CITY COUNCIL AGENDA

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

The public is invited to attend these meetings in person
Attend by phone **City Council**: 1-844-992-4726 Meeting Access Code: 2486 984 7675
Attend by phone: **Personnel and Finance Committee 7:00 PM:** 1-844-992-4726 Meeting Access Code: 2491 698 6421
Attend by phone **Safety and Public Works Committee 6:45 PM**: 1-844-992-4726 Meeting Access Code: 2497 537 6874

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

1. **Call To Order - 7:30pm**
2. **Roll Call**
   ____ D. Pritschet ____ T. Stenglein ____ T. Erickson____ M. O'Day

   ____ K. Stunek ____ G. Johnson ____ 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:

   020722 COUNCIL INV REGISTER.pdf

   B. **Approval Of Minutes**
   Regular City Council Meeting January 18, 2022

   Documents:

   2022-01-18 CC Draft.pdf

C. **Approval Of Licenses**
Contractor Licenses

D. **Department Activity Reports**
Fire Chief Report

City Administrator Report

City Engineer/ Public Works Director Report

HR Director Report

Documents:

FD Report.pdf
CA Report.pdf
CE-PW Report.pdf
HR Report.pdf

E. **Minnesota Lawful Gambling Application For Exempt Permit-Submitted By Central Lakes College Foundation, 501 West College Dr, Brainerd, MN 56401 For An Event To Be Held On May 6th, 2022 At CLC**

6. **Council Committee Reports**

A. **Personnel And Finance Committee 7:00 PM**
WebEx Teleconference Call-In Information

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

Access Code: 2491 698 6421

Documents:

02-07 PF Agenda.pdf

1. Consideration For Country Manor Public Financing Request For Tax Abatement

Documents:

Consideration for Country Manor Public Financing Request for Tax Abatement.pdf

2. Police Officer Joshua Claussen Resignation

Documents:

Police Officer Joshua Claussen Resignation.pdf

3. Approve Professional Services Contract With Widseth For Design Services For Public Safety Cold Storage Facility

   Documents:

   Police Cold Storage Facility.pdf

4. Approve Professional Services Contract With Widseth For Design Services For Public Works Facility Addition

   Documents:

   Street and Sewer Addition Agreement.pdf

5. Ratify The Hiring Of Park Temporary/Seasonal Employees

   Documents:

   Ratify Hiring of 2021-2022 Parks Winter Temporary Employees 2_7_22.pdf

6. Annual Review And Approval Of Investment Policy

   Documents:

   Annual Investment Policy Review.pdf

7. Consider RFP's Charter Contribution Organizations

   Documents:

   RFP Charter Organizations.pdf

B. **Safety And Public Works Committee - 6:45 PM**

WebEx Teleconference Call-In Information

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

Access Code: 2497 537 6874

Documents:

02-07 SPW Agenda.pdf

1. Approve Agreement For Storm Drain Stenciling With Discovery Woods Montessori School

   Documents:

   Agreement for Water Quality Project.pdf

2. Approve Sewer Flow Monitoring Proposal From SEH

Documents:

Sewer Flow Monitoring Proposal.pdf

3. Presentation - 5-Year Capital Improvement Plan Update

Documents:

Capital Improvement Plan Presentation.pdf

7. **Unfinished Business**

A. **Council Comment On Draft Zoning Map And Table Of Uses**

Documents:

Council Comment on Draft Zoning Map and Table of Uses.pdf

B. **Committee Resignations - Accept With Regret**
Wayne Erickson- EDA

C. **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)

Housing Redevelopment Authority -- 1 term (Expire 2022)

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

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

Economic Development Authority (EDA) – 1 term (Expire 2022) 1 term (Expire 2026) – 1 term (Expire 2027)

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

Planning Commission—1 term (Expire 2023)

Ad Hoc Committees – Applicants Needed

Water Tower Fundraising Committee – Two positions available

8. **New Business**

   A. **Consideration Of Supportive Housing Village PUD General Concept Review**

      Documents:

      Supportive Housing Village PUD Review.pdf

   B. **Consider A Council Workshop To Discuss Coronavirus State And Local Fiscal Recovery Funds (CSLFRF) Funded By American Recovery Plan Act (ARPA)**

      Documents:

      Council Workshop.pdf

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

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

11. **Mayor's Report**

12. **Council Member Reports**

13. **Adjourn To Closed Session Pursuant Minnesota Statute 13D.05 Subd. 3(C)(3) To Develop Or Consider Offers For The Purchase Of Property At The Northern Pacific Center Property**

14. **Adjourn To Closed Session Pursuant To MN Statutes, 13D.05, Subd. 3 (B) For Attorney-Client Privilege To Discuss James M. Carlson V. City Of Brainerd Pending Litigation**

15. **Adjourn To Closed Session Pursuant To MN Statutes 13D.05, Subd. 3 (A), To Conduct The City Administrator Performance Review**

16. **Adjourn**

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:								
303222								
69613	ACE HARDWARE		01/19/2022	02/09/2022	22.48	22.48	Open	N
	COMMAND STRIPS		pziemer					02/09/2022
	235-3100-42200	OFFICE SUPPLIES			22.48			
303189								
69638	ACE HARDWARE		01/18/2022	02/09/2022	3.59	3.59	Open	N
	COAX CONNECTOR - STRTS LUNCHROOM		pziemer					02/09/2022
	235-3100-42220	REPAIR & MAINT			3.59			
303364								
69742	ACE HARDWARE		01/26/2022	02/09/2022	25.96	25.96	Open	N
	TRUCK 105 SCRAPER ATTACHMENT PIN		pziemer					02/09/2022
	235-3125-42220	REPAIR & MAINT			25.96			
303385								
69745	ACE HARDWARE		01/26/2022	02/09/2022	35.07	35.07	Open	N
	COMMAND STRIPS		pziemer					02/09/2022
	225-2120-42220	REPAIR & MAINT			35.07			
303283								
69754	ACE HARDWARE		01/21/2022	02/09/2022	4.49	4.49	Open	N
	PAD VNY PROT		pziemer					02/09/2022
	225-2220-42210	OPERATING SUPPLIES			4.49			
303095								
69755	ACE HARDWARE		01/13/2022	02/09/2022	163.64	163.64	Open	N
	SCOOPS, CHAIN OIL, CHAIN		pziemer					02/09/2022
	225-2220-42210	OPERATING SUPPLIES			163.64			
		Total for vendor 0011 - ACE HARDWARE:			255.23	255.23		
Vendor 2902 - ADVANCE AUTO PA:								
6574202083607								
69692	ADVANCE AUTO PARTS		01/20/2022	02/09/2022	44.46	44.46	Open	N
	MACK SPIN ON BYPASS FILTER		pziemer					02/09/2022
	235-3125-42220	REPAIR & MAINT			44.46			
6574201483458								
69697	ADVANCE AUTO PARTS		01/14/2022	02/09/2022	30.42	30.42	Open	N
	MACK SPIN ON BYPASS FILTER		pziemer					02/09/2022
	235-3125-42220	REPAIR & MAINT			30.42			
6574202583724								
69727	ADVANCE AUTO PARTS		01/25/2022	02/09/2022	33.20	33.20	Open	N
	TRUCK 160 BLOWER FAN RESISTOR		pziemer					02/09/2022
	235-3100-42220	REPAIR & MAINT			33.20			
		Total for vendor 2902 - ADVANCE AUTO PA:			108.08	108.08		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 2889 - ALL STATE COMMU:								
322818								
69743	ALL STATE COMMUNICATIONS		01/01/2022	02/09/2022	300.00	300.00	Open	N
	ACCT 87636 2022 FIRE ALARM MONITORIN		pziemer					02/09/2022
	225-2120-43300	PROFESSIONAL SERVICES			300.00			
	Total for vendor 2889 - ALL STATE COMMU:				300.00	300.00		
Vendor 2846 - AMERICAN WELDING:								
08280847								
69703	AMERICAN WELDING-GAS INC		01/20/2022	02/09/2022	26.69	26.69	Open	N
	HAND HEAT GUARD		pziemer					02/09/2022
	235-3125-42220	REPAIR & MAINT			26.69			
08282346								
69718	AMERICAN WELDING-GAS INC		01/21/2022	02/09/2022	113.78	113.78	Open	N
	WELDING GAS		pziemer					02/09/2022
	235-3125-42220	REPAIR & MAINT			113.78			
	Total for vendor 2846 - AMERICAN WELDING:				140.47	140.47		
Vendor 0039 - AMERIPRIDE LINE:								
253000092836								
69634	ARAMARK UNIFORM SERVICES		01/13/2022	02/09/2022	74.25	74.25	Open	N
	RUGS AND OVERALLS		pziemer					02/09/2022
	235-3100-43430	MISCELLANEOUS			74.25			
253000095500								
69709	ARAMARK UNIFORM SERVICES		01/20/2022	02/09/2022	103.19	103.19	Open	N
	RUGS AND OVERALLS		pziemer					02/09/2022
	235-3100-43430	MISCELLANEOUS			103.19			
253000098399								
69816	ARAMARK UNIFORM SERVICES		01/27/2022	02/09/2022	74.25	74.25	Open	N
	RUGS AND OVERALLS		pziemer					02/09/2022
	235-3100-43430	MISCELLANEOUS			74.25			
	Total for vendor 0039 - AMERIPRIDE LINE:				251.69	251.69		
Vendor 3859 - ASL INTERPRETING SERVICES INC:								
INV-00117-A								
69603	ASL INTERPRETING SERVICES INC		01/17/2022	02/09/2022	18.33	18.33	Open	N
	INTERPRETING SERVICES DEC 2021		pziemer					12/31/2021
	225-2120-43300	PROFESSIONAL SERVICES			18.33			
	Total for vendor 3859 - ASL INTERPRETING SERVICES INC:				18.33	18.33		
Vendor 2740 - AT&T MOBILITY:								

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
X02032022/STRTS							
69833	AT&T MOBILITY	01/25/2022	02/09/2022	137.47	137.47	Open	N
	ACCT 287292136423 STREET DEPT CELL PH	pziemer					02/09/2022
	237-3190-43321 TELEPHONE			38.23			
	235-3100-43321 TELEPHONE			99.24			
X02032022/ENG							
69834	AT&T MOBILITY	01/25/2022	02/09/2022	274.94	274.94	Open	N
	ACCT 287292136423 ENG DEPT CELL PHONE	pziemer					02/09/2022
	101-1700-43321 TELEPHONE			274.94			
X02032022/CD							
69835	AT&T MOBILITY	01/25/2022	02/09/2022	99.24	99.24	Open	N
	ACCT 287292136423 COM DEV DEPT CELL P	pziemer					02/09/2022
	101-2400-43321 TELEPHONE			99.24			
X02032022/TRANSIT							
69836	AT&T MOBILITY	01/25/2022	02/09/2022	49.62	49.62	Open	N
	ACCT 287292136423 TRANSIT CELL PHONE	pziemer					02/09/2022
	203-9000-43321 TELEPHONE			49.62			
X02032022/ADMIN							
69837	AT&T MOBILITY	01/25/2022	02/09/2022	99.24	99.24	Open	N
	ACCT 287292136423 ADMIN DEPT CELL PH	pziemer					02/09/2022
	101-1400-43321 TELEPHONE			99.24			
X02032022/PARKS							
69838	AT&T MOBILITY	01/25/2022	02/09/2022	121.06	121.06	Open	N
	ACCT 287292136423 PARKS DEPT CELL PH	pziemer					02/09/2022
	230-5200-43321 TELEPHONE			121.06			
X02032022/IT							
69848	AT&T MOBILITY	01/25/2022	02/09/2022	137.47	137.47	Open	N
	AT&T IT DEPT PHONES 12/26/21-1/25/22	pziemer					02/09/2022
	101-1800-43321 TELEPHONE			137.47			
X02032022/PD							
69849	AT&T MOBILITY	01/25/2022	02/09/2022	2,042.76	2,042.76	Open	N
	ACCT 287287520356 POLICE DEPT PHONES	pziemer					02/09/2022
	225-2120-43309 COMPUTER TECHNICAL SUPPORT			785.86			
	225-2120-43321 TELEPHONE			1,256.90			
	Total for vendor 2740 - AT&T MOBILITY:			2,961.80	2,961.80		

Vendor MISC - AUS, AMY:

1/25/22							
69729	AUS, AMY	01/25/2022	02/09/2022	12.36	12.36	Open	N
	OVERPAID PARKING FOR MAPLE - 2022	pziemer					02/09/2022
	101-0000-22801 Refund: MR Unapplied Payments			12.36			
	Total for vendor MISC - AUS, AMY:			12.36	12.36		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 0319 - BAKER TILLY MUN:								
BTMA12976								
69936	BAKER TILLY MUNICIPAL ADVISORS, LLC		01/24/2022	02/09/2022	3,300.00	3,300.00	Open	N
	2020 CONTINUING DISCLOSURE RECONCILI		pziemer					02/09/2022
	101-0000-14100	DUE FROM COMPONENT UNIT			1,878.00			
	101-9200-43300	PROFESSIONAL SERVICES			1,112.46			
	237-3190-43300	PROFESSIONAL SERVICES			189.54			
	238-3160-43300	PROFESSIONAL SERVICES			120.00			
		Total for vendor 0319 - BAKER TILLY MUN:			3,300.00	3,300.00		
Vendor 0745 - BATTERIES PLUS:								
P48276278								
69746	BATTERIES PLUS		01/25/2022	02/09/2022	209.99	209.99	Open	N
	SQD 443 BATTERY		pziemer					02/09/2022
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			209.99			
P48115418								
69756	BATTERIES PLUS		01/20/2022	02/09/2022	239.52	239.52	Open	N
	BATTERIES		pziemer					02/09/2022
	225-2220-42210	OPERATING SUPPLIES			239.52			
		Total for vendor 0745 - BATTERIES PLUS:			449.51	449.51		
Vendor 3201 - BAYCOM INC:								
EQUIPINV_036233								
69714	BAYCOM INC		01/21/2022	02/09/2022	264.00	264.00	Open	N
	SQD 403 & 498	SQD MOBILE BATTERIES	pziemer					02/09/2022
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			264.00			
		Total for vendor 3201 - BAYCOM INC:			264.00	264.00		
Vendor 2948 - BILL'S GUN SHOP:								
134016								
69604	BILL'S GUN SHOP & RANGE		01/13/2022	02/09/2022	25.00	25.00	Open	N
	724SK - RANGE TIME		pziemer					02/09/2022
	225-2120-43330	PROFESSIONAL DEVELOPMENT			25.00			
		Total for vendor 2948 - BILL'S GUN SHOP:			25.00	25.00		
Vendor 3966 - BLUE SKY TRANSIT:								
122021								
69726	BLUE SKY TRANSIT		12/31/2021	02/09/2022	95,227.63	95,227.63	Open	N
	DEC 2021 3RD PARTY TRANSIT SERVICES		pziemer					12/31/2021
	203-9000-42212	MOTOR FUELS			3,667.28			
	203-9000-43401	VEHICLE REPAIRS			4,464.17			
	203-9000-43440	TRANSIT SERVICE CONTRACT PY			87,096.18			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	Total for vendor 3966 - BLUE SKY TRANSIT:			95,227.63	95,227.63		
Vendor 3120 - BOLTON & MENK:							
0283678							
69940	BOLTON & MENK	01/28/2022	02/09/2022	1,087.50	1,087.50	Open	N
	IMP 19-01	pziemer					02/09/2022
	401-1901-43300 PROFESSIONAL SERVICES			1,087.50			
	Total for vendor 3120 - BOLTON & MENK:			1,087.50	1,087.50		
Vendor 0065 - BOYER TRUCKS RO:							
003P17056							
69944	BOYER TRUCKS ROGERS	02/02/2022	02/09/2022	162.08	162.08	Open	N
	BOLTS/WASHERS	pziemer					02/09/2022
	235-3100-42220 REPAIR & MAINT			162.08			
	Total for vendor 0065 - BOYER TRUCKS RO:			162.08	162.08		
Vendor 3500 - BRAINERD DISPAT:							
2022							
69751	BRAINERD DISPATCH	01/26/2022	02/09/2022	248.04	248.04	Open	N
	ACCT 178183917 2022 SUBSCRIPTION REN	pziemer					02/09/2022
	101-9200-43430 MISCELLANEOUS			248.04			
	Total for vendor 3500 - BRAINERD DISPAT:			248.04	248.04		
Vendor 0077 - BRAINERD HYDRAU:							
22385							
69614	BRAINERD HYDRAULICS/AIR	12/01/2021	02/09/2022	199.65	199.65	Open	N
	TRUCK 108 SANDER	pziemer					12/31/2021
	235-3125-42220 REPAIR & MAINT			199.65			
22444							
69615	BRAINERD HYDRAULICS/AIR	12/07/2021	02/09/2022	47.68	47.68	Open	N
	GRADER 113 HYDRAULIC	pziemer					12/31/2021
	235-3125-42220 REPAIR & MAINT			47.68			
	Total for vendor 0077 - BRAINERD HYDRAU:			247.33	247.33		
Vendor 0110 - BRAINERD LAKES:							
42010							
69710	BRAINERD LAKES AREA CHAMBERS OF COM	01/19/2022	02/09/2022	670.00	670.00	Open	N
	M. HALVERSON SUPERVISOR ADVANTAGE TR	pziemer					02/09/2022
	225-2120-43330 PROFESSIONAL DEVELOPMENT			670.00			
	Total for vendor 0110 - BRAINERD LAKES:			670.00	670.00		
Vendor 0079 - BRAINERD LICENS:							

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
TRANSIT FEB 22							
69694	BRAINERD LICENSE OFFICE	01/20/2022	02/09/2022	192.50	192.50	Open	N
	TRANSIT BUS TAB RENEWALS 2022 - 2 YE	pziemer					02/09/2022
	203-9000-43430 MISCELLANEOUS			192.50			
188033 - 2022							
69715	BRAINERD LICENSE OFFICE	01/08/2022	02/09/2022	19.25	19.25	Open	N
	SPEED MESSAGE TRAILER REGISTRATION RE	pziemer					02/09/2022
	225-2120-42221 SQUAD CAR REPAIR SUPPLIES			19.25			
966803 - 2022							
69716	BRAINERD LICENSE OFFICE	01/08/2022	02/09/2022	19.25	19.25	Open	N
	SQD 432 REGISTRATION RENEWAL	pziemer					02/09/2022
	225-2120-42221 SQUAD CAR REPAIR SUPPLIES			19.25			
2022 STREETS							
69856	BRAINERD LICENSE OFFICE	01/28/2022	02/09/2022	327.25	327.25	Open	N
	2022-2024 TAB RENEWAL - STREET DEPT	pziemer					02/09/2022
	237-3190-43430 MISCELLANEOUS			57.75			
	235-3100-43430 MISCELLANEOUS			231.00			
	235-3100-43430 MISCELLANEOUS			38.50			
962826 2022							
69857	BRAINERD LICENSE OFFICE	01/28/2022	02/09/2022	19.25	19.25	Open	N
	SQD 442 21 CHEVY COLORADO PD LEASE VE	pziemer					02/09/2022
	225-2120-42221 SQUAD CAR REPAIR SUPPLIES			19.25			
2022 PARKS							
69858	BRAINERD LICENSE OFFICE	01/28/2022	02/09/2022	154.00	154.00	Open	N
	2022-2024 PARKS VEHICLE TAB RENEWALS	pziemer					02/09/2022
	230-5200-43430 MISCELLANEOUS			154.00			
2022 COM DEV							
69861	BRAINERD LICENSE OFFICE	01/28/2022	02/09/2022	77.00	77.00	Open	N
	2022-2024 COM DEV REGISTRATION RENEWA	pziemer					02/09/2022
	101-2400-43430 MISCELLANEOUS			77.00			
2022 ENG							
69862	BRAINERD LICENSE OFFICE	01/28/2022	02/09/2022	57.75	57.75	Open	N
	2022 - 2024 ENG REGISTRATION RENEWALS	pziemer					02/09/2022
	101-1700-43430 MISCELLANEOUS			57.75			
2022 CITY HALL							
69863	BRAINERD LICENSE OFFICE	01/28/2022	02/09/2022	57.75	57.75	Open	N
	2022 - 2024 CITY HALL REGISTRATION RE	pziemer					02/09/2022
	101-1940-43430 MISCELLANEOUS			57.75			
	Total for vendor 0079 - BRAINERD LICENS:			924.00	924.00		

Vendor 0296 - BRAINERD PUBLIC:

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
DEC 2021/ENG								
69660	BRAINERD PUBLIC UTILITIES		12/24/2021	02/09/2022	2,004.20	2,004.20	Open	N
	11/24/21-12/24/2021 CITY UTILITIES		pziemer					12/31/2021
	101-1940-43381	BPU UTILITIES			1,361.09			
	101-9200-43381	BPU UTILITIES			112.15			
	236-3180-43381	BPU UTILITIES			36.00			
	401-1003-43380	UTILITIES			494.96			
DEC 2021/PD								
69661	BRAINERD PUBLIC UTILITIES		12/24/2021	02/09/2022	5,161.87	5,161.87	Open	N
	11/24/21-12/24/21 POLICE UTILITIES		pziemer					12/31/2021
	225-2120-43381	BPU UTILITIES			5,161.87			
DEC 2021/LIBRARY								
69662	BRAINERD PUBLIC UTILITIES		12/24/2021	02/09/2022	1,288.39	1,288.39	Open	N
	11/24/21-12/24/21 LIBRARY UTILITIES		pziemer					12/31/2021
	211-5500-43381	BPU UTILITIES			1,288.39			
DEC 2021/FD								
69663	BRAINERD PUBLIC UTILITIES		12/24/2021	02/09/2022	2,408.84	2,408.84	Open	N
	11/24/21-12/24/21 FIRE DEPT UTILITIES		pziemer					12/31/2021
	225-2220-43381	BPU UTILITIES			2,408.84			
DEC 2021/PARKS								
69664	BRAINERD PUBLIC UTILITIES		12/24/2021	02/09/2022	2,563.92	2,563.92	Open	N
	11/24/21-12/24/21 PARKS UTILITIES		pziemer					12/31/2021
	230-5200-43381	BPU UTILITIES			2,563.92			
DEC 2021/STREETS								
69665	BRAINERD PUBLIC UTILITIES		12/24/2021	02/09/2022	24,328.37	24,328.37	Open	N
	11/24/21-12/24/21 STREET DEPT UTILIT		pziemer					12/31/2021
	235-3100-43381	BPU UTILITIES			24,328.37			
JAN 22 COBRA								
69666	BRAINERD PUBLIC UTILITIES		01/18/2022	02/09/2022	2,032.21	2,032.21	Open	N
	REMIT JAN 22 COBRA		pziemer					02/09/2022
	101-0000-22800	OTHER LIABILITIES			2,032.21			
REMIT JAN 22								
69752	BRAINERD PUBLIC UTILITIES		01/26/2022	02/09/2022	1,428.44	1,428.44	Open	N
	JAN 22 SETTLEMENT REMIT		pziemer					02/09/2022
	101-0000-20850	DUE TO COMPONENT UNIT			1,428.44			
	Total for vendor 0296 - BRAINERD PUBLIC:				41,216.24	41,216.24		
Vendor 3598 - BS&A SOFTWARE:								
138656								
69674	BS&A SOFTWARE		01/20/2022	02/09/2022	19,908.00	19,908.00	Open	N
	BS&A SUPPORT/SERVICE 2/1/22-2/1/23		pziemer					02/09/2022
	101-1800-43309	COMPUTER SUPPORT			18,249.00			
	101-0000-15500	PREPAID EXPENSE			1,659.00			

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	Total for vendor 3598 - BS&A SOFTWARE:				19,908.00	19,908.00		
Vendor 0447 - CDW GOVERNMENT,:								
Q715215 69748	CDW GOVERNMENT, INC PRINT HEAD REPLC & INK CART		01/11/2022 pziemer	02/09/2022	625.97	625.97	Open	N 02/09/2022
Q833192 69749	CDW GOVERNMENT, INC CISCO CATALYST POE SWITCH 400-9050-45530	CAPITAL - OTHER	01/13/2022 pziemer	02/09/2022	0.00 3,390.34	0.00	Void	N 02/09/2022
Q835094 69750	CDW GOVERNMENT, INC HP 728 DESIGNJET INK CART		01/13/2022 pziemer	02/09/2022	98.69	98.69	Open	N 02/09/2022
R026819 69823	CDW GOVERNMENT, INC DELL MONITORS QTY 6 403-9070-45580	CAPITAL - OTHER EQUIPMENT	01/19/2022 pziemer	02/09/2022	1,970.34 1,970.34	1,970.34	Open	N 02/09/2022
R190451 69840	CDW GOVERNMENT, INC QTY 1 IN CARTRIDGE 101-1940-42200	OFFICE SUPPLIES	01/21/2022 pziemer	02/09/2022	98.69 98.69	98.69	Open	N 02/09/2022
R190685 69841	CDW GOVERNMENT, INC CISCO POE SWITCH QTY 3 400-9050-45530	CAPITAL - OTHER	01/21/2022 pziemer	02/09/2022	10,171.02 10,171.02	10,171.02	Open	N 02/09/2022
	Total for vendor 0447 - CDW GOVERNMENT,:				12,964.71	12,964.71		
Vendor 0307 - CENTERPOINT ENE:								
5942870-6/JAN 22 69945	CENTERPOINT ENERGY 12/14/21-1/14/22 CITY HALL UTILITIES 101-1940-43380	UTILITIES	01/19/2022 pziemer	02/09/2022	1,043.23 1,043.23	1,043.23	Open	N 02/09/2022
6031615-5/JAN 22 69946	CENTERPOINT ENERGY 12/14/21-1/14/22 ANNEX UTILITIES 101-1940-43380	UTILITIES	01/19/2022 pziemer	02/09/2022	681.51 681.51	681.51	Open	N 02/09/2022
5956221-5/JAN 22 69947	CENTERPOINT ENERGY 12/14/21-1/14/22 PD UTILITIES 225-2120-43380	UTILITIES	01/19/2022 pziemer	02/09/2022	454.56 454.56	454.56	Open	N 02/09/2022

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5974635-4/JAN 22							
69948	CENTERPOINT ENERGY	01/19/2022	02/09/2022	1,132.70	1,132.70	Open	N
	12/14/21-1/14/22 STREET DEPT UTILITI	pziemer					02/09/2022
	235-3100-43380 UTILITIES			1,132.70			
5933799-8/JAN 22							
69949	CENTERPOINT ENERGY	01/19/2022	02/09/2022	367.90	367.90	Open	N
	12/14/21-1/14/22 PARKS UTILITIES	pziemer					02/09/2022
	230-5200-43380 UTILITIES			367.90			
6032449-8/JAN 22							
69950	CENTERPOINT ENERGY	01/19/2022	02/09/2022	1,453.04	1,453.04	Open	N
	12/14/21-1/14/22 LIBRARY UTILITIES	pziemer					02/09/2022
	211-5500-43380 UTILITIES			1,453.04			
6004720-6/JAN 22							
69951	CENTERPOINT ENERGY	01/19/2022	02/09/2022	643.61	643.61	Open	N
	12/14/21-1/14/22 FD UTILITIES	pziemer					02/09/2022
	225-2220-43380 UTILITIES			643.61			
11078538-3/JAN 22							
69952	CENTERPOINT ENERGY	01/19/2022	02/09/2022	427.41	427.41	Open	N
	12/14/22-1/14/22 STATION 2	pziemer					02/09/2022
	225-2220-43380 UTILITIES			427.41			
	Total for vendor 0307 - CENTERPOINT ENE:			6,203.96	6,203.96		
Vendor 1343 - CHARTER COMMUNICATION:							
0008065010822							
69605	CHARTER COMMUNICATIONS	01/08/2022	02/09/2022	46.51	46.51	Open	N
	BUSINESS TV	pziemer					02/09/2022
	225-2120-43380 UTILITIES			46.51			
0055470010822							
69758	CHARTER COMMUNICATIONS	01/08/2022	02/09/2022	7.85	7.85	Open	N
	JANUARY	pziemer					02/09/2022
	225-2220-43380 UTILITIES			7.85			
	Total for vendor 1343 - CHARTER COMMUNICATION:			54.36	54.36		
Vendor 1513 - CITY OF BAXTER:							
2022-004							
69606	CITY OF BAXTER	01/13/2022	02/09/2022	195.00	195.00	Open	N
	CITATION BOOKS	pziemer					02/09/2022
	225-2120-42210 OPERATING SUPPLIES			195.00			
	Total for vendor 1513 - CITY OF BAXTER:			195.00	195.00		
Vendor 3378 - COLLINS BROTHER:							

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
21-90409								
69607	COLLINS BROTHERS TOWING		12/22/2021	02/09/2022	45.00	45.00	Open	N
	TOW - DRUG - ICR21017407		pziemer					12/31/2021
	223-2140-42210	OPERATING SUPPLIES			45.00			
	Total for vendor 3378 - COLLINS BROTHER:				45.00	45.00		
Vendor 3655 - CONTEGRITY GROU:								
2022010								
69702	CONTEGRITY GROUP		01/20/2022	02/09/2022	4,189.70	4,189.70	Open	N
	CITY HALL/PD REMODEL FINAL		pziemer					02/09/2022
	400-1980-45530	PYMTS TO CONTRACTORS			89.67			
	400-1980-45530	PYMTS TO CONTRACTORS			4,100.03			
	Total for vendor 3655 - CONTEGRITY GROU:				4,189.70	4,189.70		
Vendor 0136 - CWC ATTORNEY:								
ICR 21008407								
69617	CWC ATTORNEY		01/14/2022	02/09/2022	386.40	386.40	Open	N
	ICR 21008407		pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES			386.40			
ICR 19017184								
69619	CWC ATTORNEY		01/14/2022	02/09/2022	21.40	21.40	Open	N
	ICR 19017184		pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES			21.40			
ICR 20007676								
69621	CWC ATTORNEY		01/14/2022	02/09/2022	21.40	21.40	Open	N
	ICR 20007676		pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES			21.40			
ICR 21004497								
69624	CWC ATTORNEY		01/14/2022	02/09/2022	117.40	117.40	Open	N
	ICR 21004497		pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES			117.40			
ICR 19012104								
69625	CWC ATTORNEY		01/14/2022	02/09/2022	70.00	70.00	Open	N
	ICR 19012104		pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES			70.00			
ICR 20013892								
69627	CWC ATTORNEY		01/14/2022	02/09/2022	18.00	18.00	Open	N
	ICR 20013892		pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES			18.00			
ICR 21002374								
69629	CWC ATTORNEY		01/14/2022	02/09/2022	16.60	16.60	Open	N
	ICR 21002374		pziemer					02/09/2022

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	223-0000-22800	OTHER LIABILITIES		16.60			
ICR 20014110							
69631	CWC ATTORNEY	01/14/2022	02/09/2022	231.40	231.40	Open	N
	ICR 20014110	pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES		231.40			
ICR 20013821							
69640	CWC ATTORNEY	01/14/2022	02/09/2022	303.80	303.80	Open	N
	ICR 20013821	pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES		303.80			
ICR 20013525 -							
69642	CWC ATTORNEY	01/14/2022	02/09/2022	18.40	18.40	Open	N
	ICR 20013525 - CASH	pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES		18.40			
ICR 21003885							
69644	CWC ATTORNEY	01/14/2022	02/09/2022	24.60	24.60	Open	N
	ICR 21003885	pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES		24.60			
ICR 19008564 -							
69646	CWC ATTORNEY	01/14/2022	02/09/2022	364.00	364.00	Open	N
	ICR 19008564 - CASH	pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES		364.00			
ICR 21004644							
69648	CWC ATTORNEY	01/14/2022	02/09/2022	113.80	113.80	Open	N
	ICR 21004644	pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES		113.80			
ICR 21004003							
69650	CWC ATTORNEY	01/14/2022	02/09/2022	229.40	229.40	Open	N
	ICR 21004003	pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES		229.40			
ICR 20014495 -							
69652	CWC ATTORNEY	01/14/2022	02/09/2022	619.40	619.40	Open	N
	ICR 20014495 - CASH	pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES		619.40			
ICR 21000227							
69654	CWC ATTORNEY	01/14/2022	02/09/2022	365.60	365.60	Open	N
	ICR 21000227	pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES		365.60			
ICR 20011594							
69656	CWC ATTORNEY	01/14/2022	02/09/2022	28.80	28.80	Open	N
	ICR 20011594	pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES		28.80			

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ICR 21005389								
69658	CWC ATTORNEY		01/14/2022	02/09/2022	193.60	193.60	Open	N
	ICR 21005389		pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES			193.60			
		Total for vendor 0136 - CWC ATTORNEY:			3,144.00	3,144.00		
Vendor 0135 - CWC TREASURER:								
4778								
69672	CWC TREASURER		01/19/2022	02/09/2022	2,000.00	2,000.00	Open	N
	WCA 2022 ANNUAL FEE		pziemer					02/09/2022
	238-3160-43300	PROFESSIONAL SERVICES			2,000.00			
4776								
69698	CWC TREASURER		01/18/2022	02/09/2022	2,796.88	2,796.88	Open	N
	4TH QTR 2021 ADJUSTED REIMB. EXP.		pziemer					12/31/2021
	211-5500-42220	REPAIR & MAINT			2,796.88			
4776-PD								
69699	CWC TREASURER		01/18/2022	02/09/2022	(779.72)	(779.72)	Open	N
	4TH QTR 2021 ADJ REIMB. EXP.		pziemer					12/31/2021
	225-2120-42220	REPAIR & MAINT			(779.72)			
4812								
69938	CWC TREASURER		02/01/2022	02/09/2022	8,050.00	8,050.00	Open	N
	FEB 22 SHARED SERVICES		pziemer					02/09/2022
	101-9200-43300	PROFESSIONAL SERVICES			7,425.00			
	211-5500-42220	REPAIR & MAINT			625.00			
		Total for vendor 0135 - CWC TREASURER:			12,067.16	12,067.16		
Vendor 3438 - D - D BEVERAGE,:								
1521493								
69803	D - D BEVERAGE, LLC		01/13/2022	02/09/2022	106.47	106.47	Open	N
	JANITORIAL SUPPLIES		pziemer					02/09/2022
	211-5500-42220	REPAIR & MAINT			106.47			
		Total for vendor 3438 - D - D BEVERAGE,:			106.47	106.47		
Vendor 3582 - DESETH, DARRIN:								
1/6/22								
69705	DESETH, DARRIN		01/06/2022	02/09/2022	140.40	140.40	Open	N
	MILEAGE REIMB. BROOKLYN CENTER TRNG		pziemer					02/09/2022
	101-2400-43330	PROFESSIONAL DEVELOPMENT			140.40			
1/14/22								
69706	DESETH, DARRIN		01/14/2022	02/09/2022	233.60	233.60	Open	N
	MILEAGE/MEAL REIMB - BROOKLYN CENTER		pziemer					02/09/2022
	101-2400-43330	PROFESSIONAL DEVELOPMENT			233.60			

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	Total for vendor 3582 - DESETH, DARRIN:			374.00	374.00		
Vendor 2898 - DIGITAL HORIZON:							
2273							
69723	DIGITAL HORIZONS	01/24/2022	02/09/2022	7,440.44	7,440.44	Open	N
	WIRING CONFERENCE ROOM AND ANNEX	pziemer					02/09/2022
	101-9200-43434 MEETING BROADCAST EXPENDITURES			7,440.44			
2272							
69724	DIGITAL HORIZONS	01/24/2022	02/09/2022	1,039.38	1,039.38	Open	N
	WIRING FOR TRANSIT DISPATCH MOVE	pziemer					02/09/2022
	Total for vendor 2898 - DIGITAL HORIZON:			8,479.82	8,479.82		
Vendor 1437 - DLT SOLUTIONS I:							
5051244A							
69635	DLT SOLUTIONS INC	01/14/2022	02/09/2022	5,195.31	5,195.31	Open	N
	AUTOCAD SUBSCRIPTION 4/22/22 - 4/21/2	pziemer					02/09/2022
	101-1700-43309 COMPUTER TECHNICAL SUPPORT			5,195.31			
	Total for vendor 1437 - DLT SOLUTIONS I:			5,195.31	5,195.31		
Vendor 3800 - ENVIROTECH:							
66067/CITY HALL							
69817	ENVIROTECH	01/31/2022	02/09/2022	1,765.00	1,765.00	Open	N
	FEB 2022 JANITORIAL CITY HALL	pziemer					02/09/2022
	101-1940-43300 PROFESSIONAL SERVICES			1,765.00			
66067/POLICE							
69818	ENVIROTECH	01/31/2022	02/09/2022	1,255.00	1,255.00	Open	N
	FEB 22 JANITORIAL - POLICE DEPT	pziemer					02/09/2022
	225-2120-43300 PROFESSIONAL SERVICES			1,255.00			
66067/FIRE DEPT							
69819	ENVIROTECH	01/31/2022	02/09/2022	238.00	238.00	Open	N
	FEB 22 JANITORIAL - FIRE DEPT	pziemer					02/09/2022
	225-2220-43300 PROFESSIONAL SERVICES			238.00			
66067/STREET							
69820	ENVIROTECH	01/31/2022	02/09/2022	238.00	238.00	Open	N
	FEB 22 JANITORIAL - STREET DEPT	pziemer					02/09/2022
	235-3100-43300 PROFESSIONAL SERVICES			238.00			
	Total for vendor 3800 - ENVIROTECH:			3,496.00	3,496.00		
Vendor 2377 - GRANITE ELECTRO:							

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154009784-1								
69807	GRANITE ELECTRONICS		01/19/2022	02/09/2022	387.50	387.50	Open	N
	SQD 401 & 405 NEW SQUAD BUILD		pziemer					02/09/2022
	400-9050-45530	CAPITAL - OTHER			387.50			
	Total for vendor 2377 - GRANITE ELECTRO:				387.50	387.50		
Vendor 3011 - GUARDIAN PEST C:								
2326407								
69839	GUARDIAN PEST CONTROL INC		02/01/2022	02/09/2022	59.00	59.00	Open	N
	MONTHLY PEST CONTROL - FD		pziemer					02/09/2022
	225-2220-43300	PROFESSIONAL SERVICES			59.00			
	Total for vendor 3011 - GUARDIAN PEST C:				59.00	59.00		
Vendor 2673 - H & L MESABI CO:								
41731								
69831	H & L MESABI COMPANY		01/26/2022	02/09/2022	4,727.60	4,727.60	Open	N
	CURB RUNNERS		pziemer					02/09/2022
	235-3125-42220	REPAIR & MAINT			4,727.60			
	Total for vendor 2673 - H & L MESABI CO:				4,727.60	4,727.60		
Vendor 0201 - HEARTLAND TIRE:								
15016556								
69937	HEARTLAND TIRE SERVICE INC		12/01/2021	02/09/2022	32.00	32.00	Open	N
	STREETS TIRE REPAIR - SEE NOTES		pziemer					12/31/2021
	235-3125-42220	REPAIR & MAINT			32.00			
	Total for vendor 0201 - HEARTLAND TIRE:				32.00	32.00		
Vendor 0770 - INITIATIVE FOUN:								
12495								
69829	INITIATIVE FOUNDATION		01/31/2022	02/09/2022	5,350.00	5,350.00	Open	N
	2022 ENDOWMENT		pziemer					02/09/2022
	295-6510-43435	BOOKS/PAMPHLETS/DUES			5,350.00			
	Total for vendor 0770 - INITIATIVE FOUN:				5,350.00	5,350.00		
Vendor 2791 - INTEGRITY EMPLO:								
BC119								
69717	INTEGRITY EMPLOYEE BENEFITS, LLC		01/21/2022	02/09/2022	1,939.08	1,939.08	Open	N
	1/1/22-12/31/22 ONLINE BENEFITS ENRO		pziemer					02/09/2022
	101-1400-43309	COMPUTER TECHNICAL SUPPORT			935.64			
	260-9020-43430	MISCELLANEOUS			94.92			
	101-0000-14100	DUE FROM COMPONENT UNIT			691.56			
	101-0000-14100	DUE FROM COMPONENT UNIT			216.96			

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	Total for vendor 2791 - INTEGRITY EMPLO:				1,939.08	1,939.08		
Vendor 0719 - INT'L ASSOC OF:								
0207908								
69608	INT'L ASSOC OF CHIEF OF POLICE		12/28/2021	02/09/2022	190.00	190.00	Open	N
	2022 IACP MEMBERSHIP DUES		pziemer					02/09/2022
	225-2120-43433	DUES & SUBSCRIPTIONS			190.00			
	Total for vendor 0719 - INT'L ASSOC OF:				190.00	190.00		
Vendor 3488 - JEFFERSON FIRE:								
IN136748								
69757	JEFFERSON FIRE & SAFETY		12/03/2021	02/09/2022	875.00	875.00	Open	N
	CLASS A FOAM - 5 GAL X 10		pziemer					12/31/2021
	225-2220-42210	OPERATING SUPPLIES			875.00			
	Total for vendor 3488 - JEFFERSON FIRE:				875.00	875.00		
Vendor MISC - JOSHUA CLAUSSEN:								
1/25/22								
69747	JOSHUA CLAUSSEN		01/25/2022	02/09/2022	20.00	20.00	Open	N
	RETURN WITNESS FEE		pziemer					02/09/2022
	225-0000-36299	MISCELLANEOUS REVENUE			20.00			
	Total for vendor MISC - JOSHUA CLAUSSEN:				20.00	20.00		
Vendor 0220 - KENNEDY & GRAVE:								
165747								
69935	KENNEDY & GRAVEN		01/21/2022	02/09/2022	3,329.50	3,329.50	Open	N
	SERVICES THROUGH 12/31/21		pziemer					12/31/2021
	295-6510-43300	PROFESSIONAL SERVICES			843.50			
	295-0000-20600	DEPOSITS PAYABLE			2,086.00			
	295-0000-20600	DEPOSITS PAYABLE			400.00			
	Total for vendor 0220 - KENNEDY & GRAVE:				3,329.50	3,329.50		
Vendor 0017 - KEVTEL CORPORAT:								
I-02012022								
69860	KEVTEL CORPORATION		02/01/2022	02/09/2022	4,800.00	4,800.00	Open	N
	TRANSIT 2-WAY TOWER RENTAL		pziemer					02/09/2022
	203-9000-43410	RENTAL EXPENSE			4,800.00			
	Total for vendor 0017 - KEVTEL CORPORAT:				4,800.00	4,800.00		
Vendor 3545 - KITCHIGAMI REGI:								

