amounts and disclosures, and whether the basic financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risks of material misstatement as part of our audit planning:

- Management Override of Internal Controls
- Improper Revenue Recognition

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of

federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review at the start of fieldwork.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers), and for ensuring management information and financial information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements, schedule of expenditures of federal awards, related notes, and RSI in conformity with U.S. GAAP and the Uniform Guidance based on information provided by you. Since the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and RSI is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and RSI and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, related notes, and RSI prior to their issuance and have accepted responsibility for them. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements, schedule of expenditures of federal awards, and RSI.
- We will prepare a draft of your supplementary information. Since the preparation of the supplementary information in accordance with the applicable criteria is your responsibility, you will be required to review, approve, and accept responsibility for the supplementary information prior to its issuance and

have a responsibility to be in a position in fact and appearance to make an informed judgment on the supplementary information.

- We will prepare the Data Collection Form. Management is responsible to review for completeness and accuracy before submitting to the Federal Audit Clearing House.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Use of financial statements

The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Minnesota Office of the State Auditor, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Minnesota Office of the State Auditor. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Except as permitted by the "Consent" section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Our engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Mediation

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

Time limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for

you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Fees

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill for expenses (including internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. Based on our preliminary estimates, the total fees and expenses for the engagement should approximate \$45,400 plus 5% technology and client support fee for the audit which includes entering the information in the Data Collection Form SF-SAC and creating the single audit reporting package. These estimates are based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. If unexpected circumstances require significant additional time, we will provide detailed billing information and explanations for the additional charges. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and related fees and to reimburse us for all out-of-pocket expenditures through the date of termination.

Unanticipated services

We do not anticipate encountering the need to perform additional services beyond those described in this letter. Below are listings of services considered to be outside the scope of our engagement. If any such service needs to be completed before the audit can proceed in an efficient manner, we will determine whether we can provide the service and maintain our independence. If appropriate, we will notify you and provide a fair and reasonable price for providing the service. We will bill you for the service at periodic dates after the additional service has been performed.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in this letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Changes related to COVID-19

COVID-19 continues to have significant direct and indirect impacts on financial reporting, disclosure requirements, and the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in this letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Other fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

HIPAA Business Associate Agreement

To protect the privacy and provide for the security of any protected health information, as such is defined by the Health Insurance Portability and Accountability Act of 1996, as amended from time to time, and the regulations and policy guidances thereunder (HIPAA), we acknowledge that City of Brainerd and CLA have entered into a HIPAA Business Associate Agreement (BAA).

Consent

Consent to use information for benchmarking analysis

In an effort to better serve the needs of our clients, we develop a variety of benchmark, performance indicator, and predictive analysis reports, using anonymized client data obtained from our audit, tax, and other engagements. Business and financial information that you provide to us may be combined with information from other clients and included within the aggregated data that we use in these reports. While some of these analytical reports will be published and released publicly, please be assured that the separate information that we obtain from you will remain confidential, as required by the AICPA Code of Professional Conduct.

Subcontractors

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. Please sign, date, and return this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP



Mary L. Reedy, CPA
Principal
320-203-5534
Mary.reedy@CLAconnect.com

Response:

This letter correctly sets forth the understanding of City of Brainerd.

Authorized governance signature: _____

Title: _____

Date: _____

Authorized management signature: _____

Title: _____

Date: _____



Brainerd City Council Agenda Request

Requested Meeting Date: November 15, 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 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Administrator Bergman and Attorney Langel	Department: Administration
Presenter (Name & Title): Administrator Bergman and Attorney Langel	Estimated Time Needed: 5 minutes
Summary of Issue: The 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. All seven voting members were not in attendance the past two Council meeting so we postponed this to the November 15th agenda.	
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: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

ORDINANCE

No. _____

AN ORDINANCE AMENDING THE CITY CHARTER

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

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

CHAPTER TWO

OFFICERS AND ELECTIONS

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

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

CHAPTER THREE

FINANCES

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

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

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

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

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

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

CHAPTER SEVEN

THE PARK AND RECREATION BOARD

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

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

Adopted this _____ day of _____, 2021

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: November 15, 2021

Title of Item: Final 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 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Community Development Director	Department: Community Development
Presenter (Name & Title): David Chanski, CDD	Estimated Time Needed: 5 minutes
Summary of Issue: 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. The City Council held the first reading for Proposed Ordinance No. 1521 during the Council meeting on November 1.	
Alternatives, Options, Effects on Others/Comments: While Council voted 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: 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: 1) Motion to hold the final 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. 2) Motion to adopt proposed Ordinance No. 1521, an ordinance amending Section 515-63: B-4, General Business District. 3) Set a special council meeting on November 22, 2021 at 6:00 pm prior to budget workshop	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

