

CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, December 6th, 2021 @ 7:30pm

The public is invited to attend these meetings in person

Attend by phone **City Council**: 1-844-992-4726 Meeting Access Code: 2490 086 5861

Attend by phone **Safety and Public Works Committee 6:30 PM**: 1-844-992-4726 Meeting
Access Code: 2481 048 9167

Attend by phone **Personnel and Finance Committee 6:30 PM**: 1-844-992-4726 Meeting
Access Code: 2489 289 0911

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

1. Call To Order - 7:30pm

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:

120621 COUNCIL INVOICE REGISTER.pdf

B. **Approval Of Minutes**

Regular City Council Meeting November 15, 2021

City Council Special Meeting November 22, 2021

City Council Budget Workshop November 22, 2021

Documents:

20211115_CC Draft.pdf
20211122_ Special Meeting CC Draft.pdf
20211122CC Budget Workshop .pdf

C. Department Director Reports

Documents:

FD Chief Report.pdf
HR Director Report.pdf
PWD-City Engineer Report.pdf

D. Minnesota Lawful Gambling Application To Conduct Excluded Bingo- Submitted By Knights Of Columbus Council 1491, St. Francis Church 404 9th St, Brainerd, MN 56401. Bingo Events To Be Held At St Francis Catholic Church On February 3, 10, 17, And 24, 2022

6. Presentation

The Center Annual Presentation

Brainerd Public Utilities (BPU) 2022 Operating and Capital Budget

Documents:

BPU Budget.pdf

7. Council Committee Reports

A. Safety And Public Works Committee - 6:30 PM

WebEx Teleconference Information

- Call Toll-Free: 1-844-992-4726
- Access Code: 2481 048 9167

Documents:

12-06 SPW Agenda.pdf

1. Approve Event Application - 5K For Mental Health Awareness

Documents:

Event App - 5K for Mental Health.pdf

2. Approve Event Application - Holiday Hayrides At Buffalo Hills Park

Documents:

Hayride Event Application.pdf

3. Resolution - Transit Capital Bus Purchase

Documents:

Res - 2021 Capital Transit Bus Purchase.pdf

4. Approve Final Pay Application - Improvement 21-04 - 2021 Street Striping Contract With Crow Wing County

Documents:

Imp 21-04 Final Pay App.pdf

5. Resolution - Supporting Safe Routes To School (SRTS) Grant Application Submission
Roll Call Vote

Documents:

Res - SRTS Grant.pdf

6. Resolution - Municipal Consent And Parking Restrictions - Crow Wing County Improvements - CR 117 (Industrial Park Road) Mill And Overlay And CSAH 49 (Wise Road) Roundabout

Documents:

Res - Municipal Consent and No Parking.pdf

7. Review Street Light Policy Selected Fixture Costs

Documents:

Street Light Cost Selections.pdf

B. Personnel And Finance Committee 6:30 PM

WebEx Teleconference Information

- Call Toll-Free: 1-844-992-4726
- Access Code: 2489 289 0911

Documents:

12-06 PF Agenda.pdf

1. Community Service Officer Resignations And Request To Hire.

Documents:

Carter and Schueller resignation.pdf

2. Ratify The Hiring Of Community Service Officer Masen Barton

Documents:

CSO Ratification.pdf

3. Ratify The Hiring Of Taylor Lokhorst For Park Maintenance Position.

Documents:

Ratify the Hiring of Taylor Lokhorst for Park Maintenance Position.pdf

4. Approval Of Memorandum Of Agreement For HR Assistant Position

Documents:

Approval of Memorandum of Agreement for HR Assistant Position.pdf

5. Resolution - 2022-2024 Wages For Teamsters Union And Approval Of Tentative Agreement Terms

Documents:

Approval of 2022-2024 Teamsters (Sergeants_Lieutenant) Union Contract Terms and Wages.pdf

6. Resolution - 2022-2023 Wages For City Administrator, Department Heads And Non-Union Supervisors
Roll Call Vote

Documents:

Resolution setting 2022-2023 Wages for Department Heads and Non-Union Supervisors.pdf

7. Resolution - 2022-2023 Wages For Police Chief And Deputy Police Chief
Roll Call Vote

Documents:

Resolution setting 2022-2024 Police Chief and Deputy Police Chief Wages.pdf

8. Approval Of Updated Organizational Chart And Title Change For City Engineer.

Documents:

Approval of Updated Organizational Chart and Title Change for City Engineer.pdf

9. Resolution - Accept The Redistribution Of Unrequested Coronavirus Local Fiscal Recovery Fund Established Under The American Rescue Plan Act

Documents:

Res_Additional ARPA Funds.pdf

10. Discussion Of Non-Working Funds 2022 Budgets

Documents:

Non-Working Funds.pdf

11. Update On OSHA Emergency Temporary Standard (ETS) COVID Vaccination/Testing Policy

Documents:

Update on OSHA COVID Emergency Temporary Standard Policy.pdf

12. Resolution - Transfer Of Development District No. 2 To The EDA

Documents:

Resolution - Transfer of Development District No. 2 to the EDA.pdf

13. Consideration Of Letter Of Intent From B&D Power Solutions, LLC For The Purchase Of Lot 1, Block 2 And Lot 1, Block 3 Of The Industrial Park Phase IV

Documents:

Consideration of LOI from B and D Power Solutions, LLC.pdf

14. Consideration Of Letter Of Intent From Clough Properties, LLC For The Purchase Of Lots 7 & 8, Block 1 Of The Industrial Park Phase IV

Documents:

Consideration of LOI from Clough Properties, LLC.pdf

8. Unfinished Business

- A. **Final Reading- Proposed Ordinance 1522- Ordinance Repealing Section 305.13 Of The Brainerd City Code To Discontinue The Joint Police And Fire Civil Service Commission**

1. Hold and dispense with the actual final reading.

2. Public Hearing

3. Ordinance by Roll Call

Documents:

***Final Reading - Proposed Ordinance 1522 - Ordinance
Discontinuing Civil Service Commission.pdf***

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

1. Hold and Dispense with actual reading of the final reading
2. Public Hearing
3. Ordinance by Roll Call

Documents:

Final Reading Ordinance 1523 Agenda Request.pdf

C. Call For Applicants - Informational

We have a number of terms expiring on December 31, 2021.

(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 2021 -- 1 term 2022 -- 1 term
2024

Charter Commission-- 1 term 2022-- 1 term 2025

Housing and Redevelopment Authority— 1 term 2022-- 1 term 2026

Rental Dwelling License Board of Appeals -- 3 terms 2022

Transportation Advisory Committee-- 1 term 2022-- 3 terms 2023

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

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

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

year)

Airport Commission-- 1 term 2024

Planning Commission-- 1 term 2023-- 2 terms 2024

Police & Fire Civil Service Commission -- 1 term 2023

Ad Hoc Committees:

Water Tower Committee – Two positions available

9. **New Business**

A. **Consideration Of Parking Commission Recommendations**

PUBLIC COMMENT

Documents:

Consideration of Parking Commission Recommendations.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 Budget Public Hearing- December 13th, 2021, At 6:00 P.m. In The 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"

12/02/2021 12:00 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 12/06/2021 - 12/06/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0011 - ACE HARDWARE:							
301538 68791	ACE HARDWARE FASTENERS - DOWNTOWN 401-1003-43430	11/04/2021 pziemer	12/08/2021	4.82	4.82	Open	N 12/08/2021
	MISCELLANEOUS			4.82			
301950 68799	ACE HARDWARE WASHER FLUID & LEAK DETECTOR FOR INSIP 101-1940-42220 101-2400-42210	11/22/2021 pziemer	12/08/2021	20.84	20.84	Open	N 12/08/2021
	REPAIR & MAINT			6.46			
	OPERATING SUPPLIES			14.38			
301922 68804	ACE HARDWARE CHAIN OIL/FASTENERS 225-2220-42210	11/19/2021 pziemer	12/08/2021	36.52	36.52	Open	N 12/08/2021
	OPERATING SUPPLIES			36.52			
301649 68815	ACE HARDWARE LYSOL, DUCT TAPE, WD 40 - LIBRARY 211-5500-42220	11/10/2021 pziemer	12/08/2021	44.06	44.06	Open	N 12/08/2021
	REPAIR & MAINT			44.06			
301784 68833	ACE HARDWARE CLEANING & EVIDENCE SUPPLIES- SQD 405 225-2120-42220 225-2120-42210 400-9050-45530	11/16/2021 pziemer	12/08/2021	46.81	46.81	Open	N 12/08/2021
	REPAIR & MAINT			22.45			
	OPERATING SUPPLIES			17.96			
	CAPITAL - OTHER			6.40			
301941 68856	ACE HARDWARE VACTOR DRAIN VALVES 237-3190-42220	11/22/2021 pziemer	12/08/2021	46.28	46.28	Open	N 12/08/2021
	REPAIR & MAINT			46.28			
302027 68904	ACE HARDWARE SURGE PROTECTOR 235-3100-42200	11/24/2021 pziemer	12/08/2021	35.98	35.98	Open	N 12/08/2021
	OFFICE SUPPLIES			35.98			
302070 68921	ACE HARDWARE VINEGAR (CLEANING/MAINTENANCE SUPPLIES 225-2120-42220	11/29/2021 pziemer	12/08/2021	6.29	6.29	Open	N 12/08/2021
	REPAIR & MAINT			6.29			
Total for vendor 0011 - ACE HARDWARE:				241.60	241.60		
Vendor 2902 - ADVANCE AUTO PA:							
6574132281831 68779	ADVANCE AUTO PARTS TRUCK 102 OIL FILTER	11/18/2021 pziemer	12/08/2021	6.28	6.28	Open	N 12/08/2021

12/02/2021 12:00 PM

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution 235-3125-42220	REPAIR & MAINT		6.28			
6574131926660 68790	ADVANCE AUTO PARTS ELECTRONIC CONNECTION CLEANER 235-3125-42220	11/15/2021 pziemer REPAIR & MAINT	12/08/2021	10.11 10.11	10.11	Open	N 12/08/2021
6574132681930 68854	ADVANCE AUTO PARTS RODDER OIL FILTER 237-3190-42220	11/22/2021 pziemer REPAIR & MAINT	12/08/2021	3.14 3.14	3.14	Open	N 12/08/2021
6574133482161 69049	ADVANCE AUTO PARTS CHIPPER #172 AIR FILTERS 235-3125-42220	11/30/2021 pziemer REPAIR & MAINT	12/08/2021	53.18 53.18	53.18	Open	N 12/08/2021
Total for vendor 2902 - ADVANCE AUTO PA:				72.71	72.71		

Vendor 2846 - AMERICAN WELDING:

08171990 68853	AMERICAN WELDING-GAS INC BAND SAW BLADE 235-3100-42220	11/19/2021 pziemer REPAIR & MAINT	12/08/2021	84.93 84.93	84.93	Open	N 12/08/2021
08179406 68987	AMERICAN WELDING-GAS INC WELDING GAS 235-3125-42220	11/29/2021 pziemer REPAIR & MAINT	12/08/2021	64.55 64.55	64.55	Open	N 12/08/2021
Total for vendor 2846 - AMERICAN WELDING:				149.48	149.48		

Vendor 0039 - AMERIPRIDE LINE:

253000069332 68785	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	11/11/2021 pziemer MISCELLANEOUS	12/08/2021	103.19 103.19	103.19	Open	N 12/08/2021
253000071977 68855	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	11/18/2021 pziemer MISCELLANEOUS	12/08/2021	74.25 74.25	74.25	Open	N 12/08/2021
253000074721 68909	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	11/25/2021 pziemer MISCELLANEOUS	12/08/2021	103.19 103.19	103.19	Open	N 12/08/2021
Total for vendor 0039 - AMERIPRIDE LINE:				280.63	280.63		

Vendor 3343 - ARROW MANAGEMEN:

12/02/2021 12:00 PM

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29155 68839	ARROW MANAGEMENT 710 H STREET NE - BOARD UP/CLEAN AFT 101-2400-43405	11/16/2021 pziemer	12/08/2021	390.00 390.00	390.00	Open	N 12/08/2021
	Total for vendor 3343 - ARROW MANAGEMEN:			390.00	390.00		
Vendor MISC - ASG EXTERIORS DBA NEUMANN CONSTRUCT:							
00039398 68903	ASG EXTERIORS DBA NEUMANN CONSTRUCT BD PAYMENT REFUND - 1210 5TH AVE 101-0000-20200	11/29/2021 pziemer	12/08/2021	71.00 1.00 70.00	71.00	Open	N 12/08/2021
	101-0000-20200 Residential Re-Roof Only			70.00			
	Total for vendor MISC - ASG EXTERIORS DBA NEUMANN CONSTRUCT:			71.00	71.00		
Vendor 3859 - ASL INTERPRETING SERVICES INC:							
INV-00111-A 68842	ASL INTERPRETING SERVICES INC INTERPRETING SERVICES 225-2120-43300	11/17/2021 pziemer	12/08/2021	17.38 17.38	17.38	Open	N 12/08/2021
	Total for vendor 3859 - ASL INTERPRETING SERVICES INC:			17.38	17.38		
Vendor 2740 - AT&T MOBILITY:							
X12032021/ADMIN 69059	AT&T MOBILITY ACCT 287292136423 ADMIN DEPT CELL PHC 101-1400-43321	11/25/2021 pziemer	12/08/2021	99.40 99.40	99.40	Open	N 12/08/2021
	TELEPHONE			99.40			
X12032021/ENG 69060	AT&T MOBILITY ACCT 287292136423 ENG DEPT CELL PHONE 101-1700-43321	11/25/2021 pziemer	12/08/2021	275.26 275.26	275.26	Open	N 12/08/2021
	TELEPHONE			275.26			
X12032021/IT DEPT 69061	AT&T MOBILITY ACCT 287292136423 IT DEPT CELL PHONE 101-1800-43321	11/25/2021 pziemer	12/06/2021	137.63 137.63	137.63	Open	N 12/08/2021
	TELEPHONE			137.63			
X12032021/COM DEV 69062	AT&T MOBILITY ACCT 287292136423 COM DEV DEPT CELL Ip 101-2400-43321	11/25/2021 pziemer	12/08/2021	99.40 99.40	99.40	Open	N 12/08/2021
	TELEPHONE			99.40			
X12032021/PARKS 69063	AT&T MOBILITY ACCT 287292136423 PARKS DEPT CELL PHC 230-5200-43321	11/25/2021 pziemer	12/08/2021	121.13 121.13	121.13	Open	N 12/08/2021
	TELEPHONE			121.13			

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
X12032021/STRTS							
69064	AT&T MOBILITY	11/25/2021	12/08/2021	137.63	137.63	Open	N
	ACCT 287292136423 STREET/SEWER PHONE	pziemer					12/08/2021
	235-3100-43321 TELEPHONE			99.40			
	237-3190-43321 TELEPHONE			38.23			
X12032021/TRANSIT							
69065	AT&T MOBILITY	11/25/2021	12/08/2021	49.70	49.70	Open	N
	ACCT 287292136423 TRANSIT DEPT CELL	pziemer					12/08/2021
	203-9000-43321 TELEPHONE			49.70			
X12032021/PD							
69066	AT&T MOBILITY	11/25/2021	12/08/2021	2,069.45	2,069.45	Open	N
	ACCT 287287520356 POLICE DEPT CELL	pziemer					12/08/2021
	225-2120-43309 COMPUTER TECHNICAL SUPPORT			841.06			
	225-2120-43321 TELEPHONE			1,228.39			
	Total for vendor 2740 - AT&T MOBILITY:			2,989.60	2,989.60		
Vendor 0319 - BAKER TILLY MUN:							
BTMA12085							
68786	BAKER TILLY MUNICIPAL ADVISORS, LLC	11/11/2021	12/08/2021	1,900.00	1,900.00	Open	N
	GO IMP 2016A ARBITRAGE COMPLIANCE	pziemer					12/08/2021
	237-3190-43300 PROFESSIONAL SERVICES			722.00			
	101-0000-14100 DUE FROM COMPONENT UNIT			1,178.00			
	Total for vendor 0319 - BAKER TILLY MUN:			1,900.00	1,900.00		
Vendor 0745 - BATTERIES PLUS:							
P46359667							
69037	BATTERIES PLUS	11/30/2021	12/08/2021	80.72	80.72	Open	N
	BATTERIES	pziemer					12/08/2021
	225-2120-42210 OPERATING SUPPLIES			80.72			
	Total for vendor 0745 - BATTERIES PLUS:			80.72	80.72		
Vendor 3120 - BOLTON & MENK:							
0278701							
68792	BOLTON & MENK	11/01/2021	12/08/2021	787.50	787.50	Open	N
	IMP 19-19 THRU 10/92/21	pziemer					12/08/2021
	401-1919-43300 PROFESSIONAL SERVICES			787.50			
	Total for vendor 3120 - BOLTON & MENK:			787.50	787.50		
Vendor 0077 - BRAINERD HYDRAU:							
22222							
68780	BRAINERD HYDRAULICS/AIR	11/08/2021	12/08/2021	101.29	101.29	Open	N
	TRUCK 108 HYDRAULIC LINE REPAIR	pziemer					12/08/2021

12/02/2021 12:00 PM

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	235-3125-42220	REPAIR & MAINT		101.29			
22237 68783	BRAINERD HYDRAULICS/AIR TRUCK 108 HYDRAULIC LINE REPAIR PART pziemer 235-3125-42220	11/08/2021	12/08/2021	59.29	59.29	Open	N 12/08/2021
	REPAIR & MAINT			59.29			
	Total for vendor 0077 - BRAINERD HYDRAU:			160.58	160.58		

Vendor 0078 - BRAINERD LAKES:

192 - 2021 68827	BRAINERD LAKES AREA DEV C 2021 1ST HALF FUNDING 295-6510-43300	11/01/2021 pziemer	12/08/2021	30,000.00	30,000.00	Open	N 12/08/2021
	PROFESSIONAL SERVICES			30,000.00			
	Total for vendor 0078 - BRAINERD LAKES:			30,000.00	30,000.00		

Vendor 0085 - BRAINERD POLICE:

10/26/21 68988	BRAINERD POLICE DEPT PETTY CASH - POSTAGE 225-2120-43322	11/01/2021 pziemer	12/08/2021	4.30	4.30	Open	N 12/08/2021
	POSTAGE			4.30			
10/28/21 68989	BRAINERD POLICE DEPT PETTY CASH - POSTAGE 225-2120-43322	11/01/2021 pziemer	12/08/2021	3.47	3.47	Open	N 12/08/2021
	POSTAGE			3.47			
11/9/21 68990	BRAINERD POLICE DEPT PETTY CASH POSTAGE 225-2120-43322	11/09/2021 pziemer	12/08/2021	4.30	4.30	Open	N 12/08/2021
	POSTAGE			4.30			
9/30/21 69017	BRAINERD POLICE DEPT UNDERCOVER SUPPLIES TOBACCO COMPLIAN(pziemer 225-2120-42210	11/01/2021	12/08/2021	7.79	7.79	Open	N 12/08/2021
	OPERATING SUPPLIES			7.79			
	Total for vendor 0085 - BRAINERD POLICE:			19.86	19.86		

Vendor 0296 - BRAINERD PUBLIC:

11/18/21 68850	BRAINERD PUBLIC UTILITIES NOV 21 REMIT COBRA TO BPU 101-0000-22800	11/18/2021 pziemer	12/08/2021	3,243.72	3,243.72	Open	N 12/08/2021
	OTHER LIABILITIES			3,243.72			
	Total for vendor 0296 - BRAINERD PUBLIC:			3,243.72	3,243.72		

Vendor 0097 - BROTHERS FIRE P:

12/02/2021 12:00 PM

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
W15244 68793	BROTHERS FIRE PROTECTION CH FIRE PANEL REPAIRS 101-1940-42220	11/08/2021 pziemer	12/08/2021	940.50 940.50	940.50	Open	N 12/08/2021
	REPAIR & MAINT			940.50			
W15327 68879	BROTHERS FIRE PROTECTION SERVICE FOR ALARM ISSUES ON PANEL 101-1940-42220	11/11/2021 pziemer	12/08/2021	350.00 350.00	350.00	Open	N 12/08/2021
	REPAIR & MAINT			350.00			
	Total for vendor 0097 - BROTHERS FIRE P:			1,290.50	1,290.50		

Vendor 0102 - CANON FINANCIAL:

27665179 68814	CANON FINANCIAL SERVICE 11/20-12/19 -LIB COPIER LEASE 211-5505-43430	11/11/2021 pziemer	12/08/2021	99.66 99.66	99.66	Open	N 12/08/2021
	MISC - COPY MACHINE PYMTS			99.66			
27665178 68829	CANON FINANCIAL SERVICE 11/20-12/19 FD COPIER LEASE 225-2220-43331	11/11/2021 pziemer	12/08/2021	67.27 67.27	67.27	Open	N 12/08/2021
	LEASED PAYMENTS			67.27			
	Total for vendor 0102 - CANON FINANCIAL:			166.93	166.93		

Vendor 0447 - CDW GOVERNMENT,:

N397713 68874	CDW GOVERNMENT, INC TV CART TRAINING ROOM 101-1800-43309	11/10/2021 pziemer	12/08/2021	540.82 540.82	540.82	Open	N 12/08/2021
	COMPUTER SUPPORT			540.82			
N748422 69025	CDW GOVERNMENT, INC TONER - PD 225-2120-42200	11/17/2021 pziemer	12/08/2021	77.20 77.20	77.20	Open	N 12/08/2021
	OFFICE SUPPLIES			77.20			
N876549 69030	CDW GOVERNMENT, INC HDMI EXTENDER CAT5E 101-1800-42210	11/20/2021 pziemer	12/08/2021	263.80 263.80	263.80	Open	N 12/08/2021
	OPERATING SUPPLIES			263.80			
	Total for vendor 0447 - CDW GOVERNMENT,:			881.82	881.82		

Vendor 0307 - CENTERPOINT ENE:

6004720-6/NOV 21 68810	CENTERPOINT ENERGY 10/15/21-11/15/21 FD UTILITIES 225-2220-43380	11/17/2021 pziemer	12/08/2021	186.77 186.77	186.77	Open	N 12/08/2021
	UTILITIES			186.77			

12/02/2021 12:00 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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11078538-3/NOV 21							
68811	CENTERPOINT ENERGY	11/17/2021	12/08/2021	121.66	121.66	Open	N
	10/15/21-11/15/21 MILL AVE FD UTILIT	pziemer					12/08/2021
	225-2220-43380 UTILITIES			121.66			
6032449-8/NOV 21							
68822	CENTERPOINT ENERGY	11/17/2021	12/08/2021	875.05	875.05	Open	N
	10/15/21 - 11/15/21 LIBRARY UTILITIE	pziemer					12/08/2021
	211-5500-43380 UTILITIES			875.05			
5942870-6/NOV21							
68862	CENTERPOINT ENERGY	11/17/2021	12/08/2021	342.67	342.67	Open	N
	10/15/21-11/15/21 CITY HALL UTILITIE	pziemer					12/08/2021
	101-1940-43380 UTILITIES			342.67			
5974635-4/NOV 21							
68863	CENTERPOINT ENERGY	11/17/2021	12/08/2021	327.07	327.07	Open	N
	10/15/21-11/15/21 STREET DEPT UTILIT	pziemer					12/08/2021
	235-3100-43380 UTILITIES			327.07			
5956221-5/NOV 21							
68864	CENTERPOINT ENERGY	11/17/2021	12/08/2021	28.89	28.89	Open	N
	10/15/21-11/15/21 PD UTILITIES	pziemer					12/08/2021
	225-2120-43380 UTILITIES			28.89			
6031615-5/NOV21							
68865	CENTERPOINT ENERGY	11/17/2021	12/08/2021	248.94	248.94	Open	N
	10/15/21-11/15/21 ANNEX UTILITIES	pziemer					12/08/2021
	101-1940-43380 UTILITIES			248.94			
5933799-8/NOV 21							
68866	CENTERPOINT ENERGY	11/17/2021	12/08/2021	170.98	170.98	Open	N
	10/15/21-11/15/21 PARKS UTILITIES	pziemer					12/08/2021
	230-5200-43380 UTILITIES			170.98			
Total for vendor 0307 - CENTERPOINT ENE:				2,302.03	2,302.03		

Vendor 1333 - CHAMBERLAIN OIL:

377386-00							
68784	CHAMBERLAIN OIL COMPANY	11/10/2021	12/08/2021	1,226.47	1,226.47	Open	N
	STREET DEPT FLUIDS	pziemer					12/08/2021
	235-3125-42220 REPAIR & MAINT			1,226.47			
377386-01							
68823	CHAMBERLAIN OIL COMPANY	11/19/2021	12/08/2021	70.36	70.36	Open	N
	SUPER PENETRATING OIL	pziemer					12/08/2021
	235-3100-42220 REPAIR & MAINT			70.36			
Total for vendor 1333 - CHAMBERLAIN OIL:				1,296.83	1,296.83		

Vendor 1343 - CHARTER COMMUNICATION:

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0055470110821 68812	CHARTER COMMUNICATIONS NOVEMBER 225-2220-43380	11/08/2021 pziemer	12/08/2021	7.85 7.85	7.85	Open	N 12/08/2021
8065110821 68834	CHARTER COMMUNICATIONS PD BUSINESS TV 225-2120-43380	11/08/2021 pziemer	12/08/2021	46.51 46.51	46.51	Open	N 12/08/2021
Total for vendor 1343 - CHARTER COMMUNICATION:				54.36	54.36		

Vendor 1653 - CIVICPLUS:

217997 68828	CIVICPLUS WEBSITE HOSTING CIVICPLUS 12/8/21-12/pziemer 101-1800-43309 101-0000-15510	11/24/2021 pziemer	12/08/2021	2,585.57 215.46 2,370.11	2,585.57	Open	N 12/08/2021
Total for vendor 1653 - CIVICPLUS:				2,585.57	2,585.57		

Vendor 2905 - CLEAN PLUS INC:

2111178 68843	CLEAN PLUS INC NITRILE GLOVES 225-2120-42209	11/16/2021 pziemer	12/08/2021	731.93 731.93	731.93	Open	N 12/08/2021
Total for vendor 2905 - CLEAN PLUS INC:				731.93	731.93		

Vendor 3378 - COLLINS BROTHER:

21-68557 68835	COLLINS BROTHERS TOWING TOW - DRUG CASE 21001528 223-2140-42210	11/01/2021 pziemer	12/08/2021	40.00 40.00	40.00	Open	N 12/08/2021
Total for vendor 3378 - COLLINS BROTHER:				40.00	40.00		

Vendor 0132 - CWC HIGHWAY DEP:

4636 68830	CWC HIGHWAY DEPT CWC COST SHARING - 2021 PAVEMENT MAINT 401-9030-45530-21:04	11/01/2021 pziemer	12/08/2021	18,160.19 18,160.19	18,160.19	Open	N 12/08/2021
Total for vendor 0132 - CWC HIGHWAY DEP:				18,160.19	18,160.19		

Vendor 3438 - D - D BEVERAGE,:

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1491732 68782	D - D BEVERAGE, LLC VAC TRUCK SANITIZER 238-3160-42220	11/10/2021 pziemer	12/08/2021	719.00	719.00	Open	N 12/08/2021
	REPAIR & MAINT			719.00			
1485492 68818	D - D BEVERAGE, LLC PAPER/CLEANING SUPPLIES - LIBRARY 211-5500-42220	11/01/2021 pziemer	12/08/2021	179.25	179.25	Open	N 12/08/2021
	REPAIR & MAINT			179.25			
	Total for vendor 3438 - D - D BEVERAGE,:			898.25	898.25		

Vendor 3209 - DDA HUMAN RESOU:

00000361 68826	DDA HUMAN RESOURCES, INC.	11/12/2021	12/08/2021	1,500.00	1,500.00	Open	N 12/08/2021
	JOB DESCRIPTION/POSITION EVALUATION	pziemer					
	101-0000-14100	DUE FROM COMPONENT UNIT		300.00			
	101-1800-43300	PROFESSIONAL SERVICES		150.00			
	101-1400-43300	PROFESSIONAL SERVICES		300.00			
	230-5200-43300	PROFESSIONAL SERVICES		450.00			
	101-1700-43300	PROFESSIONAL SERVICES		300.00			
	Total for vendor 3209 - DDA HUMAN RESOU:			1,500.00	1,500.00		

Vendor 1286 - EAST SIDE OIL C:

R96295 68875	EAST SIDE OIL COMPANY	11/18/2021	12/08/2021	275.00	275.00	Open	N 12/08/2021
	OIL	pziemer					
	227-3230-43428	USED OIL RECYCLING EXPENSE		275.00			
R96278 68877	EAST SIDE OIL COMPANY	11/17/2021	12/08/2021	50.00	50.00	Open	N 12/08/2021
	OIL	pziemer					
	227-3230-43428	USED OIL RECYCLING EXPENSE		50.00			
	Total for vendor 1286 - EAST SIDE OIL C:			325.00	325.00		

Vendor 0838 - EHLERS & ASSOCI:

88829 68880	EHLERS & ASSOCIATES	11/09/2021	12/08/2021	675.00	675.00	Open	N 12/08/2021
	NON-PROJECT SPECIFIC WORK	pziemer					
	101-9200-43300	PROFESSIONAL SERVICES		675.00			
	Total for vendor 0838 - EHLERS & ASSOCI:			675.00	675.00		

Vendor 3821 - ELEVATED SURFACE CLEANING:

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3901 69058	ELEVATED SURFACE CLEANING CITY HALL WINDOW CLEANING 101-1940-42220	12/01/2021 pziemer	12/08/2021	1,575.00	1,575.00	Open	N 12/08/2021
	REPAIR & MAINT			1,575.00			
	Total for vendor 3821 - ELEVATED SURFACE CLEANING:			1,575.00	1,575.00		

Vendor 3800 - ENVIROTECH:

65696/CH 68905	ENVIROTECH DEC 21 JANITORIAL SERVICES CITY HALL 101-1940-43300	11/29/2021 pziemer	12/08/2021	1,765.00	1,765.00	Open	N 12/08/2021
	PROFESSIONAL SERVICES			1,765.00			
65696/FD 68906	ENVIROTECH DEC 21 FIRE DEPT JANITORIAL 225-2220-43300	11/29/2021 pziemer	12/08/2021	238.00	238.00	Open	N 12/08/2021
	PROFESSIONAL SERVICES			238.00			
65696/PD 68907	ENVIROTECH DEC 21 POLICE DEPT JANITORIAL 225-2120-43300	11/29/2021 pziemer	12/08/2021	1,255.00	1,255.00	Open	N 12/08/2021
	PROFESSIONAL SERVICES			1,255.00			
65696/STRTS 68908	ENVIROTECH DEC 21 STREET DEPT JANITORIAL SERVICE 235-3100-43300	11/29/2021 pziemer	12/08/2021	238.00	238.00	Open	N 12/08/2021
	PROFESSIONAL SERVICES			238.00			
	Total for vendor 3800 - ENVIROTECH:			3,496.00	3,496.00		

Vendor 1815 - F.I.R.E. CROSSL:

5286 68805	F.I.R.E. CROSSLAKE LIVE BURN TRAINING 225-2220-43330	11/15/2021 pziemer	12/08/2021	1,500.00	1,500.00	Open	N 12/08/2021
	PROFESSIONAL DEVELOPMENT			1,500.00			
	Total for vendor 1815 - F.I.R.E. CROSSL:			1,500.00	1,500.00		

Vendor 0170 - FASTENAL COMPAN:

MNBAX250144 68857	FASTENAL COMPANY SEWER BUTS AND BOLTS 238-3160-42220	11/18/2021 pziemer	12/08/2021	17.98	17.98	Open	N 12/08/2021
	REPAIR & MAINT			17.98			
	Total for vendor 0170 - FASTENAL COMPAN:			17.98	17.98		

Vendor 3402 - FLEETPRIDE:

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86249066 68849	FLEETPRIDE TRUCK 105 PRE-FUEL FILTER - LESS SALE 235-3125-42220	11/17/2021 pziemer	12/08/2021	88.84 88.84	88.84	Open	N 12/08/2021
	REPAIR & MAINT			88.84			
	Total for vendor 3402 - FLEETPRIDE:			88.84	88.84		
Vendor 0071 - FORUM COMMUNICA:							
CL01778776 69026	FORUM COMMUNICATIONS COMPANY ORD 1523 MEETING NOTICE 101-9200-43350	11/17/2021 pziemer	12/08/2021	248.46 248.46	248.46	Open	N 12/08/2021
	LEGAL PUBLICATIONS			248.46			
CL01778603 69027	FORUM COMMUNICATIONS COMPANY NOH - DISSOLVE FIRE & POLICE CIVIL SE 101-9200-43350	11/14/2021 pziemer	12/08/2021	78.78 78.78	78.78	Open	N 12/08/2021
	LEGAL PUBLICATIONS			78.78			
CL01778435 69028	FORUM COMMUNICATIONS COMPANY NOH - WARMING SHELTER 101-2400-43350	11/07/2021 pziemer	12/08/2021	60.60 60.60	60.60	Open	N 12/08/2021
	PRINTING/LEGAL PUBLICATION			60.60			
	Total for vendor 0071 - FORUM COMMUNICA:			387.84	387.84		
Vendor 0186 - GALLS LLC:							
019711681 68844	GALLS LLC DEPT - TOURNIQUETS & HOLSTERS 225-2120-41113	11/08/2021 pziemer	12/08/2021	1,074.95 1,074.95	1,074.95	Open	N 12/08/2021
	UNIFORM ALLOWANCE			1,074.95			
	Total for vendor 0186 - GALLS LLC:			1,074.95	1,074.95		
Vendor 3303 - HALVERSON, MIRANDA:							
12/1/21 69067	HALVERSON, MIRANDA STRATEGIC STAFF - COMMUNICATION TRAIN 225-2120-43330	12/01/2021 pziemer	12/08/2021	32.48 32.48	32.48	Open	N 12/08/2021
	PROFESSIONAL DEVELOPMENT			32.48			
	Total for vendor 3303 - HALVERSON, MIRANDA:			32.48	32.48		
Vendor 0201 - HEARTLAND TIRE:							
15017482 69029	HEARTLAND TIRE SERVICE INC TRUCK 160 TIRE REPAIR 235-3125-42220	11/30/2021 pziemer	12/08/2021	53.20 53.20	53.20	Open	N 12/08/2021
	REPAIR & MAINT			53.20			
	Total for vendor 0201 - HEARTLAND TIRE:			53.20	53.20		

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Vendor 0209 - HEARTLAND TIRE:							
3028721 68881	HEARTLAND TIRE INC. SQD 402 MOUNT TIRES 225-2120-42221	11/18/2021 pziemer	12/08/2021	100.00	100.00	Open	N 12/08/2021
	SQUAD CAR REPAIR SUPPLIES			100.00			
	Total for vendor 0209 - HEARTLAND TIRE:			100.00	100.00		
Vendor 3636 - HRGREEN:							
148139 68801	HRGREEN IMP 21-11 MS4 PERMIT UPDATE 401-9030-43300-21:11	11/17/2021 pziemer	12/08/2021	380.00	380.00	Open	N 12/08/2021
	PROFESSIONAL SERVICES			380.00			
148135 68802	HRGREEN IMP 20:08 MN-H AND M MODEL 401-9030-43300-20:08	11/17/2021 pziemer	12/08/2021	277.40	277.40	Open	N 12/08/2021
	PROFESSIONAL SERVICES			277.40			
148140 68803	HRGREEN IMP 21:15 BUFFALO HILLS GULLY 401-9030-43300-21:15	11/17/2021 pziemer	12/08/2021	5,194.06	5,194.06	Open	N 12/08/2021
	PROFESSIONAL SERVICES			5,194.06			
	Total for vendor 3636 - HRGREEN:			5,851.46	5,851.46		
Vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:							
39957 68789	INDEPENDENT TESTING TECHNOLOGIES IMP 20-05 & 20-06 TESTING - LATE INV(pziemer 401-9030-43300-20:05	11/01/2021	12/08/2021	515.00	515.00	Open	N 12/08/2021
	PROFESSIONAL SERVICES			257.50			
	401-9030-43300-20:06			257.50			
40249 68800	INDEPENDENT TESTING TECHNOLOGIES IMP 20-05 & 20-06 TESTING SERVICES pziemer 401-9030-43300-20:05	11/15/2021	12/08/2021	2,375.00	2,375.00	Open	N 12/08/2021
	PROFESSIONAL SERVICES			1,187.50			
	401-9030-43300-20:06			1,187.50			
	Total for vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:			2,890.00	2,890.00		
Vendor 3202 - INNOVATIVE OFFI:							
IN3559488 68845	INNOVATIVE OFFICE SOLUTIONS LLC BINDERS & DIVIDERS 225-2120-42200	11/17/2021 pziemer	12/08/2021	20.83	20.83	Open	N 12/08/2021
	OFFICE SUPPLIES			20.83			

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IN3561006 68882	INNOVATIVE OFFICE SOLUTIONS LLC LAMINATING POUCHES 225-2120-42200	11/18/2021 pziemer	12/08/2021	18.23 18.23	18.23	Open	N 12/08/2021
IN3571382 69020	INNOVATIVE OFFICE SOLUTIONS LLC TONER/OFFICE SUPPLIES 225-2220-42200	11/30/2021 pziemer	12/08/2021	358.41 358.41	358.41	Open	N 12/08/2021
IN3572590 69038	INNOVATIVE OFFICE SOLUTIONS LLC DESK CALENDARS, BINDERS, TONER 225-2120-42200	12/01/2021 pziemer	12/08/2021	191.07 191.07	191.07	Open	N 12/08/2021
IN3572944 69039	INNOVATIVE OFFICE SOLUTIONS LLC MOBILE PRINTER PAPER, INDEX TABS 225-2120-42200	12/01/2021 pziemer	12/08/2021	49.30 49.30	49.30	Open	N 12/08/2021
Total for vendor 3202 - INNOVATIVE OFFI:				637.84	637.84		
Vendor 3993 - JENSEN, MICHAEL:							
11/12/2021 68781	JENSEN, MICHAEL 2021 BOOT REIMBURSEMENT 50% 235-3100-42220	11/12/2021 pziemer	12/08/2021	116.00 116.00	116.00	Open	N 12/08/2021
Total for vendor 3993 - JENSEN, MICHAEL:				116.00	116.00		
Vendor 3545 - KITCHIGAMI REGI:							
11/10/21 68821	KITCHIGAMI REGIONAL LIBRARY - CC 10/15/21 - 11/10/21 REMIT LIBRARY CC 211-0000-20800	11/10/2021 pziemer	12/08/2021	249.20 249.20	249.20	Open	N 12/08/2021
Total for vendor 3545 - KITCHIGAMI REGI:				249.20	249.20		
Vendor 0223 - L & M STEEL:							
034619 68852	L & M STEEL CHIPPER BOX STEEL 235-3100-42220	11/18/2021 pziemer	12/08/2021	151.20 151.20	151.20	Open	N 12/08/2021
034673 69048	L & M STEEL CHIPPER BOX STEEL 235-3125-42220	12/01/2021 pziemer	12/08/2021	77.02 77.02	77.02	Open	N 12/08/2021
Total for vendor 0223 - L & M STEEL:				228.22	228.22		

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Vendor 3469 - LAKES AREA MAT:							
20211109 #520 68867	LAKES AREA MAT SERVICE INC POLICE DEPT MATS 225-2120-43300	11/09/2021 pziemer	12/08/2021	41.44	41.44	Open	N 12/08/2021
	PROFESSIONAL SERVICES			41.44			
20211123 #520 68868	LAKES AREA MAT SERVICE INC POLICE DEPT MATS 225-2120-43300	11/23/2021 pziemer	12/08/2021	41.44	41.44	Open	N 12/08/2021
	PROFESSIONAL SERVICES			41.44			
20211123 #522 68869	LAKES AREA MAT SERVICE INC CITY HALL MATS 101-1940-43410	11/23/2021 pziemer	12/08/2021	42.56	42.56	Open	N 12/08/2021
	RENTAL EXPENSE			42.56			
20211109 #522 68870	LAKES AREA MAT SERVICE INC CITY HALL MATS 101-1940-43410	11/09/2021 pziemer	12/08/2021	42.56	42.56	Open	N 12/08/2021
	RENTAL EXPENSE			42.56			
	Total for vendor 3469 - LAKES AREA MAT:			168.00	168.00		
Vendor 3627 - LAKES AREA WILD:							
NOV 21 68788	LAKES AREA WILDLIFE CONTROL NOV 21 ANIMAL CONTROL CONTRACT 225-2700-43300	11/15/2021 pziemer	12/08/2021	2,298.00	2,298.00	Open	N 12/08/2021
	PROFESSIONAL SERVICES			2,298.00			
	Total for vendor 3627 - LAKES AREA WILD:			2,298.00	2,298.00		
Vendor 0232 - LMCIT-BERKLEY:							
6880 68873	LEAGUE MN CITIES INS TRUS CA 108531 - SEWER BACKUP DEDUCTIBLE 280-9700-43470	11/12/2021 pziemer	12/08/2021	1,000.00	1,000.00	Open	N 12/08/2021
	UNINSURED LOSSES			1,000.00			
	Total for vendor 0232 - LMCIT-BERKLEY:			1,000.00	1,000.00		
Vendor 0237 - LOCATORS - SUPP:							
0296470-IN 68832	LOCATORS - SUPPLIES INC PLOW MARKERS 235-3125-42220	11/15/2021 pziemer	12/08/2021	147.32	147.32	Open	N 12/08/2021
	REPAIR & MAINT			147.32			
	Total for vendor 0237 - LOCATORS - SUPP:			147.32	147.32		
Vendor 0239 - MACQUEEN EQUIPM:							

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P38592 68824	MACQUEEN EQUIPMENT INC ADJ DIRT SHIELD/PARTS 235-3100-42220	11/19/2021 pziemer	12/08/2021	146.14 146.14	146.14	Open	N 12/08/2021
	REPAIR & MAINT						
P38529 68848	MACQUEEN EQUIPMENT INC SNOW BLOWER WHEEL KIT 235-3125-42220	11/17/2021 pziemer	12/08/2021	3,718.12 3,718.12	3,718.12	Open	N 12/08/2021
	REPAIR & MAINT			3,718.12			
	Total for vendor 0239 - MACQUEEN EQUIPM:			3,864.26	3,864.26		
Vendor 1753 - MARCO:							
INV9362492 69024	MARCO MICROSOFT 365 10/16-11/15/21 101-1800-43309	11/22/2021 pziemer	12/08/2021	1,504.00 1,504.00	1,504.00	Open	N 12/08/2021
	COMPUTER SUPPORT			1,504.00			
	Total for vendor 1753 - MARCO:			1,504.00	1,504.00		
Vendor 0243 - MARCO FINANCING:							
457638450 68831	MARCO FINANCING COPIER CITY HALL 2ND FLOOR 12/1/21-3/ 101-1800-43331	11/05/2021 pziemer	12/08/2021	1,379.85 1,379.85	1,379.85	Open	N 12/08/2021
	LEASE PAYMENTS						
457638344 68836	MARCO FINANCING POLICE COPIER 11/1/21-12/1/21 225-2120-43331	11/01/2021 pziemer	12/08/2021	367.17 367.17	367.17	Open	N 12/08/2021
	LEASED PAYMENTS			367.17			
	Total for vendor 0243 - MARCO FINANCING:			1,747.02	1,747.02		
Vendor 0244 - MARTIN COMMUNIC:							
45266 68878	MARTIN COMMUNICATIONS INC RADIO ANTENNA REPAIRS 203-9000-42220	11/17/2021 pziemer	12/08/2021	326.63 326.63	326.63	Open	N 12/08/2021
	REPAIR & MAINT			326.63			
	Total for vendor 0244 - MARTIN COMMUNIC:			326.63	326.63		
Vendor 0889 - MENARDS - BAXTE:							
64499 69032	MENARDS - BAXTER FLOURESCENT BULBS - SHOP 230-5200-42220	11/12/2021 pziemer	12/08/2021	55.00 55.00	55.00	Open	N 12/08/2021
	REPAIR & MAINT			55.00			

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64512 69033	MENARDS - BAXTER AA BATTERIES, WALL CLOCK, MMP WARMINC 230-5200-42220	11/12/2021 pziemer	12/08/2021	15.68 15.68	15.68	Open	N 12/08/2021
64684 69034	MENARDS - BAXTER BOARDS, MMP SHELVING 230-5200-42220	11/15/2021 pziemer	12/08/2021	66.45 66.45	66.45	Open	N 12/08/2021
	Total for vendor 0889 - MENARDS - BAXTE:			137.13	137.13		
Vendor 2949 - MIDDAGH, SHAWN:							
11/30/21 69022	MIDDAGH, SHAWN CDL REIMBURSEMENT - MIDDAGH 235-3125-42220	11/30/2021 pziemer	12/08/2021	59.44 59.44	59.44	Open	N 12/08/2021
	Total for vendor 2949 - MIDDAGH, SHAWN:			59.44	59.44		
Vendor 3394 - MIDWEST MACHINE:							
2529275 69035	MIDWEST MACHINERY CO MOWER BATTERY. PRIMER 230-5200-42220	11/16/2021 pziemer	12/08/2021	64.79 64.79	64.79	Open	N 12/08/2021
	Total for vendor 3394 - MIDWEST MACHINE:			64.79	64.79		
Vendor 0254 - MILLS MOTORS IN:							
563827 68806	MILLS MOTORS INC T4 OIL CHANGE, HEADLIGHT REPAIR 225-2220-42220	11/18/2021 pziemer	12/08/2021	656.47 656.47	656.47	Open	N 12/08/2021
564011 69021	MILLS MOTORS INC E3 - OIL CHANGE/REPAIRS 225-2220-42220	11/22/2021 pziemer	12/08/2021	628.81 628.81	628.81	Open	N 12/08/2021
	Total for vendor 0254 - MILLS MOTORS IN:			1,285.28	1,285.28		
Vendor 3657 - MINNESOTA PAVIN:							
1683206 68886	MINNESOTA PAVING & MATERIALS COLD MIX 2021 40.27 TON 235-3100-42220	11/02/2021 pziemer	12/08/2021	5,436.45 5,436.45	5,436.45	Open	N 12/08/2021
	Total for vendor 3657 - MINNESOTA PAVIN:			5,436.45	5,436.45		

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Vendor 0445 - MN FIRE SERVICE:							
9465							
68807	MN FIRE SERVICE CERTIFICATION BOARD	11/10/2021	12/08/2021	435.00	435.00	Open	N 12/08/2021
	FIRE APPARATUS OPERATOR CERTIFICATION	pziemer					
	225-2220-43330	PROFESSIONAL DEVELOPMENT		435.00			
	Total for vendor 0445 - MN FIRE SERVICE:			435.00	435.00		
Vendor 3168 - MOTORS-N-MORE:							
28818							
68846	MOTORS-N-MORE	11/16/2021	12/08/2021	23.00	23.00	Open	N 12/08/2021
	SQD 430 OIL CHANGE	pziemer					
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		23.00			
28837							
69015	MOTORS-N-MORE	11/29/2021	12/08/2021	23.00	23.00	Open	N 12/08/2021
	SQD 433 OIL CHANGE	pziemer					
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		23.00			
	Total for vendor 3168 - MOTORS-N-MORE:			46.00	46.00		
Vendor 1449 - M-R SIGN CO., I:							
214580							
68871	M-R SIGN CO., INC.	11/16/2021	12/08/2021	428.14	428.14	Open	N 12/08/2021
	STREET SIGNS	pziemer					
	235-3170-42210	REPLACEMENT STREET SIGNS		428.14			
	Total for vendor 1449 - M-R SIGN CO., I:			428.14	428.14		
Vendor 0273 - NAPA AUTO PARTS:							
460857							
68851	NAPA AUTO PARTS	11/18/2021	12/08/2021	116.97	116.97	Open	N 12/08/2021
	NITRILE GLOVES	pziemer					
	238-3160-42220	REPAIR & MAINT		116.97			
	Total for vendor 0273 - NAPA AUTO PARTS:			116.97	116.97		
Vendor 0736 - NORTHLAND FIRE:							
46935							
68819	NORTHLAND FIRE PROTECTION	11/01/2021	12/08/2021	250.00	250.00	Open	N 12/08/2021
	ANNUAL SPRINKLER INSPECTION - LIBRARY	pziemer					
	211-5500-42220	REPAIR & MAINT		250.00			
47197							
68820	NORTHLAND FIRE PROTECTION	11/12/2021	12/08/2021	114.00	114.00	Open	N 12/08/2021
	ANNUAL FIRE EXTINGUISHER INSPECTION	pziemer					
	211-5500-42220	REPAIR & MAINT		114.00			
	Total for vendor 0736 - NORTHLAND FIRE:			364.00	364.00		

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Vendor 2064 - NUSS TRUCK & EQ:							
358727 69046	NUSS TRUCK & EQUIPMENT MACK VEHICLE REPAIRS 235-3125-42220 235-3125-42220	11/22/2021 pziemer TRUCK 105 LOW FUEL PRESSURE REPAIR & MAINT	12/08/2021	1,020.62 1,020.62 1,020.62	1,020.62	Open	N 12/08/2021
Total for vendor 2064 - NUSS TRUCK & EQ:				1,020.62	1,020.62		
Vendor 0284 - OFFICE SHOP:							
1104173-0 68872	OFFICE SHOP COPY PAPER - CITY HALL 101-1940-42200	11/18/2021 pziemer OFFICE SUPPLIES	12/08/2021	181.98 181.98	181.98	Open	N 12/08/2021
1104601-0 69047	OFFICE SHOP COLOR COPY PAPER 101-1940-42200	12/01/2021 pziemer OFFICE SUPPLIES	12/08/2021	20.14 20.14	20.14	Open	N 12/08/2021
Total for vendor 0284 - OFFICE SHOP:				202.12	202.12		
Vendor 2137 - O'REILLY AUTOMO:							
1647-484752 68837	O'REILLY AUTOMOTIVE STORES INC. FUSE 225-2120-42221	11/14/2021 pziemer SQUAD CAR REPAIR SUPPLIES	12/08/2021	9.99 9.99	9.99	Open	N 12/08/2021
1647-484766 68838	O'REILLY AUTOMOTIVE STORES INC. CREDIT FOR EXCHANGE FUSE 225-2120-42221	11/14/2021 pziemer SQUAD CAR REPAIR SUPPLIES	12/08/2021	(3.00) (3.00)	(3.00)	Open	N 12/08/2021
1647-485327 68847	O'REILLY AUTOMOTIVE STORES INC. SQD 429 CABIN FILTER - SQD MAINT SUPP 225-2120-42221	11/17/2021 pziemer SQUAD CAR REPAIR SUPPLIES	12/08/2021	57.45 57.45	57.45	Open	N 12/08/2021
1647-487758 69050	O'REILLY AUTOMOTIVE STORES INC. SQD 436 FUSES 225-2120-42221	12/01/2021 pziemer SQUAD CAR REPAIR SUPPLIES	12/08/2021	9.98 9.98	9.98	Open	N 12/08/2021
Total for vendor 2137 - O'REILLY AUTOMO:				74.42	74.42		
Vendor 3943 - PLUNKETT'S PEST CONTROL:							
7290621 68817	PLUNKETT'S PEST CONTROL LIBRARY MONTHLY PEST CONTROL	11/01/2021 pziemer	12/08/2021	65.00	65.00	Open	N 12/08/2021

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	211-5500-42220	REPAIR & MAINT		65.00			
	Total for vendor 3943 - PLUNKETT'S PEST CONTROL:			65.00	65.00		

Vendor 3413 - RATWIK, ROSZAK:

SEPT 2021

68796	RATWIK, ROSZAK AND MALONEY	11/01/2021	12/08/2021	6,675.72	6,675.72	Open	N
	SEPT 21 RETAINER/SPECIAL SERVICES	pziemer					12/08/2021
	101-1610-43301	CITY ATTORNEY		4,444.19			
	101-0000-14100	DUE FROM COMPONENT UNIT		75.00			
	260-9020-43304	LEGAL PROFESSIONAL SERVICES		50.00			
	101-1610-43301	CITY ATTORNEY		1,140.53			
	401-1902-43300	PROFESSIONAL SERVICES		315.00			
	401-1609-43300	PROFESSIONAL SERVICES		471.00			
	101-0000-14100	DUE FROM COMPONENT UNIT		180.00			

OCT 2021

68825	RATWIK, ROSZAK AND MALONEY	11/01/2021	12/08/2021	7,737.42	7,737.42	Open	N
	OCT 21 RETAINER/SPECIAL SERVICES	pziemer					12/08/2021
	101-1610-43301	CITY ATTORNEY		4,560.42			
	101-0000-14100	DUE FROM COMPONENT UNIT		150.00			
	101-1610-43301	CITY ATTORNEY		2,025.00			
	401-1919-43300	PROFESSIONAL SERVICES		792.00			
	101-0000-14100	DUE FROM COMPONENT UNIT		210.00			
	Total for vendor 3413 - RATWIK, ROSZAK:			14,413.14	14,413.14		

Vendor 1238 - ROCKMOUNT :

1266398

68876	ROCKMOUNT RESEARCH & ALLOYS	11/18/2021	12/08/2021	185.17	185.17	Open	N
	GEMINI 2 OZ TUBE	pziemer					12/08/2021
	235-3125-42220	REPAIR & MAINT		185.17			
	Total for vendor 1238 - ROCKMOUNT :			185.17	185.17		

Vendor 3410 - ROUTE MATCH SOF:

6529

69057	ROUTE MATCH SOFTWARE LLC	12/01/2021	12/08/2021	5,488.56	5,488.56	Open	N
	2/1/22-1/31/23 DISPATCH/SCHEDULING S	pziemer					12/08/2021
	203-0000-15510	PREPAID OTHER		5,488.56			
	Total for vendor 3410 - ROUTE MATCH SOF:			5,488.56	5,488.56		

Vendor 0311 - ROYAL TIRE INC:

317-48356

68777	ROYAL TIRE INC	11/18/2021	12/08/2021	794.16	794.16	Open	N
	TRUCK 103 REAR TIRES	pziemer					12/08/2021
	235-3125-42220	REPAIR & MAINT		794.16			

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317-48355 68778	ROYAL TIRE INC TRUCK 108 REAR TIRES - QTY4 235-3125-42220 REPAIR & MAINT	11/18/2021 pziemer	12/08/2021	1,588.32 1,588.32	1,588.32	Open	N 12/08/2021
	Total for vendor 0311 - ROYAL TIRE INC:			2,382.48	2,382.48		
Vendor 3768 - SADUSKY RENOVATIONS:							
34 68797	SADUSKY RENOVATIONS 10/5/21-10/15/21 INSPECTION SERVICES 101-2400-43300	11/01/2021 pziemer	12/08/2021	1,225.63 1,225.63	1,225.63	Open	N 12/08/2021
35 68798	SADUSKY RENOVATIONS 10/21/21-11/12/21 101-2400-43300	11/23/2021 pziemer	12/08/2021	734.35 734.35	734.35	Open	N 12/08/2021
	Total for vendor 3768 - SADUSKY RENOVATIONS:			1,959.98	1,959.98		
Vendor 3612 - SEVERSON PORTER:							
NOV 2021 68787	SEVERSON PORTER LAW NOV 21 PROSECUTION AGREEMENT 225-2127-43310	11/15/2021 pziemer	12/08/2021	16,131.55 16,131.55	16,131.55	Open	N 12/08/2021
	Total for vendor 3612 - SEVERSON PORTER:			16,131.55	16,131.55		
Vendor 0314 - SHANNON'S AUTO:							
9412 69036	SHANNON'S AUTO BODY SNOW PLOW CUTTING EDGE 230-5200-42220	11/18/2021 pziemer	12/08/2021	247.50 247.50	247.50	Open	N 12/08/2021
	Total for vendor 0314 - SHANNON'S AUTO:			247.50	247.50		
Vendor 0317 - SHORT ELLIOTT :							
415958 68840	SHORT ELLIOTT HENDRICKSON IMP 19-02 CUYUNA LAKES TRAIL 401-1902-43300	11/15/2021 pziemer	12/08/2021	14,220.55 14,220.55	14,220.55	Open	N 12/08/2021
	Total for vendor 0317 - SHORT ELLIOTT :			14,220.55	14,220.55		
Vendor 1205 - SILVER STAR IND:							
BRD-49373-01 68808	SILVER STAR INDUSTRIES C2 TRUCK TOPPER	11/23/2021 pziemer	12/08/2021	3,149.90	3,149.90	Open	N 12/08/2021

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	400-9050-45500	CAPITAL OUTLAY		3,149.90			
	Total for vendor 1205 - SILVER STAR IND:			3,149.90	3,149.90		
Vendor 3916 - STEPP MANUFACTURING CO INC:							
060245							
69023	STEPP MANUFACTURING CO INC	11/18/2021	12/08/2021	71.81	71.81	Open	N
	HOSE/CLAMP/VALVE	pziemer					12/08/2021
	235-3100-42220	PATCH TRAILER WINTER REPAIRS		71.81			
	Total for vendor 3916 - STEPP MANUFACTURING CO INC:			71.81	71.81		
Vendor 3599 - STOUT HYDROSEED:							
2479							
68809	STOUT HYDROSEEDING & FERTILIZING	11/22/2021	12/08/2021	3,500.00	3,500.00	Open	N
	GRASS RIG TANK FOR UTV FABRICATION	pziemer					12/08/2021
	400-9050-45500	CAPITAL OUTLAY		3,500.00			
	Total for vendor 3599 - STOUT HYDROSEED:			3,500.00	3,500.00		
Vendor 0322 - STREICHERS PROF:							
I1534902							
68883	STREICHERS PROF EQUIP	11/16/2021	12/08/2021	129.98	129.98	Open	N
	725BJ INITIAL ISSUE	pziemer					12/08/2021
	225-2120-41113	UNIFORM ALLOWANCE		129.98			
I1534904							
68884	STREICHERS PROF EQUIP	11/16/2021	12/08/2021	64.99	64.99	Open	N
	717 UNIFORM PANTS	pziemer					12/08/2021
	225-2120-41113	UNIFORM ALLOWANCE		64.99			
I1535454							
68885	STREICHERS PROF EQUIP	11/18/2021	12/08/2021	170.00	170.00	Open	N
	776 CSO UNIFORM PANTS	pziemer					12/08/2021
	225-2121-41113	UNIFORM ALLOWANCE		170.00			
	Total for vendor 0322 - STREICHERS PROF:			364.97	364.97		
Vendor 0040 - TACTICAL SOLUTI:							
8777							
69016	TACTICAL SOLUTIONS	11/24/2021	12/08/2021	474.00	474.00	Open	N
	CERTIFICATION OF RADAR & LASER UNITS	pziemer					12/08/2021
	225-2120-43300	PROFESSIONAL SERVICES		474.00			
	Total for vendor 0040 - TACTICAL SOLUTI:			474.00	474.00		
Vendor 2924 - VERIZON WIRELES:							

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9892924432 68813	VERIZON WIRELESS 10/16-11/15 FD IPADS 225-2220-43321	11/15/2021 pziemer	12/08/2021	245.07 245.07	245.07	Open	N 12/08/2021
9893494823/ADM 69068	VERIZON WIRELESS 10/24-11/23 HR CELL PHONE 101-1400-43321	11/23/2021 pziemer	12/08/2021	46.25 46.25	46.25	Open	N 12/08/2021
9893494823/PARKS 69069	VERIZON WIRELESS 10/24-11/23 PARKS DEPT PHONES 230-5200-43321	11/23/2021 pziemer	12/08/2021	86.26 86.26	86.26	Open	N 12/08/2021
Total for vendor 2924 - VERIZON WIRELES:				377.58	377.58		