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
1/14/2022								
69805	KITCHIGAMI REGIONAL LIBRARY - CC		01/14/2022	02/09/2022	79.00	79.00	Open	N
	12/29/21-1/14/22 LIBRARY CC CHARGES		pziemer					02/09/2022
	211-0000-20800	DUE TO OTHER GOVT UNITS			79.00			
	Total for vendor 3545 - KITCHIGAMI REGI:				79.00	79.00		
Vendor 3469 - LAKES AREA MAT:								
20220104 #522								
69667	LAKES AREA MAT SERVICE INC		01/04/2022	02/09/2022	42.56	42.56	Open	N
	CITY HALL FLOOR MATS		pziemer					02/09/2022
	101-1940-43410	RENTAL EXPENSE			42.56			
20220118 #522								
69668	LAKES AREA MAT SERVICE INC		01/18/2022	02/09/2022	42.56	42.56	Open	N
	CITY HALL FLOOR MATS		pziemer					02/09/2022
	101-1940-43410	RENTAL EXPENSE			42.56			
20220104 #520								
69669	LAKES AREA MAT SERVICE INC		01/04/2022	02/09/2022	41.44	41.44	Open	N
	POLICE DEPT FLOOR MATS		pziemer					02/09/2022
	225-2120-43300	PROFESSIONAL SERVICES			41.44			
20220118 #520								
69670	LAKES AREA MAT SERVICE INC		01/18/2022	02/09/2022	41.44	41.44	Open	N
	POLICE DEPT FLOOR MATS		pziemer					02/09/2022
	225-2120-43300	PROFESSIONAL SERVICES			41.44			
	Total for vendor 3469 - LAKES AREA MAT:				168.00	168.00		
Vendor 3627 - LAKES AREA WILD:								
JAN 2022								
69701	LAKES AREA WILDLIFE CONTROL		01/21/2022	02/09/2022	2,987.00	2,987.00	Open	N
	JAN 22 ANIMAL CONTROL CONTRACT		pziemer					02/09/2022
	225-2700-43300	PROFESSIONAL SERVICES			2,987.00			
	Total for vendor 3627 - LAKES AREA WILD:				2,987.00	2,987.00		
Vendor 0233 - LMC - UNIV AVE:								
357615								
69939	LEAGUE OF MN CITIES		01/11/2022	02/09/2022	780.00	780.00	Open	N
	2022 MN CITIES STORMWATER COALITION		pziemer					02/09/2022
	238-3160-43430	MISCELLANEOUS			780.00			
	Total for vendor 0233 - LMC - UNIV AVE:				780.00	780.00		
Vendor 0232 - LMCIT-BERKLEY:								

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
6960							
69671	LEAGUE MN CITIES INS TRUS	01/05/2022	02/09/2022	1,000.00	1,000.00	Open	N
	LMC CA 113628 - PLOW/PARKED CAR DEDUC	pziemer					02/09/2022
	280-9700-43470 UNINSURED LOSSES			1,000.00			
	Total for vendor 0232 - LMCIT-BERKLEY:			1,000.00	1,000.00		
Vendor 0237 - LOCATORS - SUPP:							
0297538-IN							
69847	LOCATORS - SUPPLIES INC	01/31/2022	02/09/2022	1,134.61	1,134.61	Open	N
	QTY 40 TRAFFIC CONES	pziemer					02/09/2022
	235-3170-42220 REPAIR & MAINT			1,134.61			
	Total for vendor 0237 - LOCATORS - SUPP:			1,134.61	1,134.61		
Vendor 1753 - MARCO:							
INV9542290							
69704	MARCO	01/17/2022	02/09/2022	1,504.00	1,504.00	Open	N
	MICROSOFT OFFICE365 12/16/21-1/15/22	pziemer					02/09/2022
	101-1800-43309 COMPUTER SUPPORT			1,504.00			
INV9576596							
69830	MARCO	01/26/2022	02/09/2022	2,138.40	2,138.40	Open	N
	CISCO UMBRELLA LICENSE/SUPPORT	pziemer					02/09/2022
	101-1800-43309 COMPUTER SUPPORT			2,138.40			
	Total for vendor 1753 - MARCO:			3,642.40	3,642.40		
Vendor 0243 - MARCO FINANCING:							
462526534							
69609	MARCO FINANCING	01/07/2022	02/09/2022	429.79	429.79	Open	N
	COPIER LEASE	pziemer					02/09/2022
	225-2120-43331 LEASED PAYMENTS			429.79			
	Total for vendor 0243 - MARCO FINANCING:			429.79	429.79		
Vendor 1617 - MN MUNICIPAL UT:							
59020							
69712	MN MUNICIPAL UTILITIES ASSN	01/21/2022	02/09/2022	37.50	37.50	Open	N
	PRE-EMPLY DRUG/ALC TESTING - LOCKHORS	pziemer					02/09/2022
	230-5200-43430 MISCELLANEOUS			37.50			
	Total for vendor 1617 - MN MUNICIPAL UT:			37.50	37.50		
Vendor 1142 - MN PUBLIC TRANS:							
2204							
69637	MN PUBLIC TRANSIT ASSOC	01/04/2022	02/09/2022	798.00	798.00	Open	N
	#290 2022 MEMBERSHIP DUES	pziemer					02/09/2022

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	203-9000-43433	DUES & SUBSCRIPTIONS			798.00			
		Total for vendor 1142 - MN PUBLIC TRANS:			798.00	798.00		
Vendor 0586 - MN STATE TREASU:								
ICR 21008407								
69618	MN STATE TREASURER		01/14/2022	02/09/2022	193.20	193.20	Open	N
	ICR 21008407		pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES			193.20			
ICR 19017184								
69620	MN STATE TREASURER		01/14/2022	02/09/2022	10.70	10.70	Open	N
	ICR 19017184		pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES			10.70			
ICR 20007676								
69622	MN STATE TREASURER		01/14/2022	02/09/2022	10.70	10.70	Open	N
	ICR 20007676		pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES			10.70			
ICR 21004497								
69623	MN STATE TREASURER		01/14/2022	02/09/2022	58.70	58.70	Open	N
	ICR 21004497		pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES			58.70			
ICR 19012104								
69626	MN STATE TREASURER		01/14/2022	02/09/2022	35.00	35.00	Open	N
	ICR 19012104		pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES			35.00			
ICR 20013892								
69628	MN STATE TREASURER		01/14/2022	02/09/2022	9.00	9.00	Open	N
	ICR 20013892		pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES			9.00			
ICR 21002374								
69630	MN STATE TREASURER		01/14/2022	02/09/2022	8.30	8.30	Open	N
	ICR 21002374		pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES			8.30			
ICR 20014110								
69632	MN STATE TREASURER		01/14/2022	02/09/2022	115.70	115.70	Open	N
	ICR 20014110		pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES			115.70			
ICR 20013821								
69641	MN STATE TREASURER		01/14/2022	02/09/2022	151.90	151.90	Open	N
	ICR 20013821		pziemer					02/09/2022
	223-0000-22800	OTHER LIABILITIES			151.90			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
ICR 20013525 -							
69643	MN STATE TREASURER	01/14/2022	02/09/2022	9.20	9.20	Open	N
	ICR 20013525 - CASH	pziemer					02/09/2022
	223-0000-22800 OTHER LIABILITIES			9.20			
ICR 21003885							
69645	MN STATE TREASURER	01/14/2022	02/09/2022	12.30	12.30	Open	N
	ICR 21003885	pziemer					02/09/2022
	223-0000-22800 OTHER LIABILITIES			12.30			
ICR 19008564 -							
69647	MN STATE TREASURER	01/14/2022	02/09/2022	182.00	182.00	Open	N
	ICR 19008564 - CASH	pziemer					02/09/2022
	223-0000-22800 OTHER LIABILITIES			182.00			
ICR 21004644							
69649	MN STATE TREASURER	01/14/2022	02/09/2022	56.90	56.90	Open	N
	ICR 21004644	pziemer					02/09/2022
	223-0000-22800 OTHER LIABILITIES			56.90			
ICR 21004003							
69651	MN STATE TREASURER	01/14/2022	02/09/2022	114.70	114.70	Open	N
	ICR 21004003	pziemer					02/09/2022
	223-0000-22800 OTHER LIABILITIES			114.70			
ICR 20014495 -							
69653	MN STATE TREASURER	01/14/2022	02/09/2022	309.70	309.70	Open	N
	ICR 20014495 - CASH	pziemer					02/09/2022
	223-0000-22800 OTHER LIABILITIES			309.70			
ICR 21000227							
69655	MN STATE TREASURER	01/14/2022	02/09/2022	182.80	182.80	Open	N
	ICR 21000227	pziemer					02/09/2022
	223-0000-22800 OTHER LIABILITIES			182.80			
ICR 20011594							
69657	MN STATE TREASURER	01/14/2022	02/09/2022	14.40	14.40	Open	N
	ICR 20011594	pziemer					02/09/2022
	223-0000-22800 OTHER LIABILITIES			14.40			
ICR 21005389							
69659	MN STATE TREASURER	01/14/2022	02/09/2022	96.80	96.80	Open	N
	ICR 21005389	pziemer					02/09/2022
	223-0000-22800 OTHER LIABILITIES			96.80			
	Total for vendor 0586 - MN STATE TREASU:			1,572.00	1,572.00		

Vendor 1021 - MOTOROLA:

8281306746							
69610	MOTOROLA	12/31/2021	02/09/2022	9,422.00	9,422.00	Open	N
	SQD 401 & 405 NEW SQUAD BUILD	pziemer					12/31/2021

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	400-9050-45530	CAPITAL - OTHER			9,422.00			
		Total for vendor 1021 - MOTOROLA:			9,422.00	9,422.00		
Vendor 3168 - MOTORS-N-MORE:								
28940								
69821	MOTORS-N-MORE		01/27/2022	02/09/2022	23.00	23.00	Open	N
	SQD 428 OIL CHANGE		pziemer					02/09/2022
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
		Total for vendor 3168 - MOTORS-N-MORE:			23.00	23.00		
Vendor 0273 - NAPA AUTO PARTS:								
477069								
69693	NAPA AUTO PARTS		01/20/2022	02/09/2022	143.88	143.88	Open	N
	NITRILE GLOVES		pziemer					02/09/2022
	235-3125-42210	OPERATING SUPPLIES			143.88			
		Total for vendor 0273 - NAPA AUTO PARTS:			143.88	143.88		
Vendor 0284 - OFFICE SHOP:								
1106946-0								
69695	OFFICE SHOP		01/19/2022	02/09/2022	16.30	16.30	Open	N
	INDEX TABS		pziemer					02/09/2022
	101-1940-42200	OFFICE SUPPLIES			16.30			
1107229-0								
69725	OFFICE SHOP		01/24/2022	02/09/2022	19.50	19.50	Open	N
	TRUCK 160 WIRELESS MOUSE		pziemer					02/09/2022
	235-3100-42220	REPAIR & MAINT			19.50			
1107317-0								
69825	OFFICE SHOP		01/26/2022	02/09/2022	175.60	175.60	Open	N
	CITY HALL OFFICE SUPPLIES		pziemer					02/09/2022
	101-1940-42200	OFFICE SUPPLIES			175.60			
1107473-0								
69827	OFFICE SHOP		01/28/2022	02/09/2022	9.51	9.51	Open	N
	OFFICE SUPPLIES - CITY HALL		pziemer					02/09/2022
	101-1940-42200	OFFICE SUPPLIES			9.51			
1107473-1								
69828	OFFICE SHOP		01/31/2022	02/09/2022	16.93	16.93	Open	N
	JANITORIAL SUPPLIES - CITY HALL		pziemer					02/09/2022
	101-1940-42210	OPERATING SUPPLIES			16.93			
		Total for vendor 0284 - OFFICE SHOP:			237.84	237.84		
Vendor 2137 - O'REILLY AUTOMO:								

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1647-497600							
69719	O'REILLY AUTOMOTIVE STORES INC.	01/21/2022	02/09/2022	15.45	15.45	Open	N
	SQD 429 WIPER BLADES	pziemer					02/09/2022
	225-2120-42221 SQUAD CAR REPAIR SUPPLIES			15.45			
	Total for vendor 2137 - O'REILLY AUTOMO:			15.45	15.45		
Vendor 0100 - PRINT SHOP INK:							
2695							
69722	PRINT SHOP INK	12/02/2021	02/09/2022	254.79	254.79	Open	N
	2021 TAX FORMS - W-2, 1099, ENVELOPES	pziemer					12/31/2021
	101-1400-42210 OPERATING SUPPLIES			254.79			
	Total for vendor 0100 - PRINT SHOP INK:			254.79	254.79		
Vendor 2487 - RAILROAD MANAGE:							
453711							
69859	RAILROAD MANAGEMENT COMPANY	01/27/2022	02/09/2022	313.34	313.34	Open	N
	LICENSE 302637 5/16/22-5/15/23	pziemer					02/09/2022
	238-3160-43430 MISCELLANEOUS			313.34			
	Total for vendor 2487 - RAILROAD MANAGE:			313.34	313.34		
Vendor MISC - REBECCA HAMILTON:							
2/1/22							
69844	REBECCA HAMILTON	02/01/2022	02/09/2022	50.00	50.00	Open	N
	REFUND OVERPAY PARKING TICKET	pziemer					02/09/2022
	225-2120-35102 PARKING FINES			50.00			
	Total for vendor MISC - REBECCA HAMILTON:			50.00	50.00		
Vendor 0311 - ROYAL TIRE INC:							
317-49047							
69639	ROYAL TIRE INC	01/18/2022	02/09/2022	9,057.33	9,057.33	Open	N
	GRADER 113 NEW TIRES	pziemer					02/09/2022
	235-3125-42220 REPAIR & MAINT			9,057.33			
317-49100							
69721	ROYAL TIRE INC	01/24/2022	02/09/2022	84.87	84.87	Open	N
	TRUCK 108 TIRE REPAIR	pziemer					02/09/2022
	235-3125-42220 REPAIR & MAINT			84.87			
	Total for vendor 0311 - ROYAL TIRE INC:			9,142.20	9,142.20		
Vendor 0569 - SCHREIFELS, TRO:							
1/14/2022							
69611	SCHREIFELS, TROY	01/14/2022	02/09/2022	150.00	150.00	Open	N
	724SK - DEFENSIVE TACTICS & DE-ESCAL	pziemer					02/09/2022

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	225-2120-43330	PROFESSIONAL DEVELOPMENT		150.00			
	Total for vendor 0569 - SCHREIFELS, TRO:			150.00	150.00		
Vendor 3612 - SEVERSON PORTER:							
JAN 2022							
69700	SEVERSON PORTER LAW	01/21/2022	02/09/2022	16,517.09	16,517.09	Open	N
	JAN 2022 PROSECUTION AGREEMENT	pziemer					02/09/2022
	225-2127-43310	MISDEMEANOR PROSECUTOR		16,517.09			
	Total for vendor 3612 - SEVERSON PORTER:			16,517.09	16,517.09		
Vendor 0314 - SHANNON'S AUTO:							
35919							
69711	SHANNON'S AUTO BODY	01/20/2022	02/09/2022	2,387.63	2,387.63	Open	N
	SQD 432 AUTOBODY REPAIR	pziemer					12/31/2021
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		2,387.63			
	Total for vendor 0314 - SHANNON'S AUTO:			2,387.63	2,387.63		
Vendor 0317 - SHORT ELLIOTT :							
419261							
69636	SHORT ELLIOTT HENDRICKSON	01/15/2022	02/09/2022	14,949.68	14,949.68	Open	N
	IMP 19-02 PROF SVCS	pziemer					12/31/2021
	401-1902-43300	PROFESSIONAL SERVICES		14,949.68			
418229							
69696	SHORT ELLIOTT HENDRICKSON	01/10/2022	02/09/2022	10,352.50	10,352.50	Open	N
	IMP 20-07 PROF SERVICES - THRU 12/31	pziemer					12/31/2021
	401-9030-43300-20:07	PROFESSIONAL SERVICES		10,352.50			
	Total for vendor 0317 - SHORT ELLIOTT :			25,302.18	25,302.18		
Vendor 3138 - ST. LOUIS MRO I:							
53854							
69713	ST. LOUIS MRO INC.	01/01/2022	02/09/2022	24.50	24.50	Open	N
	PRE-EMPLY DRUG/ALC TESTING - KNISLEY	pziemer					02/09/2022
	225-2120-43300	PROFESSIONAL SERVICES		24.50			
	Total for vendor 3138 - ST. LOUIS MRO I:			24.50	24.50		
Vendor 0322 - STREICHERS PROF:							
I1545298							
69612	STREICHERS PROF EQUIP	01/11/2022	02/09/2022	730.92	730.92	Open	N
	724SK - INITIAL ISSUE	pziemer					02/09/2022
	225-2120-41113	UNIFORM ALLOWANCE		730.92			

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
I1547037								
69728	STREICHERS PROF EQUIP		01/20/2022	02/09/2022	1,227.00	1,227.00	Open	N
	724SK INITIAL ISSUE		pziemer					02/09/2022
	225-2120-41113	UNIFORM ALLOWANCE			1,227.00			
I1548404								
69845	STREICHERS PROF EQUIP		01/26/2022	02/09/2022	255.98	255.98	Open	N
	724SK - INITIAL ISSUE		pziemer					12/31/2021
	225-2120-41113	UNIFORM ALLOWANCE			255.98			
		Total for vendor 0322 - STREICHERS PROF:			2,213.90	2,213.90		
Vendor 0841 - SUPERIOR DIVING:								
7076								
69941	SUPERIOR DIVING REPAIR, INC.		01/28/2022	02/09/2022	165.00	165.00	Open	N
	PRESSURE TEST SEAMS		pziemer					02/09/2022
	225-2220-42220	REPAIR & MAINT			165.00			
		Total for vendor 0841 - SUPERIOR DIVING:			165.00	165.00		
Vendor 0325 - THELEN HTG & RF:								
25382								
69826	THELEN HTG & RFG CO		12/01/2021	02/09/2022	15.00	15.00	Open	N
	OIL FILTERS - STREETS		pziemer					12/31/2021
	235-3100-42220	REPAIR & MAINT			15.00			
		Total for vendor 0325 - THELEN HTG & RF:			15.00	15.00		
Vendor 2552 - TYLER TECHNOLOG:								
025-365669								
69824	TYLER TECHNOLOGIES		01/19/2022	02/09/2022	7,500.00	7,500.00	Open	N
	BILL FOR 2020 WORK - SOFTWARE CUSTO		pziemer					02/09/2022
	400-9050-45530	CAPITAL - OTHER			7,500.00			
		Total for vendor 2552 - TYLER TECHNOLOG:			7,500.00	7,500.00		
Vendor 2956 - ULINE:								
144288577								
69806	ULINE		01/26/2022	02/09/2022	586.06	586.06	Open	N
	SHOP TOWELS AND BARREL TRUCK		pziemer					02/09/2022
	235-3125-42220	REPAIR & MAINT			586.06			
144371958								
69822	ULINE		01/28/2022	02/09/2022	564.83	564.83	Open	N
	PPE - STREET DEPT		pziemer					02/09/2022
	235-3125-42220	REPAIR & MAINT			564.83			
		Total for vendor 2956 - ULINE:			1,150.89	1,150.89		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 2924 - VERIZON WIRELES:								
9897396420								
69744	VERIZON WIRELESS		01/15/2022	02/09/2022	245.07	245.07	Open	N
	DEC-JAN FD IPADS		pziemer					02/09/2022
	225-2220-43321	TELEPHONE			245.07			
9897972723/PARKS								
69842	VERIZON WIRELESS		01/23/2022	02/09/2022	86.23	86.23	Open	N
	12/24-1/23 PARKS DEPT CELL PHONES		pziemer					02/09/2022
	230-5200-43321	TELEPHONE			86.23			
9897972723/ADM								
69843	VERIZON WIRELESS		01/23/2022	02/09/2022	46.22	46.22	Open	N
	12/24-1/23 ADMIN/HR CELL PHONE		pziemer					02/09/2022
	101-1400-43321	TELEPHONE			46.22			
	Total for vendor 2924 - VERIZON WIRELES:				377.52	377.52		
Vendor 4013 - VERIZON WIRELESS - VSAT:								
22112443-15382973								
69846	VERIZON WIRELESS - VSAT		01/30/2022	02/09/2022	50.00	50.00	Open	N
	21017727 SUBPOENA FEE		pziemer					02/09/2022
	225-2120-42210	OPERATING SUPPLIES			50.00			
	Total for vendor 4013 - VERIZON WIRELESS - VSAT:				50.00	50.00		
Vendor 0344 - WASTE PARTNERS:								
1CX00893								
69804	WASTE PARTNERS INC		12/31/2021	02/09/2022	84.78	84.78	Open	N
	DEC 21 WASTE REMOVAL - LIBRARY		pziemer					12/31/2021
	211-5500-43380	UTILITIES			84.78			
21X01346								
69850	WASTE PARTNERS INC		01/31/2022	02/09/2022	98.50	98.50	Open	N
	CITY HALL WASTE REMOVAL		pziemer					02/09/2022
	101-1940-43380	UTILITIES			98.50			
21X01347								
69851	WASTE PARTNERS INC		01/31/2022	02/09/2022	175.50	175.50	Open	N
	JAN 22 DOWNTOWN WASTE REMOVAL		pziemer					02/09/2022
	401-1003-43300	PROFESSIONAL SERVICES			175.50			
21X01345								
69852	WASTE PARTNERS INC		01/31/2022	02/09/2022	93.60	93.60	Open	N
	JAN 22 FIRE DEPT WASTE REMOVAL		pziemer					02/09/2022
	225-2220-43380	UTILITIES			93.60			
21X01348								
69853	WASTE PARTNERS INC		01/31/2022	02/09/2022	124.45	124.45	Open	N
	JAN 22 POLICE DEPT WASTE REMOVAL		pziemer					02/09/2022

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	225-2120-43380	UTILITIES			124.45			
21X01344								
69854	WASTE PARTNERS INC		01/31/2022	02/09/2022	87.75	87.75	Open	N
	JAN 22 STREET DEPT WASTE REMOVAL		pziemer					02/09/2022
	235-3100-43380	UTILITIES			87.75			
21X01349								
69855	WASTE PARTNERS INC		01/31/2022	02/09/2022	58.50	58.50	Open	N
	JAN 22 WASTE OIL SERVICE		pziemer					02/09/2022
	227-3230-43428	USED OIL RECYCLING EXPENSE			58.50			
	Total for vendor 0344 - WASTE PARTNERS:				723.08	723.08		
Vendor 3899 - WEX HEALTH INC:								
0001465266-IN								
69708	WEX HEALTH INC		12/31/2021	02/09/2022	41.40	41.40	Open	N
	DEC 2021 COBRA		pziemer					12/31/2021
	101-9200-43300	PROFESSIONAL SERVICES			41.40			
	Total for vendor 3899 - WEX HEALTH INC:				41.40	41.40		
Vendor 0354 - ZIEGLER, INC:								
SI000125233								
69616	ZIEGLER, INC		01/13/2022	02/09/2022	1,242.90	1,242.90	Open	N
	GRADER 113 FORWARD ASSIST AND TIE RO		pziemer					02/09/2022
	235-3125-42220	REPAIR & MAINT			1,242.90			
IN000390840								
69633	ZIEGLER, INC		01/14/2022	02/09/2022	166.34	166.34	Open	N
	LOADER PLOW COUPLER		pziemer					02/09/2022
	235-3125-42220	REPAIR & MAINT			166.34			
IN000395758								
69673	ZIEGLER, INC		01/19/2022	02/09/2022	205.92	205.92	Open	N
	LOADER PLOW COUPLER MALE SIDE		pziemer					02/09/2022
	235-3125-42220	REPAIR & MAINT			205.92			
IN000400374								
69720	ZIEGLER, INC		01/22/2022	02/09/2022	569.22	569.22	Open	N
	GRADER 112 TABLE WEAR STRIPS		pziemer					02/09/2022
	235-3125-42220	REPAIR & MAINT			569.22			
	Total for vendor 0354 - ZIEGLER, INC:				2,184.38	2,184.38		

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

Vendor 3698 - AMAZON:

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: CITY HALL								
1/3/22								
69759	AMAZON		01/03/2022	02/09/2022	199.49	199.49	Open	N
	AMAZON WEB SERVICES 12/2021		pziemer					12/31/2021
	101-1800-43309	COMPUTER SUPPORT			199.49			
1/20/22								
69761	AMAZON		01/20/2022	02/09/2022	96.39	96.39	Open	N
	RACK MOUNT STUDIO AUD RECEIVER		pziemer					02/09/2022
	400-9050-45510	CAPITAL - LAND			96.39			
		Total for vendor 3698 - AMAZON:			295.88	295.88		
Vendor 4018 - DUNMIRES:								
1/19/22								
69943	DUNMIRES BAR & GRILL		01/19/2022	02/09/2022	438.09	438.09	Open	N
	JAN 22 LUNCH AND LEARN CATER		pziemer					02/09/2022
	278-6515-43430	MISCELLANEOUS			438.09			
		Total for vendor 4018 - DUNMIRES:			438.09	438.09		
Vendor 3910 - ECONOMIC DEVELOPMENT ASSOCIATION:								
1/3/22								
69765	ECONOMIC DEVELOPMENT ASSOCIATION		01/03/2022	02/09/2022	315.00	315.00	Open	N
	EDAM 2022 WINTER CONFERENCE - CHANSK		pziemer					02/09/2022
	101-2400-43330	PROFESSIONAL DEVELOPMENT			315.00			
1/3/22 - RENEW								
69766	ECONOMIC DEVELOPMENT ASSOCIATION		01/03/2022	02/09/2022	295.00	295.00	Open	N
	2022 RENEWAL FEES		pziemer					02/09/2022
	101-2400-43433	DUES & SUBSCRIPTIONS			295.00			
	Total for vendor 3910 - ECONOMIC DEVELOPMENT ASSOCIATION:				610.00	610.00		
Vendor 3983 - EMBASSY SUITES:								
1/14/22								
69763	EMBASSY SUITES		01/14/2022	02/09/2022	128.28	128.28	Open	N
	D. DESETH TRAINING/CONFERENCE		pziemer					02/09/2022
	101-2400-43330	PROFESSIONAL DEVELOPMENT			128.28			
1/6/22								
69764	EMBASSY SUITES		01/06/2022	02/09/2022	128.28	128.28	Open	N
	D. DESETH TRAINING/CONFERENCE		pziemer					02/09/2022
	101-2400-43330	PROFESSIONAL DEVELOPMENT			128.28			
		Total for vendor 3983 - EMBASSY SUITES:			256.56	256.56		
Vendor 2623 - MN BOARD OF ACC:								

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
12/27/21							
69762	MN BOARD OF ACCOUNTANCY	12/27/2021	02/09/2022	102.00	102.00	Open	N
	C. HILLMAN CERTIFICATE RENEWAL	pziemer					02/09/2022
	101-1400-43433 DUES & SUBSCRIPTIONS			102.00			
	Total for vendor 2623 - MN BOARD OF ACC:			102.00	102.00		
Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:							
1/18/22							
69760	ZOOM VIDEO COMMUNICATIONS	01/18/2022	02/09/2022	29.98	29.98	Open	N
	ZOOM 1/18/22-2/17/22	pziemer					02/09/2022
	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				1,732.51	1,732.51		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
PCard: 2257 U.S. BANK Card Holder: FIRE							
Vendor 3698 - AMAZON:							
1/7/22							
69739	AMAZON	01/07/2022	02/09/2022	97.48	97.48	Open	N
	TOURNIQUETS	pziemer					02/09/2022
	225-2220-42210 OPERATING SUPPLIES			97.48			
	Total for vendor 3698 - AMAZON:			97.48	97.48		
Vendor 4008 - ETRAILER.COM:							
1/26/22							
69738	ETRAILER.COM	01/26/2022	02/09/2022	446.58	446.58	Open	N
	QTY 2 ADJ. BALLMOUNT	pziemer					02/09/2022
	225-2220-42210 OPERATING SUPPLIES			446.58			
1/11/22							
69741	ETRAILER.COM	01/11/2022	02/09/2022	(32.60)	(32.60)	Open	N
	CREDIT FOR SALES TAX CHARGE - FD	pziemer					02/09/2022
	225-2120-42210 OPERATING SUPPLIES			(32.60)			
	Total for vendor 4008 - ETRAILER.COM:			413.98	413.98		
Vendor 2989 - HOME DEPOT:							
1/7/2022							
69740	HOME DEPOT	01/07/2022	02/09/2022	578.00	578.00	Open	N
	CORDLESS CHAINSAW/BATTERY PACK	pziemer					02/09/2022
	225-2220-42210 OPERATING SUPPLIES			578.00			
	Total for vendor 2989 - HOME DEPOT:			578.00	578.00		
Total PCard: 2257 U.S. BANK Card Holder: FIRE				1,089.46	1,089.46		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: LIBRARY							
Vendor 3698 - AMAZON:							
12/29/21							
69798	AMAZON	12/29/2021	02/09/2022	18.40	18.40	Open	N
	ZIPLOC BAGS - OFFICE SUPPLIES	pziemer					02/09/2022
	211-5500-42200 OFFICE SUPPLIES			18.40			
1/14/22							
69801	AMAZON	01/14/2022	02/09/2022	26.14	26.14	Open	N
	BOOK TAPE, DATE STAMP, PAPER CLIPS	pziemer					02/09/2022
	211-5500-42240 LIBRARY MATERIALS			18.16			
	211-5500-42200 OFFICE SUPPLIES			7.98			
	Total for vendor 3698 - AMAZON:			44.54	44.54		
Vendor 0745 - BATTERIES PLUS:							
1/20/22							
69800	BATTERIES PLUS	01/20/2022	02/09/2022	23.99	23.99	Open	N
	BATTERY	pziemer					02/09/2022
	211-5500-42220 REPAIR & MAINT			23.99			
	Total for vendor 0745 - BATTERIES PLUS:			23.99	23.99		
Vendor 0110 - BRAINERD LAKES:							
1/20/22							
69802	BRAINERD LAKES AREA CHAMBERS OF COM	01/20/2022	02/09/2022	275.00	275.00	Open	N
	EVERYTHING EXPO REGISTRATION - LIBRA	pziemer					02/09/2022
	211-5503-43430 MISC - USE OF HOLDEN TRUST			275.00			
	Total for vendor 0110 - BRAINERD LAKES:			275.00	275.00		
Vendor MISC - MAILCHIMP:							
1/4/22							
69799	MAILCHIMP	01/04/2022	02/09/2022	30.99	30.99	Open	N
	MAILCHIMP - LIBRARY	pziemer					02/09/2022
	211-5503-43430 MISC - USE OF HOLDEN TRUST			30.99			
	Total for vendor MISC - MAILCHIMP:			30.99	30.99		
Total PCard: 2257 U.S. BANK Card Holder: LIBRARY				374.52	374.52		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
PCard: 2257 U.S. BANK Card Holder: PARKS							
Vendor 3711 - COSTCO:							
1/6/22							
69753	COSTCO	01/06/2022	02/09/2022	3.19	3.19	Open	N
	CONCESSIONS - BOTTLED WATER	pziemer					02/09/2022
	230-5204-42210 OPERATING SUPPLIES			3.19			
	Total for vendor 3711 - COSTCO:			3.19	3.19		
Total PCard: 2257 U.S. BANK Card Holder: PARKS				3.19	3.19		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE							
Vendor 3698 - AMAZON:							
1/11/22							
69782	AMAZON	01/11/2022	02/09/2022	440.97	440.97	Open	N
	INITIAL ISSUE 724SK + 2	pziemer					02/09/2022
	225-2120-41113 UNIFORM ALLOWANCE			440.97			
1/18/22							
69788	AMAZON	01/18/2022	02/09/2022	60.43	60.43	Open	N
	TRAINING HANDCUFFS	pziemer					02/09/2022
	225-2120-43330 PROFESSIONAL DEVELOPMENT			60.43			
1/19/22							
69792	AMAZON	01/19/2022	02/09/2022	39.98	39.98	Open	N
	TRANSCRIBER HEADSETS	pziemer					02/09/2022
	225-2120-42200 OFFICE SUPPLIES			39.98			
	Total for vendor 3698 - AMAZON:			541.38	541.38		
Vendor 4010 - ASTRA RADIO COMMUNICATIONS:							
1/10/22							
69783	ASTRA RADIO COMMUNICATIONS	01/10/2022	02/09/2022	250.70	250.70	Open	N
	RADIO EAR PIECES	pziemer					02/09/2022
	225-2120-42210 OPERATING SUPPLIES			250.70			
	Total for vendor 4010 - ASTRA RADIO COMMUNICATIONS:			250.70	250.70		
Vendor 2838 - AXON ENTERPRISE:							
1/11/22							
69784	AXON ENTERPRISE, INC.	01/11/2022	02/09/2022	187.80	187.80	Open	N
	BWC UNIFORM MOUNTS	pziemer					02/09/2022
	225-2120-41113 UNIFORM ALLOWANCE			187.80			
1/11/22 - 2							
69785	AXON ENTERPRISE, INC.	01/11/2022	02/09/2022	1,270.20	1,270.20	Open	N
	724SK INITIAL ISSUE	pziemer					02/09/2022
	225-2120-41113 UNIFORM ALLOWANCE			1,270.20			
	Total for vendor 2838 - AXON ENTERPRISE:			1,458.00	1,458.00		
Vendor 3701 - BCA CJTE UNIT:							
1/2/22							
69773	BCA CJTE UNIT	01/02/2022	02/09/2022	250.00	250.00	Open	N
	708 MENTORING AND COACHING TRAINING	pziemer					02/09/2022
	225-2120-43330 PROFESSIONAL DEVELOPMENT			250.00			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE							
1/24/22							
69796	BCA CJTE UNIT	01/24/2022	02/09/2022	250.00	250.00	Open	N
	702 LABOR CONTRACTS & NEGOTIATIONS	pziemer					02/09/2022
	225-2120-43330 PROFESSIONAL DEVELOPMENT			250.00			
	Total for vendor 3701 - BCA CJTE UNIT:			500.00	500.00		
Vendor 4012 - DEFENSE TECHNOLOGY:							
1/18/22							
69791	DEFENSE TECHNOLOGY	01/18/2022	02/09/2022	75.00	75.00	Open	N
	721 - OC INSTRUCTOR RECERTIFICATION	pziemer					02/09/2022
	225-2120-43330 PROFESSIONAL DEVELOPMENT			75.00			
	Total for vendor 4012 - DEFENSE TECHNOLOGY:			75.00	75.00		
Vendor 4009 - GRANT WRITING USA:							
12/27/2021							
69767	GRANT WRITING USA	12/27/2021	02/09/2022	455.00	455.00	Open	N
	715 GRANT WRITING TRAINING	pziemer					02/09/2022
	225-2120-43330 PROFESSIONAL DEVELOPMENT			455.00			
	Total for vendor 4009 - GRANT WRITING USA:			455.00	455.00		
Vendor 0418 - MN POLICE CHIEF:							
1/12/22							
69787	MN CHIEF'S OF POLICE ASSO	01/12/2022	02/09/2022	510.00	510.00	Open	N
	701 - ETI CONFERENCE	pziemer					02/09/2022
	225-2120-43330 PROFESSIONAL DEVELOPMENT			510.00			
	Total for vendor 0418 - MN POLICE CHIEF:			510.00	510.00		
Vendor 3871 - MNSCU LBA MULTI REGIONAL TRAINING :							
1/18/22							
69789	MN STATE COLLEGES & UNIVERSITIES	01/18/2022	02/09/2022	6.50	6.50	Open	N
	724SK - BLS ECARD	pziemer					02/09/2022
	225-2120-42210 OPERATING SUPPLIES			6.50			
	Total for vendor 3871 - MNSCU LBA MULTI REGIONAL TRAINING :			6.50	6.50		
Vendor 3584 - NARTEC, INC:							
12/28/2021							
69768	NARTEC, INC	12/28/2021	02/09/2022	282.22	282.22	Open	N
	DRUG TESTING KITS	pziemer					02/09/2022
	225-2120-42210 OPERATING SUPPLIES			282.22			
	Total for vendor 3584 - NARTEC, INC:			282.22	282.22		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE							
Vendor 3721 - NATIONAL TACTICAL OFFICER ASSC:							
1/5/22							
69776	NATIONAL TACTICAL OFFICER ASSC	01/05/2022	02/09/2022	25.00	25.00	Open	N
	727 RESCUE TASK FORCE TRNG	pziemer					02/09/2022
	225-2120-43330 PROFESSIONAL DEVELOPMENT			25.00			
	Total for vendor 3721 - NATIONAL TACTICAL OFFICER ASSC:			25.00	25.00		
Vendor 0497 - SIRCHIE FINGER:							
12/28/2021							
69772	SIRCHIE FINGER PRINT LABORATORIES,	12/28/2021	02/09/2022	317.85	317.85	Open	N
	EVIDENCE SUPPLIES	pziemer					02/09/2022
	225-2120-42210 OPERATING SUPPLIES			317.85			
1/19/22							
69794	SIRCHIE FINGER PRINT LABORATORIES,	01/19/2022	02/09/2022	28.94	28.94	Open	N
	EVIDENCE SUPPLIES	pziemer					02/09/2022
	225-2120-42210 OPERATING SUPPLIES			28.94			
	Total for vendor 0497 - SIRCHIE FINGER:			346.79	346.79		
Vendor 0322 - STREICHERS PROF:							
1/4/22							
69775	STREICHERS PROF EQUIP	01/04/2022	02/09/2022	135.99	135.99	Open	N
	727 UNIFORM BOOTS	pziemer					02/09/2022
	225-2120-41113 UNIFORM ALLOWANCE			135.99			
	Total for vendor 0322 - STREICHERS PROF:			135.99	135.99		
Vendor 3703 - TRANSUNION RISK:							
1/1/22							
69779	TRANSUNION RISK	01/01/2022	02/09/2022	75.00	75.00	Open	N
	DEC 21 INVESTIGATIONS & PKNG TCKT COI	pziemer					12/31/2021
	225-2120-42210 OPERATING SUPPLIES			75.00			
	Total for vendor 3703 - TRANSUNION RISK:			75.00	75.00		
Vendor 4011 - TURTLEBACK:							
1/11/22							
69786	TURTLEBACK	01/11/2022	02/09/2022	218.97	218.97	Open	N
	724SK - INITIAL ISSUE +2	pziemer					02/09/2022
	225-2120-41113 UNIFORM ALLOWANCE			218.97			
	Total for vendor 4011 - TURTLEBACK:			218.97	218.97		
Vendor 1455 - USPCA REGION 12:							

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE								
12/02/21								
69774	USPCA REGION 12		12/31/2021	02/09/2022	50.00	50.00	Open	N
	2022 MEMBERSHIP RENEWAL		pziemer					02/09/2022
	225-2128-43430	MISC - K9 PROGRAM			50.00			
	Total for vendor 1455 - USPCA REGION 12:				50.00	50.00		
Vendor 3697 - USPS:								
12/28/2021								
69769	USPS		12/28/2021	02/09/2022	4.80	4.80	Open	N
	POSTAGE		pziemer					12/31/2021
	225-2120-43322	POSTAGE			4.80			
12/28/21 - 2								
69770	USPS		12/28/2021	02/09/2022	8.00	8.00	Open	N
	POSTAGE		pziemer					12/31/2021
	225-2120-43322	POSTAGE			8.00			
12/28/21								
69771	USPS		12/28/2021	02/09/2022	9.60	9.60	Open	N
	POSTAGE		pziemer					12/31/2021
	225-2120-43322	POSTAGE			9.60			
1/5/22								
69777	USPS		01/05/2022	02/09/2022	4.80	4.80	Open	N
	POSTAGE		pziemer					02/09/2022
	225-2120-43322	POSTAGE			4.80			
1/6/22								
69778	USPS		01/06/2022	02/09/2022	58.00	58.00	Open	N
	POSTAGE STAMPS		pziemer					02/09/2022
	225-2120-43322	POSTAGE			58.00			
1/7/22								
69780	USPS		01/07/2022	02/09/2022	11.70	11.70	Open	N
	POSTAGE		pziemer					02/09/2022
	225-2120-43322	POSTAGE			11.70			
1/18/22								
69790	USPS		01/18/2022	02/09/2022	5.10	5.10	Open	N
	POSTAGE		pziemer					02/09/2022
	225-2120-43322	POSTAGE			5.10			
1/19/22								
69793	USPS		01/19/2022	02/09/2022	1.36	1.36	Open	N
	POSTAGE		pziemer					02/09/2022
	225-2120-43322	POSTAGE			1.36			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE								
1/20/22								
69795	USPS		01/20/2022	02/09/2022	9.05	9.05	Open	N
	POSTAGE		pziemer					02/09/2022
	225-2120-43322	POSTAGE			9.05			
1/24/22								
69797	USPS		01/24/2022	02/09/2022	116.00	116.00	Open	N
	STAMPS AND POSTAGE		pziemer					02/09/2022
	225-2120-43322	POSTAGE			116.00			
		Total for vendor 3697 - USPS:			228.41	228.41		
Vendor 0006 - WALMART COMMUNI:								
1/10/22								
69781	WALMART COMMUNITY/GECRB		01/10/2022	02/09/2022	20.32	20.32	Open	N
	CLING WRAP		pziemer					02/09/2022
	225-2120-42210	OPERATING SUPPLIES			20.32			
		Total for vendor 0006 - WALMART COMMUNI:			20.32	20.32		
Total PCard: 2257 U.S. BANK Card Holder: POLICE					5,179.28	5,179.28		