**ORDINANCE
NO. 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

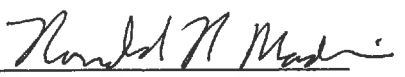
Brainerd City Council,

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 Madison, Building Owner
Eogers & Homs Inc



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,

A handwritten signature in black ink, appearing to read "Ronald R. Madison". The signature is fluid and cursive, with a long horizontal stroke at the end.

Edgewood Homes, Inc.
Ronald R. Madison, President

NOTICE OF HEARING

The City of Brainerd City Council will be conducting a public hearing to consider Proposed Ordinance No. 1521. The proposed ordinance is to amend *Section 515-63 B-4, General Business District* by permitted Warming Shelters as an interim use.

A Public Hearing to consider this amendment will be conducted by the Brainerd City Council at 7:30 p.m. on Monday, November 15th, 2021, in the City Council Chambers of City Hall at 501 Laurel St.

The public is invited to attend the hearing to offer input regarding the proposed ordinance. Any individual needing special accommodations please call (218) 828-2307.

Dated this 21st day of October 2021

Publication Date: October 24, 2021

David C. Chanski, MPA
Community Development Director



Brainerd City Council Agenda Request

Requested Meeting Date: November 15, 2021

Title of Item: First Reading-Proposed Ordinance 1522 to Discontinue Civil Service Com.

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Kris Schubert	Department: Human Resources
Presenter (Name & Title): Kris Schubert, HR Director	Estimated Time Needed: 2 minutes
Summary of Issue: Staff requested direction at the November 1, 2021 Council meeting, regarding the possibility of discontinuing our joint Police & Fire Civil Service Commission. The Council approved a motion concurring with Staff's and the Civil Service Commission's recommendation to proceed with this action by including the first reading of a proposed ordinance on the November 15th agenda to discontinue the Commission.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Motion to hold the 1st reading of Proposed Ordinance No. 1522, an ordinance repealing Section 305.13 of the Brainerd City Code regarding discontinuing our Joint Police and Fire Civil Service Commission; further, to 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 <u>Please Explain:</u>	

ORDINANCE
No. 1522

**AN ORDINANCE DISCONTINUING THE JOINT FIRE AND POLICE CIVIL
SERVICE COMMISSION**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Purpose. The Joint Fire and Police Civil Service Commission was created by ordinance pursuant to Minnesota Statutes section 419.02. The City Council finds that many of the statutory duties of the Commission have historically been fulfilled by City staff, and that it is in the best interests of the City to discontinue the Commission and transfer all fire and police personnel duties to City staff.

SECTION TWO: Repealer.

Section 305.13 of the Brainerd City Code is hereby repealed in its entirety.

SECTION THREE: Effective Date. This ordinance becomes effective from and after its passage and publication pursuant to the City Charter.

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 15, 2021

Title of Item: First Reading Proposed Ordinance 1522

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☒ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Administrator Bergman and Attorney Langel	Department: Administration
Presenter (Name & Title): Attorney Langel, City Attorney	Estimated Time Needed: 15 minutes
Summary of Issue: The Charter Commission met on November 10 to consider revisions to Chapter 6, Public Utilities Commission. The Charter Commission voted unanimously to approve the proposed changes and direct staff to prepare an Ordinance amending Charter. Attached is Ordinance 1522 along with the memo to the Charter Commission. Because of the Veteran's Day holiday, the Council packet went out early prior to the Charter Commission meeting. At the request of Council President Bevans on behalf of SPW Chair O'Day, we are adding this to the November 15th agenda.	
Alternatives, Options, Effects on Others/Comments: At the Council meeting, Attorney Langel will review each section of the Chapter to explain the rationale regarding the recommended changes by the Charter Commission.	
Recommended Action/Motion: Motion to hold/dispense with the first reading of Proposed Ordinance No. 1522; an ordinance amending the Brainerd City Charter and set a public hearing for December 6th, 2021.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