Vendor 0344 - WASTE PARTNERS:

1AX01268 68816	WASTE PARTNERS INC OCT 21 LIBRARY WASTE REMOVAL 211-5500-43380	11/01/2021 pziemer	12/08/2021	84.78 84.78	84.78	Open	N 12/08/2021
1BX41767 69040	WASTE PARTNERS INC NOV 21 CITY HALL WASTE REMOVAL 101-1940-43380	11/30/2021 pziemer	12/08/2021	98.50 98.50	98.50	Open	N 12/08/2021
1BX41768 69041	WASTE PARTNERS INC DOWNTOWN WASTE REMOVAL 401-1003-43380	11/30/2021 pziemer	12/08/2021	175.50 175.50	175.50	Open	N 12/08/2021
1BX41766 69042	WASTE PARTNERS INC NOV 21 FD WASTE REMOVAL 225-2220-43380	11/30/2021 pziemer	12/08/2021	93.60 93.60	93.60	Open	N 12/08/2021
1BX41769 69043	WASTE PARTNERS INC NOV 21 WASTE REMOVAL PD 225-2120-43380	11/30/2021 pziemer	12/08/2021	124.45 124.45	124.45	Open	N 12/08/2021
1BX41765 69044	WASTE PARTNERS INC NOV 21 STREET DEPT WASTE REMOVAL 235-3100-43380	11/30/2021 pziemer	12/08/2021	87.75 87.75	87.75	Open	N 12/08/2021
1BX41770 69045	WASTE PARTNERS INC NOV 21 WASTE OIL REMOVAL	11/30/2021 pziemer	12/08/2021	58.50	58.50	Open	N 12/08/2021

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	227-3230-43428			58.50			
	USED OIL RECYCLING EXPENSE						
	Total for vendor 0344 - WASTE PARTNERS:			723.08	723.08		

Vendor 1159 - WINNERS TROPHY/:

11801 68841	WINNERS TROPHY	11/12/2021	12/08/2021	15.00	15.00	Open	N 12/08/2021
	WELLNESS CHAMPION ENGRAVING	pziemer					
	278-6515-43430			15.00			
	MISCELLANEOUS						
	Total for vendor 1159 - WINNERS TROPHY/:			15.00	15.00		

Vendor 0354 - ZIEGLER, INC:

IN000335057 68858	ZIEGLER, INC	11/23/2021	12/08/2021	6.83	6.83	Open	N 12/08/2021
	LOADER FRONT PLOW AND O-RING	pziemer					
	235-3125-42220			6.83			
	REPAIR & MAINT						
IN000331361 68859	ZIEGLER, INC	11/19/2021	12/08/2021	11.94	11.94	Open	N 12/08/2021
	GRADER 113 DASH LIGHT BULBS	pziemer					
	235-3125-42220			11.94			
	REPAIR & MAINT						
IN000333232 68860	ZIEGLER, INC	11/20/2021	12/08/2021	284.87	284.87	Open	N 12/08/2021
	LOADER 115 PARKING BRAKE KIT	pziemer					
	235-3125-42220			284.87			
	REPAIR & MAINT						
SI000104386 68861	ZIEGLER, INC	11/23/2021	12/08/2021	984.25	984.25	Open	N 12/08/2021
	LOADER 115 BRAKE CALIPER	pziemer					
	235-3125-42220			984.25			
	REPAIR & MAINT						
	Total for vendor 0354 - ZIEGLER, INC:			1,287.89	1,287.89		

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

Vendor 3698 - AMAZON:

11/02/21 68890	AMAZON	11/02/2021	12/08/2021	203.97	203.97	Open	N 12/08/2021
	AWS CLOUD STORAGE 10/1-10/31/21	pziemer					
	101-1800-43309			203.97			
	COMPUTER SUPPORT						
11/15/21 68893	AMAZON	11/15/2021	12/08/2021	123.47	123.47	Open	N 12/08/2021
	PARKS HOLIDAY COSTUMES	pziemer					
	230-5211-42210			123.47			
	OPERATING SUPPLIES						

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68894	AMAZON PARKS HOLIDAY COSTUME 230-5211-42210	11/15/2021 pziemer	12/08/2021	69.95	69.95	Open	N 12/08/2021
	OPERATING SUPPLIES			69.95			
	Total for vendor 3698 - AMAZON:			397.39	397.39		

Vendor 3489 - APWA-MN CHAPTER:

11/08/21 - 2

68896	APWA-MN CHAPTER P. SANDY REGISTRATION FALL CONFERENCE 101-1700-43330	11/08/2021 pziemer	12/08/2021	334.75	334.75	Open	N 12/08/2021
	PROFESSIONAL DEVELOPMENT			334.75			
	Total for vendor 3489 - APWA-MN CHAPTER:			334.75	334.75		

Vendor 0767 - CEAM:

11/01/21

68899	CEAM FLADUNG REG - 2022 CEAM CONFERENCE 101-1700-43330	11/01/2021 pziemer	12/08/2021	375.00	375.00	Open	N 12/08/2021
	PROFESSIONAL DEVELOPMENT			375.00			

11/01/21 - 2

68900	CEAM SANDY CEAM 2022 CONF REGISTRATION 101-1700-43330	11/01/2021 pziemer	12/08/2021	375.00	375.00	Open	N 12/08/2021
	PROFESSIONAL DEVELOPMENT			375.00			
	Total for vendor 0767 - CEAM:			750.00	750.00		

Vendor 3719 - FLEET FARM:

11/17/21

68901	FLEET FARM KEROSENE - STREETS 235-3125-42220	11/17/2021 pziemer	12/08/2021	110.00	110.00	Open	N 12/08/2021
	REPAIR & MAINT			110.00			
	Total for vendor 3719 - FLEET FARM:			110.00	110.00		

Vendor 2130 - INTERNATIONAL C:

11/23/21

68892	INTERNATIONAL CODE COUNCIL INC QTY 2 CODE ENFORCEMENT TRAINING REGISTRATION 101-2400-43330	11/23/2021 pziemer	12/08/2021	300.00	300.00	Open	N 12/08/2021
	PROFESSIONAL DEVELOPMENT			300.00			
	Total for vendor 2130 - INTERNATIONAL C:			300.00	300.00		

Vendor 2392 - MENARDS:

12/02/2021 12:00 PM

User: pziemer

DB: Brainerd

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

11/04/21 68895	MENARDS CEDAR POSTS/SILICONE MAX 401-1003-43430	11/04/2021 pziemer	12/08/2021	35.16	35.16	Open	N 12/08/2021
	MISCELLANEOUS			35.16			
	Total for vendor 2392 - MENARDS:			35.16	35.16		

Vendor 2688 - MN SECRETARY OF:

11/22/21 68888	MN SECRETARY OF STATE - NOTARY NOTARY RENEWAL - S. BESTUL 101-2400-43330	11/22/2021 pziemer	12/08/2021	120.00	120.00	Open	N 12/08/2021
	PROFESSIONAL DEVELOPMENT			120.00			
	Total for vendor 2688 - MN SECRETARY OF:			120.00	120.00		

Vendor 3871 - MN STATE COLLEGES & UNIVERSITIES:

11/04/21 68897	MN STATE COLLEGES & UNIVERSITIES P.SANDY - MNDOT BRIDGE INSPECTION CL 101-1700-43330	11/04/2021 pziemer	12/08/2021	100.00	100.00	Open	N 12/08/2021
	PROFESSIONAL DEVELOPMENT			100.00			
	Total for vendor 3871 - MN STATE COLLEGES & UNIVERSITIES:			100.00	100.00		

Vendor 3707 - PDL CCAPSCONF5:

11/16/21 68891	PDL CCAPSCONF5 QTY 10 CLASSES - BLDG OFFICIALS REGIS 101-2400-43330	11/16/2021 pziemer	12/08/2021	1,350.00	1,350.00	Open	N 12/08/2021
	PROFESSIONAL DEVELOPMENT			1,350.00			
	Total for vendor 3707 - PDL CCAPSCONF5:			1,350.00	1,350.00		

Vendor 3986 - SUGAR LAKE LODGE:

11/01/21 68902	SUGAR LAKE LODGE CREDIT FOR CHECKING OUT EARLY - P.SA 101-1700-43330	11/01/2021 pziemer	12/08/2021	(259.39)	(259.39)	Open	N 12/08/2021
	PROFESSIONAL DEVELOPMENT			(259.39)			
	Total for vendor 3986 - SUGAR LAKE LODGE:			(259.39)	(259.39)		

Vendor 1342 - UNIVERSITY OF M:

11/03/21 68898	UNIVERSITY OF MINNESOTA E. PRATT REGISTRATION - DESIGN OF COM 101-1700-43330	11/03/2021 pziemer	12/08/2021	310.00	310.00	Open	N 12/08/2021
	PROFESSIONAL DEVELOPMENT			310.00			
	Total for vendor 1342 - UNIVERSITY OF M:			310.00	310.00		

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User: pziemer

DB: Brainerd

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Inv Ref#	Description	Entered By					Post Date

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

Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:

11/18/21

68887

ZOOM VIDEO COMMUNICATIONS

11/18/2021

12/08/2021

29.98

29.98

Open

N

ZOOM SUBSCRIPTION 11/18-12/17/21 pziemer

12/08/2021

101-1800-43309

COMPUTER SUPPORT

29.98

Total for vendor 3858 - ZOOM VIDEO COMMUNICATIONS:

29.98

29.98

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

3,577.89

3,577.89

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DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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

Vendor MISC - DROPBOX:

11/04/21 68918	DROPBOX 11/1/21-11/1/22 DROPBOX PLUS 225-2220-43433	11/04/2021 pziemer	12/08/2021	119.88	119.88	Open	N 12/08/2021
	DUES & SUBSCRIPTIONS			119.88			
	Total for vendor MISC - DROPBOX:			119.88	119.88		

Vendor 0186 - GALLS LLC:

11/12/21 68920	GALLS LLC UNIFORM PANTS 225-2220-41113	11/12/2021 pziemer	12/08/2021	208.99	208.99	Open	N 12/08/2021
	UNIFORM ALLOWANCE			208.99			
	Total for vendor 0186 - GALLS LLC:			208.99	208.99		

Vendor 2989 - HOME DEPOT:

10/25/21 68915	HOME DEPOT METAL CUTTING DIAMOND BLADE 225-2220-42220	11/01/2021 pziemer	12/08/2021	14.97	14.97	Open	N 12/08/2021
	REPAIR & MAINT			14.97			
10/25/21 - 2 68916	HOME DEPOT SHOCKWAVE DRILL/BIT SET & CHARGER 225-2220-42210	11/01/2021 pziemer	12/08/2021	165.99	165.99	Open	N 12/08/2021
	OPERATING SUPPLIES			165.99			
11/1/21 68917	HOME DEPOT DEWALT BLOWER/CHARGER 225-2220-42210	11/01/2021 pziemer	12/08/2021	269.00	269.00	Open	N 12/08/2021
	OPERATING SUPPLIES			269.00			
11/15/21 68919	HOME DEPOT LIVE BURN TRAINING/CO DETECTORS 225-2220-43330 225-2220-42210	11/15/2021 pziemer	12/08/2021	181.26	181.26	Open	N 12/08/2021
	PROFESSIONAL DEVELOPMENT			61.44			
	OPERATING SUPPLIES			119.82			
	Total for vendor 2989 - HOME DEPOT:			631.22	631.22		

Vendor 3994 - PAYPAL:

11/18/21 68922	PAYPAL PURCHASE OF TOOLS - CREDIT ON NEXT Stpziemer 225-2220-42210	11/18/2021	12/08/2021	149.00	149.00	Open	N 12/08/2021
	OPERATING SUPPLIES			149.00			
	Total for vendor 3994 - PAYPAL:			149.00	149.00		

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DB: Brainerd

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
PCard: 2257 U.S. BANK Card Holder: FIRE							
Total PCard: 2257 U.S. BANK Card Holder: FIRE				1,109.09	1,109.09		

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User: pziemer

DB: Brainerd

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

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

Vendor 3698 - AMAZON:

11/10/21							
68912	AMAZON	11/10/2021	12/08/2021	29.98	29.98	Open	N
	BATTERIES, HIGHLIGHTER, ADAPTOR	pziemer					12/08/2021
	211-5501-43430	MISC - SPECIFIED DONATION USE		29.98			
11/19/21							
68914	AMAZON	11/19/2021	12/08/2021	51.76	51.76	Open	N
	ADDRESS LABELS, ENVELOPES	pziemer					12/08/2021
	211-5501-43430	MISC - SPECIFIED DONATION USE		51.76			
		Total for vendor 3698 - AMAZON:		81.74	81.74		

Vendor 0160 - DEMCO INC:

11/3/21							
68910	DEMCO INC	11/03/2021	12/08/2021	26.93	26.93	Open	N
	WHITE RUBBER LIQUID	pziemer					12/08/2021
	211-5501-43430	MISC - SPECIFIED DONATION USE		26.93			
		Total for vendor 0160 - DEMCO INC:		26.93	26.93		

Vendor MISC - MAILCHIMP:

11/05/21							
68911	MAILCHIMP	11/05/2021	12/08/2021	30.99	30.99	Open	N
	MAILCHIMP EMAIL SERVICES	pziemer					12/08/2021
	211-5503-43430	MISC - USE OF HOLDEN TRUST		30.99			
		Total for vendor MISC - MAILCHIMP:		30.99	30.99		

Vendor 3697 - USPS:

11/17/21							
68913	USPS	11/17/2021	12/08/2021	27.20	27.20	Open	N
	POSTAGE - LIBRARY	pziemer					12/08/2021
	211-5500-43322	POSTAGE		27.20			
		Total for vendor 3697 - USPS:		27.20	27.20		

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

166.86	166.86
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Inv Ref#	Description	Entered By					Post Date

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

Vendor 3706 - BEST BUY:

11/23/21

69031

BEST BUY

11/23/2021

12/08/2021

529.96

529.96

Open

N

MMP OUTDOOR SOUND SYSTEM

pziemer

12/08/2021

400-9050-45510

CAPITAL - LAND

529.96

Total for vendor 3706 - BEST BUY:

529.96

529.96

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

529.96

529.96

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User: pziemer

DB: Brainerd

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

Vendor 3698 - AMAZON:

10/26/21 68992	AMAZON LOCK FOR IMPOUND LOT 225-2120-42210	11/01/2021 pziemer	12/08/2021	21.97	21.97	Open	N 12/08/2021
	OPERATING SUPPLIES			21.97			
11/1/21 68998	AMAZON PAPER TRIMMER BLADES 225-2120-42200	11/01/2021 pziemer	12/08/2021	12.52	12.52	Open	N 12/08/2021
	OFFICE SUPPLIES			12.52			
11/15/21 - 3 69003	AMAZON 2 CAMERA BUNDLES 225-2120-42210	11/15/2021 pziemer	12/08/2021	1,198.00	1,198.00	Open	N 12/08/2021
	OPERATING SUPPLIES			1,198.00			
	Total for vendor 3698 - AMAZON:			1,232.49	1,232.49		

Vendor 2948 - BILL'S GUN SHOP:

11/23/21 69009	BILL'S GUN SHOP & RANGE AMMUNITION 225-2131-42210	11/23/2021 pziemer	12/08/2021	1,184.04	1,184.04	Open	N 12/08/2021
	OPERATING SUPPLIES			1,184.04			
	Total for vendor 2948 - BILL'S GUN SHOP:			1,184.04	1,184.04		

Vendor MISC - CASEY'S GENERAL STORE:

11/10/21 69001	CASEY'S GENERAL STORE OFFICER INTERVIEW PANEL 225-2120-43430	11/10/2021 pziemer	12/08/2021	19.61	19.61	Open	N 12/08/2021
	MISCELLANEOUS			19.61			
	Total for vendor MISC - CASEY'S GENERAL STORE:			19.61	19.61		

Vendor 0900 - CUB FOODS BRD:

11/23/21 69010	CUB FOODS - BRAINERD TISSUE 225-2120-42220	11/23/2021 pziemer	12/08/2021	19.39	19.39	Open	N 12/08/2021
	REPAIR & MAINT			19.39			
	Total for vendor 0900 - CUB FOODS BRD:			19.39	19.39		

Vendor 3998 - GLOCK PROFESSIONAL:

11/23/21 69011	GLOCK PROFESSIONAL 721 ARMORER'S COURSE	11/23/2021 pziemer	12/08/2021	250.00	250.00	Open	N 12/08/2021
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Vendor 0599 - MN COUNTY ATTOR:

12/02/2021 12:00 PM

User: pziemer

DB: Brainerd

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

11/24/21 69014	MN COUNTY ATTORNEY ASSN PROPERTY RECEIPTS 225-2120-42200	11/24/2021 pziemer	12/08/2021	165.00	165.00	Open	N 12/08/2021
	OFFICE SUPPLIES			165.00			
	Total for vendor 0599 - MN COUNTY ATTOR:			165.00	165.00		

Vendor MISC - MULTI REGIONAL TRAINING CENTER:

10/28/21 68994	MULTI REGIONAL TRAINING CENTER 725BJ - BLS ECARD 225-2120-42210	11/01/2021 pziemer	12/08/2021	6.50	6.50	Open	N 12/08/2021
	OPERATING SUPPLIES			6.50			
	Total for vendor MISC - MULTI REGIONAL TRAINING CENTER:			6.50	6.50		

Vendor 0497 - SIRCHIE FINGER:

11/22/21 69008	SIRCHIE FINGER PRINT LABORATORIES, EVIDENCE SUPPLIES 225-2120-42210	11/22/2021 pziemer	12/08/2021	195.16	195.16	Open	N 12/08/2021
	OPERATING SUPPLIES			195.16			
	Total for vendor 0497 - SIRCHIE FINGER:			195.16	195.16		

Vendor 0150 - SOURCEWELL:

11/01/21 68999	SOURCEWELL M. HALVERSON - COMMUNICATION TRAINING 225-2120-43330	11/01/2021 pziemer	12/08/2021	70.00	70.00	Open	N 12/08/2021
	PROFESSIONAL DEVELOPMENT			70.00			
	Total for vendor 0150 - SOURCEWELL:			70.00	70.00		

Vendor 3697 - USPS:

10/25/21 68991	USPS POSTAGE 225-2120-43322	11/01/2021 pziemer	12/08/2021	5.10	5.10	Open	N 12/08/2021
	POSTAGE			5.10			
10/26/21 68993	USPS POSTAGE 225-2120-43322	11/01/2021 pziemer	12/08/2021	4.30	4.30	Open	N 12/08/2021
	POSTAGE			4.30			
10/28/21 68995	USPS POSTAGE 225-2120-43322	11/01/2021 pziemer	12/08/2021	7.38	7.38	Open	N 12/08/2021
	POSTAGE			7.38			

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PCard: 2257 U.S. BANK Card Holder: POLICE							
10/29/21 68997	USPS POSTAGE 225-2120-43322	11/01/2021 pziemer	12/08/2021	9.40	9.40	Open	N 12/08/2021
	POSTAGE			9.40			
11/02/21 69000	USPS POSTAGE 225-2120-43322	11/02/2021 pziemer	12/08/2021	5.91	5.91	Open	N 12/08/2021
	POSTAGE			5.91			
11/15/21 69004	USPS POSTAGE 225-2120-43322	11/15/2021 pziemer	12/08/2021	8.60	8.60	Open	N 12/08/2021
	POSTAGE			8.60			
11/23/21 69012	USPS POSTMASTER 225-2120-43322	11/23/2021 pziemer	12/08/2021	15.20	15.20	Open	N 12/08/2021
	POSTAGE			15.20			
	Total for vendor 3697 - USPS:			55.89	55.89		
Vendor 0006 - WALMART COMMUNI:							
10/28/21 68996	WALMART COMMUNITY/GECRB AIR FRESHENER 225-2120-42220	11/01/2021 pziemer	12/08/2021	2.91	2.91	Open	N 12/08/2021
	REPAIR & MAINT			2.91			
11/20/21 69007	WALMART COMMUNITY/GECRB SQD 429 HEADLIGHTS 225-2120-42221	11/20/2021 pziemer	12/08/2021	47.27	47.27	Open	N 12/08/2021
	SQUAD CAR REPAIR SUPPLIES			47.27			
	Total for vendor 0006 - WALMART COMMUNI:			50.18	50.18		
Total PCard: 2257 U.S. BANK Card Holder: POLICE				4,042.82	4,042.82		

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

Vendor 3489 - APWA-MN CHAPTER:

11/08/21 68889	APWA-MN CHAPTER	11/08/2021	12/08/2021	180.25	180.25	Open	N 12/08/2021
	APWA FALL CONFERENCE REGISTRATION	pziemer					
	235-3100-43330	PROFESSIONAL DEVELOPMENT		180.25			
	Total for vendor 3489 - APWA-MN CHAPTER:			180.25	180.25		

Vendor 3992 - MOMENTUM TRUCK GROUP:

11/17/21 68776	MOMENTUM TRUCK GROUP	11/17/2021	12/08/2021	104.44	104.44	Open	N 12/08/2021
	TRUCK 105 FUEL SEPARATOR	pziemer					
	235-3125-42220	REPAIR & MAINT		104.44			
	Total for vendor 3992 - MOMENTUM TRUCK GROUP:			104.44	104.44		

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

# of Invoices:	219	# Due:	219	Totals:	185,449.65	185,449.65
# of Credit Memos:	3	# Due:	3	Totals:	(342.39)	(342.39)
Net of Invoices and Credit Memos:					185,107.26	185,107.26

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	2,093.00
101-0000-15510	PREPAID OTHER	2,370.11
101-0000-20200	Residential State Surcharge - Flat	71.00
101-0000-22800	OTHER LIABILITIES	3,243.72
101-1400-43300	PROFESSIONAL SERVICES	300.00
101-1400-43321	TELEPHONE	145.65
101-1610-43301	CITY ATTORNEY	12,170.14
101-1700-43300	PROFESSIONAL SERVICES	300.00
101-1700-43321	TELEPHONE	275.26
101-1700-43330	PROFESSIONAL DEVELOPMENT	1,235.36
101-1800-42210	OPERATING SUPPLIES	263.80
101-1800-43300	PROFESSIONAL SERVICES	150.00
101-1800-43309	COMPUTER SUPPORT	2,494.23
101-1800-43321	TELEPHONE	137.63
101-1800-43331	LEASE PAYMENTS	1,379.85
101-1940-42200	OFFICE SUPPLIES	202.12
101-1940-42220	REPAIR & MAINT	2,871.96
101-1940-43300	PROFESSIONAL SERVICES	1,765.00
101-1940-43380	UTILITIES	690.11
101-1940-43410	RENTAL EXPENSE	85.12
101-2400-42210	OPERATING SUPPLIES	14.38
101-2400-43300	PROFESSIONAL SERVICES	1,959.98
101-2400-43321	TELEPHONE	99.40
101-2400-43330	PROFESSIONAL DEVELOPMENT	1,770.00

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
101-2400-43350	PRINTING/LEGAL PUBLICATION			60.60			
101-2400-43405	NUISANCES			390.00			
101-9200-43300	PROFESSIONAL SERVICES			675.00			
101-9200-43350	LEGAL PUBLICATIONS			327.24			
203-0000-15510	PREPAID OTHER			5,488.56			
203-9000-42220	REPAIR & MAINT			326.63			
203-9000-43321	TELEPHONE			49.70			
211-0000-20800	DUE TO OTHER GOVT UNITS			249.20			
211-5500-42220	REPAIR & MAINT			652.31			
211-5500-43322	POSTAGE			27.20			
211-5500-43380	UTILITIES			959.83			
211-5501-43430	MISC - SPECIFIED DONATION USE			108.67			
211-5503-43430	MISC - USE OF HOLDEN TRUST			30.99			
211-5505-43430	MISC - COPY MACHINE PYMTS			99.66			
223-2140-42210	OPERATING SUPPLIES			40.00			
225-2120-41113	UNIFORM ALLOWANCE			1,269.92			
225-2120-42200	OFFICE SUPPLIES			534.15			
225-2120-42209	SAFETY EQUIPMENT SUPPLIES			731.93			
225-2120-42210	OPERATING SUPPLIES			1,528.10			
225-2120-42220	REPAIR & MAINT			51.04			
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			267.69			
225-2120-43300	PROFESSIONAL SERVICES			1,829.26			
225-2120-43309	COMPUTER TECHNICAL SUPPORT			841.06			
225-2120-43321	TELEPHONE			1,228.39			
225-2120-43322	POSTAGE			67.96			
225-2120-43330	PROFESSIONAL DEVELOPMENT			1,092.81			
225-2120-43331	LEASED PAYMENTS			367.17			
225-2120-43380	UTILITIES			199.85			
225-2120-43430	MISCELLANEOUS			73.84			
225-2121-41113	UNIFORM ALLOWANCE			170.00			
225-2127-43310	MISDEMEANOR PROSECUTOR			16,131.55			
225-2131-42210	OPERATING SUPPLIES			1,184.04			
225-2220-41113	UNIFORM ALLOWANCE			208.99			
225-2220-42200	OFFICE SUPPLIES			358.41			
225-2220-42210	OPERATING SUPPLIES			740.33			
225-2220-42220	REPAIR & MAINT			1,300.25			
225-2220-43300	PROFESSIONAL SERVICES			238.00			
225-2220-43321	TELEPHONE			245.07			
225-2220-43330	PROFESSIONAL DEVELOPMENT			1,996.44			
225-2220-43331	LEASED PAYMENTS			67.27			
225-2220-43380	UTILITIES			409.88			
225-2220-43433	DUES & SUBSCRIPTIONS			119.88			
225-2700-43300	PROFESSIONAL SERVICES			2,298.00			
227-3230-43428	USED OIL RECYCLING EXPENSE			383.50			
230-5200-42220	REPAIR & MAINT			449.42			
230-5200-43300	PROFESSIONAL SERVICES			450.00			
230-5200-43321	TELEPHONE			207.39			
230-5200-43380	UTILITIES			170.98			
230-5211-42210	OPERATING SUPPLIES			193.42			
235-3100-42200	OFFICE SUPPLIES			35.98			
235-3100-42220	REPAIR & MAINT			6,076.89			
235-3100-43300	PROFESSIONAL SERVICES			238.00			
235-3100-43321	TELEPHONE			99.40			
235-3100-43330	PROFESSIONAL DEVELOPMENT			180.25			
235-3100-43380	UTILITIES			414.82			
235-3100-43430	MISCELLANEOUS			280.63			
235-3125-42220	REPAIR & MAINT			11,776.33			

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User: pziemer

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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EXP CHECK RUN DATES 12/06/2021 - 12/06/2021

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	Jrnalized Post Date
	GL Distribution						
	235-3170-42210	REPLACEMENT STREET SIGNS		428.14			
	237-3190-42220	REPAIR & MAINT		49.42			
	237-3190-43300	PROFESSIONAL SERVICES		722.00			
	237-3190-43321	TELEPHONE		38.23			
	238-3160-42220	REPAIR & MAINT		853.95			
	260-9020-43304	LEGAL PROFESSIONAL SERVICES		50.00			
	278-6515-43430	MISCELLANEOUS		15.00			
	280-9700-43470	UNINSURED LOSSES		1,000.00			
	295-6510-43300	PROFESSIONAL SERVICES		30,000.00			
	400-9050-45500	CAPITAL OUTLAY		6,649.90			
	400-9050-45510	CAPITAL - LAND		529.96			
	400-9050-45530	CAPITAL - OTHER		6.40			
	401-1003-43380	UTILITIES		175.50			
	401-1003-43430	MISCELLANEOUS		39.98			
	401-1609-43300	PROFESSIONAL SERVICES		471.00			
	401-1902-43300	PROFESSIONAL SERVICES		14,535.55			
	401-1919-43300	PROFESSIONAL SERVICES		1,579.50			
	401-9030-43300-20:05	PROFESSIONAL SERVICES		1,445.00			
	401-9030-43300-20:06	PROFESSIONAL SERVICES		1,445.00			
	401-9030-43300-20:08	PROFESSIONAL SERVICES		277.40			
	401-9030-43300-21:11	PROFESSIONAL SERVICES		380.00			
	401-9030-43300-21:15	PROFESSIONAL SERVICES		5,194.06			
	401-9030-45530-21:04	CAPITAL-PYMTS TO CONTRACTS		18,160.19			

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 12/06/2021 - 12/06/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			37,540.66	37,540.66		
	203 - TRANSIT FUND			5,864.89	5,864.89		
	211 - LIBRARY FUND			2,127.86	2,127.86		
	223 - DRUG FORFEITURE			40.00	40.00		
	225 - PUBLIC SAFETY FUND			35,551.28	35,551.28		
	227 - RECYCLING FUND			383.50	383.50		
	230 - PARK & RECREATION FUND			1,471.21	1,471.21		
	235 - STREET & SEWER FUND			19,530.44	19,530.44		
	237 - SANITARY SEWER FUND			809.65	809.65		
	238 - STORM SEWER FUND			853.95	853.95		
	260 - AIRPORT FUND			50.00	50.00		
	278 - HEALTHY EMPLOYE INITIATIVE			15.00	15.00		
	280 - PACKAGE INSURANCE FUND			1,000.00	1,000.00		
	295 - EDA FUND			30,000.00	30,000.00		
	400 - CAPITAL PROJECTS FUND			7,186.26	7,186.26		
	401 - CONSTRUCTION FUND			43,703.18	43,703.18		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			13,515.59	13,515.59		
	1003 - 10:03 DWNTWN MAIN CNTRACT			215.48	215.48		
	1400 - ADMINISTRATION			445.65	445.65		
	1609 - 16:09 BUFFALO HILLS RECON			471.00	471.00		
	1610 - LEGAL-CIVIL ATTORNEY			12,170.14	12,170.14		
	1700 - ENGINEERING			1,810.62	1,810.62		
	1800 - IT/GIS			4,425.51	4,425.51		
	1902 - 19:02 CLST CONNECTION			14,535.55	14,535.55		
	1919 - 19:19 NW 3RD&JACKSON STRE			1,579.50	1,579.50		
	1940 - CITY HALL			5,614.31	5,614.31		
	2120 - POLICE DEPARTMENT			10,083.17	10,083.17		
	2121 - COMMUNITY SERVICE			170.00	170.00		
	2127 - MISDEMEANOR PROSECUTOR			16,131.55	16,131.55		
	2131 - TACTICAL TEAM			1,184.04	1,184.04		
	2140 - DRUG FORFEITURE			40.00	40.00		
	2220 - FIRE DEPARTMENT			5,684.52	5,684.52		
	2400 - COMMUNITY DEVL/INSPECTION			4,294.36	4,294.36		
	2700 - ANIMAL CONTROL			2,298.00	2,298.00		
	3100 - S & S MAINTENANCE			7,325.97	7,325.97		
	3125 - SNOW REMOVAL			11,776.33	11,776.33		
	3160 - STORM SEWER EXPENSE			853.95	853.95		
	3170 - TRAFFIC CONTROL			428.14	428.14		
	3190 - SANITARY SEWER EXPENSE			809.65	809.65		
	3230 - RECYCLING EXPENSE			383.50	383.50		

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 12/06/2021 - 12/06/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY DEPT/ACTIVITY ---							
	5200 - PARK MAIN/ADMINISTRATION			1,277.79	1,277.79		
	5211 - SPECIAL EVENTS PROGRAM			193.42	193.42		
	5500 - LIBRARY-BUDGETED			1,639.34	1,639.34		
	5501 - SPECIFIED DONATION USE			108.67	108.67		
	5503 - HOLDEN TRUST DONATION USE			30.99	30.99		
	5505 - TAXABLE FEES			99.66	99.66		
	6510 - ECONOMIC DEVELOPMENT AUTH			30,000.00	30,000.00		
	6515 - HEALTHY EMPLOYE INITIATIVE			15.00	15.00		
	9000 - TRANSIT FUND			376.33	376.33		
	9020 - AIRPORT M & O			50.00	50.00		
	9030 - CONSTRUCTION PROJ-MISC			26,901.65	26,901.65		
	9050 - CAPITAL PROJECTS-MISC			7,186.26	7,186.26		
	9200 - CITY-WIDE			1,002.24	1,002.24		
	9700 - PACKAGE INSURANCE			1,000.00	1,000.00		

**Brainerd, MN
November 15, 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, Stunek, and Bevans. Mayor Badeaux was also noted as present.

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

MOVED AND SECONDED BY COUNCIL MEMBERS PRITSCHET AND STUNEK, DULY CARRIED, TO APPROVE THE AGENDA WITH THE ADDITION OF TWO ITEMS: ADOPT RESOLUTION- 2021 CAPITAL TRANSIT BUS TO SAFETY AND PUBLIC WORKS AND THE FIRST READING OF PROPOSED ORDINANCE 1523- AMENDING THE CITY OF BRAINERD CHARTER TO NEW BUSINESS.

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

- A. **Approval of Bills- Approved**
- B. **Approval of the Minutes of the Regular Meeting held on November 1, 2021- Approved**
- C. **Approval of Minutes from Council Workshop held on November 8, 2021- Approved**
- D. **Approval of Licenses-Approved**
- E. **Department Activity Reports- Approved**

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

Presentation

Candice Zimmermann, Executive Director, Northland Arboretum presented the annual report to the City Council. The Northland Arboretum conducted a strategic planning process and established an updated mission and vision for the Arboretum while retaining pillars in education, recreation, and conservation. Ms. Zimmermann thanked the Council for its contribution of funds, she stated that the City of Brainerd contributed 25.5% of the annual revenue in 2021, citizens of Brainerd also make up about 40% of participation at the Arboretum. There is an uptake in participation in activities and events, with over 1,000 participants at the free arbor day event, school visits, and many educational opportunities being provided. In 2021, volunteers provided 2,407 volunteer hours to serve the community and the arboretum. Goals for 2022 include implementing a new marketing strategy, becoming sustainable for future generations, and building volunteer and staff capacity.

The Council asked questions regarding the funding of the Arboretum of Crow Wing County and the City of Baxter. The Chair thanked Ms. Zimmermann for her presentation.

Council Committee Reports

Safety and Public Works

Approve Change Order 2- Improvements 20-05 20-06- Madison Street and SE Brainerd Reconstruction Project- Approved

Committee Chair O'Day stated the change order was due to repairing an unmapped watermain and exploratory digging to locate pipes.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON, DULY CARRIED, TO APPROVE PAYMENT OF THE CHANGE ORDER TO DECHANTAL EXCAVATING IN THE AMOUNT OF \$11,522.

Approve Event Application- Hometown Holidays- Approved

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET, DULY CARRIED, TO APPROVE THE EVENT APPLICATION UNDER THE CONDITIONS THAT THE APPLICANT SUBMIT REQUIRED INSURANCE CERTIFICATE PRIOR TO THE EVENT TAKING PLACE, FURTHER THAT FIRE EXTINGUISHERS BE MADE AVAILABLE AT EACH FIRE PIT, THE FIRES BE IN PROPER FIRE RING/PIT ENCLOSURES, AND THAT THE FIRES BE EXTINGUISHED AFTER EACH DAY THEY ARE LIT.

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

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON, DULY CARRIED TO APPROVE THE FINAL PAY ESTIMATE AND PAYMENT TO ANDERSON BROTHERS CONSTRUCTION OF BRAINERD, LLC IN THE TOTAL CONTRACT AMOUNT OF \$121,616, \$7,425 THIS PAYMENT.

Approve Final Pay Estimate Improvement 19-19 NW 3rd Street and Jackson Street- Approved

Committee Chair O'Day stated that the increase was due to asphalt price increase.

Council Member Johnson asked staff to estimate what the cost could have been for Improvement 19-19 had the Brainerd Amateur Hockey Foundation Parking Lot not been delayed.

Staff will let Council know the estimated difference.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET, DULY CARRIED TO APPROVE THE 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 \$148,845, \$8,238 THIS PAYMENT.

Approve Final Pay Estimate- Improvements 21-02 21-06- 2021 Crack Sealing Project- Approved

Committee Chair O'Day stated that this it came within 3.5% increase of the original estimate.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON, DULY CARRIED, TO APPROVE FINAL PAY APPLICATION TO LOT PRO'S, INC. IN THE TOTAL AMOUNT OF \$14,294.

Adopt Resolution- 2021 Transit Capital Bus Purchase- Approved

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET, TO PURCHASE THE 2021 BUDGETED BUS FROM NORTH CENTRAL BUS SALES OF ST. CLOUD AT A TOTAL COST OF \$94,967.

RESOLUTION 66:21

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

Personnel & Finance

Authorize Entering into Agreement with CliftonLarsonAllen (CLA) for 2021 Audit Services- Approved

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO APPROVE THE AGREEMENT WITH CLIFTONLARSONALLEN (CLA) FOR 2021 AUDIT SERVICES AND AUTHORIZE SIGNATURES ON THE ENGAGEMENT LETTER.

Unfinished Business

Adopt Ordinance 1520- Ordinance Amending the Brainerd City Charter- Approved

Administrator Bergman stated that in order to amend the Charter the ordinance needs a vote in the affirmative by all seven Council Members. While the first and second reading were held at previous Council meetings, all seven members were not present. Therefore, the vote is on this agenda.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN TO ADOPT ORDINANCE 1520- AN ORDINANCE AMENDING THE BRAINERD CITY CHARTER.

ORDINANCE 1520

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

Final Reading- Proposed Ordinance 1521- An Ordinance Amending Section 515-63 to Allow Warming Shelters as an Interim Use- Approved

Community Development Director Chanski stated that the Planning Commission met on Wednesday October 20th where they considered a request by Bridges of Hope to amend the zoning code to allow warming shelters and voted unanimously to pursue an amendment. The

Commission held a special meeting on Tuesday, October 26th, to review draft ordinance language and voted unanimously to recommend the adoption of Ordinance 1521 to the City Council. The City Council held their first reading on November 1st.

The Chair opened the public hearing at 8:03 p.m.

No one came forward.

The Chair accepted into record a fax from James M. Carlson, Collin W. Fritz and Associates LTD., commenting on language in the ordinance in reference to Bridges of Hope's interim use permit.

The Chair closed the public hearing at 8:06 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND STUNEK, DULY CARRIED, TO HOLD THE FINAL READING AND DISPENSE WITH THE ACTUAL READING OF PROPOSED ORDINANCE 1521.

MOVED AND SECONDED BY COUNCIL MEMBERS PRITSCHET AND ERICKSON TO ADOPT ORDINANCE 1521- AN ORDINANCE AMENDING SECTION 515-63 TO ALLOW WARMING SHELTERS AS AN INTERIM USE.

ORDINANCE 1521

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

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND STUNEK, DULY CARRIED, TO HOLD A SPECIAL MEETING OF THE CITY COUNCIL ON NOVEMBER 22ND, 2021 AT 6:00 PM PRIOR TO THE BUDGET WORKSHOP TO CONSIDER THE APPLICATION FOR INTERIM USE.

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 1522- an Ordinance to Discontinue the Civil Service Commission- Approved

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND PRITSCHET, DULY CARRIED, TO HOLD THE FIRST READING AND DISPENSE WITH THE ACTUAL FIRST READING OF PROPOSED ORDINANCE 1522- AN ORDINANCE TO DISCONTINUE THE CIVIL SERVICE COMMISSION; FURTHER TO SET THE PUBLIC HEARING FOR DECEMBER 6TH, 2021 AT 7:30 PM.

First Reading- Proposed Ordinance 1523- An Ordinance Amending the Brainerd City Charter

City Administrator Bergman stated that the Charter Commission met on November 10th, to review the proposed Charter amendment. The Charter Commission unanimously recommended that the amendments to the Public Utilities Chapter be presented as an ordinance to City Council.

City Attorney Langel summarized the proposed changes to the Charter for clarity.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND PRITSCHET, DULY CARRIED, TO HOLD THE FIRST READING AND DISPENSE WITH THE ACTUAL FIRST READING OF PROPOSED ORDINANCE 1523- AN ORDINANCE AMENDING THE CITY CHARTER AND TO SET THE PUBLIC HEARING FOR DECEMBER 6TH, 2021 AT 7:30 PM.

Public Forum

The Chair opened public forum at 8:23 p.m.

Tyler Glynn, 24180 Aspen Dr, Nisswa, BLAEDC, Executive Director, stated that Crow Wing County is using American Rescue Plan Act dollars to support childcare in the County. There is a shortage of 1200 childcare slots in Crow Wing County. BLAEDC is facilitating the use of the dollars for this purpose for Crow Wing County. The application opened on November 1st, 2021 and will close on December 6th, 2021. Eligible expenses include startups, improvements, training, and equipment.

Jana Shogren, 7247 Lone Oak Rd, Bridges of Hope, Executive Director, stated that Bridges of Hope is submitting an interim use permit application for consideration at 1926 S. 7th. Bridges of Hope hosted a "Sleep Out" fundraiser to assist with costs of pursuing the warming shelter. In seven days, the organization raised \$140,000. This amount was matched, and the total raised was \$210,000. She wanted to thank the community for their support, the sleepers for raising awareness, and the City Council for their support in the establishment of a warming shelter. She invited the community to contact Bridges of Hope, 218-825-7682, with any questions or concerns regarding the project.

The Chair closed public forum at 8:30 p.m.

Staff Reports

City Engineer/ Interim Public Works Director Sandy stated that engineering staff are compiling all of the data from the 2021 Street Survey for Pavement Management to be completed in December. The data will be used to update the 5-year capital plan to include 2026. Also, in December they are compiling addresses for 2022 improvements on 17 blocks in North Brainerd to get information out to the public. The first snow event took place and went well.

Administrator Bergman stated that herself and Mayor Badeaux attended the Brainerd Lakes Chamber Government Affairs Committee to report on projects that are impacting businesses. They discussed the streetlight policy, park improvements, and parking commission recommendations. Literature provided to Council from Minnesota OSHA was passed out to inform the Council of future policy changes that may occur with the updated regulations. Finance Director Hillman and Administrator Bergman met with Ms. Erickson from Crow Wing County to begin discussion on redistricting. Municipalities have until March 29th to complete redistricting, IT/GIS Director Strong has begun work on maps that will be essential to the process. Finally, Evergreen Cemetery has requested funding from the City. However, this is not possible due to a 1950's statute that prohibits support of cemeteries.

Mayors Report

Mayor Badeaux stated he participated in the "Sleep Out" to raise awareness for homelessness in our City. December 3rd is "Snowflake Lane" event in downtown. The City also previously was awarded a grant through the Walkable Bikeable committee for 48 snow shovels, he is requesting that those in need of shoveling services and those who would like to volunteer to shovel contact him to request services or volunteer.

Council Member Reports

Member Stunek stated that he attended the Veterans Day Ceremony at the High School, he thought it was a great event.

Member O'Day stated that the Mississippi Trailhead Landing Park Team will be meeting to continue design with WSB. He attended the walk through at the proposed warming shelter and commended them for the work and organization that Bridges of Hope has done.

Member Johnson stated that Kirby Trickett and Sir Plows A Lot visited his neighborhood this weekend and the names on them looked great. He is excited to work with Personnel and Finance on policy for the OSHA guidelines.

Adjourn to Closed Session Pursuant to MN Statute 13d.05 subd. 3(c)(3) to Develop or Consider Offers for the Purchase of Property at the Northern Pacific Center, 1511 Northern Pacific Road, Brainerd, MN 56401- Approved

MOVED AND SECONDED BY COUNCIL MEMBERS PRITSCHET AND JOHNSON, DULY CARRIED, TO ADJOURN TO CLOSED SESSION PURSUANT TO MN STATUTE 13D.05 SUBD. 3(C)(3) TO DEVELOP OR CONSIDER OFFERS FOR THE PURCHASE OF PROPERTY

AT THE NORTHERN PACIFIC CENTER, 1511 NORTHERN PACIFIC ROAD, BRAINERD, MN 56401.

The Chair adjourned to the closed session at 8:50 p.m.

The Chair reconvened the meeting at 9:12 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND O'DAY TO MOVE FORWARD WITH AN AGREEMENT FOR PURCHASE OF LAND PENDING REVIEW BY THE CITY ATTORNEY.

Adjourn to Closed Session Pursuant to MN Statute 13D.03 subd. 1b for Union Strategy Session- Discussion only

MOVED AND SECONDED BY COUNCIL MEMBERS PRITSCHET AND JOHNSON, DULY CARRIED, TO ADJOURN TO CLOSED SESSION PURSUANT TO MN STATUTE 13D.03 SUBD. 1B FOR UNION STRATEGY SESSION.

The chair adjourned to the closed session at 9:14 p.m.

The Chair reconvened the meeting at 9:38 p.m.

Adjourn to City Council Special Meeting to Consider Interim Use Permit and Budget Workshop- November 22nd, 2021, at 6:00 p.m. in the City Council Chambers.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO ADJOURN TO THE CITY COUNCIL SPECIAL MEETING TO CONSIDER INTERIM USE PERMIT AND BUDGET WORKSHOP- NOVEMBER 22ND, 2021 AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS.

Chair Bevans adjourned the meeting at 9:38 p.m.

Jennifer Bergman
City Administrator

**Brainerd, MN
November 22, 2021**

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

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

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

MOVED AND SECONDED BY COUNCIL MEMBERS PRITSCHET AND STUNEK, DULY CARRIED, TO APPROVE THE AGENDA.

Consider Interim Use Permit for 1926 S 7th St.

Community Development Director Chanski stated Jana Shogren, Bridges of Hope, submitted an interim use permit application for 1926 S 7th St. The Planning Commission held a public hearing on Wednesday, November 17th. The Planning Commission voted to approve the application unanimously with two additional operating conditions: that the application expires on June 1st, 2022, and if the Brainerd Police Department determines that the facility has been used in a disorderly manner and upon the recommendation of the Police Chief, the interim use permit shall be brought before the City Council for review and consideration for suspending or revoking the permit at the next available City Council meeting.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND PRITSCHET, DULY CARRIED, TO APPROVE THE INTERIM USE PERMIT FOR 1926 S. 7TH ST. WITH CONDITIONS.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET, DULY CARRIED, TO ADJOURN TO THE CITY COUNCIL BUDGET WORKSHOP.

Chair Bevans adjourned the meeting at 6:05 p.m.

Jennifer Bergman
City Administrator

Brainerd, MN
November 22nd, 2021

Pursuant to due call and notice thereof, the Brainerd City Council Budget Workshop was called to order at 6:07 P.M. by Council President Bevans.

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

2022 Levy and Budget

Finance Director Hillman outlined the budget process. The primary focus of discussion to set the levy is the working funds, debt, and capital funds. The preliminary levy set in September was certified to the County at a 2% increase over the 2021 levy. The final levy needs to be certified by December 28th, 2021. Updates to the budget since the preliminary levy was set include updated wages for the police officers' union settlement, market adjustments for Police Chief and Deputy Chief, updated wages for department heads and non-union supervisors for a 2.5% COLA, and updated health insurance elections and rates. Due to the changes made to the budget since the preliminary levy was set, the final levy would need to be just over 2%. The final levy can be lower but cannot be higher than the preliminary levy. Staff also discussed options of how the budget could be adjusted if Council desired to set the final levy lower than the preliminary levy and the cons of those options.

Council Discussion took place. Each member had a chance to express their thoughts on the proposed budget and levy and direction on which the levy should be used for the budget public hearing. The consensus Staff received from Council was to proceed with a 2% levy increase for the budget public hearing.

Adjourn

The Chair adjourned the Budget Workshop at 6:43 p.m.

Jennifer Bergman
City Administrator



Brainerd Fire Department Monthly Report

November 2021

ACTIVITIES AND PUBLIC EDUCATION

As we look back through the month of November, we are thankful for the opportunities to be able to serve the community and gather safely with less COVID-19 restrictions than 2020. We continue to be busy with an increased call volume and a variety of fire inspections throughout our coverage area.



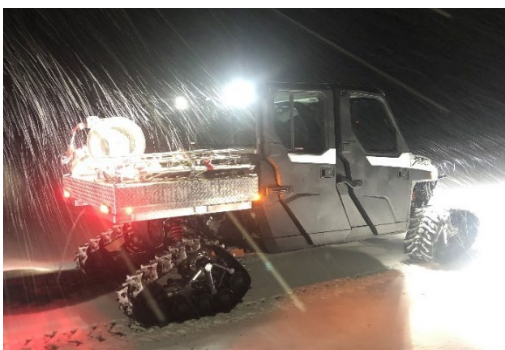
Firefighters and their families helped to deliver nearly 1,400 Thanksgiving meals through the Brainerd American Legion.



We also flew the American Flag at the Toys for Kids drop-off site in front of the Brainerd Lakes Chamber of Commerce and gave Santa a ride to the Downtown Holiday event.

TRAINING AND STAFF DEVELOPMENT

We have had several very good trainings this month including a Live Burn in several acquired structures. This type of training is priceless, and we can't thank the property owner enough for giving us this opportunity. Live burn training in acquired structures is as close to real as we can get for training. Firefighters learn and practice techniques like hose movement, water flow, fire suppression, building construction, thermal imaging, scene size up, and pump operations. Other training in November included Haz-Mat, Ice / Water Rescue, and UTV operations. We are one of the only departments in our area with this type of haz-mat equipment and training.





Brainerd Fire Department Monthly Report

November 2021

INSPECTIONS	
Fire Alarm	23
Fire Pump	2
Hood Suppression	17
Paint / Spray Booth	1
Safety Inspection	3
Sprinkler System	23

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT	
Type of NFIRS Incident (National Fire Incident Reporting System)	Coverage Area Total Incidents (Includes City of Brainerd)
Fire	1
Rescue & Emergency Medical Service	9
Hazardous Condition	4
Service Calls	6
Good Intent Call	7
Alarm Activation	14
Severe Weather	0
TOTAL	41
Type of NFIRS Incident (National Fire Incident Reporting System)	City of Brainerd Total Incidents
Fire	0
Rescue & Emergency Medical Service	3
Hazardous Condition	3
Service Calls	3
Good Intent Call	4
Alarm Activation	8
Severe Weather	0
TOTAL	21

CROW WING COUNTY ALERT



Your safety is our top concern – that's why the City of Brainerd has teamed up with Crow Wing County to make sure you know about emergencies and incidents as they happen.

This system allows the City of Brainerd to contact thousands of residents in seconds, so you can find out about an emergency right away.

How Does It Work? The City of Brainerd issues a message about a potential safety hazard or concern. Next, a message from Crow Wing County Alert will be sent through your primary contact path. The system will try to reach your second contact path and will continue to attempt to reach you until you confirm receipt of the message. Sign up at: <https://member.everbridge.net/index/892807736729514#/signup>.



HR DIRECTOR REPORT

In this report:

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

2022 Negotiations

Teamsters (Police Sergeants/Lieutenant) - The Union membership rejected our Tentative Agreement reached on November 4th. The Union and City continued negotiations on both November 15th and 16th and another Tentative Agreement was reached.

The Council provided guidance during a closed session on November 15th. The Union informed Staff on November 30th that the membership ratified the new agreement. Settlement terms and wage resolution will be presented to the Council on December 6th for approval.

This agreement means all union contracts are settled for 2022!

Market Review Update - The Council held a work session on November 8th to continue discussions on the external Market Survey that our 2021 HR Intern completed. The consensus from Council was that market adjustments not be considered for 2022; further, that market reviews be conducted in years ending in 3 and 8 i.e. 2023 and 2028 and wage adjustments be considered for the following year i.e. 2024 or 2029. With that said, adjustments for the Police Chief and Deputy Police Chief were recommended due to supervisory wage compression issues due to contract settlements with the other sworn staff. Wage resolutions are included on the 12/6 Council agenda for these items.

Following the November 22nd Council Work Session for the 2022 Budget, HR Staff worked with our City Attorney to draft a Memorandum of Agreement (MOA) with the IBEW Administrative Support Union to set the wages for the new HR Assistant position. The MOA has been submitted to the Union for consideration.



Performance Evaluations

The majority of our 2020-2021 performance reviews have been completed. One employee has submitted an appeal at this time.

Personnel

New Hires for City/BPU/HRA:

Masen Barton - CSO (11/24)

Taylor Lokhorst - Park Maintenance (12/6)

Current Job Opportunities:

Warming House Attendant - Still advertised/need more applicants

Pond Hockey Official - Still advertised/need more applicants

Airport Executive Assistant - (deadline was 11/30)

Farewell to:

CSOs Carter Davis (11/26) and Joshua Schueller (12/3)

The Civil Service Commission certified our new Police Officer Eligibility List on November 17th. Conditional job offers were prepared and distributed to the top three candidates. One individual has already taken a job in a different community. Police Department Staff are conducting background investigations on the remaining two candidates.

A BPU employee returned to work in a temporary light duty work project on November 15th after being off from work since early February due to a work comp injury. Staff have been working with the employee, his doctor and work comp. The employee was just cleared to return to work with no restrictions.

Another BPU employee was injured in October and we hope he can return to work after the 1st of the year.

Wellness Committee

November Lunch 'n Learn - Living with Anxiety (held 11/16).

December: Brainerd Community Give Back Month - A Senior Gift Tree has been placed in City Hall. In our first three days, our initial 30 gift tags were already picked up. 30 more were just added. Please pick up a tag and help us "Be a Santa to a Senior" this year.

Open Enrollment



Our 2022 Open Enrollment employee meeting was held on November 3rd and the election period ended on November 15th. City/BPU/HRA payroll staff are in the process of reviewing everyone's new 2022 benefit elections to make the changes in our payroll system as well as notifying all of the applicable vendors of any changes. Since 2 out of 3 payroll staff are new to this process due a retirement and resignation this summer, all of us will be meeting on December 7th to discuss how it went and how we can improve the open enrollment process going forward. We have also updated our 2022 benefits and rates in our online Discovery/Wex COBRA platform for former employees/retirees.

Special Notes

Assisting eight City/BPU/HRA employees with FMLA issues. Also assisted several employees with COVID-19 related concerns.

Assisting the HRA with an employee issue.

Charter Commission: The Charter Commission discussed recommended changes for the Public Utilities Chapter on November 10th. On November 15th, the City Council held the first reading of an ordinance that would modify this Chapter. The second (final) reading of the proposed ordinance will occur on December 6th.



PUBLIC WORK DEPARTMENT REPORT

December 6, 2021, CITY COUNCIL MEETING

Recreation Report

Recreation

Plaques have been delivered to fall runner-up and champions for each adult sports league.

The post season meeting was cancelled due low attendance each year. A post season survey for each league was created. Surveys will be collected on November 26. Evaluation of the surveys will commence the following week and findings/decisions will be brought forth to park board in December Park Board meeting. Some questions may warrant a secondary survey to be released. We will be taking into consideration their concession responses into our 2022 concessions plan which is to be presented at the December Park Board meeting as well.

Currently we have 3 youth penguin pond hockey registrations, 3 polar bear pond hockey registrations, and 0 adult pond hockey teams. Many people wait till we start flooding rinks or beginning of December to enroll. Deadline for enrollment is December 17, before late fees are added. As the Memorial Park Warming house is being set up and filled up with “warming house” supplies such as skates, shelving, desk, & etc.; staff is going through donated items in our cold storage building to make sure all parks have sufficient “loaner” skates.

Special Events



HOWL-O-WEEN

October 30, 2021, 1-3 p.m. at the Buster Dog Park, “ruff”-ly 40 dogs participated. Some are pictured above including the costume contest winner a dog named Spooky, dressed as a chicken-waffle. Couple great tricks but one to note was Josiah dressed as superman flying through the agility hoops. Inferno Imaging Photography took some awesome photos for us and made available for attendees for a trade of hanging a banner at the dog park.



SANTA PAWS

December 18, 1-3 p.m. at the Buster Dog Park

A fun opportunity to get your dog's picture with Santa Paws and Mrs. Paws this holiday season! We will have Elf helpers around to take photos so you can help stage or even be in the photo with your cute canine.

Social Media

We are currently sitting at 3,267 “likes” (people) and 3,503 “follows” (pages) we are shooting to get both categories up to 5,000 by Christmas 2021. As we continue to update our parks, add events, advertise work opportunities, and sports we will need community awareness and buy-in. Social Media will be our best friend when educating the public

on what our park system has as well as asking what it needs.

Parks Maintenance Report

Parks Maintenance Interviews

Staff performed 8 interviews for the vacant Parks Maintenance position on November 16th and 17th. In total, there were 52 applications received by Human Resources for the position. After scoring, we pulled in 8 candidates for interviews. The intent would be to have a candidate selected by Monday, November 22nd, and a City Council agenda item on the December 6 City Council, in which would ratify staff's decision on a candidate.

MLT 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
- Signage and Wayfinding
- 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, façade 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 added alternates based upon how bids come in when the project goes out to bid next spring.

2022 Budget

Public Works staff have been working closely with finance staff to finalize the 2022 budget. Through processes of obtaining quotes and getting more information than we had previously, items within the capital budget and operational budgets are being modified to match what they will cost in 2022. Many items are seeing inflationary increases due to supply chain issues and material shortages. The Council budget meeting is set for November 22nd at 6:00 PM in the Council Chambers. You will recall, the Council set a preliminary levy of 2%. The final levy can not be greater than the preliminary levy set.

Park Maintenance Tasks Completed

- Hung Christmas lights around Gregory Park Pleasure Rink.
- Decorated Christmas Tree at City Hall.
- Built skate boxes for Gregory Park.
- Building shelving and coat hooks for warming house Memorial Park.
- Replaced thermostat at Gregory Park.
- Cleaned out Gregory Park and Bane Park Warming Houses.
- Closed and winterized remaining buildings.
- Split and stacked wood for campground usage.
- Replaced bulbs in all downtowns wreathes and swags.
- Put on all snow removal attachments.
- Repaired playground fixture at Buffalo Hills Park.
- Removed tennis nets.
- Stored summer equipment.

Street and Sewer Maintenance Report

- Jet and clean annual sanitary lines (known root problems) and annual lines (grease).
- Receive and sign 2020-2021 employee evaluations.
- Finish fall street sweeping. Ended street sweeping due to freezing temperatures.
- Plow and haul 1st snow fall of the year.
- Continuous patching of potholes before the winter freeze.
- Begin tree clearing at Hitch-Wayne Park for sled hill.

Engineering Report

- Finalizing Imp. 20-05 & 20-06 as-built record drawings from the 2021 construction season.
- Imp. 21-10 Greenwood Street Reconstruction design & plan production.
- Imp. 21-12 North Brainerd Reconstruction design & plan production.
- 2022 Chip Seal Project design and plan production.

Transit Report

- Continue training 3rd Party Contractor on RouteMatch.
- MnDOT training on National Transit Database (NTD) and subsequent collection and reporting of our numbers.
- Manned a table at CLC for Community Resource Fair promoting Transit.
- Quarterly Brainerd Transportation Advisory Committee meeting on ridership and fare projections.
- Marketing plan meeting with transit staff and 3rd party contractor.
- Region 5 quarterly Transportation Advisory Council Meeting.
- Participated in MnDOT Transit Technology Committee Meetings.
- 3-month review with 3rd Party Contractor.
- RTCC (regional transportation coordinating council) meeting.
- Working with R5 on updating Local Human Services Transportation Coordinating Plan (Tad) and performed rider surveys on the transit routes.
- Working with Tim Houle on Powerpoint Presentation for CWC Board in January
- Completed ordering 2021 capital bus replacement – our 2020 bus build date is January so we should see it by end of 1st quarter.
- RouteMatch by Uber is planning to move our transit data to Amazon Web servers, and I have been testing data in the new environment.
- Moved dispatch office.