# of Invoices:	241	# Due: 240	Totals:	346,227.11	346,227.11
# of Credit Memos:	2	# Due: 2	Totals:	(812.32)	(812.32)
Net of Invoices and Credit Memos:				345,414.79	345,414.79

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	2,786.52
101-0000-15500	PREPAID EXPENSE	1,659.00
101-0000-20850	DUE TO COMPONENT UNIT	1,428.44
101-0000-22800	OTHER LIABILITIES	2,032.21
101-0000-22801	Refund: MR Unapplied Payments	12.36
101-1400-42210	OPERATING SUPPLIES	254.79
101-1400-43309	COMPUTER TECHNICAL SUPPORT	935.64
101-1400-43321	TELEPHONE	145.46
101-1400-43433	DUES & SUBSCRIPTIONS	102.00
101-1700-43309	COMPUTER TECHNICAL SUPPORT	5,195.31
101-1700-43321	TELEPHONE	274.94
101-1700-43430	MISCELLANEOUS	57.75
101-1800-43309	COMPUTER SUPPORT	22,120.87
101-1800-43321	TELEPHONE	137.47
101-1940-42200	OFFICE SUPPLIES	300.10
101-1940-42210	OPERATING SUPPLIES	16.93
101-1940-43300	PROFESSIONAL SERVICES	1,765.00
101-1940-43380	UTILITIES	1,823.24
101-1940-43381	BPU UTILITIES	1,361.09
101-1940-43410	RENTAL EXPENSE	85.12
101-1940-43430	MISCELLANEOUS	57.75

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	101-2400-43321	TELEPHONE		99.24			
	101-2400-43330	PROFESSIONAL DEVELOPMENT		945.56			
	101-2400-43430	MISCELLANEOUS		77.00			
	101-2400-43433	DUES & SUBSCRIPTIONS		295.00			
	101-9200-43300	PROFESSIONAL SERVICES		8,578.86			
	101-9200-43381	BPU UTILITIES		112.15			
	101-9200-43430	MISCELLANEOUS		248.04			
	101-9200-43434	MEETING BROADCAST EXPENDITURES		7,440.44			
	203-9000-42212	MOTOR FUELS		3,667.28			
	203-9000-43321	TELEPHONE		49.62			
	203-9000-43401	VEHICLE REPAIRS		4,464.17			
	203-9000-43410	RENTAL EXPENSE		4,800.00			
	203-9000-43430	MISCELLANEOUS		192.50			
	203-9000-43433	DUES & SUBSCRIPTIONS		798.00			
	203-9000-43440	TRANSIT SERVICE CONTRACT PY		87,096.18			
	211-0000-20800	DUE TO OTHER GOVT UNITS		79.00			
	211-5500-42200	OFFICE SUPPLIES		26.38			
	211-5500-42220	REPAIR & MAINT		3,552.34			
	211-5500-42240	LIBRARY MATERIALS		18.16			
	211-5500-43380	UTILITIES		1,537.82			
	211-5500-43381	BPU UTILITIES		1,288.39			
	211-5503-43430	MISC - USE OF HOLDEN TRUST		305.99			
	223-0000-22800	OTHER LIABILITIES		4,716.00			
	223-2140-42210	OPERATING SUPPLIES		45.00			
	225-0000-36299	MISCELLANEOUS REVENUE		20.00			
	225-2120-35102	PARKING FINES		50.00			
	225-2120-41113	UNIFORM ALLOWANCE		4,467.83			
	225-2120-42200	OFFICE SUPPLIES		39.98			
	225-2120-42210	OPERATING SUPPLIES		1,193.93			
	225-2120-42220	REPAIR & MAINT		(744.65)			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		2,957.82			
	225-2120-43300	PROFESSIONAL SERVICES		1,680.71			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		785.86			
	225-2120-43321	TELEPHONE		1,256.90			
	225-2120-43322	POSTAGE		228.41			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		2,470.43			
	225-2120-43331	LEASED PAYMENTS		429.79			
	225-2120-43380	UTILITIES		625.52			
	225-2120-43381	BPU UTILITIES		5,161.87			
	225-2120-43433	DUES & SUBSCRIPTIONS		190.00			
	225-2127-43310	MISDEMEANOR PROSECUTOR		16,517.09			
	225-2128-43430	MISC - K9 PROGRAM		50.00			
	225-2220-42210	OPERATING SUPPLIES		2,404.71			
	225-2220-42220	REPAIR & MAINT		165.00			
	225-2220-43300	PROFESSIONAL SERVICES		297.00			
	225-2220-43321	TELEPHONE		245.07			
	225-2220-43380	UTILITIES		1,172.47			
	225-2220-43381	BPU UTILITIES		2,408.84			
	225-2700-43300	PROFESSIONAL SERVICES		2,987.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		58.50			
	230-5200-43321	TELEPHONE		207.29			
	230-5200-43380	UTILITIES		367.90			
	230-5200-43381	BPU UTILITIES		2,563.92			
	230-5200-43430	MISCELLANEOUS		191.50			
	230-5204-42210	OPERATING SUPPLIES		3.19			
	235-3100-42200	OFFICE SUPPLIES		22.48			
	235-3100-42220	REPAIR & MAINT		233.37			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	235-3100-43300	PROFESSIONAL SERVICES			238.00			
	235-3100-43321	TELEPHONE			99.24			
	235-3100-43380	UTILITIES			1,220.45			
	235-3100-43381	BPU UTILITIES			24,328.37			
	235-3100-43430	MISCELLANEOUS			521.19			
	235-3125-42210	OPERATING SUPPLIES			143.88			
	235-3125-42220	REPAIR & MAINT			17,725.71			
	235-3170-42220	REPAIR & MAINT			1,134.61			
	236-3180-43381	BPU UTILITIES			36.00			
	237-3190-43300	PROFESSIONAL SERVICES			189.54			
	237-3190-43321	TELEPHONE			38.23			
	237-3190-43430	MISCELLANEOUS			57.75			
	238-3160-43300	PROFESSIONAL SERVICES			2,120.00			
	238-3160-43430	MISCELLANEOUS			1,093.34			
	260-9020-43430	MISCELLANEOUS			94.92			
	278-6515-43430	MISCELLANEOUS			438.09			
	280-9700-43470	UNINSURED LOSSES			1,000.00			
	295-0000-20600	DEPOSITS PAYABLE			2,486.00			
	295-6510-43300	PROFESSIONAL SERVICES			843.50			
	295-6510-43435	BOOKS/PAMPHLETS/DUES			5,350.00			
	400-1980-45530	PYMTS TO CONTRACTORS			4,189.70			
	400-9050-45510	CAPITAL - LAND			96.39			
	400-9050-45530	CAPITAL - OTHER			27,480.52			
	401-1003-43300	PROFESSIONAL SERVICES			175.50			
	401-1003-43380	UTILITIES			494.96			
	401-1901-43300	PROFESSIONAL SERVICES			1,087.50			
	401-1902-43300	PROFESSIONAL SERVICES			14,949.68			
	401-9030-43300-20:07	PROFESSIONAL SERVICES			10,352.50			
	403-9070-45580	CAPITAL - OTHER EQUIPMENT			1,970.34			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			60,348.28	60,348.28		
	203 - TRANSIT FUND			101,067.75	101,067.75		
	211 - LIBRARY FUND			6,808.08	6,808.08		
	223 - DRUG FORFEITURE			4,761.00	4,761.00		
	225 - PUBLIC SAFETY FUND			47,061.58	47,061.58		
	227 - RECYCLING FUND			58.50	58.50		
	230 - PARK & RECREATION FUND			3,333.80	3,333.80		
	235 - STREET & SEWER FUND			45,667.30	45,667.30		
	236 - PARKING LOT FUND			36.00	36.00		
	237 - SANITARY SEWER FUND			285.52	285.52		
	238 - STORM SEWER FUND			3,213.34	3,213.34		
	260 - AIRPORT FUND			94.92	94.92		
	278 - HEALTHY EMPLYE INITIATIVE			438.09	438.09		
	280 - PACKAGE INSURANCE FUND			1,000.00	1,000.00		
	295 - EDA FUND			8,679.50	8,679.50		
	400 - CAPITAL PROJECTS FUND			31,766.61	31,766.61		
	401 - CONSTRUCTION FUND			27,060.14	27,060.14		
	403 - IT CAPITAL FUND			1,970.34	1,970.34		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			15,219.53	15,219.53		
	1003 - 10:03 DWNTWN MAIN CNTRACT			670.46	670.46		
	1400 - ADMINISTRATION			1,437.89	1,437.89		
	1700 - ENGINEERING			5,528.00	5,528.00		
	1800 - IT/GIS			22,258.34	22,258.34		
	1901 - 19:01 NW 4TH STREET IMPR			1,087.50	1,087.50		
	1902 - 19:02 CLST CONNECTION			14,949.68	14,949.68		
	1940 - CITY HALL			5,409.23	5,409.23		
	1980 - CITY HALL REMODEL			4,189.70	4,189.70		
	2120 - POLICE DEPARTMENT			20,794.40	20,794.40		
	2127 - MISDEMEANOR PROSECUTOR			16,517.09	16,517.09		
	2128 - K-9 PROGRAM			50.00	50.00		
	2140 - DRUG FORFEITURE			45.00	45.00		
	2220 - FIRE DEPARTMENT			6,693.09	6,693.09		
	2400 - COMMUNITY DEVL/INSPECTION			1,416.80	1,416.80		
	2700 - ANIMAL CONTROL			2,987.00	2,987.00		
	3100 - S & S MAINTENANCE			26,663.10	26,663.10		
	3125 - SNOW REMOVAL			17,869.59	17,869.59		
	3160 - STORM SEWER EXPENSE			3,213.34	3,213.34		
	3170 - TRAFFIC CONTROL			1,134.61	1,134.61		
	3180 - PARKING LOTS EXPENSE			36.00	36.00		
	3190 - SANITARY SEWER EXPENSE			285.52	285.52		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
--- TOTALS BY DEPT/ACTIVITY ---							
	3230 - RECYCLING EXPENSE			58.50	58.50		
	5200 - PARK MAIN/ADMINISTRATION			3,330.61	3,330.61		
	5204 - CONCESSIONS			3.19	3.19		
	5500 - LIBRARY-BUDGETED			6,423.09	6,423.09		
	5503 - HOLDEN TRUST DONATION USE			305.99	305.99		
	6510 - ECONOMIC DEVELOPMENT AUTH			6,193.50	6,193.50		
	6515 - HEALTHY EMPLYE INITIATIVE			438.09	438.09		
	9000 - TRANSIT FUND			101,067.75	101,067.75		
	9020 - AIRPORT M & O			94.92	94.92		
	9030 - CONSTRUCTION PROJ-MISC			10,352.50	10,352.50		
	9050 - CAPITAL PROJECTS-MISC			27,576.91	27,576.91		
	9070 - IT CAPITAL FUND			1,970.34	1,970.34		
	9200 - CITY-WIDE			16,379.49	16,379.49		
	9700 - PACKAGE INSURANCE			1,000.00	1,000.00		

THE ABOVE LISTED ACCOUNTS PAYABLE DISBURSEMENTS HAVE BEEN REVIEWED AND HEREBY APPROVED:

GABE JOHNSON	KEVIN STUNEK	TIFFANY STENGLEIN

Brainerd, MN
January 18th, 2022

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: Pritschet, Stenglein, Erickson, O'Day, Stunek, Johnson, 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 ERICKSON AND PRITSCHET, DULY CARRIED, TO APPROVE THE AGENDA WITH THE AMENDMENT OF 9B TO CONSIDER A RESOLUTION INSTEAD OF A SPECIAL MEETING AND ADD EXTENDED, REMOVE SOBER HOMES FROM SPW, MOVE PUBLIC FORUM TO ITEM 6.

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

A. **Approval of Bills and Transfer of Funds- Approved**
B. **Approval of the Minutes of the Regular Meeting held on January 3rd, 2022- Approved**
C. **Approval of Licenses- Approved**
D. **Department Activity Reports- Approved**
E. **Resolution- Accepting 4th Quarter Donations 2021**

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

Community Member of the Month

Mayor Badeaux recognized Grace Czeczok and the whole Mickey's Pizza and Subs family as the January Community Member of the Month. Mickey's is celebrating its 40th year in business. Later this year, Toni Czeczok and her husband will be handing over the reins to the 3rd generation, their daughter, Grace.

Public Forum

The Chair opened the public forum at 7:38

Residents of the Tyrol neighborhood spoke in opposition of the non-regulation of sober homes. Residents' concerns included safety of the neighborhood, the frequency of emergency response vehicles, and lack of supervision. Residents who spoke included:

Steve & Mary Suer, 450 Tyrol Dr
Dale Anselment, 462 Tyrol Dr
Bruce & Sharon Janowiec, 448 Tyrol Dr (submitted a statement)
Kay Adler, 456 Tyrol Dr
Helen Puckropp, 440 Tyrol Dr

Sheila Haverkamp, Manager of the Burlington Recovery Homes, 12950 Knollwood Dr, Baxter, addressed the issues brought forward by the residents of Tyrol Drive. She requested previously that the residents of Tyrol bring forward issues with the residents to her so that they can be addressed but has not heard from any residents personally. The management of the homes regularly makes calls for response by officers, probation officers, and medical personnel as a way to support individuals in their homes. The residents are considered to be independent in their recovery and do not require 24-hour care, if they did require more supervision they would be in a different facility.

Mike Duval, 468 Tyrol Dr, stated that he lives next door to one of the homes on Tyrol Drive. He stated that crimes have not occurred in the neighborhood, so he brings into question the argument of fear. Mr. Duval stated that it must be significantly difficult to heal in an environment where you are a social pariah. The lights from the police and ambulance should be met with compassion because someone died in one of the houses, and the residents that were in contact with that individual are affected by that death. He asked the Council to take a pointed stance on sober homes and to resolve those things that are able to be resolved like parking.

Megan Adams, 7021 Woida Rd, Baxter, is starting a recovery home with Burlington Recovery Homes. Ms. Adams stated that Ms. Haverkamp is a compassionate and helpful person and is willing to help the neighborhood work together with her business.

The Chair closed the floor at 8:40 p.m.

Council took a 5-minute break.

Council Committee Reports

Personnel and Finance

Discussion on 2022 Downtown Landscaping-Approved

Committee Chair Johnson stated that this is essentially the same services as last year. It is a little more expensive because it includes maintenance mulch for the urns which haven't been done in several years and needs to be done. Staff will be working on changes to downtown landscaping for 2023.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO AUTHORIZE STAFF TO CONDUCT PROPOSED LANDSCAPING RECOMMENDATIONS AT A COST NOT TO EXCEED $16,000.

Approve 2022 Street Department Unit Heater Replacements- Approved

Committee Chair Johnson stated there was soot buildup in the heater units causing carbon monoxide in the building prompting repair.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK DULY CARRIED, TO APPROVE THE QUOTE FROM PIKE'S PLUMBING AND HEATING FOR THE REPLACEMENTS OF THE FIVE REZNOR UNIT HEATERS IN THE AMOUNT OF $13,200.

Consider the Creation of an RFP for the Charter Contributions- Approved

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO CREATE AN RFP SUBCOMMITTEE AND APPOINT TWO OR THREE COUNCIL MEMBERS RECOMMENDED BY THE CHAIR.

Chair Bevans stated that the amendment to the charter changed the way it awards contributions.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET, DULY CARRIED, TO APPOINT COUNCIL MEMBERS ERICKSON AND STUNEK TO SERVE ON THE CHARTER CONTRIBUTIONS COMMITTEE.

Annual Authorization to Perform Electronic Transfers-Approved

Committee Chair Johnson stated that this is an annual authorization per state statute.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO DELEGATE THE FINANCE DIRECTOR, OR THEIR DESIGNEE, TO MAKE ELECTRONIC TRANSFERS AS DEEMED NECESSARY BY THE FIANANCE DIRECTOR TO CONDUCT CITY BUSINESS FOR 2022.

2022 Worker's Compensation Renewal- Informational

Committee Chair Johnson stated that due to the experience modification rate and the premium rates, there could be a $15,000 to $20,000 savings for the worker's compensation rate.

Safety and Public Works

Approve Event Application- Tour of the Lakes- Approved

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON, DULY CARRIED, TO APPROVE THE EVENT APPLICATION UNDER THE CONDITION THAT THE APPLICANT REQEST TRAFFIC CONTROL ONE WEEK PRIOR TO THE EVENT, SUMBMIT INSURANCE PER THE EVENT APPLICATION REQUIREMENTS, AND INFORM BUSINESSES AND OCCUPANTS THAT THE LAUREL STREET PARKING LOT WILL BE CLOSED.

Presentation- Brainerd 2022 Pavement Condition Assessment- Informational

Committee Chair O'Day stated that the pavement condition assessment was extremely interesting. The Safety and Public Works Committee meeting is on YouTube to view the presentation.

Presentation- StreetScan Proposal and Software

Committee Chair O'Day stated that staff is looking into cost and options that the software would potentially help with street information.

Review Street Light Policy Capital Project Cost Examples- Informational

Committee Chair O'Day stated the committee directed staff to continue to look for cost effective lights. The lights would be installed in phases with the construction projects.

City Engineer/ Public Works Director Sandy stated that the committee had staff look at scenarios on how the change in lighting would affect the monthly bill with additional capital costs.

Unfinished Business

Committee Recommendations by Mayor Badeaux- Approved

Mayor Badeaux nominated Janet Decker to the HRA Board, Susan Hardy to the Library Board, and Patrick Wussow to the Public Utilities Commission.

MOVED AND SECONDED BY PRITSCHET AND O'DAY, DULY CARRIED, TO CONFIRM THE NOMINATIONS.

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) 1-term (Expire 2025)
HRA—1 term (Expire 2022)
Rental Dwelling License Board of Appeals – 3 terms (Expire 2022)

Mayor Recommended: (terms to expire 09/07 of said year)
Economic Development Authority (EDA) – 1 term (Expire 2026) – 1 term (Expire 2027)

Council President Recommended: (terms to expire 12/31 of said year)
Planning Commission—1 term (Expire 2023)

Ad Hoc Committees – Applicants Needed
Water Tower Fundraising Committee – Two positions available

New Business

Consideration of Rental Ordinance Committee Recommendations- Approved

Community Development Director Chanski stated that the Rental Housing Committee recommendations are being presented to the Council for guidance prior to the development of an ordinance. Mr. Chanski gave an overview of the recommendations by the committee.

Member Johnson stated that he will vote no, due to not seeing a list of recommendations by the committee.

Chair Bevans stated that the product appears to address the issues that the City has had with rental housing codes. He encouraged members to read through the recommendations.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND PRITSCHET, TO DIRECT STAFF TO DRAFT AN ORDINANCE AMENDING SECTION 425 OF THE CITY CODE WITH THE EXCLUSION OF RED LINE PORTION OF CONDUCT ON PREMESIS TO BE DISCUSSED IN MARCH.

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

Resolution- Establishing the Residential and Commercial Energy Efficiency Loan Program- Approved

Finance Director Wicklund, BPU, stated the resolution is a necessary step for the loan program. Typically, the program has not served municipalities previously, but BPU has been encouraged to apply. The loan is a 0% loan through the USDA. The Commission decided on a $2 million dollar loan from the USDA, the application is due on February 7th.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND O'DAY TO ADOPT RESOLUTION ESTABLISHING THE RESIDENTIAL AND COMMERCIAL CUSTOMER ENERGY EFFICIENCY LOAN PROGRAM.

RESOLUTION 04:22

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

Consideration for City Council Workshop on Code Enforcement and Conducting a Codification of the City Code on January 24, 2022, at 6:00 pm in the City Council Chambers- Approved

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON, DULY CARRIED, TO SET A CITY COUNCIL WORKSHOP ON CODE ENFORCEMENT AND CONDUCTING A CODIFICATION TO THE CITY CODE ON JANUARY 24, 2022, AT 6:00 PM IN THE CITY COUNCIL CHAMBERS.

Public Forum

The Chair opened public forum at 9:29 p.m.

No one came forward.

The Chair closed public forum at 9:30 p.m.

Staff Reports

Community Development Director Chanski stated there will be a public hearing to consider an application for supportive housing village at the Planning Commission meeting on Wednesday, January 19th at 6:00 pm. The Parking Commission will be meeting on Thursday, January 20th at 4:00 pm to review the parking recommendations that were sent back to committee by City Council. Finally, the zoning code revision is wrapping up, it will come back to the City Council in February. There will be a public open house and public hearing for the code update at the end of February, and Council will have the opportunity to adopt in March.

City Engineer/ Public Works Director Sandy stated that the Cuyuna Lakes State Trail ask to the Legislature was included in the Governor's recommendation for the bonding bill. Mr. Sandy will be attending City Engineers Association conference for three days the last week of January.

Finance Director BPU Wicklund stated that they are still working with the crypto currency customers, the earliest customer to be online will be April. BPU is starting to tear down the old water tanks at the water treatment plant. There was damage to the archway in front of the water treatment plant, staff will determine what to do with that in the spring. The solar project at the airport is in the finalization process. The sewer plant may also have a solar project in the future. Finally, the hydro-electric dam is also on the docket for repair this year.

Mayors Report

Mayor Badeaux stated that the sleds at "Big Sev" came out of the mayoral contingency fund. It has been successful so far, the sleds have not been going missing, in fact, he has had to go remove broken sleds himself. If citizens have sleds to donate, they would be appreciated. The City of Leksand, Sweden sent a Christmas card to the City, he will be sending a reply to the Sister City. Finally, snow removal has been very impressive this year he has not gotten many complaints until this weekend. The citizens concerns were forwarded to City Engineer/ Public Works Director Sandy to be resolved. All individuals who contacted him over the weekend thanked him for responding to their requests.

Council Member Reports

Member Erickson stated that the zoning code is on the Planning Commission Agenda for January 19th. The Northland Arboretum meeting is on January 27th.

Member Pritschet said to be patient and be kind.

Member O'Day stated that the Mississippi Trailhead Landing Park design will go before the Park Board on January 25th. The design is fantastic and will go out to bid in February.

Chair Bevans said thank you to all members for listening to the special public forum on Sober Homes.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND PRITSCHET, DULY CARRIED TO ADJOURN TO THE CITY COUNCIL WORKSHOP ON JANUARY 24TH, 2022, AT 6:00 PM TO DISCUSS CODE ENFORCEMENT AND CONDUCTING A CODIFICATION OF THE CITY CODE.

Chair Bevans adjourned the meeting at 9:45 p.m.

_____

Jennifer Bergman
City Administrator

Brainerd Fire Department Monthly Report

January 2022

ACTIVITIES AND PUBLIC EDUCATION

As we come off our busiest year in the history of the Fire Department, we end January, 2022 as the second busiest January. Things are not slowing down. Firefighters responded to three structure fires within a one week period in January.

We were excited to have our Annual Fire Department Dinner this year after a year off because of Covid-19. It was great to get back together with some of our retired firefighters and enjoy time together with our fire family.

Firefighter Paul Rosier was named the 2021 Brainerd Firefighter of the Year. Firefighter Rosier was selected because of his dedication, care for other firefighters, and his willingness to help wherever needed. Firefighter Rosier is a growing leader in the department and exhibits all the values and characteristics we hold high in our department.

This year we were able to have a crew once again assist at the Brainerd Jaycees Ice Fishing Extravaganza event on Gull Lake.

TRAINING AND STAFF DEVELOPMENT

Firefighter training in January included EMS, Fire Behavior and Flow Path, UTV Operations with Patient Transport, and Firefighter Fitness. Our online training included Bloodborne Pathogens and Hazard Communications GHS.

Brainerd Fire Department Monthly Report

January 2022

INSPECTIONS	
Commercial Kitchen Exhaust	12
Fire Alarm	41
Fire Pump	3
Hood Suppression	23
Knox Box	3
License Inspections	3
Paint / Spray Booth	1
Safety Inspection	1
Special Suppression	5
Sprinkler System	31

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT

Type of NFIRS Incident (National Fire Incident Reporting System)	Coverage Area Total Incidents (Includes City of Brainerd)
Fire	6
Rescue & Emergency Medical Service	7
Hazardous Condition	4
Service Calls	3
Good Intent Call	14
Alarm Activation	17
Severe Weather	0
TOTAL	51

Type of NFIRS Incident (National Fire Incident Reporting System)	City of Brainerd Total Incidents
Fire	2
Rescue & Emergency Medical Service	3
Hazardous Condition	2
Service Calls	3
Good Intent Call	7
Alarm Activation	9
Severe Weather	0
TOTAL	26

M E M O

TO: Mayor and City Council

FROM: City Administrator, Jennifer Bergman

DATE: February 7, 2022

RE: City Administrator Report

BPU Commission Meeting
BPU continues to work on Purchase Power Agreements (PPA) with AEP and B&D Power Solutions and Just for Krypto, LLC. The BPU Commission discussed the draft Customer Initial Expense Deposit Agreements with both companies at their January 25th meeting which will require them to submit a deposit for power purchased. These agreements will be executed when B&D and Just for Krypto, LLC, determine the length of the PPA. BPU is still negotiating with AEP and both companies on the PPA's.

DEED Main Street Revitalization Program
Staff is working with the Initiative Foundation to apply for the Main Street Revitalization Grant Program through DEED. IF will be requesting for approximately $8 million for the entire region. DEED requires the IF to identify a corridor for the funding to be used. The recommended corridor is the river to 10th Street and Oak to Washington Street. The intent of these funds would be to assist the Region 5 Development Commission (R5DC) to use some of the funding to make the necessary repairs and remodeling of the annex for a shared workspace. In addition, we would like to work with the DDBC to access some funding for a façade program.

https://mn.gov/deed/business/financing-business/deed-programs/emergency-programs/economic-revitalization/

Kitchigami Regional Library
County Administrator Houle and I have been asked by Mary Koep to assist the Kitchigami Regional Library (KRS) with a strategic planning session that will be held on April 21st. We will be conducting sessions on governance, strategic planning and goals.

Redistricting
The Charter states that "the Council must, within 60 days after each U.S. decennial census, readjust the boundaries of the four (4) wards provided there is a 10% or more deviation in population among said wards." The census shows that there was not more than a 10% change in population in any of Brainerd's wards (see attached); therefore, redistricting is not required. Baxter City Administrator Chapulis and I met with Debby Erickson to discuss redistricting process. The City Council should still hold a public hearing and adopt a resolution reaffirming the ward boundaries.

2020 Census Redistricting Population Data 1/28/22

City	Population
Brainerd	14,491
Baxter	8,612
Unorganized	5,649

District	Population	Ward Population	Variance from Average Population = 3623	Variance %	Voter Count
Baxter P-1E	3,460				2,315
Baxter P-1W	1,810				1,278
Baxter P-2E	1,770				1,254
Baxter P-2W	1,572				1,094
Brainerd W-1 P-1	1,680	3,527	-96	-2.65%	779
Brainerd W-1 P-2	1,847				1,176
Brainerd W-2 P-1	2,266	3,625	2	0.06%	1,177
Brainerd W-2 P-2	1,359				808
Brainerd W-3 P-1	1,683	3,571	-52	-1.44%	816
Brainerd W-3 P-2	1,877				1,030
Brainerd W-3 P-3	11				8
Brainerd W-4 P-1	2,180	3,768	145	4.00%	1,089
Brainerd W-4 P-2	1,588				790
Red	1,767				1,314
White	1,600				1,122
Blue	2,282				1,609

CITY ENGINEER/PUBLIC WORKS DIRECTOR REPORT
February 7, 2022 CITY COUNCIL MEETING

Recreation Report

Recreation

1. Brainerd Early Bird Tournament will take place on Saturday April 23 at Memorial Park. The Tournament is a Men's C/D 12 team double elimination tournament. We will be supported by the Eagles Club for beer and burgers. We have not opened registration quite yet, but we have received a lot of interest. Save the date event on Facebook has been created.

2. Youth Sports page on our website has been updated to reflect Brainerd Family YMCA and Brainerd Community Ed offerings and directional links to their registration and information platforms.
    a. At this time Registration for Bronco and Mustang Baseball as well as Youth Tennis is being received by Community per their Brainerd Community Education Winter/Spring Guide that was released earlier this month.

Youth Pond Hockey

- 1 Penguin Team total of 21 participants (decision to only have 1 team is regarding scheduling conflicts and covid-19 exposure)
- 1 Polar Bear Team total of 14 participants
- 1st set of games are this Saturday in Nisswa.
- 4 on 4 Youth Pond Hockey Jamboree is to be held at Memorial Park on February 19.
- We did receive one applicant for the Youth Pond Hockey Official position who is in the process of being hired. Along with another individual who has stated interest.
- Being this is the first year I have overseen the Youth Pond Hockey program it has been noted by coaches a lot of the equipment is extremely outdated and we will be going through and tossing any equipment that does not meet expectations at the end of the season before bringing back to cold storage. We are hoping to rebuild the program and add more quality equipment for participants as time goes on. If you hear of anyone wanting to donate hockey skates, equipment, sticks, etc. please refer them to Memorial Park to drop those things off.

Adult 4 on 4 Pond Hockey

- 8 teams total signed up
- Adult 4 on 4 Tournament Championship night to take place on Tuesday, February 22 at Memorial Park & Bane Park.

Warming Houses

Nothing to report beyond an ice issue on the north end of Memorial Park. For some reason the ice melts a high rate to which has cause some scheduling issues for pond hockey. It becomes unsafe when cement or even dirt for that matter is exposed. Maintenance staff has been tasked to try to fix the issue.

This year we will be looking at the variability of temperature/windchill and number of skaters. We can service anywhere from 60-100 people one day then 0-10 the next. After this winter season is over, we will be analyzing how we can better staff the warming houses and/or improve our weather policy to better utilize city budgeted dollars/employee time as well as provide a desired service to the public when it's desired moving forward.

Special Events

1. The Valentine's Day Skating Party will take place on Sunday, February 13, 1:00-4:00 p.m. in Gregory Park.
2. Smooch a Pooch event will take place on Monday, February 14, 3:30-5:30 p.m. at the Buster Dog Park.

Field Banner Program

Emails were sent out to all organizations who put up a banner last year or 2020, remarkably several have even upped their commitment. New organizations will be sent the new field banner program packet in the next month. If anyone on the park board has connections to an organization who may be interested, please forward their contact information to me.

Parks Maintenance Report

Meeting with Kiwanis Club about 2022 Projects
Staff met with the Kiwanis Club on January 3rd at their monthly meeting to present to them the projects to take place in Kiwanis Park in 2022. This was also accompanied by a scoping meeting with Travis Miller from TWM Architecture, Troy Harris, and Shawn Strong – City IT Director to review the project budget, scope out the needs of the restroom and pavilion facilities, and look at other items like security cameras (both on the restroom facility and under the bridge). Staff will be bringing a completed scope of work document to the February Park Board meeting for approval by the board, along with an estimate of hours and cost for TWM Architecture to complete the drawings necessary to complete the construction. The Kiwanis Club is interested in helping any way they can for the project, including installation of more benches, new club signage, and better wayfinding in the park. Staff will continue to work with the Club on items they are interested in assisting the city with, or any items that they would like included in the revamping of the buildings and structures in the park.

Jaycees Park
Staff, along with Park Board Member Yeager, have a meeting with Shane Riffle from the YMCA to discuss future and programming at Jaycees Park. This stems from the playground installation conversation and ensuring what we are doing at the park matches the future use and visioning at the park to ensure we don't install the playground in a location that may impact the future other improvements at the park. There is also a visioning type session at this Park Board meeting that will assist in this conversation to ensure the proper placement of the playground equipment.

Other Park Capital Items
Staff has been busy in the month of January beginning capital project and equipment ordering including the Dasherboard system for Memorial Park small rink, the lighting system for the Memorial Park small rink, the capital ballfield groomer equipment, new picnic tables for Kiwanis Park (after the capital projects), a couple of grilling stations for replacements or additions (at either Lum Park or Kiwanis Park), park benches (for placement in any park or along our developed trail system), 800 mhz radios for Parks and Public Works employees, and pricing our security systems for both Kiwanis Park and the College Drive bridge. All these items were in the capital budget, along with other items that will be scoped and ordered at some point in the spring/summertime months (weed and feed for parks, ADA upgrades, signage, etc).

Memorial Park Ice Conditions
Staff has been researching the poor ice conditions on the north end of the new Memorial Park Hockey rink and how to resolve these issues in the future. Being the rink is on concrete, the power of the sun melts the ice approximately 2-3 feet out from the north end boards continuously. The remedy to this issue is getting enough ice on the rink (2-3 inches) and doing some other measures to prevent melting of the ice near the board on sunny days. Staff will be working next fall to implement some other measures to reduce the reflectivity of the boards, sealing the bottom side of the boards up so that water is contained inside the rink (so when it melts it re-freezes overnight), and continuing to work to get a sheet that is thicker so that it does not melt to concrete in the future.

Maintenance Tasks Completed Month Prior
During the month of December and January, Parks Maintenance staff have been working on the following items:

- Flooding all rinks daily as weather allows.
- Snow removal from rinks, city owned properties and parking lots, and city paths as snow falls.
- Finding and ordering capital equipment items.
- Garbage runs at Buster Dog Park.
- Catching up on all OSHA training.

Street Maintenance Report

Maintenance Tasks Completed Month Prior
Since the last large snow events in December, Street Department Staff have been working on widening out streets and

removing/hauling snow with the snow blower and trucks to make room for any large snow events that may take place in the coming months.

Public Works Addition Update
We have been waiting many months for steel trusses and pre-cast wall segments so that the addition of the street department for the parks department can begin. In the meantime, Nor-Son and its subcontractors have been on site completing the interior remodel work and other incidental items that were included in the plan. These items have been completed and the street department have moved back into their offices. We do not anticipate the Parks Department staff moving until the fall or early winter at this time due to the addition not being constructed. The new unit heaters that were approved at the last council meeting have also been ordered and will be installed sometime in the next couple of weeks.

Engineering Report

2022 Construction
Engineering staff have been extremely busy preparing for 2022 construction. This includes plan preparation, review by other agencies, and continued coordination with utility providers (cable, BPU, gas, etc.). A brief description of the proposed 2022 projects can be seen below:

North Brainerd Reconstruction Project
This includes the reconstruction of the following streets:
North 3rd Street – Washington Street to Holly Street
North 6th Street – Washington Street to Juniper Street
North 7th Street – Kingwood Street to Holly Street
Juniper Street – N 2nd Street to N 10th Street

This construction will be very heavy in nature. Most of the streets within these limits have the old concrete underneath from the early 1920's. All of this will be removed as part of the project construction. New watermain is planned throughout the project limits to correct and straighten out a lot of areas in which BPU has issues. The storm sewer in all the streets is severely undersized, and thus with large rain events, we see localized flooding. This storm sewer will be up sized to hopefully cure most of these issues. There are constraints on upsizing of the storm sewer, as the connection point at the end of the runs is the constraint on sizing.

The planned layout does include the return of a median on N 6th Street along with pedestrian bump outs in many locations on N 6th Street, Juniper Street, and N 7th Street around Gregory Park. We have seen a huge success using these around Garfield School and will continue implementing these in the future to provide safe pedestrian crossings where the pedestrian is visible and has a short crossing distance.

Sidewalks in the project area will be repaired, along with curb ramps being upgraded to meet ADA standards.

The city held a public informational meeting back in December on this project. Staff also has a meeting with the Brainerd North Side Association to discuss the proposed improvements on February 9th.

Cuyuna Lakes State Trail
With the $1,100,000 in appropriated money from the DNR, it is the intention to construct the NP Center Segment and the West Segment of the Cuyuna Lakes State Trail in 2022. If the City is successful in receiving bonding money in 2022, the trail would be extended easterly across the large wetland complex to 28th Street in 2023.

With the planned trail traveling down Laurel Street and SE 12th Street, the intention is, to avoid large amounts of right of way acquisition and property easements, is to narrow the street and resurface these three blocks of street (Laurel Street – 12th – 13th and 12th Street – Norwood to Laurel). The trail will be placed on the north side of Laurel Street and on the west side of 12th Street. The narrowing will allow for the trail to be placed with minor temporary construction easements. Parking will be removed from these sides of the street.

2022 Seal Coat Project
The 2022 seal coat project will include seal coating of numerous street segments that have been constructed in the last couple of years. They include:
College Drive: CSAH 48 – Quince Street
4th Street South – S 6th Street to College Drive
10th Street SE – Willow Street and south to dead end
Brook Street – S 8th Street to 13th Street SE
10th Avenue NE – TH 210 to J Street NE
H Street – Mill Avenue to 13th Avenue NE

S 6th Street – Joseph Street to Greenwood Street
MnDOT is planning the reconstruction of S 6th Street from Joseph Street to Greenwood Street in 2022. This will be a full reconstruction of the section. The City Council gave municipal consent for this project at the February 20, 2021, City Council meeting. MnDOT has been working of finalizing the design. A cooperative construction agreement will be coming forward within the next month in which outlines the City of Brainerd's cost participation in project items such as signal work, aesthetic treatments, sidewalks, retaining walls, etc. The City advanced its State Aid funds to pay for the improvements and cost shares on the Trunk Highway.

Along with this project, the city will be constructing the remainder of Greenwood Street. MnDOT is re-aligning Greenwood Street back a way to come in perpendicular to the highway. The remainder that is remaining unpaved will be a short distance, and City staff have been working on a State Aid plan to finish the paving and for the construction of Greenwood Street in 2022.

The proposed layouts of this project are available upon request.

East River Road Reconfiguration
Along with the Mississippi Landing Trailhead project, the City Council elected to include the reconfiguration of East River Road in front of the park in the 2022 capital plan. This will include the inclusion of diagonal parking, pedestrian bump outs, and on-street trail re-alignment to fit the diagonal parking. Drawings of the proposed configuration are available upon request.

Other 2022 Maintenance Projects
Other minor maintenance projects performed in 2022 will include our annual crack sealing program, large patch program, and street striping.

Once the capital plan is approved for 2022 and beyond, staff will be updating the website with the most up to date information and plans to keep the public informed on current and future construction projects.

Buffalo Hills Gully Project
Staff continues the work with HRGreen to scope and design repairs to the large gully that has formed between Buffalo Hills Lane and Rotary Park. The survey and preliminary scoping elements have been completed, and a conceptual option has been developed in which includes piping the stormwater a distance (approximately 2/3 of the way to Rotary Park) and then out letting the pipe to a riprapped channel near Rotary Park. This will solve the issues related to the erosion in the channel and provide a long-term improvement and stable channel that is easily maintainable.

Now that this information is available, the plan is to return for a second public meeting to inform the residents near the gully on our findings and update them on the project. This will be held on February 24th, 2022, from 6:30 PM – 7:30 PM.

South 5th Street
City staff met with School district officials to discuss the reconfiguration of S 5th Street and the planned work at the High School in 2022. The district intends on reconfiguring the street to the approved plans in 2022, along with the demolition of Lincoln elementary and the construction of the two parking lots between Oak Street and Quince Street. Lanes will be re-configured from May to June to help contractors on site in the demolition process at the High School with placement of dumpsters and equipment. A full closure of S 5th Street is anticipated from June to the end off August to assist in the reconfiguration of the street along with the adjacent works at the High School and demolition at Lincoln.

Historic Water Tower
Staff has been working with the Water Tower Committee and LHB to finalize plans for the Historic Water Tower roof and prepare for bidding of the project.

CEAM Conference
Staff attended the City Engineers Association of Minnesota Conference on January 26-28. There was approximately 2 ½ days of materials and staff was able to garner about 15 hours of professional development hours at the conference. These hours are needed to renew engineering licensure in Minnesota. City Engineer/Public Works Director Sandy was elected as President of the Organization at the annual business meeting. There were approximately 500 people in attendance, in person, at the conference.

Other Items of Interest

- Staff continued scoping out improvements for 2022 construction at Kiwanis Park with TWM Architecture. A presentation to the Park Board will be had at the February 22 meeting.
- CEAM Legislative Committee – Held our kick-off meeting and got updates from MnDOT, League of Minnesota Cities, and others related to legislative issues that may be coming up in the 2022 session that effects City Engineers and Public Works operations.
- City Engineer/Public Works Director Sandy participated in an interview panel for the MnDOT District 3 State Aid Engineer vacancy. This vacancy is after the long-standing State Aid Engineer Kelvin Howieson retired in November. The panel provided a recommendation that will be sent down to the MnDOT central office in St. Paul for review and approval. Announcement is expected in the coming weeks.
- Region 5 Transportation Advisory Council meeting was held on Wednesday, February 2. The Council reviewed Transportation Alternatives Applications and STBGP Block Grant Applications and provided a ranking of the applications to the ATP-3 for funding review and approval.

Transit Report

- Training Transit Operations Specialist on verification and reporting. She is now doing it on her own and consulting me when issues arise.
- Crow Wing County - 3rd Party Contractor Cost Evaluation and Future Projections working with Tim Houle. This information was presented to the County Board. It is anticipated that the County will be looking at a small fair increase to cover the increased cost of services from the 3rd Party Contractor.
- MnDOT Vehicle Statistics: Updated Software and Training
- RouteMatch is moving to Amazon Web Services. Transit staff have been testing the data conversion in AWS before it goes live.
- Continued working with the operational staff from Jefferson Lines on the daily operations of the system. Ridership has increased through the winter months, as it usually does.