ORDINANCE

No. _____

AN ORDINANCE AMENDING THE CITY CHARTER

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

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

CHAPTER SIX

PUBLIC UTILITIES COMMISSION

1. The Public Utilities Commission shall control, operate and manage the following utilities of the City: water works plant and business, and the electric light plant and business, and all other public utilities which are now or may hereafter be owned by and operated within said City.
 - a. Water works system, including the filtration plant, water towers and distribution system.
 - b. Wastewater system, including the wastewater treatment facility, force mains and lift stations, but not including the gravity fed wastewater collection system, which is operated by the Public Works Department.
 - c. Electric business generation and distribution system, including the hydroelectric dam and distribution system.
 - a.d. Except as provided above, all other public utilities that are hereafter owned by the City.
2. Such ~~commission~~ Commission shall upon the appointment and qualification of its members, and at such times as it may see fit organize and re-organize such ~~commission~~ Commission, and in such organization and re-organization, shall appoint from its members a President and Vice-President and shall also appoint a Secretary who shall not be a member of the ~~commission~~ Commission.
3. The Secretary of the ~~commission~~ Commission or his/her designee shall attend all meetings of the Commission and keep a record of all proceedings. ~~The Secretary shall be the collector of all moneys which may be due or coming to said Commission or the City, on account of water rentals, light rentals, power rentals and otherwise on account of water, light or power furnished. The Secretary shall be the bookkeeper of said commission and shall keep books fully showing the names of all patrons consumers of water, light and power, and the amounts from them severally due, also all moneys collected, from whom collected and the several amounts thereof; and also all purchases made by the Commission and all labor employed, and all money~~

~~due and paid on account thereof. Said Secretary shall from day to day pay into the City Treasury all moneys so received, and shall receive from the City Treasury receipts therefor, which receipts shall be in duplicate, one copy of which shall be filed with the Commission and the other filed with the City Administrator. Said secretary shall at the end of each month, or within three days thereafter, make a report fully showing the receipts and disbursements during the last month, which report shall be in duplicate, one copy of which shall be filed with said commission and the other filed with the City Administrator.~~

~~The said Secretary shall give such bond as the board may require and approve, such bond to run to the City of Brainerd and to be conditioned that the Secretary will faithfully perform all the duties of the office as Secretary of the Public Utilities Commission, and that the Secretary will account for and pay over all money and property coming into the Secretary's possession.~~ The Secretary shall perform such other and further duties as may be prescribed or directed by said Commission.

- ~~4. The Commission shall have power to appoint and employ all necessary help to properly perform its duties and to fix their compensation subject to the approval of the City Council as provided for in Section 109 of the City Charter. The City Council shall employ all necessary help for the Commission to properly perform its duties and approve all terms and conditions of employment. Personnel for vacant positions may be recommended by the Commission to the City Council. All Commission personnel are subject to the City's personnel policies.~~
5. Subject to state law, the Commission shall have power to fix all rates ~~and compensation~~ to be paid by consumers of water, wastewater and ~~electric light and~~ power, and to make and enforce such rules, regulations and penalties as they may deem proper to affect such collections and to protect all property and rights pertaining to the said departments.
6. The Public Utilities Commission shall have power to institute, prosecute and defend, in the name of the City of Brainerd, all actions which they may deem proper to carry out and enforce their authority as such board; but no real estate or easement shall be acquired by purchase or condemnation proceedings.

~~No; nor shall any~~ water or wastewater utility listed in Paragraph 1 ~~main may~~ be ~~ordered or~~ extended beyond the existing service territories unless the City Council shall so order the same by a resolution passed by a majority vote of all its members. With respect to water and wastewater utilities, the "service territories" are defined as those areas of the City served by existing mains and laterals. Service lines from mains and laterals to customer structures may be extended under the sole authority of the Public Utilities Commission.

The service territory for the electrical utility is established by the Minnesota Public Utilities Commission. Any extension of the electrical utility outside the service territory by contract with another utility shall be approved by the City Council. Any extension of the electrical utility within the service territory, or any contract with

another utility to provide power within the Commission's service territory, shall be approved by the Commission.

7. The Commission shall, at the first meeting of the City Council, in December of each year, present an operating budget for the following year as well as a five year capital improvement plan outlining anticipated future capital expenditures. ~~The, which~~ budget shall set forth all expenditures that can be anticipated for the operation of the ~~commission~~Commission, during said fiscal year, and when approved, in whole or such part as may be approved by the City Council, shall constitute the authority for ~~such commission~~the Commission to make such expenditures, subject to the provisions of this Charter. The ~~commission~~Commission shall have the power to purchase and pay for all supplies necessary for the management of said business, when so approved by the City Council either as a part of said budget or by resolution of the City Council authorizing same, except that the ~~commission~~Commission shall have the power to purchase supplies and machinery in case of sudden and extraordinary injury to said plants, making such purchases and contracts necessary to repair the same.