City Engineer/Public Works Director Report

CEAM Annual Conference Planning

As Vice President of the City Engineers Association of Minnesota, I am tasked with working with a Co-Chair in putting together the annual conference, which is held in January at the Earle Brown Heritage Center in Brooklyn Center. This is a long process that has taken many meetings, and many of the meeting occurred in November for the upcoming conference. The conference usually contains around 500 participants and has general and concurrent sessions in which allow for Engineers and Public Works Director from across the state to network and garner professional development hours to maintain licensure. It has been very rewarding to participate in this process and be a part of the executive committee for CEAM, in which is the decision-making authority for the organization and has a heavy influence at the legislature, MnDOT, and LMC.

Other Items of Interest

- Interviewed 8 Parks Maintenance candidates for the open position and selected Taylor Lokhorst as our newest Parks Maintenance employee.
- Attended a demonstrational webinar with Streetlogix/StreetScan to review their technology and how it may

be able to assist the City in the future with pavement management and collecting data utilizing a van to help inform the 5-year capital street improvement plan.

- Worked with Parks admin staff on reviewing and modifying Parks pavilion, athletic field, vendor, and food truck forms to be consistent.
- Attended the School Board meeting on 11/22 in which we garnered support for the Safe Routes to School grant application at Harrison Elementary and received authorization to work with district staff on deeding over the property that district owns at the Mississippi Landing Trailhead (MLT) Park.
- Street Foreman Middagh moved his office to City Hall in preparation for the interior remodel work at the street and sewer department. We are still waiting on structural steel to start the addition for the Parks Department staff to come over to the new facility.
- Participated in a Highway 210 Corridor Study PMT Meeting with MnDOT and their consultant staff to look over the feedback received in this round of community engagement, changes to the proposed layout, and schedule next steps. Scheduled a meeting with the Brainerd PMT to review the corridor as a whole, and specifically the east Brainerd mall area.
- Completed the draft right of way easement agreement for the NP Center property and sent that on to Mr. Higgins for his review and comments.
- Participated in an LTAP Steering Committee Meeting. LTAP (Local Transportation Assistance Partnership) has a steering committee in which provides training to local agencies on maintenance and engineering activities. The steering committee is tasked with leading LTAP and CTS (Center for Transportation Studies) on needs of local agencies for training or studies to help them improve operations. One City Engineer from outstate and one from metro is on the committee, along with other county, maintenance, MnDOT, FHWA, and township personnel and leaders.
- Participated in the Region 5 Transportation Advisory Council (TAC) meeting on November 3rd.
- Sat in a meeting with transit staff and the 3rd Party Contractor to start formulating a transit marketing plan and strategic workplan to help promote transit and increase ridership after COVID.
- Created two council packets and 1 park board packet.
- Received updates that the survey for the Gully Erosion Study is complete, and a completed survey and preliminary design considerations will be completed sometime before the end of December.
- Scheduled design utility meetings with BPU and other utility companies located within the right-of-way for our 2022 construction project in North Brainerd on Juniper Street, N 3rd Street, N 7th Street, and N 6th Street.
- Worked with County maintenance staff and our controls supplier to continue finishing up the controls end of the HFVAC system for City Hall, Fire Department, and Police Department including alarms, tweaks to the existing system, and finalizing the projects including receiving credentials to the software and receiving R & M manuals.
- Got quotes on many items of equipment that are in the 2022 capital plan to ensure the accuracy of the 2022 equipment purchase prices.
- Completed performance evaluations of all employees and returned to them for signatures.



Brainerd City Council Agenda Request

Requested Meeting Date: December 6, 2021

Title of Item: Approval of BPU's 2022 Operating and Capital Budget

☐ 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: Todd Wicklund	Department: BPU
Presenter (Name & Title): BPU Commissioners and Staff	Estimated Time Needed: 20 Minutes
Summary of Issue: BPU representatives will be at the council meeting to present BPU's 2022 Operating and Capital Budget. A copy of the budget is attached.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Approve BPU's 2022 Operating and Capital budget as adopted by the Public Utilities Commission at their November 30, 2021 meeting.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



BRAINERD PUBLIC UTILITIES

8027 Highland Scenic Rd • P.O. Box 373 • Brainerd, Minnesota 56401

Business Office: 218.829.8726 ■ **Repair Service:** 218.829.2193

www.bpu.org

To: Brainerd Public Utilities Commission

From: Todd Wicklund

Tow

Date: November 23, 2021

Re: 2022 Capital and Operating Budgets

The following is a summary of 2022 Capital and Operating Budgets.

2022 to 2026 Capital Budgets

Electric Department

1. Total 2022 amount is \$1,801,000.
2. Three largest projects for 2022 are upgrade of St. Joe substation of \$700,000 for both 2022 and 2023, 34.5 kV distribution system improvements of \$500,000, and system distribution transformers of \$200,000.
3. It should be noted lead time to obtain transformers, conductor, etc. could take up to two years.

Water Department

1. Total 2022 amount is \$7,286,000 of which \$6 million for construction of new ground reservoirs is financed by 2021A bond proceeds and WAC charges.
2. The reclamation/backwash system improvements scheduled for 2023 in the amount of \$5 million has been included on the State's bonding bill for 2022.
3. The next largest project is City watermain projects ranging from \$850,000 in 2022 to \$626,000 in 2026. The total amount projected for watermain projects for the period 2022 to 2026 is \$3,550,000.

Wastewater Treatment Department

1. Total 2022 amount is \$3.1 million which is anticipated to be funded by operations and cash reserves. Federal infrastructure funding will be utilized if available.
2. The largest project is the construction of storage tank and biosolids upgrade in the amount of \$10.5 million, starting with design in 2022 for \$500,000 and \$5 million for both 2023 and 2024.
3. The next largest project scheduled for 2022 is replacing the force main pipes located under the Mississippi River and upgrading the Main Lift Station for a total of \$1,450,000.
4. Other improvements to lift stations are anticipated to be \$455,000 in 2022 and \$440,000 in 2023.

Hydro Department

1. Total 2022 amount is \$491,000.
2. The largest project for 2022 is the automation of governors for \$200,000 and for 2023 is the replacement of one turbine for \$950,000.

Administration Department

1. Total 2022 amount is \$414,100.
2. The largest projects for 2022 are computer system improvements of \$150,000 and SCADA upgrades of \$130,000.
3. Administration Department projects are generally deemed to be system wide improvements which are allocated 60% to electric, and 20% each to water and wastewater treatment.

2022 Operating Budget

Combined All Departments

1. Projected actual total revenue for 2021 excluding the transfer of WAC funds from City is \$29.7 million. Commercial water sales for 2021 include approximately \$995,000 of sales to Baxter. Budgeted revenue for 2021 is \$27.9 million and the 2022 budget total revenue is projected to be \$29.3 million.
2. Projected actual total expenses for is \$28.6 million of which the two largest items are purchased power of \$12.3 million and depreciation of \$5.4 million. Budgeted expenses for 2021 are \$26.4 million of which the two largest items are purchased power of \$11.0 million and depreciation of \$4.8 million. Budgeted expenses for 2022 are projected to be \$28.6 million with purchased power being \$12.4 million and depreciation being \$5.1 million.
3. Projected actual change in net position for 2021 is \$2.1 million while budgeted amount was projected to be \$1.5 million. Budgeted amount for 2022 is projected to be \$622,600.

Graph and Analysis of 2022 Operating Budget

Graph of Total Revenue and Expenses for All Departments

1. The change in net position as a percentage of total revenue for the years 2018 – 2021 is 8.8%, 8.7%, 8.2%, and 6.7%, respectively. The percentage for the 2021 and 2022 operating budget is 5.4% and 2.2%, respectively. A Cost of Service (COS) will be performed in 2022 for all three utilities. A COS study is generally done every five years.

Analysis of 2022 Operating and Capital Budget

1. Total 2022 capital projects (net of those projects financed with bond proceeds) of \$7.2 million are projected to be financed through operations in the amount of \$4.8 million and \$2.4 million by use of cash reserves.

**BRAINERD PUBLIC UTILITIES
OPERATING BUDGET FOR THE YEAR
ENDED DECEMBER 31, 2022
AND
CAPITAL IMPROVEMENT BUDGET FOR
THE YEARS 2022 THROUGH 2026**

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Capital Improvement Budget

**Brainerd Public Utilities
Capital Improvement Budget
For the Years 2022 Through 2026**

Department	2022	2023	2024	2025	2026	Total
Electric	\$1,801,000	\$1,848,000	\$919,000	\$950,000	\$914,000	\$6,432,000
Water	1,350,000	946,000	909,000	1,009,000	857,000	5,071,000
Wastewater	3,100,000	735,000	280,000	305,000	196,000	4,616,000
Hydro	491,000	155,000	124,000	71,000	119,000	960,000
Administration	414,100	221,000	179,000	89,000	74,000	977,100
Grand Total	\$ 7,156,100	\$ 3,905,000	\$ 2,411,000	\$ 2,424,000	\$ 2,160,000	\$ 18,056,100

Note: The summary of projects above is net of projects funded with debt financing and/or WAC and SAC.

**Brainerd Public Utilities
Electric Distribution Department
Capital Improvement Budget
For the Years 2022 Through 2026**

Project No.	Project Description	2022	2023	2024	2025	2026	Total
Production System Improvements							
01	Load Management/Time of Use	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 30,000
02	Electric System Model	20,000	20,000		20,000		60,000
03	Reclosures / VFI	50,000	60,000	50,000	60,000	50,000	270,000
Distribution System Improvements							
01	34.5 KV Distribution Expansion & Improv.	500,000	500,000	500,000	500,000	500,000	2,500,000
02	St. Joes Sub-Station Upgrade	700,000	700,000				1,400,000
03	Underground Service Conversions	50,000	50,000	50,000	50,000	50,000	250,000
04	System Distribution Transformers	200,000	150,000	150,000	150,000	150,000	800,000
Lighting System Expansion and Improvements							
01	Conversion to Energy Efficient Street Lighting	60,000	50,000	50,000	50,000	50,000	260,000
Special Equipment							
01	34.5 kV Tools	30,000	15,000	15,000	15,000	15,000	90,000
Service Improvements							
01	Service Drop Improvements/Meter Improv.	5,000	5,000	5,000	5,000	5,000	25,000
Safety Equipment							
01	Safety Equipment	50,000	30,000	30,000	30,000	30,000	170,000
Test Equipment							
01	Misc. Line and Meter	30,000	30,000	20,000	15,000	15,000	110,000
02	Misc. Survey Tools	10,000	20,000		5,000		35,000
Trucks, Vehicles, and Tools							
01	Aerial Device/Digger Derrick		450,000		300,000		750,000
02	Drill Rig		125,000				125,000
Total Before Debt Financing and Contingencies		1,715,000	2,210,000	875,000	1,205,000	870,000	6,875,000
Projects Funded with Debt Financing			450,000	-	300,000	-	750,000
Total Before Contingencies		1,715,000	1,760,000	875,000	905,000	870,000	6,125,000
Contingencies		86,000	88,000	44,000	45,000	44,000	307,000
Grand Total		\$ 1,801,000	\$ 1,848,000	\$ 919,000	\$ 950,000	\$ 914,000	\$ 6,432,000

**Brainerd Public Utilities
Water Department
Capital Improvement Budget
For the Years 2022 Through 2026**

Project No.	Project Description	2022	2023	2024	2025	2026	Total
Production System Improvements							
01	Well Rehab	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000		\$ 120,000
02	Mag Meters for Pump Room	15,000					15,000
Water Reservoir/Tanks							
01	Reclamation/Backwash Tank		5,000,000				5,000,000
02	2 Million Gallon Ground Reservoir	6,000,000					6,000,000
Filtration/Treatment Facility Improvements							
01	Filter Bed Improvements	100,000	75,000	60,000	40,000	40,000	315,000
02	Valves/Actuators/Level Indicators	55,000	30,000	30,000	30,000	30,000	175,000
03	Chemical Pumps	6,000	6,000	6,000	6,000	6,000	30,000
04	Pump House Roof	20,000					20,000
Distribution System Improvements							
01	Gates/Valves/Hydrants	50,000	50,000	50,000	50,000	50,000	250,000
02	City Watermain Projects	850,000	650,000	650,000	750,000	650,000	3,550,000
Water Service Improvements							
01	Water Service Line Improvements	25,000	15,000	15,000	15,000	15,000	85,000
02	Commercial Water Meter Improvements	20,000	10,000		10,000		40,000
Special Equipment							
01	Laboratory Equipment/Scales/Containment	5,000	5,000	5,000	5,000	5,000	25,000
Trucks, Vehicles, and Tools							
01	Service Truck #2 - new utility body	20,000					20,000
02	Water Plant Pick-Up	35,000					35,000
03	Small Tools and Shop Equipment	10,000	5,000	5,000	5,000	5,000	30,000
Safety Equipment							
01	Barricades/Warning Equipment/Fall Equip.	5,000	5,000	5,000	5,000	5,000	25,000
02	PPE	5,000	5,000	5,000	5,000	5,000	25,000
Other Improvements							
01	Instrumental & Control System	5,000	5,000	5,000	5,000	5,000	25,000
02	Control Room Remodel/HVAC	30,000					30,000
03	Parking Lot Maintenance		10,000		5,000		15,000
Total Before Debt Financing and Contingencies		7,286,000	5,901,000	866,000	961,000	816,000	15,830,000
Projects Funded with Debt Financing/WAC Funds		6,000,000	5,000,000	-	-	-	11,000,000
Total Before Contingencies		1,286,000	901,000	866,000	961,000	816,000	4,830,000
Contingencies		64,000	45,000	43,000	48,000	41,000	241,000
Grand Total		\$ 1,350,000	\$ 946,000	\$ 909,000	\$ 1,009,000	\$ 857,000	\$ 5,071,000

**Brainerd Public Utilities
Wastewater Treatment Department
Capital Improvement Budget
For the Years 2022 Through 2026**

Project No.	Project Description	2022	2023	2024	2025	2026	Total
Improvements to Building							
01	Energy Improvements Control Building	\$ 20,000	\$ 10,000	\$ 10,000			\$ 40,000
02	Grounds Maintenance	20,000	10,000	10,000			40,000
03	Control Building HVAC	35,000					35,000
Equipment							
01	Sampling Devices/System Flow Meters	10,000	10,000	10,000	10,000	10,000	50,000
02	WWTP PLC Upgrades	60,000	60,000	60,000	60,000		240,000
Improvements to WWTP							
01	WAS tank Pumps	35,000					35,000
02	One Bank UV Bulbs	22,000		22,000		22,000	66,000
03	SBR Motive Pumps	100,000	100,000	100,000	100,000	100,000	500,000
04	Chemical Building Tanks	25,000	25,000				50,000
05	Storage Tank/Biosolids Upgrades	500,000	5,000,000	5,000,000			10,500,000
06	New Lab/Operations Room		10,000				10,000
06	GBT Poly Replacement Skids	130,000					130,000
Improvements to Lift Stations							
01	Control Panels	215,000	200,000				415,000
02	Evergreen /Screen/Grit/Flow Meter	200,000	200,000				400,000
03	Main Lift Force Main	1,100,000					1,100,000
04	Main Lift/Screen/MAU/Grit	350,000					350,000
05	Lift Station Pump Replacement (>10HP)	40,000	40,000	40,000	40,000	40,000	200,000
Test Equipment							
01	Lab Equipment	10,000	10,000	5,000	5,000	5,000	35,000
Safety Equipment							
01	Personal Protective Equipment	5,000	5,000	5,000	5,000	5,000	25,000
02	Hand Tools	5,000	5,000	5,000	5,000	5,000	25,000
03	Fall Protection at Openings	20,000	15,000				35,000
04	Portable Jib Crane	30,000					30,000
Trucks and Vehicles							
01	Truck				65,000		65,000
02	Broom	5,000					5,000
03	Nunn Vacuum pump replacement	15,000					15,000
Total Before Debt Financing and Contingencies		2,952,000	5,700,000	5,267,000	290,000	187,000	14,396,000
Projects Funded with Debt Financing/SAC Funds			5,000,000	5,000,000	-	-	10,000,000
Total Before Contingencies		2,952,000	700,000	267,000	290,000	187,000	4,396,000
Contingencies		148,000	35,000	13,000	15,000	9,000	220,000
Grand Total		\$ 3,100,000	\$ 735,000	\$ 280,000	\$ 305,000	\$ 196,000	\$ 4,616,000

**Brainerd Public Utilities
Hydro Department
Capital Improvement Budget
For the Years 2022 Through 2026**

Project No.	Project Description	2022	2023	2024	2025	2026	Total
Improvements to Building							
01	Paint - Interior	\$ 5,000					\$ 5,000
02	Paint - Exterior	30,000					30,000
03	Roof Repair	50,000					50,000
Equipment							
01	Fuses/Stocking /Backup Parts/Gauges	13,000	13,000	13,000	13,000	13,000	65,000
02	Sump Pumps/Hydraulic Upgrades	10,000	10,000	5,000			25,000
03	Turbine Modernization		950,000				950,000
04	Generator Maintenance	50,000	50,000	50,000	50,000	50,000	250,000
05	Governor Automation	200,000					200,000
Improvements to Dam Site							
01	Dock Sections for Buoy System	20,000					20,000
02	Gate Maintenance	20,000		20,000		20,000	60,000
03	Grating over Turbine pit	20,000		20,000		20,000	60,000
Safety Equipment							
01	Personal Protective Equipment	5,000		5,000		5,000	15,000
02	Hand Tools	5,000	5,000	5,000	5,000	5,000	25,000
03	Bouy Maintenance	10,000					10,000
Trucks and Vehicles							
01	Forklift		50,000				50,000
Other Improvements							
01	FERC Re-licensing	30,000	20,000				50,000
Total Before Debt Financing and Contingencies		468,000	1,098,000	118,000	68,000	113,000	1,865,000
Projects Funded with Debt Financing		-	950,000	-	-	-	950,000
Total Before Contingencies		468,000	148,000	118,000	68,000	113,000	915,000
Contingencies		23,000	7,000	6,000	3,000	6,000	45,000
Grand Total		\$ 491,000	\$ 155,000	\$ 124,000	\$ 71,000	\$ 119,000	\$ 960,000

**Brainerd Public Utilities
Administration Department
Capital Improvement Budget
For the Years 2022 Through 2026**

Project No.	Project Description	2022	2023	2024	2025	2026	Total
Improvements to Service Center							
01	Parking Lot		\$ 5,000		\$ 5,000		\$ 10,000
02	Exterior Security - Fence/Gate/Parking Lot	45,000	25,000				70,000
Other Improvements							
01	Custodial/Grounds Keeping Equipment	7,100	10,000		10,000		27,100
Safety Equipment							
01	Radios	12,000	10,000	10,000	10,000	10,000	52,000
Information Technology Improvements							
01	Computer System Improvements	150,000	60,000	60,000	60,000	60,000	390,000
02	SCADA upgrades	130,000	100,000	100,000			330,000
03	Utility software upgrade	50,000					50,000
Total Before Contingencies		394,100	210,000	170,000	85,000	70,000	929,100
Contingencies		20,000	11,000	9,000	4,000	4,000	48,000
Grand Total		<u>\$ 414,100</u>	<u>\$ 221,000</u>	<u>\$ 179,000</u>	<u>\$ 89,000</u>	<u>\$ 74,000</u>	<u>\$ 977,100</u>

2022 Operating Budget

Detail of 2022 Operating Budget

Brainerd Public Utilities
Summary of 2022 Operating Budget
Combined All Departments

	Actual			2021		2021	
	2018	2019	2020	Projected Actual	Budget	Favorable (Unfavorable) Variance	2022 Budget
Utility Revenue							
Residential	\$ 8,890,864	\$ 8,854,987	\$ 9,084,392	\$ 9,317,690	\$ 9,036,000	\$ 281,690	\$ 9,625,200
Commercial	16,949,533	16,888,822	15,656,921	17,464,635	16,065,600	1,399,035	16,807,200
Total Utility Revenue	25,840,397	25,743,809	24,741,313	26,782,325	25,101,600	1,680,725	26,432,400
Other Revenue							
Local Option Sales Tax Proceeds - Brainerd	1,011,506	1,083,144	1,217,700	1,271,252	1,158,000	113,252	1,218,000
Local Option Sales Tax Proceeds - Baxter	322,416	329,847	345,148	383,049	342,000	41,049	381,600
Interest Revenue Investments	158,285	491,353	370,983	11,553	159,600	(148,047)	85,200
Interest Revenue - Notes Receivable	183,686	158,204	147,679	138,817	139,200	(383)	123,600
Federal Grant Revenue - Build America Bond	118,803	104,911	101,312	90,412	91,200	(788)	80,400
Other Revenue	668,437	525,551	395,001	355,906	282,600	73,306	324,000
Reimbursement of Operating Expenses - Baxter	583,453	706,158	574,641	625,963	600,000	25,963	606,000
Contributed Capital	-	-	-	976,000	-	976,000	-
Total Other Revenue	3,046,586	3,399,168	3,152,464	3,852,953	2,772,600	1,080,353	2,818,800
Total Revenue	28,886,983	29,142,977	27,893,777	30,635,277	27,874,200	2,761,077	29,251,200
Expenses							
Purchased Power	11,854,449	11,928,124	10,559,355	12,330,391	11,010,000	(1,320,391)	12,372,000
Salaries and Wages	3,613,794	3,772,180	4,027,441	4,474,651	4,298,400	(176,251)	4,502,400
Operations and Maintenance	2,384,708	2,254,468	2,183,007	2,292,891	2,248,200	(44,691)	2,364,300
Employee Benefits	1,415,532	1,366,960	1,374,697	1,397,309	1,529,100	131,791	1,562,000
Other Charges	768,223	779,297	786,638	927,637	789,900	(137,737)	912,300
Depreciation	4,430,555	4,664,588	4,948,247	5,415,706	4,809,000	(606,706)	5,139,600
Interest Expense - Bonds	1,187,070	1,074,127	998,698	992,058	924,000	(68,058)	1,016,400
Cash Transfers to City	691,284	757,394	734,569	754,600	754,800	200	759,600
Total Expenses	26,345,615	26,597,138	25,612,652	28,585,244	26,363,400	(2,221,844)	28,628,600
Change in Net Position	\$ 2,541,368	\$ 2,545,839	\$ 2,281,125	\$ 2,050,034	\$ 1,510,800	\$ 539,234	\$ 622,600

**Brainerd Public Utilities
2022 Operating Budget
Electric Department - Combined**

	Actual		2021 Projected		2021 Variance Positive (Negative)	2022 Budget
	2018	2019	2020	Actual	Budget	
Electric Department Revenue						
<u>Utility Revenue</u>						
Residential	\$ 6,293,567	\$ 6,202,888	\$ 6,328,696	\$ 6,420,000	\$ 6,282,000	\$ 138,000
Commercial	7,856,739	7,592,383	7,153,738	9,908,000	7,314,000	2,594,000
Large Commercial	5,784,823	5,997,427	5,302,067	3,095,000	5,430,000	(2,335,000)
City of Brainerd	413,594	386,842	348,270	352,000	382,800	(30,800)
BPU	833,930	827,030	771,792	755,000	790,800	(35,800)
Total Utility Revenue	21,182,653	21,006,570	19,904,563	20,530,000	20,199,600	330,400
<u>Other Revenues</u>						
Late Payment Penalties	118,029	127,435	32,657	70,550	48,000	22,550
Permits and Fees	42,841	41,038	12,179	21,732	12,000	9,732
Bad Debt Recoveries	12,443	12,331	12,039	17,900	12,000	5,900
Interest Revenue	43,378	93,330	149,615	35,500	58,800	(23,300)
Rental Revenue	43,459	39,908	24,199	9,483	27,600	(18,117)
Gain (Loss) on Sale of Capital Assets	36,609	47,835	(980)	29,792	-	29,792
Refunds and Reimbursements	861	13,070	(4,447)	27,512	2,400	25,112
Bond Premium	16,437	15,357	15,357	15,360	15,600	(240)
Grant Revenue	-	-	62,202	-	-	-
Other Non-Operating Revenue	150,590	45,175	38,247	22,608	39,600	(16,992)
Total Other Revenue	464,647	435,479	341,068	250,437	216,000	34,437
Total Revenue	21,647,300	21,442,049	20,245,631	20,780,437	20,415,600	364,837
Expenses						
<u>Purchased Power</u>	11,854,449	11,928,124	10,559,355	12,330,391	11,010,000	(1,320,391)
Generation and Distribution						
<u>Salaries and Wages</u>						
Regular Wages	1,317,024	1,439,716	1,521,484	1,646,621	1,843,200	196,579
Overtime Wages	76,189	146,600	153,618	174,112	-	(174,112)
Double Overtime Wages	16,737	22,664	21,595	20,316	-	(20,316)
Vacation Pay	90,885	97,635	110,348	146,337	-	(146,337)
Sick Pay	45,617	35,420	25,399	48,259	-	(48,259)
Services to the City	82,861	44,288	61,235	52,263	-	(52,263)
Less: Wages Capitalized	(191,205)	(302,212)	(337,993)	(232,819)	(211,200)	21,619
	1,438,108	1,484,111	1,555,686	1,855,089	1,632,000	(223,089)
<u>Operations and Maintenance</u>						
Communications	10,980	6,729	8,623	10,953	8,400	(2,553)
Utilities	7,728	8,904	8,260	8,009	9,000	991
Small Tools and Supplies	71,067	89,270	81,409	57,965	53,400	(4,565)
Personal Protection Equipment	-	-	5,352	29,073	24,000	(5,073)
Motor Fuels	39,517	39,393	27,825	36,055	37,200	1,145
Maintenance and Repair						
Equipment	95,049	88,227	113,806	36,596	94,800	58,204
Buildings	17,778	15,979	10,199	17,874	10,500	(7,374)
Other	95,708	80,289	69,377	92,260	70,800	(21,460)
Street Lights	15,280	31,212	55,365	9,057	24,000	14,943
Cleaning and Waste Removal	28,135	13,004	11,030	6,401	12,000	5,599
Testing and Monitoring	6,440	5,434	2,505	9,525	4,800	(4,725)
Consulting Services	5,520	8,025	6,525	-	7,800	7,800
Other Services	21,620	27,947	24,221	28,303	25,500	(2,803)
	414,822	414,413	424,497	342,073	382,200	40,127

**Brainerd Public Utilities
2022 Operating Budget
Electric Department - Combined**

	2018	2019	2020	2021 Projected Actual	2021 Budget	2021 Variance Positive (Negative)	2022 Budget
Electric Department (Continued)							
Generation and Distribution (Continued)							
<u>Employee Benefits</u>							
Employee Benefits	\$ 12,890	\$ 18,170	\$ 11,258	\$ 709	\$ 12,000	\$ 11,291	\$ 6,000
Pension	80,475	91,422	111,068	126,685	122,400	(4,285)	134,400
Health Insurance	260,348	264,816	229,037	258,916	229,200	(29,716)	271,200
Payroll Taxes	102,971	104,612	114,367	125,892	124,800	(1,092)	144,800
	456,684	479,020	465,730	512,203	488,400	(23,803)	556,400
<u>Other Charges</u>							
Licenses and Permits	43,505	41,314	43,260	37,712	38,400	688	39,600
Travel and Conferences	37,740	54,087	40,355	41,000	44,400	3,400	43,200
Miscellaneous	1,059	519	2,176	500	1,200	700	600
	82,304	95,920	85,791	79,212	84,000	4,788	83,400
<u>Depreciation and Amortization</u>	1,786,900	1,961,907	2,100,174	2,085,733	2,014,800	(70,933)	2,024,400
Total Generation and Distribution	4,178,818	4,435,371	4,631,878	4,874,310	4,601,400	(272,910)	4,865,300
Administration							
<u>Salaries and Wages</u>							
Regular Wages	551,625	583,861	665,323	662,649	853,200	190,551	801,600
Overtime Wages	6,919	9,837	12,367	15,293	-	(15,293)	-
Vacation Pay	54,094	55,000	59,209	76,773	-	(76,773)	-
Sick Pay	14,065	17,865	14,157	40,472	-	(40,472)	-
Board Member Salaries	6,480	6,480	6,466	6,480	6,000	(480)	4,800
	633,183	673,043	757,522	801,668	859,200	57,532	806,400
<u>Operations and Maintenance</u>							
Communications	34,273	32,349	38,203	39,263	36,000	(3,263)	39,600
Utilities	33,554	31,936	33,349	40,465	36,000	(4,465)	40,800
Small Tools and Supplies	2,168	1,334	3,571	2,583	1,800	(783)	2,400
Personal Protection Equipment	-	-	128	17	-	(17)	-
Motor Fuels	3,947	3,691	3,443	4,476	3,600	(876)	4,200
Maintenance and Repair							
Equipment	14,308	14,254	28,433	20,504	18,000	(2,504)	21,600
Buildings	11,016	5,698	4,170	8,832	4,800	(4,032)	7,200
Other	33,898	32,180	32,920	1,223	600	(623)	1,200
Maintenance Agreements	-	-	-	83,784	32,400	(51,384)	85,200
Consulting Services	252,958	111,269	171,401	103,012	109,200	6,188	146,400
Office Supplies	23,399	37,351	29,409	24,133	26,400	2,267	25,200
Other Services	14,987	18,090	13,565	15,063	25,800	10,737	13,200
	424,508	288,152	358,592	343,355	294,600	(48,755)	387,000
<u>Employee Benefits</u>							
Employee Benefits	12,639	13,500	15,657	5,350	7,800	2,450	5,400
Pension	160,613	88,258	20	49,775	79,200	29,425	72,600
Health Insurance	111,913	116,435	201,891	176,891	185,400	8,509	181,200
Payroll Taxes	44,405	47,966	55,160	53,303	66,000	12,697	61,800
	329,570	266,159	272,728	285,318	338,400	53,082	321,000
<u>Other Charges</u>							
General and Worker Comp. Insurance	141,438	144,807	125,201	166,343	136,800	(29,543)	175,200
Dues and Subscriptions	57,763	66,878	84,853	74,413	67,200	(7,213)	72,600
Licenses and Permits	34,650	35,675	36,858	39,061	37,200	(1,861)	38,400
Travel and Conferences	12,000	15,385	6,673	13,272	13,200	(72)	13,200
Miscellaneous	421	848	1,097	1,067	600	(467)	600
Bank Charges	26,017	29,783	16,136	13,788	15,000	1,212	14,400
Credit Card Transaction Fees	61,000	83,000	114,000	158,715	98,400	(60,315)	160,800
Interest Expense - Other	5,410	9,722	7,230	10,448	10,800	352	10,800
Interest Expense - Bonds	309,804	281,750	261,760	238,679	240,000	1,321	214,200
Bond Issuance Costs	1,437	-	-	-	-	-	-
Cash Transfers to City	691,284	757,394	734,569	754,600	754,800	200	759,600
Bad Debts	53,493	32,438	31,227	39,600	40,800	1,200	40,800
	1,394,717	1,457,680	1,419,604	1,509,985	1,414,800	(95,185)	1,500,600
<u>Depreciation and Amortization</u>	141,768	143,105	158,943	171,700	169,800	(1,900)	166,800
Total Administration	2,923,746	2,828,139	2,967,389	3,112,026	3,076,800	(35,226)	3,181,800
Total Expenses	18,957,013	19,191,634	18,158,622	20,316,727	18,688,200	(1,628,527)	20,419,100
Change in Net Position	\$ 2,690,287	\$ 2,250,415	\$ 2,087,009	\$ 463,709	\$ 1,727,400	\$ (1,263,691)	\$ 571,300

**Brainerd Public Utilities
2022 Operating Budget
Electric Department - Distribution**

	<u>Actual</u>			<u>2021</u>		2021 Variance Positive (Negative)	2022
	2018	2019	2020	Actual	Budget		Budget
Electric Department							
Revenue							
<u>Utility Revenue</u>							
Residential	\$ 6,293,567	\$ 6,202,888	\$ 6,328,696	6,420,000	\$ 6,282,000	\$ 138,000	\$ 6,492,000
Commercial	7,856,739	7,592,383	7,153,738	9,908,000	7,314,000	2,594,000	10,008,000
Large Commercial	5,784,823	5,997,427	5,302,067	3,095,000	5,430,000	(2,335,000)	3,132,000
City of Brainerd	413,594	386,842	348,270	352,000	382,800	(30,800)	360,000
BPU	833,930	827,030	771,792	755,000	790,800	(35,800)	768,000
Total Utility Revenue	21,182,653	21,006,570	19,904,563	20,530,000	20,199,600	330,400	20,760,000
<u>Other Revenues</u>							
Late Payment Penalties	118,029	127,435	32,657	70,550	48,000	22,550	84,000
Permits and Fees	42,841	41,038	12,179	21,732	12,000	9,732	21,600
Bad Debt Recoveries	12,443	12,331	12,039	17,900	12,000	5,900	12,000
Interest Revenue	43,378	93,330	149,615	35,500	58,800	(23,300)	36,000
Rental Revenue	43,459	39,908	24,199	9,483	27,600	(18,117)	28,800
Gain (Loss) on Sale of Capital Assets	36,609	47,835	(980)	29,792	-	29,792	6,000
Refunds and Reimbursements	861	13,070	(4,447)	27,512	2,400	25,112	3,600
Grant Revenue	-	-	49,161	-	-	-	-
Other Non-Operating Revenue	140,882	45,175	38,247	22,608	39,600	(16,992)	22,800
Total Other Revenue	438,502	420,122	312,670	235,077	200,400	34,677	214,800
Total Revenue	21,621,155	21,426,692	20,217,233	20,765,077	20,400,000	365,077	20,974,800
Expenses							
<u>Purchased Power</u>	13,254,847	13,139,485	11,805,339	13,145,391	12,174,000	(971,391)	13,452,000
<u>Distribution</u>							
<u>Salaries and Wages</u>							
Regular Wages	1,008,855	1,104,909	1,154,817	1,250,688	1,384,800	134,112	1,536,000
Overtime Wages	39,623	107,943	116,133	133,257	-	(133,257)	-
Double Overtime Wages	4,089	9,292	5,634	5,657	-	(5,657)	-
Vacation Pay	64,100	67,969	79,834	107,715	-	(107,715)	-
Sick Pay	44,576	33,165	24,867	47,612	-	(47,612)	-
Services to the City	82,861	44,288	61,235	52,263	-	(52,263)	-
Less: Wages Capitalized	(191,205)	(302,212)	(337,993)	(232,819)	(211,200)	21,619	(216,000)
	1,052,899	1,065,354	1,104,527	1,364,373	1,173,600	(190,773)	1,320,000
<u>Operations and Maintenance</u>							
Communications	9,186	4,916	5,835	7,587	6,000	(1,587)	7,800
Utilities	7,287	8,472	7,806	7,577	8,400	823	8,400
Small Tools and Supplies	65,551	84,602	72,853	51,836	44,400	(7,436)	57,600
Personal Protection Equipment	-	-	5,166	28,675	24,000	(4,675)	26,400
Motor Fuels	38,475	37,702	27,814	32,347	36,000	3,653	37,200
Maintenance and Repair							
Equipment	83,089	72,812	88,083	30,289	79,800	49,511	33,600
Buildings	16,720	15,254	8,796	12,824	8,400	(4,424)	14,400
Other	95,708	80,289	69,377	92,260	70,800	(21,460)	86,400
Street Lights	15,280	31,212	55,365	9,057	24,000	14,943	24,000
Cleaning and Waste Removal	27,614	12,399	10,425	5,836	11,400	5,564	6,000
Testing and Monitoring	6,440	4,018	2,505	9,525	4,800	(4,725)	9,600
Printing and Publishing	1,391	766	-	-	600	600	-
Consulting Services	5,520	8,025	6,525	-	7,800	7,800	32,400
Office Supplies	473	978	1,216	-	1,200	1,200	600
Other Services	18,347	23,699	21,124	24,275	20,400	(3,875)	24,000
	391,081	385,144	382,890	312,088	348,000	35,912	368,400

**Brainerd Public Utilities
2022 Operating Budget
Electric Department - Distribution**

	2021			2021		
	Actual		Projected	Budget	Variance	2022
	2018	2019	2020	Actual	Positive (Negative)	Budget
Electric Department (Continued)						
Distribution (Continued)						
<u>Employee Benefits</u>						
Employee Benefits	\$ 10,211	\$ 14,573	\$ 9,256	\$ 709	\$ 8,891	\$ 4,800
Pension	52,786	66,049	79,809	93,715	87,600	98,400
Health Insurance	190,746	197,694	151,697	183,929	153,600	193,200
Payroll Taxes	74,803	75,586	80,906	92,932	90,000	108,800
	328,546	353,902	321,668	371,285	340,800	405,200
<u>Other Charges</u>						
Dues and Subscriptions	107	167	1,947	-	600	-
Licenses and Permits	7,117	10,107	7,050	5,753	6,000	6,000
Travel and Conferences	37,707	53,320	36,695	41,000	40,800	40,800
Miscellaneous	885	319	197	384	600	600
	45,816	63,913	45,889	47,137	48,000	47,400
<u>Depreciation and Amortization</u>						
Depreciation	1,491,840	1,656,055	1,757,105	1,742,000	1,680,000	1,680,000
Amortization	14,214	16,562	25,915	24,533	15,600	26,400
	1,506,054	1,672,617	1,783,020	1,766,533	1,695,600	1,706,400
Total Distribution	3,324,396	3,540,930	3,637,994	3,861,418	3,606,000	3,847,400
Administration						
<u>Salaries and Wages</u>						
Regular Wages	517,152	548,544	627,004	620,648	810,000	760,800
Overtime Wages	6,917	9,837	12,360	14,921	-	-
Vacation Pay	50,442	51,551	55,493	70,492	-	-
Sick Pay	13,939	17,394	14,065	36,007	-	-
Board Member Salaries	5,400	5,400	5,388	5,400	4,800	4,800
	593,850	632,726	714,310	747,468	814,800	765,600
<u>Operations and Maintenance</u>						
Communications	34,273	32,349	38,203	39,263	36,000	39,600
Utilities	33,554	31,936	33,349	40,465	36,000	40,800
Small Tools and Supplies	2,168	1,334	3,571	2,583	1,800	2,400
Personal Protection Equipment	-	-	128	17	-	-
Motor Fuels	3,947	3,691	3,443	4,476	3,600	4,200
Maintenance and Repair						
Equipment	14,136	14,223	28,433	20,504	18,000	21,600
Buildings	11,016	5,698	4,170	8,832	4,800	7,200
Other	30,048	28,556	29,161	-	-	-
Maintenance Agreements	-	-	-	77,500	28,800	79,200
Cleaning and Waste Removal	1,070	1,393	1,153	869	1,200	1,200
Printing and Publishing	4,225	6,914	4,094	8,406	4,800	6,000
Consulting Services	110,433	77,077	137,164	60,962	77,400	91,200
Office Supplies	23,350	37,351	29,409	24,133	26,400	25,200
Other Services	9,642	9,632	8,050	5,725	19,800	6,000
	277,862	250,154	320,328	293,736	258,600	324,600
<u>Employee Benefits</u>						
Employee Benefits	11,915	11,979	14,556	4,800	7,200	4,800
Pension	142,473	77,727	5,637	47,037	73,200	69,600
Health Insurance	104,407	107,411	188,422	167,623	175,200	172,800
Payroll Taxes	41,305	44,780	51,615	49,736	62,400	58,800
	300,100	241,897	260,230	269,196	318,000	306,000
<u>Other Charges</u>						
General and Worker Comp. Insurance	78,674	83,341	66,850	108,645	74,400	111,600
Dues and Subscriptions	57,719	66,563	84,808	73,603	67,200	72,000
Licenses and Permits	34,614	35,675	36,858	39,061	37,200	38,400
Travel and Conferences	12,000	15,385	6,673	13,197	13,200	13,200
Miscellaneous	421	848	597	1,067	600	600
Bank Charges	12,945	12,750	13,584	11,760	12,000	12,000
Credit Card Transaction Fees	61,000	83,000	114,000	158,715	98,400	160,800
Interest Expense - Other	4,623	8,935	6,443	9,383	9,600	9,600
Interest Expense - Bonds	104,385	91,355	82,902	72,340	73,200	62,400
Bond Issuance Costs	1,437	-	-	-	-	-
Cash Transfers to City	691,284	757,394	734,569	754,600	754,800	759,600
Bad Debts	53,493	32,438	31,227	39,600	40,800	40,800
	1,112,595	1,187,684	1,178,511	1,281,971	1,181,400	1,281,000
<u>Depreciation</u>	136,786	137,054	151,890	162,900	160,800	158,400
Total Administration	2,421,193	2,449,515	2,625,269	2,755,270	2,733,600	2,835,600
Total Expenses	19,000,436	19,129,930	18,068,602	19,762,079	18,513,600	20,135,000
Change in Net Position	\$ 2,620,719	\$ 2,296,762	\$ 2,148,631	\$ 1,002,998	\$ 1,886,400	\$ 839,800

**Brainerd Public Utilities
2022 Operating Budget
Electric Department - Generation**

				2021		2021	2022
	Actual			Projected	Budget	Variance	Budget
	2018	2019	2020	Actual		Positive (Negative)	
Electric Department - Generation							
Revenue							
<u>Other Revenues</u>							
Bond Premium	\$ 16,437	\$ 15,357	\$ 15,357	\$ 15,360	\$ 15,600	\$ (240)	\$ 15,600
Grant Revenue	-	-	13,041	-	-	-	-
Other Non-Operating Revenue	9,708	-	-	-	-	-	-
Total Other Revenue	26,145	15,357	28,398	15,360	15,600	(240)	15,600
Expenses							
<u>Purchased Power</u>	(1,400,398)	(1,211,361)	(1,245,984)	(815,000)	(1,164,000)	(349,000)	(1,080,000)
Generation							
<u>Personal Services</u>							
Regular Wages	308,169	334,807	366,667	395,933	458,400	62,467	481,200
Overtime Wages	36,566	38,657	37,485	40,855	-	(40,855)	-
Double Overtime Wages	12,648	13,372	15,961	14,659	-	(14,659)	-
Vacation Pay	26,785	29,666	30,514	38,623	-	(38,623)	-
Sick Pay	1,041	2,255	532	647	-	(647)	-
	385,209	418,757	451,159	490,716	458,400	(32,316)	481,200
<u>Operations and Maintenance</u>							
Communications	1,794	1,813	2,788	3,367	2,400	(967)	3,600
Utilities	441	432	454	432	600	168	600
Small Tools and Supplies	5,516	4,668	8,556	6,129	9,000	2,871	6,600
Personal Protection Equipment	-	-	186	399	-	(399)	600
Motor Fuels	1,042	1,691	11	3,708	1,200	(2,508)	2,400
Maintenance and Repair							
Equipment	11,960	15,415	25,723	6,307	15,000	8,693	12,000
Buildings	1,058	725	1,403	5,050	2,100	(2,950)	2,100
Other	-	-	-	-	-	-	-
Cleaning and Waste Removal	521	605	605	565	600	35	600
Testing and Monitoring	-	1,416	-	-	-	-	-
Printing and Publishing	-	145	-	-	-	-	-
Consulting Services	-	-	-	-	-	-	-
Office Supplies	163	519	12	124	600	476	-
Other Services	1,246	1,840	1,869	3,904	2,700	(1,204)	3,000
	23,741	29,269	41,607	29,985	34,200	4,215	31,500
<u>Employee Benefits</u>							
Employee Benefits	2,679	3,597	2,002	-	2,400	2,400	1,200
Pension	27,689	25,373	31,259	32,971	34,800	1,829	36,000
Health Insurance	69,602	67,122	77,340	74,987	75,600	613	78,000
Payroll Taxes	28,168	29,026	33,461	32,960	34,800	1,840	36,000
	128,138	125,118	144,062	140,917	147,600	6,683	151,200
<u>Other Charges</u>							
Dues and Subscriptions	30	31	32	116	-	(116)	-
Licenses and Permits	36,388	31,207	36,210	31,959	32,400	441	33,600
Travel and Conferences	33	767	3,660	-	3,600	3,600	2,400
Miscellaneous	37	2	-	-	-	-	-
	36,488	32,007	39,902	32,075	36,000	3,925	36,000
<u>Depreciation</u>	280,846	289,290	317,154	319,200	319,200	-	318,000
Total Generation	854,422	894,441	993,884	1,012,893	995,400	(17,493)	1,017,900

**Brainerd Public Utilities
2022 Operating Budget
Electric Department - Generation**

				2021		2021 Variance Positive (Negative)	2022 Budget
	2018	Actual 2019	2020	Projected Actual	Budget		
Electric Department - Generation (Continued)							
Administration							
Salaries and Wages							
Regular Wages	\$ 34,473	\$ 35,317	\$ 38,319	42,001	\$ 43,200	\$ 1,199	\$ 40,800
Overtime Wages	2	-	7	372	-	(372)	-
Vacation Pay	3,652	3,449	3,716	6,281	-	(6,281)	-
Sick Pay	126	471	92	4,465	-	(4,465)	-
Board Member Salaries	1,080	1,080	1,078	1,080	1,200	120	-
	39,333	40,317	43,212	54,200	44,400	(9,800)	40,800
Operations and Maintenance							
Maintenance and Repair							
Equipment	172	31	-	-	-	-	-
Other	3,850	3,624	3,759	1,223	600	(623)	1,200
Maintenance Agreements	-	-	-	6,284	3,600	(2,684)	6,000
Cleaning and Waste Removal	50	151	61	63	-	(63)	-
Consulting Services	142,525	34,192	34,237	42,050	31,800	(10,250)	55,200
Office Supplies	49	-	-	-	-	-	-
Other Services	-	-	207	-	-	-	-
	146,646	37,998	38,264	49,619	36,000	(13,619)	62,400
Employee Benefits							
Employee Benefits	724	1,521	1,101	550	600	50	600
Pension	18,140	10,531	(5,617)	2,737	6,000	3,263	3,000
Health Insurance	7,506	9,024	13,469	9,268	10,200	932	8,400
Payroll Taxes	3,100	3,186	3,545	3,567	3,600	33	3,000
	29,470	24,262	12,498	16,122	20,400	4,278	15,000
Other Charges							
General and Worker Comp. Insurance	62,764	61,466	58,351	57,697	62,400	4,703	63,600
Dues and Subscriptions	44	315	45	811	-	(811)	600
Licenses and Permits	36	-	-	-	-	-	-
Travel and Conferences	-	-	-	75	-	(75)	-
Miscellaneous	-	-	500	-	-	-	-
Bank Charges	13,072	17,033	2,552	2,028	3,000	972	2,400
Interest Expense - Other	787	787	787	1,065	1,200	135	1,200
Interest Expense - Bonds	205,419	190,395	178,858	166,339	166,800	461	151,800
	282,122	269,996	241,093	228,015	233,400	5,385	219,600
Depreciation	4,982	6,051	7,053	8,800	9,000	200	8,400
Total Administration	502,553	378,624	342,120	356,756	343,200	(13,556)	346,200
Total Expenses	(43,423)	61,704	90,020	554,649	174,600	(380,049)	284,100
Change in Net Position	\$ 69,568	\$ (46,347)	\$ (61,622)	\$ (539,289)	\$ (159,000)	\$ (380,289)	\$ (268,500)

**Brainerd Public Utilities
2022 Operating Budget
Water Department**

				2021		2021	2022
	Actual			Projected	Budget	Variance Positive (Negative)	
	2018	2019	2020	Actual			Budget
Water Department							
Revenue							
<u>Utility Revenue</u>							
Residential	\$ 1,217,805	\$ 1,256,745	\$ 1,344,748	\$ 1,493,358	\$ 1,356,000	\$ 137,358	\$ 1,723,200
Commercial	1,119,974	1,141,336	1,177,962	2,358,992	1,232,400	1,126,592	1,543,800
City of Brainerd	98,198	99,273	103,076	123,541	108,000	15,541	121,200
BPU	<u>68,893</u>	<u>65,923</u>	<u>68,811</u>	<u>93,883</u>	<u>70,800</u>	<u>23,083</u>	<u>93,600</u>
Total Utility Revenue	2,498,870	2,563,277	2,694,597	4,069,774	2,767,200	1,302,574	3,481,800
<u>Other Revenues</u>							
Late Payment Penalties	19,333	21,493	5,521	11,415	8,400	3,015	10,800
Permits and Fees	6,275	5,978	2,550	3,000	4,800	(1,800)	3,600
Local Option Sales Tax Proceeds - Baxter	260,013	266,013	278,345	308,891	276,000	32,891	308,400
Bad Debt Recoveries	7,195	426	5,423	3,795	2,400	1,395	2,400
Interest Revenue	60,656	106,817	42,098	6,884	25,200	(18,316)	7,200
Water Availability Charges	29,750	-	-	-	-	-	-
Bond Premium	60,093	65,781	65,781	65,569	65,400	169	65,400
Gain (Loss) on Sale Capital Assets	835	1,605	70	1,401	-	1,401	-
Refunds and Reimbursements	-	(6,054)	543	(1,555)	-	(1,555)	-
Grant Revenue	-	-	21,528	-	-	-	-
Other Revenue	36,774	33,181	12,586	26,567	14,400	12,167	16,800
Contributed Capital	-	-	-	976,000	-	976,000	-
Total Other Revenue	<u>480,924</u>	<u>495,180</u>	<u>434,445</u>	<u>1,401,967</u>	<u>396,600</u>	<u>1,005,367</u>	<u>414,600</u>
Total Revenue	2,979,794	3,058,457	3,129,042	5,471,741	3,163,800	2,307,941	3,896,400
Expenses							
Production							
<u>Salaries and Wages</u>							
Regular Wages	187,773	196,765	236,469	226,733	334,800	108,067	369,600
Overtime Wages	24,422	24,384	27,404	30,183	-	(30,183)	-
Vacation Pay	15,894	15,857	17,003	20,953	-	(20,953)	-
Sick Pay	2,055	2,048	4,300	1,463	-	(1,463)	-
	<u>230,144</u>	<u>239,054</u>	<u>285,176</u>	<u>279,332</u>	<u>334,800</u>	<u>55,468</u>	<u>369,600</u>
<u>Operations and Maintenance</u>							
Communications	2,859	2,835	2,927	3,465	3,000	(465)	3,600
Utilities	110,410	111,000	107,628	145,857	110,400	(35,457)	121,200
Small Tools and Supplies	8,022	10,385	14,205	34,541	9,600	(24,941)	12,000
Maintenance and Repairs							
Equipment	15,723	19,473	13,253	24,008	13,200	(10,808)	18,000
Buildings	1,288	1,116	2,310	1,799	1,800	1	1,800
Cleaning and Waste Removal	1,582	221	-	93	-	(93)	-
Testing and Monitoring	126	2,127	3,943	11,756	3,600	(8,156)	8,400
Consulting Services	-	-	-	-	-	-	2,400
Other Commodities	21,193	14,374	36,793	72,550	28,800	(43,750)	42,000
Office Supplies	-	580	9	710	-	(710)	600
	<u>161,203</u>	<u>156,111</u>	<u>181,068</u>	<u>294,780</u>	<u>170,400</u>	<u>(124,380)</u>	<u>210,000</u>
<u>Employee Benefits</u>							
Employee Benefits	1,601	3,229	3,940	610	900	290	1,200
Pension	14,222	14,785	18,102	19,192	25,200	6,008	27,600
Health Insurance	58,342	64,879	83,834	82,028	80,400	(1,628)	90,000
Payroll Taxes	15,704	16,061	20,353	18,307	25,200	6,893	28,800
	<u>89,869</u>	<u>98,954</u>	<u>126,229</u>	<u>120,137</u>	<u>131,700</u>	<u>11,563</u>	<u>147,600</u>
<u>Other Charges</u>							
Licenses and Taxes	169	520	542	933	600	(333)	600
<u>Depreciation</u>	<u>235,094</u>	<u>248,316</u>	<u>273,618</u>	<u>296,064</u>	<u>279,600</u>	<u>(16,464)</u>	<u>276,000</u>
Total Production	716,479	742,955	866,633	991,245	917,100	(74,145)	1,003,800
Distribution							
<u>Salaries and Wages</u>							
Regular Wages	300,148	300,646	301,891	323,667	430,800	107,133	501,600
Overtime Wages	9,975	33,056	36,320	33,881	-	(33,881)	-
Double Overtime Wages	4,221	2,631	345	9,513	-	(9,513)	-
Vacation Pay	23,573	26,724	27,803	33,087	-	(33,087)	-
Sick Pay	10,486	11,026	15,380	11,811	-	(11,811)	-
Less: Wages Capitalized	<u>(42,413)</u>	<u>(9,737)</u>	<u>(29,280)</u>	<u>(13,805)</u>	<u>(21,600)</u>	<u>(7,795)</u>	<u>(26,400)</u>
	305,990	364,346	352,459	398,153	409,200	11,047	475,200
<u>Operations and Maintenance</u>							
Communications	4,242	2,788	3,276	4,016	3,600	(416)	3,600
Utilities	67,870	70,663	68,113	87,119	69,600	(17,519)	74,400
Small Tools and Supplies	42,331	20,877	17,265	17,423	20,400	2,977	18,000
Personal Protection Equipment	-	-	1,055	1,839	-	(1,839)	1,200
Motor Fuels	14,939	14,789	13,274	13,235	15,600	2,365	14,400
Maintenance and Repair							
Equipment	22,648	23,419	25,490	27,481	25,200	(2,281)	26,400
Buildings	9,272	6,774	4,355	7,859	5,400	(2,459)	7,200
Other	32,305	35,494	15,864	872	19,200	18,328	6,000
Cleaning and Waste Removal	2,314	2,025	4,862	3,721	3,600	(121)	3,600
Testing and Monitoring	1,167	877	-	232	1,200	968	600
Printing and Publishing	270	147	88	-	600	600	-
Consulting Services	108,430	91,000	44,258	41,061	68,400	27,339	42,000
Other Commodities	1,930	4,151	2,923	4,235	3,600	(635)	4,200
Office Supplies	28	985	108	1,418	-	(1,418)	1,200
Other Services	<u>1,001</u>	<u>1,086</u>	<u>770</u>	<u>1,915</u>	<u>1,200</u>	<u>(715)</u>	<u>1,200</u>
	308,747	275,075	201,701	212,424	237,600	25,176	204,000

**Brainerd Public Utilities
2022 Operating Budget
Water Department**

	Actual			2021 Projected		2021 Variance Positive (Negative)	2022 Budget
	2018	2019	2020	Actual	Budget		
Water Department (Continued)							
Distribution (Continued)							
<u>Employee Benefits</u>							
Employee Benefits	\$ 2,804	\$ 3,232	\$ 1,737	\$ 33	\$ 1,800	\$ 1,767	\$ 1,200
Pension	22,758	22,405	24,622	28,259	32,400	4,141	38,400
Health Insurance	62,083	70,646	72,753	63,189	69,600	6,411	66,600
Payroll Taxes	<u>22,752</u>	<u>24,122</u>	<u>25,244</u>	<u>27,657</u>	<u>32,400</u>	<u>4,743</u>	<u>38,400</u>
	110,397	120,405	124,356	119,139	136,200	17,061	144,600
<u>Other Charges</u>							
Dues and Subscriptions	36	76	667	863	900	37	900
Licenses and Taxes	9,052	7,432	8,511	17,226	8,400	(8,826)	10,200
Travel and Conferences	8,653	5,397	1,425	5,639	5,400	(239)	6,000
Miscellaneous	<u>246</u>	<u>170</u>	<u>-</u>	<u>36</u>	<u>-</u>	<u>(36)</u>	<u>-</u>
	17,987	13,075	10,603	23,764	14,700	(9,064)	17,100
<u>Depreciation</u>	<u>715,794</u>	<u>758,213</u>	<u>809,904</u>	<u>809,173</u>	<u>780,000</u>	<u>(29,173)</u>	<u>804,000</u>
Total Distribution	1,458,915	1,531,114	1,499,023	1,562,653	1,577,700	15,047	1,644,900
Administration							
<u>Salaries and Wages</u>							
Regular Wages	207,324	217,684	248,780	238,749	284,400	45,651	267,600
Overtime Wages	2,940	4,146	5,627	6,669	-	(6,669)	-
Vacation Pay	19,583	20,220	22,084	26,975	-	(26,975)	-
Sick Pay	5,722	7,847	5,454	13,841	-	(13,841)	-
Board Member Salaries	<u>2,160</u>	<u>2,160</u>	<u>2,155</u>	<u>2,160</u>	<u>2,400</u>	<u>240</u>	<u>2,400</u>
	237,729	252,057	284,100	288,395	286,800	(1,595)	270,000
<u>Operations and Maintenance</u>							
Communications	10,473	9,842	11,969	12,404	11,400	(1,004)	12,000
Utilities	12,342	12,129	12,315	14,008	13,800	(208)	14,400
Small Tools and Supplies	1,682	933	2,272	1,645	1,200	(445)	1,200
Personal Protection Equipment	-	-	76	17	-	(17)	-
Maintenance and Repair							
Equipment	6,776	7,830	10,841	6,727	8,400	1,673	7,200
Buildings	8,414	3,249	4,261	6,727	4,200	(2,527)	5,400
Other	1,179	1,075	1,105	23	600	577	600
Maintenance Agreements	10,614	9,672	9,941	16,222	10,200	(6,022)	16,800
Cleaning and Waste Removal	772	939	828	680	600	(80)	600
Printing and Publishing	1,425	2,199	1,324	1,712	1,800	88	1,800
Consulting Services	27,399	50,523	(14,669)	33,835	27,600	(6,235)	42,000
Other Commodities	-	77	261	464	-	(464)	-
Office Supplies	7,499	11,901	8,843	7,765	7,800	35	7,800
Other Services	<u>5,302</u>	<u>6,077</u>	<u>7,222</u>	<u>891</u>	<u>6,000</u>	<u>5,109</u>	<u>1,200</u>
	93,877	116,446	56,589	103,120	93,600	(9,520)	111,000
<u>Employee Benefits</u>							
Employee Benefits	2,808	4,550	3,816	776	1,200	424	1,200
Pension	50,763	31,631	2,548	15,733	36,000	20,267	20,400
Health Insurance	53,086	59,294	73,659	59,395	69,600	10,205	66,000
Payroll Taxes	<u>16,681</u>	<u>17,630</u>	<u>20,617</u>	<u>16,858</u>	<u>22,800</u>	<u>5,942</u>	<u>20,400</u>
	123,338	113,105	100,640	92,762	129,600	36,838	108,000
<u>Other Charges</u>							
Insurance and Bonds	53,415	52,513	48,041	51,892	52,800	908	52,800
Dues and Subscriptions	7,082	7,892	13,116	8,540	7,800	(740)	8,400
Licenses and Taxes	2,535	4,457	2,234	7,945	3,000	(4,945)	7,800
Travel and Conferences	244	993	52	1,021	600	(421)	600
Miscellaneous	-	-	2,570	71	1,200	1,129	600
Bank Charges	5,369	7,426	7,724	3,863	3,600	(263)	3,600
Credit Card Transaction Fees	20,400	27,700	31,000	39,745	32,400	(7,345)	42,000
Interest - Other	769	504	902	1,061	600	(461)	600
Interest - Bonds	284,686	277,217	257,525	306,953	232,800	(74,153)	401,400
Bond Issuance Costs	41,162	-	-	32,912	-	(32,912)	-
Bad Debts	<u>2,348</u>	<u>2,581</u>	<u>1,995</u>	<u>3,445</u>	<u>3,600</u>	<u>155</u>	<u>4,200</u>
	418,010	381,283	365,159	457,448	338,400	(119,048)	522,000
<u>Depreciation</u>	<u>53,813</u>	<u>53,905</u>	<u>58,539</u>	<u>61,288</u>	<u>61,200</u>	<u>(88)</u>	<u>60,000</u>
Total Administration	<u>926,767</u>	<u>916,796</u>	<u>865,027</u>	<u>1,003,012</u>	<u>909,600</u>	<u>(93,412)</u>	<u>1,071,000</u>
Total Expenses	<u>3,102,161</u>	<u>3,190,865</u>	<u>3,230,683</u>	<u>3,556,911</u>	<u>3,404,400</u>	<u>(152,511)</u>	<u>3,719,700</u>
Change in Net Position	\$ (122,367)	\$ (132,408)	\$ (101,641)	\$ 1,914,830	\$ (240,600)	\$ 2,155,430	\$ 176,700