February 7, 2022

HR DIRECTOR REPORT

In this report:

- Union Negotiations
- Special Notes
- Personnel Update
- Wellness Committee
- Sourcewell Insurance Pool

Union Negotiations

Met with the IUOE Street Department Union representatives regarding a Grievance. City representatives have denied the grievance at Step 1 at this time.

LELS (Police Officer) 2022-2024 Union Contract is fully signed.

Union contracts signed by City officials were mailed to USW (Hydro) and Teamster (Police Supervisor) Unions for union representative signatures.

Special Notes

There are currently six City/BPU/HRA employees with FMLA issues. Also assisted several employees with COVID-19 related concerns.

Assisted the HRA with an employment termination.

Assisted an HRA employee with retirement and associated paperwork.

Working with City Attorney Langel to draft an agreement for the City to provide HR services to the HRA.

Mandatory annual OSHA safety training was held on February 1st for all employees. Working with employees to makeup training who couldn't attend.

Met with our Lakes Area Regional Safety Group Committee members to finalize our 2022 safety training schedule and discussed safety concerns/issues. The Group is comprised of representatives from the cities of Brainerd, Baxter and Pillager and the HRA.

Brainerd's OSHA 300A Form was prepared and posted. This form is a summary of Work-Related Injuries and Illnesses that were "reportable" work comp claims in 2021.

Completed the annual Centers for Medicare and Medicaid Services (CMS) Medicare Part D Compliance Disclosure.

Personnel

New Hires for City/BPU/HRA:
Callie Bartholomaus - Warming House Attendant (1/19)
Dawson Beck - Pond Hockey Referee (1/29)

Farewell to:
Joshua Claussen - Police Officer (1/25)
Marnie McIalwain - HRA Brainerd South Caretaker (1/27)
Dudley Gangestad - HRA Maintenance Specialist (1/31)

Current Job Opportunities:
HR Assistant (interviews held/offer being negotiated)
HRA Maintenance Specialist (beginning process)
Parks Special Event Assistant (beginning process)
Pond Hockey Official - Still advertised/need more applicants
Beginning to advertise for 2022 Engineering, Police & GIS/IT Interns. Sourcewell funding has been requested.

Assisted the Mayor and Council to prepare an overall 2021 Performance Review Summary for City Administrator Bergman whose review will be held on 2/7/22.

Wellness Committee

January Lunch 'N Learn (1/19): 2022 Wellness Program Kickoff

The Committee met on January 12th. BPU Accounting Supervisor Julie Batters will be retiring and was recognized for all her hard work with the Wellness Committee. Julie even received "The Legend Sneakers" award for walking around the world at least once and being an inspiration to us.

The Committee will be applying for a $1,000 Crow Wing Energized Grant for a water bottle filling station at City Hall for employee and public use. It is estimated that the station will cost $3,000 with installation. The Committee has agreed to pay up to $2,000 for this project from Wellness Funds.

Sourcewell Insurance Pool

Was informed that Brainerd will receive our full grant in the amount of $6,120 based on our 2021 Wellness Program.

Employees will also receive $10,241 in incentives for their individual 2021 wellness program participation. The maximum incentive per employee is a $250 contribution to the employee's Health Savings Account (HSA) if they have coverage via our HealthPartners Health Plan.

Sourcewell has provided a new Pool Membership Agreement and Bylaws for consideration and would rename the Pool as the Better Health Collective. This updated Joint Powers Agreement has been prepared in order to achieve formal recognition of the Pool as a political subdivision joint health insurance pool from the MN Department of Commerce. A virtual meeting will be hosted by Sourcewell on February 23rd to address any questions any of the pool entities may have on the document. We will be asked to execute the agreement as part of our 2023 renewal process.

CITY OF BRAINERD
PERSONNEL AND FINANCE COMMITTEE
AGENDA

February 7, 2022
7:00 PM
WebEx Teleconference Call-In Information
Call Toll-Free: 1-844-992-4726
Access Code: 2491 698 6421

1. Consideration for Country Manor Public Financing Request for Tax Abatement

2. Police Officer Joshua Claussen Resignation

3. Approve Professional Services Contract with Widseth for Design Services for Public Safety Cold Storage Facility

4. Approve Professional Services Contract with Widseth for Design Services for Public Works Facility Addition

5. Ratify Hiring of Park Temporary/Seasonal Employees

6. Annual Review and Approval of Investment Policy

7. Consider RFPs for Charter Contribution Organizations

Brainerd City Council
Agenda Request

Requested Meeting Date: February 7, 2022

Title of Item: Consideration of Country Manor Request for Tax Abatement

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

Summary of Issue:

The City has received an Application for Public Financing for tax abatement from the Foundation for Health Care Continuums for their Country Manor project. The request is for $1.75 million in tax abatement over 15 years.

Please see the attached memo to the EDA that contains further information regarding this request.

Alternatives, Options, Effects on Others/Comments:

During the joint work session between the EDA and the City Council in early 2021, the City Council indicated that they would like the EDA to vet and make recommendations regarding economic development projects. As such, the EDA considered this request during their regular meeting on February 3rd. Upon hearing from representative of Country Manor, the EDA voted unanimously to recommend that the City conduct tax abatement for Country Manor in the amount of 45% over 10 years.

Recommended Action/Motion:

Motion to direct staff to prepare the necessary documentation and initiate the statutory process to approve 45% tax abatement for 10 years for Country Manor upon completion of the project.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☑ No

Please Explain: Country Manor has submitted at $10,000 deposit. This money will be used to cover any attorney or other development related fees incur by the City.

M E M O

TO: EDA Board of Commissioners

FROM: David Chanski, Community Development Director

DATE: January 28, 2022

RE: Consideration of Application for Public Financing by Country Manor

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The City has received an Application for Public Financing for tax abatement from the Foundation for Health Care Continuums for their Country Manor project. During the joint work session between the EDA and the City Council in early 2021, the City Council indicated that they would like the EDA to vet and make recommendations regarding economic development projects.

Country Manor is a 112-unit senior living facility that will also operate a day care facility for up to 92 children. Country Manor will be located on roughly 60 acres of land just north of the Northtown development on Beaver Dam Road. The project received approval from the City Council for its Development Stage Plan in June 2021 with a goal of construction beginning in Spring 2022. The Crow Wing County Assessor's Office has reviewed the project's construction plans and has given the project a preliminary Estimated Market Value (EMV) of $21,479,736. However, the actual EMV will not be determined until the project is fully constructed.

The attached Application for Public Financing requests $1.75 million in tax abatement over 15 years. It has been confirmed that this request is a total amount of tax abatement that could be spread across all three major taxing entities (City of Brainerd, Crow Wing Country, and ISD #181). Unlike Tax Increment Financing, each entity must separately agree to provide tax abatement in an amount that they may also individually determine.

Also attached is a memo from BakerTilly on preliminary revenue projections for the project based on the information provided by Country Manor and the preliminary EMV given by the County. According to BakerTilly, if all the given assumptions are true, the City of Brainerd could provide an estimated $1,904,198 in tax abatement over the course of 10 years if the City abated 100% of its property taxes over that period.

Staff is looking for the EDA to make a recommendation to the City Council as whether the City should 1) provide any tax abatement to Country Manor, and 2) if, so how much tax abatement should be provided.

Due to the uncertain nature of the project's final Estimated Market Value and, therefore, the actual amount of property tax the project would bring in upon completion, it is staff's recommendation that any recommendation in favor of tax abatement not be in specific dollars but be in X% over X years (example: 50% tax abatement for 5 years upon completion of the project).

CONTINUUMS FOUNDATION

RECEIVED
NOV 12 2021
CITY OF BRAINERD ADMINISTRATION

David Chanski, C/O City of Brainerd
501 Laurel St.
Brainerd, MN 56401
11/9/2021

Dear Mr. Chanski,

Please find enclosed Application for Public Financing for the Country Manor project in Brainerd, MN. I have also enclosed the deposit check for $10,000, and some financial forecast materials for this project. Please feel free to contact me for any questions you (or the City of Brainerd) have regarding this project. If you are in need of any other information or materials for this application process, please let me know.

Sincerely,

Kevin Harguth, CFO
320-258-8983
kharguth@countrymanor.org

cc: Brian Kelm

501 Laurel Street • Brainerd, MN 56401 • Phone (218) 828-2307

APPLICATION FOR PUBLIC FINANCING

Applicant Information

1. **Applicant Name:** Foundation for Health Care Continuums
   (Name should be the officially registered name of the business entity.)

   Address: 520 1st St. NE, Sartell, MN 56377

   Telephone: 320-253-1920 Email Address: _____

2. **Name of Person Completing the application:** Brian Kelm, CEO

   Address: 520 1st St. NE, Sartell, MN 56377

   Telephone: 320-253-1920 Email Address: _____

3. **Names and Addresses of Architect, Engineer, and General Contractor for this project:**

   Attorney Name: Eric Brevers, Wornson Goggins P.C.
   Address: 119 Main St. E., New Prague, MN 56071
   Telephone: 952-758-4161 Email Address: _____

   Architect Name: GLT Architects
   Address: 808 Courthouse Square, St. Cloud, MN 56303
   Telephone: 320-252-3740 Email Address: _____

   Engineer Name: _____
   Address: _____
   Telephone: _____ Email Address: _____

   General Contractor Name: Alliance Building Corp.
   Address: 3709 Quail Road NE, Sauk Rapids, MN 56379
   Telephone: 320-253-3524 Email Address: _____

4. If the applicant is a corporation, please name officers, directors, or stockholders holding more that 5% of the stock of the corporation. If the corporation is not formed, provide as much information as possible concerning potential officers, directors, or stockholders:
Applicant is a 501C3 Tax Exempt organization, no officers/directors hold any ownership. There are no Stockholders.

4a. If the applicant is a general partnership, name of the general partners and if a limited partnership, state the general partners and limited partners with more than 5% interest in the limited partnership. If the partnership is not formed, provide as much information as possible concerning potential officers, directors or stockholders.
N.A.

4b. Has the applicant ever been in bankruptcy? If yes, please describe the circumstances.

Yes (please Explain): _____

No: X

4c. Has the applicant ever been convicted of a felony? Is yes, please describe the circumstances.

Yes (please Explain): _____

No: X

4d. Has the applicant ever defaulted on any bond or mortgage commitment?

Yes (please Explain): _____

No: X

Project Information

1. PID#'s, legal description, address, and size of project site:

PID#: 41330745, 41330755, and 41330744

Address: N.A.

Legal Description:
Sec:33 TWP:134 Range:028 NW1/4 of SE 33, Except the S.26.1 Acres Thereof
Sec:33 TWP:134 Range:028 N. 874.74 FT of NE1/4 of SW1/4, Except S. 12 Acres of N. 874.74 FT. Subject To Easements
Sec:33 TWP:134 Range:028 S. 26.10 Acres of NWSE. Together With An Easement Of Record.

Size of Project Size (Acres): 54.11

2. **Current ownership of the site:** Foundation for Health Care Continuums

3. **Do you have current control of the site:**

   Yes: X

   No: _____

4. **Project description.**

   A 112 unit senior-living campus with attached child day care (capacity of 92 children). 18 of the 112 Senior Living units will be allocated for clients with memory-loss diagnosis.

5. **If property is to be subdivided or replatted, please describe.**

   N.A.

6. **Estimated project costs: (Please enclose detailed sources and uses and 15-year operating *Pro Forma*).**

a.	Land Acquisition:	$ 1,020,000
b.	Environmental/Soil Corrections:	5,000
c.	Surveys:	4,700
d.	Public Improvements:	0
e.	Site Development:	0
f.	Demolition:	0
g.	Building(s):	27,446,931
	Shell (if applicable)	0
	Tenant Improvements (if applicable)	0
h.	FF&E:	1,250,000

i. Architectural & Engineering Fees: 920,000

j. Legal Fees/Other Consulting Fees: 160,000

k. Financing Costs: 585,300

l. Construction Interest: 2,018,750

m. Title Insurance: 27,500

n. Mortgage Registration: 50,000

o. Bank/Borrower Legal: 42,500

p. Recording/Closing: 0

q. Construction Loan Fees: 0

r. SAC/WAC: 250,000

s. Park Dedication: 50,000

t. Appraisal: 50,000

u. Taxes: 0

v. Contingencies (construction): 650,000

w. Contingencies (soft): 400,000 (W.C.)

x. Other: 2,085,000 (DSRF)

TOTAL $ 37,015,681

7. Source of Financing

a. Equity: $ 1,850,000

b. Bank Financing: 0

c. Public Assistance:

(TIF or Tax Abatement) 0

d. Other governmental loans/grants: 0

e. Deferred Developer Fees: 0

f. Other: 35,165,681

TOTAL $ 37,015,681

Terms of Financing (years): 35

Rate of Financing: 4.5% and 6.25%

Cap Rate: _____

8. Project Construction Schedule:

a. Construction Start Date: 4/15/2022

b. Construction Completion Date: 7/15/2023

c. If Phased Project :

January 2, (year) _____ % Completed _____

January 2, (year) _____ % Completed _____

9. **Total Estimated Market Value of Project upon completion** $28,000,000

10. **Please indicate how the project would meet one or more of Brainerd's Economic Development Goals (identify goal and state reason):**

1. Maximize Brainerd's potential as a thriving center for business, health care, industry, education and recreation, while maintaining and enhancing its livability.
2. Actively promote development and redevelopment within the community, including financial incentive, with particular emphasis on attracting and supporting businesses that provide livable wage jobs.
3. Promote aesthetically pleasing development and redevelopment in the city.
4. Plan for the orderly, efficient and fiscally responsible growth of residential development in Brainerd
5. Support development that enhances community character and identity.

1. Since first opening its doors in 1970 as a humble 64-bed nursing facility, Country Manor has grown to accommodate the changing needs of seniors.

Country Manor proudly offers multiple locations boasting a complete continuum of care, unsurpassed amenities and an unwavering commitment to excellence.

After five decades in the senior living industry, we have learned that nothing compares to recognition and reputation, as these things must be earned. Country Manor has been locally and nationally recognized time and time again for their authenticity and genuine devotion to creating a superior lifestyle for all those who call Country Manor home. Recent awards include:

- Voted Best Senior Living Facility in Central Minnesota in 2015, 2016, 2017, 2018 and 2019. This award recognized Country Manor as the Best Senior Living Facility in Central MN five years in a row, voted on by the people of Central Minnesota.
- 5-Star CMS Government Rated Facility- Country Manor has continuously maintained a 5-Star Government Rating for Quality Care (Centers for Medicare and Medicaid Services)
- Recognized on U.S. News & World Report's "100 Best Nursing Facilities" in the nation
- Recognized by U.S. News & World Report as a top skilled nursing and short-stay rehabilitation facility in the nation

Country Manor is well-known and respected in the senior living industry. With thriving campuses in Sartell and St. Joseph MN, we are excited for a new venture in a community that we have the utmost respect for.

Country Manor hopes to bring a brand new, multi-faceted senior living campus to the Brainerd area. The senior-friendly campus-style setting, will offer a complete continuum of care, ranging from complete independent senior living and assisted living to rehabilitation and progressive memory loss care to 24 hour a day, comprehensive care and hospice.

The goal of this new facility is to address the growing need for quality health care for seniors in the Brainerd area. According to the Administration on Aging, the population of adults 65 and older is experiencing one of the biggest increases in history, with the total number of older adults (65+) anticipated to double between 2010 and 2050. The Minnesota State Demographic Center asserts that the number of Minnesotans turning 65 in this decade is approximately 285,000.

Country Manor's plans to develop an innovative campus that betters serves the needs and wants of "modern" seniors. "Baby boomers" are looking for living opportunities that eliminate the worry and stressors of living alone, but do not force them to compromise the lifestyle they love (Administration on Aging, 2017). Baby boomers are more active, independent and expect more for their money (Administration on Aging, 2017). Senior housing communities must adopt more amenities like on-call transportation, concierge services and wellness programs that keep tenants active and independent (Administration on Aging, 2017).

Never one to shy away from originality, we plan to create a campus similar to that which we opened in November of 2017 in St. Joseph, MN (Woodcrest of Country Manor). We will continue to break away from traditional "nursing home" designs and will instead promote an active, vibrant style of life, in an environment designed specifically with seniors in mind.

Beyond the care that will be provided at the new Country Manor facility, we will aim to create a campus that is focused on much more than the typical medical model. We will provide a campus-style setting, rich in on-site amenities and services. In addition to gaining access to a variety of personalized senior living services like independent living, assisted living, home health care, nursing and rehabilitative care, tenants of the new Country Manor facility will also enjoy indoor access to a vast array of amenities. Additional on-site amenities could include; a convenience store, pharmacy, bank, walk-in clinic, dining destinations, Chapel, wellness center, library, technology center, transportation services, underground garage, gathering areas, and outdoor features like patios, gazebos, walking trails and working gardens. (Many of the listed amenities will be made accessible to the larger community.) Note the "indoor" access specified here, as living in Minnesota in the winter can be especially difficult for seniors. A model like this allows seniors to remain active, present and engaged without having to worry about driving or traveling.

Country Manor also has plans to include a childcare center as part of the new proposed campus-style setting. The center will care for children six weeks to eleven years old, and be available to community members. A unique feature of the new childcare center, will be intergenerational programming between students and seniors. To learn more about the successful childcare center Country Manor operates in Sartell MN, please visit www.kidscountry.me.

Country Manor is a proud supporter of offering free CNA training courses. Country Manor has been doing this for many years. Students who successfully complete the six to eight weeks course, are licensed by the state of Minnesota to begin work as a Certified Nursing Assistant.

Country Manor works closely with schools, creating many opportunities for students of all ages to volunteer and/or work with seniors.

Country Manor hosts frequent events in which the community is welcome to join in celebration. For example, Sartell Chapel services see an average attendance of XXX people per week, many of these individuals coming from the external community.

2. The new proposed facility in Brainerd, MN will provide for new jobs in a variety of areas,

including but not limited to: Nursing (CNA/LPN/RN), Home Health Care (HHA/TMA), Assisted Living, Rehabilitation, Culinary, Housekeeping, Laundry, Maintenance, Spiritual Care, Therapeutic Recreation, Memory Care, Social Work, Environmental Services, Salon/Spa, Childcare, Business Offices, Transportation, Store/Pharmacy, IT and Management.

Country Manor is proud to support local businesses, vendors and organizations. We work to build meaningful and loyal relationships with the providers in our immediate area. We hope to continue this practice in the Brainerd area.

3. Country Manor has worked diligently to find the right team of architects, builders and innovators to work together to design and bring to life their modern vision. The end result is an aesthetically pleasing building with senior-friendly features.

Internal layouts boast elegant and inviting entrances, spacious hallways, soundproof apartments, warmly decorated common areas, private suites, massive event spaces and state-of-the-art equipment. Communities of Country Manor are intentionally designed to provide residents and tenants peace, privacy and serenity, with access to a bustling community of like friends and neighbors, and a wide variety of supportive amenities.

External landscapes are beautifully groomed throughout the seasons. Features such as fountain ponds, working flower and vegetable gardens, paved walkways, screened-in patios and walking trails may be included in the new proposed site and have proven successful at both Sartell and St. Joseph locations.

5. Country Manor has nearly 650 employees between their Sartell and St. Joseph locations. These individuals all live, work, shop and support their local communities and economies. We intend to promote the same kind of loyalty for the Brainerd community.

We plan to be involved in community-wide events, as participants and sponsors. Furthermore, we hope to build relationships with local schools and organizations to work together for things like intergenerational programming, volunteer opportunities and more.

4. **Please explain how the proposed either contributes to or alleviates the need for additional public parking.**

This project will not contribute to the need for any additional public parking. Nor will it alleviate any need the city may face for additional public parking. All parking needs associated with the project will be met/achieved within the boundaries of the project itself.

5. **Will any public official of the City, either directly or indirectly, benefit from the issuance of public assistance within the meaning of Minnesota Statutes, Section 412.311 or 471.87? If yes, please explain the circumstances.**

Yes (please Explain): _____

_____

_____

No: X

Public Assistance Request

1. **Amount of assistance and term.**

   Amount: $1,750,000

   Term (years): 15

2. **Describe the purpose for which Public Assistance (TIF or Tax Abatement) is required.**

The purpose of the Public Assistance it to help defray some of the operating costs once the project becomes active, and allow the project to be financially feasible.

3. **Please submit an itemized list of project costs for which TIF assistance is being requested.**

No TIF is being requested. Tax Abatement is being requested.

4. **State specific reasons why, "but for" the use of public assistance, this project would not be possible.**

This is a new operational concept, combining inter-generational services to the public that (to our knowledge) has not been attempted before. The public assistance is needed to ensure adequate cash flow during early years of the project, and also to provide the internal funds to begin an expansion of the project in a potential Phase II. But for the use of Public Assistance helping to reduce operating costs once the project is active, the risk of failure would be significant and most likely discourage the outside financing needed to bring the project to life.

Application Process

1. **The following documents must accompany the Application:**

   A. A detailed sources & uses statement and 15-year project *Pro Forma*

   B. Parcel Map depicting the proposed redevelopment area

C. Site plans and floors plans (as available)

D. Significant additional information may be requested at any time by the City and may be in addition to the materials outlined in this application. The Applicant shall be required to submit any and all information as requested by the City.

2. Applicant acknowledges and agrees to pay the $1,000 Public Assistance Application Fee and is **non-refundable.**

3. At the time of acceptance by staff of the Public Financing Application, the applicant shall deposit $10,000 with the City to cover attorney and consultant costs incurred as part of establishing a TIF district or abatement, drafting and negotiating a development agreement, and conducting any fiscal analysis that may be required to meet the requirements of utilizing any public financing. *If additional expenses are incurred beyond the $10,000, prior to the execution of a development agreement, the City shall notify the applicant in writing and the applicant will be required to deposit additional funds upon notice.*

4. The Applicant shall hold the City, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the Project or Public Assistance Application, including but not limited to, any legal or actual violations of any State or Federal securities laws.

5. The Applicant recognizes and agrees that the City reserves the right to deny any application for Public Assistance at any stage of the proceedings prior to adopting the resolution approving the public assistance, that the Applicant is not entitled to rely on any preliminary actions by the City prior to the final resolution, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the Project are incurred by the Applicant at its sole risk and expense and not in reliance on any actions of the City.

The undersigned, a duly authorized representative of the Applicant, hereby certifies that the foregoing information is true, correct, and complete as of the date hereof and agrees that the Applicant shall be bound by the terms and provisions herein.

Foundation for Healthcare Continuums — 11-5-2021

APPLICANT'S NAME Brian A. Kelm C.E.O. — DATE

CITY ACCEPTANCE OF APPLICATION — DATE

$_____ — _____

FEE AMOUNT REMITTED — DATE

Country Manor Brainerd Campus Project
Comparison of Effects for Tax Abatement Assistance

	Year 1- 15 With Abatement	Year 1- 15 No Abatement	Year 3 With Abatement	Year 3 No Abatement
Revenues				
Rent Revenues	$56,435,088	$56,435,088	$3,553,415	$3,553,415
Meal Revenues	$2,337,024	$2,337,024	$141,831	$141,831
Care Revenues	$20,755,816	$20,755,816	$1,219,765	$1,219,765
Other Revenues	$1,228,496	$1,228,496	$72,136	$72,136
DSRF Earnings	$244,125	$244,125	$16,275	$16,275
Day Care Revenues	$13,089,966	$13,089,966	$755,320	$755,320
Contributions	$0	$0	$0	$0
Total Revenues	$94,090,514	$94,090,514	$5,758,743	$5,758,743
Expenses				
Housing/Admin Wages	$11,785,426	$11,785,426	$700,960	$700,960
Direct Care Wages/Costs	$11,136,530	$11,136,530	$636,350	$636,350
Day Care Wages	$8,636,477	$8,636,477	$504,400	$504,400
Benefits	$5,295,972	$5,295,972	$303,882	$303,882
Purchased Services	$2,094,245	$2,094,245	$120,263	$120,263
Supplies	$3,907,386	$3,907,386	$223,059	$223,059
Utilities/Plant	$4,239,114	$4,239,114	$252,488	$252,488
Insurance	$889,316	$889,316	$51,500	$51,500
Real Estate Tax	$3,859,207	$3,859,207	$250,000	$250,000
Other/Misc. Expense	$1,932,415	$1,932,415	$113,850	$113,850
Tax Abatement	-$1,750,000	$0	-$125,000	$0
Total Operating Expenses	$52,026,089	$53,776,089	$3,031,753	$3,156,753
Management Fees	$4,697,413	$4,697,413	$287,123	$287,123
Interest	$21,315,900	$21,315,900	$1,608,706	$1,608,706
Depreciation/Amortization	$19,447,841	$19,447,841	$1,210,356	$1,210,356
Total Other Expenses	$45,461,154	$45,461,154	$3,106,185	$3,106,185
Total Expenses	$97,487,243	$99,237,243	$6,137,938	$6,262,938
Net Income	-$3,396,729	-$5,146,729	-$379,195	-$504,195
N.O.I.	$16,051,112	$14,301,112	$831,161	$706,161
DSRF Deposits	$1,000,000	$1,000,000	$0	$0
Principal Payments - External	$8,200,209	$8,200,209	$476,144	$476,144
Cap EX	$2,725,000	$2,725,000	$50,000	$50,000
Income Available for Debt Service	$37,367,012	$35,617,012	$2,439,867	$2,314,867
Debt Service	$29,516,109	$29,516,109	$2,084,850	$2,084,850
DS Coverage (all)	1.27	1.21	1.17	1.11
2.5% drop in Census	$2,537,876	$2,537,876	$155,719	$155,719

Brainerd Project

Pro Forma Statement of Earnings - Aug 10 2021 Version

	Construction & Prep Project Year -1	Open Project Year 1	Open Project Year 2	Open Project Year 3	Open Project Year 4	Open Project Year 5	Open Project Year 6	Open Project Year 7	Open Project Year 8	Open Project Year 9	Open Project Year 10	Open Project Year 11	Open Project Year 12	Open Project Year 13	Open Project Year 14	Open Project Year 15	Total
									Own								
Rent Revenues	$0	$1,942,900	$3,122,088	$3,553,415	$3,615,600	$3,678,873	$3,743,253	$3,808,760	$3,875,414	$3,943,233	$4,012,240	$4,082,454	$4,153,897	$4,226,590	$4,300,556	$4,375,815	$56,435,088
Meal Revenues	$0	$78,233	$123,390	$141,831	$146,086	$150,469	$154,983	$158,082	$161,244	$164,469	$167,758	$171,113	$174,536	$178,026	$181,587	$185,219	$2,337,024
Care Revenues	$0	$651,832	$1,053,948	$1,219,765	$1,256,358	$1,294,049	$1,332,870	$1,372,856	$1,414,042	$1,456,463	$1,500,157	$1,545,162	$1,591,517	$1,639,262	$1,688,440	$1,739,093	$20,755,816
Other Revenues	$0	$39,301	$62,589	$72,136	$74,300	$76,529	$78,825	$81,190	$83,625	$86,134	$88,718	$91,380	$94,121	$96,945	$99,853	$102,849	$1,228,496
DSRF Earnings	$0	$16,275	$16,275	$16,275	$16,275	$16,275	$16,275	$16,275	$16,275	$16,275	$16,275	$16,275	$16,275	$16,275	$16,275	$16,275	$244,125
Day Care Revenues	$0	$560,210	$733,321	$755,320	$777,980	$801,319	$825,359	$850,120	$875,623	$901,892	$928,949	$956,817	$985,522	$1,015,087	$1,045,540	$1,076,906	$13,089,966
Contributions	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total Revenues	$0	$3,288,751	$5,111,610	$5,758,743	$5,886,599	$6,017,514	$6,151,565	$6,287,283	$6,426,223	$6,568,467	$6,714,097	$6,863,201	$7,015,867	$7,172,186	$7,332,251	$7,496,157	$94,090,514
Housing/Admin Wages	$45,000	$325,000	$512,980	$700,960	$721,989	$743,648	$765,958	$788,937	$812,605	$836,983	$862,092	$887,955	$914,594	$942,032	$970,293	$999,401	$11,785,426
Direct Care Wages/Costs	$0	$586,649	$611,500	$636,350	$655,441	$675,104	$695,357	$716,218	$737,704	$759,835	$782,630	$806,109	$830,292	$855,201	$880,857	$907,283	$11,136,530
Day Care Wages	$10,000	$325,227	$433,636	$504,400	$519,532	$535,118	$551,171	$567,707	$584,738	$602,280	$620,348	$638,959	$658,128	$677,871	$698,208	$719,154	$8,636,477
Benefits	$9,625	$204,085	$257,089	$303,882	$312,999	$322,389	$332,060	$343,682	$355,711	$368,161	$381,047	$394,383	$408,187	$422,473	$437,260	$452,564	$5,295,972
Purchased Services	$10,000	$99,246	$116,760	$120,263	$123,871	$127,587	$131,414	$135,357	$139,418	$143,600	$147,908	$152,345	$156,916	$161,623	$166,472	$171,466	$2,094,245
Supplies	$25,000	$207,129	$216,563	$223,059	$229,751	$236,644	$243,743	$251,055	$258,587	$266,345	$274,335	$282,565	$291,042	$299,773	$308,766	$318,029	$3,907,386
Utilities/Plant	$3,000	$170,000	$246,330	$252,488	$258,800	$265,270	$271,902	$278,700	$285,667	$292,809	$300,129	$307,632	$315,323	$323,206	$331,286	$339,569	$4,239,114
Insurance	$1,000	$35,000	$50,000	$51,500	$53,045	$54,636	$56,275	$57,964	$59,703	$61,494	$63,339	$65,239	$67,196	$69,212	$71,288	$73,427	$889,316
Real Estate Tax	$10,000	$125,000	$175,000	$250,000	$253,750	$257,556	$261,420	$265,341	$269,321	$273,361	$277,461	$281,623	$285,847	$290,135	$294,487	$298,905	$3,859,207
Other/Misc. Expense	$45,000	$63,250	$91,080	$113,850	$117,266	$120,783	$124,407	$128,139	$131,983	$135,943	$140,021	$144,222	$148,548	$153,005	$157,595	$162,323	$1,932,415
Tax Abatement	$0	-$50,000	-$75,000	-$125,000	-$125,000	-$125,000	-$125,000	-$125,000	-$125,000	-$125,000	-$125,000	-$125,000	-$125,000	-$125,000	-$125,000	-$125,000	-$1,750,000
Total Operating Expenses	$158,625	$2,090,586	$2,635,938	$3,031,753	$3,121,443	$3,213,736	$3,308,708	$3,408,099	$3,510,437	$3,615,810	$3,724,311	$3,836,033	$3,951,073	$4,069,532	$4,191,512	$4,317,120	$52,026,089
Management Fees	$0	$100,000	$200,000	$287,123	$293,516	$300,062	$306,765	$315,967	$325,446	$335,210	$345,266	$355,624	$366,293	$377,282	$388,600	$400,258	$4,697,413
Interest	$0	$804,353	$1,608,706	$1,608,706	$1,587,024	$1,564,350	$1,540,639	$1,515,843	$1,489,912	$1,462,794	$1,434,434	$1,404,775	$1,373,756	$1,341,316	$1,307,389	$1,271,905	$21,315,900
Depreciation/Amortization	$0	$1,200,356	$1,205,356	$1,210,356	$1,220,356	$1,230,356	$1,245,356	$1,260,356	$1,275,356	$1,292,856	$1,312,856	$1,332,856	$1,362,856	$1,392,856	$1,432,856	$1,472,856	$19,447,841
Total Other Expenses	$0	$2,104,709	$3,014,062	$3,106,185	$3,100,896	$3,094,768	$3,092,760	$3,092,167	$3,090,715	$3,090,860	$3,092,556	$3,093,255	$3,102,905	$3,111,454	$3,128,845	$3,145,019	$45,461,154
Total Expenses	$158,625	$4,195,295	$5,649,999	$6,137,938	$6,222,339	$6,308,504	$6,401,468	$6,500,265	$6,601,151	$6,706,670	$6,816,867	$6,929,288	$7,053,978	$7,180,986	$7,320,357	$7,462,139	$97,487,243
Net Income	-$158,625	-$906,544	-$538,390	-$379,195	-$335,739	-$290,990	-$249,903	-$212,982	-$174,928	-$138,203	-$102,770	-$66,086	-$38,111	-$8,800	$11,894	$34,018	-$3,396,729
N.O.I.	-$158,625	$293,812	$666,966	$831,161	$884,617	$939,366	$995,453	$1,047,374	$1,100,428	$1,154,653	$1,210,086	$1,266,770	$1,324,745	$1,384,056	$1,444,750	$1,506,874	$16,051,112
DSRF Deposits	$0	$0	$0	$0	$50,000	$70,000	$90,000	$110,000	$130,000	$150,000	$170,000	$190,000	$40,000	$0	$0	$0	$1,000,000
Principal Payments - External	$0	$0	$0	$476,144	$497,826	$520,500	$544,211	$569,007	$594,938	$622,056	$650,416	$680,075	$711,094	$743,534	$777,461	$812,945	$8,200,209
Cap EX	$0	$0	$50,000	$50,000	$100,000	$100,000	$150,000	$150,000	$150,000	$175,000	$200,000	$200,000	$300,000	$300,000	$400,000	$400,000	$2,725,000
Cash Flow	$241,375	$293,812	$616,966	$305,017	$236,790	$248,866	$211,242	$218,367	$225,490	$207,597	$189,670	$196,694	$273,651	$340,522	$267,288	$293,929	
Cumulative Cash Flow	$241,375	$535,187	$1,152,153	$1,457,170	$1,693,960	$1,942,827	$2,154,069	$2,372,436	$2,597,926	$2,805,523	$2,995,193	$3,191,887	$3,465,539	$3,806,061	$4,073,349	$4,367,278	
DCOH		93.44	159.54	175.43	198.08	220.66	237.63	254.08	270.12	283.21	293.54	303.71	320.15	341.37	354.71	369.24	
Income Available for Debt Service		$1,098,165	$2,275,672	$2,439,867	$2,471,640	$2,503,716	$2,536,092	$2,563,217	$2,590,340	$2,617,447	$2,644,520	$2,671,544	$2,698,501	$2,725,372	$2,752,138	$2,778,779	$37,367,012
Debt Service		$804,353	$1,608,706	$2,084,850	$2,084,850	$2,084,850	$2,084,850	$2,084,850	$2,084,850	$2,084,850	$2,084,850	$2,084,850	$2,084,850	$2,084,850	$2,084,850	$2,084,850	$29,516,109
DS Coverage (all)		1.37	1.41	1.17	1.19	1.20	1.22	1.23	1.24	1.26	1.27	1.28	1.29	1.31	1.32	1.33	
DS Coverage (excl. Mgmt Fees)		1.49	1.54	1.31	1.33	1.34	1.36	1.38	1.40	1.42	1.43	1.45	1.47	1.49	1.51	1.52	
2.5% drop in Census		$88,976	$138,239	$155,719	$159,105	$162,570	$166,116	$169,708	$173,384	$177,145	$180,994	$184,932	$188,963	$193,087	$197,309	$201,629	$2,537,876

Brainerd Project
Sources and Uses of Funds

Sources Of Funds		Own and Build Scenario		
TE Series A Bonds	4.50%	$33,665,681	90.9%	
Subordinate Bonds	6.25%	$1,500,000	4.1%	
Equity Contribution (cash or Arch. Fees)		$850,000	2.3%	
Equity Contribution (LOC)		$1,000,000	2.7%	
Total		$37,015,681	100.0%	
Uses of Funds				**Depr./Amort.**
Land		$1,020,000	2.8%	
Construction/Purchase		$27,446,931	74.1%	$914,898
Construction Contingency		$650,000	1.8%	$21,667
SAC/WAC Assessments		$250,000	0.7%	$8,333
Capitalized Interest (15 months)		$2,018,750	5.5%	$67,292
Equipment		$1,250,000	3.4%	$125,000
DSRF		$2,085,000	5.6%	
Financing Costs		$925,000	2.5%	$30,833
Other Legal Fees		$50,000	0.1%	$1,667
Architect Fees		$920,000	2.5%	$30,667
Working Capital		$400,000	1.1%	
Total		$37,015,681	100.0%	$1,200,356

Memo - Draft

To:	Jennifer Bergman, Connie Hillman, David Chanski, City of Brainerd
From:	Mikaela Huot and Paul Steinman, Director, BTMA
CC:	Martha Ingram, Kennedy & Graven
Date:	January 4, 2022
Subject:	Preliminary Revenue Projections for Proposed Country Manor Tax Abatement Project

Background

The City of Brainerd has received a request for financial assistance through tax abatement financing from Foundation for Health Care Continuums, the developer, related to the proposed construction of a 112-unit senior living campus with attached childcare facility. The developer has requested tax abatement financing assistance for a portion of the extraordinary costs associated with construction of the project. The request in the application to the City is for $1,750,000 over 15 years. The request includes participation from the City, County and School District. The purpose of this memo is to provide a summary of the projected tax abatement revenues generated by the City only with an outline of the assumptions used to prepare the estimates provided below.

Tax Abatement Analysis

The following assumptions were used to estimate the amount of projected tax abatement revenues based on the City's share only:

- Total project area (3 parcels)
  - Parcel ID: 41330745
  - Parcel ID: 41330755
  - Parcel ID: 41330744
- Total estimated base value of $145,800
- Estimated total taxable value upon completion
  - $21,000,000 residential rental
  - $479,736 commercial-industrial (Daycare)
- Maximum term of tax abatement
  - 15 years with all 3 participants (City, County and School District)
  - 20 years with 1 or 2 participants
- Construction commences in 2022 and completes in 2023
  - 100% assessed in January of 2024 for taxes payable in 2025
- Tax rates, class rates and future market values remain constant
  - Tax rates
    - City share: 70.653%

The information provided here is of a general nature and is not intended to address the specific circumstances of any individual or entity. In specific circumstances, the services of a professional should be sought. Baker Tilly Virchow Krause, LLP trading as Baker Tilly is a member of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. © 2020 Baker Tilly Virchow Krause, LLP

- Class rates
  - 1.25% residential rental senior units
  - 1.5% first $150,000 value and 2% value above $150,000 for commercial-industrial (daycare)
- 0% annual market value inflator

Tax Abatement Estimates

Based on the assumptions outlined above, the projected tax abatement revenues that could be generated from the City's share of property taxes of the project only are shown in the chart below.

Tax Abatement Revenue Projections	
Total Estimated Taxable Value	$21,479,736
Total estimated annual abatement City share (year 1)	$190,420
Estimated total net revenues for 10 years	$1,904,198
Abatement request	$1,750,000

Based on the request for financial assistance of $1,750,000, we estimate it would take less than 10 years if the City provided 100% of the new property tax abatement revenues from the project with no participation from the School District or County. We also understand the applicant intends to request participation from the School District and County, which may result in a reduction in the annual and/or total projected abatement amounts for the City.

There is a statutory limit on the total amount of property taxes that may be abated by a political subdivision. The City's annual property tax abatement may not exceed (1) ten percent of the net tax capacity of the political subdivision for the taxes payable year to which the abatement applies, or (2) $200,000, whichever is greater. We estimate the total City share of tax abatement from this project to be approximately $190,000. We recommend consideration for both existing abatements and potential future abatements as it relates to the City's maximum participation level. The City's 2021 adjusted taxable net tax capacity is $8,418,179 allowing for the City's total tax abatement capacity of approximately $841,000.

Thank you for the opportunity to be of assistance to the City of Brainerd. Please contact me at 651-223-3036 or mikaela.huot@bakertilly.com with any questions or to discuss.

The information provided here is of a general nature and is not intended to address the specific circumstances of any individual or entity. In specific circumstances, the services of a professional should be sought. Baker Tilly Virchow Krause, LLP trading as Baker Tilly is a member of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. © 2020 Baker Tilly Virchow Krause, LLP

Projected Tax Abatement Report

City of Brainerd, Minnesota
Proposed Tax Abatement Assistance
Country Manor
Draft Abatement Revenues: $21.4M new taxable value

Annual Period Ending (1)	Total Market Value [1] (2)	Total Net Tax Capacity [2] (3)	Less: Non-Abated Net Tax Capacity [3] (4)	Retained Captured Net Tax Capacity (5)	Times: Tax Capacity Rate [4] (6)	Estimated Annual Property Taxes (7)	Maximum Tax Abatement City * (8)	Maximum Tax Abatement County * (9)	Maximum Tax Abatement School * (10)	Estimated Project Abatement (11)
12/31/22										
12/31/23	0	0	0	0	70.653%	0	0	0	0	0
12/31/24	145,800	1,831	1,831	0	70.653%	0	0	0	0	0
12/31/25	21,479,736	271,345	1,831	269,514	70.653%	190,420	190,420	0	0	190,420
12/31/26	21,479,736	271,345	1,831	269,514	70.653%	190,420	190,420	0	0	190,420
12/31/27	21,479,736	271,345	1,831	269,514	70.653%	190,420	190,420	0	0	190,420
12/31/28	21,479,736	271,345	1,831	269,514	70.653%	190,420	190,420	0	0	190,420
12/31/29	21,479,736	271,345	1,831	269,514	70.653%	190,420	190,420	0	0	190,420
12/31/30	21,479,736	271,345	1,831	269,514	70.653%	190,420	190,420	0	0	190,420
12/31/31	21,479,736	271,345	1,831	269,514	70.653%	190,420	190,420	0	0	190,420
12/31/32	21,479,736	271,345	1,831	269,514	70.653%	190,420	190,420	0	0	190,420
12/31/33	21,479,736	271,345	1,831	269,514	70.653%	190,420	190,420	0	0	190,420
12/31/34	21,479,736	271,345	1,831	269,514	70.653%	190,420	190,420	0	0	190,420
						$1,904,200	$1,904,198	$0	$0	$1,904,198

[1] Total estimated market value based on preliminary value estimate following review by County Assessor
very preliminary and subject to further review. Includes 0% annual market value inflator
[2] Total net tax capacity based on residential rental class rate of 1.25% and commercial-industrial class rate of 1.5% first $150,000 value and 2% value above $150,000
[3] Original net tax capacity based on existing land value
[4] Local tax capacity rate for the City of Brainerd for proposed taxes payable 2022
** subject to individual Board approvals. Maximum 20 year term requires denial of participation from other taxing entity (or 90 days passing from original request)*

Brainerd City Council
Agenda Request

Requested Meeting Date: February 7, 2022

Title of Item: Police Officer Joshua Claussen Resignation

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

Summary of Issue:

On January 25, 2022, Officer Joshua Claussen submitted a Letter of Resignation effective immediately. Joshua was on Step 4 of the Field Training Program. This resignation makes our current staffing level at 24 of the 26 budgeted police officers for 2022.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Accept Officer Joshua Claussen's resignation effective January 25, 2022.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

To the Brainerd Police Department,

Please accept this letter as a formal notification of my resignation from the Brainerd Police Department.