- ~~6-8.~~ The Commission's Finance Director shall keep a complete set of accounting records showing in detail all the business and financial affairs and transactions of the Commission and shall receive and safely keep all funds belonging to the Commission in a bank or depository designated by the City Council. All funds shall be deposited in the name of the Commission, and all investments shall be subject to state law and the City of Brainerd Investment Policy. The Commission shall make financial transfers to the City in amounts as specified in Brainerd Public Utilities Policy 2003-01, as amended and approved by the City Council.

- ~~8. It is hereby made the duty of the Commission to furnish water to all private consumers, by water meter measurement so far as practicable, and so far as practicable to furnish electric light and power to all consumers by electric meters. And it is made the duty of the Commission to furnish and place reliable water and electric meters for the said purposes, which meters shall be the property of the City and shall be considered in the possession and under the control of the commission, but the Commission shall have power to charge the consumers such reasonable rent for the use of such meters as they may deem proper, which rental charge may be added to and made a part of the charges made for water and electricity.~~
9. ~~All water rentals and electric light and power rentals, together with meter rentals which are not paid as due, are hereby made a charge against and lien upon the real estate for the use of which, or the occupants of which water and electricity is furnished; and it is made the duty of the Secretary of the Public Utilities Commission, on or before the first day of November of each year to furnish to and file with the Auditor of Crow Wing County, an itemized statement showing the amounts of such delinquencies and the property to be charged, and it shall be the duty of the County Auditor to extend the same upon the tax roll of the property as a tax and a charge against the property, and the same shall be collected by the County Treasurer as other taxes and paid to the City Administrator, who shall turn it into the water and light fund.~~

SECTION TWO: 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

MEMO



TO: Charter Commission Members

FROM: City Administrator, Jennifer Bergman

DATE: November 10, 2021

RE: Consider Redline Version of the Public Utilities Commission Chapter

The discussion on Chapter 6, Public Utilities Commission, was postponed from the October 8th Charter Commission meeting to the November 10th in order to give staff the opportunity to review and discuss the redlined version proposed by Attorney Langel.

After the review and discussion, staff is proposing the attached version. Staff and Attorney Langel will be present at the meeting to answer any questions

Recommendation:

Approve the proposed changes and direct staff to prepare an Ordinance amending Chapter 6, Public Utilities Commission, of the Charter for Council consideration.

CHAPTER SIX

PUBLIC UTILITIES COMMISSION

1. The Public Utilities Commission shall control, operate and manage the following utilities of the City; water works plant and business, and the electric light plant and business, and all other public utilities which are now or may hereafter be owned by and operated within said City.
 - a. Water works system, including the filtration plant, water towers and distribution system.
 - b. Wastewater system, including the wastewater treatment facility, force mains and lift stations, but not including the gravity fed wastewater collection system, which is operated by the Public Works Department.
 - c. Electric business generation and distribution system, including the hydroelectric dam and distribution system.
 - a-d. Except as provided above, all other public utilities that are hereafter owned by the City.
2. Such commission-Commission shall upon the appointment and qualification of its members, and at such times as it may see fit organize and re-organize such commission-Commission, and in such organization and re-organization, shall appoint from its members a President and Vice-President and shall also appoint a Secretary who shall not be a member of the commission-Commission.
3. The Secretary of the commission-Commission or his/her designee shall attend all meetings of the Commission and keep a record of all proceedings. The Secretary shall be the collector of all moneys which may be due or coming to said Commission or the City, on account of water rentals, light rentals, power rentals and otherwise on account of water, light or power furnished. The Secretary shall be the bookkeeper of said commission and shall keep books fully showing the names of all patrons consumers of water, light and power, and the amounts from them severally due, also all moneys collected, from whom collected and the several amounts thereof; and also all purchases made by the Commission and all labor employed, and all money due and paid on account thereof. Said Secretary shall from day to day pay into the City Treasury all moneys so received, and shall receive from the City Treasury receipts therefor, which receipts shall be in duplicate, one copy of which shall be filed with the Commission and the other filed with the City Administrator. Said secretary shall at the end of each month, or within three days thereafter, make a report fully showing the receipts and disbursements during the last month, which report shall be in duplicate, one copy of which shall be filed with said commission and the other filed with the City Administrator.