**Brainerd Public Utilities
2022 Operating Budget
Wastewater Department**

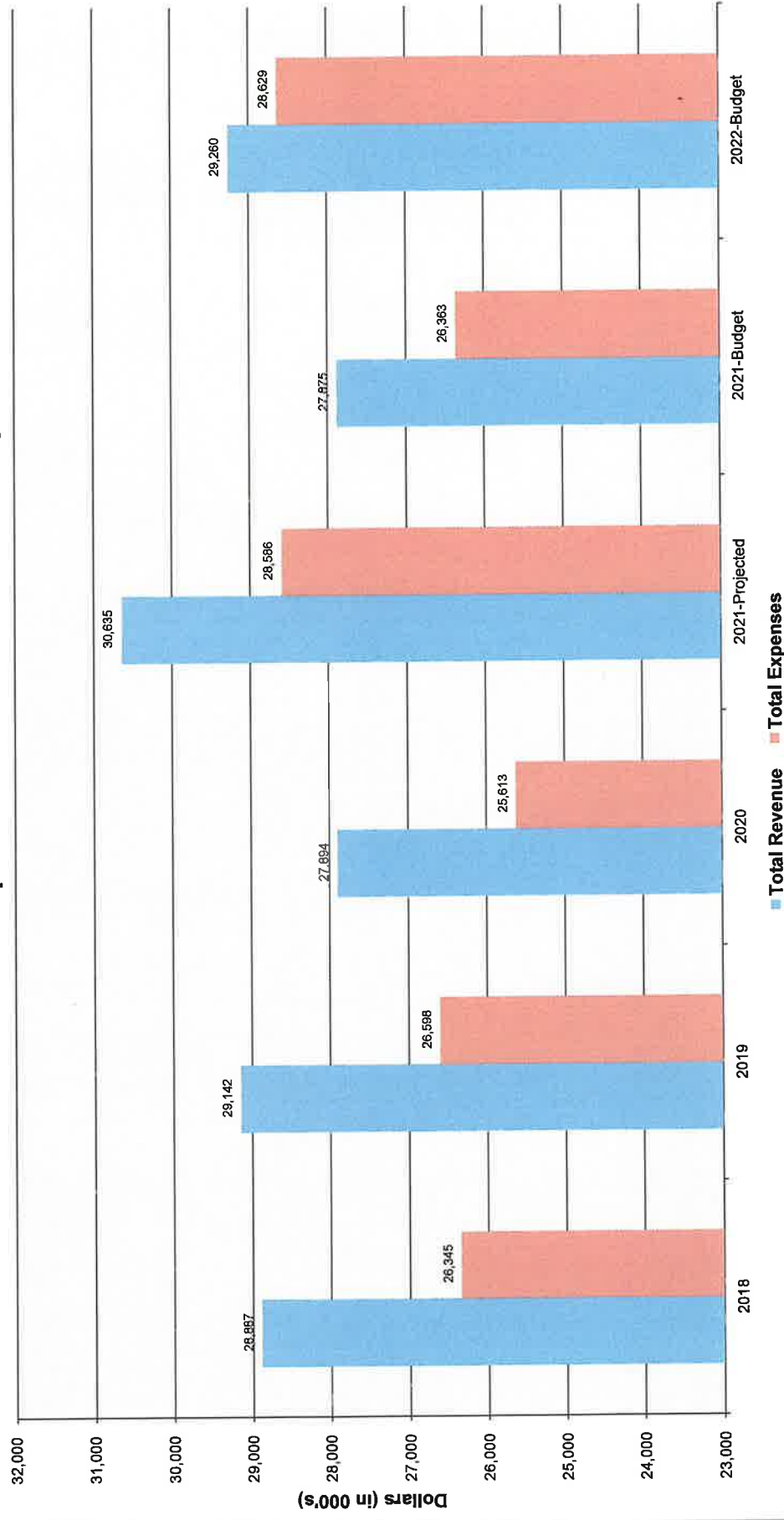
				2021		2021	
	Actual			Projected		Variance	2022
	2018	2019	2020	Actual	Budget	(Negative)	Budget
Wastewater Department							
Revenue							
<u>Utility Revenue</u>							
Residential	\$ 1,379,492	\$ 1,395,354	\$ 1,410,948	1,404,332	\$ 1,398,000	\$ 6,332	\$ 1,410,000
Commercial	769,095	768,958	721,484	765,671	726,000	39,671	769,200
City of Brainerd	9,703	9,047	9,128	11,857	10,200	1,657	10,800
BPU	584	603	593	691	600	91	600
Total Utility Revenue	2,158,874	2,173,962	2,142,153	2,182,551	2,134,800	47,751	2,190,600
<u>Other Revenues</u>							
Late Payment Penalties	28,376	33,778	8,891	13,260	13,800	(540)	14,400
Local Option Sales Tax Proceeds - Brainerd	1,011,506	1,083,144	1,217,700	1,271,252	1,158,000	113,252	1,218,000
Local Option Sales Tax Proceeds - Baxter	62,403	63,834	66,803	74,158	66,000	8,158	73,200
Bad Debt Recoveries	337	721	599	844	-	844	-
Interest Revenue - Investments	54,251	291,206	179,270	(30,831)	75,600	(106,431)	42,000
Sewer Availability Charges	7,138	-	-	-	-	-	-
Gain (Loss) on Sale Capital Assets	15,501	-	-	128	-	128	-
Refunds and Reimbursements	(2,675)	308	315	-	-	-	-
Interest Revenue - Notes Receivable	183,686	158,204	147,679	138,817	139,200	(383)	123,600
Federal Grant Revenue - Build America Bond	118,803	104,911	101,312	90,412	91,200	(788)	80,400
Bond Premium	8,540	9,657	9,657	9,660	9,600	60	9,600
Gain (Loss) on Sale of Capital Assets	15,501	-	13,494	-	-	-	-
Grant Revenue	-	-	43,832	-	-	-	-
Other Revenue	14,195	16,588	12,764	6,885	6,600	285	6,600
Reimbursement of Operating Expenses - Baxter	583,453	706,158	574,641	625,963	600,000	25,963	606,000
Total Other Revenue	2,101,015	2,468,509	2,376,951	2,200,549	2,160,000	40,549	2,173,800
Total Revenue	4,259,889	4,642,471	4,519,104	4,383,100	4,294,800	88,300	4,364,400
Expenses							
<u>Treatment</u>							
<u>Salaries and Wages</u>							
Regular Wages	336,341	307,402	329,989	348,299	346,800	(1,499)	360,000
Overtime Wages	50,323	76,744	70,951	70,025	-	(70,025)	-
Doubletime Wages	-	-	-	305	-	(305)	-
Vacation Pay	23,269	19,970	16,620	20,384	-	(20,384)	-
Sick Pay	10,084	4,626	4,677	4,115	-	(4,115)	-
	420,017	408,742	422,237	443,128	346,800	(96,328)	360,000
<u>Operations and Maintenance</u>							
Communications	2,852	2,015	3,780	6,223	3,600	(2,623)	5,400
Utilities	587,436	573,196	531,484	495,741	552,000	56,259	516,000
Small Tools and Supplies	11,975	21,456	16,385	19,860	18,000	(1,860)	19,200
Personal Protection Equipment	-	-	180	1,853	-	(1,853)	1,800
Motor Fuels	15,160	14,297	13,494	10,388	14,400	4,012	11,400
<u>Maintenance and Repair</u>							
Equipment	77,786	88,618	73,738	92,520	84,000	(8,520)	92,400
Buildings	3,250	11,991	3,134	9,175	4,800	(4,375)	8,400
Other	3,423	1,056	1,056	535	1,200	665	600
Cleaning and Waste Removal	5,077	3,941	3,857	3,473	3,600	127	3,600
Testing and Monitoring	28,772	34,712	51,964	53,269	48,000	(5,269)	60,000
Printing and Publishing	440	3,116	374	560	600	40	600
Consulting Services	2,882	-	15,355	18,020	28,800	10,780	24,000
Other Commodities	22,068	18,079	41,037	48,506	42,000	(6,506)	45,600
Office Supplies	3,386	7,552	5,873	6,111	5,400	(711)	5,400
Other Services	2,413	2,343	1,354	988	1,800	812	1,200
	766,920	782,372	763,065	767,222	808,200	40,978	795,600
<u>Employee Benefits</u>							
Employee Benefits	4,737	4,771	7,697	208	2,400	2,192	1,200
Pension	29,092	25,297	31,106	30,092	26,400	(3,692)	27,000
Health Insurance	76,680	76,113	75,088	67,837	73,200	5,363	72,000
Payroll Taxes	30,165	28,159	29,732	29,544	26,400	(3,144)	27,000
	140,674	134,340	143,623	127,681	128,400	719	127,200
<u>Other Charges</u>							
Licenses and Permits	20,581	21,513	24,271	26,123	23,400	(2,723)	26,400
Dues and Subscriptions	244	74	711	3,954	600	(3,354)	3,600
Travel and Conferences	6,831	4,168	3,694	6,987	4,800	(2,187)	6,600
Miscellaneous	20	108	50	24	-	(24)	-
	27,676	25,863	28,726	37,088	28,800	(8,288)	36,600
<u>Depreciation</u>	<u>1,287,930</u>	<u>1,287,610</u>	<u>1,318,270</u>	<u>1,679,318</u>	<u>1,267,200</u>	<u>(412,118)</u>	<u>1,494,000</u>
Total Treatment	2,643,217	2,638,927	2,675,921	3,054,437	2,579,400	(475,037)	2,813,400
<u>Lift Stations</u>							
<u>Salaries and Wages</u>							
Regular Wages	103,711	97,093	94,031	103,739	142,800	39,061	152,400
Overtime Wages	14,566	19,841	19,306	18,953	-	(18,953)	-
Doubletime Wages	-	-	-	-	-	-	-
Vacation Pay	7,833	7,358	7,036	8,699	-	(8,699)	-
Sick Pay	2,367	1,405	1,846	951	-	(951)	-
	128,477	125,697	122,219	132,341	142,800	10,459	152,400
<u>Operations and Maintenance</u>							
Communications	3,669	2,960	3,485	3,509	3,600	91	3,600
Utilities	109,023	114,263	106,779	109,756	108,000	(1,756)	110,400
Small Tools and Supplies	931	1,366	1,827	1,829	2,400	571	2,400
Motor Fuels	3,947	7,017	3,443	5,999	4,200	(1,799)	6,000
<u>Maintenance and Repair</u>							
Equipment	12,462	11,227	10,621	21,692	20,400	(1,292)	21,600
Buildings	129	-	46	3,316	6,000	2,684	3,600
Other	-	75	-	-	-	-	-
Cleaning and Waste Removal	9,088	9,048	10,903	9,268	10,800	1,532	9,600
Testing and Monitoring	-	-	620	-	-	-	-
Consulting Services	2,287	-	4,212	10,244	31,200	20,956	10,800
Other Services	270	597	283	211	-	(211)	-
	141,806	146,553	142,219	165,824	186,600	20,776	168,000

**Brainerd Public Utilities
2022 Operating Budget
Wastewater Department**

	Actual			2021		2021	2022
	2018	2019	2020	Projected Actual	Budget	Variance Positive (Negative)	Budget
Wastewater Depart. (Continued)							
Lift Stations (Continued)							
<u>Employee Benefits</u>							
Employee Benefits	\$ 896	\$ 1,527	\$ 774	\$ 150	\$ 1,200	\$ 1,050	\$ 1,200
Pension	8,624	7,424	9,491	9,031	10,800	1,769	12,000
Health Insurance	28,929	30,504	31,671	26,823	30,600	3,777	28,800
Payroll Taxes	<u>8,668</u>	<u>8,530</u>	<u>8,530</u>	<u>8,619</u>	<u>11,400</u>	<u>2,781</u>	<u>12,000</u>
	47,117	47,985	50,466	44,622	54,000	9,378	54,000
<u>Other Charges</u>	69	76	90	40	-	(40)	-
<u>Depreciation</u>	<u>177,521</u>	<u>182,022</u>	<u>193,511</u>	<u>268,986</u>	<u>195,600</u>	<u>(73,386)</u>	<u>270,000</u>
Total Lift Stations	494,990	502,333	508,505	611,813	579,000	(32,813)	644,400
Administration							
<u>Salaries and Wages</u>							
Regular Wages	190,781	194,171	218,485	230,644	284,400	53,756	267,600
Overtime Wages	2,291	3,002	3,956	4,653	-	(4,653)	-
Vacation Pay	19,835	19,500	19,190	26,260	-	(26,260)	-
Sick Pay	5,079	6,297	4,256	12,827	-	(12,827)	-
<u>Board Member Salaries</u>	<u>2,160</u>	<u>2,160</u>	<u>2,155</u>	<u>2,160</u>	<u>2,400</u>	<u>240</u>	<u>-</u>
	220,146	225,130	248,042	276,544	286,800	10,256	267,600
<u>Operations and Maintenance</u>							
Communications	10,243	9,543	10,247	9,993	10,200	207	10,200
Utilities	10,535	9,850	10,305	11,987	11,400	(587)	12,000
Small Tools and Supplies	-	-	213	21	-	(21)	-
Maintenance and Repair							
Equipment	1,135	2,025	3,606	735	2,400	1,665	1,200
Buildings	498	-	-	773	-	(773)	600
Other	9,700	11,673	9,917	-	-	-	600
Maintenance Agreements	-	-	-	13,848	10,800	(3,048)	15,000
Cleaning and Waste Removal	199	1,080	(655)	127	-	(127)	-
Printing and Publishing	1,623	1,862	950	1,153	1,200	47	1,200
Consulting Services	30,019	29,451	8,677	19,176	29,400	10,224	42,000
Office Supplies	4,092	5,189	5,280	5,224	4,800	(424)	4,800
Other Services	<u>4,781</u>	<u>4,673</u>	<u>6,736</u>	<u>1,056</u>	<u>4,800</u>	<u>3,744</u>	<u>1,200</u>
	72,825	75,346	55,276	64,093	75,000	10,907	88,800
<u>Employee Benefits</u>							
Employee Benefits	2,859	4,402	5,290	550	2,400	1,850	1,200
Pension	48,461	29,694	(550)	16,768	34,800	18,032	20,400
Health Insurance	51,320	57,414	68,717	60,721	63,600	2,879	61,200
Payroll Taxes	<u>15,243</u>	<u>15,482</u>	<u>17,468</u>	<u>17,408</u>	<u>21,600</u>	<u>4,192</u>	<u>20,400</u>
	117,883	106,992	90,925	95,447	122,400	26,953	103,200
<u>Other Charges</u>							
General and Worker Comp. Insurance	70,608	72,106	70,239	54,172	78,000	23,828	60,000
Dues and Subscriptions	10,733	11,460	16,690	12,631	11,400	(1,231)	12,600
Licenses and Permits	367	74	78	1,907	600	(1,307)	1,200
Travel and Conferences	122	-	-	2,389	-	(2,389)	2,400
Miscellaneous	-	-	99	12	-	(12)	-
Bank Charges	4,798	5,696	7,724	3,920	3,600	(320)	3,600
Credit Card Transaction Fees	20,400	27,700	31,000	39,745	37,200	(2,545)	42,000
Interest Expense - Other	769	504	902	1,179	1,200	21	1,200
Interest Expense Bonds	592,580	515,160	479,413	446,427	451,200	4,773	400,800
Bond Issuance Costs	1,882	-	-	-	-	-	-
Bad Debts	<u>3,385</u>	<u>3,701</u>	<u>3,245</u>	<u>3,445</u>	<u>4,200</u>	<u>755</u>	<u>4,200</u>
	705,645	636,401	609,390	565,826	587,400	21,574	528,000
<u>Depreciation</u>	<u>31,735</u>	<u>29,510</u>	<u>35,288</u>	<u>43,444</u>	<u>40,800</u>	<u>(2,644)</u>	<u>44,400</u>
Total Administration	<u>1,148,234</u>	<u>1,073,379</u>	<u>1,038,921</u>	<u>1,045,355</u>	<u>1,112,400</u>	<u>67,045</u>	<u>1,032,000</u>
Total Expenses	<u>4,286,441</u>	<u>4,214,639</u>	<u>4,223,347</u>	<u>4,711,606</u>	<u>4,270,800</u>	<u>(440,806)</u>	<u>4,489,800</u>
Change in Net Position	<u>\$ (26,552)</u>	<u>\$ 427,832</u>	<u>\$ 295,757</u>	<u>\$ (328,506)</u>	<u>\$ 24,000</u>	<u>\$ (352,506)</u>	<u>\$ (125,400)</u>

Graphical Information and Operating Statistics of 2022 Operating Budget

BPU Combined All Departments - Total Revenue and Expenses



Brainerd Public Utilities
Analysis of 2022 Operating and Capital Budget
And Unrestricted Cash and Investments

	Electric Dept.		Water Dept.		Wastewater Treat. Dept.		Combined	
	2021 Projected	2022 Budget	2021 Projected	2022 Budget	2021 Projected	2022 Budget	2021 Projected	2022 Budget
Total Revenue	\$ 20,780,437	\$ 20,990,400	\$ 5,471,741	\$ 3,896,400	\$ 4,383,100	\$ 4,364,400	\$ 30,635,278	\$ 29,251,200
Total Expenses	20,316,727	20,419,100	3,556,911	3,719,700	4,711,606	4,489,800	28,585,244	28,628,600
Change in Net Position	463,710	571,300	1,914,830	176,700	(328,506)	(125,400)	2,050,034	622,600
Addback - Depreciation	2,257,433	2,191,200	1,166,525	1,140,000	1,991,748	1,808,400	5,415,706	5,139,600
Available for Capital Projects	2,721,143	2,762,500	3,081,355	1,316,700	1,663,242	1,683,000	7,465,740	5,762,200
Other Operation Costs	332,251	250,000	194,238	146,900	796,855	597,600	1,323,344	994,500
Capital Asset Additions	1,625,000	2,540,500	1,327,000	1,432,800	1,047,000	3,182,800	3,999,000	7,156,100
Net Increase (Decrease)	763,892	(28,000)	1,560,117	(263,000)	(180,613)	(2,097,400)	2,143,396	(2,388,400)
<u>Unrestricted Cash/Investments</u>								
Beginning of Year	5,096,108	5,860,000	(219,117)	1,341,000	5,797,613	5,617,000	10,674,604	12,818,000
End of Year	\$ 5,860,000	\$ 5,832,000	\$ 1,341,000	\$ 1,078,000	\$ 5,617,000	\$ 3,519,600	\$ 12,818,000	\$ 10,429,600

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

December 6th, 2021

6:30 PM

WebEx Teleconference Call-In Information Call Toll-

Free: 1-844-992-4726

Access Code: 2481 048 9167

1. Approve Event Application- 5K for Mental Health Awareness
2. Approve Event Application- Holiday Hayrides at Buffalo Hills Park
3. Resolution- 2021 Transit Capital Bus Purchase
4. Approve Final Pay Application- Improvement 21-04- 2021 Street Striping Contract with Crow Wing County
5. Resolution- Supporting Safe Routes to School (SRTS) Grant Application Submission
6. Resolution- Municipal Consent and Parking Restrictions- Crow Wing County Improvements- CSAH 117 (Industrial Park Road) Mill and Overlay and CSAH 49 (Wise Road) Roundabout
7. Review Street Light Policy Selected Fixture Costs

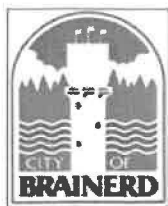


Brainerd City Council Agenda Request

Requested Meeting Date: December 6, 2021

Title of Item: Approve Event Application - 5K for Mental Health Awareness

☐ 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: All
Presenter (Name & Title): City Engineer/Public Works Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is an event application for the 5K for Mental Health Awareness, to be held on May 7, 2022 from 9 am - 10:30 am. The event utilizes the same path as the homeless heroes 5K.	
Alternatives, Options, Effects on Others/Comments: The event is a 5K that utilizes a start at CLC campus and continues on the 1 mile loop around the campus, moving east across College Drive, down the Kiwanis Park Boom Lake Trail, and then back up the same route. The applicant is not requesting any assistance, however Police Chief Bestul has indicated that they typically will have someone available to assist stopping traffic at the roundabout locations if the applicant needs help. They typically have volunteers for most of the traffic control and helping runners cross.	
Recommended Action/Motion: Staff recommends approval of the attached application.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	



SPECIAL EVENT APPLICATION

Date of Application: 11/16/2021

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

Type of event: ☐ Event – City Parking Lot ☐ Event – City Park
☐ Event with Street Closure ☒ Other 5K @Central Lakes College

Name of event: 5K for Mental Health Awareness

Organizer Information

Organizer's Name: Central Lakes College
Organizer's Address: 501 West College Drive, Brainerd MN 56401
Event Contact Person: Elizabeth Marie
Event Contact Daytime Phone: 218-855-8200
Event Contact E-mail Address: liz.marie@clcmn.edu
Contact Name/Number Day of Event: 5K for Mental Health Awareness, May 7th, 2022
For Profit/Nonprofit Status (type): For profit

Applicant information (if different from the event organizer):

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

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
5/7/2022	9am	10:30am	Central Lakes College Brainerd, MN

☐ 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:

This event will be a 5K run/walk that will start on the CLC Brainerd campus.

We will use the same route as the Homeless Hero's 5K, that occurs in

December on our campus (around the 1 mile loop on campus, moving east

across College Drive, down the Kiwanis Park, then back up the same route.

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):

If acceptable, our CLC Campus security will halt traffic at the roundabouts as runners/walkers cross College Drive. Complete close is not necessary.

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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.

Our event will not disrupt business/housing access.

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

Elizabeth Marie

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	<u>ok, 11/23</u>	<u>None</u>
City Administration	<u>ok, 11/23</u>	<u>None</u>
Engineering Department	<u>ok, 11/23</u>	<u>None</u>
Fire Department	<u>ok, 11/16</u>	<u>None</u>
Fire Support/EMS	<u>ok, 11/16</u>	<u>None</u>
Parks Department	<u>ok, 11/23</u>	<u>None</u>
Planning Department	<u>ok, 11/23</u>	<u>None</u>
Police Department	<u>ok, 11/16</u>	<u>PD will have officer available if additional assistance is needed at roundabouts.</u>

Event Application Approval

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

City Administrator

Date

Approval Conditions

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: December 6, 2021

Title of Item: Approve Event Application-Holiday Hayrides at Buffalo Hills Park

☐ 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: All
Presenter (Name & Title): City Engineer/Public Works Director Sandy	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is an event application for the Holiday Hayrides at Buffalo Hills Park event, to be held on December 10, 2021 at Buffalo Hills Park and on Graydon Avenue and Crestview Lane from 5:30 PM - 8:30 PM.	
Alternatives, Options, Effects on Others/Comments: This event consists of a team of horses pulling a trailer with hay bails west on Buffalo Hills Lane, north on Crestview Lane, then back to the Park by way of Graydon Avenue. Buffalo Hills Park would serve as home base for the event. The applicant states they would like an elevated enclosed campfire, and other items such as smore's, hot chocolate, etc will be provided by Brainerd Community Action and the East Bank Neighborhood Association (EBNA). The applicant states they may have some holiday music via a small portable speaker. The applicant has worked with Parks staff on use of the pavilion power and outdoor lights. The applicant states they will personally dispose of any trash. Because the hayride is during dark hours, the Police Chief commented they may need to assist to keep everyone safe on the hayride portion, but can talk through that more with the applicant at the meeting.	
Recommended Action/Motion: Staff recommends approval of the attached application under the following conditions: 1. Portable fire extinguishers are made available at the site of the campfire within the park. 2. The applicant work with police staff on any assistance needed, at the discretion of the police chief, for the hayride. 3. The applicant submit required insurance, per the event application, prior to the event. 4. Applicant signs the event application on the signature page.	
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: 11/30/2021

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

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

Name of event: Holiday Hayrides at Buffalo Hills Park

Organizer Information

Organizer's Name: East Bank Neighborhood Assoc.
Organizer's Address: 1702 Linden Lane
Event Contact Person: Mike O'Day
Event Contact Daytime Phone: 218-851-3716
Event Contact E-mail Address: michaeloday1@gmail.com
Contact Name/Number Day of Event: Same as above
For Profit/Nonprofit Status (type): Non

Applicant information (if different from the event organizer):

Applicant Name: Mike O'Day
Applicant Address: 1702 Linden Lane
Applicant Phone: 218-851-3716
Applicant E-mail Address: michaeloday1@gmail.com

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
12/10/2021	5:30pm	8:30pm	Buffalo Hills Park, Graydon Ave, Crestview Lane

☐ 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:

This would consist of a team of horses pulling a trailer with haybails west on Buffalo Hills Lane,

then North on Crestview Lane, then back to the park by way of Graydon Ave.

The park would serve as a homebase with a campfire in an elevated enclosed ring.

We would provide smore's stuff, and hot chocolate compliments of BCA and EBNA.

Site Information

Electrical usage

☒

Yes

☐

No

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

Possibly the use of the pavilion lights

Amplified Sound

☒

Yes

☒

No

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

Possibly some holiday music on a personal poratable speaker

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: Will personally dispose of any trash

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):

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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.

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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

Signature of Applicant

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	<u>ok, 12/1</u>	<u>None</u>
City Administration	<u>ok, 12/1</u>	<u>None</u>
Engineering Department	<u>ok, 12/1</u>	<u>Submit insurance before the event.</u>
Fire Department	<u>ok, 12/1</u>	<u>Have extinguishers available at the event.</u>
Fire Support/EMS	<u>ok, 12/1</u>	<u>None</u>
Parks Department	<u>ok, 12/1</u>	<u>Work with parks staff on park use and pavilion key.</u>
Planning Department	<u>ok, 12/1</u>	<u>None</u>
Police Department	<u>ok, 12/1</u>	<u>May need some assistance for hayride during dark hours to keep people safe.</u>

Event Application Approval

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

City Administrator

Date

Approval Conditions

Portable fire extinguishers are made available at the site of the campfire within the park.

The applicant work with police staff on any assistance needed, at the discretion of the police chief, for the hayride.

The applicant submit required insurance, per the event application, prior to 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: December 6, 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: At the last council meeting, staff presented a resolution that inferred that cost of the bus would be the standard 80/20 split (20% local share). This was incorrect, as the cost split for this bus will only have a 10% local share. This resolution corrects that original one to show the 10% local share.	
Recommended Action/Motion: Staff recommends adopting the attached resolution authorizing the purchase of the 2021 budgeted bus from North Central Bus Sales of St. Cloud at a total cost of \$92,637.00.	
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 10% 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
Contract Maximum Amount: \$ \$95,000.00
SUN Number: _____

Quantity: 1
(For identical vehicle orders only)

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)	\$ <u>72258.00</u>
TOTAL OPTIONS (from page 2)	\$ <u>8668.00</u>
TOTAL OPTIONS (from page 3)	\$ <u>11401.00</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>92,637.00</u>

Completed by Office of Transit & Active Transportation

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

Recipient Signature: _____
(Required)

Date: _____
(Required)

Vendor Signature: _____
(Not required)

Date: 12/2/2021

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

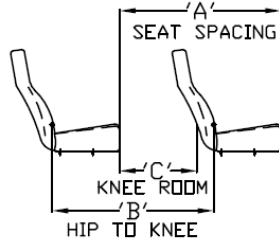
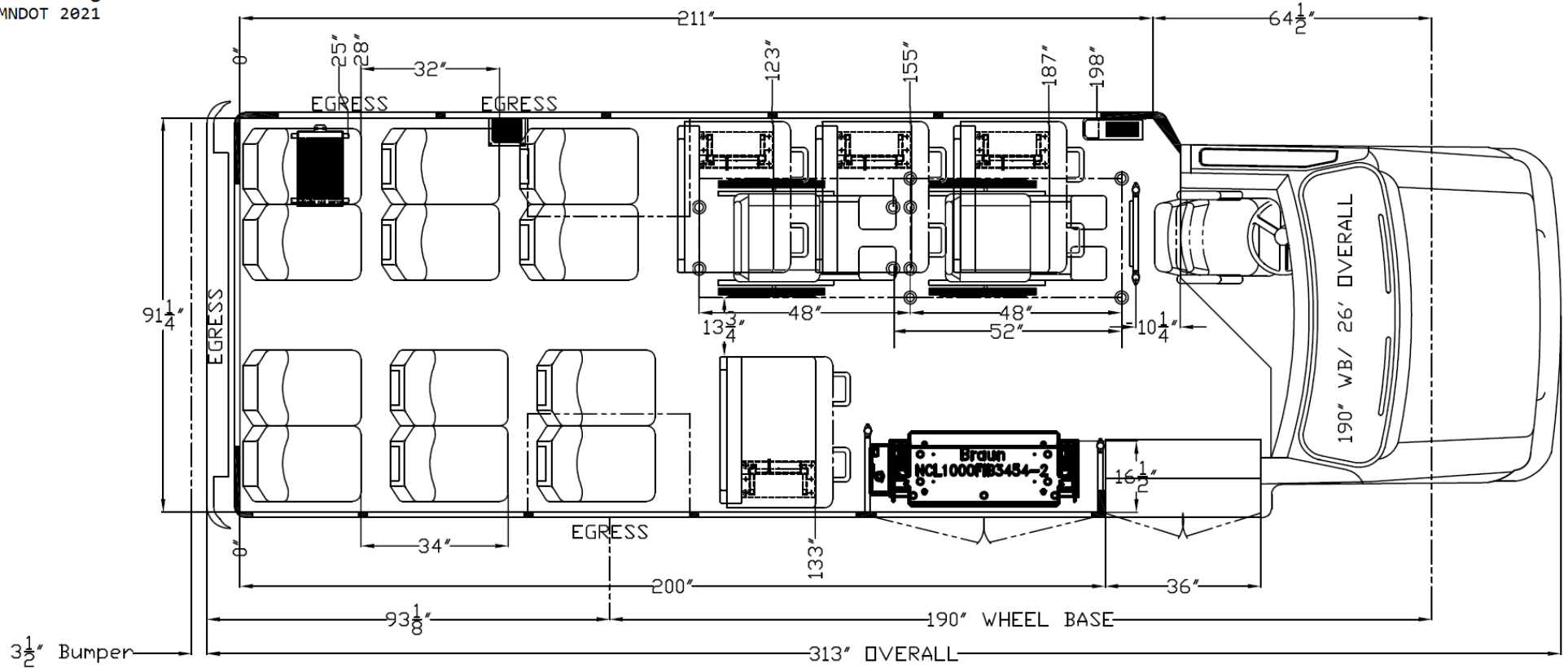
(Attach to Vehicle Order Form)

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
		\$
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)		\$ 11,401.00

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		
	SIZE A	W.I. NUMBER	DATE: 6-1-18	SCALE: N.T.S.	REFERENCE: NUMBER	SHEET 1 OF 2	DRAWN BY: NPM CHECKED BY: PART NUMBER 900-27-0297 REV C	
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 $\pm 1^\circ$								

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>Starline</u>		
				<u>\$95,778</u>		

Comments: Fleet Consistency, Prior Service and Relationship

Attachments (identify and attach):

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
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: Startrans
Model & Gas/Diesel: Senator II Gas

Bus GVRW: 14,500
Chassis Manufacturer: Ford
Chassis Wheelbase: 190"
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)

Date: _____
(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	\$ 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)		\$ 9,870.00

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 @ \$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

R E S O L U T I O N
N O _____

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 10% local share and 90% 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 \$92,637.00.

Adopted this _____ day of _____, 2021

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: December 6, 2021

Title of Item: Approve Final Pay Application-Imp 21-04-2021 Street Striping Project

☐ 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 invoice for Improvement 21-04 - 2021 Street Striping Project. This is a contracted project with Crow Wing County that we typically do bi-annually to stripe the long line on the streets. Our City staff still handles the crosswalks, but arrows, railroad crossings, and long line are done by contracted forces with Crow Wing County's contract.	
Alternatives, Options, Effects on Others/Comments: I have attached the cost share agreement that was entered into for this project also. Original estimated contract amount with the agreement was \$20,868.06. The final invoiced amount for the project from Crow Wing County, as seen attached, is \$18,160.19. This includes \$17,631.25 for striping and \$528.94 for contract administration fee (3% of total). We budget \$10,000/year in striping cost to get to a \$20,000 bi-annual budget for striping.	
Recommended Action/Motion: Staff recommends approval of the final payment to Crow Wing County for Improvement 21-04 - 2021 Street Striping in the total amount of \$18,160.19.	
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>18,160.19</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> We budget \$10,000 per year out of Construction fund 401 for street striping.	



Highway Dept.
16589 County Road 142
Brainerd, MN 56401
(218) 824-1110
highway.info@crowwing.us

Invoice

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE		
CITY OF BRAINERD	11/01/2021	4636	\$0.00	12/01/2021	\$18,160.19		
DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
CONTS/ENG COST SHARE AGRMTS COST SHARE AGREEMENT FOR 2021 PAVEMENT MARKING PROJECT	1.00	\$18160.1900	EACH	\$18,160.19	\$0.00	\$0.00	\$18,160.19
Invoice Total:					\$18,160.19		

RECEIVED

NOV 12 2021

CITY OF BRAINERD
ADMINISTRATION

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



Highway Dept.
16589 County Road 142
Brainerd, MN 56401
(218) 824-1110
highway.info@crowwing.us

Invoice Remit Portion

Invoice Date	11/01/2021
Invoice Number	4636
Customer Number	76
Amount Paid	
Due Date	12/01/2021
Invoice Total Due	\$18,160.19

CITY OF BRAINERD
501 LAUREL ST
BRAINERD, MN 56401

Make checks payable to: Crow Wing County
Please include the invoice number on your check.

2021 PAVEMENT MARKING FINAL QUANTITIES

BRAINERD QUANTITIES - COUNTY PROJECT 18-200-108

LINEAR PAINT			CITY OF BRAINERD		
ITEM DESCRIPTION	UNITS		TOTAL UNITS	BID PRICE	TOTAL COST
4" SOLID LINE PAINT	LIN FT		56757	0.050	2,837.85
6" SOLID LINE PAINT	LIN FT		0	0.070	-
8" SOLID LINE PAINT	LIN FT		0	0.100	-
4" BROKEN LINE PAINT	LIN FT		11090	0.050	554.50
4" DOTTED LINE PAINT	LIN FT		0	0.250	-
8" DOTTED LINE PAINT	LIN FT		0	0.500	-
4" DOUBLE PAINT	LIN FT		19351	0.100	1,935.10

MESSAGE PAINT			CITY OF BRAINERD		
ITEM DESCRIPTION	UNITS		TOTAL UNITS	BID PRICE	TOTAL COST
CROSSWALK PAINT	SQ FT		0	2.200	-
PAVEMENT MESSAGE PAINT	SQ FT		4849	2.200	10,667.800
6" SOLID LINE PAINT (HAND)	LIN FT		0	1.000	-
8" SOLID LINE PAINT (HAND)	LIN FT		0	1.200	-
12" SOLID LINE PAINT (HAND)	LIN FT		0	1.500	-
24" SOLID LINE PAINT (HAND)	LIN FT		818	2.000	1,636.000

Final Construction Cost	\$	17,631.25
Final Contract Admin. (3%)	\$	528.94
Total Final Cost	\$	18,160.19

**CONSTRUCTION COST SHARE AGREEMENT
WITH THE CITY OF BRAINERD – PROJECT NO. CP 18-200-108
FOR ROADWAY PAVEMENT MARKINGS ON
VARIOUS CITY OF BRAINERD STREETS**

This Agreement is made and entered into this day of _____, 2021, by and between the County of Crow Wing, State of Minnesota, a political subdivision of the State of Minnesota, 326 Laurel Street, Brainerd, Minnesota, 56401, hereinafter referred to as "County", and the City of Brainerd, 501 Laurel St., Brainerd, MN 56401 herein after referred to as the "City".

WITNESSETH

WHEREAS, the parties mutually agree that pavement markings desired by the City to be applied to various City streets have the potential to result in overall costs savings when combined with the County project which will provide for pavement markings to numerous county roadways, and

WHEREAS, the County has budgeted funds to complete the project; and,

WHEREAS, the Crow Wing County Highway Department has prepared plans and specifications for the project entitled 2021 PAVEMENT MARKINGS, which plans and specifications are on file in the office of the County Engineer;

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

I. PURPOSE

The parties have joined together for the purpose of applying pavement markings to numerous County roadways and City streets as described in the plans and specifications entitled 2021 PAVEMENT MARKINGS on file in the office of the Crow Wing County Highway Department (hereinafter referred to as the "Project").

II. Duties

A. Design and Construction

The County shall incorporate City provided quantities and maps into the overall bidding package for the Project unless otherwise stated in this agreement. A contract administration fee for the City roads, at a rate of three percent of the City's construction costs, shall be reimbursable from the City. The County shall do the calling for all bids and the acceptance of all bid proposals.

B. Inspection and Approval

The County and City shall each provide construction inspection and staking for their respective roadways for the Project and approval for acceptance of the work as it is completed. The City will ensure that City streets are swept and in a condition ready to receive pavement markings. The City will notify the County of any concerns that arise during or after the completion of the Project. Approval of the completed construction contract by the County shall be final, binding and conclusive upon the City as to the satisfactory completion of the construction.

III. COSTS

A. The contract costs of the work, or if the work is not contracted, the cost of all labor, materials, normal engineering costs and equipment rental required to complete the work, shall constitute the estimated

construction costs and shall be so referred to herein. Actual final construction costs may vary and those will be the actual costs for which the relevant parties will be responsible.

B. The estimated construction cost for the City portion of the Project is \$20,260.25. Participation in the construction costs is as follows:

1. The City shall pay one hundred percent (100%) of the cost of the pavement markings related to all City streets. The estimated cost to the City for these items is \$20,260.25. When adding the three percent contract administration costs of \$607.81, the total estimated cost to the City is \$20,868.06.

2. The County shall pay for one hundred percent (100%) of the pavement markings related to the remaining County roadways and through agreements with other project partners.

C. The total estimated cost to the City for the Project is \$20,868.06 as shown in the attached Exhibit A. This amount is only an estimate and the City agrees to pay its share of actual costs incurred by the County in fulfilling this agreement.

D. After the award of the construction contract for the Project, the County shall update the City as to the current City construction costs. The City shall reimburse the County for its costs within 30 days of receipt of final project costs.

IV. TERM

This Agreement shall continue until terminated as provided hereinafter.

V. DISBURSEMENT OF FUNDS

All funds disbursed by the County or City pursuant to this Agreement shall be disbursed pursuant to law.

VI. CONTRACTS AND PURCHASES

All contracts let and purchases made pursuant to this Agreement shall be made by the County in conformity with State law.

VII. ACCOUNTABILITY

An accounting shall be made of all receipts and disbursements upon request by either party.

VIII. TERMINATION

This agreement shall terminate by either party only for breach of this Agreement or by mutual consent of the parties.

IX. NOTICE

For purposes of delivery of any notices hereunder, the notice shall be effective if delivered to the County Auditor of Crow Wing County, 326 Laurel Street, Brainerd, Minnesota, 56401, on behalf of the County, and City of Brainerd, 501 Laurel St., Brainerd, MN 56401 on behalf of the City.

XI. INDEMNIFICATION

The City and the County mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

XII. ENTIRE AGREEMENT

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties to the subject matter hereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

COUNTY OF CROW WING

By: _____
Robert Hall
Assistant County Engineer

Dated: _____

CITY OF BRAINERD

By: _____
Dave Badeaux
Mayor

Dated: _____

2021 PAVEMENT MARKING ESTIMATE					
BRAINERD QUANTITIES - COUNTY PROJECT 18-200-108					
LINEAR PAINT			CITY OF BRAINERD		
ITEM DESCRIPTION	UNITS		TOTAL UNITS	UNIT PRICE	TOTAL COST
4" SOLID LINE PAINT	LIN FT		56757	0.050	2,837.85
6" SOLID LINE PAINT	LIN FT		0	0.080	-
8" SOLID LINE PAINT	LIN FT		0	0.110	-
4" BROKEN LINE PAINT	LIN FT		11090	0.050	554.50
4" DOTTED LINE PAINT	LIN FT		0	0.220	-
8" DOTTED LINE PAINT	LIN FT		0	0.300	-
4" DOUBLE PAINT	LIN FT		19351	0.100	1,935.10

MESSAGE PAINT			CITY OF BRAINERD		
ITEM DESCRIPTION	UNITS		TOTAL UNITS	UNIT PRICE	TOTAL COST
CROSSWALK PAINT	SQ FT		0	2.700	-
PAVEMENT MESSAGE PAINT	SQ FT		4849	2.700	13,092.30
6" SOLID LINE PAINT (HAND)	LIN FT		0	1.100	-
8" SOLID LINE PAINT (HAND)	LIN FT		0	1.200	-
12" SOLID LINE PAINT (HAND)	LIN FT		0	1.700	-
24" SOLID LINE PAINT (HAND)	LIN FT		818	2.250	1,840.50

Estimated Construction Cost	\$	20,260.25
Estimated Contract Admin. (3%)	\$	607.81
Total Estimated Cost	\$	20,868.06



Brainerd City Council Agenda Request

Requested Meeting Date: December 6, 2021

Title of Item: Res-Supporting Safe Routes to School (SRTS) Grant Application Submissio

☐ 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 original letter of intent (LOI) for a Safe Routes to School (SRTS) Infrastructure Grant and a resolution in which supports the project. Since the time that the LOI was submitted, the City received notice that it was invited to apply. As part of the application, a resolution of support from the City needs to be included. Staff has already acquired a resolution of support from the School District.	
Alternatives, Options, Effects on Others/Comments: The project consists of improvements on Oak Street in front of Harrison Elementary including pedestrian bump outs, medians to reduce traffic crossing distance and calm speeds, installation of rapid flashing rectangular beacons, and enhanced pavement markings and signage. This project was identified in the City's SRTS Engineering Study, in which City and School District staff participated in the brainstorming and design of improvements at Harrison, Lowell, and Riverside Elementary Schools. The total grant ask will be \$500,000, which is the max in which we can ask. This resolution simply supports the submission of the project and grant application as seen in the attached LOI.	
Recommended Action/Motion: Staff recommends adopting the attached resolution in which supports the SRTS infrastructure project and submission of the grant application.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

Minnesota State Safe Routes to School Program: Infrastructure Solicitation Letter of Intent

2021-2022 Letter of Intent Worksheet





Safe Routes to School 2021 Application Form

State SRTS Program

Overview

The Safe Routes to School (SRTS) Infrastructure Program was established by the Minnesota legislature in 2012 and is defined in [Minnesota Statute 174.40](#). The legislature appropriated funding for SRTS infrastructure projects in 2020 Laws, 5th Special Session, Chapter 3, Article 1, Section 16, Subdivision 20 and 2021 Laws, 1st Special Session, Article 1, Section 2, Subd. 2(c). The intent of this solicitation is to award SRTS grants totaling up to \$7.5 million.

The Minnesota Department of Transportation (MnDOT) is responsible for the administration of the State SRTS program and makes the funds available to communities through a competitive process. SRTS funding does not require any local match. The funds are intended to fund standalone SRTS projects or provide the local match for SRTS infrastructure projects under federal bicycle and pedestrian infrastructure programs, such as the Transportation Alternatives (TA) Surface Transportation Block Grant (STBG). SRTS infrastructure grants are paid on a reimbursable basis (the local agency finances 100% of the project cost up front and submits state aid pay requests for reimbursement).

See the [SRTS Infrastructure Program Guidance](#) for more information about each program and additional eligibility requirements.

Letter of Intent Purpose

The letter of intent process allows program reviewers at MnDOT gauge the development of proposed projects. This also creates an opportunity for smaller and first-time applicants to understand if they meet the eligibility requirements and if their projects will be able to enter construction within the required timelines. Application reviewers at MnDOT will provide a recommendation on whether applicants should proceed with submitting a full application or develop their project further. If an applicant receives a recommendation to further develop a project instead of submitting a full application, they may still submit a full application if they choose to do so.



Applicant Eligibility

To ensure that the SRTS program is available to a broad spectrum of groups that represent students, both public and non-profit entities may submit applications for infrastructure funding with a State Aid sponsor. See *Funding Eligibility* below for more information. Eligible groups include, but are not limited to:

- Schools, both public and private (note that private schools are only eligible to receive general fund grants)
- School districts
- Cities
- Counties
- Federally recognized tribes (note that tribes are only eligible to receive general fund grants)
- Townships

Pursuant to [Minnesota Statute 174.40](#), home rule charter city, county, and town applicants are only eligible if the governing body has adopted subdivision regulations requiring new and proposed developments within its jurisdiction to have connected sidewalks and/or bicycle infrastructure. This requirement does not apply to school, school district, or tribal applicants. Note that in these new and proposed developments, SRTS funding is eligible for the construction of pedestrian and bicycle infrastructure. Additionally, all infrastructure proposed in any SRTS application must have a usable life of at least ten years.

Funding Eligibility

Both a minimum and maximum are in place for SRTS funding requests.

Minimum Request	Maximum Request
\$50,000	\$500,000

Items that are eligible for SRTS funds include reasonable elements associated with sidewalk and trail construction and ADA improvements, including basic landscaping and turf establishment. Landscaping planters, benches, bike racks, decorative fences, ornamental lighting, and other aesthetic treatments above the standard are generally not eligible. Other items that are not eligible include engineering, construction administration and inspection, right of way acquisition, and water main, sanitary sewer, or private utility work. Additionally, work on trunk highways or on trunk highway right of way is typically not eligible.



Lead Agency Sponsor

Schools, townships, and non-state aid cities will need a state aid city or county sponsor for their infrastructure projects. Tribal applicants do not need a lead agency sponsor. If a city in which the project is taking place is not listed as a state aid city, the city must work with the county as a sponsor. The sponsor's tasks could include, but are not limited to:

- Be the fiscal agent on behalf of the applicant and have funds flow from MnDOT to the state aid city or county to the contractor
- Request SAP/SP number for the project
- Ensure the project meets milestones and dates
- Assist local agency in execution of a grant agreement
- Develop, review and/or approve the plan
- Submit plan, engineers estimate, and proposal to the DSAE
- Advertise, let, and award the project
- Submit pay requests to State Aid
- Communicate progress and updates with the DSAEs and State Aid Programs Engineer
- Ensure that the project receives adequate supervision and inspection
- Assist with project close out

Worksheet Instructions

Please use this worksheet to prepare and record responses to each prompt. Note that a check for eligibility is included. If the applicant cannot successfully complete the eligibility check, then the project is ineligible for funding through this program and cannot be selected. The final submission is an online form that has the same prompts and questions as this worksheet. Responses may be copied from this worksheet and pasted into the online form. A link may be generated to save responses until the whole form is submitted. The final form to submit a letter of intent is located on the [SRTS infrastructure grant webpage](#).

If an applicant errantly submits a letter of intent or would like to make changes before the October 29th deadline, they may send an email to saferoutes.dot@state.mn.us. Be sure that the message includes the first and last name of the applicant and the name of the applicant agency. Also include the reason why you may need to resubmit a letter of intent. Further instructions will be given to the applicant based on the situation.



Related Documents

- [SRTS Infrastructure Program Guidance](#) – includes information specific to eligibility for Safe Routes to School funding and project selection process.
- **SRTS Solicitation Guide** – the guide and instructions for the full application form for the Safe Routes to School Infrastructure Program 2021 solicitation.

Solicitation Timeline

- **Monday, October 4th, 2021** – Safe Routes to School solicitation kick-off. Open letter of intent period
- **Friday, October 29th, 2021** – Deadline for applicants to submit letters of intent
- **Friday, November 12th, 2021** – Deadline for MnDOT to review of letters of intent. Recommendation to proceed forward with full application sent to applicants
- **Monday, November 15th, 2021** – Opening date for full application submittals
- **Friday, January 7th, 2022** – Deadline for applicants to submit full applications
- **Friday, March 4th, 2022** – Project selection finalized, and award letters distributed to selected projects

Letter of Intent Review Process

Interested applicants are strongly recommended to complete a letter of intent for their project prior to submitting a full application. Upon completion, the letter of intent will be reviewed by MnDOT SRTS program personnel. The reviewing party will either recommend or not recommend that the applicant proceed to the full application. The goal of this initial review is to ensure project eligibility and determine project readiness prior to submittal of the full application. A recommendation to proceed will be sent to the email address listed in the submitted letter of intent form on or before the review deadline of November 12, 2021.

Letter of Intent Worksheet

Applicant Information		
Name (First & Last): Paul Sandy	Preferred Title: City Engineer/Interim Public Works Director	
E-mail: psandy@ci.brainerd.mn.us	Phone Number: 2218-454-3411	
Agency Name: City of Brainerd	Agency Type: State aid city (pop >5,000)	
Street Address: 501 Laurel Street		
City: Brainerd	County Crow Wing	State: MN
Zip Code: 56401	MnDOT District: 3	School District(s): 181

Eligibility Check
<i>Note that if the applicant responds "no" to any of the following questions, the project is ineligible for funding through this program</i>
Has the applicant's governing home rule charter city, county, or town previously adopted subdivision regulations requiring new and proposed developments within its jurisdiction to have connected sidewalks and/or bicycle infrastructure, or can these regulations be adopted by the solicitation deadline of January 7, 2022? ☒ Yes ☐ No ☐ Not applicable (for applicants other than cities, counties, and towns)
By the solicitation deadline of January 7, 2022, can the applicant provide a copy of the local agency resolution, certifying that the community benefiting from this project has adopted these subdivision regulations? ☒ Yes ☐ No ☐ Not applicable (for applicants other than cities, counties, and towns)
All items construction eligible for SRTS funds must have an effective useful life of 10 years. Will all SRTS-eligible items in this proposed project have at least a 10-year expected life? ☒ Yes ☐ No
Will the proposed project be able to enter construction in either calendar year 2022 or 2023? ☒ Yes ☐ No Please select which year: 2023



Safe Routes to School 2021 Application Form

State SRTS Program

School Information

Provide the names of the schools benefiting from this project and the township, city, county, or tribe in which they are located

School Name	School Location
Harrison Elementary	1515 Oak St, Brainerd, MN 56401

Are all improvements in this project located within one (1) mile of at least one of the listed schools?

☒ Yes ☐ No

Project Information

Describe the work you want to do for which you are seeking support. Include a description of the project development activities for this project completed to date. (1000 character maximum):

The City of Brainerd, Baxter, and ISD 181 updated its Safe Routes to School Plan with the help of the Region 5 Development Commission in 2019. The plan was focused on the elementary and middle schools in Brainerd and Baxter. From the new plan, the City of Brainerd applied for funds to complete an engineering study at three specific schools in

Estimated amount of funding requested:

\$ 500,000

Total project budget: briefly explain the total estimated amount of funding needed for the project. Include the amount requested through this application and other sources. (500 character maximum)

The City of Brainerd is requesting \$500,000 in Safe Routes to School infrastructure grants to complete the improvements identified in the engineering study for Harrison Elementary. This includes \$410,000 in crossing improvements such as curb extensions, upgraded crosswalk markings, a median for pedestrian refuge. This also includes \$90,000 in signage

Select the type of work on which the requested funds would be used:

- ☒ Construction of non-federally funded project
☐ Local match for previously awarded federally funded project

If requesting a match for a federally funded project, list the federal project number:

Does the applicant agency have local funds available for the local share of this project? ☒ Yes ☐ No



Safe Routes to School 2021 Application Form

State SRTS Program

Project Information

Describe how your project would address safety concerns for students walking or biking to school. (1000 character maximum)

Parents and students at Harrison elementary largely agreed on the key issues around safety they perceive for their children. Several of the top perceptions apply to infrastructure improvements including vehicular speed, safety improvements at intersections and crossings, and lack of sidewalks and pathways. The city constructed north/south

Has the proposed project been developed from a local Safe Routes to School plan or program?

☒ Yes ☐ No

List any adopted plans that your project has been identified in (SRTS, statewide, regional, etc.) (500 character maximum)

The City of Brainerd updated it's Safe Routes in 2019. The City also received funding to complete an engineering study with funds from MnDOT in 2020/2021. This project and these types of projects are identified in these plans, either directly or in concept. In 2016, the city created an ad-hoc citizens committee to create a non-motorized transportation

Does the school or school district have plans relocate or repurpose the school facilities within the next 10 years? ☐ Yes ☒ No

Describe your organization and/or the sponsoring agency's history with delivering infrastructure projects. If not applicable, identify the key steps and strategies that will be used to deliver the project (1000 character maximum):

The City of Brainerd has been very successful with Safe Routes to School infrastructure and planning grants in the past. the city has received and implemented funding on 3 sidewalk projects around Garfield Elementary between 2015 and 2019 based on the 2014 Safe Routes to School Plan. The city completely exhausted the 2014 plan of improvements and started to update the plan with new priorities in 2019. The SRTS Plan was updated, and an engineering study completed

Have you contacted representatives from the sponsoring agency, including elected officials and county engineers? If so, please describe what has resulted from conversations with stakeholders, elected officials, school district representatives, or from the general public and if you have written support for the project (1000 character maximum):

The Brainerd City Council has been very supportive of Safe Routes to School infrastructure grants in the past, along with their staff and engineers. The representative from the Brainerd City Council from this ward is very receptive to this project and fully supports any crossing improvements to keep children safe when crossing Oak Street. ISD 181 just



CHAPTER 5: PROPOSED PROJECTS

This chapter summarizes the proposed projects identified and described in Chapter 4 for each school (see Table 6 and Figure 30, Figure 31, and Figure 32). Each project and associated key elements are described in project sheets that are designed to be independently used external to this Study document for public outreach or grant applications. Pertinent information such as project location, type, description, and estimated cost are included.

Table 6. Proposed Projects

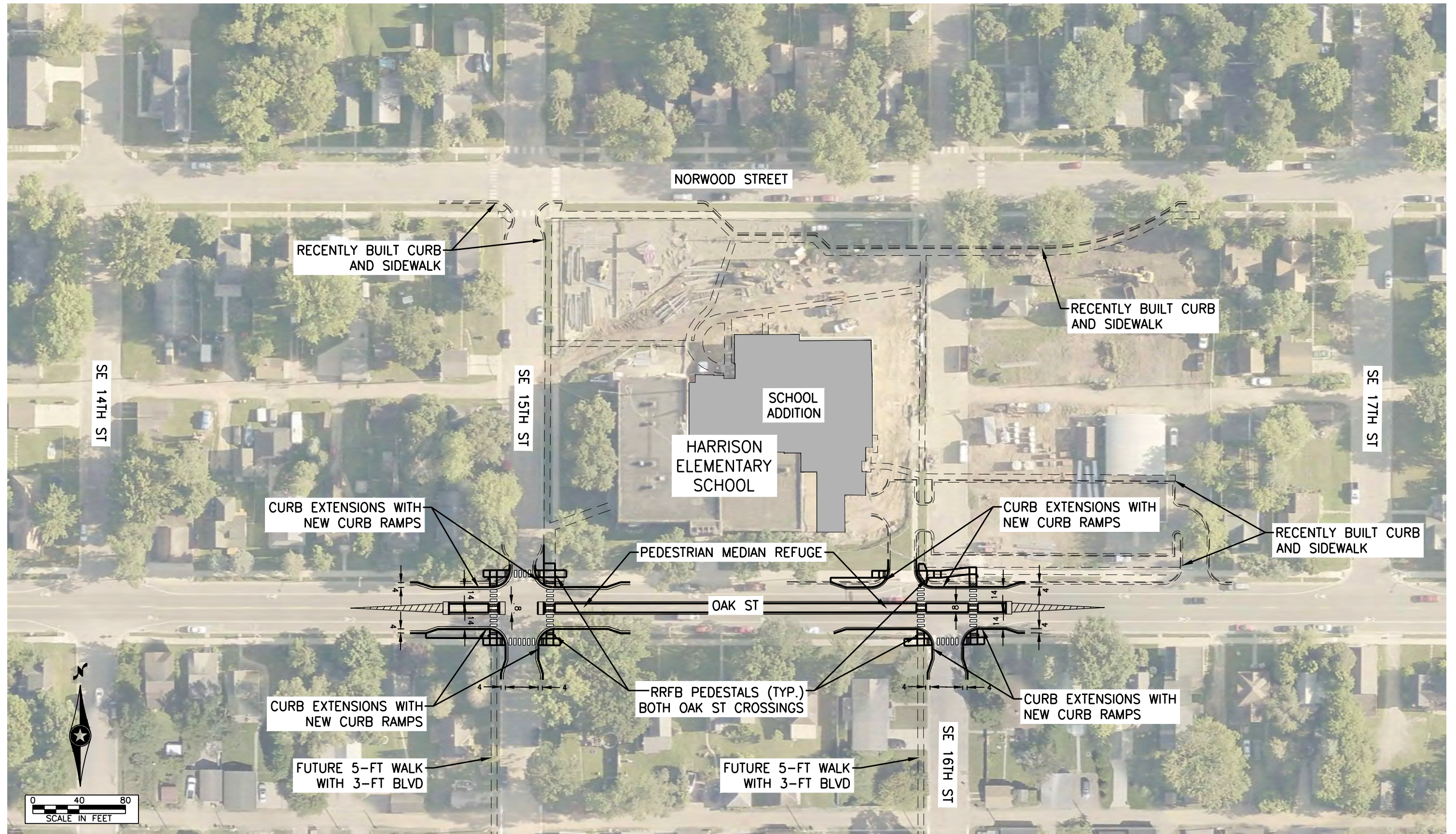
ID ¹	Location	Project Type	Description	Estimated Cost ²
Harrison Elementary School				
C1	Oak Street – SE 15th Street and SE 16th Street	Intersection	Crossing improvements - includes curb extensions, upgraded crossing markings, and new sidewalk connections and ADA curb ramps. Includes potential median to assist with traffic calming and improving safety near the school.	\$295,000 - \$420,000
SE1	Oak Street	Sign Enhancements	Various signs/systems to enhance safety and visibility of infrastructure.	\$5,000 - \$95,000
Lowell Elementary School				
C1	H Street NE – 3rd Avenue NE and 4th Avenue NE	Intersection	Crossing improvements - includes curb extensions, upgraded crossing markings, and new sidewalk connections and ADA curb ramps.	\$270,000
SE1	H Street NE	Sign Enhancements	Various signs/systems to enhance safety and visibility of infrastructure.	\$5,000 - \$95,000
Riverside Elementary School				
C1	Williams Street and NW 4th Street	Intersection	Crossing improvements - includes upgraded crossing markings, and new sidewalk connections and ADA curb ramps.	\$25,000

¹ Order does not denote priority.

² Cost estimates for crossing infrastructure were developed using the concept designs produced by SRF Consulting Group.