I appreciate the experience and growth I've gained from my time working at this department.

I thank you all for the support and encouragement you have shown me. I wish you all the best.

If there is anything I can do to better help the department with this transition, please reach out.

Sincerely,

Joshua Claussen

01/25/2022

Joshclaussen@gmail.com

218-760-9973

Brainerd City Council
Agenda Request

Requested Meeting Date: February 7, 2022

Title of Item: Approve Contract with Widseth for Police Cold Storage Facility

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

Summary of Issue:

Attached to this request is a proposal from Widseth for the design/plan preparation and construction administration for the police cold storage building that was included in the 2022 budget for construction.

Alternatives, Options, Effects on Others/Comments:

Being the lot and civil side of the parcel was done by the street department this past summer, this contract is for the design and drawing preparation along with some light construction admin on site when questions arise. The total proposed fee for Widseth is $3,500. Widseth has been doing some leg work behind the scenes to garner quotes from vendors to verify cost and maintain within the proposed $205,000 budget. Two quotes have been received, one from Lind Masonry and Construction and the other from Menahga Pole Barns. The proposals are $171,050 and $227,472 respectively. In working with Widseth through this process, we should be able to stay under the competitive bidding threshold so that full scale Engineering and Architecture Drawings do not have to be formulated along with a proposal package, thus reducing the cost significantly. There design fee reflects not performing full scale bid documents.

Recommended Action/Motion:

Staff recommends approval of the attached Professional Services Contract with Widseth in the amount of $3,500 for the Public Safety Cold Storage Facility.

Financial Impact:

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

What is the total cost, with tax and shipping $ $3,500

Is this budgeted? ☑ Yes ☐ No

Please Explain: There is $205,000 in the 2022 budget for this facility. With the low quote and Widseth's proposal, along with other possible incidental items that may come up in construction, staff anticipates that the cost should be around $180,000.

February 1, 2022

WIDSETH

Brainerd/Baxter
7804 Industrial Park Road
PO Box 2720
Baxter MN 56425-2720

218.829.5117
Baxter@Widseth.com
Widseth.com

Paul Sandy, City Engineer & Public Works Director
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Re: Brainerd Police Department Cold Storage Building

Dear Mr. Sandy:

Thank you for the opportunity to provide professional services for the Brainerd Police Department Cold Storage Building project. Widseth understands that the project will be constructed in 2022 and will include a 60'x 90' structure that will be constructed on parcel #41010549, located on the north side of Thiesse Road from the Street & Sewer building. Widseth proposes to provide architectural and structural engineering services as follows, noting that the fee may fluctuate depending on the scope of the project:

Construction Document Phase ($3,000.00)

- *Construction Documents* - Upon approval from you on the final design, Widseth will prepare construction documents that can be submitted to the governing agencies for plan review and permitting, competitive bidding as well as for construction. During this phase, Widseth will address questions from bidders and issue addenda to provide clarification if needed. Construction Documents will consist of the following drawings:
    - Architectural
        - Site Plan
            - Architectural site plan, locating the building on the site within the allowable building area.
        - Floor Plan
        - Roof Plan
        - Exterior Elevations
        - Building Section

- *Deliverables* – The deliverables during the Construction Document Phase will consist of the following:
    - Construction Documents
        - Architectural Drawings

Construction Administration ($500.00)

- *Construction Administration* - Throughout construction, Widseth will answer contractor questions and make site visits, at intervals appropriate to the stage of construction to observe construction work and verify it is in conformance with the contract documents. Shop drawings will also be submitted to Widseth or review to ensure all materials are in compliance with specified products.

- *Deliverables* – The deliverables during the Construction Administration phase will consist of the following:
    - Shop Drawing Review
        - Architectural
        - Structural

- Site Visits
  - Upon Request

We are excited for the opportunity to work with you again, and if you have any questions regarding the information above please let me know. Thanks!

Sincerely,

Nate Thiesse
Project Manager
Widseth

Cc: Mike Angland

Attachments: Widseth Fee Schedule, Widseth General Conditions

Proposed by Widseth Smith Nolting & Assoc., Inc.

Michael Angland, AIA, LEED AP
Vice President
Widseth Smith Nolting

Accepted by Paul Sandy, City Engineer & Public Works Director

The above proposal is satisfactory and Widseth is authorized to do the work as specified.

Date

Lind Masonry And Construction
12891 33rd Ave Sw
Pillager Mn 56473
Ph#218-232-8743

Lic#BC774073

QUOTE

Nate Thiesse City of Brainerd
TBD Brainerds Mn

Quote # 218316363412121

Quote Date 12/01/2021

Item	Description	Unit Price	Quantity	Amount
	60x90 18ft sidewalls. Stick frame storage shed with 4.5" slab with 12x8 thickened footing with 3ft rebar grid. All tin outside with 2 OH doors and 2 walk doors. I have an allowance for the site prep and aprons. Until we know the size and location its hard to get a firm price on them. Price is labor and material for the job. Can provide a break down also. Electrical we did more than code. can cut that back if need be.	171050.00	1.00	171,050.00

NOTES: Thanks.

Subtotal	171,050.00
Total	171,050.00
Amount Paid	0.00
Quote	$171,050.00

MENAHGA POLE BARNS
19389 US 71 Park Rapids, Minnesota 56470
218-237-2885 or 888-237-2885

BUILDING PROPOSAL

February 1st 2022

Widseth
Brainard, MN
218-316-3634

We submit the following estimates and specifications for the construction of 60' wide x 90' long x 18' high sidewalls post frame structure. Due to current economical conditions all buildings will be rebid 20 days prior to start of construction to obtain the most current material pricing. This proposal is based on today's prices and may vary.

- 18' exterior sidewall height results in a 17' 7" interior ceiling height.
- 3 Ply Laminate 4.5 x 5.5 Timber Roots Posts set 8' apart on the eave sides and 10' apart on the gable ends resting on concrete pads 60" deep.
- 2 x 8 treated bottom wall girts.
- 2 x 6 wall girts.
- Factory engineered and built agricultural truss rafters, 4' on center, 42-5-5# load rating, 4/12 pitch.
- 2 x 4 Roof Purlins 24" O/C
- 2 x 12 double top girt interior and exterior truss carriers.
- 2 x 4 corner braces, wind braces, roof purlins, truss ties.
- 2 – 3' Steel Entry Door
- 2 – 12'x12' Midland Commercial Raised panel door "Non-Insulated"
- 14" Steel Ridge cap.
- 24" Overhangs all sides
- Classic Rib Colored Steel Siding w/45-year Warranty
- Classic Rib Colored Steel Roof w/45 year Warranty
- One Concrete Pad per Post Hole

Concrete

- 60'x 90' Concrete Building Floor 4" thick reinforce with fiber mesh.

We propose to furnish material and labor in accordance with the above specifications for the sum of **Two Hundred Twenty Seven Thousand Four Hundred Seventy Two Dollars ($227,472.00).** Price quotes are subject to review after fifteen days. Any changes to above specifications may incur extra costs, any work done during frozen ground conditions will incur extra costs and both will only be executed under written order. Material delivered to your job site are not to be construed as more or less than the materials needed to build your structure per

the above listed specifications, any surplus material will be returned and any shortage of material will be supplied.

Owner to furnish building permits, home owner's insurance to be in effect before first delivery, a cleared and leveled building site with approximately 6' clearance around building for Bobcat movement and area for semi-trucks loaded with steel and trusses to unload (these are heavy and might leave tracks). Please, also, be sure to call Gopher One (1/800 252-1166) no sooner than 96 hours before construction and notify us of any underground sprinklers, septic systems or other underground items, if necessary. It would be helpful to have a flag at driveway and building site, too.

Builder will furnish workman's compensation insurance, liability insurance, and state contractor's license. Any rocks, stumps, or debris that needs to be removed will be an extra charge based on time needed.

Build dates are an estimate only and may be delayed due to weather, injuries, breakdowns, etc.

Payment to be as follows:

Down Payment	$50,000.00
Materials Delivered	$50,000.00
Poles Erected	$50,000.00
Steel Installed	$50,000.00
Concrete Completed	$27,472.00
Total	$227,472.00

*** $334.00 Allowance for walk door concrete pads 2 – 5'x 5'***

Please be aware that any notes, drawings, specifications, quotes, advertisements, or information not specified, described, listed, or amended in this document are to be considered preliminary and not to be deemed part of this document.

ACCEPTANCE OF PROPOSAL

The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Widseth	Date	Menahga Pole Barn Sales	Date

Menahga Pole Barn Sales reserves the right to apply a service charge, which is currently 1.5% per month, on invoices past due.

Menahga Pole Barn Sales also reserves the right to recover any additional costs incurred in the collection of past due accounts.

Menahga Pole Barn Sales will not accept payments made by credit or debit cards.

Please return one copy of the signed proposal and the down payment check (to ensure your priority standing on the schedule).

Please include your color choices and a very ***detailed map*** to your building site, your fire number is essential, if you do not have a fire number please give us the one before your driveway and the one after so material delivery drivers and builders can find your site. Thank you very much.

We encourage you to view constructed pole barn buildings at our Park Rapids office (Pine Country Cabinets/Carpet, Becker's Building and Design, Inc., Menahga Pole Barn Sales - 2 miles North of Park Rapids on Highway 71.)

Your inquiry is appreciated and if we can be of any further assistance please contact us.

Menahga Pole Barn Sales

Brainerd City Council
Agenda Request

Requested Meeting Date: February 7, 2022

Title of Item: Approve Professional Services Contract with Widseth for Design Services

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

Summary of Issue:

Attached to this request is a professional services agreement with Widseth for the public works (parks) addition at the street and sewer building.

Alternatives, Options, Effects on Others/Comments:

Staff realized that, although Widseth performed the services per this contractual language, that this Professional Services Agreement was never brought forward to the committee and council for formal approval before the design services began. The services with this contract are largely complete, with just some site visits as needed remaining for the project. You will see from the contract that a large majority of the services related to preliminary and final design, along with plan and specification preparation. These are already complete, and being in the construction phase and a relatively simple project, staff does not anticipate much more for services needed on this contract. To date, the City has paid Widseth $5,760.50 for these services.

Recommended Action/Motion:

Staff recommends approval of the Professional Services Agreement as presented.

Financial Impact:

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

What is the total cost, with tax and shipping $ $26,000

Is this budgeted? ☑ Yes ☐ No

Please Explain: This facility addition was in the 2021 budget for $468,109. The project has been delayed due to material shortages and lead times. Bid costs for construction from Nor-Son were approved at $504,553. With these costs from Widseth, it is anticipated the final construction and engineering costs will be around $520,000.

WIDSETH SMITH NOLTING

Baxter/Brainerd
7804 Industrial Park Road
PO Box 2720
Baxter, MN 56425-2720

218.829.5117
218.829.2517
Brainerd@wsn.us.com

WidsethSmithNolting.com

April 14, 2020

Paul Sandy, P.E.
City Engineer
501 Laurel Street
Brainerd, MN 56401

Re: Brainerd Street & Sewer Addition & Remodel

Dear Mr. Sandy,

Thank you for the opportunity to submit this proposal to you regarding the Street & Sewer Addition & Remodel project. It's exciting to proceed into the final phase of the building projects that were outlined within the overall facility study. Widseth understands the project to include an interior remodel, which will consist of adding an office for Brainerd Parks & Recreation, and an addition that will provide storage for Brainerd Parks & Recreation vehicles and equipment. This project scope aligns with the recommendations of the facility study, which calls for vacating the existing building at Lum Park and consolidating these two departments into a single location. Widseth proposes to provide architectural and structural services as follows:

Construction Document Phase ($26,000.00)

- *Construction Documents* - WSN will prepare construction documents that can be submitted to the governing agencies for plan review and permitting, competitive bidding as well as for construction. The interior remodel portion of the project will consist of minor demolition and constructing a new partition wall out of cmu to be consistent with the existing construction. The building addition portion of the project will consist of precast panels, steel bar joists and ballasted roofing, which will be consistent with the existing building structure. During this phase, WSN will address questions from bidders and issue addenda to provide clarification if needed. Construction Documents will consist of the following drawings:

    - Architectural
        - Architectural Site Plan
        - Main Floor Demolition Plan
        - Main Floor Plan
        - Roof Plan
        - Exterior Elevations
        - Building Sections
        - Details
        - Schedule Sheet
        - Specifications

    - Structural Engineering
        - Foundation Plan
        - Roof Framing Plan
        - Structural Details
        - Specifications

- *Deliverables* – The deliverables during the Construction Document Phase will consist of the following:

    - Construction Documents
        - Drawings
        - Specifications

Construction Administration (Hourly as Needed)

- *Construction Administration* - Throughout construction, WSN will answer contractor questions and make site visits, at intervals appropriate to the stage of construction to observe construction work and verify it is in conformance with the contract documents. Shop drawings will also be submitted to WSN or review to ensure all materials are in compliance with specified products.

- *Deliverables* – The deliverables during the Construction Administration phase will consist of the following:

    - Shop Drawing Review
        - Architectural
        - Structural
    - Site Visits
        - As Needed

We are excited for the opportunity to work with you again, and if you have any questions regarding the information above please let me know. WSN has immediate availability to begin working and anticipate that the drawings will be completed in three weeks.

Sincerely,

Widseth Smith Nolting

Michael Angland, AIA, LEED AP Vice President

Attachments: Widseth Labor Rates, General Provisions

Proposed by Widseth Smith Nolting & Assoc., Inc.

Michael Angland, AIA, LEED AP
Vice President
Widseth Smith Nolting

Accepted by City of Brainerd

The above proposal is satisfactory and WSN is authorized to do the work as specified.

Name _____ Date _____

General Provisions of Professional Services Agreement

WIDSETH
ARCHITECTS • ENGINEERS
SCIENTISTS • SURVEYORS

These General Provisions are intended to be used in conjunction with a letter-type Agreement or a Request for Services between Widseth Smith Nolting & Assoc., Inc., a Minnesota Corporation, hereinafter referred to as WIDSETH, and a CLIENT, wherein the CLIENT engages WIDSETH to provide certain Architectural, and/or Engineering services on a Project.

As used herein, the term "this Agreement" refers to (1) the WIDSETH Proposal Letter which becomes the Letter Agreement upon its acceptance by the Client, (2) these General Provisions and (3) any attached Exhibits, as if they were part of one and the same document. With respect to the order of precedence, any attached Exhibits shall govern over these General Provisions, and the Letter Agreement shall govern over any attached Exhibits and these General Provisions. These documents supersede all prior communications and constitute the entire Agreement between the parties. Amendments to this Agreement must be in writing and signed by both CLIENT and WIDSETH.

ARTICLE 1. PERIOD OF SERVICE
The term of this Agreement for the performance of services hereunder shall be as set forth in the Letter Agreement. In this regard, any lump sum or estimated maximum payment amounts set forth in the Letter Agreement have been established in anticipation of an orderly and continuous progress of the Project in accordance with the schedule set forth in the Letter Agreement or any Exhibits attached thereto. WIDSETH shall be entitled to an equitable adjustment to its fee should there be an interruption of services, or amendment to the schedule.

ARTICLE 2. SCOPE OF SERVICES
The scope of services covered by this Agreement shall be as set forth in the Letter Agreement or a Request for Services. Such scope of services shall be adequately described in order that both the CLIENT and WIDSETH have an understanding of the expected work to be performed.

If WIDSETH is of the opinion that any work they have been directed to perform is beyond the Scope of this Agreement, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes extra work, they shall notify the CLIENT of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a revision to the Letter Agreement or Request for Services and entered into by both parties.

ARTICLE 3. COMPENSATION TO WIDSETH
A. Compensation to WIDSETH for services described in this Agreement shall be on a Lump Sum basis, Percentage of Construction, and/or Hourly Rate basis as designated in the Letter Agreement and as hereinafter described.

1. A Lump Sum method of payment for WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on an estimated percentage of completion of WIDSETH's services.

2. A Percentage of Construction or an Hourly Rate method of payment of WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be estimated with any reasonable degree of accuracy. Under an Hourly Rate method of payment, WIDSETH shall be paid for the actual hours worked on the Project by WIDSETH technical personnel times an hourly billing rate established for each employee. Hourly billing rates shall include compensation for all salary costs, payroll burden, general, and administrative overhead and professional fee. In a Percentage of Construction method of payment, final compensation will be based on actual bids if the project is bid and WIDSETH's estimate to the CLIENT if the project is not bid. A rate schedule shall be furnished by WIDSETH to CLIENT upon which to base periodic payments to WIDSETH.

3. In addition to the foregoing, WIDSETH shall be reimbursed for items and services as set forth in the Letter Agreement or Fee Schedule and the following Direct Expenses when incurred in the performance of the work:

   (a) Travel and subsistence.
   (b) Specialized computer services or programs.
   (c) Outside professional and technical services with cost defined as the amount billed WIDSETH.
   (d) Identifiable reproduction and reprographic costs.
   (e) Other expenses for items such as permit application fees, license fees, or other additional items and services whether or not specifically identified in the Letter Agreement or Fee Schedule.

4. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by supporting evidence as available.

B. The CLIENT will pay the balance stated on the invoice unless CLIENT notifies WIDSETH in writing of the particular item that is alleged to be incorrect within 15 days from the date of invoice, in which case, only the disputed item will remain undue until resolved by the parties. All accounts unpaid after 30 days from the date of original invoice shall be subject to a service charge of 1 % per month, or the maximum amount authorized by law, whichever is less. WIDSETH shall be entitled to recover all reasonable costs and disbursements, including reasonable attorneys fees, incurred in connection with collecting amount owed by CLIENT. In addition, WIDSETH may, after giving seven days written notice to the CLIENT, suspend services and withhold deliverables under this Agreement until WIDSETH has been paid in full for all amounts then due for services, expenses and charges. CLIENT agrees that WIDSETH shall not be responsible for any claim for delay or other consequential damages arising from suspension of services hereunder. Upon payment in full by Client and WIDSETH's resumption of services, the time for performance of WIDSETH's services shall be equitably adjusted to account for the period of suspension and other reasonable time necessary to resume performance.

ARTICLE 4. ABANDONMENT, CHANGE OF PLAN AND TERMINATION
Either Party has the right to terminate this Agreement upon seven days written notice. In addition, the CLIENT may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the CLIENT to WIDSETH. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated upon seven days written notice as provided above.

In the event of termination, and upon payment in full for all work performed and expenses incurred to the date of termination, documents that are identified as deliverables under the Letter Agreement whether finished or unfinished shall be made available by WIDSETH to the CLIENT pursuant to Article 5, and there shall be no further payment obligation of the CLIENT to WIDSETH under this Agreement except for payment of an amount for WIDSETH's anticipated profit on the value of the services not performed by WIDSETH and computed in accordance with the provisions of Article 3 and the Letter Agreement.

In the event of a reduction in scope of the Project work, WIDSETH shall be paid for the work performed and expenses incurred on the Project work thus reduced and for any completed and abandoned work, for which payment has not been made, computed in accordance with the provisions of Article 3 and the Letter Agreement.

ARTICLE 5. DISPOSITION OF PLANS, REPORTS AND OTHER DATA
All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by WIDSETH or its consultants are Instruments of Service and shall remain the property of WIDSETH or its consultants, respectively. WIDSETH and its subconsultants retain all common law, statutory and other reserved rights, including, without limitation, copyright. WIDSETH and its subconsultants maintain the right to determine if production will be made, and allowable format for production, of any electronic media or data to CLIENT or any third-party. Upon payment in full of monies due pursuant to the Agreement, WIDSETH shall make hard copies available to the CLIENT, of all documents that are identified as deliverables under the Letter Agreement. If the documents have not been finished (including, but not limited to, completion of final quality control), then WIDSETH shall have no liability for any claims expenses or damages that may arise out of items that could have been corrected during completion/quality control. Any Instruments of Service provided are not intended or represented to be suitable for reuse by the CLIENT or others on extensions of the Project or any other project. Any modification or reuse without written verification or adaptation by WIDSETH for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to WIDSETH. CLIENT shall indemnify, defend and hold harmless WIDSETH from any and all suits or claims of third parties arising out of use of unfinished documents, or modification or reuse of finished documents, which is not specifically verified, adapted, or authorized in writing by WIDSETH. This indemnity shall survive the termination of this Agreement.

Should WIDSETH choose to deliver to CLIENT documents in electronic form, CLIENT acknowledges that differences may exist between any electronic files delivered and the printed hard-copy. Copies of documents that may be relied upon by CLIENT are limited to the printed hard-copies that are signed and/or sealed by WIDSETH. Files in electronic form are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic documents will be at user's sole risk. CLIENT acknowledges that the useful life of some forms of electronic media may be limited because of deterioration of the media or obsolescence of the computer hardware and/or software systems. Therefore, WIDSETH makes no representation that such media will be fully usable beyond 30 days from date of delivery to CLIENT.

ARTICLE 6. CLIENT'S ACCEPTANCE BY PURCHASE ORDER OR OTHER MEANS
In lieu of or in addition to signing the acceptance blank on the Letter Agreement, the CLIENT may accept this Agreement by permitting WIDSETH to commence work on the project or by issuing a purchase order signed by a duly authorized representative. Such purchase order shall incorporate by reference the terms and conditions of this Agreement. In the event of a conflict between the terms and conditions of this Agreement and those contained in the CLIENT's purchase order, the terms and conditions of this Agreement shall govern. Notwithstanding any purchase order provisions to the contrary, no warrantees, express or implied, are made by WIDSETH.

ARTICLE 7. CLIENT'S RESPONSIBILITIES

A. To permit WIDSETH to perform the services required hereunder, the CLIENT shall supply, in proper time and sequence, the following at no expense to WIDSETH:

1. Provide all program, budget, or other necessary information regarding its requirements as necessary for orderly progress of the work.

2. Designate in writing, a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive instructions, receive information, interpret and define CLIENT's policies with respect to WIDSETH's services.

3. Furnish, as required for performance of WIDSETH's services (except to the extent provided otherwise in the Letter Agreement or any Exhibits attached hereto), data prepared by or services of others, including without limitation, core borings, probes and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in the Letter Agreement or any Exhibits attached hereto.

4. Provide access to, and make all provisions for WIDSETH to enter upon publicly or privately owned property as required to perform the work.

5. Act as liaison with other agencies or involved parties to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.

6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by WIDSETH, obtain advice of an attorney, insurance counselor or others as CLIENT deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of WIDSETH.

7. Give prompt written notice to WIDSETH whenever CLIENT observes or otherwise becomes aware of any development that affects the scope of timing of WIDSETH's services or any defect in the work of Construction Contractor(s), Consultants or WIDSETH.

8. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollution in the Project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of this Agreement, "pollution" and "pollutant" shall mean any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste pollutant or contaminant now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended. Waste further includes materials to be recycled, reconditioned or reclaimed.

   If WIDSETH encounters, or reasonably suspects that it has encountered, asbestos or pollution in the Project, WIDSETH shall cease activity on the Project and promptly notify the CLIENT, who shall proceed as set forth above. Unless otherwise specifically provided in the Letter Agreement, the services to be provided by WIDSETH do not include identification of asbestos or pollution, and WIDSETH has no duty to identify or attempt to identify the same within the area of the Project.

   With respect to the foregoing, CLIENT acknowledges and agrees that WIDSETH is not a user, handler, generator, operator, treater, storer, transporter or disposer of asbestos or pollution which may be encountered by WIDSETH on the Project. It is further understood and agreed that services WIDSETH will undertake for CLIENT may be uninsurable obligations involving the presence or potential presence of asbestos or pollution. Therefore, CLIENT agrees, except (1) such liability as may arise out of WIDSETH's sole negligence in the performance of services under this Agreement or (2) to the extent of insurance coverage available for the claim, to hold harmless, indemnify and defend WIDSETH and WIDSETH's officers, subcontractor(s), employees and agents from and against any and all claims, lawsuits, damages, liability and costs, including, but not limited to, costs of defense, arising out of or in any way connected with the presence, discharge, release, or escape of asbestos or pollution. This indemnification is intended to apply only to existing conditions and not to conditions caused or created by WIDSETH. This indemnification shall survive the termination of this Agreement.

9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as CLIENT may require or WIDSETH may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by Contractor(s), such auditing service as CLIENT may require to ascertain how or for what purpose any Contractor has used the moneys paid under the construction contract, and such inspection services as CLIENT may require to ascertain that Contractor(s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.

10. Provide "record" drawings and specifications for all existing physical features, structures, equipment, utilities, or facilities which are pertinent to the Project, to the extent available.

11. Provide other services, materials, or data as may be set forth in the Letter Agreement or any Exhibits attached hereto.

B. WIDSETH may use any CLIENT provided information in performing its services. WIDSETH shall be entitled to rely on the accuracy and completeness of information furnished by the CLIENT. If WIDSETH finds that any information furnished by the CLIENT is in error or is inadequate for its purpose, WIDSETH shall endeavor to notify the CLIENT. However, WIDSETH shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by CLIENT.

ARTICLE 8. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in the Letter Agreement or any Exhibits attached hereto are to be made on the basis of WIDSETH's experience and qualifications and represent WIDSETH's judgment as an experienced design professional. It is recognized, however, that WIDSETH does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractors' methods of determining their prices, and that any evaluation of any facility to be constructed, or acquired, or work to be performed on the basis of WIDSETH's cost opinions must, of necessity, be speculative until completion of construction or acquisition. Accordingly, WIDSETH does not guarantee that proposals, bids or actual costs will not substantially vary from opinions, evaluations or studies submitted by WIDSETH to CLIENT hereunder.

ARTICLE 9. CONSTRUCTION PHASE SERVICES

CLIENT acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of the Project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and Contractor(s), (3) in connection with approval of shop drawings and sample submittals, and (4) as a result of and in response to WIDSETH's detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. CLIENT agrees that if WIDSETH is not employed to provide such professional services during the Bidding (if the work is put out for bids) and the Construction Phases of the Project, WIDSETH will not be responsible for, and CLIENT shall indemnify and hold WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents harmless from, all claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by CLIENT or others. Nothing contained in this paragraph shall be construed to release WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents from liability for failure to perform in accordance with professional standards any duty or responsibility which WIDSETH has undertaken or assumed under this Agreement.

ARTICLE 10. REVIEW OF SHOP DRAWINGS AND SUBMITTALS

WIDSETH may review and approve or take other appropriate action on the contractor's submittals or shop drawings for the limited purpose of checking for general conformance with information given and design concept expressed in the Contract Documents. Review and/or approval of submittals is not conducted for the purpose of determining accuracy and completeness of other details or for substantiating instructions for installation or performance of equipment or systems, all of which remain the exclusive responsibility of the contractor. WIDSETH's review and/or approval shall not constitute approval of safety precautions, or any construction means, methods, techniques, sequences or procedures. WIDSETH's approval of a specific item shall not indicate approval of an assembly of which the item is a component. WIDSETH's review and/or approval shall not relieve contractor for any deviations from the requirements of the contract documents nor from the responsibility for errors or omissions on items such as sizes, dimensions, quantities, colors, or locations. Contractor shall remain solely responsible for compliance with any manufacturer requirements and recommendations.

ARTICLE 11. REVIEW OF PAY APPLICATIONS

If included in the scope of services, any review or certification of any pay applications, or certificates of completion shall be based upon WIDSETH's observation of the Work and on the data comprising the contractor's application for payment, and shall indicate that to the best of WIDSETH's knowledge, information and belief, the quantity and quality of the Work is in general conformance with the Contract Documents. The issuance of a certificate for payment or substantial completion is not a representation that WIDSETH has made exhaustive or continuous inspections, reviewed construction means and methods, verified any back-up data provided by the contractor, or ascertained how or for what purpose the contractor has used money previously paid by CLIENT.

ARTICLE 12. REQUESTS FOR INFORMATION (RFI)
If included in the scope of services, WIDSETH will provide, with reasonable promptness, written responses to requests from any contractor for clarification, interpretation or information on the requirements of the Contract Documents. If Contractor's RFI's are, in WIDSETH's professional opinion, for information readily apparent from reasonable observation of field conditions or review of the Contract Documents, or are reasonably inferable therefrom, WIDSETH shall be entitled to compensation for Additional Services for WIDSETH's time in responding to such requests. CLIENT may wish to make the Contractor responsible to the CLIENT for all such charges for additional services as described in this article.

ARTICLE 13. CONSTRUCTION OBSERVATION
If included in the scope of services, WIDSETH will make site visits as specified in the scope of services in order to observe the progress of the Work completed. Such site visits and observations are not intended to be an exhaustive check or detailed inspection, but rather are to allow WIDSETH to become generally familiar with the Work. WIDSETH shall keep CLIENT informed about the progress of the Work and shall advise the CLIENT about observed deficiencies in the Work. WIDSETH shall not supervise, direct or have control over any Contractor's work, nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor. WIDSETH shall not be responsible for any acts or omissions of any Contractor and shall not be responsible for any Contractor's failure to perform the Work in accordance with the Contract Documents or any applicable laws, codes, regulations, or industry standards.

If construction observation services are not included in the scope of services, CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the CLIENT waives any claims against WIDSETH that are connected with the performance of such services.

ARTICLE 14. BETTERMENT
If, due to WIDSETH's negligence, a required item or component of the Project is omitted from the construction documents, WIDSETH shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event, will WIDSETH be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

ARTICLE 15. CERTIFICATIONS, GUARANTEES AND WARRANTIES
WIDSETH shall not be required to sign any documents, no matter by who requested, that would result in WIDSETH having to certify, guarantee or warrant the existence of conditions whose existence WIDSETH cannot ascertain. CLIENT agrees not to make resolution of any dispute with WIDSETH or payment of any amount due to WIDSETH in any way contingent upon WIDSETH signing such certification.

ARTICLE 16. CONTINGENCY FUND
CLIENT and WIDSETH agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the plans and specifications prepared by WIDSETH, and therefore, that the final construction cost of the Project may exceed the bids, contract amount or estimated construction cost. CLIENT agrees to set aside a reserve in the amount of 5% of the Project construct costs as a contingency to be used, as required, to pay for any such increased costs and changes. CLIENT further agrees to make no claim by way of direct or third-party action against WIDSETH with respect to any increased costs within the contingency because of such changes or because of any claims made by any Contractor relating to such changes.

ARTICLE 17. INSURANCE
WIDSETH shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims against it for damages because of injury to or destruction of property including loss of use resulting therefrom.

Also, WIDSETH shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which WIDSETH is legally liable.

Certificates of insurance will be provided to the CLIENT upon request.

ARTICLE 18. ASSIGNMENT
Neither Party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WIDSETH as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

ARTICLE 19. NO THIRD-PARTY BENEFICIARIES
Nothing contained in this Agreement shall create a contractual relationship or a cause of action by a third-party against either WIDSETH or CLIENT. WIDSETH's services pursuant to this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against WIDSETH because of this Agreement.

ARTICLE 20. CORPORATE PROTECTION
It is intended by the parties to this Agreement that WIDSETH's services in connection with the Project shall not subject WIDSETH's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary, CLIENT agrees that as the CLIENT's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against WIDSETH, a Minnesota corporation, and not against any of WIDSETH's individual employees, officers or directors.

ARTICLE 21. CONTROLLING LAW
This Agreement is to be governed by the laws of the State of Minnesota.

ARTICLE 22. ASSIGNMENT OF RISK
In recognition of the relative risks and benefits of the project to both the CLIENT and WIDSETH, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of WIDSETH, employees of WIDSETH and sub-consultants, to the CLIENT and to all construction contractors, subcontractors, agents and assigns on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that total aggregate liability of WIDSETH, employees of WIDSETH and sub-consultants, to all those named shall not exceed WIDSETH's total fee received for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

ARTICLE 23. NON-DISCRIMINATION
WIDSETH will comply with the provisions of applicable federal, state and local statutes, ordinances and regulations pertaining to human rights and non-discrimination.

ARTICLE 24. SEVERABILITY
Any provision or portion thereof in this Agreement which is held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding between CLIENT and WIDSETH. All limits of liability and indemnities contained in the Agreement shall survive the completion or termination of the Agreement.

ARTICLE 25. PRE-LIEN NOTICE
PURSUANT TO THE AGREEMENT WIDSETH WILL BE PERFORMING SERVICES IN CONNECTION WITH IMPROVEMENTS OF REAL PROPERTY AND MAY CONTRACT WITH SUBCONSULTANTS OR SUBCONTRACTORS AS APPROPRIATE TO FURNISH LABOR, SKILL AND/OR MATERIALS IN THE PERFORMANCE OF THE WORK. ACCORDINGLY, CLIENT IS ENTITLED UNDER MINNESOTA LAW TO THE FOLLOWING NOTICE:

(a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR ITS CONTRIBUTIONS.

(b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

WiDSETH

2020 FEE SCHEDULE

CLASSIFICATION	HOURLY RATE
Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer	
Level I	$110.00
Level II	$135.00
Level III	$160.00
Level IV	$170.00
Level V	$185.00
Technician	
Level I	$ 73.00
Level II	$ 92.00
Level III	$110.00
Level IV	$125.00
Level V	$140.00
Computer Systems Specialist	$150.00
Senior Funding Specialist	$125.00
Marketing Specialist	$110.00
Funding Specialist	$ 95.00
Administrative Assistant	$ 70.00

OTHER EXPENSES	RATE
Mileage (Federal Standard Rate) *subject to IRS Guidelines*	
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
Waste Water Sampler	$40.00/Day
ISCO Flow Recorder	$60.00/Day
Photoionization Detection Meter	$80.00/Day
Explosimeter	$50.00/Day
Product Recovery Equipment	$35.00/Day
Survey-Grade GPS (Global Positioning System)	$75.00/Hour
Mapping GPS (Global Positioning System)	$150.00/Day
Soil Drilling Rig	$35.00/Hour
Groundwater Sampling Equipment	$75.00/Day
Subcontractors	Cost Plus 10%

Reproduction Costs	RATE
Black & White Copies: 8 ½ x 11	$0.10
Black & White Copies: 11 x 17	$0.50
Black & White Copies: 24 x 36	$3.00
Color Copies: 8 ½ x 11	$2.00
Color Copies: 11 x 17	$4.00
Color Copies: 24 x 36	$12.00
Color Plots: 42 x 48	$22.00

These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.

Brainerd City Council
Agenda Request

Requested Meeting Date: February 7, 2022

Title of Item: Ratify the Hiring of 2021-2022 Parks Winter Temporary Employees

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

Summary of Issue:

Attached is a listing of additional 2021-2022 Parks winter temporary employees that have currently received a conditional job offer and have successfully completed their background checks. Please note that Ms. Bartholomaus is being hired primarily as a backup to fill in if another Warming House Attendant is unable to work due to illness, etc.

Alternatives, Options, Effects on Others/Comments:

Pursuant to MN Statute, seasonal assignments are limited to 67 working days per calendar year or 100 working days per calendar year if the employees are under the age of 22, are full-time students enrolled in a nonprofit or public educational institution prior to being hired by the employer, and have indicated, either in an application for employment or by being enrolled at an educational institution for the next academic year or term, an intention to continue as students during or after their temporary employment.

Recommended Action/Motion:

Motion to ratify the hiring of the 2021-2022 Parks winter temporary employees as noted on the attached listing.

Financial Impact:

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

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

Is this budgeted? ☑ Yes ☐ No

Please Explain: The wages for these positions are included in the 2022 budget.

2021-2022 Parks Winter Temporary Employee List
February 7, 2022

NAME	POSITION	DATE OF HIRE	HOURLY WAGE
Callie Bartholomaus	Warming House Attendant	01/19/2022	$14.00
Dawson Beck	Pond Hockey Referee	01/29/22	$30.00/game

Brainerd City Council
Agenda Request

Requested Meeting Date: February 7, 2022

Title of Item: Annual Review and Approval of Investment 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 1st Reading **provide copy of published hearing notice*
Submitted by: Connie Hillman	**Department:** Finance
Presenter (Name & Title): Finance Director Hillman	**Estimated Time Needed:** 5 Minutes

Summary of Issue:

Per the City's investment policy, it is to be reviewed annually at the first regular meeting in February. Staff is not recommending any changes at this time.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve the policy as presented.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

CITY OF BRAINERD
INVESTMENT POLICY

This policy covers all monies of the City of Brainerd and includes deposits and investments of funds deposited in interest bearing accounts.

It is a common occurrence for the City of Brainerd to have cash balances in various fund accounts which, though allocated for a specific purpose, are temporarily not needed. It is the policy of the City that any fund with a cash balance which will remain unexpended for a reasonable period of time, shall be invested in a manner as outlined below.

The investment policy of the City of Brainerd encompasses the following principles:

1. Safety of principal
2. Chief Investment Officer
3. Consultants
4. Collateralization
5. Authorized investments
6. Prohibited investments
7. Maximum investment
8. Pooling of investments
9. Liquidity
10. Maximum interest earnings

SAFETY OF PRINCIPAL

Safety of principal is the first priority in investing City funds. The City invests only in those investment instruments authorized by Statute, Minnesota Statutes Chapters *118A* and as amended set forth the authorized investments for a municipality. Depositories as designated shall have insurance through the FDIC (Federal Insurance). To ensure safety, it is the policy of the City that when considering an investment, all depositories under consideration be cross-checked against existing investments to make certain that funds in excess of insurance limits are not made in the same institution unless collateralized as outlined below.

CHIEF INVESTMENT OFFICER

The chief investment officer will be the City Administrator/Clerk-Treasurer, who will assure compliance with this policy and further develop and maintain adequate controls, procedures and methods assuring safe and accurate accounting on a day-to-day basis, with the approval of the Personnel and Finance Committee of the Brainerd City Council. The day-to-day investment activities are handled by the City Finance Director and Secretary of the Brainerd Public Utilities Commission in accordance of this Policy. The City Administrator/Clerk-Treasurer will provide the Personnel and Finance Committee, on a regular basis, all and any information requested by the Committee. The Chairman of the Committee will, in turn, keep the elected officials fully apprised of any problems, changes or irregularities which may occur to assure proper handling of City funds.

CONSULTANTS

The retention of consultants, agreements with money managers, etc., will not be authorized without express consent of the Council after recommendation by the Personnel and Finance Committee and the City Administrator/Clerk-Treasurer.

COLLATERALIZATION

In accordance with Minn. Stat. 118A the total amount of the collateral computed at its market value shall be at least ten percent more than the amount on deposit at the close of the financial institution's bank day, except that where the collateral is irrevocable standby letters of credit issued by Federal Home Loan Banks, the amount of collateral shall be at least equal to the amount on deposit at the close of the financial institution's banking day.

Collateralization will be required on the following types of investments:

(1) Certificates of Deposit
(2) Demand Deposits

Collateral is limited to securities allowable pursuant to Minn. Stat. 118A.03.

For cash deposits on hand, collateralization shall be in the form of specific securities with an active secondary market for the City held by an independent third party as detailed in statute 118A.06. The only exceptions are Federal Depository Insurance Corporation (FDIC).

AUTHORIZED INVESTMENTS

The City of Brainerd will only invest in securities authorized by Minnesota Statute 118A.04 and 118A.05. Examples of authorized investments are as follows:

1. Savings/demand deposits
2. Certificates of Deposit (CD's)
3. U.S. Treasury obligations
4. U.S. Agency Securities such as:
    a. Federal Home Loan Bank System (FHLB)
    b. Federal Home Loan Mortgage Corporation (FHLMC)
    c. Federal Farm Credit Bureau (FFCB)
    d. Federal National Mortgage Association (FNMA)
5. Municipal Securities. The statute allows the City to invest in municipal securities of state or local government agencies with taxing power and a rating of "A" or better by a national bond rating agency.

MAXIMUM INVESTMENT

It is the policy of the City to determine its cash balance on a daily basis for the purpose of investing excess funds.

POOLING OF INVESTMENTS

For the purpose of making the maximum amount of funds available for investment, the cash for all City funds is pooled in an investment account. Interest earnings are allocated among the various funds based upon their semi-annual average cash balance.

LIQUIDITY

The purpose of having part of the City's investment portfolio in very liquid funds is to ensure that funds will be available should unexpected large bills be presented for payment.

MAXIMUM INTEREST EARNINGS

After the liquidity needs and scheduled maturity needs are satisfied, the balance of the funds available for investment are placed with institutions that offer the greatest safety and highest rate of return consistent with the maturities as determined by the City. Quotations or telephone bids are normally taken for all investments, whether they are short term or long term. This alleviates the problem of whom to place the investment with.

ANNUAL REVIEW

It shall be the practice of the City Council to review and approve the investment policy each year on the first regular meeting of February.

Reviewed and Approved this _____ day of February, 2022.