The said Secretary shall give such bond as the board may require and approve, such bond to run to the City of Brainerd and to be conditioned that the Secretary will

~~faithfully perform all the duties of the office as Secretary of the Public Utilities Commission, and that the Secretary will account for and pay over all money and property coming into the Secretary's possession.~~ The Secretary shall perform such other and further duties as may be prescribed or directed by said Commission.

4. ~~The Commission shall have power to appoint and employ all necessary help to properly perform its duties and to fix their compensation subject to the approval of the City Council as provided for in Section 109 of the City Charter.~~ The City Council shall employ all necessary help for the Commission to properly perform its duties and approve all terms and conditions of employment. Personnel for vacant positions may be recommended by the Commission to the City Council. All Commission personnel are subject to the City's personnel policies.
5. Subject to state law, the Commission shall have power to fix all rates ~~and compensation~~ to be paid by consumers of water, wastewater and ~~electric light and~~ power, and to make and enforce such rules, regulations and penalties as they may deem proper to affect such collections and to protect all property and rights pertaining to the said departments.
6. The Public Utilities Commission shall have power to institute, prosecute and defend, in the name of the City of Brainerd, all actions which they may deem proper to carry out and enforce their authority as such board; but no real estate or easement shall be acquired by purchase or condemnation proceedings.

~~No; nor shall any~~ water or wastewater utility listed in Paragraph 1main may be ~~ordered or~~ extended beyond the existing service territories unless the City Council shall so order the same by a resolution passed by a majority vote of all its members. With respect to water and wastewater utilities, the "service territories" are defined as those areas of the City served by existing mains and laterals. Service lines from mains and laterals to customer structures may be extended under the sole authority of the Public Utilities Commission.

The service territory for the electrical utility is established by the Minnesota Public Utilities Commission. Any extension of the electrical utility outside the service territory by contract with another utility shall be approved by the City Council. Any extension of the electrical utility within the service territory, or any contract with another utility to provide power within the Commission's service territory, shall be approved by the Commission.

7. The Commission shall, at the first meeting of the City Council, in December of each year, present an operating budget for the following year as well as a five year capital improvement plan outlining anticipated future capital expenditures. ~~The, which~~ budget shall set forth all expenditures that can be anticipated for the operation of the ~~commission~~Commission, during said fiscal year, and when approved, in whole or such part as may be approved by the City Council, shall constitute the authority for ~~such commission~~the Commission to make such expenditures, subject to the provisions of this Charter. The ~~commission~~Commission shall have the power to purchase and pay for all supplies necessary for the management of said business,

when so approved by the City Council either as a part of said budget or by resolution of the City Council authorizing same, except that the ~~commission~~ Commission shall have the power to purchase supplies and machinery in case of sudden and extraordinary injury to said plants, making such purchases and contracts necessary to repair the same.

~~6.8.~~ The Commission's Finance Director shall keep a complete set of accounting records showing in detail all the business and financial affairs and transactions of the Commission and shall receive and safely keep all funds belonging to the Commission in a bank or depository designated by the City Council. All funds shall be deposited in the name of the Commission, and all investments shall be subject to state law and the City of Brainerd Investment Policy. The Commission shall make financial transfers to the City in amounts as specified in Brainerd Public Utilities Policy 2003-01, as amended and approved by the City Council.

~~7. It is hereby made the duty of the Commission to furnish water to all private consumers, by water meter measurement so far as practicable, and so far as practicable to furnish electric light and power to all consumers by electric meters. And it is made the duty of the Commission to furnish and place reliable water and electric meters for the said purposes, which meters shall be the property of the City and shall be considered in the possession and under the control of the commission, but the Commission shall have power to charge the consumers such reasonable rent for the use of such meters as they may deem proper, which rental charge may be added to and made a part of the charges made for water and electricity.~~

~~8.9. All water rentals and electric light and power rentals, together with meter rentals which are not paid as due, are hereby made a charge against and lien upon the real estate for the use of which, or the occupants of which water and electricity is furnished; and it is made the duty of the Secretary of the Public Utilities Commission, on or before the first day of November of each year to furnish to and file with the Auditor of Crow Wing County, an itemized statement showing the amounts of such delinquencies and the property to be charged, and it shall be the duty of the County Auditor to extend the same upon the tax roll of the property as a tax and a charge against the property, and the same shall be collected by the County Treasurer as other taxes and paid to the City Administrator, who shall turn it into the water and light fund.~~