Source: SRF Consulting Group, 2020

H:\Projects\1200012667\TrafficStudy\4_Brainerd\CAD\12667_Brainerd Concepts.dwg - HARRISON_3 // 6/7/2021 - 2:33PM



Harrison Elementary School - Option 3

Safe Routes to School
Brainerd, MN

RESOLUTION
NO _____

RESOLUTION OF SUPPORT
OAK STREET IMPROVEMENTS NEAR HARRISON ELEMENTARY
2021 SAFE ROUTES TO SCHOOL INFRASTRUCTURE SOLICITATION

WHEREAS, pursuant to the 2021 solicitation guide, \$8 million in Safe Routes to School (SRTS) funding is available, with a minimum of \$50,000 and cap of \$500,000 for each project, and;

WHEREAS, the City of Brainerd has adopted subdivision regulations that require SRTS infrastructure in developments authorized on or after June 1, 2016, and;

WHEREAS, SRTS funds can be used to reimburse construction costs on SRTS eligible items, and that construction costs above the SRTS award will need to have alternate funding sources, and;

WHEREAS, through the planning process, the City of Brainerd and Independent School District 181 (ISD 181) have worked together through the Safe Routes to School Plan and Engineering Study to identify safety concerns, both perceived and evident, around all the schools within the Brainerd City limits and associated improvements in which will alleviate these concerns, and;

WHEREAS, the City of Brainerd and Independent School District 181 (ISD 181), through formulation of its Safe Routes to School Plan (2019) and Engineering Study (2021), have determined there are perceived and evident safety issues relating traffic speed and pedestrian crossings on Oak Street between 15th Street SE and 16th Street SE near Harrison Elementary, and;

WHEREAS, the improvements identified in the Engineering Study near Harrison Elementary will address these safety concerns by calming traffic with reduced lane widths and bump outs, providing a pedestrian refuge area, installing rapid flashing rectangular beacons (RFRBs), and enhancing pavement markings, and;

WHEREAS, the City of Brainerd has been active in providing locally funded SRTS infrastructure in and around Harrison Elementary in previous years, and;

WHEREAS, many user groups across will benefit from the proposed improvements, including students walking and biking to school, bicyclists utilizing Oak Street for travel, and the general public, and;

WHEREAS, the City of Brainerd has been implemented and delivered upwards of \$1.5 million in Safe Routes to School Infrastructure projects since 2014 and has a history of successful projects that have been on time and within budget, and;

WHEREAS, funding for non-SRTS eligible work items including engineering and right-of-way acquisition has been secured for this project.

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

1. The City of Brainerd supports the construction of the project and agrees to maintain such improvements.
2. The City of Brainerd supports submittal of the SRTS Application for infrastructure funding.
3. The City of Brainerd will pay all costs associated with the project beyond the SRTS grant award.

Adopted this _____ day of _____, 2021

Approved this _____ day of _____, 2021

ATTEST:

JENNIFER BERGMAN
City Administrator

KELLY BEVANS
President of the Council

DAVE BADEAUX
Mayor



Brainerd City Council Agenda Request

Requested Meeting Date: December 6, 2021

Title of Item: Res-Municipal Consent-CSAH 117 mill/overlay and CSAH 5/49 Roundabout

☐ 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: 20 Minutes
Summary of Issue: Steve Strocchein, Crow Wing County Senior Engineer, will be at the meeting to present out on two projects that Crow Wing County is looking to obtain Municipal Consent for, for 2022 construction.	
Alternatives, Options, Effects on Others/Comments: The first project is a mill and overlay of Industrial Park Road (CR 117) in the Industrial Park from County Road 45 to Trunk Highway 371B. The second project is the installation of a roundabout at the intersection of CSAH 5 (Beaver Dam Road) and CSAH 49 (Wise Road). Project layouts can be seen attached. There are also 3 resolutions in which staff is recommending for adoption; two related to Municipal Consent and one related to no parking in the project limits of the roundabout. Staff asks that the Committee allow for Steve to present out on both project, then he will be available to answer questions the committee may have.	
Recommended Action/Motion: Staff recommends the adoption of 3 resolutions in 3 separate motions: 1. Adopt the resolution approving a project within the City of Brainerd Municipal Corporate Limits, SAP 018-605-013/018-649-009. 2. Adopt the resolution approving a project within the City of Brainerd Municipal Corporate Limits, SAP 18-117-05. 3. Adopt a resolution in which bans parking within the project limits of SAP 018-605-013/018-649-009.	
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>	

MINNESOTA DEPARTMENT OF TRANSPORTATION
CROW WING COUNTY

CONSTRUCTION PLAN FOR BITUMINOUS SURFACING

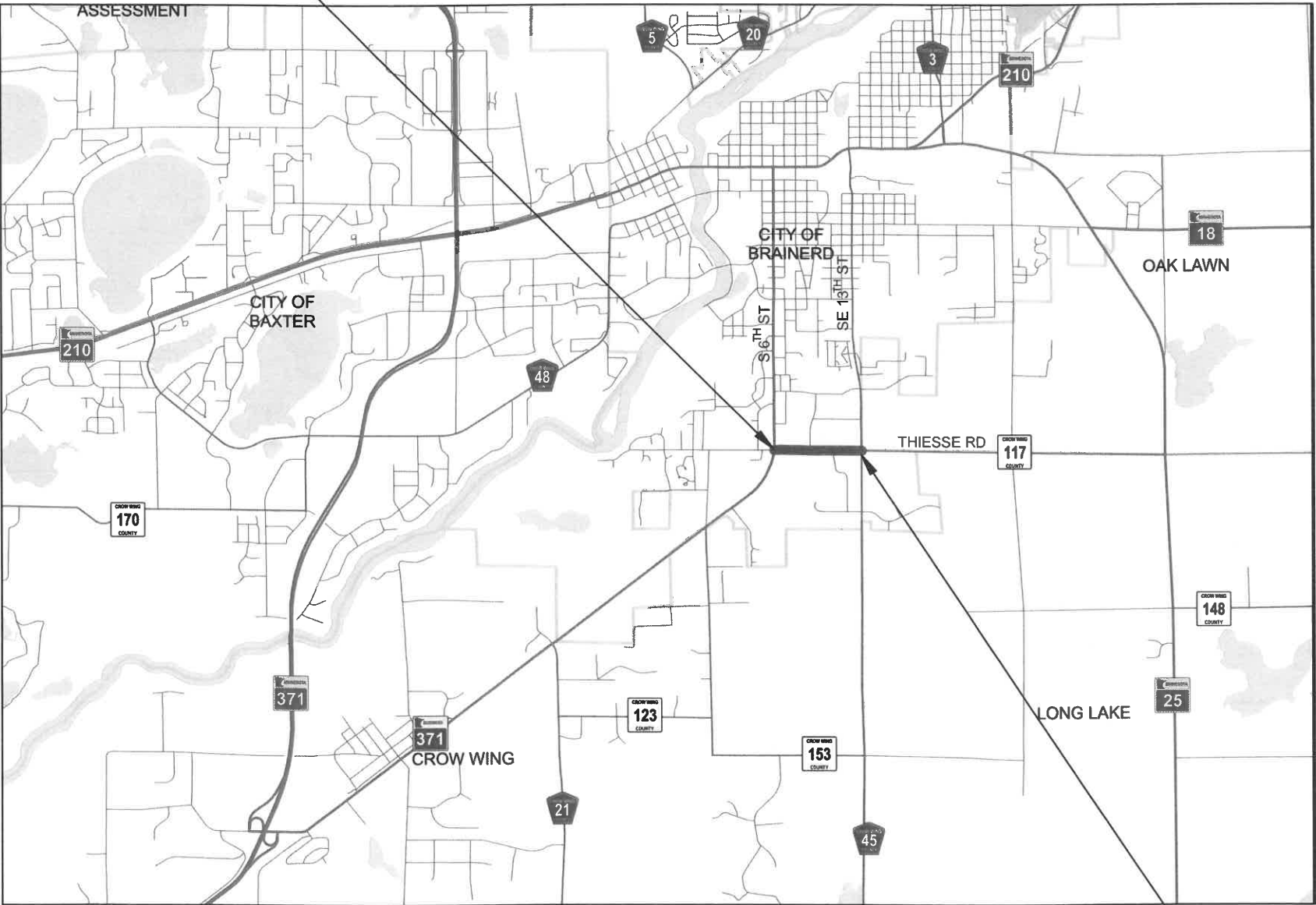
LOCATED ON CR 117 BETWEEN TH 371 (BUSINESS) AND CSAH 45 (13TH STREET SE) (Geographic Description)
FROM 3030 FEET WEST OF THE SE CORNER OF TO SE CORNER OF (Legal Description)
SECTION 36 TOWNSHIP 45N RANGE 31W SECTION 36 TOWNSHIP 45N RANGE 31W
STATE AID PROJECT NO. 18-117-05

GROSS LENGTH 3,030.840 FEET 0.570 MILES
BRIDGES-LENGTH FEET MILES
EXCEPTIONS-LENGTH FEET MILES
NET LENGTH 3,030.840 FEET 0.570 MILES



PROJECT LOCATION
COUNTY : CROW WING
DISTRICT : 3

BEG CP 18-117-05 (CR 117)
STA 0+00.00



END CP 18-117-05 (CR 117)
STA 30+30.84

THIS PLAN WAS DEVELOPED USING THE FOLLOWING GEODETIC DATA:
HORIZONTAL CONTROL - CROW WING COUNTY COORDINATES NAD83 (1996 ADJUSTMENT)
VERTICAL CONTROL - ORTHOMETRIC HEIGHT NAVD88
BENCHMARKS:
1. STEVE MN035 LOCATED 0.4 MI SE OF CR 14, 77 FT NE OF CR 10, 302 FT SE OF TWIN BOX CULVERTS.
2. TONY MN035 LOCATED 0.3 MI S OF CR 14, 35 FT E OF BATTLE POINT RD, 23 FT S OF PUBLIC ACCESS RD.

SPECIFICATIONS
THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

SUBSURFACE UTILITY STATEMENT
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY LEVEL D. THIS QUALITY WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

INDEX	SHEET NO.	DESCRIPTION
	1	TITLE SHEET
	2	QUANTITIES / TYPICALS
	3	CONSTRUCTION DETAILS
	4	PAVEMENT MARKING
	5	TRAFFIC CONTROL
THIS PLAN CONTAINS 5 SHEETS		
RURAL AND URBAN RECONDITIONING		

DESIGN DESIGNATION	
ESALS	1,658,000
R VALUE	61
ADT 2022	6070
PRJ. ADT 2031	6770
PRJ. HCADT 2031	582
NO. OF TRAFFIC LANES	4 - 12'
NO. OF PARKING LANES	0
SHOULDER WIDTH	2'
DESIGN	9 TON
FUNCTIONAL CLASSIFICATION	MAJOR COLLECTOR
DESIGN SPEED N/A MPH	
BASED ON STOPPING SIGHT DISTANCE	
HEIGHT OF EYE N/A HEIGHT OF OBJECT N/A	
GE TABLE	
6.0" SELECT GRANULAR	3.00
6.0" 2211 AGG CL 5 (EXISTING)	6.00
2.0" 2360 BITUMINOUS BASE (EXISTING)	4.50
2.0" 2360 BITUMINOUS WEAR (EXISTING)	4.50
MILL 2.0" BITUMINOUS	(4.50)
2.0" 2360 WEARING COURSE MIX	4.50
TOTAL GE PROVIDED	18.00
TOTAL BIT GE PROVIDED	9.00

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

SIGNATURE: ROBERT HALL LICENSE NUMBER: 26696 DATE: _____

SIGNATURE: COUNTY ENGINEER LICENSE NUMBER: 44286 DATE: _____

COUNTY PROJECT 18-117-05 (CR 117)

CHECKED BY: _____ DATE: _____



PROPOSED CONSTRUCTION LINES

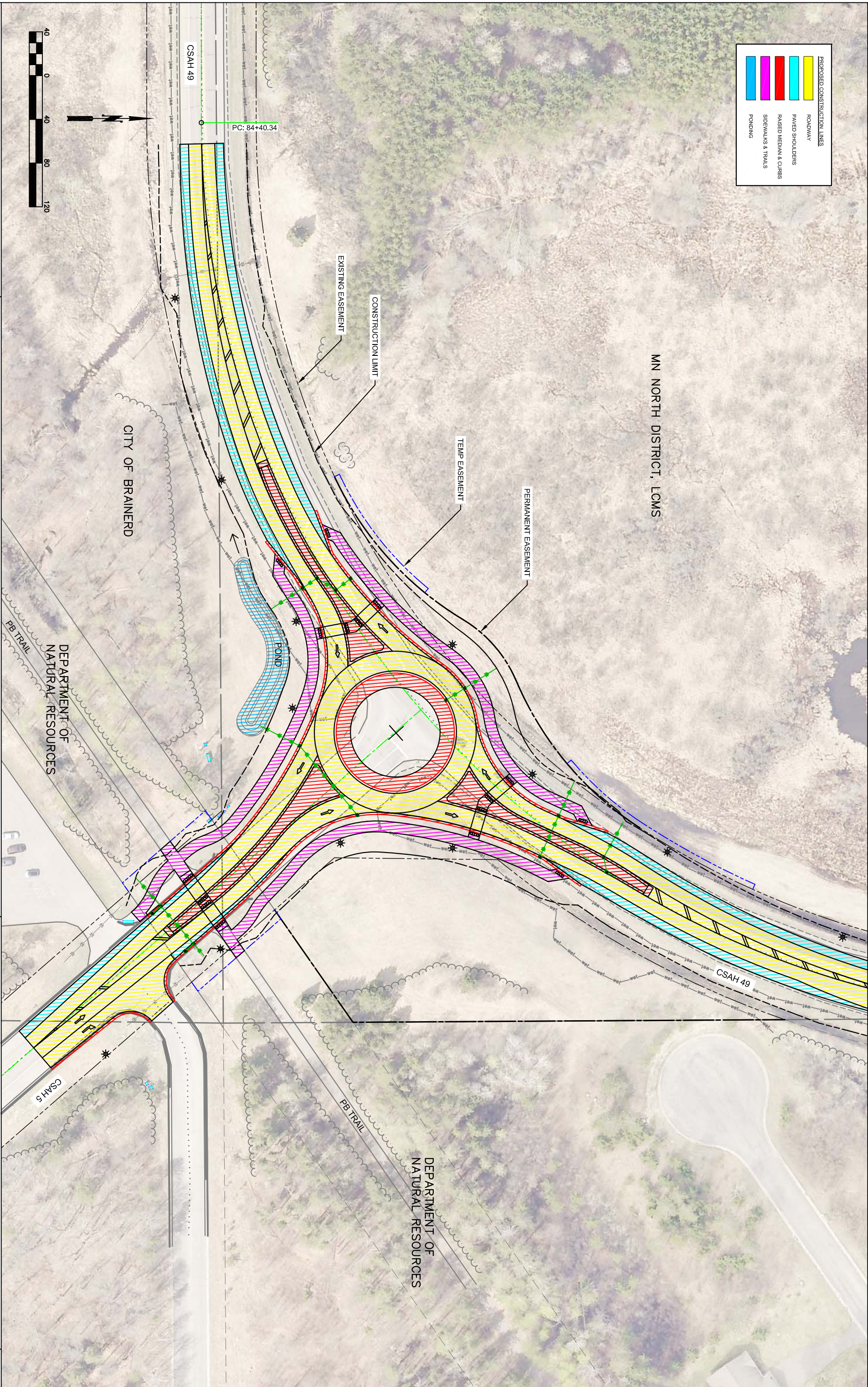
ROADWAY

PAVED SHOULDERS

RAISED MEDIAN & CURBS

SIDEWALKS & TRAILS

PONDING



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

**APPROVING COUNTY PROJECT WITHIN
THE CITY OF BRAINERD MUNICIPAL CORPORATE LIMITS**

WHEREAS, plans for Project No. SAP 018-605-013/018-649-009 showing proposed intersection improvements at the junction of County Highway No. 5/49, within the limits of the City of Brainerd, as a State Aid Project have been prepared and presented to the City of Brainerd.

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

1. That said plans be in all things approved.

Adopted this _____ day of _____, 2021

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

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

**APPROVING COUNTY PROJECT WITHIN
THE CITY OF BRAINERD MUNICIPAL CORPORATE LIMITS**

WHEREAS, plans for Project No. SAP 18-117-05 showing proposed bituminous surfacing improvements of County Highway No. 117, within the limits of the City of Brainerd, as a County Project have been prepared and presented to the City of Brainerd.

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

1. That said plans be in all things approved.

Adopted this _____ day of _____, 2021

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

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

RESOLUTION RELATING TO PARKING RESTRICTIONS
SAP 018-605-013/018-649-009
FROM 625 FT SOUTH OF CSAH 49/700 FEET WEST OF CSAH 5 TO 850 FT NORTHEAST OF CSAH 5
CITY OF BRAINERD, MINNESOTA

WHEREAS, this resolution was passed this 6th say of December, 2021 by the City of Brainerd in Crow Wing County, Minnesota. The Municipal corporation shall hereinafter be called the "City", and;

WHEREAS, the "County", has planned the improvement of SAP 018-605-013/018-649-009, State Aid Route Numbers 5 and 49 from 625 ft South of CSAH 49/700 ft West of CSAH 5 to CSAH 49, 850 ft Northeast of CSAH 5 in the City of Brainerd, Minnesota, and;

WHEREAS, the "County" will be expending Municipal Sate Aid Funds on the improvements of this Highway, and;

WHEREAS, this improvement does not provide adequate width for parking on both sides of the street; and approval of the proposed construction as a County State Aid Highway project must therefore be conditioned upon certain parking restrictions.

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

1. The "City" shall ban the parking of motor vehicles on County State Aid Highway 5 and County State Aid Highway 49, within the said project limits, at all times.

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: December 6, 2021

Title of Item: Review Street Light Policy Selected Fixture Costs

☐ 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: 15 Minutes
Summary of Issue: A couple of meetings ago, the Safety and Public Works Committee selected some fixtures for staff to price out related to the draft Street Light Policy. The policy stems from interest in changing our standard fixtures in commercial and residential settings to something more decorative.	
Alternatives, Options, Effects on Others/Comments: In the attachments, you will find the existing pinto light head and 2 options that were selected for a residential type lighting unit and also the existing commercial/highway light head along with 3 options for changed fixture that were selected at the meeting. Staff also included the cut sheets from each fixture so that the Committee may review them. For simplicity and upon concurrence with BPU, installation costs can be considered equal in these options, and pole/mast arm costs are maintained as the same so that you can evaluate the cost of the fixture head, in which is the most expensive portion of the light.	
Recommended Action/Motion: Staff recommends discussion and direction in the committee and council would like to move ahead with one of the options listed.	
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>	

Street Light Options
12-06-2021 City Council Meeting

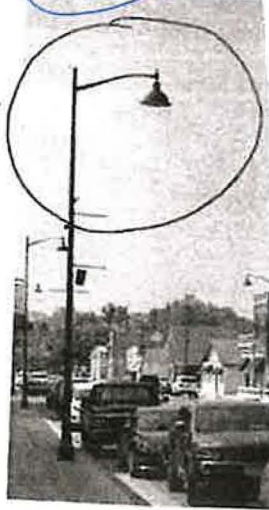
Residential Options	Pole Cost	Mast Arm Cost	Fixture Cost	Total Cost
<i>Existing</i> Pinto (Residential)	\$ 994.00		\$ 383.00	\$ 1,377.00
Option 2 (VMAT4A) - JTS Supplier	\$ 994.00		\$ 982.00	\$ 1,976.00
Option 3 (PTUE2) - WESCO Supplier	\$ 994.00		\$ 1,104.00	\$ 2,098.00

Commercial Options	Pole Cost	Mast Arm Cost	Fixture Cost	Total Cost
<i>Existing</i> Cobra (Commercial/Industrial)	\$ 2,056.00	\$ 312.00	\$ 291.00	\$ 2,659.00
Option 1 (GBLF3) - WESCO Supplier	\$ 2,056.00	\$ 312.00	\$ 1,433.00	\$ 3,801.00
Option 4 (ESL2 w/ WLDF) - WESCO Supplier	\$ 2,056.00	\$ 312.00	\$ 1,455.00	\$ 3,823.00
Option 5 (GSLF3) - RESCO Supplier	\$ 2,056.00	\$ 312.00	\$ 2,103.00	\$ 4,471.00

Color
Black

#1

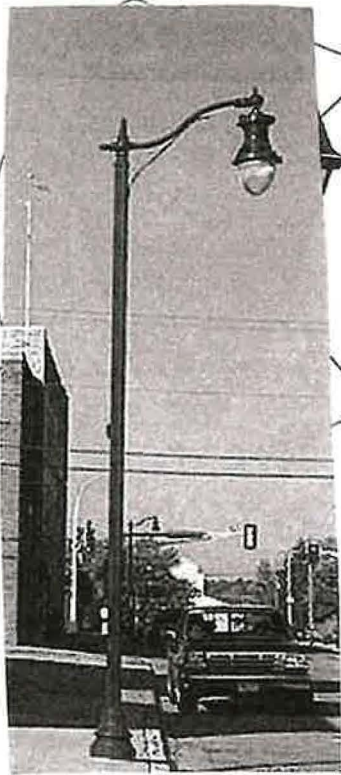
#2



#3



#4



#5



Residential Street Light Lum

*Would be placed on a black or dark bronze direct bury fiberglass

option 1
Irby - \$1,507.00

JT-1455



GBLF3

GlasWerks® Luminescent
LED Bern®



Irby
JTS
WESCO
Border



Catalog Number GBLF3 P50 40K MVOLT ASY ARM BK PR7

Notes Brainerd Public Utility- Initial Suggestion

Type

General Description

The architectural luminaire consists of a flat LED optical assembly shielded by a decorative formed housing and a top mounted cast aluminum electrical assembly. The optical assembly is seamlessly integrated into the form factor for beautiful daytime appearance and exceptionally uniform lighting at night.

Optical Assembly

The optical assembly consists of an edgelit waveguide light engine for unmatched visual comfort. Light from the LED module is distributed by proprietary wave guide technology to maximize uniformity and minimize glare. Configurable with CCT options of 2700K, 3000K, and 4000K. CRI is 70 minimum. Available with asymmetric, symmetric, or pathway distributions.

Mounting Style

Optional mounting styles include Quick Lock Stem, NPT threads, and horizontal arm.

Quick Lock Stem Mounting style is compatible with the following leveling fitters:

- Boston Harbor Decorative Arm Fitter (BHDF)
- GlasWerks Decorative Arm Fitter (GWDF)
- West Liberty Decorative Arm Fitter (WLDF)
- Ball Style Decorative Fitter (BADF)

Electrical Assembly

The cast aluminum electrical housing has a smooth domed contour. A (3) station terminal block is provided to accept #14 through #2 size wire. The electrical housing is hinged with a tool-less latch to provide easy access to the gear assembly. The unitized electrical assembly, containing the electronic driver and other electrical components, plugs into the quick disconnect receptacle. The pendant mount version has a welded stem (Quick Lock Stem Mounting), which aides in installation speed. The arm mount version is provided with two U-bolts with washers and nuts and two leveling set screws that lock the housing to a 2 inch nominal (2-3/8" O.D.) horizontal

arm and allow a $\pm 5^\circ$ degree adjustment from horizontal to the cover.

Electrical System

Programmable LED driver with 0-10V dimming. Optional DALI dimming. Driver life is rated to at least 100,000 hours. Luminaire surge protection rating of 20kV/10kA per ANSI/IEEE C62.41.2.

Finish

The luminaire is finished with corrosion resistance super durable powder coat paint to ensure maximum durability. Finish is rated to 5,000 hours salt spray per ASTM B117.

Listing

The luminaire is CSA certified to US and Canadian standards. IP55 rated electrical chamber, IP66 rated LED optic chamber. 20kV/10kA extreme surge protection per ANSI/IEEE C136.2. Suitable for operation in ambient temperatures from -40°C to 40°C .

DesignLights Consortium® (DLC) qualified product. Not all versions of this product may be DLC qualified. Please check the DLC Qualified Products List at www.designlights.org/ QPL to confirm which versions are qualified.

Buy American

This product is assembled in the USA and meets the Buy America(n) government procurement requirements under FAR, DFARS and DOT. Please refer to www.acuitybrands.com/resources/buy-american for additional information.

Warranty

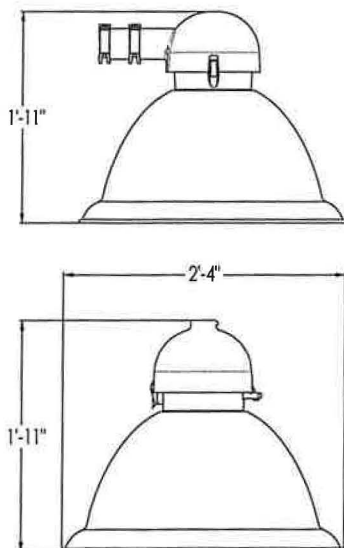
Limited warranty located at: www.acuitybrands.com/support/warranty/terms-and-conditions

Note: Actual performance may differ as a result of end-user environment and application.

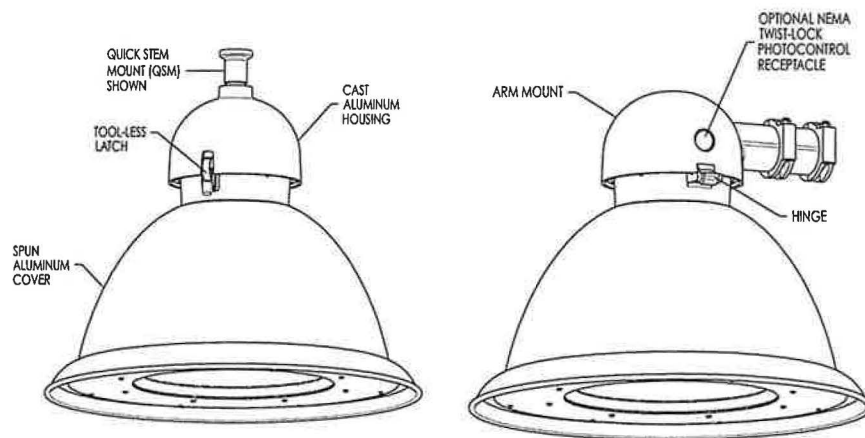
All values are design or typical values, measured under laboratory conditions at 25°C .

Specifications subject to change without notice.

DIMENSIONAL DATA



Maximum Weight - 51 lbs
Maximum Effective Projected Area - 1.2 ft²



GBLF3

GlasWerks® Luminescent LED Bern®



ORDERING INFORMATION

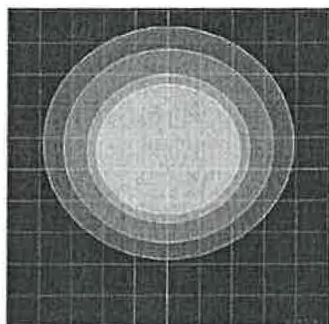
Example: GBLF3 P30 40K MVOLT ASY QSM BK

Cover Type	LED Lumen Package	Color Temperature	Voltage	Optics	Mounting Style	Finish Color
GBLF3 Bern	P10 P10 Performance Package	27K 2700K, 70 CRI	MVOLT 120-277V	ASY Asymmetric	ARM Horizontal Arm Mount	BK Black
	P20 P20 Performance Package	30K 3000K, 70 CRI	HVOLT 347-480V	SYM Symmetric	NPT 1.5" NPT Thread	BZ Bronze
	P30 P30 Performance Package	40K 4000K, 70 CRI		PTH Pathway	QSM Quick Stem Mount	GH Graphite
	P40 P40 Performance Package					GN Green
	P50 P50 Performance Package					GR Gray
	P60 P60 Performance Package					WH White
	P70 P70 Performance Package					
	P80 P80 Performance Package					

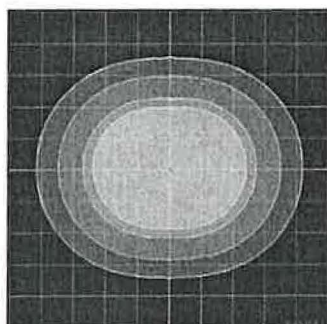
Options	
<u>Control Options:</u>	<u>Prewire Lead Options:</u>
PR3 3 pin NEMA photocontrol receptacle	L03 3ft prewire leads
PR7 7 pin NEMA photocontrol receptacle	L10 10ft prewire leads
PR3E 3 pin NEMA photocontrol external	L20 20ft prewire leads
PR7E 7 pin NEMA photocontrol external	L25 25ft prewire leads
P34 Solid state long life photocontrol (347V)	L30 30ft prewire leads
P48 Solid state long life photocontrol (480V)	
PCLL DLL photocontrol	<u>NEMA Label Options:</u>
SH Shorting cap	NL1X1 1" x 1" NEMA label
AO Adjustable Output Module	NL3X3 3" x 3" NEMA label
DALI DALI dimming	
WG Wire guard (ships separately)	
HSS House side shield (ships separately)	

Accessories: Order as separate catalog number.	
GBLF3HSS	House side shield
GBLF3WG	Wire guard

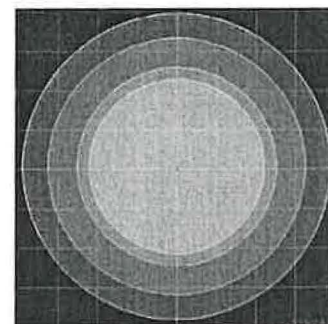
OPTICAL DISTRIBUTIONS



ASY



PTH



SYM

PERFORMANCE DATA
 Lumen and Wattage Data

Lumen Package	System Wattage	Distribution	2700K, 70 CRI		3000K, 70 CRI		4000K, 70 CRI	
			Lumens	LPW	Lumens	LPW	Lumens	LPW
P10	30	ASY	3,738	126	3,870	130	4,122	139
		SYM	3,860	130	3,995	134	4,256	143
		PTH	3,681	124	3,811	128	4,059	137
P20	51	ASY	6,143	121	6,359	125	6,774	134
		SYM	6,343	125	6,565	129	6,994	138
		PTH	6,049	119	6,262	123	6,671	132
P30	62	ASY	7,377	118	7,636	122	8,135	130
		SYM	7,617	122	7,884	126	8,399	135
		PTH	7,264	116	7,520	120	8,011	128
P40	75	ASY	8,767	116	9,075	121	9,668	128
		SYM	9,052	120	9,370	124	9,982	133
		PTH	8,633	115	8,937	119	9,520	126
P50	95	ASY	10,810	114	11,190	118	11,920	125
		SYM	11,161	117	11,553	121	12,308	129
		PTH	10,645	112	11,019	116	11,738	123
P60	118	ASY	12,781	108	13,230	112	14,094	119
		SYM	13,196	111	13,660	115	14,551	123
		PTH	12,586	106	13,028	110	13,878	117
P70	151	ASY	15,726	104	16,278	108	17,341	115
		SYM	16,236	108	16,807	111	17,904	119
		PTH	15,485	103	16,029	106	17,076	113
P80	173	ASY	17,544	101	18,161	105	19,346	112
		SYM	18,114	105	18,750	108	19,974	115
		PTH	17,276	100	17,883	103	19,050	110

OPTIONS MATRIX

		Lumen Package								Voltage		Receptacle				Photocontrol				Dimming Options	
		P10	P20	P30	P40	P50	P60	P70	P80	MVOLT	HVOLT	PR3	PR7	PR3E	PR7E	PCLL	PCL3	PCL4	SH	AO	DALI
Lumen Package	P10		N	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD*
	P20	N		N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD*
	P30	N	N		N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD*
	P40	N	N	N		N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD*
	P50	N	N	N	N		N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD
	P60	N	N	N	N	N		N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD
	P70	N	N	N	N	N	N		N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD
	P80	N	N	N	N	N	N	N		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD
Voltage	MVOLT	Y	Y	Y	Y	Y	Y	Y	Y		N	Y	Y	Y	Y	Y	N	N	N	Y	RFD
	HVOLT	Y	Y	Y	Y	Y	Y	Y	Y	N		Y	Y	Y	Y	N	Y	Y	Y	Y	N
Receptacle	PR3	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		N	N	N	Y	Y	Y	Y	Y	RFD
	PR7	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N		N	N	Y	Y	Y	Y	Y	RFD
	PR3E	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N		N	Y	Y	Y	Y	Y	RFD
	PR7E	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N		Y	Y	Y	Y	Y	RFD
Photocontrol	PCLL	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y		N	N	N	Y	RFD
	PCL3	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	N		N	N	Y	RFD
	PCL4	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	N	N		N	Y	RFD
	SH	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N		Y	RFD
Dimming Options	AO	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		N
	DALI	RFD*	RFD*	RFD*	RFD*	RFD	RFD	RFD	RFD	RFD	N	RFD	RFD	RFD	RFD	RFD	RFD	RFD	RFD	N	

Y = combination is available

N = combination is not available

RFD = consult factory, additional information required

RFD* = consult factory, additional information required, not CSA certified

GBLF3

GlasWerks® Luminescent LED Bern®



LED Lumen Maintenance					
25,000 hours	36,000 hours	50,000 hours	60,000 hours	75,000 hours	100,000 hours
98%	96%	94%	93%	91%	88%

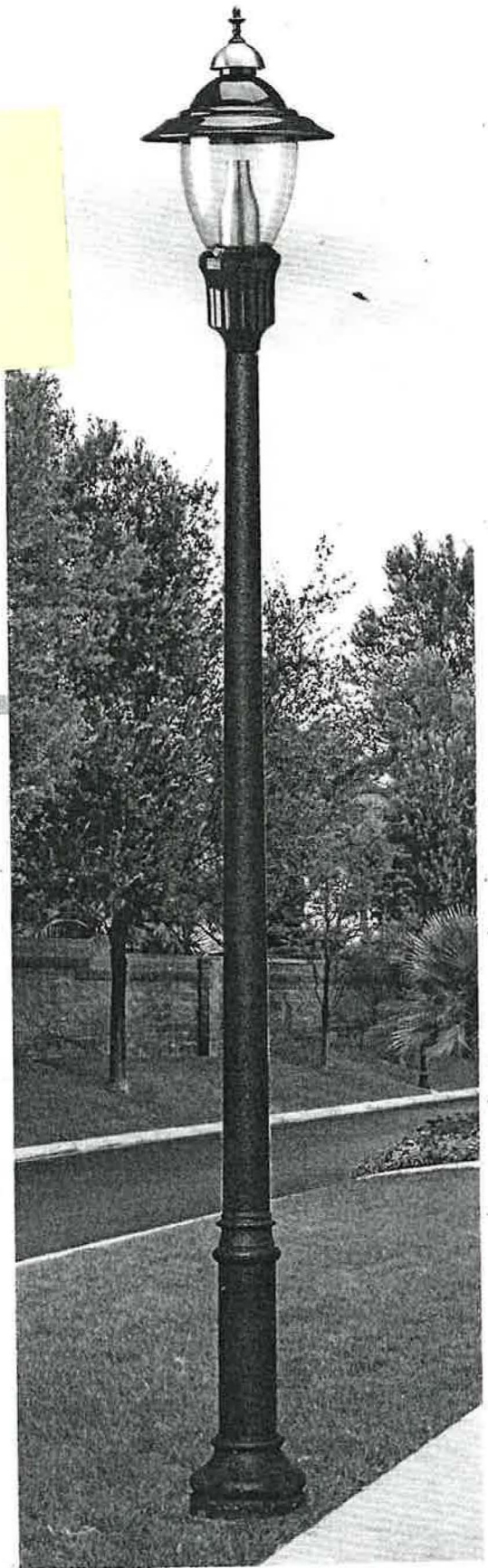
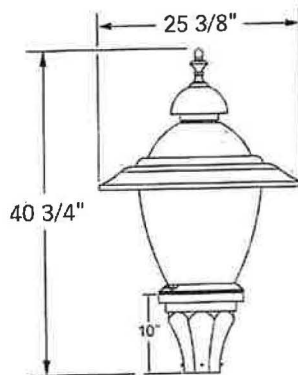
Lumen maintenance calculated according to TM-21 at 25°C ambient. Italicized values are extrapolated beyond the standard.

Adjustable Output (AO) Response		
AO Setting	% Lumen Output	% Wattage
8	100%	100%
7	94%	94%
6	82%	81%
5	70%	68%
4	58%	56%
3	46%	43%
2	33%	31%
1	21%	19%

Luminaire Ambient Temperature Factor	
Ambient Temperature	Relative Lumen Output
0°C	1.03
15°C	1.02
20°C	1.01
25°C	1.00
30°C	0.99
35°C	0.99
40°C	0.98

K329 RAINIER*Borders**option 2**3 options
2*

The K329 Rainier fixture offers an innovative take on the traditional acorn fixture. Adding contemporary touches to the graceful shape of the K124 Paragon, the K329 Rainier brings the designs of the past into the 21st century. With our Rotolock™ fastening system and selection of capitals and finials, the possibilities are endless.

LED OPTICAL SYSTEMS**HID OPTICAL SYSTEMS**



cyclone

OPTION 2
Irby - #1, 038
JT-#982.00
Border

Villa Maria VMAT4A Approval – Specification

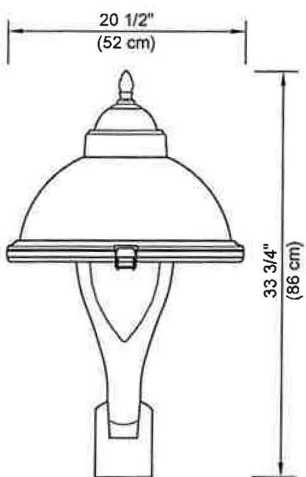
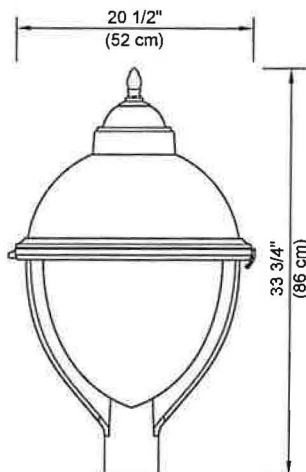
Project: Brainerd Public Utility - VMAT4A FGC T5 P50 40K MVOLT 20K R30 PTDR BK SM

Order:

Qty:

Luminaire:

Type:



Roof Module: A half-sphere spun aluminum roof adorned with a cast aluminum finial, mechanically assembled on the top section of the ring mechanism. The ring consists of a two pieces A380 aluminum hinge, allowing tool-free access to the interior the luminaire.

Optical Module: The molded A384.0-F aluminum heat sink is designed to minimize the temperature of the LEDs, increasing their longevity and efficiency. The optical module is mechanically assembled to the heat-sink for easy replacement. The luminaire is without a lens or with a flat lens attached to a cast aluminum frame.

The high efficiency Orion LED optical engine is mechanically assembled on the heat sink. The lifetime of the LEDs is 100,000 hours. It is based on the LM-80 test and extrapolated with TM-21. This data is calculated when 50% of the LEDs produce 70% of their initial luminous flux (L70). The minimum color rendering index (CRI) is 70. The optical acrylic lens are designed to illuminate only where needed while achieving excellent uniformity with maximum spacing. The optical acrylic lens are sealed on the LED board. The light distribution type according to IES is A white decorative plastic protection plate is mechanically assembled under the optical module.

Fitter Module: Composed of 2 arms mechanically assembled to the pole top fitter and the bottom section of the top ring mechanism, molded from A380 aluminum. The ring is fitted with a watertight compression system. The arms are closed by mechanically assembled A380 aluminum wire cover plates. The pole-top fitter is self-leveling and retained using set screws. It slip fits on a 4" (10cm) outside diameter x 3" (7cm) long post. Comes complete with «street side» sticker.

Driver: Class 1 (100W to 120W) or Class 2 (20W to 80W) self-adjusting regulator.

Primary voltage of Volts, 50 / 60Hz, THD max 20%. High power factor of 90%. Operating temperature from -40°F (-40°C) to 130°F (55°C).

The driver provides 0-10 Volts output and is ROHS compliant. Complete with an 18-6 AWG three-pole connector block and a 10kA three-pole surge protector for Line-Ground, Line-Neutral and Neutral-Ground lines according to the IEEE / ANSI C62.41 2002 C standard.

Wiring / Hardware: Type TEW 14-7, 12" (30cm) minimum exceeding luminaire. All electrical connections between the modules are provided with quick-disconnect connectors for easy maintenance. All outside accessible hardware is stainless steel.

Color: . Textured or Smooth (SM) finish. The application of durable polyester powder coating meets AAMA 2604 requirements (5 years at all weather conditions). The finish meets ASTM G7, B117, D1654 and D2247 standards for salt spray and moisture.

Cyclone recommends a textured finish for this product.

* Holophane colors are only available in Smooth (SM) finish.

MG Marine grade pre-finish available as an option.

EPA: 0.86 ft²

Weight: 35 lbs / 16 kg

Stamp/Approval:

Name:

Date:

Name:

Page 1 of 2

Date:



Villa Maria VMAT4A Approval – Specification

Project: Brainerd Public Utility - VMAT4A FGC T5 P50 40K MVOLT 20K R30 PTDR BK SM

Order:

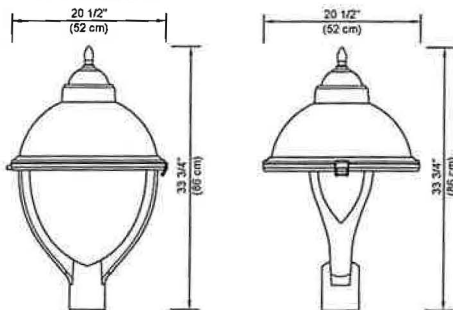
Qty: Luminaire:

Type:

Ordering Code

Model	Lens	Distribution	Performance Package	CCT	Volts	Surge Protector
VMAT4A	FGC Flat Glass Clear	T1 Type 1	P10 (3300LM)	30K 3000K	MVOLT 120-277VAC	10KV 10 Kv
	FGF Flat Glass Frosted	T1A Type 1A	P20 (4300LM)	40K 4000K	HVOLT 347-480VAC	20KV 20 Kv
	NL No Lens	T1AHS Type 1A with HS	P30 (5600LM)		120	
		T2 Type 2	P40 (6900LM)		208	
		T2HS Type 2 with HS	P50 (7900LM)		240	
		T2M Type 2M	P60 (10500LM)		277	
		T2MHS Type 2M with HS	P70 (13900LM)		347	
		T3 Type 3	P80 (15500LM)		480	
		T3HS Type 3 with HS				
		T3M Type 3M				
		T3MHS Type 3M with HS				
		T4 Type 4				
		T4HS Type 4 with HS				
		T5 Type 5				

Reducer	Photocell	Dimming	Color	Texture	Pre Finish
Fits Ø 4" X 3" long tenon	PT Photocell W/7-PIN receptacle (ANSI C136.41)	DIM 0-10 volts dimming	BK Black RAL9005	TX Textured	MG Marine grade pre-finish
R28 Reducer Ø 4" to Ø 2 7/8" X 3" long tenon	PX Shorting cap W/7-PIN receptacle (ANSI C136.41)	PND506 Program 50% for 6 hours (9PM to 5AM)	DG Dark green RAL6012	SM Smooth	
R30 Reducer Ø 4" to Ø 3" X 3" long tenon	PTL Long life photocell W/7-PIN receptacle (ANSI C136.41)	PND508 Program 50% for 8 hours (11PM to 5AM)	MA Marine blue RAL5013		
	PTDR 7-PIN receptacle (ANSI C136.41)	SD Field adjustable 10% increment step-dimming switch Contact factory for wireless	SI Metallic silver RAL9006 (smooth only)		
			BZ Dark bronze RAL8019		
			BG Burgundy RAL3005		
			GM Moss green RAL6005		
			PG Pale grey RAL7040		
			WH White RAL9003		
			BKH* Black Holophane (smooth only)		
			BZH* Dark bronze Holophane (smooth only)		
			GNH* Green Holophane (smooth only)		
			GHH* Graphite Holophane (smooth only)		
			GRH* Gray Holophane (smooth only)		
			SLH* Silver Holophane (smooth only)		
			WHH* White Holophane (smooth only)		
			* Holophane colors		



Stamp/Approval:

Name:

Date:

Name:

Date:

Page 2 of 2



Photometric Data Tables

Villa Maria - VMAT4A-NL (No Lens)

			30K				40K				LLD @ 25C					
Performance Package	Watts System	Optlc	Lumen Output	Efficacy (LM/W)	B	U	G	Lumen Output	Efficacy (LM/W)	B	U	G	25K Hours	50K Hours	75K Hours	100K Hours
P10	22,8	T1	2603	114	1	0	1	2733	120	1	0	1	0,98	0,96	0,95	0,93
		T1A	2557	112	1	0	1	2685	118	1	0	1				
		T2	2591	114	1	0	1	2721	119	1	0	1				
		T2M	2721	119	1	0	1	2857	125	1	0	1				
		T3	2562	112	1	0	1	2690	118	1	0	1				
		T3M	2679	118	1	0	1	2814	123	1	0	1				
		T4	2699	118	1	0	1	2833	124	1	0	1				
P20	33,4	T5	2809	123	2	0	2	2949	129	2	0	2	0,98	0,96	0,95	0,93
		T1	3721	111	1	0	1	3907	117	1	0	1				
		T1A	3655	109	1	0	1	3839	115	1	0	1				
		T2	3704	111	1	0	1	3890	116	1	0	1				
		T2M	3890	116	1	0	1	4085	122	1	0	1				
		T3	3663	110	1	0	1	3846	115	1	0	1				
		T3M	3830	115	1	0	1	4023	120	1	0	1				
P30	43,8	T4	3858	116	1	0	2	4051	121	1	0	2	0,98	0,96	0,95	0,93
		T5	4015	120	2	0	2	4216	126	2	0	2				
		T1	4799	110	2	0	2	5039	115	2	0	2				
		T1A	4714	108	2	0	1	4951	113	2	0	1				
		T2	4777	109	1	0	1	5016	115	1	0	1				
		T2M	5017	115	1	0	1	5268	120	1	0	1				
		T3	4724	108	1	0	1	4960	113	1	0	1				
P40	55,1	T3M	4940	113	1	0	1	5188	118	1	0	1	0,98	0,96	0,95	0,93
		T4	4975	114	1	0	2	5224	119	1	0	2				
		T5	5179	118	3	0	3	5438	124	3	0	3				
		T1	5836	106	2	0	2	6128	111	2	0	2				
		T1A	5733	104	2	0	1	6021	109	2	0	2				
		T2	5810	105	1	0	1	6101	111	1	0	1				
		T2M	6102	111	1	0	1	6407	116	1	0	1				
P50	63,5	T3	5746	104	1	0	2	6033	109	1	0	2	0,98	0,96	0,95	0,93
		T3M	6008	109	1	0	2	6310	115	1	0	2				
		T4	6051	110	1	0	2	6354	115	1	0	2				
		T5	6298	114	3	0	3	6613	120	3	0	3				
		T1	6657	105	2	0	2	6990	110	2	0	2				
		T1A	6539	103	2	0	2	6868	108	2	0	2				
		T2	6627	104	1	0	1	6958	110	1	0	1				
P60	87,7	T2M	6959	110	2	0	1	7307	115	2	0	1	0,98	0,96	0,95	0,93
		T3	6553	103	1	0	2	6881	108	1	0	2				
		T3M	6852	108	2	0	2	7197	113	2	0	2				
		T4	6902	109	1	0	2	7247	114	1	0	2				
		T5	7184	113	3	0	3	7543	119	3	0	3				
		T1	8888	101	3	0	3	9332	106	3	0	3				
		T1A	8731	100	2	0	2	9170	105	2	0	2				
P70	111,9	T2	8848	101	1	0	2	9291	106	1	0	2	0,98	0,96	0,95	0,93
		T2M	9292	106	2	0	2	9757	111	2	0	2				
		T3	8750	100	1	0	2	9187	105	1	0	2				
		T3M	9149	104	2	0	2	9609	110	2	0	2				
		T4	9215	105	1	0	3	9676	110	1	0	3				
		T5	9591	109	3	0	3	10071	115	3	0	3				
		T1	11570	103	3	0	3	12148	109	3	0	3				
P80	129,7	T1A	11365	102	3	0	2	11937	107	3	0	3	0,98	0,96	0,95	0,93
		T2	11518	103	2	0	2	12094	108	2	0	2				
		T2M	12096	108	2	0	2	12700	113	2	0	2				
		T3	11390	102	2	0	2	11959	107	2	0	2				
		T3M	11910	106	2	0	2	12509	112	2	0	2				
		T4	11995	107	2	0	3	12595	113	2	0	3				
		T5	12485	112	4	0	4	13110	117	4	0	4				
P80	129,7	T1	13091	101	3	0	3	13746	106	3	0	3	0,98	0,96	0,95	0,93
		T1A	12860	99	3	0	3	13507	104	3	0	3				
		T2	13033	100	2	0	2	13684	106	2	0	2				
		T2M	13686	106	2	0	2	14371	111	2	0	2				
		T3	12888	99	2	0	2	13532	104	2	0	3				
		T3M	13476	104	2	0	2	14154	109	2	0	2				
		T4	13573	105	2	0	3	14251	110	2	0	3				
		T5	14127	109	4	0	4	14834	114	4	0	4				

Note: Actual performance may differ as a result of end-user environment and application.
All values are design or typical values, measured under laboratory conditions at 25°C.
Specifications subject to change without notice.

Lumen ratio for different CCT					
PC Amber	2200K	2700K	3000K	4000K	5000K
0.55	0.75	0.95	0.95	1.00	1.00



Photometric Data Tables

Villa Maria - VMAT4A-FGC (Flat Glass Clear)

Performance Package	Watts System	Optic	30K					40K					LLD @ 25C			
			Lumen Output	Efficacy (LM/W)	B	U	G	Lumen Output	Efficacy (LM/W)	B	U	G	25K Hours	50K Hours	75K Hours	100K Hours
P10	22,8	T1	2471	108	1	0	1	2594	114	1	0	1	0,98	0,96	0,95	0,93
		T1A	2430	107	1	0	1	2551	112	1	0	1				
		T2	2418	106	1	0	1	2539	111	1	0	1				
		T2M	2517	110	1	0	1	2643	116	1	0	1				
		T3	2385	105	1	0	1	2504	110	1	0	1				
		T3M	2423	106	1	0	1	2544	112	1	0	1				
		T4	2431	107	1	0	1	2553	112	1	0	1				
P20	33,4	T5	2481	109	2	0	2	2605	114	2	0	2	0,98	0,96	0,95	0,93
		T1	3532	106	1	0	1	3709	111	1	0	1				
		T1A	3474	104	1	0	1	3647	109	1	0	1				
		T2	3456	103	1	0	1	3629	109	1	0	1				
		T2M	3598	108	1	0	1	3778	113	1	0	1				
		T3	3410	102	1	0	1	3580	107	1	0	1				
		T3M	3464	104	1	0	1	3637	109	1	0	1				
P30	43,8	T4	3476	104	1	0	1	3650	109	1	0	1	0,98	0,96	0,95	0,93
		T5	3547	106	2	0	2	3724	111	2	0	2				
		T1	4555	104	2	0	1	4783	109	2	0	1				
		T1A	4480	102	2	0	1	4704	107	2	0	1				
		T2	4457	102	1	0	1	4680	107	1	0	1				
		T2M	4640	106	1	0	1	4872	111	1	0	1				
		T3	4397	100	1	0	1	4617	105	1	0	1				
P40	55,1	T3M	4467	102	1	0	1	4691	107	1	0	1	0,98	0,96	0,95	0,93
		T4	4483	102	1	0	1	4707	107	1	0	1				
		T5	4574	104	2	0	2	4803	110	2	0	2				
		T1	5540	101	2	0	2	5817	106	2	0	2				
		T1A	5448	99	2	0	1	5721	104	2	0	1				
		T2	5421	98	1	0	1	5692	103	1	0	1				
		T2M	5643	102	1	0	1	5926	108	1	0	1				
P50	63,5	T3	5348	97	1	0	1	5615	102	1	0	1	0,98	0,96	0,95	0,93
		T3M	5433	99	1	0	1	5705	104	1	0	1				
		T4	5452	99	1	0	2	5725	104	1	0	2				
		T5	5563	101	3	0	3	5841	106	3	0	3				
		T1	6319	100	2	0	2	6635	104	2	0	2				
		T1A	6214	98	2	0	1	6525	103	2	0	1				
		T2	6183	97	1	0	1	6492	102	1	0	1				
P60	87,7	T2M	6437	101	2	0	1	6759	106	2	0	1	0,98	0,96	0,95	0,93
		T3	6100	96	1	0	1	6405	101	1	0	1				
		T3M	6197	98	2	0	1	6507	102	2	0	1				
		T4	6218	98	1	0	2	6529	103	1	0	2				
		T5	6345	100	3	0	3	6662	105	3	0	3				
		T1	8437	96	3	0	2	8859	101	3	0	2				
		T1A	8297	95	2	0	2	8712	99	2	0	2				
P70	111,9	T2	8256	94	1	0	1	8668	99	1	0	1	0,98	0,96	0,95	0,93
		T2M	8594	98	2	0	2	9024	103	2	0	2				
		T3	8144	93	1	0	2	8551	98	1	0	2				
		T3M	8274	94	2	0	2	8688	99	2	0	2				
		T4	8303	95	1	0	2	8718	99	1	0	2				
		T5	8471	97	3	0	3	8895	101	3	0	3				
		T1	10983	98	3	0	3	11532	103	3	0	3				
P80	129,7	T1A	10801	97	3	0	2	11341	101	3	0	2	0,98	0,96	0,95	0,93
		T2	10747	96	2	0	2	11284	101	2	0	2				
		T2M	11187	100	2	0	2	11747	105	2	0	2				
		T3	10601	95	2	0	2	11131	99	2	0	2				
		T3M	10770	98	2	0	2	11309	101	2	0	2				
		T4	10808	97	2	0	2	11348	101	2	0	2				
		T5	11028	99	3	0	3	11579	103	3	0	3				
P80	129,7	T1	12427	96	3	0	3	13049	101	3	0	3	0,98	0,96	0,95	0,93
		T1A	12221	94	3	0	2	12832	99	3	0	2				
		T2	12160	94	2	0	2	12768	98	2	0	2				
		T2M	12659	98	2	0	2	13292	102	2	0	2				
		T3	11995	92	2	0	2	12595	97	2	0	2				
		T3M	12187	94	2	0	2	12796	99	2	0	2				
		T4	12229	94	2	0	2	12841	99	2	0	2				
T5	12478	96	4	0	4	13102	101	4	0	4						

Note: Actual performance may differ as a result of end-user environment and application.
All values are design or typical values, measured under laboratory conditions at 25°C.
Specifications subject to change without notice.

Lumen ratio for different CCT					
PC Amber	2200K	2700K	3000K	4000K	5000K
0.55	0.75	0.95	0.95	1.00	1.00



Photometric Data Tables

Villa Maria - VMAT4A-FGF (Flat Glass Frosted)

			30K				40K				LLD @ 25C					
Performance Package	Watts System	Optic	Lumen Output	Efficacy (LM/W)	B	U	G	Lumen Output	Efficacy (LM/W)	B	U	G	25K Hours	50K Hours	75K Hours	100K Hours
P10	22,8	T1	2252	99	1	0	1	2364	104	1	0	1	0,98	0,96	0,95	0,93
		T1A	2222	97	1	0	1	2333	102	1	0	1				
		T2	2133	94	1	0	1	2240	98	1	0	1				
		T2M	1948	85	1	0	1	2046	90	1	0	1				
		T3	2093	92	1	0	1	2198	96	1	0	1				
		T3M	2100	92	1	0	1	2205	97	1	0	1				
		T4	2090	92	1	0	1	2195	96	1	0	1				
		T5	2141	94	1	0	1	2248	99	1	0	1				
P20	33,4	T1	3219	96	1	0	1	3380	101	1	0	1	0,98	0,96	0,95	0,93
		T1A	3176	95	1	0	1	3335	100	1	0	1				
		T2	3049	91	1	0	1	3202	96	1	0	1				
		T2M	2785	83	1	0	1	2924	88	1	0	1				
		T3	2993	90	1	0	1	3142	94	1	0	1				
		T3M	3002	90	1	0	1	3152	94	1	0	1				
		T4	2988	89	1	0	1	3138	94	1	0	1				
		T5	3061	92	1	0	1	3214	96	1	0	1				
P30	43,8	T1	4151	95	2	0	1	4359	100	2	0	1	0,98	0,96	0,95	0,93
		T1A	4096	94	1	0	1	4301	98	1	0	1				
		T2	3933	90	1	0	1	4129	94	1	0	1				
		T2M	3592	82	1	0	1	3772	86	1	0	1				
		T3	3860	88	1	0	1	4053	93	1	0	1				
		T3M	3871	88	1	0	1	4065	93	1	0	1				
		T4	3854	88	1	0	1	4047	92	1	0	1				
		T5	3948	90	2	0	2	4145	95	2	0	2				
P40	55,1	T1	5049	92	2	0	1	5301	96	2	0	1	0,98	0,96	0,95	0,93
		T1A	4982	90	2	0	1	5231	95	2	0	1				
		T2	4783	87	1	0	1	5022	91	1	0	1				
		T2M	4369	79	2	0	1	4587	83	2	0	1				
		T3	4694	85	1	0	1	4929	89	1	0	1				
		T3M	4708	85	1	0	1	4943	90	2	0	1				
		T4	4687	85	1	0	1	4921	89	1	0	1				
		T5	4801	87	2	0	2	5041	91	2	0	2				
P50	63,5	T1	5758	91	2	0	1	6046	95	2	0	1	0,98	0,96	0,95	0,93
		T1A	5682	89	2	0	1	5968	94	2	0	1				
		T2	5455	86	1	0	1	5728	90	1	0	1				
		T2M	4983	78	2	0	1	5232	82	2	0	1				
		T3	5354	84	1	0	1	5622	89	1	0	1				
		T3M	5370	85	2	0	1	5638	89	2	0	1				
		T4	5346	84	1	0	1	5613	88	1	0	1				
		T5	5476	86	2	0	2	5750	91	2	0	2				
P60	87,7	T1	7689	88	2	0	1	8073	92	2	0	1	0,98	0,96	0,95	0,93
		T1A	7586	86	2	0	2	7966	91	2	0	2				
		T2	7283	83	2	0	2	7648	87	2	0	2				
		T2M	6653	76	2	0	2	6985	80	2	0	2				
		T3	7148	82	2	0	2	7506	86	2	0	2				
		T3M	7170	82	2	0	2	7528	86	2	0	2				
		T4	7138	81	2	0	2	7495	85	2	0	2				
		T5	7312	83	2	0	2	7677	88	3	0	3				
P70	111,9	T1	10008	89	3	0	2	10509	94	3	0	2	0,98	0,96	0,95	0,93
		T1A	9875	88	3	0	2	10369	93	3	0	2				
		T2	9481	85	2	0	2	9955	89	2	0	2				
		T2M	8660	77	2	0	2	9093	81	2	0	2				
		T3	9305	83	2	0	2	9770	87	2	0	2				
		T3M	9333	83	2	0	2	9800	88	2	0	2				
		T4	9291	83	2	0	2	9756	87	2	0	2				
		T5	9518	85	3	0	3	9994	89	3	0	3				
P80	129,7	T1	11325	87	3	0	2	11891	92	3	0	2	0,98	0,96	0,95	0,93
		T1A	11174	86	3	0	2	11733	90	3	0	2				
		T2	10728	83	2	0	2	11264	87	2	0	2				
		T2M	9799	76	3	0	2	10289	79	3	0	2				
		T3	10529	81	2	0	2	11055	85	2	0	2				
		T3M	10560	81	2	0	2	11088	85	2	0	2				
		T4	10513	81	2	0	2	11039	85	2	0	2				
		T5	10770	83	3	0	3	11308	87	3	0	3				

Note: Actual performance may differ as a result of end-user environment and application.
All values are design or typical values, measured under laboratory conditions at 25°C.
Specifications subject to change without notice.