_____

JENNIFER BERGMAN
City Administrator

Brainerd City Council
Agenda Request

Requested Meeting Date: February 7, 2022

Title of Item: Authorize RFP's for Charter Organizations

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

Summary of Issue:

Ordinance 1520 changed the language of the contributions to community organizations. Instead of specifically referencing a specific organization, the language now provides contributions to organizations that provide community action programs and events, programs that benefit senior citizens and arboretum or green space organizations within the city limits of Brainerd. In order to comply with the Charter to allocate 1.5% of the previous years' total City levy, the Council will need to select organizations to carry this out. The Council appointed Councilman Stunek and Councilman Erickson to a subcommittee to assist staff in drafting the RFP's.

Alternatives, Options, Effects on Others/Comments:

The Subcommittee is recommending authorizing staff to release the three RFP's (see attached). The timeline for submission is:
1. Proposals due on March 10, 2022, at 4:30 PM.
2. Proposals to be reviewed by the City Council Subcommittee the week of March 14th, 2022.
3. Interviews (if needed) scheduled week of March 14th, 2022 with prospective proposers.
4. Recommendations by the Subcommittee will go to the Personnel & Finance Committee for recommendation to the full City Council at the March 21st, 2022, City Council meeting.
5. Contractual agreement approved by the City Council on March 21st or April 4th, 2022.
6. Implementation of services beginning April 1st, 2022.

Recommended Action/Motion:

Authorize staff to publish the Request for Proposals for Events and Community Action, Green Space or Arboretum, and Senior Citizen Programs.

Financial Impact:

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

What is the total cost, with tax and shipping $ 240,183

Is this budgeted? ☑ Yes ☐ No

Please Explain: The City Charter requires the City to budget 1.5% of the previous years' total City levy in each category: Events/Community Action, Green Space/Arboretum and Senior Citizen Programs.

CITY OF BRAINERD
REQUEST FOR PROPOSALS

Events and Community Action Programs

The City of Brainerd is requesting proposals for the establishment or maintenance of a program for the benefit of senior citizens or to subsidize a non-profit senior citizen's organization with the city limits of the City of Brainerd.

BACKGROUND

The City Council adopted an ordinance in 1991 adding a contribution of ½ mill levy for a Community Action Program. That language was amended by the City Council on November 15th, 2021, which now states that there shall be a levy of 1.5% of the previous year's total City levy for an entity within the city limits of Brainerd to provide community action programs and events.

The City entered into a 10-year agreement with Brainerd Community Action that expires on March 31st, 2022. Therefore, the City is issuing a request for proposal to solicit proposals from organizations within the city limits of Brainerd to provide community action programs and events to deliver these services.

The City would be entering into an agreement for these services for a period of 5 years. The City will have $80,061 available for 2022 and approximately $93,838 for subsequent years. This amount will vary depending on the previous year's total City levy.

SCOPE OF SERVICES

The City of Brainerd is looking for an organization to provide events and community action programs for a period of five (5) years. The organization selected would be required to present an annual report to the City Council in December of each year.

SCHEDULE

1. Proposals due on March 10, 2022, at 4:30 PM.
2. Proposals to be reviewed by the City Council Subcommittee the week of March 14th, 2022.
3. Interviews (if needed) scheduled week of March 14th, 2022 with prospective proposers.
4. Recommendations by the Subcommittee will go to the Personnel & Finance Committee for recommendation to the full City Council at the March 21st, 2022, City Council meeting.
5. Contractual agreement approved by the City Council on March 21st or April 4th, 2022.
6. Implementation of services beginning April 1st, 2022.

PROPOSAL REQUIREMENTS

1. A narrative describing the organizations mission, vision and goals.
2. Describe the events or community action programs currently conducted by your organization for Brainerd residents
3. Describe future events or community action programs and activities that will be available to Brainerd residents
4. Describe how your organization will market and reach out to Brainerd residents
5. Describe how the funding from the City of Brainerd will be used
6. Provide a narrative describing the organizations experience in events and community action programs
7. Identify the principal staff and team members that will be providing services, their role, and their experience, training, qualifications, and availability
8. Describe the past performance of key team members and firm to deliver quality work within the time constraints and budget
9. Provide a copy of the organizations budget listing revenues and expenses
10. Provide any other specific experience, knowledge, or abilities that uniquely quality your firm and team for providing the selected services

CONSULTANT SELECTION
Each proposal will be scored based on the responses to the Proposal Requirements listed above. The City reserves the right to reject any and all proposals if deemed to be in the City's best interest. The City reserves the right to interview prospective firms before recommendation and selection. Interviews, if needed, are anticipated to be performed the week of March 14, 2022.

PROPOSAL DUE
If you are interested in submitting a written proposal to perform any of these services, please email your proposal to JBergman@ci.brainerd.mn.us or a paper copy of the proposal to the City Administrator's office no later than 4:30 P.M. on March 10, 2022.

Submitted proposals will be presented to the Personnel and Finance Committee during its regular meeting on Monday, March 21st, 2022, p.m. in the 2nd Floor Conference Room in City Hall located at 501 Laurel St.

Proposals and any inquiries should be directed to:
Jennifer Bergman
City Administrator
501 Laurel Street
Brainerd, MN 56401
(218) 454-3404
jbergman@ci.brainerd.mn.us

CITY OF BRAINERD
REQUEST FOR PROPOSALS

Arboretum or Green Space Organization

The City of Brainerd is requesting proposals to fund an arboretum or green space organization within the city limits of the City of Brainerd.

BACKGROUND

The City Council adopted an ordinance in 2001 authorizing a contribution of ½ mill to the Northland Arboretum and Paul Bunyan Conservation Area. That language was amended by the City Council on November 15th, 2021, which now states that there shall be a levy of 1.5% of the previous year's total City levy for an arboretum or green space organization within the city limits of the City of Brainerd.

The Agreement between the City and the Paul Bunyan Arboretum (DBA as Northland Arboretum) expires on March 31st, 2022. Therefore, the City is issuing a request for proposal to solicit proposals from arboretum or green space organizations within the City limits of Brainerd to deliver these services.

The City would be entering into an agreement for these services for a period of 5 years. The City will have $80,061 available for 2022 and approximately $93,838 for subsequent years. This amount will vary depending on the previous year's total City levy.

SCOPE OF SERVICES

The City of Brainerd is looking for a green space or arboretum organization available to Brainerd residents within the City limits of Brainerd. The agreement would be for a period of five (5) years. The organization selected would be required to present an annual report to the City Council in December of each year.

SCHEDULE

1. Proposal submittals due on March 10, 2022, at 4:30 PM.
2. Proposals to be reviewed by the City Council Subcommittee the week of March 14th, 2022.
3. Interviews (if needed) scheduled week of March 14th, 2022 with prospective proposers.
4. Recommendations by the Subcommittee will go to the Personnel & Finance Committee for recommendation to the full City Council at the March 21st, 2022, City Council meeting.
5. Contractual agreement approved by the City Council on March 21st or April 4th, 2022.
6. Implementation of services beginning April 1st, 2022.

PROPOSAL REQUIREMENTS

1. A narrative describing the organizations mission, vision and goals.
2. Describe the green space or arboretum and programs provided by your organization and how it is currently available and will be made available for Brainerd residents
3. Describe the property and facilities and how they are suited to the programs and activities offered
4. Describe how your organization will market and reach out to Brainerd residents
5. Describe how the funding from the City of Brainerd will be used
6. Provide a narrative describing the organizations experience in providing programs
7. Identify the principal staff and team members that will be providing services, their role, and their experience, training, qualifications, and availability.
8. Describe the past performance of key team members and firm to deliver quality work within the time constraints and budget
9. Provide a copy of the organizations budget listing revenues and expenses
10. Any other specific experience, knowledge, or abilities that uniquely quality your firm and team for providing the selected services

CONSULTANT SELECTION

Each proposal will be scored based on the responses to the Proposal Requirements listed above. The City reserves the right to reject any and all proposals if deemed to be in the City's best interest. The City reserves the right to interview prospective firms before recommendation and selection. Interviews, if needed, are anticipated to be performed the week of March 14, 2022.

PROPOSAL DUE

If you are interested in submitting a written proposal to perform any of these services, please email your proposal to JBergman@ci.brainerd.mn.us or a paper copy of the proposal to the City Administrator's office no later than 4:30 P.M. on March 10, 2022.

Submitted proposals will be presented to the Personnel and Finance Committee during its regular meeting on Monday, March 21st, 2022, p.m. in the 2nd Floor Conference Room in City Hall located at 501 Laurel St.

Proposals and any inquiries should be directed to:
Jennifer Bergman
City Administrator
501 Laurel Street
Brainerd, MN 56401
(218) 454-3404
jbergman@ci.brainerd.mn.us

CITY OF BRAINERD
REQUEST FOR PROPOSALS

Senior Citizens Programs

The City of Brainerd is requesting proposals for the establishment or maintenance of a program for the benefit of senior citizens or to subsidize a non-profit senior citizen's organization with the city limits of the City of Brainerd.

BACKGROUND

The City Council adopted an ordinance in 1982 authorizing a contribution of ½ mill for the establishment and maintenance of a program for the benefit of senior citizens or to subsidize non-profit senior citizen's organizations. That language was amended by the City Council on November 15th, 2021, which now states that there shall be a levy of 1.5% of the previous year's total City levy for the establishment and maintenance of a program for the benefit of senior citizens or to subsidize non-profit senior citizens organizations within the city limits of Brainerd.

The City entered into a 10-year agreement with a non-profit organization to deliver these services and that agreement expires on March 31st, 2022. Therefore, the City is issuing a request for proposal to solicit proposals from organizations within the City limits of Brainerd to deliver these services.

The City would be entering into an agreement for these services for a period of 5 years. The City will have $80,061 available for 2022 and approximately $93,838 for subsequent years. This amount will vary depending on the previous year's total City levy.

SCOPE OF SERVICES

The City of Brainerd is looking for the establishment or maintenance of a program for the benefit of senior citizen's or to subsidize non-profit senior citizen's organization for a period of five (5) years. The organization selected would be required to present an annual report to the City Council in December of each year.

SCHEDULE

1. Proposal submittals due on March 10, 2022, at 4:30 PM.
2. Proposals to be reviewed by the City Council Subcommittee the week of March 14th, 2022.
3. Interviews (if needed) scheduled week of March 14th, 2022 with prospective proposers.
4. Recommendations by the Subcommittee will go to the Personnel & Finance Committee for recommendation to the full City Council at the March 21st, 2022, City Council meeting.
5. Contractual agreement approved by the City Council on March 21st or April 4th, 2022.
6. Implementation of services beginning April 1st, 2022.

PROPOSAL REQUIREMENTS

1. A narrative describing the organizations mission, vision and goals.
2. Describe in detail the programs and activities for senior citizens offered by your organization that will be available to Brainerd residents
3. Describe the facility and how it is suited to the programs and activities offered to senior citizens
4. Describe how your organization will market and reach out to Brainerd residents
5. Describe in detail how the funding from the City of Brainerd will be used
6. Provide a narrative describing the organizations experience in providing programs for seniors.
7. Identify the principal staff and team members that will be providing services, their role, and their experience, training, qualifications, and availability.
8. Describe the past performance of key team members and firm to deliver quality work within the time constraints and budget.
9. Provide a copy of the organizations budget listing revenues and expenses

10. Any other specific experience, knowledge, or abilities that uniquely quality your firm and team for providing the selected services.

CONSULTANT SELECTION

Each proposal will be scored based on the responses to the Proposal Requirements listed above. The City reserves the right to reject any and all proposals if deemed to be in the City's best interest. The City reserves the right to interview prospective firms before recommendation and selection. Interviews, if needed, are anticipated to be performed the week of March 14, 2022.

PROPOSAL DUE

If you are interested in submitting a written proposal to perform any of these services, please email your proposal to JBergman@ci.brainerd.mn.us or a paper copy of the proposal to the City Administrator's office no later than 4:30 P.M. on March 10, 2022.

Submitted proposals will be presented to the Personnel and Finance Committee during its regular meeting on Monday, March 21st, 2022, p.m. in the 2nd Floor Conference Room in City Hall located at 501 Laurel St.

Proposals and any inquiries should be directed to:
Jennifer Bergman
City Administrator
501 Laurel Street
Brainerd, MN 56401
(218) 454-3404
jbergman@ci.brainerd.mn.us

CITY OF BRAINERD
SAFETY AND PUBLIC WORKS COMMITTEE
AGENDA

February 7, 2022
6:45 PM
WebEx Teleconference Call-In Information Call Toll-Free: 1-844-992-4726
Access Code: 2497 537 6874

1. Approve Agreement for Storm Drain Stenciling with Discovery Woods Montessori School

2. Approve Sewer Flow Monitoring Proposal from SEH

3. Presentation- 5-Year Capital Improvement Plan Update

Brainerd City Council
Agenda Request

Requested Meeting Date: February 7, 2022

Title of Item: Approve Agreement for Storm Drain Stenciling with Discovery Woods

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☑ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer/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 an agreement with Discovery Woods Montessori School for a storm drain stenciling project they would like to do with their students this summer.

Alternatives, Options, Effects on Others/Comments:

I have attached an informational guide for storm drain stenciling and what it is. Per the attachment, storm drain stenciling will help people in the community understand what happens to polluted stormwater. The school is willing to provide the materials and labor to stencil numerous drains with a direct connection to the river in north Brainerd. This helps the City with its MS4 obligations while providing a great educational opportunity to young children.

Recommended Action/Motion:

Staff recommends approval of the attached agreement.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

Page Content

- 1 Benefits and pollution reduction
- 2 Program development and implementation
  - 2.1 Storm drain stenciling techniques
  - 2.2 Volunteer recruiting
  - 2.3 Standard specifications and/or ordinances
- 3 Maintenance considerations
- 4 Typical cost

MS4 fact sheet - Storm Drain Stenciling

Storm drains are gateways that allow pollutants in stormwater to flow untreated from local streets to lakes, rivers and streams. Residual oil, grease, solids, antifreeze, cigarette butts, yard waste, plastic and other wastes found on roads, parking lots and driveways pollute downstream waters by increasing phosphorus levels, reducing oxygen levels and ultimately impairing aquatic habitat for fish and other organisms as well as drinking water sources.

An unfortunate, yet still common, misperception is that storm drains discharge to water treatment plants. Stenciling is one public education tool that helps dispel this misperception.

This fact sheet provides guidance on implementing a storm drain stenciling program to increase public awareness of the direct connectivity between storm drains and water resources.

Contents

- 1 Benefits and pollution reduction
- 2 Program development and implementation
  - 2.1 Storm drain stenciling techniques
  - 2.2 Volunteer recruiting
  - 2.3 Standard specifications and/or ordinances
- 3 Maintenance considerations
- 4 Typical cost

Example of a message used for storm drain stenciling.

Benefits and pollution reduction

Storm drain stenciling will help the people in your community understand what happens to polluted stormwater. When people are aware of the negative environmental impacts of their actions, they are more likely to stop dumping pollutants down storm drains. Reduction in the discharge of pollutants into storm drains results in cleaner downstream lakes, streams and wetlands. It contributes to improved water clarity, coloration and odor as well as fish and wildlife habitat.

Program development and implementation

Programs designed to increase public awareness through volunteer efforts have the benefit of educating both the general public and the volunteer. The extent of a Municipal Separate Storm Sewer Systems (MS4) storm drain stenciling program is dependent upon several factors including the MS4 owner's/operator's available resources, size of staff, and degree and character of its illicit storm drain discharges. Many pollution prevention awareness phrases can be effective: “No Dumping. Drains to River,” “No Dumping. Drains to *<Insert Water Source>*,” “You Dump It, You Drink It,” “No Waste Here,” and “Only Rain in the Drain.” For more information regarding other methods to trace and prevent illicit discharges see the Potential Discharge Identification and Risk Reduction fact sheet (https://stormwater.pca.state.mn.us/index.php?title=MS4_fact_sheet_-_Potential_Discharge_Identification_%26_Risk_Reduction).

Storm drain stenciling techniques

Storm drain ‘stenciling’ can be done with paint and stencils, medallions, pre-stamped grates or stamped concrete.

- **Paint** - Painting or spray painting with a paper, plastic or metal stencil as a guide is an inexpensive application for storm drain stenciling and easily implemented by volunteers. However, the lifetime of the paint may not exceed two years. Stenciling can be done on the street in front of the storm drain, on the adjacent sidewalk, or on the curb. Spray paint is the easiest to apply neatly, but contains air polluting propellants. Consider using environmentally-friendly paints free of heavy metals and low in volatile organic compounds.
- **Medallions** - Plastic, ceramic or metal medallions, typically 4 inches round, can be glued with a strong epoxy or embedded in concrete and bolted down. Gluing medallions is easily transferable to volunteer programming.

- **Pre-stamped grates** - Pre-stamped grates will last a long time (until the metal is worn down) and are an effective means to implement a city-wide storm drain stenciling initiative.
- **Stamped concrete** - While concrete is still wet, stamp an impression of the selected 'no dumping' slogan. Stamped concrete will last longer than paint or medallions. In addition, concrete stamps allow versatility in design since, unlike medallions, long-term stability is not based on size of the design.

Volunteer recruiting

- **Encourage organization-sponsored stenciling** Storm drain stenciling is a great activity for all types of organizations including service clubs, neighborhood associations and scout groups. Stenciling does not require extensive volunteer participation. A few trained volunteers can thoroughly mark storm drains within a single neighborhood. However, the educational nature of the activity facilitates greater understanding among participants of the value of water resources.

  MS4s can provide brochures and guidance documents identifying how to stencil and recruiting organizations to get involved. The City of Burnsville (http://mn-burnsville.civicplus.com/?nid=1107), MN, provides an online sign-up form for individuals and organizations to get involved. The City of Woodbury, MN, recruits community groups for storm drain stenciling projects. Volunteers also distribute informational door hangers to homes in the project area. A single project area is a commitment of one to two hours of work. In all cases of recruiting volunteers, the City provides materials and instructions. Friends of the Mississippi River (http://fmr.org/storm-drain-stenciling), University of Minnesota Extension Service and North Carolina State University (https://www.bae.ncsu.edu/programs/extension/wqg/smp-18/stormdrain/) are just a few of the entities that provide detailed guidelines on volunteer safety, protection of public and private property, MS4 liability, painting quality and stenciling effectiveness.

- **Adopt A Street integration** The City of Ashland, Oregon (http://www.ashland.or.us/Page.asp?NavID=1568), has instituted a storm drain stenciling program in collaboration with their Adopt a Street Program. They encourage participants in the existing Adopt a Street Program to stencil storm drains as well. The same collector or arterial street adopted for quarterly trash pick-up by businesses, organizations or schools can serve as the site to conduct storm drain stenciling with City resources.
- **Be prepared** - The EPA suggests that organizers be prepared with the following at all volunteer stenciling events:
  - Kits containing all necessary materials and tools
  - A map of the storm drains to be marked
  - Safety training on the technique for using stencils or affixing signs including the use of masks or goggles, gloves, traffic safety equipment such as traffic cones, safety vests
  - Incentives and rewards (e.g. badges, t-shirts, certificates).

Standard specifications and/or ordinances

Require that all new and repaired storm drains be outfitted with storm grates that have a pre-stamped pollution prevention message such as "No Dumping, Drains to River." The City of South Jordan, Utah provides a good example of engineering specifications for storm drain stenciling:

Developments must provide theft-resistant permanent installation of a City-approved storm drain marker at each stormwater inlet. The marker is part #STDM-9131-SSP, a 4" Stainless Steel Green Painted Marker with Custom Tree Logo with ¼" square hole made by Almetek Industries, Inc. Installation requires Drive Rivet and approved adhesive. Lettering on the marker as appropriately follows:

- "Only Rain in the Drain" markers installed anywhere stormwater discharges to a retention or detention pond
- "No Dumping, Drains to River" markers installed anywhere stormwater discharges to the Jordan River
- "No Dumping, Drains to Creek" markers installed anywhere stormwater discharges to a Creek in the City
- "No Dumping, Drains to Lake" markers installed anywhere stormwater discharges to a lake in the City

Specifications such as this could be contained in MS4 drainage manuals, stormwater design manuals, engineering guidelines, or stormwater management ordinances and permitting.

Maintenance considerations

In order to maintain the visibility of the storm drain stenciling, re-application may be necessary. Painting lasts about 2 years while medallions would not require replacement for many years, depending on the application.

Typical cost

The EPA indicates that plastic stencils that can last 25 to 500 uses, depending on paint application (spray, brush, or roller), cost $10 to $15.50. Metal stencils have the benefit of lasting longer and can cost $100 or more. Medallions range from $1 to $3 for 4-inch diameter plastic markers, $2 to $5 for metal and up to $7 for ceramic. Costs vary based on custom versus standard designs. Glue is only a fraction of the cost. A one-time set-up fee of $200 to $1,000 for pre-cast drain inlets with custom pollution prevention messages is applicable above the cost of the structures based on the text and or imagery of the message. Concrete stamps cost around $100 depending on size and custom versus standard designs.

Retrieved from "https://stormwater.pca.state.mn.us/index.php?title=MS4_fact_sheet_-_Storm_Drain_Stenciling&oldid=55056"

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/* Manually replaced by abbott Aug 6 '21 */

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

This Agreement is entered into as of the date last written below ("Effective Date") by and between Discovery Woods, a Minnesota non-profit charter school, and the City of Brainard, Minnesota, a Minnesota municipal corporation (collectively the "Parties").

Recitals

A. The City owns and operates a storm water drainage system that includes numerous storm drains, most of which are located on a public right-of-way.

B. Discovery Woods requested permission for groups of students to paint certain storm drains in North Brainard during the summer of 2022 with stenciling to inform the public of water quality issues ("the stenciling project").

C. The stenciling project will result in several students and teachers being near and interacting with storm drains and standing in public rights-of-way, potentially close to vehicular traffic.

Agreement

1. **Stenciling Project.** The City agrees to allow Discovery Woods to undertake its stenciling project on City-owned storm drains, subject to the following:

   a. All work shall be supervised by Discovery Woods staff. Minors shall not be left unattended in the public right-of-way.
   b. The messages to be stenciled shall be approved in advance by the Brainerd Director of Public Works.
   c. Discovery Woods shall confirm with the Director of Public Works which storm drains are to be stenciled to ensure that they drain to the Mississippi River and are not in an area subject to 2022 street construction.
   d. Discovery Woods staff shall notify Public Works when stenciling is to occur.

2. **Indemnification and Hold Harmless**. Discovery Woods shall defend and indemnify the City for all claims brought by or on behalf of the students and teachers involved in the stenciling project, or by any third party asserting damages arising out of or related to the stenciling project. Discovery Woods shall also hold the City harmless from, and shall reimburse the City for, any loss, damage, cost, expense (including reasonable attorneys' fees), claim, or liability directly or indirectly arising out of or in any way related to the stenciling project.

DISCOVERY WOODS

Dated: _____

By: _____

Name:_____

Title:_____

CITY OF BRAINARD

Dated: _____

By: _____

Davd Badeaux, Mayor

Dated: _____

By: _____

Jennifer Bergman, City Administrator

441058

Brainerd City Council
Agenda Request

Requested Meeting Date: February 7, 2022

Title of Item: Approve Sewer Flow Monitoring Proposal from SEH

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

Summary of Issue:

Attached to this request is a Proposal to perform sewer flow monitoring services from SEH. SEH has been investigating our system for some time now, including a smoke testing analysis performed in 2020/2021 to look for storm drain connections into the sanitary sewer system to look for cross connections to the sanitary sewer and also formulating a plan to rehabilitate the interceptor pipe in Kiwanis/Rotary Park.

Alternatives, Options, Effects on Others/Comments:

The final step of this process before implementing a large scale sewer lining type project is to flow monitor at specific locations to look for the infiltration. When smoke testing is performed, it finds direct connections to the sanitary sewer by use of smoke. The smoke is detected at the surface, thus finding the areas of direct inflow from rain water into the system. Flow monitoring detects the less obvious cross connections from sump pump or foundation drains and also finds areas with leaky joints or other areas where water is infiltrating into the sewer system. The flow is measured at specific locations where we can catch large areas, then more targeted inspections and enforcement is done to reduce clean storm water entering the system. This is a budgeted 2022 item in the sanitary sewer fund.

Recommended Action/Motion:

Staff recommends approval of the letter proposal as submitted by SEH for the flow monitoring study.

Financial Impact:

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

What is the total cost, with tax and shipping $ 65,000

Is this budgeted? ☑ Yes ☐ No

Please Explain: $65,000 was included in the 2022 sanitary sewer budget for this project.

Building a Better World
for All of Us®

February 2, 2022

RE: City of Brainerd, Minnesota
Proposal for Professional Engineering Services
Sanitary Sewer Flow Monitoring and Analysis
SEH No. BRDMN 156034 14.00

Mr. Paul Sandy
City Engineer
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Dear Mr. Sandy:

Short Elliott Hendrickson (SEH®) appreciates the opportunity to submit this proposal for engineering consulting services to the City of Brainerd. Over the past two (2) years, SEH has been working with the City to address the impact of clear water inflow and infiltration (I&I) on the City's sanitary sewer collection system. As a continuation of that effort, this proposal details the additional engineering tasks to be completed under the program in 2022.

PURPOSE AND OBJECTIVES

The objective of this work plan will be to collect wastewater flow data as needed to determine and plan for any increased impact on the collection system from the presence of I&I. SEH will work with City staff to coordinate current and future efforts in developing an effective flow monitoring plan which will include the installation and data collection of wastewater flows at approximately twelve (12) meter locations throughout the City. In addition to prioritizing current I&I impacts, the flow monitoring plan will provide a comparison to the City's I&I Study conducted in 2000 and 2001. This comparison will help evaluate the effectiveness of the I&I remediation projects completed within the City over the past 20 years. Based on the flow monitoring results and system evaluation, SEH will develop recommendations for the implementation of future I&I investigation and abatement measures.

SCOPE OF WORK

The work scope for completing this project will include the following tasks. Our staff understands that the success of a program of this nature requires the work to be performed as an extension of City staff and to be respectful of City property and the entire surrounding community.

<u>Task 1.0 – Sanitary Sewer Flow Monitoring</u>

- Install 12 temporary flow meters within the sanitary sewer collection system.
  - SEH will furnish, install, calibrate, and maintain sanitary sewer monitoring equipment.
  - Flow meters to provide raw monitoring data in 15-minute maximum intervals tabulated, daily maximum and minimum flow rates, total, average, and peak daily flow.
- Install one (1) temporary rain gauge capable of collecting 5-minute readings to be furnished by SEH.

- Flow monitoring intended to occur from approximately March 1, 2022 until July 30, 2022.
  - SEH will monitor the weather forecast with the intent of installing the flow meters approximately one (1) week before the primary Spring 'snow-melt' in order to monitor any subsequent impact on the system.
- SEH will provide data download and field maintenance services for the flow monitoring equipment for the duration of the project.
  - All flow meters are intended to be equipped with cellular communications for remote data retrieval in an effort to reduce labor hours and provide a cost savings to the City.
- At the end of the intended flow monitoring period, SEH will completely remove all monitoring equipment from the City's collection system.

Task 2.0 – Flow Data Analysis and System Evaluation

- SEH will review all of the flow metering data and provide analysis to determine the baseflow and wet weather peak flows at each metered location or sub-basin area.
- SEH will evaluate the collected flow data against City Water Usage, Mississippi River levels, and local rainfall for use in the determination of potential I&I sources.
- SEH will prepare a draft technical memorandum report to the City for review via electronic copy. The draft report will include a description of work for each of the tasks outlined above, the analytical results from the flow monitoring program, and a priority list of all metered area.
- SEH will provide recommendations for the implementation of future I&I investigation and abatement measures, as needed, based on the flow monitoring results and system evaluation.
- Following the review and approval of the draft technical memorandum by City staff, the SEH team will make any necessary modifications and provide the City with an electronic copy of the final report.
- Conduct one (1) review meeting at the conclusion of the project to discuss the final results with City staff.

PROJECT ASSUMPTIONS

- City to provide SEH with sanitary sewer as-built records, if necessary.
- City to provide SEH with concurrent data including but not limited to:
  - Water Usage (minimum of daily values)
  - Flow data from Wastewater Treatment Facility (minimum of daily values)
  - Flow data from Regional Lift Stations (minimum of daily values)

PROJECT EXCLUSIONS

- Hydraulic calculation or modeling of sanitary sewer flows.
- Stakeholder coordination outside of City of Brainerd staff.

PROJECT SCHEDULE

SEH has the staff available to work on this project and can start as soon as provided notice to proceed from the City in continuation of existing project work. Initial flow monitoring activities will be based on local weather and the Spring primary 'snow-melt.' The anticipated schedule for active flow metering would be March 1, 2022 through July 30, 2022. Flow data analysis and the technical memorandum report would be projected for delivery by September 30, 2022 pending no project extensions or other additions to this base scope of work.

COMPENSATION

The estimated project cost for the total scope of work outlined above would be $65,000. Compensation will be on an hourly basis, based on the actual hours worked for SEH personnel assigned to the project, plus reimbursable expenses. SEH will invoice the project on a monthly basis and will not exceed the overall project estimate without a review of the current budget and approval from the City prior to conducting the current or any future work tasks.

The flow monitoring project is designed to include minimal demand from City staff beyond the initial coordination. In an effort to accommodate the City's budget, increased City involvement in the areas of data download and flow meter maintenance could result in additional cost savings across the project.

If you have any questions or comments related to this project, please feel free to call me at 651.318.0350. We look forward to working with the City of Brainerd on this important project.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Spencer Cossalter
Project Manager / Design Leader

c: Scott Hedlund, SEH

Brainerd City Council
Agenda Request

Requested Meeting Date: February 7, 2022

Title of Item: Presentation - 5-Year Capital Improvement Plan Update

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☑ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: City Engineer/Public Works Director Sandy	**Department:** Engineering
Presenter (Name & Title): City Engineer/Public Works Director Sandy	**Estimated Time Needed:** 20 Minutes

Summary of Issue:

Attached is a copy of the proposed 5-Year Street and Sewer Capital Improvement Plan.

Alternatives, Options, Effects on Others/Comments:

Staff has also included, per the direction of the committee, the costs associated with the Street Scan proposal discussed at the last meeting to see how it fits into the capital plan. Staff will present the information at the meeting in a powerpoint, but this has been included in the packet to help the committee review it before the meeting.

Recommended Action/Motion:

Informational. Staff will be looking for action from the committee and council on if they would like to pursue the street scan services as presented.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

Capital Improvement Plan Report 2022-2026 - Construction Costs

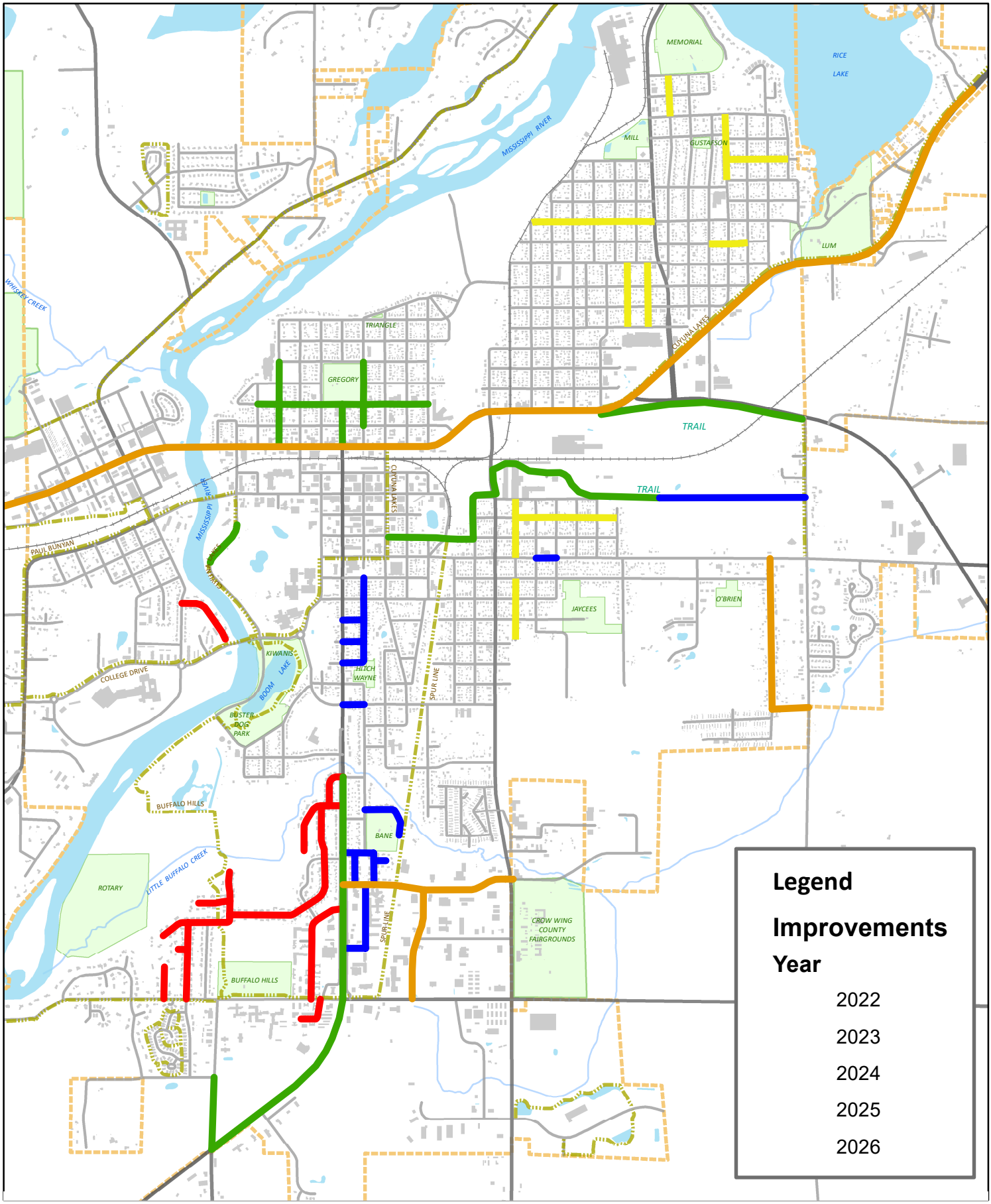
Improvement Year	Project #	Project Name	Construction Fund	Special Assessment	Municipal State Aid	Sanitary Sewer Fund	Storm Water Utility	Water Fund (BPU)	Other	Total Project Cost	Project Length
2022											
		2022 Street Striping	$10,000	$0	$0	$0	$0	$0	$0	$10,000	0
		2022 Crack Filling	$25,000	$0	$0	$0	$0	$0	$0	$25,000	0
		2022 Street Patching	$50,000	$0	$0	$0	$0	$0	$0	$50,000	0
		Street Scan Implementation	$60,000	$0	$0	$0	$0	$0	$0	$60,000	0
	21-10	Greenwood Street Construction	$0	$0	$130,000	$0	$0	$0	$0	$130,000	0.16
		2022 Seal Coat	$150,000	$0	$0	$0	$0	$0	$0	$150,000	0
		East River Road Reconstruction	$150,000	$0	$0	$0	$0	$0	$0	$150,000	0.12
	12-04	North 6th Street Reconstruction	$138,000	$21,000	$0	$2,000	$50,000	$0	$0	$190,000	0.13
		N 7th Street Reconstruction	$234,000	$35,000	$0	$4,000	$25,000	$0	$0	$263,000	0.22
		Laurel Street and 12th St SE Resurfaci	$280,000	$0	$0	$0	$0	$0	$0	$280,000	0.22
		S 6th Street Reconstruction	$0	$0	$290,000	$0	$0	$0	$0	$290,000	1.5
		North 3rd Street Reconstruction	$308,000	$46,000	$0	$4,000	$25,000	$0	$0	$337,000	0.29
		2022 Sanitary Sewer Replacement Pro	$0	$0	$0	$352,000	$0	$0	$0	$352,000	0
		Juniper Street Reconstruction	$615,000	$92,000	$0	$20,000	$125,000	$0	$0	$760,000	0.58
	19-02	Cuyuna Lakes State Trail Connection -	$400,000	$0	$0	$0	$0	$0	$1,100,000	$1,500,000	0
		Yearly Total	**$2,420,000**	**$194,000**	**$420,000**	**$382,000**	**$225,000**	**$0**	**$1,100,000**	**$4,547,000**	**3.22**
2023											
		Street Scan	$13,000	$0	$0	$0	$0	$0	$0	$13,000	0
		2023 Street Striping	$15,000	$0	$0	$0	$0	$0	$0	$15,000	0
		2023 Crack Sealing	$25,000	$0	$0	$0	$0	$0	$0	$25,000	0
		Paul Circle Resurfacing	$31,000	$8,000	$0	$2,000	$4,000	$0	$0	$37,000	0.05
		Madison Street Resurfacing	$38,000	$5,000	$0	$2,000	$0	$0	$0	$40,000	0.06
		2023 Street Patching	$50,000	$0	$0	$0	$0	$0	$0	$50,000	0
		S 7th Street Resurfacing	$62,000	$16,000	$0	$2,000	$0	$0	$0	$64,000	0.1
		Willow Street Resurfacing	$0	$6,000	$68,000	$2,000	$0	$0	$0	$70,000	0.07
		Paul Street Resurfacing	$62,000	$8,000	$0	$6,000	$4,000	$0	$0	$72,000	0.1
		S 8th St Resurfacing	$68,000	$17,000	$0	$4,000	$0	$0	$0	$72,000	0.11
		Todd Street Resurfacing	$118,000	$30,000	$0	$0	$4,000	$0	$0	$122,000	0.19

Improvement Year	Project #	Project Name	Construction Fund	Special Assessment	Municipal State Aid	Sanitary Sewer Fund	Storm Water Utility	Water Fund (BPU)	Other	Total Project Cost	Project Length
		2023 Seal Coat	$150,000	$0	$0	$0	$0	$0	$0	$150,000	0
		S 7th Street Resurfacing	$136,000	$35,000	$0	$6,000	$10,000	$0	$0	$152,000	0.22
		Rosewood, Sycamore, Tamarack Pave	$186,000	$29,000	$0	$60,000	$0	$0	$0	$246,000	0.18
		2023 Sanitary Sewer Replacement Pro	$0	$0	$0	$340,000	$0	$0	$0	$340,000	0
		Harrison Elementary Safe Routes to S	$0	$0	$0	$0	$0	$0	$500,000	$500,000	0
		S 7th Street Reconstruction	$289,000	$89,000	$0	$235,000	$52,000	$0	$0	$576,000	0.28
	19-02	Cuyuna Lakes State Trail Connection -	$0	$0	$0	$0	$0	$0	$2,000,000	$2,000,000	0
		Yearly Total	**$1,243,000**	**$243,000**	**$68,000**	**$659,000**	**$74,000**	**$0**	**$2,500,000**	**$4,544,000**	**1.36**
2024											
		Street Scan	$13,000	$0	$0	$0	$0	$0	$0	$13,000	0
		2024 Street Striping	$15,000	$0	$0	$0	$0	$0	$0	$15,000	0
		2024 Crack Sealing	$25,000	$0	$0	$0	$0	$0	$0	$25,000	0
		Norway Court Resurfacing	$38,000	$10,000	$0	$2,000	$6,000	$0	$0	$46,000	0.06
		2024 Street Patching	$50,000	$0	$0	$0	$0	$0	$0	$50,000	0
		Hillcrest Drive Resurfacing	$50,000	$13,000	$0	$4,000	$6,000	$0	$0	$60,000	0.08
		Belle Rae Circle Resurfacing	$75,000	$19,000	$0	$4,000	$2,000	$0	$0	$81,000	0.12
		Carol Lane Resurfacing	$75,000	$19,000	$0	$4,000	$4,000	$0	$0	$83,000	0.12
		Woodcrest Road Resurfacing	$93,000	$24,000	$0	$8,000	$4,000	$0	$0	$105,000	0.15
		Pineview Drive Resurfacing	$106,000	$27,000	$0	$6,000	$6,000	$0	$0	$118,000	0.17
		Hawkins Drive Resurfacing	$130,000	$33,000	$0	$6,000	$4,000	$0	$0	$140,000	0.21
		2024 Seal Coat	$150,000	$0	$0	$0	$0	$0	$0	$150,000	0
		Linden Lane Resurfacing	$161,000	$42,000	$0	$10,000	$4,000	$0	$0	$175,000	0.26
		Crestview Lane Resurfacing	$161,000	$42,000	$0	$10,000	$12,000	$0	$0	$183,000	0.26
		Spruce Drive Resurfacing	$235,000	$60,000	$0	$14,000	$22,000	$0	$0	$271,000	0.38
		2024 Sanitary Sewer Replacement Pro	$0	$0	$0	$302,000	$0	$0	$0	$302,000	0
		Graydon Avenue Mill and Overlay	$567,000	$179,000	$0	$30,000	$36,000	$0	$0	$633,000	1.13
		Yearly Total	**$1,944,000**	**$468,000**	**$0**	**$400,000**	**$106,000**	**$0**	**$0**	**$2,450,000**	**2.94**
2025											
		TH 210 Reconstruction								$0	0
		2025 Street Striping	$10,000	$0	$0	$0	$0	$0	$0	$10,000	0
		Street Scan	$13,000	$0	$0	$0	$0	$0	$0	$13,000	0

Improvement Year	Project #	Project Name	Construction Fund	Special Assessment	Municipal State Aid	Sanitary Sewer Fund	Storm Water Utility	Water Fund (BPU)	Other	Total Project Cost	Project Length
		2025 Crack Sealing	$25,000	$0	$0	$0	$0	$0	$0	$25,000	0
		Wright Street Realignment	$0	$0	$50,000	$0	$0	$0	$0	$50,000	0
		2025 Patching	$50,000	$0	$0	$0	$0	$0	$0	$50,000	0
		Oakridge Road Resurfacing	$81,000	$10,000	$0	$0	$0	$0	$0	$81,000	0.13
		2025 Seal Coat	$150,000	$0	$0	$0	$0	$0	$0	$150,000	0
	19-18	Highway 25 Trail Connection	$0	$0	$0	$0	$0	$0	$337,000	$337,000	0
		S 10th Street Reconstruction	$0	$121,000	$366,000	$16,000	$30,000	$0	$0	$412,000	0.38
	14-04	Beech Street Resurfacing	$0	$80,000	$481,000	$18,000	$30,000	$0	$0	$529,000	0.5
		Wright Street Resurfacing	$0	$91,000	$548,000	$30,000	$52,000	$0	$0	$630,000	0.57
		Yearly Total	**$329,000**	**$302,000**	**$1,445,000**	**$64,000**	**$112,000**	**$0**	**$337,000**	**$2,287,000**	**1.58**
2026											
		Street Scan	$13,000	$0	$0	$0	$0	$0	$0	$13,000	0
		2026 Crack Sealing	$25,000	$0	$0	$0	$0	$0	$0	$25,000	0
		11th Avenue NE Resurfacing	$17,000	$54,000	$0	$7,500	$22,500	$0	$0	$47,000	0.23
		2026 Patching	$50,000	$0	$0	$0	$0	$0	$0	$50,000	0
		9th Avenue NE Resurfacing	$106,000	$45,000	$0	$0	$7,500	$0	$0	$113,500	0.14
		2026 Seal Coat	$150,000	$0	$0	$0	$0	$0	$0	$150,000	0
		M Street NE Resurfacing	$158,000	$67,000	$0	$0	$0	$0	$0	$158,000	0.21
		6th Avenue NE Resurfacing	$165,000	$52,000	$0	$15,000	$7,500	$0	$0	$187,500	0.22
		I Street NE Resurfacing	$152,000	$32,000	$0	$32,000	$5,000	$0	$0	$189,000	0.2
		7th Avenue NE Resurfacing	$165,000	$70,000	$0	$10,000	$17,500	$0	$0	$192,500	0.22
		Maple Street Resurfacing	$261,000	$110,000	$0	$12,500	$55,000	$0	$0	$328,500	0.35
		14th Street SE Resurfacing	$261,000	$55,000	$0	$20,000	$52,500	$0	$0	$333,500	0.35
		J Street NE Resurfacing	$320,000	$67,000	$0	$5,000	$10,000	$0	$0	$335,000	0.42
		Yearly Total	**$1,843,000**	**$552,000**	**$0**	**$102,000**	**$177,500**	**$0**	**$0**	**$2,122,500**	**2.34**
		Grand Total	**$7,779,000**	**$1,759,000**	**$1,933,000**	**$1,607,000**	**$694,500**	**$0**	**$3,937,000**	**$15,950,500**	**11.44**

City of Brainerd

Capital Improvement Plan 2022-2026



0 1,000 2,000 3,000 4,000 5,000
Feet
0 0.25 0.5 1
Miles

N W E S

Disclaimer: This map is intended for reference purposes only and is not a legally recorded map nor survey. The City of Brainerd shall not be liable for any damages or claims that arise due to accuracy, availability, use, or misuse of the information herein pursuant to MN Statute 466.03 Subd 21.