Lumen ratio for different CCT					
PC Amber	2200K	2700K	3000K	4000K	5000K
0.55	0.75	0.95	0.95	1.00	1.00



PTUE2

Utility Taft Posttop LED



Catalog Number	PTUE2 P30
Notes	Brainerd Public Util

SPECIFICATIONS

Mechanical Specifications

The luminaire housing shall:

- Be heavy grade A360 cast aluminum (aluminum with <1% copper)
- Be tool-less access with a spring-loaded latch
- Incorporate a hidden hinge door allowing the door to swing open and remain open
- Offer units with an E.E.I.-N.E.M.A. twist lock photocontrol receptacle, the housing must contain a tempered glass lens "window" to allow light to reach the cell
- Slipfitter mount that will accept a 3" high by 2-7/8" to 3-1/8" O.D. tenon
- Secured to tenon by 6 set screws

The decorative cover shall:

- Be heavy grade A360 cast aluminum (aluminum with <1% copper)
- Be attached to the top ring of the luminaire housing using a stainless-steel hinge pin and latched by a threaded screw, stainless steel latch which secures entry to the LED optical chamber

The finish shall:

- Utilize a polyester powder paint to ensure maximum durability
- Rigorous multi-stage pre-treating and painting process yields a finish that achieves a scribe creepage rating of 8 (per ASTM D1654) after over 5,000 hours exposure to salt fog chamber (operated per ASTM B117) on standard and RAL finish options.
- RAL (RALxxxxSDCR) paint colors are Super Durable Corrosion Resistant, 80% gloss.

Electrical Specifications

The driver shall be meeting the following requirements:

- Certified by UL or CSA
- A programmable electronic driver with 0-10V control leads
- Available in: 120-277V 50/60 Hz and 347-480V 60 Hz
- LEDs shall have a minimum of 70 CRI and available in 2700K, 3000K, 4000K and 5000K CCT:
- The electrical system shall be designed to meets ANSI/IEEE C62.41.2 and shall:
 - Offer a 10kV/5kA surge protection as standard
 - Offer a 20kV/20kA surge protection option

Optical Specifications

The light engine housing shall be IP66. Two gaskets shall be part of the optical system, one on the top and bottom ridge. The optical system must consist of the following materials and include I.E.S. distributions:

- Prismatic borosilicate glass: Type III (borosilicate glass maximizes resistance to impact, thermal resistant, resisting browning and coefficient of utilization)

Control Options

The control options shall include, but not limited to, the following:

- Field adjust output to adjust lumen output at the luminaire - AO
- Customize lumen output prior to manufacturing (FPDxx) and still enables control leads so other options can also be used
- Long life photocontrol, 20 years - PCLL from DTL
- 3 and 7 pin receptacles internally (PR3, PR7) or externally (PR3E, PR7E) mounted

Certification and Standards

- Luminaire shall be UL or CSA listed
- Suitable for operation in an ambient temperature up to 40°C / 104°F

Buy American

This product is assembled in the USA and meets the Buy America(n) government procurement requirements under FAR, DFARS and DOT. Please refer to www.acuitybrands.com/resources/buy-american for additional information.

Warranty - 5 Years Limited

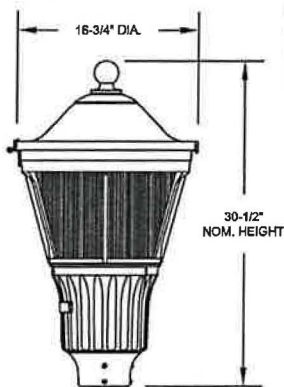
Complete warranty terms located at:

www.acuitybrands.com/support/warranty/terms-and-conditions

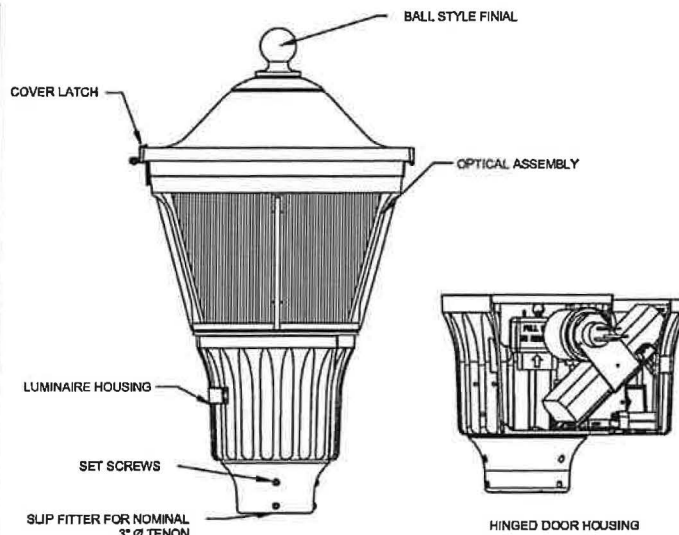
Note: Actual performance may differ as a result of end-user environment and application.

All values are design or typical values, measured under laboratory conditions at 25°C.

DIMENSIONAL DATA



Maximum Weight - 38 lbs
Maximum Effective Projected Area:
1.38 sq. ft.



PTUE2

Utility Taft Posttop LED



ORDERING INFORMATION

Housing Style	LED Performance Package ¹	Color Temperature	Voltage	Optics ²	Color	Finial
PTUE2 Utility Taft LED Post Top	P10 Performance Package	27K 2,700 K CCT	MVOLT Auto-sensing (120-277) 50/60 HZ	Glass Refractor GL3 Glass refractor type 3	BK Black	BL Ball
	P20 Performance Package	30K 3,000 K CCT			BZ Bronze	SK Spike
	P30 Performance Package	40K 4,000 K CCT			CMC Custom Match Color	NF None
	P40 Performance Package	50K 5,000 K CCT	HVOLT Auto-sensing (347-480) 50/60 HZ		CTBS STD Finish, TBD	
	P50 Performance Package				GH Graphite	
					GN Green	
					GR Grey	
					PP Prime Paint	
					RALxxxxSDCR RAL Super Durable Corrosion Resistant, 80% Gloss Paint, replace xxxx with RAL number.	
					WH White	

Options

Control Options:

AO	Field adjustable output
FPDxx	Factory programmed driver
PR3	NEMA twistlock receptacle internally mounted 3-pin
PR3E	NEMA twistlock receptacle externally mounted 3-pin
PR7	NEMA twistlock receptacle internally mounted 7-pin
PR7E	NEMA twistlock receptacle externally mounted 7-pin
P34	Long Life DTL Twistlock Photocontrol for Solid State, 347V
P48	Long Life DTL Twistlock Photocontrol for Solid State, 480V
PCLL	Long Life DTL Twistlock Photocontrol for Solid State, MVOLT
SH	Shorting cap

NEMA Label Options:

NL1x1	1"x1" ANSI wattage label
NL2x2	2"x2" ANSI wattage label

Surge Protection Option:

20KV	20KV/10KA surge protection
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Prewire Lead Options:

L1H	1.5' of prewire leads
L03	3' of prewire leads
L10	10' of prewire leads
L20	20' of prewire leads
L25	25' of prewire leads
L30	30' of prewire leads

Notes

- 1 See performance data table on page 3 for details.
- 2 Refer to Option Matrix on page 4.

Accessories: Order as separate catalog number.

House Side sShield Field Installed Options:

PHSS90	House side shield solid 90 degree
PHSS12	House side shield solid 120 degree
PHSS18	House side shield solid 180 degree

Surge Replacement Field Installed Options:

SPDPLUGIN-MVOLT	Replacement for 120-277V
SPDPLUGIN-HVOLT	Replacement for 347-480V
SPDPLUGIN-MVOLT-20KV	Replacement for 120-277V 20KV/ 10KA
SPDPLUGIN-HVOLT-20KV	Replacement for 347-480V 20KV/ 10KA

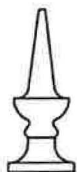
MARK APPROPRIATE BOX FOR FINIAL OPTION

FINIALS

☐ No Finial (NF)



☐ Ball (BL)



☐ Spike (SK)

PERFORMANCE DATA

LED Package	Distribution	System Watts	27K (2700K, 70 CRI)					30K (3000K, 70 CRI)					40K (4000K, 70 CRI)					50K (5000K, 70 CRI)				
			Lumens	LPW	B	U	G	Lumens	LPW	B	U	G	Lumens	LPW	B	U	G	Lumens	LPW	B	U	G
P10	GL3	35	3,168	91	1	3	3	3,376	96	1	3	3	3,543	101	1	3	3	3,689	105	2	3	3
P20	GL3	55	4,917	89	2	3	3	5,240	95	2	3	3	5,499	100	2	3	3	5,726	104	2	4	4
P30	GL3	76	6,745	89	2	4	4	7,188	95	3	4	4	7,543	99	3	4	4	7,854	103	3	4	4
P40	GL3	102	8,846	87	3	4	5	9,428	92	3	4	5	9,894	97	3	4	5	10,301	101	3	4	5
P50	GL3	139	11,517	83	3	5	5	12,275	88	3	5	5	12,881	93	3	5	5	13,411	96	3	5	5

FPDxx DATA TABLE

FPDxx		P10 27K	P10 30K	P10 40K	P10 50K
Setting	Wattage	GL3	GL3	GL3	GL3
Standard	35	3,168	3,376	3,543	3,689
FPD95	34	3,022	3,221	3,380	3,519
FPDxx		P20 27K	P20 30K	P20 40K	P20 50K
Setting	Wattage	GL3	GL3	GL3	GL3
Standard	55	4,917	5,240	5,499	5,726
FPD95	52	4,696	5,005	5,252	5,469
FPD90	49	4,474	4,768	5,003	5,210
FPDxx		P30 27K	P30 30K	P30 40K	P30 50K
Setting	Wattage	GL3	GL3	GL3	GL3
Standard	76	6,745	7,188	7,543	7,854
FPD95	72	6,444	6,868	7,207	7,504
FPD90	67	6,150	6,554	6,878	7,162
FPD85	62	5,843	6,226	6,534	6,803
FPD80	56	5,531	5,895	6,186	6,441
FPDxx		P40 27K	P40 30K	P40 40K	P40 50K
Setting	Wattage	GL3	GL3	GL3	GL3
Standard	102	8,846	9,428	9,894	10,301
FPD95	97	8,474	9,031	9,478	9,868
FPD90	90	8,082	8,614	9,040	9,412
FPD85	84	7,698	8,205	8,610	8,964
FPD80	76	7,295	7,775	8,159	8,494
FPDxx		P50 27K	P50 30K	P50 40K	P50 50K
Setting	Wattage	GL3	GL3	GL3	GL3
Standard	139	11,517	12,275	12,881	13,411
FPD95	131	11,058	11,785	12,367	12,876
FPD90	123	10,586	11,283	11,840	12,327
FPD85	115	10,102	10,767	11,289	11,763
FPD80	105	9,606	10,238	10,744	11,186

OPTIONS MATRIX

Parameters		Selected Option (start here)									
		A0	FPDxx	PR3	PR3E	PR7	PR7E	P34	P48	PCLL	SH
LED Performance Package	P10	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	P20	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	P30	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	P40	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	P50	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Voltage	MVOLT	Y	Y	Y	Y	Y	Y	N	N	Y	Y
	HVOLT	Y	Y	Y	Y	Y	Y	Y	Y	N	Y
Finial	BL	Y	Y	Y	N	Y	N	Y	Y	Y	Y
	SK	Y	Y	Y	N	Y	N	Y	Y	Y	Y
	NF	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Compatible Options	A0		Y	Y	Y	F	F	Y	Y	Y	Y
	FPDxx	Y		Y	Y	Y	Y	Y	Y	Y	Y
	PR3	Y	Y		N	N	N	M	M	M	M
	PR3E	Y	Y	N		N	N	M	M	M	M
	PR7	F	Y	N	N		N	M	M	M	M
	PR7E	F	Y	N	N	N		M	M	M	M
	P34	Y	Y	M	M	M	M		N	N	N
	P48	Y	Y	M	M	M	M	N		N	N
	PCLL	Y	Y	M	M	M	M	N	N		N
	SH	Y	Y	M	M	M	M	N	N	N	

OPTIONS MATRIX Legend

I = Included with selected option

M = Must have: one of these must be installed for the luminaire to operate

N = Combination not available

Y = Valid Option Combination

Lumen Ambient Temperature (LAT) Multipliers

Use these factors to determine relative lumen output for average ambient temperatures from 0-40°C (32-104°F).

Average Lumen Ambient Temperature (LAT) Multipliers			
°C	°F	Lumen Multiplier	LED Packages
0	32	1.04	P10, P20, P30, P40, P50
5	41	1.03	
10	50	1.02	
15	59	1.01	
20	68	1.01	
25	77	1.00	
30	86	0.99	
35	95	0.98	
40	104	0.98	

Projected LED Lumen Maintenance

Data references the extrapolated performance projections for the platforms noted in a 25°C ambient, based on 10,000 hours of LED testing (tested per IESNA LM-80-08 and projected per IESNA TM-21-11).

To calculate LLF, use the lumen maintenance factor that corresponds to the desired number of operating hours below. For other lumen maintenance values, contact factory.

Lumen Maintenance - LLD (same for all LED packages)							
Hours	0	25,000	36,000	50,000	60,000	75,000	100,000
Factor	1	0.93	0.91	0.87	0.85	0.82	0.77

The italicized data is extrapolated beyond the TM-21 standard.

$$E = (LM) \times (CU) \times (LAT) \times (LLD)$$

LM and CU are obtained from published photometry.

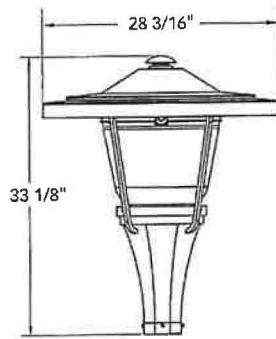
K429 ORION

With a rugged cast aluminum housing and unique design, the streamlined appearance of the K429 Orion adds to its modern appeal, making it an ideal fixture for a variety of applications. From parking lots to waterfronts, this is an impressive looking fixture that is sure to please.

LED OPTICAL SYSTEMS



HID OPTICAL SYSTEMS



Visit StressCreteGroup.com for specification information.



ESL2

Esplanade® Teardrop Large Roadway LED Pendant



Buy American

Catalog Number

ESL2 P30S 40K MVOLT TG3 QSM BK PR7

Notes

Brainerd Public Utility - Initial Suggestion

Type

Description

The Esplanade luminaire is styled to replicate the "teardrop" luminaires that lighted boulevards in the first half of the 1900s. Designed for light control and ease of installation and maintenance, the Esplanade has a precision optical system for true street lighting performance.

Mounting Style (Leveling Fitter Options)

Three mounting versions are available.

- An arm mount version which is provided with two U-bolts with washers and nuts and two leveling set screws that lock the housing to a 2 inch nominal (2-3/8" O.D.) horizontal arm and allow a +/- 5 degree adjustment from horizontal to the cover.
- A pendant mount version (either 1.25NPT or 1.5NPT) which threads to a vertical NPT male threaded pipe fitting and is locked in place by a stainless steel set screw.
- A QSM (Quick Lock Stem Mounting), which consists of a vertical stem with flared top that mounts into a matching QSM fitter or arm. The QSM mount can aid in installation speed as it is a quicker installation than the other mounting methods.

Note: the QSM style is compatible with the following leveling fitters:

- Boston Harbor Decorative Arm Fitter (BHDF)
- GlasWerks Decorative Arm Fitter (GWDF)
- West Liberty Decorative Arm Fitter (WLDF)
- Ball Style Decorative Arm Fitter (BADF)

Electrical/ Reflector Assembly

The electrical / reflector assembly hinges down from the wiring chamber for ease in wiring and to facilitate the removal of the electrical module. The assembly is secured in place by a stainless steel latch. The unitized electrical module consists of the electronic driver and components mounted to an aluminum plate that is easily removed by loosening two screws in the base of the housing. The disconnect plug connects the ballast to the terminal block in the wiring chamber.

Refractor / Door Assembly

The cast aluminum door supports a teardrop, bowl or sag shaped, thermal resistant borosilicate glass refractor that controls the light to provide an I.E.S. asymmetric (teardrop, bowl and sag glass) and symmetric (bowl and sag glass) distribution. I.E.S. asymmetric cut off distribution is available on the bowl glass with the decorative deep skirt option and the sag glass with either the decorative shallow or deep skirt option. The refractor assembly and decorative skirt (when applicable) assembly hinges from the electrical/reflector assembly and is latched by a tamper-resistant, color matched bracket and with nut assembly.

Driver

LED programmable dimmable driver located in the upper electrical housing.

Finish/ Material

- Rigorous multi-stage pre-treating and painting process yields a finish that achieves a scribe creepage rating of 8 (per ASTM D1654) after over 5000 hours exposure to salt fog chamber (operated per ASTM B117) on standard and RAL finish options.
- RAL (RALxxxxSDCR) paint colors are Super Durable Corrosion Resistant, 80% gloss.

Certification

CSA listing suitable for wet location up to 40°C. Consult factory for details.

BUY AMERICAN

This product is assembled in the USA and meets the Buy America(n) government procurement requirements under FARS, DFARS and DOT. Please refer to www.acuitybrands.com/resources/buyamerican for additional information.

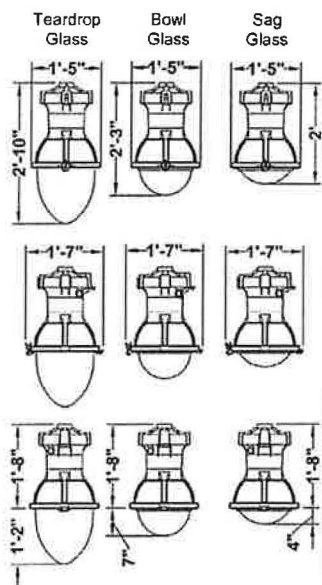
Warranty - 5 Years Limited

Complete warranty terms located at: www.acuitybrands.com/support/warranty/terms-and-conditions

Note:

Actual performance may differ as a result of end-user environment and application.
Specification subject to change without notice.

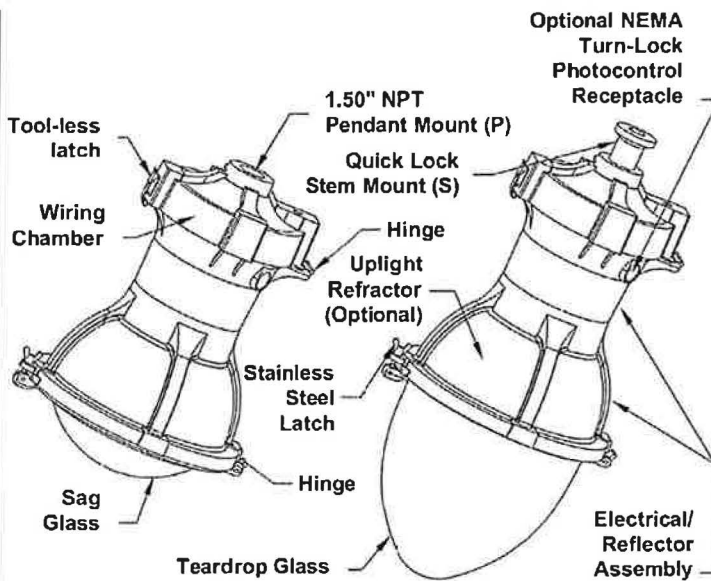
DIMENSIONAL DATA



Maximum Weight - 69 lbs (Up Light Version)

Maximum Weight - 60 lbs (Down Light Version)

Maximum Effective Projected Area - ESL2 2.62 ft², ESL2 SS 2.86 ft², ESL2 DS 3.06 ft²



ESL2

Esplanade® Teardrop Large Roadway LED Pendant



ORDERING INFORMATION

Example: ESL2 P10 40K MVOLT BK TG3 QSM

Series		Lumen/Wattage Package		Color Temperature		Voltage		Finish		Optic		Mounting	
ESL2	Esplanade Teardrop Large Roadway LED Pendant	P10S	Downlight: 7,000 lumens	27K	2700 CCT	MVOLT	Auto-sensing voltage (120 thru 277V) 50/60 HZ	BK	Black	BG3	Bowl glass and door, Type 3	NPT	1.5 NPT pendant mount
		P10U	Uplight & Downlight: 8,500 lumens	30K	3000 CCT			DB	Dark Blue	BG5	Bowl glass and door, Type 5		
		P20S	Downlight: 10,000 lumens	40K	4000 CCT			GR	Grey	SG3	Sag (Shallow) glass and door, Type 3		
		P20U	Uplight & Downlight: 11,500 lumens	50K	5000 CCT	HVOLT	Auto-sensing voltage (347 thru 480V) 50/60 HZ	GH	Graphite	SG5	Sag (Shallow) glass and door, Type 5	QSM	QSM Quick lock stem mount
		P30S	Downlight: 13,000 lumens	GN	Green			PP	Prime Paint				
		P35S	Downlight: 14,500 lumens	SL	Silver			WH	White				
		P40S	Downlight: 16,000 lumens	BZ	Bronze			CMC	Custom Match Color Finish				
		P50S	Downlight: 5 COB 19,000 lumens	RALxxxxSDCR				RAL Super Durable Corrosion Resistant, 80% Gloss Paint, replace xxxx with RAL number.					
		P60S	Downlight: 5 COB 22,000 lumens	CTBS		Standard Finish to be determined							
		Note: Refer to Page 5 for performance details											

Options

Control Options	NEMA Wattage Label Options	Prewire Lead Options
A0 Adjustable output	NL1X1 1" x 1" ANSI wattage label	L1H 1.5' of prewired leads
PR3 NEMA twistlock photocontrol receptacle (3 pin)	NL2X2 2" x 2" ANSI wattage label	L03 3' of prewired leads
PR7 NEMA twistlock dimming photocontrol receptacle (7 pin)	NL3X3 3" x 3" ANSI wattage label	L10 10' of prewired leads
PR3E Externally mounted NEMA twistlock photocontrol receptacle (3 pin) on the Fitter		L20 20' of prewired leads
PR7E Externally mounted NEMA twistlock photocontrol dimming receptacle (7 pin) on the Fitter		L25 25' of prewired leads
SH Shorting cap		L30 30' of prewired leads
PCLL Long Life DTL Twistlock Photocontrol for Solid State, MVOLT		L35 35' of prewired leads
P34 Long Life DTL Twistlock Photocontrol for Solid State, 347V		
P48 Long Life DTL Twistlock Photocontrol for Solid State, 480V		
FPDxx Factory programmed driver (xx= percentage of lumens or watts, see page 6)		
DE ROAM concierge dimming control		
DS Deep skirt, refer to page 4 for zero uplight options		
SS Shallow skirt, refer to page 4 for zero uplight options		

Accessories: Order as separate catalog number.

House side shield field installed options

LT3HSS90	House side shield, 90 degree (available on P10S, P10U, P20S, P20U, P30S & P35S)
LT3HSS120	House side shield, 120 degree (available on P10S, P10U, P20S, P20U, P30S & P35S)
LT3HSS180	House side shield, 180 degree (available on P10S, P10U, P20S, P20U, P30S & P35S)
LT5HSS90	House side shield, 90 degree (available on P40S, P50S & P60S)
LT5HSS120	House side shield, 120 degree (available on P40S, P50S & P60S)
LT5HSS180	House side shield, 180 degree (available on P40S, P50S & P60S)

OPTIONS MATRIX

Options		Performance Package									Voltage		Optics								Options									
		P10S	P10U	P20S	P20U	P30S	P35S	P40S	P50S	P60S	MVOLT	HVOLT	BG3	BG5	SG3	SG5	TG3	TG4	A0	DE	PR3	PR7	PR3E	PR7E	PCLL	P34	P48	SH		
Performance Package	P10S		N	N	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y		
	P10U	N		N	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	P20S	N	N		N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	P20U	N	N	N		N	N	N	N	N	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	P30S	N	N	N	N		N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	P35S	N	N	N	N	N		N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	P40S	N	N	N	N	N	N		N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	P50S	N	N	N	N	N	N	N		N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
P60S	N	N	N	N	N	N	N	N		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			
Voltage	MVOLT	Y	Y	Y	Y	Y	Y	Y	Y	Y		N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	Y		
	HVOLT	Y	Y	Y	N	Y	Y	Y	Y	Y	N		Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	N	Y	Y	Y		
Optics	BG3	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	BG5	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N		N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	SG3	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N		N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	SG5	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N		N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	TG3	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N		N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	TG4	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Options	A0	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		N	Y	N	Y	N	Y	Y	Y	Y		
	DE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	N		M	N	N	N	N	N	N	N		
	PR3	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	M		N	N	N	Y	Y	Y	Y		
	PR7	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N		N	N	Y	Y	Y	Y		
	PR3E	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N		N	Y	Y	Y	Y		
	PR7E	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N		Y	Y	Y	Y		
	PCLL	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	N	N	N		
	P34	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	N	N	N	N		
	P48	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	N	N	N	N		
	SH	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	N	N	N			
House Side Shield	LTSHSS90	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	LTSHSS120	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	LTSHSS180	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	LTSHSS90	N	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
	LTSHSS120	N	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
LTSHSS180	N	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		

MATRIX KEY

M = Must Include in Combined Options

N = Combination Not available

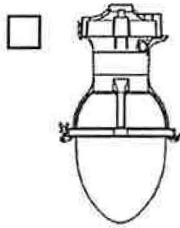
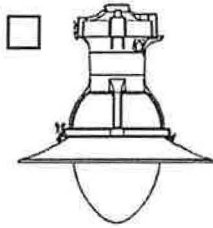
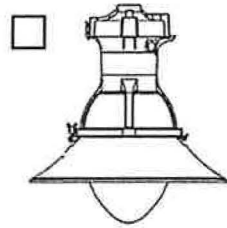
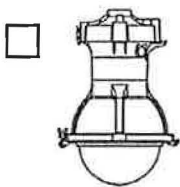
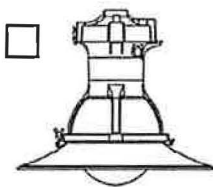
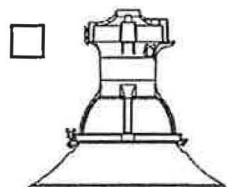
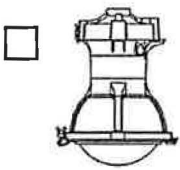
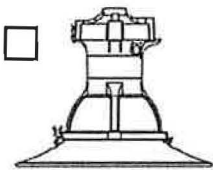
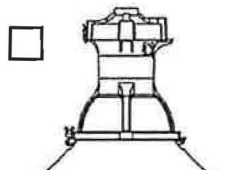
Y = Valid Option Combination

ESL2

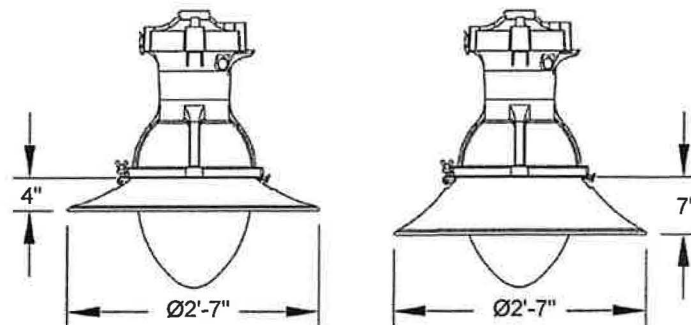
Esplanade® Teardrop Large Roadway LED Pendant



MARK APPROPRIATE BOX FOR TRIM OPTIONS

	STANDARD	SHALLOW SKIRT	DEEP SKIRT
TEARDROP GLASS (Asymmetric)	☐ 	☐ 	☐ 
BOWL GLASS (Asymmetric) (Symmetric)	☐ 	☐ 	☐ 
SAG GLASS (Asymmetric) (Symmetric)	☐ 	☐ 	☐ 

SKIRT DIMENSIONS



ESL2

Esplanade® Teardrop Large Roadway LED Pendant



PERFORMANCE DATA. FOR SKIRT AND HOUSE SIDE SHIELD OPTIONS, CONSULT FACTORY OR WEBSITE.

LED Package	Glass	Distribution	System Watts	27K (2700K, 70 CRI)					30K (3000K, 70 CRI)					40K (4000K, 70 CRI)					50K (5000K, 70 CRI)				
				Lumens	LPW	B	U	G	Lumens	LPW	B	U	G	Lumens	LPW	B	U	G	Lumens	LPW	B	U	G
P10S	TG3	T3S	57	6,947	112	1	3	3	7,101	125	1	3	3	7,451	131	1	3	3	7,400	130	1	3	3
	TG4	T4M	57	6,646	117	3	3	3	6,793	119	3	3	3	7,128	125	3	3	3	7,079	124	3	3	3
	BG3	T4M	57	6,731	118	2	3	3	6,880	121	2	3	3	7,220	127	2	3	3	7,170	126	2	3	3
	BG5	T5S	57	7,087	124	3	3	2	7,244	127	3	3	2	7,601	133	3	3	3	7,549	132	3	3	3
	SG3	T3S	57	6,822	120	1	3	3	6,973	122	1	3	3	7,317	128	1	3	3	7,266	127	1	3	3
	SG5	T5S	57	7,164	126	3	2	1	7,322	128	3	3	1	7,683	135	3	3	1	7,631	134	3	3	1
P10U	TG3	T3S	75	8,651	115	1	5	3	8,843	118	1	5	3	9,279	124	1	5	3	9,215	123	1	5	3
	BG3	T4M	75	8,372	112	2	5	3	8,558	114	2	5	3	8,980	120	2	5	3	8,918	119	2	5	3
	BG5	T5S	75	8,838	118	3	5	2	9,034	120	3	5	2	9,480	126	3	5	2	9,415	126	3	5	2
	SG3	T3S	75	8,422	112	1	5	2	8,609	115	1	5	3	9,033	120	1	5	3	8,972	120	12	5	3
	SG5	T5S	75	8,647	115	2	5	3	8,839	118	2	5	3	9,275	124	2	5	3	9,211	123		5	3
P20S	TG3	T3S	83	9,610	116	2	3	3	9,823	118	2	3	3	10,308	124	2	3	3	10,237	123	2	3	3
	TG4	T4M	83	9,193	111	3	3	3	9,397	113	4	3	4	9,861	119	4	3	4	9,793	118	4	3	4
	BG3	T4M	83	9,312	112	2	3	4	9,519	115	2	3	4	9,988	120	2	3	4	9,919	120	2	3	4
	BG5	T5S	83	9,804	118	3	3	3	10,021	121	3	3	3	10,515	127	4	3	3	10,443	126	4	3	3
	SG3	T3S	83	9,437	114	1	3	3	9,646	116	2	3	3	10,122	122	2	3	3	10,053	121	2	3	3
	SG5	T5S	83	9,910	119	3	3	2	10,130	122	3	3	2	10,630	128	3	3	2	10,557	127	3	3	2
P20U	TG3	T3S	109	11,551	106	2	5	3	11,807	108	2	5	3	12,389	114	2	5	3	12,304	113	2	5	3
	BG3	T4M	109	11,179	103	2	5	4	11,427	105	2	5	4	11,990	110	2	5	4	11,908	109	2	5	4
	BG5	T5S	109	11,801	108	3	5	3	12,063	111	3	5	3	12,657	116	3	5	3	12,571	115	3	5	3
	SG3	T3S	109	11,245	103	2	5	3	11,495	105	2	5	3	12,061	111	2	5	3	11,979	110	2	5	3
	SG5	T5S	109	11,546	106	2	5	3	11,802	108	2	5	3	12,384	114	2	5	3	12,299	113	2	5	3
P30S	TG3	T3S	118	12,634	107	2	3	3	12,914	109	2	3	3	13,551	115	2	3	3	13,458	114	2	3	3
	TG4	T4M	118	12,086	102	3	3	3	12,354	105	4	3	4	12,964	110	4	3	4	12,874	109	4	3	4
	BG3	T4M	118	12,242	104	2	3	4	12,513	106	2	3	4	13,130	111	3	3	5	13,040	111	3	3	5
	BG5	T5S	118	12,888	109	4	3	3	13,174	112	4	3	3	13,823	117	4	3	3	13,729	116	4	3	3
	SG3	T3S	118	12,406	105	2	3	3	12,681	107	2	3	3	13,307	113	2	3	3	13,215	112	2	3	3
	SG5	T5S	118	13,028	110	3	3	2	13,317	113	3	3	2	13,974	118	4	3	2	13,879	118	4	3	2
P35S	TG3	T3S	144	14,335	100	2	3	4	14,653	102	2	3	4	15,375	107	2	3	4	15,270	106	2	3	4
	TG4	T4M	144	13,713	95	4	3	4	14,018	97	4	3	4	14,709	102	4	3	4	14,607	101	4	3	4
	BG3	T4M	144	13,890	96	3	3	5	14,198	99	3	3	5	14,898	103	3	3	5	14,796	103	3	3	5
	BG5	T5S	144	14,623	102	4	3	3	14,948	104	4	3	3	15,685	109	4	3	3	15,577	108	4	3	3
	SG3	T3S	144	14,077	98	2	3	3	14,389	100	2	3	3	15,098	105	2	3	3	14,995	104	2	3	3
	SG5	T5S	144	14,782	103	4	3	2	15,110	105	4	3	2	15,855	110	4	3	2	15,747	109	4	3	2
P40S	TG3	T3S	140	15,649	112	3	3	4	15,996	114	3	3	4	16,785	120	3	3	4	16,670	119	3	3	4
	TG4	T4M	140	14,970	107	4	3	4	15,303	109	4	3	4	16,057	115	4	3	4	15,946	114	4	3	4
	BG3	T4M	140	14,746	105	3	4	5	15,073	108	3	4	5	15,816	113	3	4	5	15,707	112	3	4	5
	BG5	T5S	140	15,484	111	4	3	4	15,827	113	4	3	4	16,608	119	4	3	4	16,494	118	4	3	4
	SG3	T3S	140	14,937	107	2	3	4	15,268	109	2	3	4	16,021	114	2	3	4	15,911	114	2	3	4
	SG5	T5S	140	16,071	115	4	3	3	16,427	117	4	3	3	17,237	123	4	3	3	17,119	122	4	3	3
P50S	TG3	T3S	174	18,715	108	3	3	4	19,130	110	3	3	4	20,073	115	3	3	4	19,935	115	3	3	4
	TG4	T4M	174	17,903	103	4	3	4	18,301	105	4	3	4	19,203	110	4	3	4	19,071	110	4	3	4
	BG3	T4M	174	17,634	101	3	4	5	18,025	104	3	4	5	18,914	109	3	4	5	18,784	108	3	4	5
	BG5	T5S	174	18,517	106	4	4	4	18,928	109	4	4	4	19,861	114	4	4	4	19,725	113	4	4	4
	SG3	T3S	174	17,863	103	2	3	4	18,259	105	2	3	4	19,160	110	2	3	5	19,028	109	2	3	4
	SG5	T5S	174	19,219	110	4	3	3	19,645	113	4	3	3	20,614	118	4	3	3	20,472	118	4	3	3
P60S	TG3	T3S	242	22,997	95	3	3	5	23,508	97	3	3	5	24,667	102	3	3	5	24,497	101	3	3	5
	TG4	T4M	242	21,999	91	4	3	4	22,488	93	4	3	4	23,597	98	4	3	4	23,434	97	4	3	4
	BG3	T4M	242	21,670	90	3	4	5	22,150	92	3	4	5	23,244	96	3	4	5	23,083	95	3	4	5
	BG5	T5S	242	22,755	94	5	4	5	23,259	96	5	4	5	24,409	101	5	4	5	24,239	100	5	4	5
	SG3	T3S	242	21,951	91	3	3	5	22,438	93	3	3	5	23,545	97	3	3	5	23,383	97	3	3	5
	SG5	T5S	242	23,617	98	4	3	3	24,141	100	4	3	3	25,331	105	4	3	3	25,157	104	4	3	3

S = Short M = Medium

FPDxx DATA OPTIONS

FPDxx Setting	P10S 27K						P10S 30K						P10S 40K						P10S 50K					
	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts
Standard	6,947	6,731	7,087	6,822	7,164	57	7,101	6,880	7,244	6,973	7,322	57	7,451	7,220	7,601	7,317	7,683	57	7,400	7,170	7,549	7,266	7,631	57
FPD95	6,638	6,432	6,772	6,519	6,846	54	6,785	6,574	6,922	6,663	6,997	54	7,120	6,899	7,263	6,992	7,342	54	7,071	6,851	7,213	6,943	7,292	54
FPD90	6,326	6,129	6,453	6,212	6,523	51	6,466	6,265	6,596	6,349	6,667	51	6,785	6,574	6,921	6,663	6,996	51	6,738	6,529	6,874	6,616	6,948	51
FPD85	6,009	5,822	6,130	5,901	6,197	48	6,142	5,951	6,266	6,032	6,334	48	6,445	6,245	6,575	6,329	6,646	48	6,401	6,202	6,530	6,285	6,601	48
FPD80	5,689	5,512	5,804	5,587	5,867	45	5,815	5,634	5,932	5,710	5,996	45	6,102	5,913	6,225	5,992	6,292	45	6,060	5,872	6,182	5,950	6,249	45
FPD75	5,365	5,199	5,474	5,269	5,533	43	5,484	5,314	5,595	5,386	5,655	43	5,755	5,576	5,871	5,651	5,934	43	5,715	5,538	5,830	5,612	5,894	43

FPDxx Setting	P10U 27K						P10U 30K						P10U 40K						P10U 50K					
	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts
Standard	8,651	8,372	8,838	8,422	8,647	75	8,843	8,558	9,034	8,609	8,839	75	9,279	8,980	9,480	9,033	9,275	75	9,215	8,918	9,415	8,972	9,211	75
FPD95	8,264	7,998	8,443	8,046	8,261	72	8,448	8,176	8,630	8,224	8,444	72	8,864	8,579	9,056	8,629	8,861	72	8,803	8,519	8,994	8,571	8,799	72
FPD90	7,873	7,619	8,044	7,665	7,870	68	8,048	7,789	8,222	7,835	8,044	68	8,445	8,173	8,628	8,221	8,441	68	8,387	8,116	8,569	8,166	8,383	68
FPD85	7,478	7,237	7,639	7,280	7,474	64	7,644	7,397	7,809	7,442	7,640	64	8,021	7,762	8,194	7,808	8,017	64	7,965	7,709	8,138	7,755	7,962	64
FPD80	7,078	6,850	7,231	6,891	7,075	61	7,235	7,002	7,391	7,044	7,232	61	7,592	7,347	7,756	7,390	7,588	61	7,539	7,296	7,703	7,341	7,536	61
FPD75	6,674	6,458	6,818	6,497	6,671	57	6,822	6,602	6,969	6,641	6,819	57	7,158	6,928	7,313	6,968	7,155	57	7,109	6,880	7,263	6,921	7,106	57

FPDxx Setting	P20S 27K						P20S 30K						P20S 40K						P20S 50K					
	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts
Standard	9,610	9,312	9,804	9,437	9,910	83	9,823	9,519	10,021	9,646	10,130	83	10,308	9,988	10,515	10,122	10,630	83	10,237	9,919	10,443	10,053	10,557	83
FPD95	9,212	8,926	9,398	9,046	9,499	79	9,416	9,125	9,606	9,246	9,710	79	9,881	9,574	10,079	9,703	10,190	79	9,813	9,508	10,010	9,637	10,120	79
FPD90	8,805	8,532	8,982	8,646	9,080	75	9,000	8,721	9,181	8,838	9,281	75	9,444	9,151	9,634	9,274	9,739	75	9,379	9,088	9,568	9,211	9,672	75
FPD85	8,389	8,129	8,558	8,238	8,651	71	8,575	8,309	8,747	8,420	8,843	71	8,998	8,719	9,179	8,836	9,279	71	8,936	8,658	9,116	8,775	9,215	71
FPD80	7,964	7,717	8,125	7,820	8,212	66	8,140	7,888	8,304	7,994	8,395	66	8,542	8,277	8,714	8,388	8,809	66	8,483	8,220	8,654	8,331	8,749	66
FPD75	7,530	7,297	7,682	7,395	7,765	62	7,697	7,459	7,852	7,559	7,938	62	8,077	7,827	8,240	7,932	8,330	62	8,022	7,773	8,183	7,878	8,272	62

FPDxx Setting	P20U 27K						P20U 30K						P20U 40K						P20U 50K					
	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts
Standard	11,551	11,179	11,801	11,245	11,546	109	11,807	11,427	12,063	11,495	11,802	109	12,389	11,990	12,657	12,061	12,384	109	12,304	11,908	12,571	11,979	12,299	109
FPD95	11,066	10,710	11,306	10,773	11,061	104	11,311	10,947	11,557	11,013	11,307	104	11,869	11,487	12,126	11,555	11,864	104	11,788	11,408	12,043	11,476	11,783	104
FPD90	10,571	10,231	10,800	10,291	10,567	98	10,806	10,458	11,040	10,520	10,801	98	11,338	10,973	11,584	11,038	11,334	98	11,260	10,898	11,505	10,963	11,256	98
FPD85	10,067	9,742	10,284	9,800	10,062	93	10,290	9,958	10,513	10,018	10,285	93	10,797	10,449	11,030	10,511	10,792	93	10,723	10,378	11,055	10,440	10,718	93
FPD80	9,552	9,244	9,759	9,299	9,548	88	9,764	9,449	9,975	9,506	9,760	88	10,245	9,915	10,467	9,974	10,241	88	10,175	9,847	10,395	9,906	10,171	88
FPD75	9,028	8,737	9,223	8,789	9,024	82	9,228	8,931	9,428	8,984	9,224	82	9,683	9,371	9,892	9,426	9,679	82	9,616	9,307	9,825	9,362	9,612	82

FPDxx Setting	P30S 27K						P30S 30K						P30S 40K						P30S 50K					
	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts
Standard	12,634	12,242	12,888	12,406	13,028	118	12,914	12,513	13,174	12,681	13,317	118	13,551	13,130	13,823	13,307	13,974	118	13,458	13,040	13,729	13,215	13,879	118
FPD95	12,177	11,799	12,422	11,957	12,556	112	12,447	12,060	12,697	12,222	12,835	112	13,061	12,655	13,323	12,825	13,468	112	12,971	12,568	13,232	12,737	13,377	112
FPD90	11,699	11,336	11,934	11,488	12,064	105	11,958	11,587	12,199	11,742	12,331	105	12,548	12,158	12,800	12,322	12,940	105	12,462	12,075	12,713	12,237	12,852	105
FPD85	11,201	10,854	11,426	10,999	11,551	99	11,449	11,094	11,680	11,243	11,807	99	12,014	11,641	12,255	11,798	12,389	99	11,932	11,561	12,172	11,716	12,305	99
FPD80	10,684	10,352	10,899	10,491	11,017	93	10,921	10,582	11,141	10,724	11,261	93	11,459	11,103	11,689	11,253	11,817	93	11,381	11,027	11,610	11,175	11,737	93
FPD75	10,147	9,833	10,351	9,964	10,464	87	10,372	10,050	10,581	10,185	10,696	87	10,884	10,546	11,102	10,688	11,224	87	10,809	10,474	11,027	10,614	11,147	87

FPDxx DATA OPTIONS

FPDxx Setting	P355 27K						P355 30K						P355 40K						P355 50K					
	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts
Standard	14,335	13,890	14,077	14,077	14,782	144	14,653	14,198	14,948	14,389	15,110	144	15,375	14,898	15,685	15,098	15,855	144	15,270	14,796	15,577	14,995	15,747	144
FPD95	13,886	13,455	14,636	13,636	14,319	136	14,194	13,753	14,480	13,938	14,637	136	14,893	14,431	15,194	14,625	15,358	136	14,792	14,333	15,089	14,525	15,254	136
FPD90	13,405	12,989	13,163	13,163	13,823	129	13,702	13,277	13,978	13,455	14,129	129	14,377	13,931	14,667	14,118	14,826	129	14,279	13,836	14,566	14,022	14,725	129
FPD85	12,892	12,492	12,660	12,660	13,294	121	13,178	12,769	13,443	12,940	13,589	121	13,827	13,398	14,106	13,578	14,259	121	13,733	13,306	14,009	13,485	14,162	121

FPDxx Setting	P405 27K						P405 30K						P405 40K						P405 50K					
	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts
Standard	15,649	14,746	15,484	14,937	16,071	140	15,996	15,073	15,827	15,268	16,427	140	16,785	15,816	16,608	16,021	17,237	140	16,670	15,707	16,494	15,911	17,119	140
FPD95	15,046	14,178	14,887	14,361	15,452	133	15,380	14,492	15,217	14,680	15,794	133	16,138	15,207	15,968	15,404	16,573	133	16,028	15,102	15,858	15,298	16,459	133
FPD90	14,422	13,590	14,270	13,766	14,811	125	14,742	13,891	14,586	14,071	15,139	125	15,469	14,576	15,306	14,765	15,886	125	15,363	14,476	15,201	14,664	15,777	125
FPD85	13,871	13,071	13,725	13,240	14,246	119	14,179	13,361	14,029	13,534	14,561	119	14,878	14,019	14,722	14,201	15,279	119	14,776	13,923	14,620	14,104	15,174	119

FPDxx Setting	P505 27K						P505 30K						P505 40K						P505 50K					
	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts
Standard	18,715	17,634	18,517	17,863	19,219	174	19,130	18,025	18,928	18,259	19,645	174	20,073	18,914	19,861	19,160	20,614	174	19,935	18,784	19,725	19,028	20,472	174
FPD95	18,100	17,055	17,909	17,276	18,588	165	18,501	17,433	18,306	17,659	19,000	165	19,413	18,293	19,208	18,530	19,937	165	19,280	18,167	19,077	18,403	19,799	165
FPD90	17,433	16,426	17,248	16,639	17,902	155	17,819	16,790	17,631	17,008	18,299	155	18,698	17,618	18,500	17,847	19,202	155	18,569	17,497	18,373	17,724	19,069	155
FPD85	16,743	15,776	16,566	15,981	17,194	147	17,115	16,126	16,934	16,336	17,576	147	17,958	16,922	17,769	17,142	18,442	147	17,835	16,805	17,647	17,024	18,315	147
FPD80	16,002	15,078	15,833	15,274	16,433	138	16,357	15,412	16,184	15,612	16,797	138	17,163	16,172	16,982	16,383	17,626	138	17,045	16,061	16,866	16,270	17,504	138

FPDxx Setting	P605 27K						P605 30K						P605 40K						P605 50K					
	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts	TG 3	BG 3	BG 5	SG 3	SG 5	Watts
Standard	22,997	21,670	22,755	21,951	23,617	242	23,508	22,150	23,259	22,438	24,141	242	24,667	23,244	24,409	23,545	25,331	242	24,497	23,083	24,239	23,383	25,157	242
FPD95	22,498	21,200	22,261	21,475	23,105	228	22,998	21,669	22,754	21,951	23,617	228	24,132	22,740	23,879	23,034	24,781	228	23,966	22,582	23,713	22,876	24,611	228
FPD90	21,917	20,652	21,686	20,920	22,508	215	22,404	21,110	22,166	21,384	23,007	215	23,508	22,152	23,262	22,439	24,141	215	23,346	21,999	23,100	22,285	23,975	215
FPD85	21,255	20,029	21,032	20,289	21,828	203	21,728	20,472	21,497	20,739	22,313	203	22,799	21,484	22,560	21,762	23,413	203	22,642	21,335	22,403	21,612	23,252	203
FPD80	20,516	19,333	20,301	19,583	21,070	189	20,972	19,761	20,750	20,018	21,537	189	22,006	20,737	21,776	21,005	22,599	189	21,855	20,593	21,624	20,861	22,443	189
FPD75	19,703	18,566	19,495	18,806	20,234	176	20,140	18,977	19,927	19,224	20,683	176	21,133	19,914	20,912	20,172	21,702	176	20,988	19,776	20,767	20,033	21,553	176

LUMEN AMBIENT TEMPERATURE DATA

Lumen Ambient Temperature (LAT) Multipliers									
°C	P10 UPL	P20 UPL	P10	P20	P30	P35	P40	P50	P60
0	1.04	1.05	1.04	1.05	1.06	1.07	1.06	1.07	1.09
10	1.03	1.03	1.03	1.03	1.04	1.04	1.04	1.04	1.05
20	1.01	1.01	1.01	1.01	1.01	1.01	1.01	1.01	1.02
25	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
30	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.98
40	0.97	0.97	0.97	0.97	0.96	0.95	0.96	0.95	0.94

LUMEN MAINTENANCE DATA

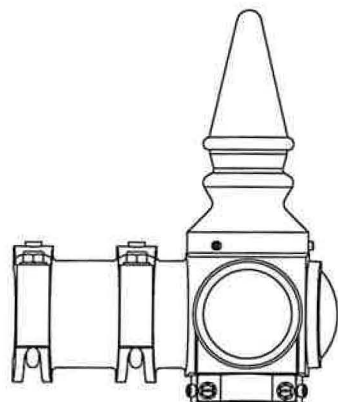
Lumen Maintenance (same for all LED packages)				
Hours	0	25,000	50,000	100,000
Factor	1	0.9	0.84	0.75

w/option 4
Irby -#190



WLDF SERIES WEST LIBERTY STYLE

Decorative Arm Fitter



Catalog Number WLDF QSM BK (Compatible with ESL2 fixture.)

Notes Needed for teardrop mounting to a mast arm. - BPU

Type

Specifications

General Description

The West Liberty style decorative arm fitter is designed to replicate the look of period cast arm mounts.

Materials

The fitter body, top cover, and door assembly shall be heavy wall cast aluminum. All mounting and locking hardware shall be stainless steel.

Function

The fitter is designed to be used on 2" horizontal arms with pendant luminaires having either a quick stem mount (QSM) or a 1.5NPT (NPT) as the selected mounting method.

Mounting Options

- QSM: The quick stem mount significantly simplify installation, ensures that the luminaire is hanging properly and does not require pipe dope. The swivel action on the stem allows for +/- 4 degree adjustment from vertical. The contoured door (with integral lanyard) is removed to allow the stem to engage inside the fitter. The door is replaced to the capture the luminaire stem.
- NPT15S or NPT15R: The 1.5NPT requires pipe dope. There are two NPT mounting options, the swivel (NPT15S) and the rigid (NPT15R)

Installation

The fitter is provided with (2) U-bolts, washers and nuts and (2) leveling set screws that lock the fitter to a nominal 2" horizontal arm and allow a +/- 5 degree adjustment from horizontal to the fitter. (3) set screws lock either the QSM stem or NPT15S threaded male connector in place. The cast top cover can be removed to allow access to the inside of the fitter to facilitate wire connections. (3) set screws lock the cover to the fitter.

Finish

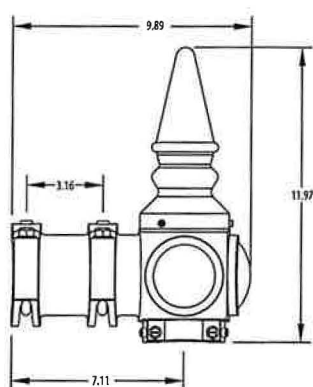
- Utilize a polyester powder coat paint to ensure maximum durability.
- Rigorous multi-stage pre-treating and painting process yields a finish that achieves a scribe creepage rating of 8 (per ASTM D1654) after over 5000 hours exposure to salt fog chamber (operated per ASTM B117) on standard and RAL finish options.
- RAL (RALxxxxSDCR) paint colors are Super Durable Corrosion Resistant, 80% gloss.

Warranty

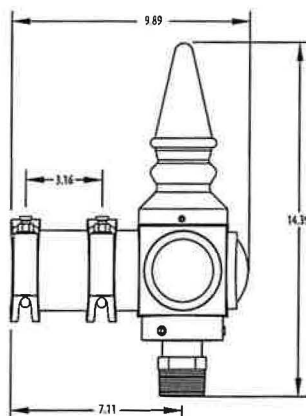
2-year limited warranty. Complete warranty terms located at: www.acuitybrands.com/support/warranty/terms-and-conditions

Note: Actual performance may differ as a result of end-user environment and application. Specifications subject to change without notice.

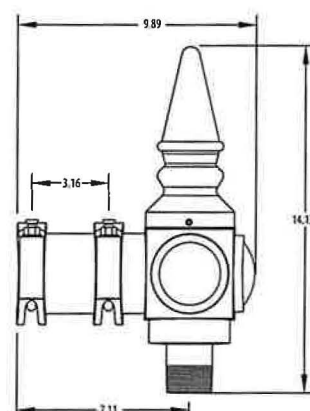
DIMENSIONAL DATA



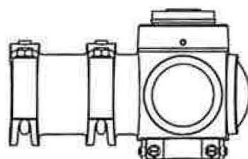
QSM Mounting



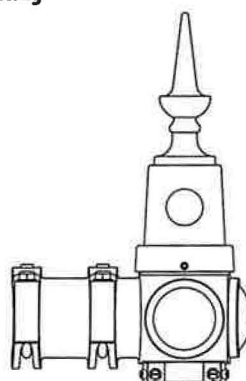
NPT15S Mounting



NPT15R Mounting



QSM Mounting with PR3E or PR7E option



TPRCSXX Accessory

WLDF SERIES WEST LIBERTY STYLE

Decorative Arm Fitter



ORDERING INFORMATION

Example: WLDF QSM BK PR7E PCLL

Series		Size		Finish		Options
WLDF	West Liberty Decorative Arm Fitter	NPT15S	Pendant 1.50 NPT Swivel	BK	Black	PR3E External Mounted NEMA Twist Lock Photocontrol Receptacle - 3 PIN
		NPT15R	Pendant 1.50 NPT Rigid	BZ	Bronze	PR7E External Mounted NEMA Twist Lock Dimming Photocontrol Receptacle - 7 PIN
		QSM	Quick Stem Mount	DB	Dark Blue	SH Shorting cap
				GH	Graphite	PCLL Long Life DTL Twistlock Photocontrol for Solid State, MVOLT
				GN	Green	P34 Long Life DTL Twistlock Photocontrol for Solid State, 347V
				GR	Gray	P48 Long Life DTL Twistlock Photocontrol for Solid State, 480V
				PP	Prime Painted	
				SL	Silver	
				WH	White	
				CMC	Customer matching color	
				CTBS	Standard color to be selected	
				RALxxxxSDCR	RAL Super Durable Corrosion Resistant, 80% Gloss Paint, replace xxxx with RAL number.	

Accessories

TPRCSXX Twistlock Photocontrol Cover Assembly with Spike Finial

Note:

Cover will only work with PR3E or PR73 with Acuity's PCLL, P34, P48, SH or other like devices equal in dimension.



GSLF3

GlasWerks® Luminescent
LED Hallbrook®



Irby
JTS
Resco
Wesco
Border



Catalog Number	GSLF3 P50 40K MV
Notes	Brainerd Public Utility- Ini

Type	
------	--

General Description

The architectural luminaire consists of a flat LED optical assembly shielded by a decorative formed housing and a top mounted cast aluminum electrical assembly. The optical assembly is seamlessly integrated into the form factor for beautiful daytime appearance and exceptionally uniform lighting at night.

Optical Assembly

The optical assembly consists of an edgelit waveguide light engine for unmatched visual comfort. Light from the LED module is distributed by proprietary wave guide technology to maximize uniformity and minimize glare. Configurable with CCT options of 2700K, 3000K, and 4000K. CRI is 70 minimum. Available with asymmetric, symmetric, or pathway distributions.

Mounting Style

Optional mounting styles include Quick Lock Stem, NPT threads, and horizontal arm.

Quick Lock Stem Mounting style is compatible with the following leveling fitters:

- Boston Harbor Decorative Arm Fitter (BHDF)
- GlasWerks Decorative Arm Fitter (GWDF)
- West Liberty Decorative Arm Fitter (WLDF)
- Ball Style Decorative Fitter (BADF)

Electrical Assembly

The cast aluminum electrical housing has a smooth domed contour. A (3) station terminal block is provided to accept #14 through #2 size wire. The electrical housing is hinged with a tool-less latch to provide easy access to the gear assembly. The unitized electrical assembly, containing the electronic driver and other electrical components, plugs into the quick disconnect receptacle. The pendant mount version has a welded stem (Quick Lock Stem Mounting), which aides in installation speed. The arm mount version is provided with two U-bolts with washers and nuts and two leveling set screws that lock the housing to a 2 inch nominal (2-3/8" O.D.) horizontal

adjustment from horizontal to the cover.

Electrical System

Programmable LED driver with 0-10V dimming. Optional DALI dimming. Driver life is rated to at least 100,000 hours. Luminaire surge protection rating of 20kV/10kA per ANSI/IEEE C62.41.2.

Finish

The luminaire is finished with corrosion resistance super durable powder coat paint to ensure maximum durability. Finish is rated to 5,000 hours salt spray per ASTM B117.

Listing

The luminaire is CSA certified to US and Canadian standards. IP55 rated electrical chamber, IP66 rated LED optic chamber. 20kV/10kA extreme surge protection per ANSI/IEEE C136.2. Suitable for operation in ambient temperatures from -40°C to 40°C

DesignLights Consortium® (DLC) qualified product. Not all versions of this product may be DLC qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified.

Buy American

This product is assembled in the USA and meets the Buy America(n) government procurement requirements under FAR, DFARS and DOT. Please refer to www.acuitybrands.com/resources/buy-american for additional information.

Warranty

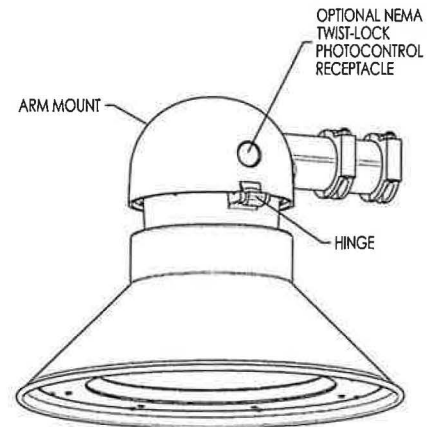
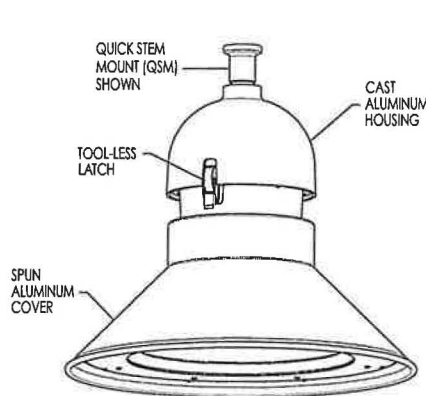
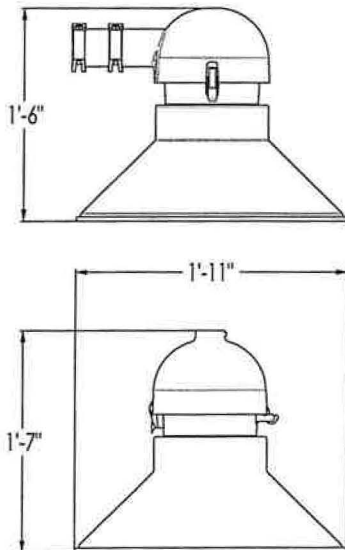
Limited warranty located at: www.acuitybrands.com/support/warranty/terms-and-conditions

Note: Actual performance may differ as a result of end-user environment and application.

All values are design or typical values, measured under laboratory conditions at 25 °C.

Specifications subject to change without notice.