Street Scan Proposal Evaluation

Services		One-Time	Annual
Street StreetScan Data Collection*	ScanCar Data Collection	$ 14,580.00	
	Data Processing		
	Processed Data Results		
	Mobilization and Setup	$ 4,500.00	
Sidewalk StreetScan Data Collection*	ScanCart Data Collection	$ 9,520.00	
	Data Processing		
	Sidewalk Videos		
	Processed Data Results		
	Mobilization and Setup	$ 3,000.00	
Asset Management Module	Asset Management	$ 2,500.00	$ 5,750.00
Additional Asset Collection	360 Degree Imagery Package	$ 2,025.00	
	Sidewalk GIS Database	$ 2,430.00	
	Curb GIS Database	$ 4,050.00	
	Traffic Signage (4 Attributes)	$ 5,015.00	
	Catch Basins	$ 3,240.00	
	Manholes	$ 2,430.00	
	ADA Sidewalk Width	$ 1,600.00	
	ADA Ramp Compliance	$ 4,800.00	
	Sub-Total	**$ 59,690.00**	**$ 5,750.00**
	***5-year Re-Scan of Street/Sidewalks**		**$ 6,320.00**
	Total Annual Cost (w/ 5-year re-scan)		**$ 12,070.00**

One-Time Cost

Annual Cost

Automated Asset Management Proposal

Brainerd, MN

November 22, 2021

Proposal for Brainerd, MN

Prepared for:

Paul Sandy

City Engineer/Interim Public Works Director

City of Brainerd, MN

501 Laurel Street

Brainerd, MA 56401

218-454-3411

Prepared by:

StreetScan Inc.

603 Salem Street

Wakefield, MA 01880

617.399.8236

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November 22, 2021

Paul Sandy, City Engineer/Interim Public Works Director
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Thank you for your interest in StreetScan. Municipalities worldwide are faced with aging infrastructure and limited budget resources to repair and maintain them. Having the ability to monitor the health of your street network through an abundance of data collected via multiple vehicle-mounted sensors allows your staff to properly allocate repair and maintenance budgets. This is now made possible in an affordable, objective way utilizing StreetScan's advanced mobile sensing vehicle and online web-based app.

Our service offering includes:

- Data Collection: vehicle survey of paved lane miles.
- Data Processing of pavement condition and assets.
- Data Visualization: pavement monitoring system including StreetScan's Pavement Rating (SPR) Report.
- Pavement Management Plan: maintenance and budget options, suggestions and scenarios; optional cloud-based access with robust interactive planning and budgeting tools.

Also available (see Appendices for more details):

- 360° imagery Viewer
- Optional asset extractions including pavement markings, traffic signs, utility assets, street lighting, sidewalks, curbs, trees, etc.

On behalf of the team at StreetScan, we are pleased to submit this proposal for your review. We strive to be as accurate as possible in our initial projections and cost estimates, and look forward to meeting with you soon to discuss any questions you may have.

Yours truly,

William Eddy
Account Manager

1. ABOUT US

At StreetScan, we come to work each day because we want to solve our clients' biggest problems when it comes to monitoring their street assets. We have a Smart City Mobile Sensing Service Offering targeted at providing clients with an intelligent, objective and affordable way to manage those assets.

Throughout the history of business, people have used data to make more informed decisions. StreetScan enables exactly this for our municipal clients.

Municipalities no longer have to send inspectors into the field for pavement surveys. Now, they can leverage the power of data to improve their decision-making abilities.

This all came about as a result of a 2009 groundbreaking project at Northeastern University that received more than $18 million in funding over a 5-year period. This stamp of approval was due to the power of the project to end localized pavement inspections and enable continuous network-wide health monitoring of roadways.

What kind of technology made this possible? Versatile Onboard Traffic Embedded Roaming Sensors (VOTERS). A framework, prototype and blueprint were successfully designed and developed, and in 2015, StreetScan was launched as a spin-off of the project. It is our comprehensive, advanced hardware and software turn-key solution that distinguishes us from the competition. More importantly, it provides street asset monitoring at a reasonable cost for our clients.

2017 saw the emergence of our current Smart City Service Offering and we have combined this service with our pavement management offering. Clients save time, money and no longer require additional field surveys. Our ScanCars can enable municipalities and other clients to extract and monitor critical assets such as pavement condition, traffic signage, pavement markings, streetlights and other transportation infrastructure assets.

We embrace progress. In 2018, StreetScan launched Streetlogix. This extensively customizable, web-based GIS asset management software has changed the landscape for municipalities. Municipalities can now optimize their budget within a user-friendly GIS environment. The system provides objective information on the current state of their infrastructure and makes maintenance and repair recommendations, including the prioritization of roadway projects. Using unprecedented data visualization and budget optimization tools, our clients have been creating defensible data-driven Capital Improvement Plans while successfully justifying their budgeting requests.

The most important thing you need to know about StreetScan is our data-driven approach. It will change the way you monitor your street assets – for the better and for the future.

StreetScan streetlogix

Powered by AI

2. OUR TEAM

William Eddy – Sr. Account Manager – William is an experienced Sales Professional and Smart City Solutions provider. He has been working with Municipalities in the Eastern US for over 10 years assisting cities in the deployment of cutting-edge, data-driven solutions to improve operations and create efficiencies. Bill has worked with industry leaders such as Bigbelly and Enevo. He is a graduate of the University of Massachusetts and resides in New England.

David M. Vines – Sr. Project Manager – David will provide project management leadership for the road condition assessment of the municipal road network. As the primary point of client contact, David will coordinate the project from the kickoff meeting to project delivery. He will provide geotechnical support for route creation, results publishing and end-user training on software functionality. David joined StreetScan as a Research and Development Engineer and was instrumental in the initial setup of the firm. He received his Ph.D. in Civil Engineering and a MS in Structural Engineering from Northeastern University in Boston, MA, as well as a B.S. in Civil Engineering from Valparaiso University in Valparaiso, IN.

Kathy Zarrehparvar – Sr. Implementation Project Manager – Kathy works closely with Streetlogix customers to successfully implement our software products. She manages projects from initiation to delivery and ensures that Streetlogix users are properly onboarded. Kathy brings 15 years' experience in project management, software implementation, and process improvements skills. She is well versed in understanding customers' needs and goals to help tailor solutions that optimize their operations and workflows. A Certified Project Management Professional, Kathy received her B.S. in Civil Engineering from the Eastern Mediterranean University in Northern Cyprus, and an Associate Certificate in Applied Web Development from the British Columbia Institute of Technology.

Ivano Teti – Customer Success Manager, Streetlogix – Ivano provides ongoing support to our customers from their onboarding of Streetlogix through the long term, ensuring they reach their goals for integrating asset management technologies to enhance their daily operations. He brings over 13 years' experience in sales and management, with a strong knowledge of the traffic, transit signal and detection industry. Prior to joining Streetlogix, Ivano managed accounts and inside sales at Electromega Ltd. where he provided adaptable and cost-efficient traffic solutions to Ontario municipalities alongside external partners such as Leotek, Siemens, and others. Ivano has completed management courses at Concordia University's John Molson School of Business in Montreal, QC.

3. THE STREETSCAN SYSTEM

StreetScan's automated data collection and algorithm-based roads prioritization software can help optimize your road budget and provide user-friendly analytics about the status of your roads and sidewalks.

Data Collection

StreetScan's vehicles equipped with multi-sensor systems detect pavement & sidewalk surface distresses without interrupting traffic flow.

Data Processing

Optimized algorithms evaluate and prioritize repairs of assets, including pavement, sidewalks, traffic signs, and more.

GIS Analytics

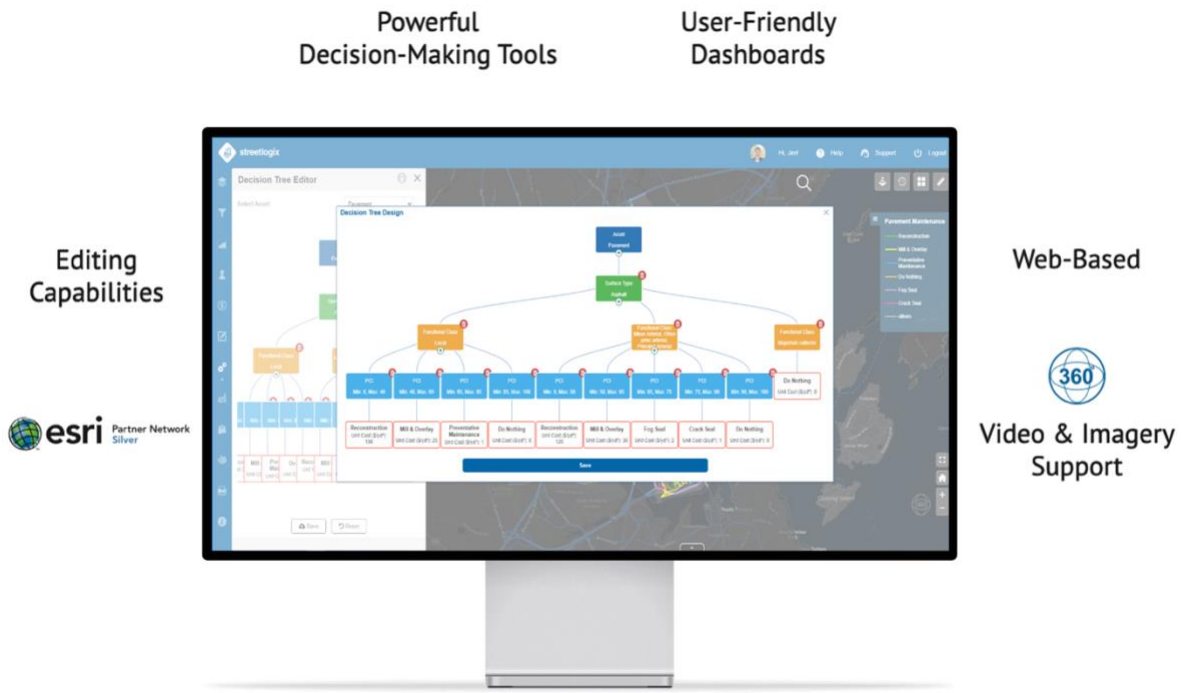
Collected data goes into Streetlogix, our unique **cloud-based application,** allowing municipalities to visualize and manage road assets in order to schedule maintenance within a user-friendly GIS environment.

4. STREETLOGIX SOFTWARE

4.1 ASSET MANAGEMENT SOFTWARE

Streetlogix's **Asset Management Module** is a cloud-based mapping, analysis, and decision-making tool for the public sector. Use it to create maps, analyze data and plan road repairs, sidewalk projects, traffic signs and right-of-way budgeting decisions. Your data and maps are stored in a secure and private infrastructure and can be configured to meet your mapping and IT requirements.

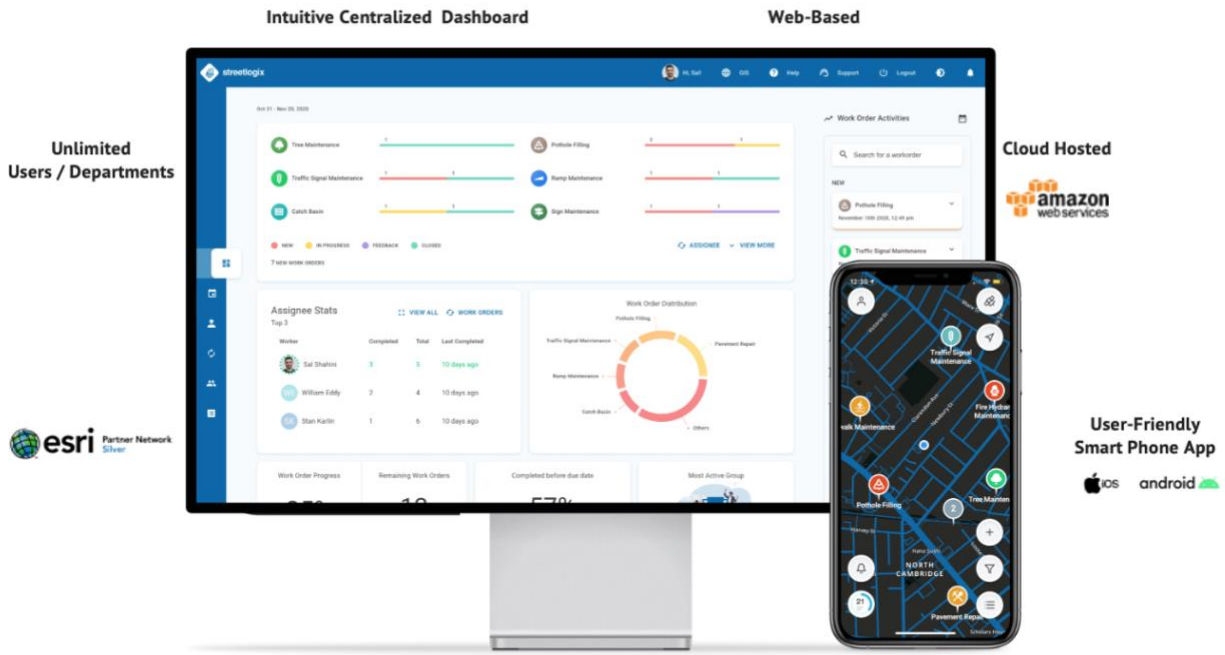
Asset Management Key Features:



4.2 WORK ORDER MANAGEMENT SYSTEM

Streetlogix's **Work Order Management System** brings greater organization, efficiency, and accountability to your task management planning, allowing you to effectively schedule, track and manage all work orders, as well as monitor work order performance metrics in a centralized dashboard. Plus, you can track and complete work orders in the field using our app on your mobile device.

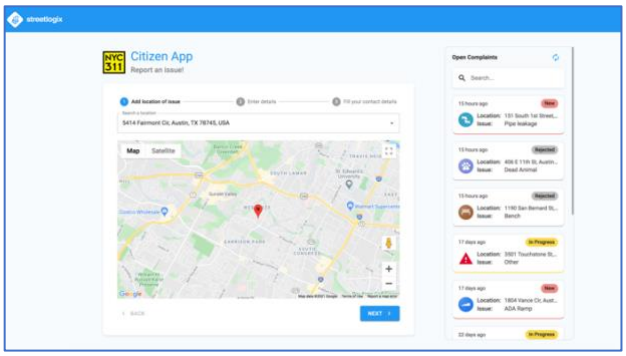
Work Order Key Features:

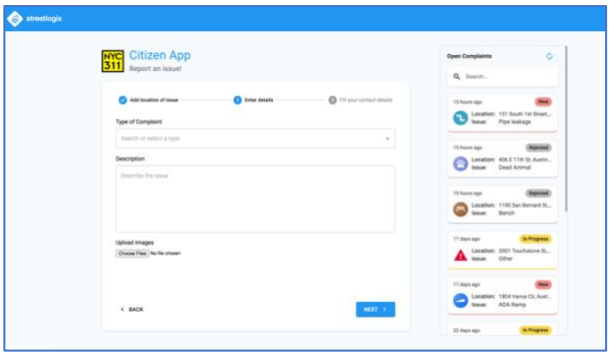


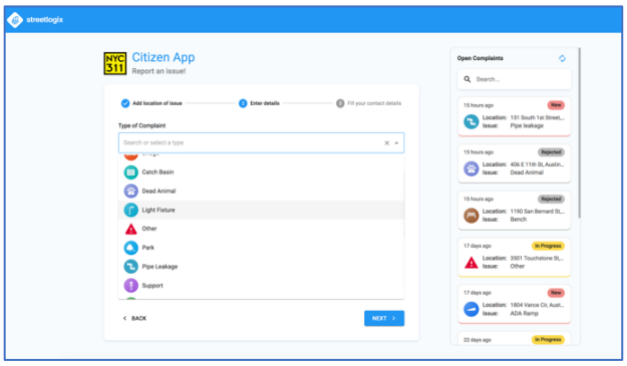
4.3 CITIZEN ENGAGEMENT APP

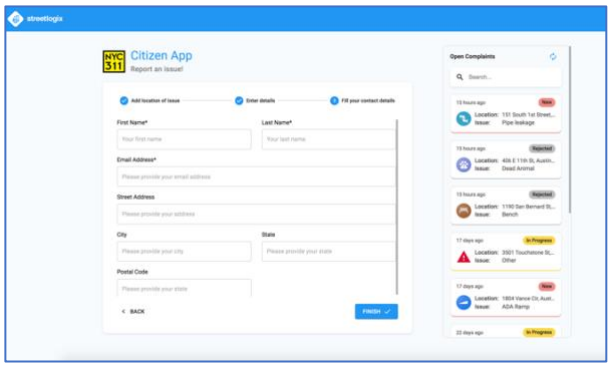
Streetlogix's **Citizen Engagement App** empowers your residents to submit service requests while enabling you to easily monitor the submissions. Our 311 application ensures your residents that each request is heard, acknowledged and tracked. It is simple to use, easy to set up, and allows automatic updates for residents on efforts to keep their community functioning. Streetlogix Citizen Engagement app helps you build a collaborative, transparent and stronger community.

Resident Online Form:



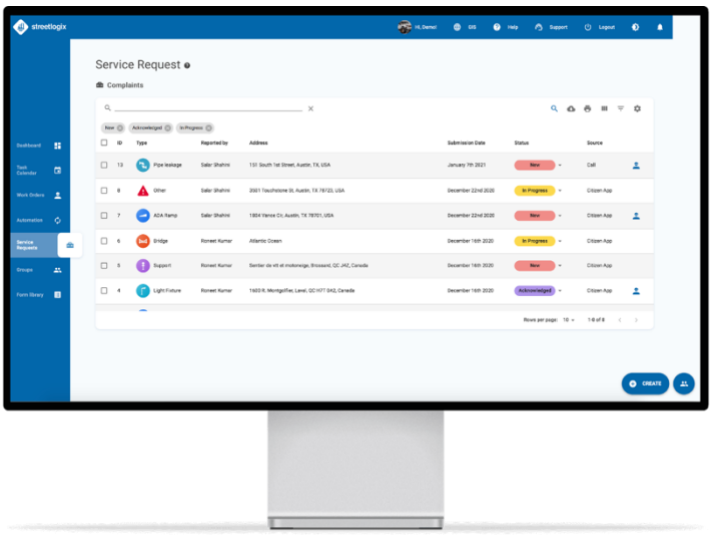






Layout Editor:

Seamless integration with Work Order App



5. PRICING OVERVIEW

5.1 DATA COLLECTION (STREETSCAN)

PAVEMENT MANAGEMENT				
	SERVICES INCLUDED	**CENTERLINE MILES**	**$/CL**	**TOTAL**
StreetScan DATA COLLECTION	ScanCar Data Collection	81 mi	$180	$14,580
	Data Processing			
	Processed Data Results			
Mobilization and Setup Cost				$4,500
TOTAL				**$19,080**

SIDEWALK MANAGEMENT				
	SERVICES INCLUDED	**SIDEWALKS MILES**	**$/MI**	**TOTAL**
StreetScan DATA COLLECTION	ScanCart Data Collection	40 mi	$238	$9,520
	Data Processing			
	Sidewalk Videos			
	Processed Data Results			
Mobilization and Setup Cost				$3,000
TOTAL				**$12,520**

5.2 SOFTWARE (STREETLOGIX)

STREETLOGIX SOFTWARE MODULE PRICING					
streetlogix MODULES	POPULATION	ANNUAL LICENSE	ANNUAL DATA	IMPLEMENTATION FEE	TOTALS
ASSET MANAGEMENT	13,373	$5,000	$750	$2,500	$8,250
WORK ORDER		$12,000	$2,750*	$10,000	$24,750
CITIZEN ENGAGEMENT		$5,000	N/A	$5,000	$10,000

* Recommended data package as per the table below

The following Hosting Fees are for the Work Order module:

DATA HOSTING AND MAINTENANCE (AWS CLOUD)*				
	PACKAGE	DATA STORAGE	DATA TRANSACTIONS	ANNUAL COST
amazon web services	10	10 GB/ Year	2 GB / Month	$750*
	25	25 GB / Year	5 GB / Month	$1,500*
	50	50 GB / Year	10 GB / Month	$2,750*
	100	100 GB / Year	20 GB / Month	$5,500*
	250	250 GB / Year	50 GB / Month	$12,000*

*Fees are based on data usage. The bolded package above is your municipality's estimated usage (based upon population). The data could also be hosted by the municipality if you have the internal hosting capacity.

5.3 OPTIONAL SERVICES AND ASSETS

One of our unique advantages is the ability for our clients to extract, assess and obtain actionable data from other Municipal assets utilizing the same data collected for the Pavement Management Survey. Below is a list of additional assets we can process from the collected data. This is set up as an a-la-carte menu so you can pick and choose the assets to meet your asset management needs.

Assets	Unit L Lane CL Centerline	QTY (est.)	Price ($/Unit)	PRICE ADDER (est.)	
				STANDARD	Work Order Module
Assets Extracted from ScanCar Dataset (Pavement Management Service Required)					
360 Degree Imagery Package	CL-M	81	$25	$2,025	Included
Pavement Markings (2 Attributes)	CL-M	81	$20	$1,620	
Pavement Markings (3 Attributes)			$50	$4,050	
Sidewalk GIS Database	CL-M	81	$30	$2,430	
Curb GIS Database	CL-M	81	$50	$4,050	
Traffic Signage (3 Attributes)	Signs	1,672	$1	$1,672	Included
Traffic Signage (4 Attributes)			$3	$5,015	$3,343
Catch Basins	Catch Basins	1,620	$2	$3,240	Included
Manholes	Manholes	2,430	$1	$2,430	Included
Tree GIS Inventory	Trees	1,620	$3	$4,860	
Street Lighting GIS Database	Lights	1,337	$2	$2,675	Included
Assets Extracted from ScanCart Dataset (Sidewalk Management Service Required)					
ADA Sidewalk Width	S-Miles	40	$40	$1,600	
ADA Ramp Compliance	Ramp	600	$8	$4,800	

Assumptions:

All asset quantities are estimated based on lane or centerline miles except for:

- Traffic Signs are estimated at 1/8 of the municipal population
- Street Lighting which is 1/10 of the municipal population
- Catch Basins which is estimated at CL-M multiplied by 20
- Metal Objects (Manholes & Valve) which is estimated at CL-M multiplied by 30
- Tree Inventory which is estimated at CL-M multiplied by 20
- ADA Ramp Inventory which is estimated at Sidewalk Miles multiplied by 15

Annex

APPENDIX A – SCOPE OF WORK AND DELIVERABLES

ROAD AND SIDEWALK ASSESSMENT SERVICE

StreetScan offers a technology-based Pavement Management approach for continuous health monitoring of your road network. Combining years of R&D at Northeastern University, StreetScan's vehicles and web-based app Streetlogix save you time and make your repair dollars go further. We have developed a 4-step process to effectively Scan, Process and Manage your road data.

STEP 1: DATA COLLECTION

Roads

Vehicle Deployed: ScanCar

StreetScan utilizes 3D imaging technology to measure road defects, such as cracking and bumps. The 3D imaging cameras provide a 8' (2.4m) of lateral road coverage and seamless road coverage in the direction of travel at speeds up to 65 mph (72kph). A 360 degree camera system provides imagery of the road surface and ROW. An Inertial Measurement Unit (IMU) enabled GNSS position system provides position location, even in the event of intermittent GPS satellite coverage.

Sidewalks

Vehicle Deployed: ScanCarts

StreetScan has developed a technology stroller-based approach which captures all the necessary distress & ADA data. We currently have 5 Carts in our fleet. StreetScan utilizes 2D imaging technology to measure sidewalk defects, such as Uplifts, Bumps, Holes, Cracking & Surface Texture. An IMU mounted on the cart measures tilt, slope & accelerations. A laptop computer is used for controlling data collection. An encoder on each wheel of the ScanCart's rear wheels provides accurate linear displacement along with a GPS, providing position information.

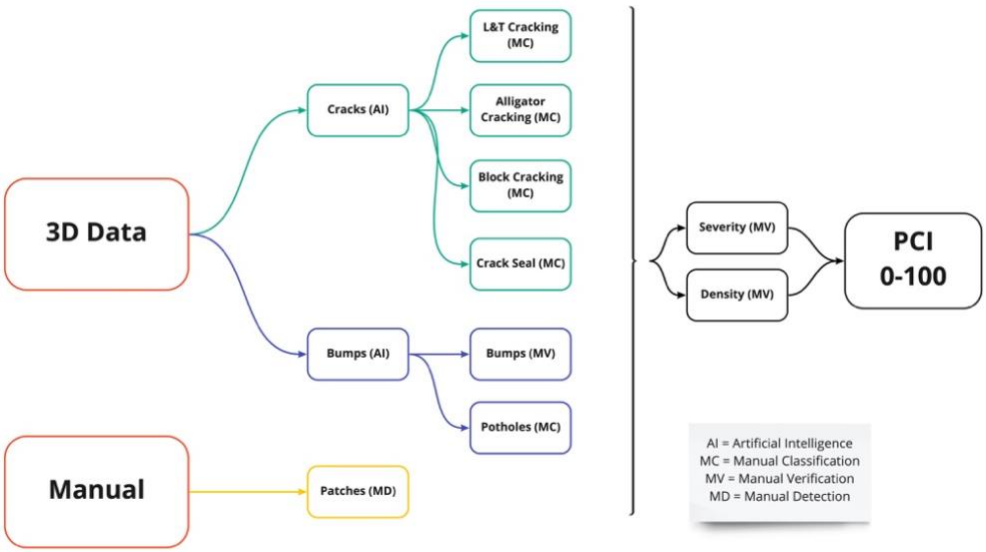
STEP 2: DATA EXTRACTION

Roads

The collected data (TBs/day) is uploaded to the StreetScan server, where automated software processes the raw sensor data. Using advanced processing algorithms, the sensors' raw data is converted into meaningful parameters representing different aspects of pavement condition. Several of our key indicators are fused to determine the **StreetScan Pavement Rating (PCI)** for each road segment. StreetScan's GIS specialists segment the pavement evaluation data from intersection to intersection and populate the database allocated to the segment.

Sidewalks

StreetScan's basic approach uses a weighted failures scheme per linear distance for a given sidewalk segment. Individual failure or feature types are given various weightings depending on their contribution to perceived sidewalk condition. As an example, an uplift is considered to have more impact to the sidewalk quality than aggregate loss, so it is given a greater weighting in the rating formula.



Sidewalk Algorithm

STEP 3: DATA VISUALIZATION AND ANALYTICS

Roads

Municipal staff will be given access to Streetlogix, our GIS web-based application, in order to view and analyze all collected survey data in addition to data from other sources to assist in decision making.

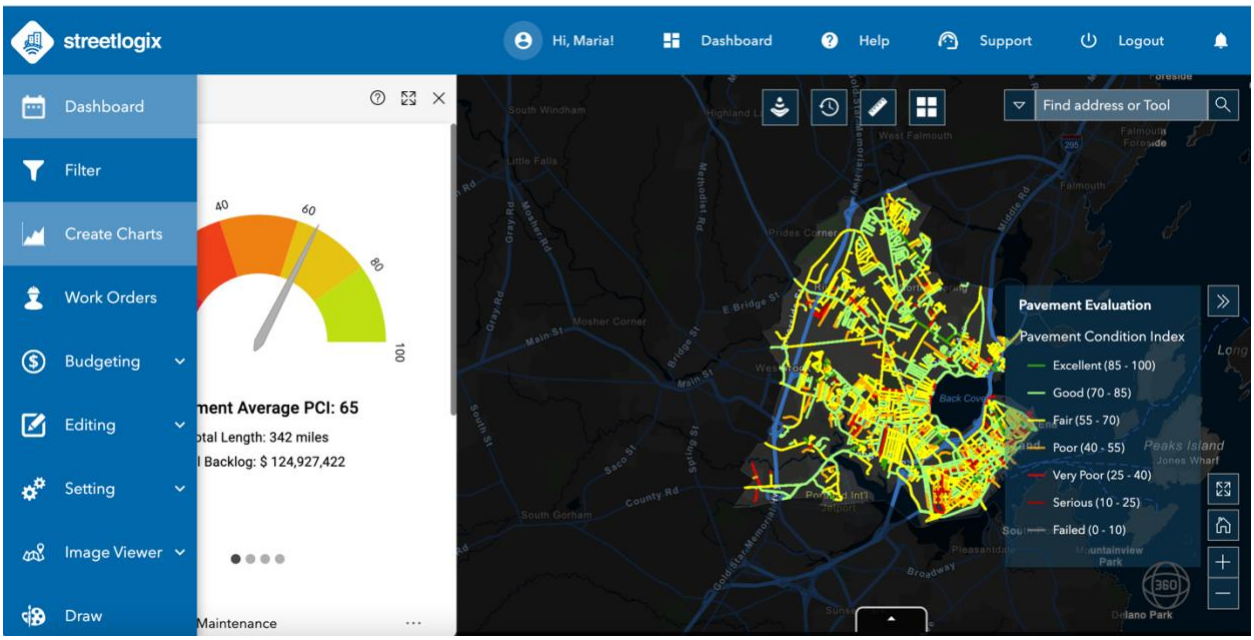
This provides staff an easy-to-use tool to quickly review PCI results, distress data and 360 images along with pavement history and other data that the municipality wants to be integrated. All data is hosted in the cloud, allowing users to login from anywhere on any computer to view the results. Streetlogix has many data import and export features making it compatible with any existing GIS solution concerning asset management. Streetlogix provides powerful data visualization and management tools including 360 viewer and extensive charts and dashboards (example below).

Sidewalks

Municipalities are given access to our GIS web-based application, Streetlogix, in order to view and analyze all collected survey data in addition to data from other sources to assist in decision making.

This provides clients an easy-to-use tool to quickly review sidewalk condition results, distresses and sidewalk images. All data is hosted in the cloud allowing users to login from anywhere on any computer to view the results. Streetlogix has many data import and export features making it compatible with any existing GIS solution. Streetlogix provides powerful data visualization and management tools including 360 viewer and extensive charts and dashboards (example below).

Portal view: Overall stats and available layers



STEP 4: MAINTENANCE PLANNING

Roads

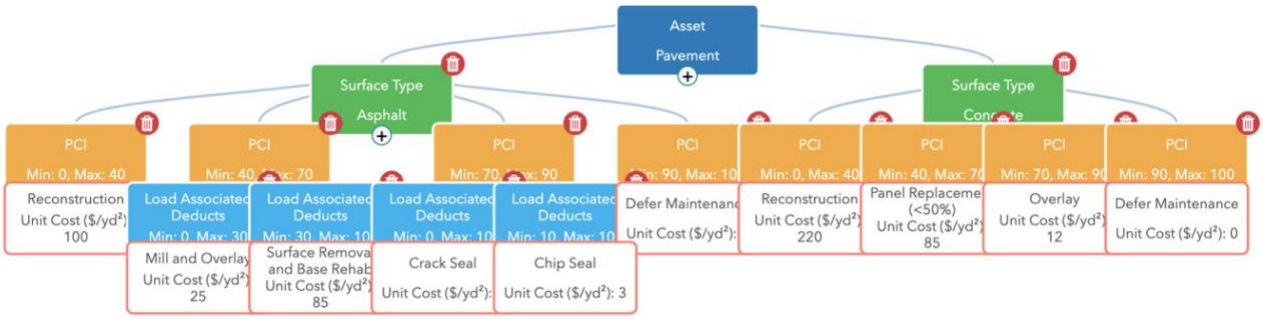
Once the inventory condition database and GIS web-app have been finalized, the work on implementing the pavement management side of the software begins. While pavement condition indicators are concerned with the current condition of the network, the management side of the process concerns itself with the analysis of condition, prediction of future condition, generation of maintenance options and pavement management scenarios. At this stage, the Client's preferred repair methods and associated costs are used to customize our Streetlogix asset management module. The results are compiled and reported to the client in our Streetlogix software and as a digital storymap.

Our decision-trees are highly customizable and we work with staff to tailor it to ensure our AI will provide the neccesarry maintenance and repair suggestions. All decision trees & underlying data will be editable by staff.

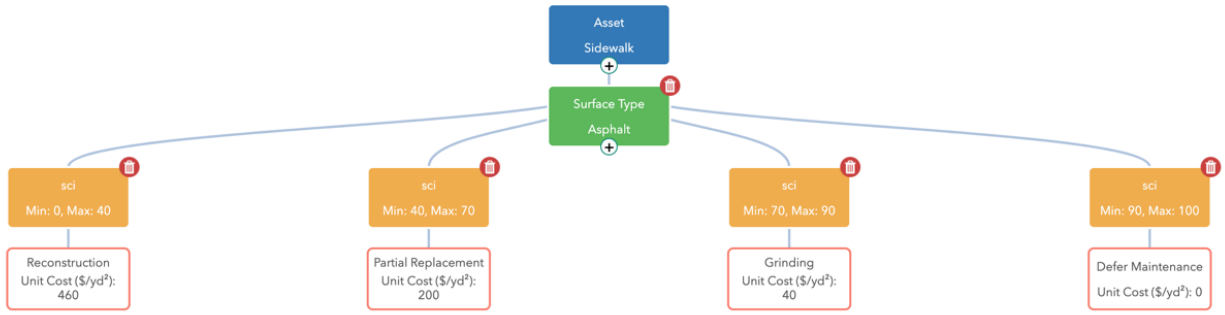
Sidewalks

Once the inventory condition database and GIS web-app have been finalized, the work on implementing the sidewalk management side of the software begins. While sidewalk condition indicators are concerned with the current condition of the network, the management side of the process concerns itself with the analysis of conditions, prediction of future conditions, generation of maintenance options and sidewalk management scenarios. At this stage, the Client's preferred repair methods and associated costs are used to customize our sidewalk management modules. The results are compiled and reported to the client in our Streetlogix software and as a pdf document.

Roads:



Sidewalks:



APPENDIX B – OPTIONAL SERVICES AND ASSET COLLECTION

StreetScan leverages AI with Semantic Segmentation in order to process the attributes which are included as part of the Work Order Module. As a result we guarantee over 80% accuracy of detecting all assets within the right of way but is subject to error due to obstructions or miss classifying the asset. 360 Imagery has the lowest margin of error and therefore is reliant on the imagery processed to obtain the assets.

Paving Markings

Through StreetScan's existing collected data, our geospatial engineering team can extract pavement markings and insert them into a separate GIS layer. All data is accessible through Streetlogix. A visual review of the markings determine their current condition and whether maintenance is required.

Attributes	Description
Category*	Left Turn, Right Turn, Crosswalk, etc.
Location*	Global Positioning System (GPS) location (+/- 5 meters)
Condition	The analysis will be conducted from intersection to intersection and given a rating of either Good, Fair or Critical. If the length of the road is longer than 1,000 ft, the analysis will be broken up into 1,000 ft segments

*Attributes included for the basic Pavement Marking inventory

** Measurement device has a rated accuracy of 0.1 degrees. However, in practice due to variations in ground surface and location where measurement is take, measured value can typically vary +/- 1 degree*

Sidewalk GIS Database

StreetScan provides sidewalk locations, determined from existing data sources (satellite imagery, Google StreetView or ScanCar images) if available. All data is provided as a GIS layer.

Deliverable:

- GIS layer of sidewalk locations

Curb GIS Database

StreetScan provides curb locations, determined from front or side facing imagery. Data is provided as a GIS layer.

Deliverable:

- GIS layer of the linear features where curbs are present

Traffic Signage

StreetScan's traffic sign asset management service provides a simple solution for the Municipality to quickly and efficiently manage its traffic signs. StreetScan utilizes an algorithm to automatically locate traffic signs saving you time and money. Our geospatial engineering team then undergoes a rigorous Q&A process and collects multiple unique attributes. Traffic sign quantities are estimated at 1/8 of municipal population. Charges will be for actual number identified; please inform us if you have more accurate estimates.

Attributes	Description
Sign Category*	Regulatory, Warning, Guide, School, Recreation, Information, General
Sign Name*	Federal or State MUTCD designation or custom designation for specialized signs
GPS Location*	Global Positioning System (GPS) location (+/- 5 meters)
Sign & Post Condition	Good, Fair, Critical rating assessed through review of daytime digital images

*Attributes included for the basic sign inventory

Catch Basins

StreetScan provides catch basin locations, determined from existing data sources (satellite imagery, Google StreetView or ScanCar images) if available. All data is provided as a GIS layer.

Deliverable:

- GIS Layer of catch basin

Manhole

StreetScan provides location of circular Manhole access points which are visible in the road imagery data. All data is provided as a GIS layer.

Deliverable:

- GIS layer of manhole locations

Tree GIS Database

StreetScan provides tree locations which are situated in the right of way, determined from existing data sources satellite imagery, Google StreetView or ScanCar images if available. All data is provided as a GIS Layer.

Deliverable:

- GIS layer of tree location

Streetlight GIS Database

Utilizing the ScanCar's cameras, StreetScan has the ability to review already collected data and extract the necessary street lighting attributes. A new street lighting data layer will be accessible through Streetlogix.

Attributes	Description
GPS Location	Global Positioning System (GPS) location (+/- 5 meter)

ADA Sidewalk Width

StreetScan will manually calculate the sidewalk width from the 3D Data collected as this feature is not automated.

ADA Ramp Compliance Survey

StreetScan will determine the compliance of ADA Ramps, measuring the following attributes: ramp slope & cross slope, road slope & cross slope, flare slopes, ramp width, landing area, tactile pad (present/not present/condition). As part of this service, StreetScan provides imagery of all ramps and a GIS data layer accessible in Streetlogix, showing location of ADA ramps and all measured properties.

Deliverables:

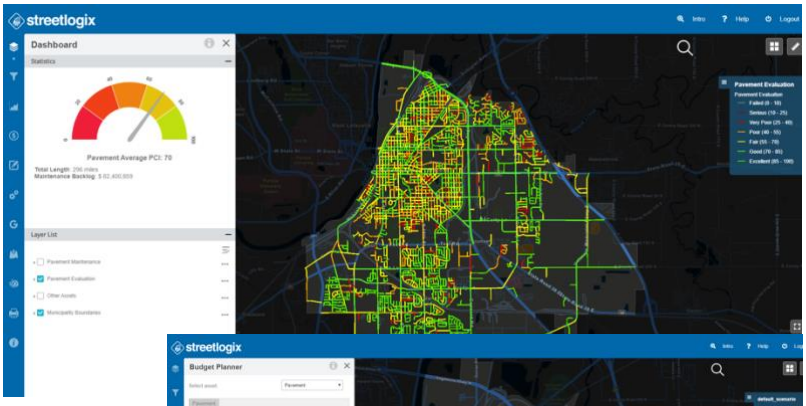
- GIS Layer with ramp location & missing ramps
- Image of ramps/no ramp
- Compliance
- Measured Attributes (shown below)

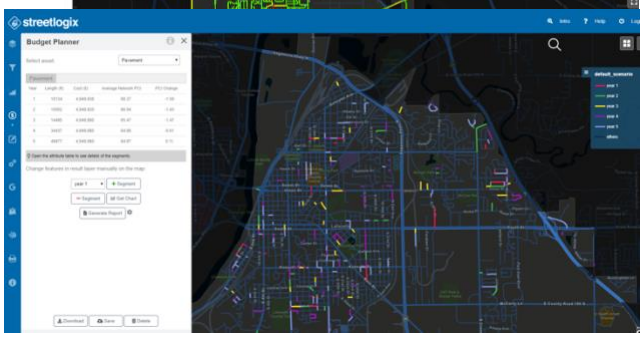
Attributes	Description
GPS Location	Global Positioning System (GPS) location (typically +/- 1.5 meters)
Image	Image of Ramp
Ramp Slope / Cross Slope	Angle (+/- 1 Degree)*
Road Slope / Cross Slope	Angle (+/- 1 Degree)*
Flare Slopes	Angle (+/- 1 Degree)*
Ramp Width Compliance	Yes/No
Landing Area Compliance	Yes, No/Obstructed
Tactile Pad	Present/Not Present & Condition

APPENDIX C – OUR CLIENTS

REFERENCES & ADDITIONAL INFORMATION

City of Lafayette, IN





Project Objective:

StreetScan was contracted by the City of Lafayette, IN, to assess the condition and provide repair suggestions for city-maintained roadways.