DIMENSIONAL DATA



Maximum Weight - 47 lbs

Maximum Effective Projected Area - 0.8 ft²



Holophane | 3825 Columbus Rd., Granville, OH 43023 | Phone: 866-HOLOPHANE | www.holophane.com

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HOLOPHANE ARCH OUTDOOR-HALLBROOK-GSLF3-PENDANT

Page 1 of 4

GSLF3

GlasWerks® Luminescent LED Hallbrook®



ORDERING INFORMATION

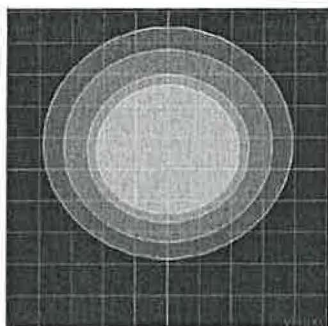
Example: GSLF3 P30 40K MVOLT ASY QSM BK

Cover Type	LED Lumen Package	Color Temperature	Voltage	Optics	Mounting Style	Finish Color
GSLF3 Hallbrook®	P10 P10 Performance Package	27K 2700K, 70 CRI	MVOLT 120-277V	ASY Asymmetric	ARM Horizontal Arm Mount	BK Black
	P20 P20 Performance Package	30K 3000K, 70 CRI	HVOLT 347-480V	SYM Symmetric	NPT 1.5" NPT Thread	BZ Bronze
	P30 P30 Performance Package	40K 4000K, 70 CRI		PTH Pathway	QSM Quick Stem Mount	GH Graphite
	P40 P40 Performance Package					GN Green
	P50 P50 Performance Package					GR Gray
	P60 P60 Performance Package					WH White
	P70 P70 Performance Package					
	P80 P80 Performance Package					

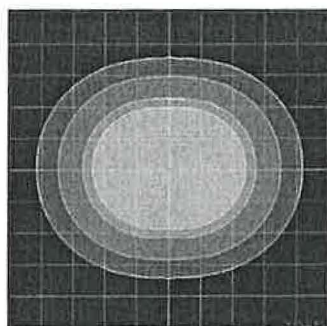
Options	
Control Options:	Prewire Lead Options:
PR3 3 pin NEMA photocontrol receptacle	L03 3ft prewire leads
PR7 7 pin NEMA photocontrol receptacle	L10 10ft prewire leads
PR3E 3 pin NEMA photocontrol external	L20 20ft prewire leads
PR7E 7 pin NEMA photocontrol external	L25 25ft prewire leads
P34 Solid state long life photocontrol (347V)	L30 30ft prewire leads
P48 Solid state long life photocontrol (480V)	
PCLL DLL photocontrol	NEMA Label Options:
SH Shorting cap	NL1X1 1" x 1" NEMA label
AO Adjustable Output Module	NL3X3 3" x 3" NEMA label
DALI DALI dimming	
WG Wire guard (ships separately)	
HSS House side shield (ships separately)	

Accessories: Order as separate catalog number.	
GBLF3HSS	House side shield
GBLF3WG	Wire guard

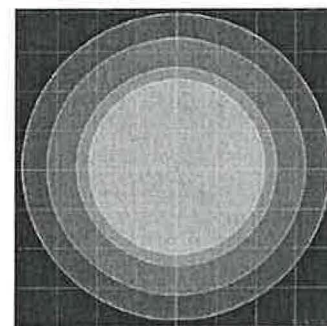
OPTICAL DISTRIBUTIONS



ASY



PTH



SYM

PERFORMANCE DATA

Lumen and Wattage Data

Lumen Package	System Wattage	Distribution	2700K, 70 CRI		3000K, 70 CRI		4000K, 70 CRI	
			Lumens	LPW	Lumens	LPW	Lumens	LPW
P10	30	ASY	3,738	126	3,870	130	4,122	139
		SYM	3,860	130	3,995	134	4,256	143
		PTH	3,681	124	3,811	128	4,059	137
P20	51	ASY	6,143	121	6,359	125	6,774	134
		SYM	6,343	125	6,565	129	6,994	138
		PTH	6,049	119	6,262	123	6,671	132
P30	62	ASY	7,377	118	7,636	122	8,135	130
		SYM	7,617	122	7,884	126	8,399	135
		PTH	7,264	116	7,520	120	8,011	128
P40	75	ASY	8,767	116	9,075	121	9,668	128
		SYM	9,052	120	9,370	124	9,982	133
		PTH	8,633	115	8,937	119	9,520	126
P50	95	ASY	10,810	114	11,190	118	11,920	125
		SYM	11,161	117	11,553	121	12,308	129
		PTH	10,645	112	11,019	116	11,738	123
P60	118	ASY	12,781	108	13,230	112	14,094	119
		SYM	13,196	111	13,660	115	14,551	123
		PTH	12,586	106	13,028	110	13,878	117
P70	151	ASY	15,726	104	16,278	108	17,341	115
		SYM	16,236	108	16,807	111	17,904	119
		PTH	15,485	103	16,029	106	17,076	113
P80	173	ASY	17,544	101	18,161	105	19,346	112
		SYM	18,114	105	18,750	108	19,974	115
		PTH	17,276	100	17,883	103	19,050	110

OPTIONS MATRIX

		Lumen Package								Voltage		Receptacle				Photocontrol				Dimming Options	
		P10	P20	P30	P40	P50	P60	P70	P80	MVOLT	HVOLT	PR3	PR7	PR3E	PR7E	PCLL	PCL3	PCL4	SH	AO	DALI
Lumen Package	P10		N	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD*
	P20	N		N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD*
	P30	N	N		N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD*
	P40	N	N	N		N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD*
	P50	N	N	N	N		N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD
	P60	N	N	N	N	N		N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD
	P70	N	N	N	N	N	N		N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD
	P80	N	N	N	N	N	N	N		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	RFD
Voltage	MVOLT	Y	Y	Y	Y	Y	Y	Y	Y		N	Y	Y	Y	Y	Y	N	N	Y	Y	RFD
	HVOLT	Y	Y	Y	Y	Y	Y	Y	Y	N		Y	Y	Y	Y	N	Y	Y	Y	Y	N
Receptacle	PR3	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		N	N	N	Y	Y	Y	Y	Y	RFD
	PR7	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N		N	N	Y	Y	Y	Y	Y	RFD
	PR3E	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N		N	Y	Y	Y	Y	Y	RFD
	PR7E	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N		Y	Y	Y	Y	Y	RFD
Photocontrol	PCLL	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y		N	N	N	Y	RFD
	PCL3	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	N		N	N	Y	RFD
	PCL4	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	N	N		N	Y	RFD
	SH	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N		Y	RFD
Dimming Options	AO	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		N
	DALI	RFD*	RFD*	RFD*	RFD*	RFD	RFD	RFD	RFD	RFD	N	RFD	RFD	RFD	RFD	RFD	RFD	RFD	RFD	N	

Y = combination is available

N = combination is not available

RFD = consult factory, additional information required

RFD* = consult factory, additional information required, not CSA certified

GSLF3

GlasWerks® Luminescent LED Hallbrook®



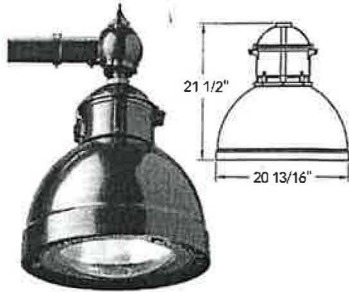
LED Lumen Maintenance					
25,000 hours	36,000 hours	50,000 hours	60,000 hours	75,000 hours	100,000 hours
98%	96%	94%	93%	91%	88%

Lumen maintenance calculated according to TM-21 at 25°C ambient. Italicized values are extrapolated beyond the standard.

Adjustable Output (AO) Response		
AO Setting	% Lumen Output	% Wattage
8	100%	100%
7	94%	94%
6	82%	81%
5	70%	68%
4	58%	56%
3	46%	43%
2	33%	31%
1	21%	19%

Luminaire Ambient Temperature Factor	
Ambient Temperature	Relative Lumen Output
0°C	1.03
15°C	1.02
20°C	1.01
25°C	1.00
30°C	0.99
35°C	0.99
40°C	0.98

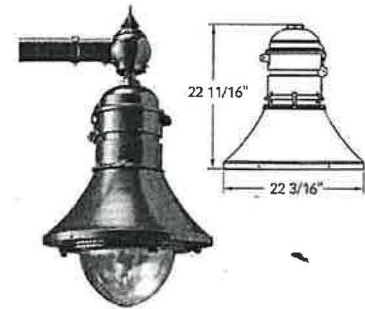
K809 WILSHIRE



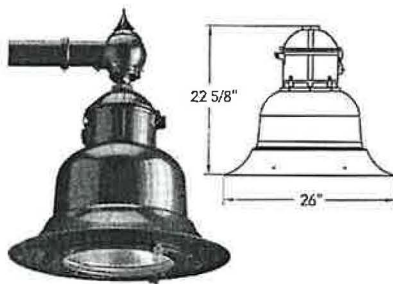
K811 CAPE COD



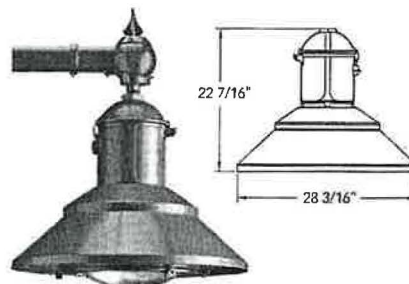
K820 MIDLAND SR.



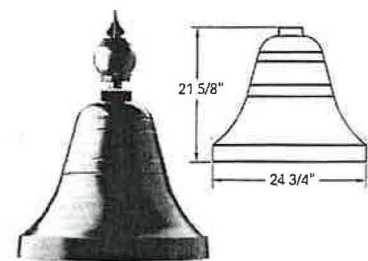
K822 CAPE CORAL SR.



K823 FALCONRIDGE SR.

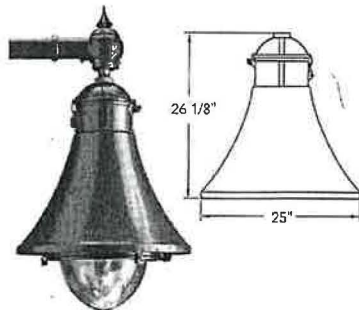


K825 MISSION BELL

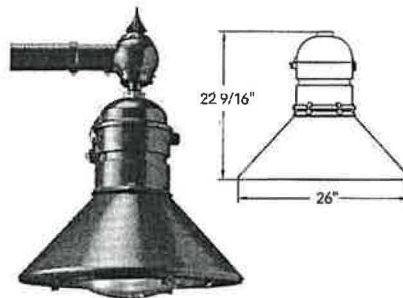


Available with FLAT lens only.

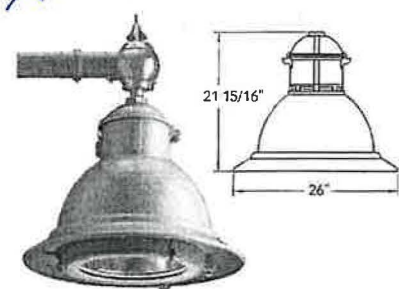
K827 MISSION SR.



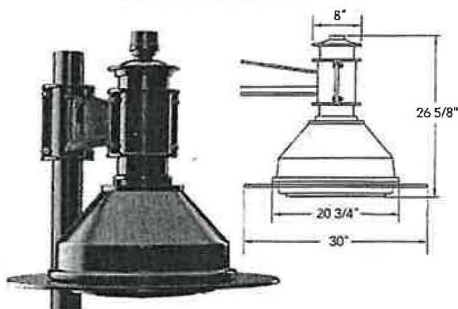
K828 MODERNE SR.



K829 AURORA SR.

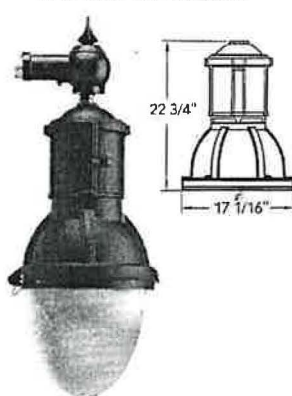


K830 MIRAGE

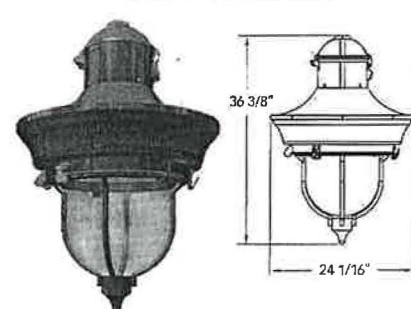


Available with FLAT lens only.

K833 SOLITAIRE



K841 NEW CITY



Available with SHALLOW lens only.

K800 SERIES

The K800 Series offers traditional pendant designs with state of the art optical systems: King Luminaire's well proven Refractor/Reflector dual optical system, the Dark Sky Friendly™ VL3 hydroform aluminum reflector, in addition to the newest P4 (4th generation flat array) LED optical system. These luminaires are designed to increase roadway performance while providing superior spacing.

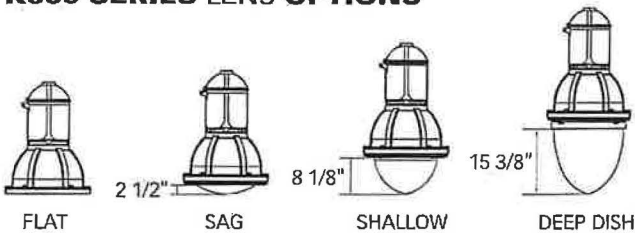
LED OPTICAL SYSTEMS



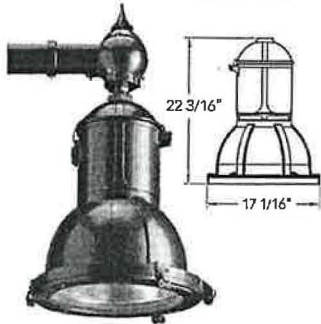
HID OPTICAL SYSTEMS



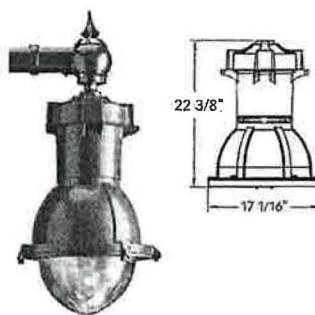
K800 SERIES LENS OPTIONS



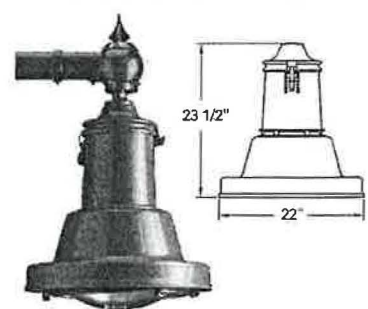
K803 SOLITAIRE SR.



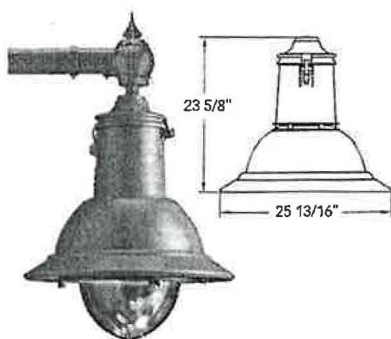
K804 CORONET SR.



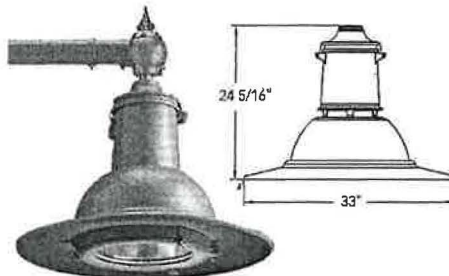
K805 CHICAGO SR.



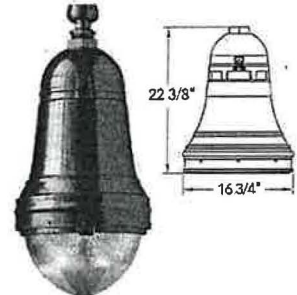
K806 SATELLITE SR.



K807 DORAL SR.



K808 EMPIRE



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

December 6th, 2021

6:30 PM

WebEx Teleconference Call-In Information

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

Access Code: 2489 289 0911

1. 1. Community Service Officer Resignations and Request to Hire
2. Ratify the Hiring of Community Service Officer Masen Barton
3. Ratify the Hiring of Taylor Lokhorst for Park Maintenance Position
4. Approval of Memorandum of Agreement for HR Assistant Position
5. Resolution- 2022-2024 Wages for Teamsters Union and Approval of Tentative Agreement Terms
6. Resolution- 2022-2023 Wage for City Administrator, Department Heads, and Non-Union Supervisors
7. Resolution- 2022-2023 Wage for Police Chief and Deputy Police Chief
8. Approval of Updated Organizational Chart and Title Change for City Engineer
9. Resolution- Accept the Redistribution of Unrequested Funding Pursuant to the American Rescue Plan
10. Discussion on Non-Working Funds 2022 Budget
11. Update on OSHA Emergency Temporary Standard (ETS) COVID Vaccination/Testing Policy
12. Resolution- Transfer and Development of District No. 2 to the EDA
13. Consideration of Letter of Intent from B&D Power Solutions, LLC for the Purchase of Lot 1 Block 2, and Lot 1 Block 3 of the Industrial Park Phase IV
14. Consideration of Letter of Intent from Clough Properties, LLC for the Purchase of Lots 7 & 8, Block 1 of the Industrial Park Phase IV



Brainerd City Council Agenda Request

Requested Meeting Date: December 6, 2021

Title of Item: Community Service Officers Resignation & Request to hire.

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Chief Mike Bestul	Department: Police
Presenter (Name & Title): Chief Mike Bestul	Estimated Time Needed: 2 minutes
Summary of Issue: On November 3, 2021, Community Service Officer Joshua Schueller submitted his resignation effective December 3, 2021 and on November 12, 2021, Community Service Officer Carter Davis submitted his resignation effective November 26, 2021. This would put our current CSO staffing at 3, one who is attending his final year of college at University of Duluth, but is available on a limited basis.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Accept with regret the resignation of Community Service Officers, Carter Davis, effective November 26, 2021, and Joshua Schueller, effective December 3, 2021. Authorize the hiring of two Community Service Officers at the starting rate of \$14.00 per hour.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> These positions are within the 2021 budget.	

Chief Bestul,

I am writing to inform you of my Resignment as a Community Service Officer for the Brainerd Police Department with a 2 week notice as of today November 12th 2021 (11/12/21) making my last day to be November 26th (11/26/21).

I have come across being very busy between School and my other job. Working as a community service officer has taught me useful things that I will continue to reflect on it in my future Law Enforcement career.

I wish nothing but the best for you as well as the Brainerd police department. I want to thank you for the great opportunity and for allowing me to grow in Law Enforcement.

Sincerely,

Carter Davis

Joshua Schueller
1203 W Campus Dr
Brainerd, Minnesota 56401

November 3, 2021

Brainerd Police Department

Attn: Mike Bestul
225 E River Rd
Brainerd, Minnesota 56401

Re: LETTER OF RESIGNATION

To Whom it May Concern:

Please accept this as a formal notice of my resignation from the position of community Service Officer at Brainerd Police Department effective five (5) weeks from today, making my last day of employment December 3, 2021.

I have made the decision to resign in order to pursue job opportunities in the field of Law Enforcement. Working for Brainerd Police Department has been a very valuable experience and I have enjoyed working here.

I wish you and Brainerd Police Department continued success in the future.

Sincerely,

Joshua Schueller
(Joshua Schueller)



Brainerd City Council Agenda Request

Requested Meeting Date: December 6, 2021

Title of Item: Ratification of Hiring Community Service Officer Mason Barton

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Chief Mike Bestul	Department: Police
Presenter (Name & Title): Chief Mike Bestul	Estimated Time Needed: 2 minutes
Summary of Issue: On November 1, 2021 council meeting we received authorization to hire a Community Service Officer when Cole Thoma resigned, with the starting wage of \$14.00. The current staffing level of CSOs is at 3, as two recent resignations were just submitted. Interviews were conducted and Masen Barton was selected and hired, effective November 24, 2021.	
Alternatives, Options, Effects on Others/Comments: Masen Barton returns to our department after resigning due to work conflicts, but now has some better flexibility and with his prior CSO experience will benefit our department and require minimal training to get started.	
Recommended Action/Motion: Ratifying hiring of Community Service Officer Masen Barton, starting at \$14.00 per hour, with an effective date of November 24, 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 This position is within the 2021 budget. <u>Please Explain:</u>	



Brainerd City Council Agenda Request

Requested Meeting Date: December 6, 2021

Title of Item: Ratify the Hiring of Taylor Lokhorst for Park Maintenance Position

☐ 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 & Paul Sandy	Department: Human Resources
Presenter (Name & Title): Kris Schubert, HR Director	Estimated Time Needed: 2 minutes
Summary of Issue: On October 4, 2021, the City Council authorized staff to start the hiring process to backfill the Park Maintenance position. 52 applications were received with 7 individuals interviewed for the position. Taylor (TJ) Lokhorst was offered the position and successfully completed the pre-employment hiring process. TJ will start on December 6th on Step 1 of the Park Maintenance wage grid (\$19.98 per hour) in accordance with hiring guidance previously provided by the Council.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Ratify the hiring of Taylor Lokhorst effective December 6, 2021; further, that he be placed on Step 1 of the Park Maintenance wage grid (\$19.98 per hour).	
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 The position is within the 2021 budget. <i>Please Explain:</i>	



Brainerd City Council Agenda Request

Requested Meeting Date: December 6, 2021

Title of Item: Approval of Memorandum of Agreement for HR Assistant Position

☐ 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: The City of Brainerd has included a new HR Assistant position in the 2022 Budget. The City Council approved the HR Assistant job description on November 15th and also directed Staff to begin negotiations with the Union for a wage for this new position. The attached Memorandum of Agreement (MOA) was sent to the Union for review and consideration. The union has not responded if it is agreeable or not at this time; however, Staff would like Council to review the MOA in hopes it is approved by the Union in substantially the same context.	
Alternatives, Options, Effects on Others/Comments: Staff would like to have the attached MOU approved by both the Council and the Union as soon as possible so Staff could start to advertise for the new HR Assistant position when the 2022 budget is adopted. This timeframe would help us try to have the new person on board by February 1, 2022 if possible.	
Recommended Action/Motion: Approve the attached Memorandum of Agreement between the City of Brainerd and the International Brotherhood of Electrical Workers, Local No. 31 on behalf of the Administrative Support bargaining unit setting the 2021-2022 wages for the HR Assistant position while realizing slight tweaks may still occur during the negotiation process; further, if substantial changes are requested by the Union, an updated MOA will be presented to the Council for consideration at its December 20th meeting.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>unknown</u> <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> The HR Assistant position is included in the 2022 budget.	

Memorandum of Agreement

This Memorandum of Agreement (hereinafter, "MOA") is entered into between the City of Brainerd (hereinafter, "City") and the International Brotherhood of Electrical Workers, Local No. 31 (hereinafter, "Union"), on behalf of the Administrative Support bargaining unit. The City and the Union are hereinafter referred to collectively as the "parties," and individually as a "party."

WHEREAS, the City and Union are parties to a 2021-2022 collective bargaining agreement (hereinafter, "CBA"). Article 9 of the CBA stipulates pay schedules for classifications; and

WHEREAS, after the CBA went into effect, the City created a new HR Assistant position that was not previously included in the CBA; and

WHEREAS, the parties agree that the new position of HR Assistant is within the Administrative Support bargaining unit, the terms and conditions of employment for that position are not included within the CBA; and

WHEREAS, the City and Union wish to address the terms and conditions of employment for the HR Assistant position by mutual agreement.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. The position of HR Assistant shall be included as a position within the Administrative Support bargaining unit represented by the Union, as defined in the CBA, effective as of the date of this MOA. The City reserves the right to modify the duties of this position and discontinue this position at any time.
2. The HR Assistant shall be compensated in accordance with the following wage grid, which shall be incorporated into Article 9 – Wages, Section 1, of the CBA:

HR Assistant								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2021	22.94	24.09	25.25	26.38	27.53	28.68	29.83	30.97
1/1/2022	23.51	24.69	25.88	27.04	28.22	29.40	30.58	31.74

3. This MOA will be in effect until the successor CBA has been ratified by the Union and the City. It is the parties' intent to incorporate the terms of this MOA into the successor CBA between the parties.
4. The parties agree that the HR Assistant position will, in all other respects, be governed by the CBA, unless otherwise stated in this MOA.
5. The City and the Union agree that this MOA will not result in the payment of back pay to any employee.
6. The City and the Union acknowledge that this MOA shall not be deemed to constitute a precedent or create a past practice which would be applicable to any other member of the bargaining unit or classification identified in the CBA or be admissible in any arbitration proceeding or other proceeding involving a dispute between the parties as evidence of a precedent or past practice. This MOA may not be used as evidence—whether in negotiations, arbitration, or other proceeding, other than for purposes of enforcing this MOA—or otherwise be used in any manner to interpret the CBA, or to seek similar benefits

for any City employee(s) other than the employee(s) hired for the HR Assistant, either through arbitration, negotiation, or other means.

7. The City and the Union agree that this MOA constitutes the entire agreement between the parties with respect to the HR Assistant position. No party has relied upon any oral statements or promises that are not set forth in this document. The terms of this MOA are contractual and supersede any and all prior agreements between the Parties relating to the subject matter of this MOA. No waiver or modification of any provision of this MOA is valid unless it is in writing and signed by all parties.
8. This MOA shall be construed to have been drafted equally by the parties.

By signing below, each party specifically acknowledges that it has read this Memorandum of Agreement and that it understands and agrees it is legally bound by all terms of the Memorandum of Agreement.

IN WITNESS whereof the parties have entered into this MOA on the dates shown below.

FOR THE CITY OF BRAINERD

FOR INTERNATIONAL BROTHERHOOD
OF ELECTRICAL WORKERS, LOCAL
NO. 31

Jennifer Bergman, City Administrator

Will Keyes, Business Manager

Date

Date



Brainerd City Council Agenda Request

Requested Meeting Date: December 6, 2021

Title of Item: Approval of 2022-2024 Teamsters (Police Sup) Contract Terms and Wages

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 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: The City has reached a Tentative Agreement (TA) with the Teamsters General Local Union No. 346 representing Police Department Sergeants/Lieutenant (Union) for the 2022-2024 Union Contract. The attached summary includes the items agreed to by both the City and Union during negotiations. The contract includes a 2.5% Cost of Living Adjustment (COLA) for 2022, 2023, and 2024.	
Alternatives, Options, Effects on Others/Comments: These documents are pursuant to guidance provided by the City Council during its November 15th closed union negotiation strategy session. Union representatives informed Staff on November 30, 2021, that the membership has approved the TA and supporting documents.	
Recommended Action/Motion: 1. Motion to approve the attached 2022-2024 Tentative Agreement Summary and the attached contract supporting documents between the City and Teamsters General Local Union No. 346 representing Police Sergeants and Lieutenant; and 2. Adopt the attached resolution setting the Teamsters General Local Union No. 346 wages for 2022-2024.	
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> The 2022 wage adjustments are included in the City's 2022 budget.	

City of Brainerd – Teamsters General Local Union No. 346

Tentative Agreement Terms

November 16, 2021

The following is the tentative agreement package terms reached between the City of Brainerd and the Teamsters General Local Union No. 346 during the 2022-2024 contract negotiations. This package is for Union and City Council consideration/approval:

1. ARTICLE 5 – EMPLOYEE RIGHTS – GRIEVANCE PROCEDURE (Contracts negotiated on or after July 24, 2020 must include the arbitrator selection procedure newly established in statute).

5.3 Procedure: Grievances, as defined by Section 5.1, shall be resolved in conformance with the following procedure:

Step 4: In the event the State Mediation Services will not hear the grievance, it shall be submitted to the arbitration procedure subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended. The selection of an arbitrator shall be made consistent with the rules established by the Bureau of Mediation Services. However, a grievance arbitration for written disciplinary action, discharge or termination shall include the arbitrator selection procedures established in Minnesota Statute 626.892.

2. ARTICLE 9 – HOURS OF WORK, OVERTIME (Add FLSA Workweek clarification):

9.2 Eight (8) hours or ten (10) hours and an averaged forty (40) hours shall be the normal workday and work week. In accordance with the Fair Labor Standards Act (“FLSA”), all work beyond 171 hours in a 28 day cycle shall be compensated at the rate of one and one-half times the regular rate. Said 28-day workweek will begin on January 2, 2022 for the 2022 calendar year. However, nothing in this or any other Article shall constitute a guarantee of a minimum or maximum number of hours the EMPLOYER may assign employees to work.

3. ARTICLE 9 – HOURS OF WORK, OVERTIME (Comp Time clarification):

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

- 9.6 An employee who has terminated their employment or been laid off (more than 30 working days) shall receive their accumulated compensatory time. ~~Compensatory time accrual will be limited to one hundred forty (140) hours accumulation, any employee currently above the one hundred and forty (140) hours shall be allowed to carry forward that amount above the one hundred forty (140) hours until it is utilized below the capped amount.~~

4. ARTICLE 12 – WAGES (clarify step adjustment effective date):

- 12.1: a) Pay steps are based on satisfactory performance. For employees hired, reclassified, or promoted after January 1, 20192022, step increases for employees will be effective ~~the 1st of the month following eligibility~~ on their ~~date of hire~~ position anniversary date.

5. ARTICLE 12 – WAGES (incorporate MOU language regarding reviews being in currently-held position):

- 12.1: d) In order to advance to Step 7, an employee must be on Step 6 and obtain two “achieves expectations” and one “exceeds expectations” on their annual performance evaluation in their currently-held position in any given three-year cycle beginning January 1, 2019.
- e) In order to advance to Step 8, an employee must be on Step 7 and obtain another “exceeds expectations” with two prior “achieves expectations” in their currently-held position on their annual performance evaluation in any given three-year cycle.

6. ARTICLE 12 – WAGES (Appeals Process):

- 12.1 i) The appeal will be decided by a three (3) person panel consisting of: the Union Business Agent, a City Administration representative, and a third-party neutral mutually agreed to by the Employer and Union ~~from the MN Bureau of Mediation Services~~. This panel will hear up to a half hour of presentation from the employee and up to a half hour of presentation from the Police Chief or designee. The panel will issue a decision ~~the same day as the presentation, if possible, and in any event within five (5) business days~~ six (6) weeks from the presentation. The decision of the panel will be final and binding and will not be subject to the grievance procedure under this Agreement.

7. ARTICLE 12 – WAGES (Shift Differential):

12.2 The following shift differential shall be effective as of January 1, ~~2006~~ 2022:

Employees shall be paid an additional ~~fifty-five cents (\$0.55)~~ seventy cents (\$.70) per hour for each hour worked between ~~4:00~~ 6:00 P.M. and ~~8:00~~ 6:00 A.M.

Additional Notes:

- Appendix A details the Sergeant and Lieutenant wage grids that includes market adjustments and a 2.5% COLA adjustment for 2022, 2023 and 2024. This language will not be included in this section of the union contract; however, was included in the TA for clarification.
- The City and Union agreed to a concept that if a promoted employee's current wage exceeds Step 6 of the new position i.e. Step 8 Sergeant is higher than Step 6 of Lieutenant, the employee will receive a 3% wage increase at the time of the promotion; further, the wage for said employee will receive a 1% COLA adjustment annually until Step 6 of the wage grid catches up to the employee's actual wage.

8. ARTICLE 24 – DURATION /EXPIRATION

24.1 This AGREEMENT shall be effective from January 1, ~~2019~~ 2022, and shall continue in full force and effect up to and including December 31, ~~2021~~ 2024, and shall automatically renew itself thereafter until and unless either party at least sixty (60) days before the 31st day of December, ~~2019~~ 2024, notifies the other party in writing that it desires to terminate or modify the Agreement. If the notice given is one expressing an election to terminate the Agreement, it shall then expire on January 1, ~~2021~~ 2025. If the notice is one of modification, the parties shall then begin negotiations on the proposed modifications, as soon as possible after such notice has been given. During the period of negotiations on such modifications, the terms and conditions of the AGREEMENT on which there was no request for modifications shall remain in full force and effect.

24.2 Any revisions agreed upon or ordered as a result of such reopen shall be effective as of January 1, ~~2019~~ 2022. The respective parties shall be permitted all legal or economic recourse to support their request for such revisions if the parties fail to agree thereon.

9. Provide Notice to terminate 2011 Notice Ending Past Practice allowing minimal payroll hours during FMLA and other leaves of absences.

10. No retroactive backpay if contract is not agreed to and signed by 1/1/2022.

NOTICE

To: Teamsters General Local Union No. 346 Employees
Cc: Les Kundo – Teamsters Vice-President
From: City Administrator Jennifer Bergman
Subject: Employee Policy Manual Clarification for Benefits during Absences
Date: November 16, 2021

In previous negotiations, the City/BPU provided the Teamsters General Local Union No. 346 (Police Lieutenant/Sergeants) a Notice Ending Past Practice that benefits including Holidays, Vacation and Sick Leave as well as insurance benefits would cease if the employee is not receiving 30 hours of pay per week or the full pay difference between their worker's comp check and their bi-weekly base salary if elected (per Article 18 – Worker's Compensation of the Teamsters union contract). Said notice also stated that approved FMLA leave will be excluded from this clarification as required by Federal Law; further, once the 12-week FMLA leave has expired, these provisions shall be in force.

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

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

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

/ks

POSTED:

RESOLUTION
No. :21

BE IT RESOLVED by the Council of the City of Brainerd that the hourly wages for the following City employees who are members of the Teamsters General Local Union No. 346 representing Police Sergeants and Lieutenant shall be based on the rates identified in the below 8-step grid.

2022 - 2024 TEAMSTERS HOURLY RATES OF PAY											
Sergeant											
	Step 1	Step 2		Step 3		Step 4		Step 5	Step 6	Step 7	Step 8
1/1/2022	35.09	36.85		38.60		40.35		42.11	43.87	45.62	47.37
1/1/2023	36.83	38.67		40.51		42.35		44.19	46.03	47.88	49.71
1/1/2024	38.04	39.95		41.85		43.75		45.65	47.55	49.46	51.36
Lieutenant											
	Step 1	Step 2		Step 3		Step 4		Step 5	Step 6	Step 7	Step 8
1/1/2022	36.71	38.55		40.38		42.21		44.05	45.89	47.72	49.56
1/1/2023	38.52	40.45		42.37		44.29		46.22	48.15	50.07	52.00
1/1/2024	39.79	41.79		43.77		45.76		47.75	49.74	51.73	53.72

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

Adopted this ____ day of _____, 2021.

KELLY BEVANS
President of the Council

Approved this ____ day of _____, 2021.

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: December 6, 2021

Title of Item: Resolution setting 2022-2023 Wages for Department Heads & Supervisors

☐ 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: 5 minutes
Summary of Issue: Attached is a resolution setting the 2022-2023 wages for the City Administrator, Department Heads and Non-Union Supervisors. The rates noted reflect a 2.5% Cost of Living Adjustment (COLA) for both 2022 and 2023 without market adjustments as directed by the Council at its November 8, 2021, Council Work Session.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Adopt a resolution setting the 2022-2023 wages for the City Administrator, Department Heads and Non-Union Supervisors as presented.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> The 2022 wages noted are included in the 2022 budget.	

RESOLUTION

No. :21

BE IT RESOLVED by the Council of the City of Brainerd that that the 2022-2023 wages for the following City Administrator, Department Heads and Non-Union Supervisory positions shall be based on the rates identified in the below 8-step grids:

City of Brainerd City Administrator, Department Heads and Non-Union Supervisors:

Police Administrative Supervisor, Recreation Specialist									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
1/1/2022	28.39	29.81	31.23	32.65	34.07	35.49	36.91	38.33	
1/1/2023	29.10	30.56	32.01	33.46	34.92	36.38	37.83	39.29	
Assistant City Engineer, City Building Official, Recreation Coordinator									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
1/1/2022	31.29	32.85	34.41	35.97	37.54	39.11	40.67	42.23	
1/1/2023	32.07	33.67	35.27	36.88	38.48	40.08	41.69	43.29	
Fire Marshal/Deputy Fire Chief, Transit Coordinator									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
1/1/2022	34.41	36.13	37.85	39.57	41.29	43.01	44.73	46.45	
1/1/2023	35.27	37.03	38.79	40.56	42.32	44.08	45.85	47.61	
HR Director, IT/GIS Director									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
1/1/2022	38.26	40.18	42.09	44.00	45.91	47.82	49.74	51.65	
1/1/2023	39.22	41.18	43.14	45.10	47.06	49.02	50.98	52.94	
Community Development Director, Fire Chief									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
1/1/2022	39.02	40.97	42.92	44.87	46.82	48.77	50.72	52.67	
1/1/2023	39.99	42.00	43.99	45.99	47.99	49.99	51.99	53.99	
Finance Director									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
1/1/2022	40.97	43.02	45.06	47.11	49.16	51.21	53.26	55.31	
1/1/2023	42.00	44.10	46.19	48.29	50.39	52.49	54.59	56.69	
City Engineer									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
1/1/2022	46.10	48.40	50.70	53.00	55.31	57.62	59.92	62.22	
1/1/2023	47.25	49.61	51.97	54.33	56.69	59.05	61.42	63.78	
City Administrator									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
1/1/2022	56.35	59.17	61.98	64.79	67.61	70.43	73.25	76.06	
1/1/2023	57.75	60.64	63.53	66.41	69.30	72.19	75.08	77.96	

Brainerd Public Utilities (BPU) Department Heads and Non-Union Supervisors:

Accounting Supervisor, Technology Supervisor								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2022	40.26	42.27	44.29	46.29	48.31	50.33	52.34	54.35
1/1/2023	41.27	43.33	45.40	47.45	49.52	51.58	53.65	55.71
Wastewater Supervisor								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2022	44.76	47.00	49.24	51.47	53.71	55.95	58.19	60.42
1/1/2023	45.88	48.17	50.47	52.75	55.05	57.35	59.64	61.93
Operations Manager								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2022	53.94	56.63	59.33	62.02	64.72	67.42	70.12	72.81
1/1/2023	55.29	58.05	60.82	63.57	66.34	69.11	71.87	74.63
Superintendent, Finance Director								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2022	59.93	62.91	65.91	68.90	71.90	74.90	77.90	80.89
1/1/2023	61.43	64.49	67.56	70.63	73.70	76.77	79.85	82.91

BE IT FURTHER RESOLVED, to clarify the following:

- The City Administrator and all Department Heads and Non-Union Supervisory employees are salaried positions.
- The annual salaries for the City Administrator, Department Heads and Non-Union Supervisory employees shall be calculated based on the hourly rate identified in the previous 8-step grids.
- The rates for years 2022 and 2023 include a 2.5% COLA respectively.

BE IT FURTHER RESOLVED that the City Council will consider a separate resolution setting the 2022-2023 wages for the Police Chief and Deputy Police Chief to maintain a supervisory wage gap due to recent settlements of union contracts with other sworn staff.

BE IT FURTHER RESOLVED that the City Administrator, Department Heads and Non-Union Supervisory employees currently employed by the City and/or BPU will be placed in the following steps as of January 1, 2022:

BPU	Name	Step
Accounting Supervisor	Pernula	2
Accounting Supervisor	Batters	6
Technology Supervisor	Anderson	4
Wastewater Supervisor	Gammon	6
Operations Manager	Hawkinson	6
Superintendent	Magnuson	6
Finance Director	Wicklund	6

City	Name	Step
Police Administrative Supervisor	McCullough	7
Building Official	Deseth	4
Recreation Coordinator	Kaufman	4
Assistant City Engineer	Fladung	6
Fire Marshal/Deputy Fire Chief	Cox	5
Transit Coordinator	Stone	4
HR Director	Schubert	3
IT/GIS Director	Strong	6
Community Development Director	Chanski	5
Fire Chief	Holmes	6
Finance Director	Hillman	6
City Engineer/PW Director	Sandy	6
City Administrator	Bergman	3

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: December 6, 2021

Title of Item: Resolution setting 2022-2024 Police Chief & Deputy Police Chief Wages

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 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: Attached is a resolution setting the 2022 - 2024 wages for the Police Chief and Deputy Police Chief positions. The rates noted reflect market adjustments and a 2.5% Cost of Living Adjustment (COLA) for 2022, 2023 and 2024 as directed by the Council at its November 8, 2021, Work Session. The market adjustments are being made to maintain the supervisory wage gap for these positions due to recent union contract settlements with other sworn staff in the Police Department.	
Alternatives, Options, Effects on Others/Comments: The market adjustments for these positions provides for a supervisory wage gap at the end of the third year (2024) of approximately 9.4% between the Lieutenant and Deputy Police Chief position and also a 18.25% wage difference between the Deputy Chief and Police Chief positions.	
Recommended Action/Motion: Adopt a resolution setting the 2022 - 2024 wages for the Police Chief and Deputy Police Chief positions as presented.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> The noted 2022 wages are included in the 2022 budget.	

RESOLUTION

No. :21

WHEREAS, the City Council would like to maintain a supervisory wage gap for the Police Chief and Deputy Police Chief positions after recent union contract settlements with other sworn staff in the Police Department; and

WHEREAS, the City Council directed Staff to include market adjustments for the Police Chief and Deputy Police Chief wages for 2022 – 2024 to maintain said supervisory wage gap.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Brainerd that the 2022-2024 wages for the Police Chief and Deputy Police Chief positions shall be based on the rates identified in the below 8-step grids:

Deputy Police Chief								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2022	39.34	41.31	43.28	45.24	47.21	49.18	51.15	53.11
1/1/2023	41.41	43.48	45.55	47.62	49.69	51.76	53.83	55.90
1/1/2024	43.53	45.71	47.88	50.05	52.23	54.41	56.59	58.76
Police Chief								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/1/2022	47.09	49.44	51.79	54.14	56.50	58.86	61.21	63.56
1/1/2023	49.25	51.72	54.18	56.64	59.10	61.56	64.03	66.49
1/1/2024	51.48	54.05	56.62	59.19	61.77	64.35	66.92	69.49

BE IT FURTHER RESOLVED, to clarify the following:

- The Police Chief and Deputy Police Chief employees are salaried positions.
- The annual salaries for the Police Chief and Deputy Police Chief employees shall be calculated based on the hourly rate identified in the previous 8-step grids.
- The rates for years 2022 – 2024 include a 2.5% COLA respectively.

BE IT FURTHER RESOLVED that the Police Chief and Deputy Police Chief employees currently employed by the City will be placed in the following steps as of January 1, 2022:

Title	Name	Step
Deputy Police Chief	Davis	6
Police Chief	Bestul	5

Adopted this ____ day of _____, 2021.

KELLY BEVANS
President of the Council

Approved this ____ day of _____, 2021.

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



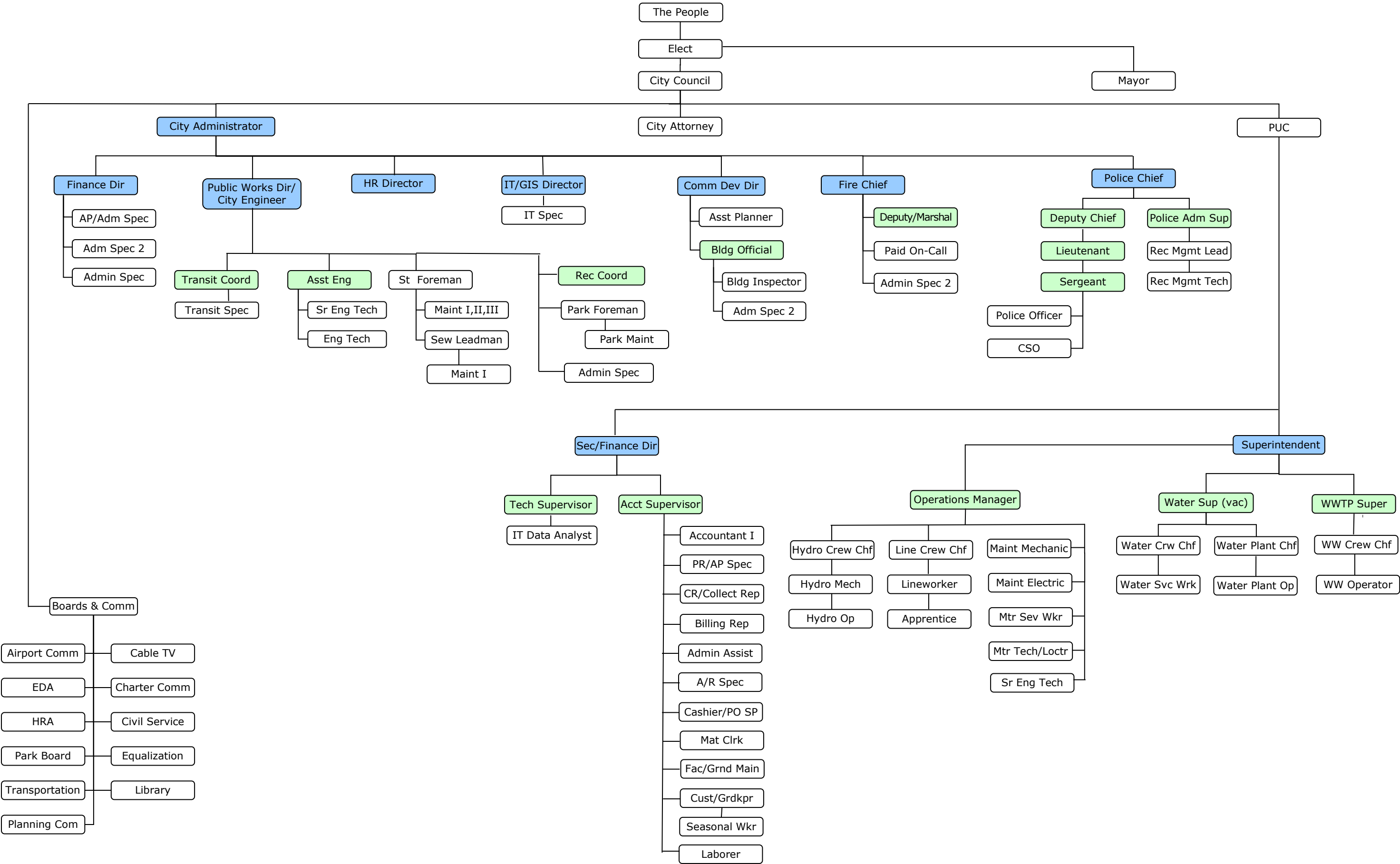
Brainerd City Council Agenda Request

Requested Meeting Date: December 6, 2021

Title of Item: Approval of Updated Organizational Chart & Title Change for City Engineer

☐ 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: This past year a couple of organizational changes have occurred including the creation of a Public Works Department (versus separate Street and Parks Departments) and a Charter amendment so the Mayor no longer has oversight over the Police Department. Attached is an updated Organizational Chart that details those changes.	
Alternatives, Options, Effects on Others/Comments: With the creation of the Public Works Department, the Council also modified the City Engineer position to oversee the new Public Works Department. An updated job description for the new City Engineer/Public Works Director was approved on October 4, 2021. Please note there will not be a wage adjustment for this title change at this time. As discussed at the November 8th Council Work Session, a market adjustment for all management positions is expected to be reviewed in 2023 for implementation with 2024 wages.	
Recommended Action/Motion: Staff recommends: 1. Approve the updated Organizational Chart as presented. 2. Approve an official title change for our current City Engineer to City Engineer/Public Works Director.	
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>	

City of Brainerd, Minnesota—Organizational Chart
November 2021





Brainerd City Council Agenda Request

Requested Meeting Date: December 6, 2021

Title of Item: Res to Accept Undistributed ARPA Funds

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 5 Minutes
Summary of Issue: On November 23, 2021, the City received a deposit in the amount of \$23,275.86 which represents the City's share of undistributed ARPA funds to NEU's. Additional information from the LMC is attached.	
Alternatives, Options, Effects on Others/Comments: The City received \$710,772.93 the end of July and now the additional amount for a total of \$734,048.79. We anticipate getting the same amount in the middle of 2022 for a grand total of \$1,468,097.58 in ARPA funds. Cities have until December 31, 2024 to obligate the funds and December 31, 2026 to expend the funds. The biggest take away so far is that cities need to take time and think broadly and strategically and look for ways to maximize all funding opportunities of the ARP Act. Staff is anticipating holding a council workshop in January to start the discussion on how to use the ARPA funds.	
Recommended Action/Motion: Adopt the attached resolution to accept the redistribution of unrequested Coronavirus Local Fiscal Recovery Fund established under the American Rescue Plan Act.	
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>	



American Rescue Plan Supplemental Distribution to Non-Entitlement Cities

November 24, 2021

Non-entitlement cities (NEU), generally those with populations under 50,000, may have been surprised to find an additional deposit of American Rescue Plan Act funds in the city's bank account on the morning of Nov. 22.

That disbursement represents the NEU's share of American Rescue Plan Act funds left unclaimed as the date to request funds has passed. Cities should consider passing a resolution accepting any funds at their next council meeting.

How ARPA funds are distributed

The American Rescue Plan Act (ARPA) was signed into law on March 11, 2021 and provides relief to cities to enable them to continue to support the response to the pandemic and lay the foundation for a strong economic recovery. Cities may utilize Local Fiscal Recovery Funds to mitigate the effects of COVID-19, replace lost revenue, support premium pay, and invest in infrastructure, including water, sewer, and broadband.

Non-entitlement cities and towns accessed funds by submitting a request to Minnesota Management and Budget's COVID-19 Response Accountability Office (MMB) by Oct. 11, 2021. A total of 744 non-entitlement cities submitted requests for funds. Each city was automatically eligible for funding in the amount of \$105.81 per capita (capped at 75% of the most recently adopted budget as of Jan. 27, 2020) upon submitting the request. Funds are distributed in two tranches with the first distribution completed and the second round coming in 2022, about 12 months later.

After the deadline passed for local governments to request ARPA funds, nearly \$12 million of the \$377 million available to Minnesota's NEUs remained unrequested. As allowed by the US Treasury, the state of Minnesota has redistributed these remaining funds amongst eligible local governments who requested ARPA funds. The per capita redistribution amount is approximately \$3.47 however actual allocations may be decreased due to the 75% budget cap. Half was distributed to eligible NEUs on or about Nov. 22, 2021 and the balance will follow in 2022 unless guidance changes. This equates to approximately \$1.73 per capita in supplemental distribution in both 2021 and 2022.

This recent disbursement, plus your local government's initial disbursement, represent the first half of your local government's total allocation of ARPA funds. The second half of your local government's allocation will be distributed in 2022, 12 months after the initial payment per guidance from the US Treasury.

For more information

- [Read more on the US Treasury website for information on eligible uses of ARP Local Fiscal Recovery Funds](#)
 - Contact the League of Minnesota Cities at research@lmc.org or COVID-19 Response Accountability Office at CRAOffice.MMB@state.mn.us with questions.
-

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R E S O L U T I O N
NO XX:21

**A RESOLUTION TO ACCEPT THE REDISTRIBUTION OF
UNREQUESTED CORONAVIRUS LOCAL FISCAL RECOVERY FUND
ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT**

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 ("ARPA") which included \$65 billion in recovery funds for cities across the country.

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses.

WHEREAS, The Fiscal Recovery Funds provides for \$19.53 billion in payments to be made to States and territories which will distribute the funds to non-entitlement units of local government (NEUs).

WHEREAS, NEUs generally have populations below 50,000.

WHEREAS, The ARPA requires that States and territories allocate funding to NEUs in an amount that bears the same proportion as the population of the NEU bears to the total population of all NEUs in the State or territory.

WHEREAS, after the deadline of October 11, 2021, passed for NEUs to request ARPA funds, nearly \$12 million of the \$377 million available to Minnesota's NEUs remained unrequested.

WHEREAS, as allowed by the U.S. Treasury, the State of Minnesota has redistributed these remaining funds amongst eligible local governments who requested ARPA funds.

WHEREAS, the redistribution amount is approximately \$3.47 per capita, capped at 75% of the most recent budget adopted as of January 27, 2020.

WHEREAS, \$710,772.93 has been allocated to the City of Brainerd ("City") pursuant to the ARPA.

WHEREAS, \$ 23,275.86 has been allocated to the City of Brainerd ("City") pursuant to the ARPA (Redistribution).

WHEREAS, the Redistribution will be distributed in two tranches with half received in 2021 and the second half in 2022.

WHEREAS, the United States Department of Treasury has adopted guidance regarding the use of ARPA funds.

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

1. The City accepts the Redistribution of coronavirus local fiscal recovery fund established under the ARPA to be used in a manner consistent with guidance adopted by the United State Department of Treasury.
2. The City Clerk and Mayor are authorized to take actions to secure the Redistribution for the City, if necessary.

Adopted this ____ day of December 2021

KELLY BEVANS
President of the Council

Approved this ____ day of December 2021

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date: December 6, 2021

Title of Item: Discussion of Non-Working Funds 2022 Budgets

☐ 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: 15 Minutes
Summary of Issue: Please see the attached memo from Staff and attached proposed budgets for the Transit, Library, Recycling, Parking Lot, Permanent Improvement, Mayor's Contingency, Sanitary and Storm Sewer Funds.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Review/discussion of budgets.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

MEMO



TO: Mayor and Council

FROM: Finance Director Connie Hillman

DATE: December 1, 2021

RE: Non-Working Funds 2022 Budget Discussion

The Council has had several discussions about the working funds – General, Public Safety, Parks, and Streets – as the operations of these funds are supported by property taxes as well as the capital fund. However, there are other funds that the Council has historically officially adopted a budget for as well. These funds, with the exception of the EDA Fund, will be discussed below. The EDA is considering a special meeting on Thursday, December 9, to finalize the budget.

Transit Fund:

The Transit Fund accounts for government grant revenues which are restricted for the expenditures of the City's dial-a-ride transportation system operation. Transit is funded through state and federal grants and ridership fees.

Library Fund:

The Library Fund accounts for the tax levy revenue requested by the Library from the City and to track the City's cost of maintaining the building. The 2022 budget reflects the actions of the Library Board. Kitchigami Regional Library Board approved a \$20,000 payment to the Brainerd Library for Capital purposes. This is shown as Miscellaneous Revenue and as Capital Outlay.

Recycling Fund:

The Recycling Fund accounts for revenue from Crow Wing County's SCORE funds that are restricted for the City's recycling program. The Fund also accounts for the revenue and costs of the used oil recycling facility located at the fire department. 100% of the SCORE funds received were distributed to the garbage haulers licensed with the City. Since 2020, the City will not receive any SCORE funds from the County. The amount budgeted to be received in free-will offerings, does not cover the cost of the charge for collection of the used anti-freeze and filters as well as the dumpster that is also provided. The facility promotes water quality and reduces the possibility of pollutants entering our waterways from illegal dumping or spills. Therefore, to balance the budget a transfer of \$1,500 will be made from the Storm Sewer fund as done in 2021 as well.

City Parking Lots Fund:

The City Parking Lots Fund accounts for all charges for services from parking lot rentals which are committed to maintaining the City's paid parking lots. In 2021, the Parking Commission was re-established and several recommendations were presented to Council. Council is going to discuss the recommendations at the December 6, 2021 Council meeting. The budget that is included in this packet does not take into account any of the recommendations from the Commission as Council has not approved their implementation.

Permanent Improvement Fund:

The Permanent Improvement Fund was established by authority of the City Charter to account for the property tax levy which is committed for paying the portion of the cost for improving streets and alleys assessed upon the City. The amount of the property tax collected is equivalent to the value of 2 Mills. The funds are transferred out of the Permanent Improvement fund into the Construction Fund (401).

Mayor's Contingency Fund:

The Mayor's Contingency Fund was established by authority of the City Charter to account for local government aid which is committed for the use of the Mayor in paying expenditures incurred by the Mayor in promoting the best interest of the City. Any funds not used by the end of the year are transferred back to the General Fund.

Sanitary Sewer Collection Fund:

The Sanitary Sewer Collection Fund is a proprietary fund. A proprietary fund is a business-like fund of a local government and uses the full accrual method of accounting. The Sanitary Sewer Collection Fund provides for the operation and maintenance of the wastewater collections. The fund charges user fees to those served by the system.

It was budgeted in 2021 that the City would perform a rate study. However, this did not get done, so it is budgeted to be completed in 2022. Also planning to do a sewer flow study as well. The budget reflects the R&M portion of the road construction projects that are associated with the sanitary sewer collection system. The capital portion of the construction projects are not in the budget as this fund is a proprietary fund. The cost of these projects as well as associated principal debt payments come into play when we do the rate study and cash flow analysis.

Storm Sewer Collection Fund:

The Storm Sewer Fund is also proprietary fund. The Storm Sewer Fund provides for the maintenance of the City's storm sewer system. The fund charges user fees to those served by the system.

Non-Working Funds 2022 Budget Discussion

December 1, 2021

Page 3

When the City hires a consultant to perform a rate study, the consultant looks at both the Sanitary and Storm Sewer user fees. The budget for the Storm Sewer Fund also includes professional services for the gully study and continuing to work on the MS4/SWPPP update. Accounting and budgeting for the Storm Sewer Fund is the same as the Sanitary Sewer Fund.

If you have any questions before the meeting, please contact me.

TRANSIT FUND

	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2022 Budget</u>
Revenues			
Property Taxes	-	-	-
Grants & Aids	1,043,666	1,219,397	1,377,400
Intergovernmental	4,766	14,400	-
Charges for Services	100,341	175,588	142,452
Other Revenue	17,349	5,000	5,000
Total Revenues	1,166,122	1,414,385	1,524,852
Expenditures			
Personnel Services	170,220	189,588	202,478
Supplies	47,553	117,778	71,566
Services	776,892	929,219	1,197,387
Capital	-	187,000	101,500
Total Expenditures	994,665	1,423,585	1,572,931
Other Sources (Uses)			
Transfer In (Out)	-	-	-
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	-	-	-
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	171,457	(9,200)	(48,079)
Fund Balance - Jan 1st	257,020	428,476	419,276
Fund Balance - Dec 31st	428,476	419,276	371,198

LIBRARY FUND

	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2022 Budget</u>
Revenues			
Property Taxes	152,516	146,851	146,851
Other Taxes	3,112	-	-
Interest	2,991	-	-
Contributions & Donations	15,231	-	-
Other Revenue	1,350	-	20,000
Total Revenues	175,201	146,851	166,851
Expenditures			
Supplies	2,841	16,400	16,400
Services	158,008	122,451	120,632
Capital	9,842	8,000	20,000
Total Expenditures	170,690	146,851	157,032
Other Sources (Uses)			
Transfer In (Out)	-	-	-
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	-	-	-
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	4,511	-	9,819
Fund Balance - Jan 1st	341,116	345,627	345,627
Fund Balance - Dec 31st	345,627	345,627	355,446

RECYCLING FUND

	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2022 Budget</u>
Revenues			
Property Taxes	-	-	-
Intergovernmental	-	-	-
Used Oil Revenue	511	600	500
Other Revenue	6	5	-
Total Revenues	<u>517</u>	<u>605</u>	<u>500</u>
Expenditures			
Services	-	-	-
Used Oil Expenditures	1,168	1,100	900
Other	293	700	702
Total Expenditures	<u>1,461</u>	<u>1,800</u>	<u>1,602</u>
Other Sources (Uses)			
Transfer In (Out)	-	1,500	1,500
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	<u>-</u>	<u>1,500</u>	<u>1,500</u>
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	<u>(944)</u>	<u>305</u>	<u>398</u>
Fund Balance - Jan 1st	1,078	134	439
Fund Balance - Dec 31st	134	439	837

PARKING LOT FUND

	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2022 Budget</u>
Revenues			
Property Taxes	-	-	-
Charges for Services	30,217	44,000	44,000
Other Revenue	-	-	-
Total Revenues	<u>30,217</u>	<u>44,000</u>	<u>44,000</u>
Expenditures			
Personnel Services	-	-	-
Supplies	31	100	100
Services	15,417	16,457	16,910
Capital	-	-	-
Total Expenditures	<u>15,448</u>	<u>16,557</u>	<u>17,010</u>
Other Sources (Uses)			
Transfer In (Out)	(30,151)	(22,000)	(29,200)
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	<u>(30,151)</u>	<u>(22,000)</u>	<u>(29,200)</u>
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	<u>(15,382)</u>	<u>5,443</u>	<u>(2,210)</u>
Fund Balance - Jan 1st	(14,665)	(30,047)	(24,604)
Fund Balance - Dec 31st	(30,047)	(24,604)	(26,814)

PERMANENT IMPROVEMENT FUND

	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2022 Budget</u>
Revenues			
Property Taxes	363,720	403,532	422,096
Other Taxes	7,209	-	-
Total Revenues	<u>370,929</u>	<u>403,532</u>	<u>422,096</u>
Expenditures			
Personnel Services	-	-	-
Supplies	-	-	-
Services	-	-	-
Capital	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Other Sources (Uses)			
Transfer In (Out)	(365,745)	(403,532)	(422,096)
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	<u>(365,745)</u>	<u>(403,532)</u>	<u>(422,096)</u>
Excess of Revenue Over (Under) Expenditures and Other Sources (Uses)	<u><u>5,184</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
Fund Balance - Jan 1st	5,075	10,258	10,258
Fund Balance - Dec 31st	10,258	10,258	10,258

MAYOR'S CONTINGENCY FUND

	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2022 Budget</u>
Revenues			
Property Taxes	-	-	-
Other Taxes	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures			
Personnel Services	-	-	-
Supplies	-	-	-
Services	250	2,500	2,500
Capital	-	-	-
Total Expenditures	<u>250</u>	<u>2,500</u>	<u>2,500</u>
Other Sources (Uses)			
Transfer In (Out)	2,500	2,500	2,500
Other Sources (Uses)	(2,250)	-	-
Total Other Sources (Uses)	<u>250</u>	<u>2,500</u>	<u>2,500</u>
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Jan 1st	-	-	-
Fund Balance - Dec 31st	-	-	-

SANITARY SEWER ENTERPRISE FUND

	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2022 Budget</u>
Operating Revenues			
Charges for Services	851,562	850,000	855,000
Total Revenues	<u>851,562</u>	<u>850,000</u>	<u>855,000</u>
Operating Expenditures			
Salaries and Benefits	113,926	172,428	173,894
Professional Services	13,700	75,500	70,500
Repairs and Maintenance	61,833	90,000	50,000
Insurance	4,809	4,956	6,124
Lease Payments	-	5,100	7,512
Depreciation	482,797	480,000	480,000
Materials and Supplies	6,100	9,400	9,000
Miscellaneous	634	2,000	2,770
Total Operating Expenses	<u>683,799</u>	<u>839,384</u>	<u>799,800</u>
Operating Income (Loss)	<u>167,763</u>	<u>10,616</u>	<u>55,200</u>
Nonoperating Revenues (Expenses)			
Intergovernmental	211,542	200,000	216,000
Gain (Loss) on Disposal of Asset	-	-	10,000
Interest Income	-	-	-
Interest Expense and Fiscal Charges	(97,823)	(80,373)	(80,170)
Contributed Capital	-	-	-
Total Nonoperating Revenue (Exp.)	<u>113,719</u>	<u>119,627</u>	<u>145,830</u>
Change in Net Position Before Transfers	<u>281,481</u>	<u>130,243</u>	<u>201,030</u>
Transfers In (Out)	-	-	-
Change in Net Position	<u>281,481</u>	<u>130,243</u>	<u>201,030</u>
Net Position- Beginning of Year	7,831,323	8,112,804	8,243,047
Net Position - End of Year	8,112,804	8,243,047	8,444,078

STORM SEWER ENTERPRISE FUND

	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2022 Budget</u>
Operating Revenues			
Charges for Services	462,865	460,000	460,000
Total Revenues	462,865	460,000	460,000
Operating Expenditures			
Salaries and Benefits	52,366	44,516	45,220
Professional Services	68,381	158,000	160,300
Repairs and Maintenance	74,745	96,000	35,000
Insurance	2,405	2,478	3,062
Depreciation	269,565	250,000	270,000
Materials and Supplies	-	-	-
Miscellaneous	1,639	1,800	3,200
Total Operating Expenses	469,100	552,794	516,781
Operating Income (Loss)	(6,235)	(92,794)	(56,781)
Nonoperating Revenues (Expenses)			
Intergovernmental	118,132	112,000	-
Interest Income	2,156	-	-
Interest Expense and Fiscal Charges	(2,946)	(546)	1,854
Total Nonoperating Revenue (Exp.)	117,342	111,454	1,854
Change in Net Position Before Transfers	111,107	18,660	(54,927)
Transfers In (Out)	-	(1,500)	(1,500)
Change in Net Position	111,107	17,160	(56,427)
Net Position- Beginning of Year	6,699,521	6,810,629	6,827,788
Net Position - End of Year	6,810,629	6,827,788	6,771,361



Brainerd City Council

Agenda Request

Requested Meeting Date: December 6, 2021

Title of Item: Update on OSHA COVID Emergency Temporary Standard Policy

☒ 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: At the November 15th Council meeting, Staff informed the Council that the federal Occupational Safety and Health Administration (OSHA) released an Emergency Temporary Standard (ETS) requiring employers with 100 or more employees to implement regular testing or vaccination requirements for employees. The OSHA ETS required certain employers (that would include the City of Brainerd) to implement a policy by early December and a testing program by early January for unvaccinated employees. Since then, the League of MN Cities (LMC) has provided additional guidance that cities may want to pause their planning efforts since timelines and criteria could be altered by pending litigation and MNOSHA has indicated they would give employers notice before policies and testing programs would go into effect.	
Alternatives, Options, Effects on Others/Comments: On November 19th, the LMC informed municipalities that OSHA announced on its website it is suspending activities related to the implementation and enforcement of the ETS pending future developments due to litigation. In addition to the federal ETS, MNOSHA will need to adopt a plan that is at least as restrictive as the federal requirements in the ETS. With that said, MNOSHA has said they will not issue an ETS for MN employers until after the federal OSHA ETS stay has been lifted. The Sixth Circuit Court, based out of Ohio, will be presiding over litigation related to the OSHA ETS. The LMC noted that while employers may want to consider planning for the ETS, this may be a sign from OSHA that they expect litigation to take some time.	
Recommended Action/Motion: Staff is not recommending any action at this time. This is an update and Staff will continue to monitor the situation.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



Brainerd City Council Agenda Request

Requested Meeting Date: December 6, 2021

Title of Item: Resolution - Transfer of Development District No. 2 to the EDA

☐ 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: During the process of drafting the various legal documents in relation to the sale of the remaining 13 lots of Phase IV in the Industrial Park to Anderson Brothers Construction in 2020, legal counsel from Kennedy & Graven discovered that the Phase IV lots appear to have never been formally added to a development district. The EDA only has authority to enter into transactions, such as this land sale, within EDA development districts. Legal counsel recommends transferring the authority to administer the district to the EDA. After the transfer of administrative authority, the EDA will amend the Development Program from Development District No. 2, added these lots to the Development District.	
Alternatives, Options, Effects on Others/Comments: Development District No. 2 was created on July 15, 1985, consisting of the original boundaries of the Brainerd Industrial Park (Phase I). The district was amended in 2000 to include Phase II and again in 2001 to include Phase III.	
Recommended Action/Motion: Motion to adopt the attached resolution, transferring Development District No. 2 to the Economic Development Authority.	
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>	

**CITY OF BRAINERD, MINNESOTA
RESOLUTION No.**

**RESOLUTION TRANSFERRING DEVELOPMENT DISTRICT TO ECONOMIC
DEVELOPMENT AUTHORITY OF THE CITY OF BRAINERD**

WHEREAS, the City Council previously adopted Resolution No. 26:87 on July 26, 1987 (the “Enabling Ordinance”), providing for the creation of the Economic Development Authority of the City of Brainerd (the “EDA”) pursuant to Minnesota Statutes, Chapter 458C, the predecessor statute to Minnesota Statutes, Chapter 469 (the “Act”); and

WHEREAS, pursuant to Section 469.094 of the Act, the City is authorized to transfer the control, authority and operation of any existing development district or project to the EDA; and

WHEREAS, the City previously established its Development District No. 2 comprising the City’s industrial park (the “Development District”), and now desires to transfer the control and administration of the Development District to the EDA.

NOW, THEREFORE, BE IT RESOLVED as follows:

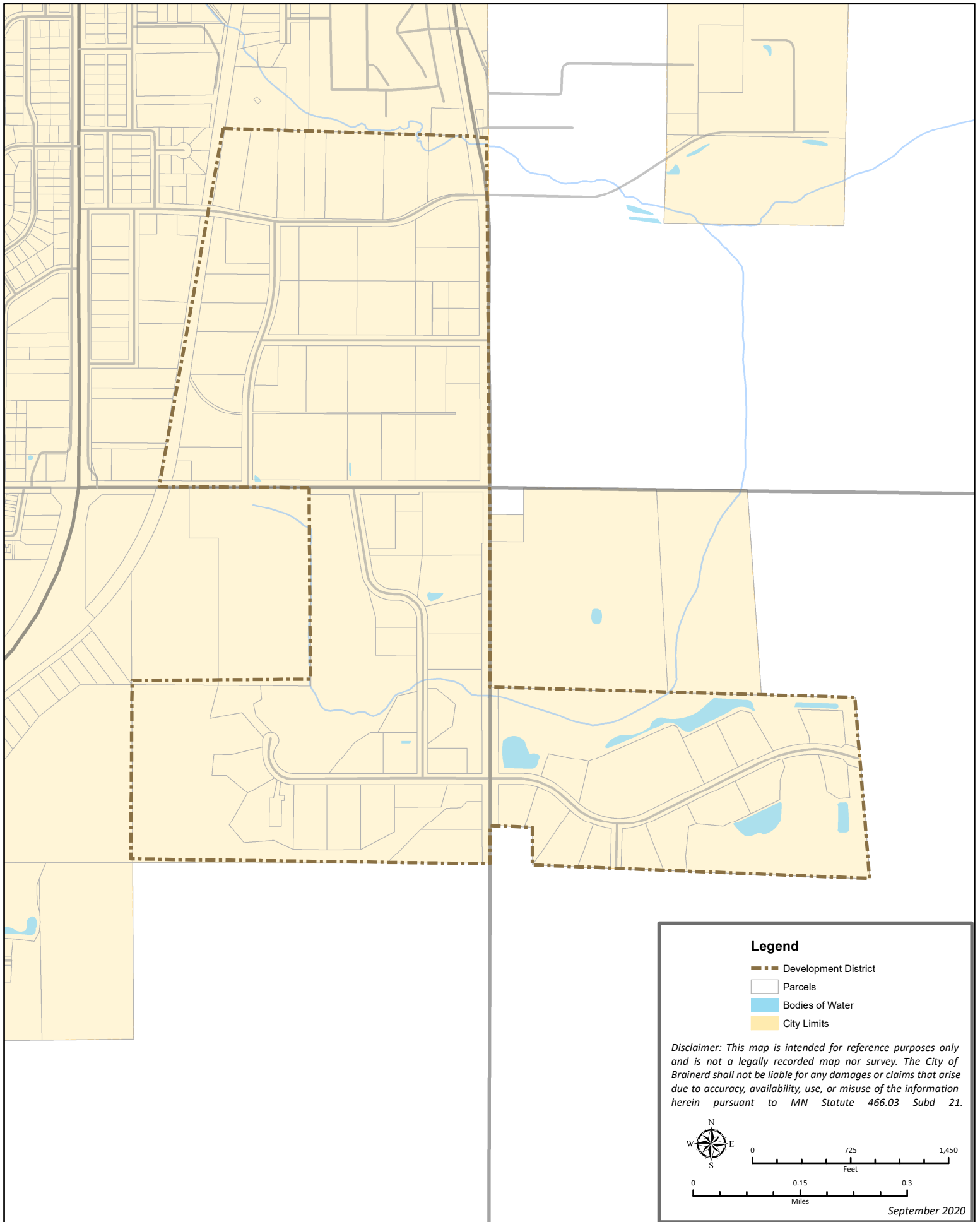
1. Pursuant to Section 469.094, Subdivision 2 of the Act, the City Council hereby transfers the control, authority and operation of the Development District to the EDA.
2. The transfer described herein is conditioned upon acceptance by the EDA of such transfer and a covenant and pledge by the EDA that the EDA is obligated to perform all agreements, pledges, covenants and undertakings heretofore entered into by the City with respect to the Development District.
3. The City Administrator is authorized and directed to transmit a certified copy of this Resolution to the Executive Director of the EDA and to other governmental officers as appropriate.
4. The Mayor, City Administrator and all other officers and employees of the City are authorized and directed to take whatever action and to execute and deliver such documents that are necessary to give effect to this Resolution.

Adopted by the City Council of the City of Brainerd this 6th day of December, 2021.

Mayor

ATTEST:

City Clerk





Brainerd City Council Agenda Request

Requested Meeting Date: December 6, 2021

Title of Item: Consideration of Letter of Intent from B&D Power Solutions, LLC

☐ 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: 10 minutes
Summary of Issue: The City of Brainerd has received a Letter of Intent (LOI) from B&D Power Solutions, LLC to purchase Lot 1, Block 2 and Lot 1, Block 3 of Phase IV of the Industrial Park at an offered price of \$65,000 per acre. B&D Power Solutions has also submitted a \$10,000 earnest money deposit with the City. B&D Power Solutions intends to use the land for crypto currency mining operations.	
Alternatives, Options, Effects on Others/Comments: The EDA considered the LOI during their regular meeting on December 2nd and motioned to recommend the sale of Lot 1, Block 2 and Lot 1, Block 3, Brainerd Industrial Park First Addition, Crow Wing County, Minnesota to B&D Power Solutions, LLC at a purchase price to be negotiated with the Buyer. Additionally, the EDA requests that the City Council convey the land to the EDA to conduct the sale of the property as the EDA holds the "right of reverter" authority.	
Recommended Action/Motion: Motion to adopted the attached resolution, conveying to the EDA for sale Lot 1, Block 2 and Lot 1, Block 3, Brainerd Industrial Park First Addition, Crow Wing County, Minnesota to B&D Power Solutions, LLC at a purchase price to be negotiated with the Buyer.	
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> Costs will be incurred for the developed of the purchase and development agreement and related documents by outside legal counsel. Final costs are unknown at this time.	

CITY OF BRAINERD

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING CONVEYANCE OF CITY PROPERTY TO
THE BRAINERD ECONOMIC DEVELOPMENT AUTHORITY**

BE IT RESOLVED by the City Council (“Council”) of the City of Brainerd (the “City”) as follows:

Section 1. Recitals.

1.01. The City has previously established Development District No. 2 (the “District”), consisting primarily of real property located within the City’s industrial park, pursuant to Minnesota Statutes, Sections 469.124 to 469.134, as amended.

1.02. On this date, the City has approved the transfer of control and administration of the District to the Brainerd Economic Development Authority (“Authority”).

1.03. To facilitate the economic development of certain property to be included in the District, the Authority proposes to enter into a purchase and development contract (the “Contract”) between the Authority and B&D Power Solutions LLC (the “Developer”), under which among other things the Authority will convey certain property within the industrial park, described in Exhibit A attached to this resolution (the “Development Property”), to the Developer.

1.04. The City currently owns the Development Property.

1.05. The City is authorized to convey real property pursuant to Minnesota Statutes, Section 465.035 to any governmental subdivision for a nominal consideration, or pursuant to Minnesota Statutes, Section 471.64 to any other political subdivision of the State.

1.06. The Authority is a political subdivision of the State pursuant to Minnesota Statutes, Section 469.091, Subdivision 2.

1.07. The City finds and determines that conveyance of the Development Property to the Authority is for a public purpose and is in the public interest because it will further the objectives of the District.

1.08. The City finds and determines that conveyance by the Authority of the Development Property to the Developer is for a public purpose and is in the public interest because it will further the objectives of the District.

Section 2. Authorization.

2.01. The Council approves the conveyance of the Development Property to the Authority by quit claim deed for reconveyance to the Developer, subject to the successful negotiation and execution of the Contract by the Authority and Developer.

2.02. The Council authorizes and directs City staff and officials to execute the deeds and related documents necessary to facilitate the transaction referenced herein and contemplated herein, with all such actions to be in accordance with the terms and conditions set forth in this resolution.

2.02. City staff and officials are authorized and directed to take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this resolution.

Approved by the City Council of the City of Brainerd this 6th day of December, 2021.

Mayor

ATTEST:

City Clerk/Treasurer

EXHIBIT A

Development Property

Lot 1, Block 2, Brainerd Industrial Park First Addition, Crow Wing County, Minnesota

- PID 41060509

Lot 1, Block 3, Brainerd Industrial Park First Addition, Crow Wing County, Minnesota

- PID 41060508

MEMO



TO: EDA Board of Commissioners

FROM: David Chanski, Community Development Director

DATE: November 27, 2021

RE: Consideration of Letter of Intent from B&D Power Solutions, LLC

On November 18th, the City of Brainerd received a Letter of Intent (LOI) from B&D Power Solutions, LLC (the Buyer) to purchase two lots of Phase IV of the Industrial Park. The Buyer seeks to purchase Lot 1, Block 2 and Lot 1, Block 3 of Phase IV (PIDs 41060509 and 41060508) at an offered price of \$65,000 per acre. With a total of roughly 2.914 acres, the total offered purchase price would be approximately \$189,410. The Buyer has submitted a \$10,000 earnest money deposit with the City of Brainerd.

The Buyer intends to use the land for crypto currency mining operations. As crypto currency mining operations require significant amounts of electrical power, the planned operations will require some 50 megawatts of power. Per Brainerd Public Utilities, the City has a current capacity of some 140 megawatts of power with a current peak of 40 megawatts.

This project will require the installation of additional power lines to be run directly from a nearby substation. The Buyer has been in active discussion with the City of Brainerd and Brainerd Public Utilities regarding the current and future availability of electrical power to the site as well as the cost of extending additional electrical infrastructure.

All undeveloped property within Phase IV of the Industrial Park is currently held by the City of Brainerd. As one of the powers made available to EDAs is the "right of reverter," staff recommends that, should the Commission recommend the sale of this land to the City Council, the Commission request the City Council to convey the land to the EDA for sale to the Buyer.

Staff estimates the current cost of the land to the City of Brainerd to be approximately \$78,287 per acres, which is comprised of the following:

- Land: \$17,100
- Infrastructure: \$38,242
- Interest on Infrastructure: \$6,884

As the current cost of the Land to the City of Brainerd is some \$13,000 per acre more than the offered price of \$65,000 per acre, staff recommends entering into negotiation with the Buyer for a cost closer to the City's actual cost.

Staff recommends that the EDA recommend to the City Council the sale of Lot 1, Block 2 and Lot 1, Block 3, Brainerd Industrial Park First Addition, Crow Wing County, Minnesota to B&D Power Solutions, LLC at a purchase price to be negotiated with the Buyer and request the City Council convey the land to the EDA for sale.

LETTER OF INTENT

Date: November 18, 2021

Seller Name:

Address:

Re: LETTER OF INTENT FOR THE PURCHASE OF PARCELS:

This Letter of Intent sets forth the terms and conditions upon which B&D Power Solutions LLC and/or his Assignee will purchase the above-referenced property. It is understood that this constitutes an expression of our intent only and that any final and binding agreement shall be subject to the preparation, negotiation and execution of definitive legal documents (hereinafter referred to as the "Purchase and Sale Agreement"). Subject to the foregoing limitations, it is our intention to enter into a Purchase and Sale Agreement that contains, among others, the following terms and conditions:

1. Purchaser: B&D Power Solutions LLC and/or his Assignee or Nominee.

2. Seller: _____

3. Property Description: 44,30,6 Lot 1 Block 2 and 44,30,6 Lot 1 Block 3 together with any and all improvements therein and all of Seller's right, title, and interest in all common areas, amenities, appurtenances, fixtures, chattels, and all personal property and the underlying fee land (collectively referred to as the "Property"). Seller shall sell Purchaser a 100% fee simple interest in the Property. Assessor's Parcel Number: 092810020010009 and 092810030010009. The seller will also ensure 50MW existing power capacity reserved for service at present and optional future power capacity extension.

4. Purchase Price/Terms: The Purchase Price of the Property shall be \$65,000/acre.

5. Purchase and Sale Agreement: Seller and Purchaser, shall in good faith, prepare and execute a mutually acceptable Purchase and Sale Agreement within fifteen (15) business days after Seller has accepted this Letter of Intent. Seller shall not accept any offer with respect to the sale of the Property during the duration of the contingencies.

6. Other Conditions: Conditions precedent to closing this transaction shall include:

A. Due Diligence Period: The satisfactory approval of Purchaser's inspection of all aspects of the Property during an investigation period of 30 (thirty) days (the "Due Diligence Period"), which will commence on receipt of all of the due diligence materials ("Due Diligence Information") shown on the attached Exhibit A. Within ten (10) business days after the execution of the Purchase and Sale Agreement, Seller shall make available to Purchaser the Due Diligence Information. Review and acceptance of Due Diligence Information is subject to the approval of Purchaser, in its sole and absolute discretion.

B. Title/Survey: Seller, at Seller's expense, shall cause the title company _____ to issue a preliminary title report (the "Title Report"), accompanied by legible copies of all recorded documents relating to easement, right-of-way, and all other matters of record affecting the Property. Seller, at Seller's expense, shall cause to be delivered a current ALTA plat of survey of the Property, prepared by a duly licensed land surveyor acceptable to the Purchaser and the Title Company ("the Survey"). The Title Report and Survey shall be updated by Seller within _____ () days of closing to the satisfaction of the Purchaser.

C. Deposits/Closing: An earnest money deposit of ten thousand dollars (\$10,000) to be held for the benefit of the Seller and applicable to the Purchase Price. The deposit will become nonrefundable only: (1) following Purchaser's satisfactory review of the Due Diligence Information; and (2) upon delivery of title and survey to Purchaser's approval. Closing shall occur within _____ () days following the end of the Due Diligence Period.

7. Conveyance and Encumbrances: The property shall be conveyed by recordable grant deed, free and clear of all liens and encumbrances, excluding: (a) real estate taxes, which shall be the obligation of the Seller until date of closing and subject to pro-ratio; and (b) such liens and encumbrances as Purchaser elects to have remain against the Property.

8. Closing Costs: Seller shall pay the costs of ALTA title insurance, transfer or sales taxes, and any title curative work it elects to undertake. Purchaser shall pay recording fees, extended title insurance costs and all costs in connection with the physical inspection, accounting audit and other investigations made in connection with Purchaser's due diligence review.

The Purchaser and Seller shall each pay for their respective attorney fees and out-of-pocket expenses. All escrow fees shall be paid equally by Purchaser and Seller, except as otherwise provided in the Purchase and Sale Agreement.

9. ADA: Please be advised that an owner or tenant of real property may be subject to the Americans With Disabilities Act (the ADA), a Federal law codified at 42 USC Section 12101 et seq. Among other requirements of the ADA that could apply to your Property, Title III of the ADA requires owners and tenants of "public accommodations" to remove barriers to access by disabled persons and provide auxiliary aids and services for hearing, vision or speech impaired persons by January 26, 1992. The regulations under Title III of the ADA are codified at 28 CFR Part 36. We recommend you review the ADA and regulations.

10. Hazardous Materials: Owner agrees to disclose to Broker and to prospective purchasers and tenants any and all information which Owner has regarding present and future zoning and environmental matters affecting the Property and regarding the condition of the Property including, but not limited to, structural, mechanical and soils conditions, the presence and location of asbestos, PCB transformers, other toxic, hazardous or contaminated substances, and underground storage tanks, in, on, or about the Property. Broker is authorized to disclose any such information to prospective purchasers or tenants.

11. Representation and Warranties: The Purchase and Sale Agreement shall contain such covenants, agreements, representations and warranties as Seller and Purchaser may agree upon, including but not limited to Hazardous Materials; Mold, Mildew and Fungus, etc.

12. Assignment: Purchaser shall have the right, after giving written notice to Seller, to assign its rights under this Letter of Intent and the Purchase and Sale Agreement to any entity controlled by, or under common control of, Purchaser.

This letter/proposal is intended solely as a preliminary expression of general intentions and is to be used for discussion purposes only. The parties intend that neither shall have any contractual obligations to the other with respect to the matters referred herein unless and until a definitive agreement has been fully executed and delivered by the parties. The parties agree that this letter/proposal is not intended to create any agreement or obligation by either party to negotiate a definitive lease/purchase and sale agreement and imposes no duty whatsoever on either party to continue negotiations, including without limitation any obligation to negotiate in good faith or in any way other than at arm's length. Prior to delivery of a definitive executed agreement, and without any liability to the other party, either party may propose different terms from those summarized herein, or unilaterally terminate all negotiations with the other party hereto.

It is understood that the foregoing outline is not a binding agreement. Furthermore, it is understood that the purpose of this outline is to work toward acceptable terms by which to draft a Purchase and Sale Agreement which will be mutually acceptable to both parties. If the above terms are acceptable to Seller, please so indicate by executing below and returning the enclosed copy by the close of business _____.

Sincerely,

AGREED AND ACCEPTED:

PURCHASER:

By: B&D Power Solutions LLC and/or his Assignee

Name: Brian Bian

Date: 11/18/2021

A handwritten signature in black ink, appearing to be 'Brian Bian', written over the date.

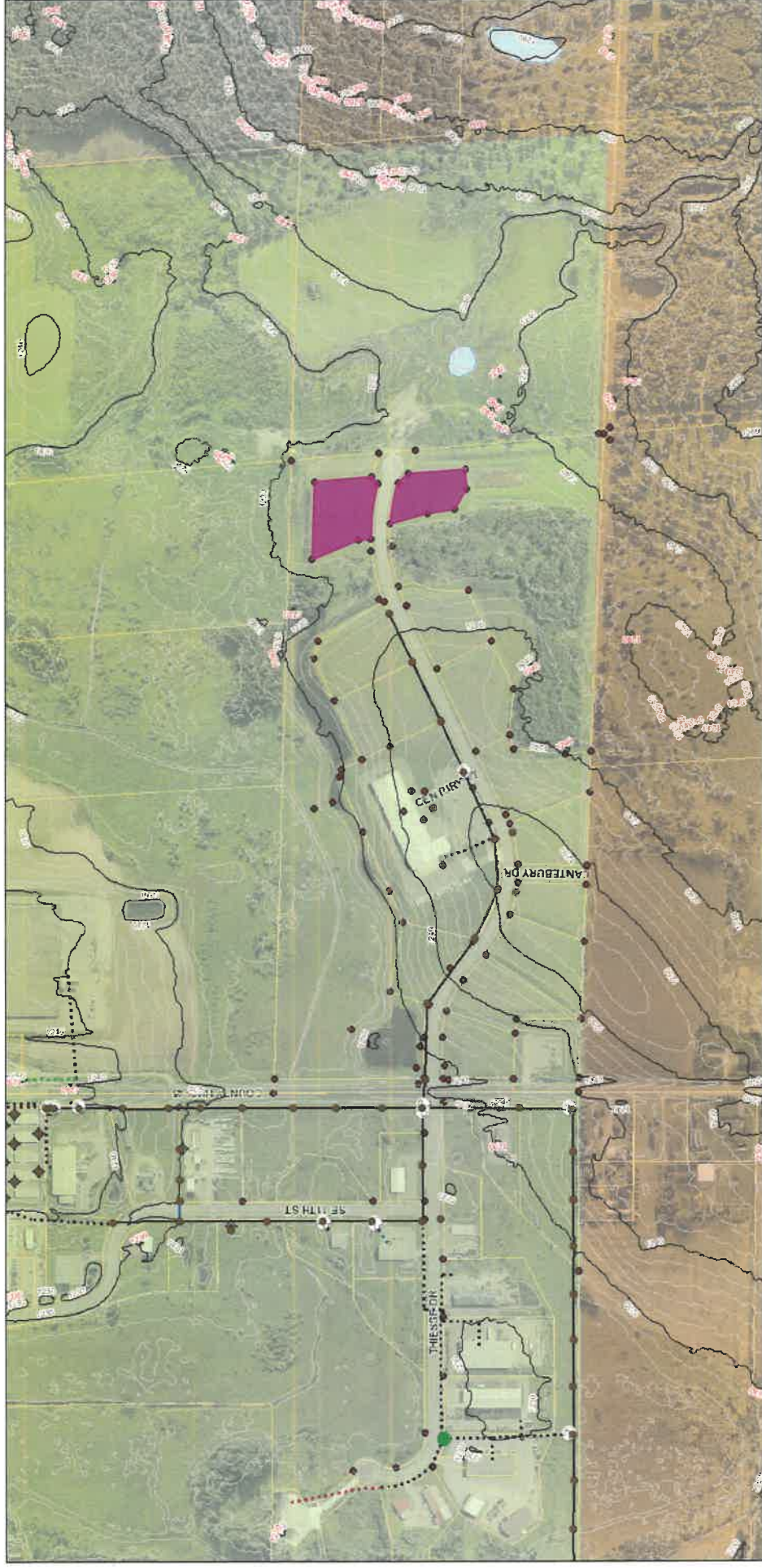
SELLER:

By: _____

Name: _____

Date: _____

Lots



November 18, 2021

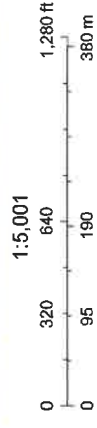
Parcel Report

Tools	Parcel Number Acres	Owner Name Township	Owner Address 1 Physical Address	Owner Address 2 Physical City	Owner Address 3 Classification	Township, Range, Section Tax Legal Description
	092810020010009 1. 702079000000000	CITY OF BRAINERD CITY OF BRAINERD	CITY ADMINISTRATOR- CITY HALL 1911 THIESSE DR	501 LAUREL ST BRAINERD	BRAINERD, MN 56401 958	44, 30,6 LOT 1 BLOCK 2
	092810030010009 1. 214116830000000	CITY OF BRAINERD CITY OF BRAINERD	CITY ADMINISTRATOR- CITY HALL 1918 THIESSE DR	501 LAUREL ST BRAINERD	BRAINERD, MN 56401 958	44, 30,6 LOT 1 BLOCK 3

Proposed Feeder 50mW



November 18, 2021





These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Date: 11/27/2021 Time: 10:14:30 AM





Brainerd City Council Agenda Request

Requested Meeting Date: December 6, 2021

Title of Item: Consideration of Letter of Intent from Clough Properties, LLC

☐ 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: 10 minutes
Summary of Issue: The City of Brainerd has received a Letter of Intent (LOI) from Clough Properties, LLC to purchase Lots 7 & 8, Block 1 of Phase IV of the Industrial Park at an offered total price of \$260,000 (approximately \$55,615 per acre). Clough Properties intends to use the land for crypto currency mining operations and expansion of their Just for Kix and Teehive operations.	
Alternatives, Options, Effects on Others/Comments: The EDA considered the LOI during their regular meeting on December 2nd and motioned to recommend the sale of Lots 7 & 8, Block 1, and Lots 3 & 4, Block 4, Brainerd Industrial Park First Addition, Crow Wing County, Minnesota to Clough Properties, LLC at a purchase price to be negotiated with the Buyer. Additionally, the EDA requests that the City Council convey the land to the EDA to conduct the sale of the property as the EDA holds the "right of reverter" authority. The addition of Lots 3 & 4, Block 4 to Clough Properties' initial request came in response to their revised LOI, which also requested Lot 1, Block 2, and Lot 1, Block 3, which were already requested by B&D Power Solutions, LLC.	
Recommended Action/Motion: Motion to adopted the attached resolution, conveying to the EDA for sale Lots 7 & 8, Block 1 and Lots 3 & 4, Block 4, Brainerd Industrial Park First Addition, Crow Wing County, Minnesota to Clough Properties, LLC at a purchase price to be negotiated with the Buyer.	
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> Costs will be incurred for the developed of the purchase and development agreement and related documents by outside legal counsel. Final costs are unknown at this time.	

CITY OF BRAINERD

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING CONVEYANCE OF CITY PROPERTY TO
THE BRAINERD ECONOMIC DEVELOPMENT AUTHORITY**

BE IT RESOLVED by the City Council (“Council”) of the City of Brainerd (the “City”) as follows:

Section 1. Recitals.

1.01. The City has previously established Development District No. 2 (the “District”), consisting primarily of real property located within the City’s industrial park, pursuant to Minnesota Statutes, Sections 469.124 to 469.134, as amended.

1.02. On this date, the City has approved the transfer of control and administration of the District to the Brainerd Economic Development Authority (“Authority”).

1.03. To facilitate the economic development of certain property to be included in the District, the Authority proposes to enter into a purchase and development contract (the “Contract”) between the Authority and Clough Properties, LLC (the “Developer”), under which among other things the Authority will convey one or more lots within the industrial park, described in Exhibit A attached to this resolution (the “Development Property”), to the Developer.

1.04. The City currently owns the Development Property.

1.05. The City is authorized to convey real property pursuant to Minnesota Statutes, Section 465.035 to any governmental subdivision for a nominal consideration, or pursuant to Minnesota Statutes, Section 471.64 to any other political subdivision of the State.

1.06. The Authority is a political subdivision of the State pursuant to Minnesota Statutes, Section 469.091, Subdivision 2.

1.07. The City finds and determines that conveyance of the Development Property to the Authority is for a public purpose and is in the public interest because it will further the objectives of the District.

1.08. The City finds and determines that conveyance by the Authority of the Development Property to the Developer is for a public purpose and is in the public interest because it will further the objectives of the District.

Section 2. Authorization.

2.01. The Council approves the conveyance of the Development Property to the Authority by quit claim deed for reconveyance to the Developer, subject to the successful negotiation and execution of the Contract by the Authority and Developer.

2.02. The Council authorizes and directs City staff and officials to execute the deeds and related documents necessary to facilitate the transaction referenced herein and contemplated herein, with all such actions to be in accordance with the terms and conditions set forth in this resolution.

2.02. City staff and officials are authorized and directed to take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this resolution.

Approved by the City Council of the City of Brainerd this 6th day of December, 2021.

Mayor

ATTEST:

City Clerk/Treasurer

EXHIBIT A

Development Property

Lot 7, Block 1, Brainerd Industrial Park First Addition, Crow Wing County, Minnesota

- PID: 41060511

Lot 8, Block 1, Brainerd Industrial Park First Addition, Crow Wing County, Minnesota

- PID: 41060510

Lot 3, Block 4, Brainerd Industrial Park First Addition, Crow Wing County, Minnesota

- PID: 41060505

Lot 4, Block 4, Brainerd Industrial Park First Addition, Crow Wing County, Minnesota

- PID: 41060504

MEMO



TO: EDA Board of Commissioners

FROM: David Chanski, Community Development Director

DATE: November 27, 2021

RE: Consideration of Letter of Intent from Clough Properties, LLC

On November 24th, the City of Brainerd received a Letter of Intent (LOI) from Clough Properties, LLC (the Buyer) to purchase two lots of Phase IV of the Industrial Park. The Buyer seeks to purchase Lots 7 & 8, Block 1 of Phase IV (PIDs 41060511 and 41060510) at an offered price of \$260,000. At a total of 4.675 acres, the offered price comes out to \$55,614.97 per acre.

The Buyer intends to use the land for two purposes, both business expansion endeavors. One lot will be used to expand the Buyer's Just for Kix and The Teehive operations. Both operations historically were conducted in Brainerd before they were moved to Baxter. The other lot will be used to expand the Buyer's crypto currency mining operations that it currently conducts out of their Baxter location.

The Buyer lists one contingency in the LOI. As crypto currency mining operations require significant amounts of electrical power, the Buyer has listed immediate access of 10 megawatts of power upon completion of their building project with an additional 10 megawatts of power be made available no later than December 31, 2022. Per Brainerd Public Utilities, the City has a current capacity of some 140 megawatts of power with a current peak of 40 megawatts.

The Buyer has been in active discussion with the City of Brainerd and Brainerd Public Utilities regarding the current and future availability of electrical power to the site.

All undeveloped property within Phase IV of the Industrial Park is currently held by the City of Brainerd. As one of the powers made available to EDAs is the "right of reverter," staff recommends that, should the Commission recommend the sale of this land to the City Council, the Commission request the City Council to convey the land to the EDA for sale to the Buyer.

Staff estimates the current cost of the land to the City of Brainerd to be approximately \$78,287 per acres, which is comprised of the following:

- Land: \$17,100
- Infrastructure: \$38,242
- Interest on Infrastructure: \$6,884

As the current cost of the Land to the City of Brainerd is some \$23,000 per acre more than the offered price of \$55,614.97 per acre, staff recommends entering into negotiation with the Buyer for a cost closer to the City's actual cost.

Staff recommends that the EDA recommend to the City Council the sale of Lots 7 & 8, Block 1, Brainerd Industrial Park First Addition, Crow Wing County, Minnesota to Clough Properties, LLC at a purchase price to be negotiated with the Buyer and request the City Council convey the land to the EDA for sale.

INTENT TO PURCHASE COMMERCIAL PROPERTY

Effective Date: November 24 2021

RE: Intent to Purchase Commercial Real Estate

I. THE PARTIES. This real estate letter of intent ("Letter of Intent") represents the basic terms for an agreement between a Buyer and Seller. After this Letter of Intent has been made, a formal agreement may be constructed to the benefit of the Parties involved.

Seller: A business entity known as City Of Brainerd with a mailing address of 501 Laurel St, Brainerd, Minnesota, 56401 ("Seller"),

Buyer: A business entity known as Clough Properties, LLC with a mailing address of 5972 Ojibwa Rd, Brainerd, Minnesota, 56401 ("Buyer").

II. THE PROPERTY. Lot 7 & Lot 8, Block 1, Brainerd Industrial Park First Addition to Brainerd, Brainerd, Minnesota, 56401 (the "Property").

Additional Description: PPID 41060511, PPID 41060510

The Property is described as being for a commercial purpose with the following description:

Land Area: 4.675 Acres (AC)

Building Square Feet: N/A

III. PURCHASE TERMS. The Buyer intends to purchase the Property for \$260,000.00.

a.) Bank Financing. The Buyer has made it known that their ability to pay the Purchase Price is not contingent on obtaining financing from a third (3rd) party.

b.) Closing Date. The Parties have not agreed to when the Buyer must close on the Property. This last day the Buyer may be able to close on the Property shall be negotiated between the parties and entered into any future agreement.

c.) Closing Costs. All costs associated with the Closing shall be the responsibility of both Parties equally.

d.) Inspection Period. The Buyer shall have a contingency period to conduct their due diligence and review property disclosures. This contingency period shall be for a period of 30 days.

e.) Formal Agreement. This Letter of Intent shall be converted to a formal agreement within a reasonable time period after this Letter of Intent is signed by all Parties.

f.) Binding Effect. This Letter of Intent shall be considered not legally binding between the Parties.

IV. ADDITIONAL TERMS. The purchase of this land is contingent upon Clough Properties having access to 10MW of power upon completion of the building project. Additionally, this purchase is contingent upon an additional 10MW of power available no later than 12/31/2022. We also request any and all MW available at that property to be available to us.

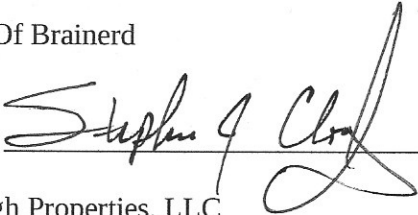
V. CURRENCY. All mentions of currency or the usage of the "\$" icon shall be known as referring to the US Dollar.

VI. GOVERNING LAW. This Letter of Intent shall be governed under the laws where the Property is located.

VII. ACCEPTANCE. If you are agreeable to the aforementioned terms, please sign and return a duplicate copy of this Letter of Intent by no later than November 29 2021.

Seller Signature: _____ **Date:** _____

Print Name: City Of Brainerd

Buyer Signature:  _____ **Date:** 11/24/21

Print Name: Clough Properties, LLC



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Date: 11/27/2021 Time: 10:12:50 AM



To the EDA, City Council, and Brainerd Public Utilities,

Wow, what a week. Since I last sent you a letter we have been meeting non-stop with investors, HVAC contractors, building contractors, electrical contractors and this goes on and on.

We are now prepared to submit the following proposal:

Just For Krypto, LLC is prepared to purchase 4 lots (see attached Letter Of Intent) at the purchase price of \$500,000.00. We are offering an additional \$500,000 to BPU to cover the cost of getting the power to our lots. We are offering a donation of \$600,000 to complete the renovation of The Historic Water Tower in Brainerd. We are committing to 60MW of power. We are committing to substantial future investments in the city of Brainerd to be determined at a future date, and we are committing to creating numerous local jobs, in beautiful buildings built with 100% local labor.

We are looking forward to this project and working closely with The City and The EDA for years to come.

We very much look forward to the opportunity to speak at the meeting tomorrow, thank you for your consideration.

Ian Ulrich

On behalf of Just For Krypto, a Just For Kix Company.

INTENT TO PURCHASE COMMERCIAL PROPERTY

Effective Date: December 1 2021

RE: Intent to Purchase Commercial Real Estate

I. THE PARTIES. This real estate letter of intent ("Letter of Intent") represents the basic terms for an agreement between a Buyer and Seller. After this Letter of Intent has been made, a formal agreement may be constructed to the benefit of the Parties involved.

Seller: A business entity known as City Of Brainerd with a mailing address of 501 Laurel St, Brainerd, Minnesota, 56401 ("Seller"),

Buyer: A business entity known as Clough Properties, LLC with a mailing address of 5972 Ojibwa Rd, Brainerd, Minnesota, 56401 ("Buyer").

II. THE PROPERTY. Lot 7 Block 1, Lot 8 Block 1, Lot 1 Block 2, Lot 1 Block 3, Brainerd Industrial Park First Addition to Brainerd, Brainerd, Minnesota, 56401 (the "Property").

Additional Description: PPID 41060511, PPID 41060510, PPID 41060509, PPID 41060508
The Property is described as being for a commercial purpose with the following description:

Land Area: 7.585 Acres (AC)

Building Square Feet: N/A

III. PURCHASE TERMS. The Buyer intends to purchase the Property for \$500,000.00.

a.) Bank Financing. The Buyer has made it known that their ability to pay the Purchase Price is not contingent on obtaining financing from a third (3rd) party.

b.) Closing Date. The Parties have not agreed to when the Buyer must close on the Property. This last day the Buyer may be able to close on the Property shall be negotiated between the parties and entered into any future agreement.

c.) Closing Costs. All costs associated with the Closing shall be the responsibility of the Buyer.

d.) Inspection Period. The Buyer shall not have a contingency period. All reports, inspections, and any other due diligence must have been conducted prior to the signing of this Letter of Intent.

e.) Formal Agreement. This Letter of Intent shall be converted to a formal agreement within a reasonable time period after this Letter of Intent is signed by all Parties.

f.) Binding Effect. This Letter of Intent shall be considered not legally binding between the Parties.

IV. ADDITIONAL TERMS. The purchase of this land is contingent upon Clough Properties having access to 60MW of power upon completion of the building project.

V. CURRENCY. All mentions of currency or the usage of the "\$" icon shall be known as referring to the US Dollar.

VI. GOVERNING LAW. This Letter of Intent shall be governed under the laws where the Property is located.

VII. ACCEPTANCE. If you are agreeable to the aforementioned terms, please sign and return a duplicate copy of this Letter of Intent by no later than December 10 2021.

Seller Signature: _____ **Date:** _____

Print Name: City Of Brainerd

Buyer Signature: _____ **Date:** _____

Print Name: Clough Properties, LLC



Brainerd City Council Agenda Request

Requested Meeting Date: December 6, 2021

Title of Item: Final Reading - Proposed Ordinance 1522-Discontinuing 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: 5 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 and to start the ordinance process to discontinue the Commission. The City Council held the first reading at their November 15 meeting.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: 1) Hold public hearing 2) Hold/dispense with the final reading of Proposed Ordinance No. 1522, an ordinance discontinuing the Joint Fire and Police Civil Service Commission. 3) Adopt Proposed Ordinance No. 1522, an ordinance discontinuing the Joint Fire and Police Civil Service Commission.	
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. 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: December 6, 2021

Title of Item: Final Reading - Proposed Ordinance 1523 - Ordinance Amending the Brainerd City Charter

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☒ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Administrator Bergman and Attorney Langel	Department: Administration
Presenter (Name & Title): Administrator Bergman and Attorney Langel	Estimated Time Needed: 5 minutes
Summary of Issue: The Charter Commission met on November 10 to consider revisions to Chapter 6, Public Utilities Commission (PUC). The Charter Commission voted unanimously to approve the proposed changes and directed staff to prepare an Ordinance amending Charter. Attached is Ordinance 1523.	
Alternatives, Options, Effects on Others/Comments: The Council held the first reading at the November 15th Council meeting where Attorney Langel reviewed all of the recommended changes to the PUC Chapter. If requested, he could again discuss the reasons the changes were recommended.	
Recommended Action/Motion: 1) Hold public hearing 2) Hold/dispense with the final reading of Proposed Ordinance No. 1523, an ordinance amending Brainerd City Charter. 3) Adopt Proposed Ordinance No. 1523, 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 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



Brainerd City Council Agenda Request

Requested Meeting Date: December 2, 2021

Title of Item: Consideration of Parking Commission Recommendations

☐ 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: 20 minutes
Summary of Issue: On October 25th, the Parking Commission presented their Parking Plan recommendations to the City Council in a workshop setting. The Council then directed staff to bring the recommendations before the Council in a regular meeting setting for the Council to take action and provide staff with direction moving forward. Additionally, the Council indicated a desire the take public comment at that time. Staff issued a press release notifying the public that the Council is seeking public comment on December 2nd, including sending the press release to the Brainerd Dispatch, directly to downtown property owners who had previously participated in the Parking Commission's town hall meeting in June, and work with the DDBC and Chamber of Commerce to disseminate the press release.	
Alternatives, Options, Effects on Others/Comments: The Parking Commission's Parking Plan included 8 separate recommendations. However, while separate, these recommendations are very much intertwined. Therefore, staff believes the most efficient way to provide direction to staff is by answering the following questions: 1) Should parking lot lease fees be increased as recommended in the Parking Plan, and, if so, when should they be increased? Staff recommends increasing rates as indicated, starting Q2 2022. 2) Should staff begin the process of creating an implementation plan and acquiring bids/proposals for the implementation of some type of parking meter system downtown as recommended in the Parking Plan? If so, staff recommends conducting the process in 2022 with implementation of the decided metering system in 2023. 3) Should 90% of all net revenue from leased parking space and, potentially, parking meters be designated for downtown improvements and assigned to the EDA for implementation? If so, staff also recommends assigning recommendations #4 and #7 to the EDA for implementation, using designated funds to implement these recommendations as funds become available, spending funds no earlier than January 1, 2023. 4) Should the Front St, Laurel St, and City Hall parking lots be marketed for redevelopment? If so, staff recommends assigning this task to the EDA for implementation. 5) Should the Code of Ordinances be amended to require property owners in and around the downtown to identify off-street areas where their tenants (commercial and residential) will park? If so, staff recommends beginning this process immediately in an effort to include it as a part of the new zoning code.	
Recommended Action/Motion: 1) Open the floor to receive public comment. 2) Provide staff direction as to implement the recommendations from the Parking Commission.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

THE PARKING PLAN

OVERVIEW

The Parking Commission was tasked by the City Council to study and make recommendations regarding parking in the City of Brainerd with specific emphasis on reviewing the City's leased parking. With a focus on the downtown area, the Parking Commission discussed the various issues they see as business owners, patrons, advocates, and residents of the downtown. These discussions included members of city staff (City Administrator, City Engineer, Community Development Director, Police Chief, and Finance Director), members of the City Council, and members of the public through a town hall meeting held in June. The Commission also conducted a parking study of the downtown area. The following recommendations are a result of these in-depth discussions and analysis of parking in downtown Brainerd.

RECOMMENDATIONS

Recommendation #1: Increase the rates for leased lots to a level commensurate with what the private sector may offer and increase rates by 5% each year to adjust with inflation. The Commission recommends the following changes to the fee schedule:

Parking Lot	Current Rate	Proposed Rate	Current Net Revenue	Net Revenue with Proposed Change
Burlington Northern	\$20.00 & \$25.00	\$45.00 & \$55.00	(\$15,732)	\$2,734
Maple	\$15.00	\$25.00	\$8,095	\$14,983
Alley	\$35.00	\$50.00	\$5,239	\$11,652
City Hall	\$35.00	\$50.00	\$3,394	\$4,997

Justification: The need for an increase in rates is multifaceted. First, the Burlington Northern lot annually operates in a deficit and is ultimately subsidized by the Maple lot, Alley, and City Hall lot. While simply raising the rates for the Burlington lot would address the deficit issue, the Commission believes that the City should also likewise increase the rates for the Maple lot, Alley, and City Hall lot to bring them closer in line with what may be charge by the private sector. Finally, increased rates will ensure that the Parking Lot Fund is fully self-sufficient moving forward.

Parking lot rates were last adjusted in 2019. At that time, the Burlington Northern lot was increased from \$10.00 and \$15.00, and both the Alley and the City Hall lot were increased from \$25.00. The Maple lot was the one lot whose rate was decreased from \$20.00. The reasoning for the decrease at that time was because the average occupancy of the lot was less than 45% and the decreased was aimed at getting more people to park there. However, since September of 2019, the lot has maintained full occupancy most of the year as students have been parking in the lot due to the Brainerd High School construction project. Even though most of these students give up their spots in the summer months (June through August), the lot has continued to maintain an occupancy greater than 60% during those months. Additionally, roughly half of the commercial

spaces downtown were vacant and approximately 25 rental units have been added downtown since 2019. With the increased activity downtown as well as the greater awareness of the Maple lot due to the high school project, staff believes that the Maple lot will continue to have a high occupancy rate into the future even after the high school project is completed.

Implementation Cost: Staff time

Implementation Timeline: January 1, 2022

Recommendation #2: Implement parking meters between the hours of 8:00am and 5:00pm, initially allowing the first 15 minutes of parking for free, along the following sections of street:

- Laurel St. between S. 6th St. and S. 8th St.
- S. 7th St. between Front St. and Maple St.

Justification: One of the primary issues with downtown parking that the Commission reviewed is the balance of allowing enough time for on-street parking on the core downtown streets for business patrons to shop, eat, and enjoy all that downtown has to offer while keeping commercial and residential tenants from monopolizing the prime parking areas. Increasing on-street parking from 2 hours would allow sufficient time for most patrons to enjoy the downtown but would likely result in abuse by tenants. In addition, the Brainerd Police Department does not currently have the capacity to provide the regular, consistent enforcement necessary to ensure all users of downtown parking are respecting the posting limits.

Implementing parking meters along the two crossroads downtown (approximately 100 spaces) would provide an easy solution to both of these issues. Anyone may park on Laurel St. and S. 7th St for as long as they desire as long as they are willing to pay for it. Additionally, meters would aid the Police Department in enforcement as no chalking of tires with follow-up checks would be required. Officers and CSOs would simply need to check to ensure that meters are paid. Finally, providing the first 15 minutes free would allow for patrons making quick stops to parking without having to pay, and allowing free on-street parking between 5:00pm and 8:00am would continue to provide the necessary night parking for tenants as well as those who choose to leave their vehicles downtown after visiting the downtown's various bars. The Commission also recommends initially allowing the first hour to be free and then gradually reducing it to 15 minutes to help get people used to using the meters.

Implementation Cost: Approximately \$80,000 to \$120,000 plus monthly operating fees (approximately \$500-\$750, which would be paid for by meter revenue).

- Estimate based on individual meters per spot. Cost could be reduced if central kiosks are used instead.
- Meters would accommodate coin, credit card, and mobile app.

Implementation Timeline: Critical to the management of parking and overall implementation of this plan.

Recommendation #3: Designate 90% of the net revenue generated by downtown parking meters and leased spaces for downtown programs and improvements, and transfer these funds to the EDA for implementation.

Justification: Allocating 90% of the net revenue generated by downtown parking meters and leased spaces for downtown programs and improvements would have many benefits. Primarily, it would allow for continued economic vitality in the downtown through grants, beautification, marketing, etc. without costing Brainerd taxpayers a dime. In fact, use of these funds in the downtown may actually result in increased downtown property values, which only takes some of the burden off the residential tax base.

The intent of keeping 10% of net revenue in the Parking Fund would be to ensure that the fund maintains a sufficient balance to cover any unanticipated costs that the fund may incur (e.g. snow falls greater than anticipated, damage to lots and meters, reconstruction bid prices than come in higher than anticipated, etc.).

Implementation Cost: Staff time

Implementation Timeline: January 1, 2022

Recommendation #4: Update downtown kiosks in a manner that matches the aesthetics of the downtown, and implement wayfinding in and around the downtown area to guide visitors and residents alike to the various amenities in and around the downtown, with elements including but not limited to:

- Location of parking
- Distances to public areas (e.g. City Hall, Library, Gregory Park, County Courthouse, 7th & Laurel, High School, etc.)
- Maps of downtown businesses and services
- Community information (i.e. event notices, street closures, etc.)

Justification: A reoccurring topic that was continually brought up during the Commission's discussions was the need for wayfinding and a general improvement in communication downtown. Wayfinding will provide pedestrians and motorists alike on-street directions to various destinations while updated kiosks in and around the downtown can be used to provide more specific information such as locations of individual businesses and services and announcements such as events and street closures. Updated kiosks will also ensure the information is regularly kept up to date and are, in general, much more appealing than the current pinboard kiosks.

Implementation Cost: The Commission recommends using Parking Fund revenue designated to the EDA to fund these improvements. Depending on the size, quality, and design of kiosks, prices vary between \$500 and \$5,000 per kiosk. The cost of wayfinding would be the cost of the signs, road paint, etc. used and whether the project planning is contracted out or done in house.

Implementation Timeline: As determined by the EDA as revenue becomes available.

Recommendation #5: Update the City's ordinances to require property owners in and around the downtown to identify off-street areas where their tenants (commercial and residential) will park.

Justification: Currently, property owners in the downtown area are exempt from providing any off-street parking for their commercial and residential tenants. This was not an issue 5 years ago when the downtown was 50% empty but is becoming and will continue to become an issue as the downtown continues to fill back in. In just the last 3 years alone, over a dozen commercial spaces and over 3 dozen apartment units have been filled that were previously empty or non-existent. In any residential zone, property owners would be required to provide 1 ¼ off-street parking spaces per unit. This recommendation acknowledges that downtown property owners, generally, do not have the ability to add off-street parking but do have a responsibility to account for any additional burden to parking that may result from additional development/redevelopment.

Implementation Cost: Staff time

Implementation Timeline: Immediately as part of zoning code update

Recommendation #6: Charge the EDA with the task of developing a marketing strategy and list the Front St. lot, Laurel St. lot, and City Hall lot for redevelopment.

Justification: If the above recommendations are implemented, the Commission believes that the opportunity cost of maintaining the parcels that contain the Laurel St. lot, Front St. lot, and City Hall lot in their current capacity will become higher than their use as parking lots. For example, a building with an estimated market value of \$1,000,000 would have a tax capacity (based on the city's total 2021 tax capacity) of \$19,250. Such a project alone could result in either a 0.173% reduction in the City's levy (based on the 2021 tax levy) or or \$14,116 in additional tax revenue should the 2021 tax rate of 73.430% stay the same. This also does not take into account the economic benefits such a project would reap the construction and maintenance of such a building and the businesses and residential units the building could house. Finally, as the Eight05 Laurel project showed, a new building on the site of a current parking lot would not necessarily create a burden on parking as the building could be designed to include its own off-street parking.

Implementation Cost: Staff time plus costs of marketing/development firm if such services are acquired

Implementation Timeline: Immediately, but with patience

Recommendation #7: Continue to take steps to make areas in and around downtown a much more pedestrian friendly place. Such improvements could include but are not limited to:

- Alley lighting and aesthetic improvements
- Additional benches
- Picnic tables

- Bike racks
- Designated bike lanes
- Green spaces

Justification: As the downtown area continues to thrive through positive redevelopment, an emphasis must continue to be made on making downtown not just a commercial space that is auto oriented and where people do business and leave but a community space where people live. Simple improvements like those listed above will help to continue to turn the page from an auto oriented concrete jungle to a pedestrian friendly community space.

Implementation Cost: The Commission recommends using Parking Fund revenue designated to the EDA to fund experience improvements (e.g. bike racks, picnic benches, etc.) and capital funds for infrastructure improvements (e.g. lighting, bike lanes, green spaces, etc.).

Implementation Timeline: As determined by the EDA for experience improvements and by the City Council for infrastructure improvements.) as revenue becomes available

Recommendation #8: Implement a targeted informational and educational campaign to inform and educate the property owners, business owners, residential tenants, and patrons in and around the downtown area of any recommendations the City Council chooses to implement to ensure communication between the City and property owners.

Justification: Implementation of any of the recommendations made in this plan will have a certain level of impact on the downtown, some more significant than others. To ensure smooth implementation, all users of the downtown should be regularly kept up to date on any immediate or future changes to the current landscape of the downtown.

Implementation Cost: Staff time

Implementation Timeline: Continually

CLOSING

The Parking Commission acknowledges that these 8 recommendations are not be-all-end-all solutions, but they are a good start to a new direction. If adopted, in whole or in part, by the City Council, the Commission believes that it has achieved the goal that it was given by the Council. The next step would be for the Commission to either be disbanded until a time arises for a new parking commission to be formed to address issues not yet identified or to be given a new task. Either way, the Commission is proud of the work that has been done and looks forward to seeing these recommendations put into action.



The Brainerd City Council is seeking public input on the Parking Commission's recommendations regarding parking in and around the downtown area. The Parking Commission's recommendations area:

1. Increase the rates for leased lots to a level commensurate with what the private sector may offer and increase rates by 5% each year to adjust with inflation.
2. Implement parking meters between the hours of 8:00am and 5:00pm, initially allowing the first 15 minutes of parking for free, along Laurel St between S. 6th St. and S. 8th St and along S. 7th St. between Front St. and Maple St.
3. Designate 90% of the net revenue generated by downtown parking meters and leased spaces for downtown programs and improvements and transfer these funds to the EDA for implementation.
4. Update downtown kiosks in a manner that matches the aesthetics of the downtown and implement wayfinding in and around the downtown area to guide visitors and residents alike to the various amenities in and around the downtown.
5. Update the City's ordinances to require property owners in and around the downtown to identify off-street areas where their tenants (commercial and residential) will park.
6. Charge the EDA with the task of developing a marketing strategy and list the Front St. lot, Laurel St. lot, and City Hall lot for redevelopment.
7. Continue to take steps to make areas in and around downtown a much more pedestrian friendly place, including improvements such as alley lighting and aesthetic improvements, additional benches, picnic tables, bike racks, designated bike lanes, and green spaces.
8. Implement a targeted informational and educational campaign to inform and educate the property owners, business owners, residential tenants, and patrons in and around the downtown area of any recommendations the City Council chooses to implement to ensure communication between the City and property owners.

The City Council will be taking public comment during the City Council meeting on Monday, December 6 at 7:30pm. The meeting will be held in the City Council Chambers of City Hall at 501 Laurel St. If you cannot attend the meeting in-person but would still like to submit comment, please submit comments in writing to Community Development Director David Chanski at dchanski@ci.brainerd.mn.us.

David Chanski
Community Development Director