Project Description:

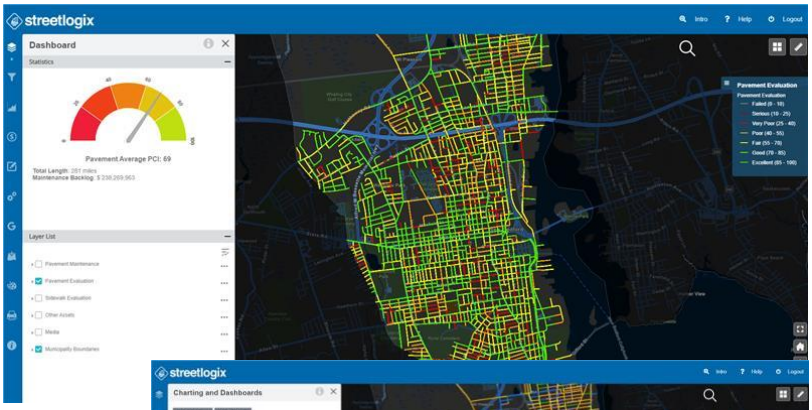
StreetScan utilized specialized vehicles outfitted with 3D cameras to assess the condition of 296 centerline miles. Data collected from the sensors was processed to identify specific road distresses and determine the pavement condition index (PCI) of each segment.

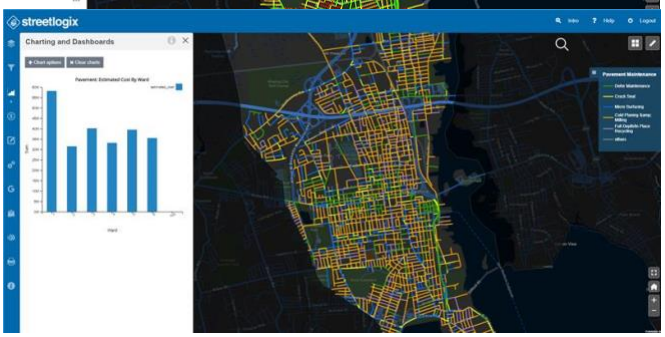
Project Outcome:

Data collection was completed in May 2019. Results from the survey were placed in Streetlogix, StreetScan's GIS web-based software, providing an enriched view of the City's road network with color-coded pavement conditions and other assets, along with images for every scanned road and a range of decision-making tools. In addition to repair suggestions and cost estimates, StreetScan prioritized repairs and developed work plans for the City. The City can use the software to visualize and export the information, as well as to adjust parameters and modify or generate new repair work plans.

Project Contacts	
City of Lafayette, IN	Jeromy Grenard, City Engineer and Public Works Director (765) 807-1050 x1051/ jgrenard@lafayette.in.gov
StreetScan	Salar Shahini, Chief Data Officer (617) 399-8236 / salar.shahini.s@streetscan.com

City of New Bedford, MA





Project Objective:

StreetScan was contracted by the City of New Bedford to perform a road assessment survey that would objectively collect pavement condition and ROW data and provide a custom pavement management plan.

Project Description:

In the spring of 2019, StreetScan collected pavement condition, texture and roughness rating for each road segment (intersection to intersection) of 528 centerline miles.

The system utilized 3D imaging technology to measure the severity and extent of road defects including cracking, bumps, surface distortions, surface texture and potholes.

Additionally, the City selected StreetScan's Enhanced visualization package consisting of 360° HD camera that captured optical imagery of the road surface and right-of-way. StreetScan provided curb locations, determined from front or side facing imagery, via a GIS layer.The mandate included the assessment of 268 pavement markings.

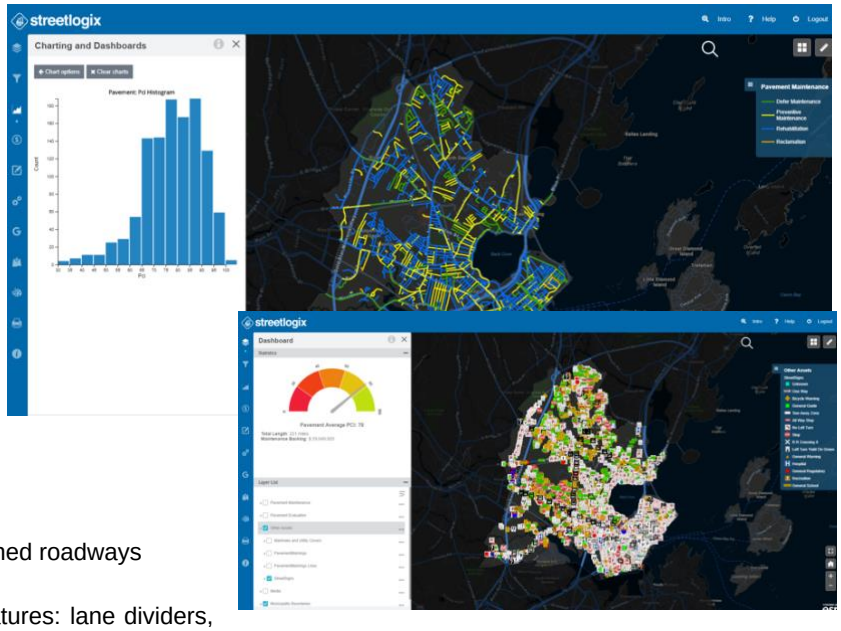
The City added a Sidewalk and Ramp Assessment Survey to be carried out in the spring of 2020.

Project Outcome:

StreetScan delivered a custom pavement management plan and decision-making solutions via Streetlogix, StreetScan's GIS web-based software, whose algorithm utilizes PCI, road usage data and a cost benefit analysis to determine road maintenance, repair costs and prioritization per segment. Budgeting and planning tools allow for editable short- and long-term planning as well as level of service analysis with target PCI.

Project Contacts	
City of New Bedford, MA	Adam Hart, Supervising Civil Engineer (508) 9791550 x 67332 / adam.hart@newbedford-ma.gov
StreetScan	Salar Shahini, Chief Data Officer (617) 399-8236 / salar.shahini.s@streetscan.com

City of Portland, ME



Project Objective:

The City of Portland, ME, selected StreetScan to perform a mobile sensing survey of City's road network and prepare custom Maintenance and Repair suggestions.

The mandate comprised the assessment of traffic signs, pavement markings and Streetlight Lux Levels.

Project Description:

Data collection for the project included:

- 221 centerline miles of city-maintained roadways
- 21,847 traffic signs inventoried
- 2,585 pavement markings (line features: lane dividers, bike lanes, etc.)
- 4,429 pavement markings (point features: left arrow, bicycle marking, etc.)

StreetScan used specialized ScanVan vehicles to assess the condition of roadways in normal traffic flow. During the survey, imagery collected from 2D Camera systems were used to locate pavement markings and traffic sign locations. Consequently, Manual on Uniform Traffic Control Devices (MUTCD) attributes were extracted from the traffic sign images by our technicians.

A Streetlight Lux Level Pilot was also performed. Utilizing a vehicle equipped with light sensors, StreetScan surveyed the Municipality at night to collect light level illumination data and provided a GIS layer also accessible through its web-based software.

Project Outcome:

Data collection was completed in December 2016. Survey results were placed in Streetlogix, a customizable, GIS web-based application, whose algorithm utilizes PCI, road usage data and a cost benefit analysis to determine road maintenance, repair costs and prioritization per segment. Budgeting and planning tools allow for editable short- and long-term planning as well as level of service analysis with target PCI.

A second road data collection was performed in October 2019.

Project Contacts	
City of Portland, ME	Christopher Branch, Public Works Director (207) 874-8801 / cbranch@portlandmaine.gov
StreetScan	Salar Shahini, Chief Data Officer (617) 399-8236 / salar.shahini.s@streetscan.com

Sample of other Clients:

Town of Amherst, MA

County of Tippecanoe, IN

City of Parma Heights, OH

City of Kilgore, TX

City of Hillsboro, OR

City of Lafayette, IN

City of New Bedford, MA

City of Spokane Valley, WA

Town of Somers, CT

Town of Dover, NJ

City of Portland, ME

City of Sidney, OH

City of Greenwood, AR

City of Castle Pines, CO

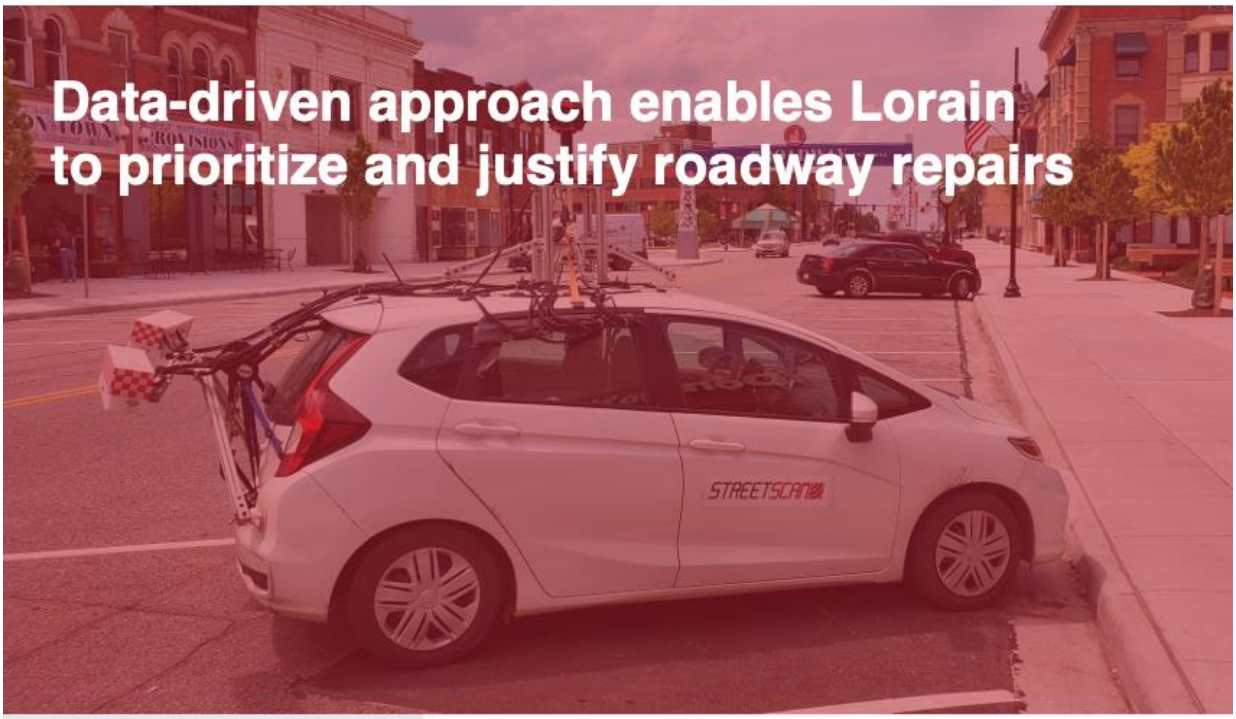
County of Tulsa, OK

City of Barrie, ON

Town of Beverly, MA

Town of Hampstead, QC

CASE STUDY



Data-driven approach enables Lorain to prioritize and justify roadway repairs

OVERVIEW

User
City of Lorain, OH

Challenge
To replace a labor-intensive, subjective approach to assess its roads, the City needed a data-driven way to evaluate the condition of its roadway network.

Solution
- StreetScan's mobile sensing vehicle
- Streetlogix street asset management software

Results
The City now has the data and software tools to prioritize road repairs, eliminate outside influences and spend its money more efficiently through better planning.

The City of Lorain is located in northeastern Ohio on Lake Erie, approximately 30 miles west of Cleveland. With over 60,000 residents, Lorain has numerous historical sites and activities to participate in for both residents and visitors and is home to the Charles Berry Bridge, the second-largest bascule bridge in the world.

The Challenge

Like many municipalities in North America, Lorain was utilizing a visual assessment to gather information on the status of its road network. This subjective and labor-intensive method motivated the City to embrace a faster, objective, and transparent way to assess roadway conditions and determine which roads needed repair, along with how and in what order they needed to be repaired. Lorain's small engineering group was also receiving numerous complaints from residents. "Everyone thinks their street is in poor condition and we needed the ability to properly prioritize maintenance and improvements in a data-driven, scientific approach," said Guy Singer, Lorain's Deputy Director of Engineering.

The Solution

Lorain embarked on a rigorous RFP process to select a pavement management provider and proceeded to interview the top three candidates. StreetScan was selected by a committee. "The attribute that the committee believed set StreetScan apart from other vendors was their Streetlogix asset management software," explained Singer.

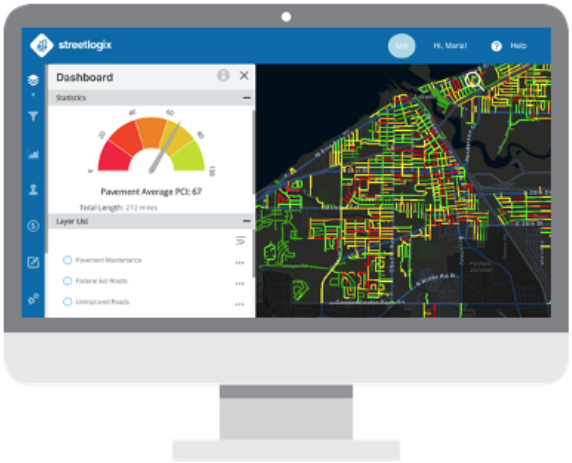
StreetScan performed a City-wide condition assessment using its Smart City Mobile Sensing Technology. This automated method was developed to provide municipalities with a fast, objective analysis, ensuring that repair and maintenance decisions are based on complete and up-to-date data.

StreetScan's mobile-sensing vehicle travelled 272 centerline miles of roads to assess road conditions in normal traffic flow and, using a pavement condition index scale which runs from 0-100 (with 0 being the worst and 100 being ideal), developed a City-wide inventory of road conditions. The system utilizes 3D imaging technology to aid in the detection of various road defects. The automated detection results, combined with extensive human QA/QC, provided reliable and accurate surface condition estimates.

The Results

Lorain's overall pavement condition index (PCI) was rated at an average PCI of 66, with 84.4% of the roads above a critical PCI condition of 55. Only 6% of the roads were rated as 'very poor' or 'serious'.

"The attribute that the committee believed set StreetScan apart from other vendors was their Streetlogix asset management software."
Guy Singer
Deputy Director of Engineering
City of Lorain, OH



All survey results were placed in the Streetlogix platform, a powerful GIS asset management software that provides the City unprecedented tools to develop capital improvement plans and perform projections on their roadway conditions. Streetlogix AI-engine utilizes PCI, road usage data and a cost benefit analysis to determine road maintenance, repair costs and prioritization per segment. Budgeting and planning tools allow for editable short- and long-term planning as well as level of service analysis with target PCI.

The Benefit

City Staff is now able to interactively share, edit, and view the up-to-date roadway data on a common platform, as well as perform budget planning and develop multi-year capital improvement & maintenance programs. "With Streetlogix, we plan to develop a system that accurately estimates the road maintenance required year to year. This will create an iterative process for us that we believe will improve as we move into the future," concluded Singer.

Brainerd City Council
Agenda Request

Requested Meeting Date: February 7, 2022

Title of Item: Council Comment on Draft Zoning Map and Table of Uses

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

Summary of Issue:

In my January Staff Report, a draft of the Zoning Map and Table of Uses for the new zoning code were attached, and it was stated that they would be formally brought before the Council for comment during the February 7 meeting after the Planning Commission conducted their review on January 19.

Attached is the most up-to-date version of the Zoning Map and Table of Uses.

Alternatives, Options, Effects on Others/Comments:

Jennifer Haskamp and her team are hard at work putting together a draft of the full zoning code. Once staff has had the opportunity to review it in its entirety and received back a document with request corrections, it will be immediately provided to the City Council and the Planning Commission to begin their review.

An open house followed by a Planning Commission work session on the full draft of the new zoning code is scheduled for Wednesday, February 23 at 4pm and 6pm respectively. The City Council is invited and encouraged to those meetings.

Recommended Action/Motion:

Provide staff with any comments the Council has on the draft Zoning Map and Table of Uses.

Financial Impact:

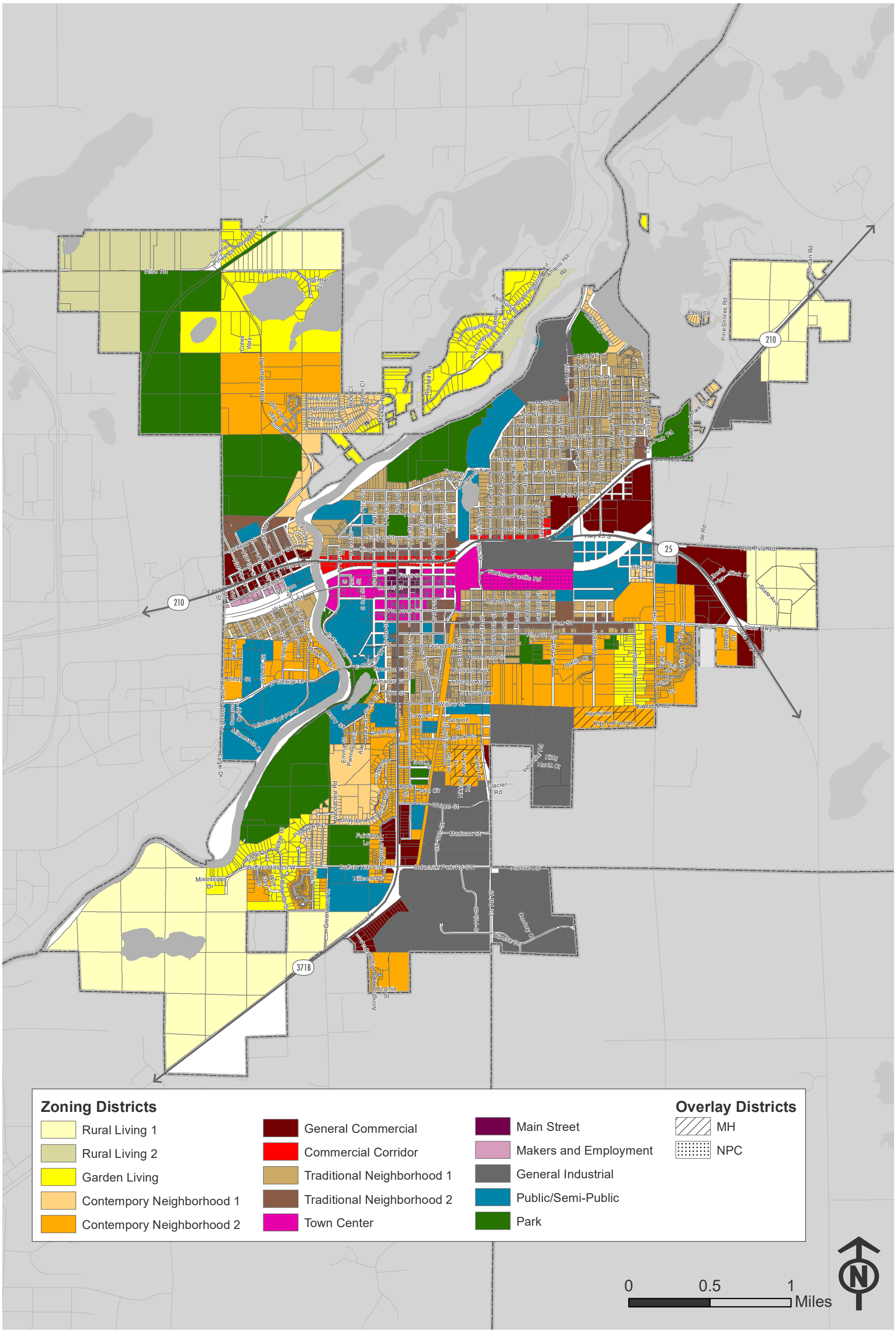
Is there a cost associated with this request: ☐ Yes ☐ No

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

Zoning Map 2/3/2022 DRAFT



BASE ZONING DISTRICTS

The following descriptions of each Base Zoning District are provided and correspond to the Draft Zoning Map legend:

Rural Living (RL-1 and RL-2)

Purpose of RL Zoning Districts. The Rural Living Zoning Districts are intended for areas where Urban Services are not presently available. Lands zoned RL-1 do not currently have Urban Services, but future subdivision may occur when the expansion of Urban Services is economical. Lands zoned RL-2 are served by private well and septic and there are no plans for future expansion of Urban Services to the property.

Garden Living (GL)

Purpose of GL Zoning District. This District is intended for areas where Urban Services are available, and lots and parcels are served by public water, sewer, stormwater, streets and other public infrastructure. Lands zoned Garden Living are predominantly developed with single-family detached buildings and supporting accessory uses.

Contemporary Neighborhood (CN-1 and CN-2)

Purpose of CN-1 Zoning District. This District is intended for predominantly single-family detached residential uses and associated accessory uses. Lots in this District are typically developed with front-loaded garages, with larger private yard spaces. The lots are wider with principal structures setback and connected to public right-of-way with a private driveway.

Purpose of CN-2 Zoning District. This District is intended for predominantly single-family detached residential uses and associated accessory uses. Some single-family attached and multi-family uses may be present woven throughout this District. Lots in this District are typically developed with front-loaded garages and principal structures setback and connected to public right-of-way with a private driveway.

Traditional Neighborhood (TN-1, TN-2 and TN-3)

Purpose of TN-1 Zoning District. The TN-1 traditional neighborhood district is intended to provide for a compact, pedestrian-oriented mix of residential uses. This District reinforces the existing pattern of small, connected lots, blocks and street and supports future development or redevelopment that is consistent with this pattern.

Purpose of TN-2 Zoning District. The TN-2 traditional neighborhood district is intended to provide for compact, pedestrian-oriented mix of residential and neighborhood-serving commercial uses. This District reinforces the existing pattern of small, connected lots, blocks and street and supports development and redevelopment consistent with this pattern.

Purpose of TN-3 Zoning District. This District is intended to allow larger sites/parcels (typically undeveloped "greenfield" sites) to be developed as a full mixed use, traditional neighborhood that is walkable, connected by a prominent public realm and supports a wide range of residential (attached and detached), commercial and community uses. The structure of the TN-3 district provides the City and future development groups with the regulations and guidelines needed to develop a comprehensive, resilient, and walkable neighborhood. The district regulations provide the following:

- A network of connected streets and blocks.
- General block sizes and configurations that support the Future Land Use plan.
- Maximum block perimeters that foster attractive, safe, and walkable environments, while enhancing circulation through the site.

Town Center (TC)

Purpose of TC-1 Zoning District. The purpose of this district is to encourage the continuation of a viable, traditional downtown area by allowing retail, service, office and entertainment facilities and public and semi-public uses as well as multi-family dwelling units.

Main Street (MS)

Purpose of MS Zoning District. The purpose of this district is to encourage the continuation of a viable, traditional downtown area by allowing a mix of retail and commercial uses that physically contribute to and reinforce the well-formed, walkable development pattern.

General Commercial (GC)

Purpose of GC-1 Zoning District. The purpose of the General Commercial District is to allow more intensive commercial uses that require a primary street network for access and circulation.

Commercial Corridor (CC)

Purpose of CC Zoning District. The purpose and intent of the district is to provide zoning regulation flexibility to permit development consistent with land use patterns along the Washington Street corridor from NW 7th Street to N 10th Street that support walkable development patterns and connections to the neighborhoods.

Makers + Employment (ME)

Purpose of ME Zoning District. To provide for the establishment of small start-ups, incubator and craft/maker businesses that may be appropriate in smaller buildings or on smaller parcels that may be located in neighborhood business areas. This district may also incorporate light industrial, general office and commercial uses.

General Industrial (GI)

Purpose of GI Zoning District. The purpose of the GI, General Industrial District is to provide for the establishment of heavy industry and manufacturing development and use which because of the nature of the product or character of activity, requires isolation from residential and commercial uses.

Public Semi-Public (PSP)

Purpose of PSP Zoning District. The PSP zoning district is intended to identify lands used for community gathering spaces for purposes of education, recreation, congregation, worship, health, or similar. Lands zoned PSP contain 1.0 acres of land <u>or</u> provide a mix of community uses from a single facility or campus.

OVERLAY ZONING DISTRICTS

The following descriptions of the Overlay Zoning Districts are provided and correspond to the Draft Zoning Map legend:

Manufactured Housing Overlay (MH-O)

Purpose of MH-O Zoning District. The Manufactured Housing Overlay District identifies current lands used for a manufactured housing park where the land is commonly owned by a commercial entity and the individual manufactured houses or mobile homes are owned or rented by an individual or family.

Planned Unit Development (PUD-X)

Purpose of PUD Zoning District. The PUD overlay zoning district is established as an overlay to permit certain flexibilities from the Base Zoning District assigned. The PUD will identify any areas of flexibility for dimensional or uses permitted during the PUD process.

Planning Commission – note that the PUD-NPC is the existing Northern Pacific Center that is currently zoned Mixed Use. This will transition to a PUD to address the existing Mixed-Use standards and regulations.

Table 2. Summary of Dimensional Standards for Base Districts. (FROM SECTION 515, ORDINANCE DRAFT)

ZONING DISTRICT	Rural Living		Garden Living	Contemporary Neighborhood		Traditional Neighborhood			Town Center	Main Street	General Commercial	Corridor Commercial	Makers + Employment	General Industrial	Public Semi-Public
Abbreviations	**RL-1**	**RL-2**	**GL**	**CN-1**	**CN-2**	**TN-1**	**TN-2**	**TN-3**	**TC**	**MS**	**GC**	**CC**	**ME**	**GI**	**PSP**
Density (DU/AC)	4 DU/ 40 AC	Max. 1 DU/AC	2 DU/AC to 1 DU/AC	3-5 DU/AC	4-12 DU/AC	4-9 DU/AC	9-20 DU/AC	9-20 DU/AC up to 45	20+ DU/AC	20 + DU/AC	NA	NA	NA	NA	NA
Lot Size (New Lot)	2.0 Min	32,670 SF	15,000-43,560 SF	10,000-21,780 SF	Up to 15,000 SF	5,000-7,500 SF	4,000 SF Min.	20 AC (new)	NA	NA	15,000	None	12,000	24,000	1.0 AC
Frontage on Public Street	300' Min.	150'	80' Min.	75' – 90'	65' – 80'	50' – 60'	45'-60'	Per Regulating Plan	Required	Required	100'	Required	80'	100'	Required
Lot Coverage (Maximum)	25%	25%	25%	35%	60%	60%	75%	Per Regulating Plan	100%	100% (80% Live/Work)	90%	90%	100%	100%	75%
Principal Building Height (Maximum)	35'	35'	35'	35'	35'	35'	35'	Per Regulating Plan	45'	45'	35'	35'	30'	30'	35'

51X TABLE OF USES

P - Permitted
AP - Administrative Permit
C - Conditional Use Permit
I – Interim Use Permit
Blank – Not Permitted

ZONING DISTRICT	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
RESIDENTIAL USES																
Agriculture uses	P	P														
Accessory buildings under 200 SF	AP	AP	AP	AP	AP	AP	AP	AP								
Accessory buildings over 200 SF	P	P	P	P	P	P	P	P								
Accessory Dwelling Unit (ADU)	P	P	P	P/C	P/C	P/C	P	P/C								
Home businesses not meeting criteria (See section X)	AP	AP	AP	AP	AP	AP	AP	AP			AP	AP				
In home day care, serving no more than 14 persons	AP	AP	AP	AP	AP	AP	AP	AP								
Multi-family attached dwelling units (5+ Units)					C		C	P			C	C				
Mixed-Use Building including residential use							P	P			P	P				
Personal storage of recreational vehicles & equipment	P	P	P	P	P	P	P	P								
Recreational Facilities for private residential use	P	P	P	P	P	P	P	P								
Senior housing					P		P	P			C	C				
Single Family Detached Dwelling Unit	P	P	P	P	P	P	P	P			C					
Single Family Attached Dwelling Unit (2-4 Units)				P	P	P	P	P			P	P				
COMMERCIAL/GENERAL BUSINESS USES																
Adult Establishments and/or Uses as regulated by Section 33 of this Ordinance.														C		
Animal hospital, clinic, kennels and shelters							C	C	C	C			C	C		
Armories									C	C						
Auto dealership									C	C			C	C		
Bed & breakfast	C	C	C	C	C	C	C	C			C	C				

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ZONING DISTRICT	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
Boarding houses					C		C	C								
Brew Pub/Brewery (off-sale, on-sale, taproom, tasting room, etc.), cidery, microdistillery, cocktail room							C	C	C	C	C	C	P	P		
Car wash accessory to motor vehicle sales									P	P			P	P		
Commercial animal kennels	C	C												C		
Commercial car washes (drive-up, mechanical and self service)									C	C				C		
Commercial day care facilities	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
Commercial greenhouses supporting the operations of a restaurant or floral shop							I	I	I	I	I	I				
Commercial riding stables	C															
Commercial/Retail establishments							P	P	P	P	P	P	P			
Commercial laundry facilities							C	C	P	P			P			
Drive-through business							C	C	P	P						
Contractor offices									C	C			P	P		
Cultural facilities such as museums, art centers, or art institute							P	P	P	P	P	P	P		P	
Drive-up service facilities (?)									P	P						
Financial Institutions such as banks and credit unions									P	P	P	P				
Food Trucks (Transient food unit)									P	P	P	P	P	P		
Funeral homes, mortuaries							C	C	C	C			C			
Health clubs/Gyms/Indoor Recreation Facilities							P	P	P	P	P	P	P	P	P	
Hospitality businesses limited to hotels, motels, conference/convention/reception facilities							C	P	P	P	P	P				
Liquor sales, on and off sale							C	C	C	C	C					
Motor vehicle fuel sales							C	C	C	C	C			C		
Nurseries, greenhouses (commercial)	P	P					C	C	C	C			C	C		

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BRAINERD, MN
Section 51X.XX (DRAFT ALLOWED USES)

ZONING DISTRICT	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
Nursing homes & similar group housing					C		C	C	C	C						
Off street parking lots or parking garages (as principal use)							C	C	C	C	C	C				
Office businesses – (general use, medical clinic)							C	C	P	P	P	P	P			
Off-street loading as regulated in Section 23 of this Ordinance									A	A			A	A		
Outdoor dining facilities accessory to a restaurant							AP	AP	AP	AP	AP	AP				
Pawn shops							P	P	P	P	C	C				
Personal services such as barber/beauty shop, nail salon, tanning salon, therapeutic massage and spas.							P	P	P	P	P	P	P			
Private clubs & lodges							C	C	C	C	C	C	C			
Recreation Centers (large health clubs, gyms, etc.) exceeding 30,000 SF									C				C	P		
Restaurants – sit down, take out or delivery (no drive-up window)							P	P	P	P	P	P				
Retail businesses contained within a principal building							P	P	P	P	P	P	P			
Seasonal Non-Agricultural Merchandise Sales include fruit/vegetables, Christmas trees, plants and ancillary products in which less than one half of the product retailed is initially planted and raised therein									AP	AP	AP					
Senior center					C		C	C	C	C	C					
Short term rentals (VRBO, Air BnB, etc.)	I	I	I	I	I	I	I	I			I	I				
Signs	See Section XXX for Permit Requirements															
Specialty food shops							P	P	P	P	P	P				
State licensed residential facilities (serving 7-16 persons)					C		C	C	C	C						
Studios – art, dance, music, design, photography, etc							C	C	P	P	P	P				
Taxi or bus dispatch sites									P	P			P	P		
Telecommunication towers as regulated by Section 35 of this Ordinance													AP	AP		

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ZONING DISTRICT	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
Temporary classroom buildings (public or private schools)				I	I	I	I	I							I	
Temporary mobile towers as regulated by Section 35 of this Ordinance.													AP	AP		
Temporary roadside stands	P	P	P													
Temporary/seasonal outdoor promotional events and sales							AP	AP	AP	AP	AP	AP	AP			
Theaters – except drive-in									P	P	P	P				
PUBLIC/SEMI-PUBLIC USES																
Boarding Schools							C	C	C	C						
Business or trade school when conducted entirely within a building							C	C	P	P	C	C				
Cemeteries															P	
Colleges and universities									C	C					P	
Government & public buildings (including utility buildings and structures)	C	C	C		C		C	C	P	P	C	C	P	P	P	
Hospitals					C		C	C	C	C					P	
Forest and game management areas	C														P	P
Places of worship & related buildings	C	C	C	C	C	C	C	C	P	P	C	C	P	P	P	
Public & private schools	C	C	C	C	C	C	C	C	C	C	C		C	C	P	
Public recreation areas and buildings	P	P	P	P	P	P	P	P			C	C			P	
Public, semi-public recreational buildings, community centers	C	C	C	C	C	C	C	C			C	C			P	
Shelters (homeless, or similar)									I	I	I		I		I	
Trade/specialty schools.													C	C		
INDUSTRIAL AND UTILITY USES																
Auto wrecking or salvage yard, junk yard, used auto parts, and similar uses.														C		

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ZONING DISTRICT	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
Automobile and truck repair – major and minor (including body shops									C	C			C	C		
Billboard signs													I	I		
Bulk liquid storage (including crude oil, gasoline, liquid fertilizer, or other liquid storage)													C	C		
Coal, tar, creosote, concrete or asphalt processing or distillation and acid manufacturing.														C		
Commercial/retail sales accessory to the principal manufacture, processing or wholesaling of products manufactured on, processed on or wholesaled from the premises.													P	P		
Commercial stockyards and slaughtering of animals provided that the use complies with all Federal regulations including USDA rules and regulations.														C		
Machine shops; paper products from previously processed paper; electronics assembly and testing; commercial printing and publishing establishments; laundry, dry cleaning or dying plants; food/beverage processing; cosmetics/toiletries; drugs and pharmaceuticals; beverage bottling; recycling center; woodworking (indoors)..													P	P		
Construction equipment sales and repair									C				P	P		
Electrical/Plumbing/Heating/Air Conditioning products and parts									C				P	P		
Equipment rental (indoor)									P	P			P	P		
Essential services (See Section XX)	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P
Kilns, forges or other heat processes fired by means other than electricity.														C		
Light manufacturing									C	C			P	P		
Major auto and truck repair.													C	P		
Metal Sales such as steel and other raw materials													P	P		

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ZONING DISTRICT	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
Mini self-storage facilities.														C		
Mining or land reclamation (re Section 26)	I															
Outdoor service, sales and rental as a principal or accessory use.													C	C		
Outdoor storage accessory to a principal use with enclosed building.									C				C	P		
Outdoor storage as a principal use														I		
Personal wireless service towers	C	C	C	C	C	C	C	C	AP	AP	AP	AP	AP	AP		
Placement and operation of outdoor wood burning furnaces.														C		
Radio & television antennas	AP	AP	AP	AP	AP	AP	AP	AP								
Radio and television receiving antennas, satellite dishes, TV Receive Only (TVRO) three (3) meters or less in diameter, short-wave dispatching antennas, or those necessary for the operation of electronic equipment including radio receivers, ham radio transmitters and television receivers as regulated by Section 35 of this Ordinance.									AP	AP	AP	AP	AP	AP		
Radio and television studios									C	C			P	P		
Sale of parts and sale and repair of tires for construction equipment and semi tractor trailers													P	P		
Sales and distribution of propane, acetylene, helium, CO2 and similar tanks														P		
Recycling centers, refuse/garbage collection, recycling and incineration or reduction of water material.														C		
Regional pipelines	C												C	C		
Research and development laboratories													P	P		
Residence for night watchman or other security personnel													AP	AP		
Self-service laundromat with dry cleaning pick up and drop off							C	C	P	P			P			

DRAFT

ZONING DISTRICT	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
Small engine and boat repair							C	C	C	C			P	P		
Solar energy systems, structures	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP		
Storage, utilization or manufacture of materials which could decompose by detonation, including but not limited to dynamite, trinitrotoluene (TNT), nitroglycerine, guncotton, blasting caps and cartridge primers.														C		
Testing labs for water and soil, rocks/minerals and air quality									P	P			P	P		
Tire vulcanizing and recapping.														P		
Truck and semi-tractor/trailer sales and repair													C	P		
Trucking terminals.														C		
Warehousing, distribution facilities and wholesale businesses.													C	P		
Wind energy conversion system	I	I												I		

DRAFT

Brainerd City Council
Agenda Request

Requested Meeting Date: February 7, 2022

Title of Item: Consideration of Supportive Housing Village PUD General Concept Review

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

Summary of Issue:

Vicky Kinney has submitted a request for a concept review of a proposed planned unit development for a supportive housing community with small cottages, a clubhouse, and one to two more accessory use buildings. This PUD request is for a three-phase development between the east-west boundary of NW 4th St. and NW 2nd St. and a north-south boundary of NW 4th St. and James St.

Alternatives, Options, Effects on Others/Comments:

Per Section 515-11-11, the purpose of the General Concept Plan is to "provide an opportunity for the applicant to submit a plan to the City showing basic intent and the general nature of the entire development before incurring substantial cost." Additionally, "this concept plan serves as the basis for public comment so that the proposal may be publicly considered at an early stage."

It is important to note that, per Section 515-11-11.E, "Planned Unit Development concept approval only provides direction for the applicant to proceed to Planned Unit Development (PUD), Development Stage Plan submission. The concept plan approval does not convey any development rights or privileges to the applicants."

The Planning Commission conducted a public hearing and considered the concept plan for this proposed development during their regular meeting on January 19th. The Commission voted unanimously to express their general support for such a development while also requesting that the applicant resubmit more specific development plans to include a definite site plan with an emphasis on addressing concerns over development density and neighborhood harmony as well as a detailed phasing/development schedule prior to proceeding to the Development Stage Plan stage.

Recommended Action/Motion:

Motion to concur with the Planning Commission's expression of general support for the proposed development while supporting the Planning Commission's request that the applicant resubmit more specific development plans to include a definite site plan with an emphasis on addressing concerns over development density and neighborhood harmony as well as a detailed phasing/development schedule prior to proceeding to the Development Stage Plan stage.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

M E M O

TO: Planning Commission

FROM: David Chanski, Community Development Director

DATE: January 13, 2022

RE: Supportive Housing Community – PUD Conceptual Review

Vicky Kinney has submitted a request for a concept review of a proposed planned unit development for a supportive housing community with small cottages, a clubhouse, and one to two more accessory use buildings. This PUD request is for a three-phase development between the east-west boundary of NW 4th St. and NW 2nd St. and a north-south boundary of NW 4th St. and James St.

Per Section 515-11-1 of the Code of Ordinances, the purpose and intent of a Planned Unit Development is to:

1. To encourage a more creative and efficient development of land and its improvements than is possible under the more restrictive application of zoning requirements such as lot sizes and building setbacks, while at the same time meeting the standards and purposes of the Comprehensive Plan for Brainerd and preserving the health, safety, and welfare of the citizens of Brainerd.
2. To allow for a mixture of residential units in an integrated and well-planned area.
3. To ensure concentration of open space into more usable areas, and the preservation of the natural resources of the site including wetlands, woodlands, steep slopes, and scenic areas.
4. Facilitate the economical provision of streets and public utilities.
5. An efficient use of land resulting in smaller networks of utilities and streets thereby lowering development costs and public investments.
6. Promotion of a desirable and creative environment that might be prevented through the strict application on zoning and subdivision regulations of the City.

Per Section 515-11-11, the purpose of the General Concept Plan is to “provide an opportunity for the applicant to submit a plan to the City showing basic intent and the general nature of the entire development before incurring substantial cost.” Additionally, “this concept plan serves as the basis for public comment so that the proposal may be publicly considered at an early stage.”

It is important to note that, per Section 515-11-11.E, “Planned Unit Development concept approval only provides direction for the applicant to proceed to Planned Unit Development (PUD), Development Stage Plan submission. The concept plan approval does not convey any development rights or privileges to the applicants.”

Therefore, review of this General Concept Plan is very high level. Per Section 515-11-11.C, the process for reviewing this General Concept Plan shall be as follows:

1. The applicant shall appear before the Planning Commission in order to answer questions concerning the proposed development.
    a. Questions should be kept high level as technical details such as lot dimensions, right-of-way size and exact location, building elevations and design, landscaping, etc. are generally delegated to the Development Stage.
2. The Planning Commission shall review and make a recommendation to the City Council on the General Concept Plan.
    a. Such recommendations could include (with or without suggested amendments)
        i. Support for the proposed development in the proposed location and direct staff to work with the applicant on a Development Stage Plan, or
        ii. Support for the proposed development in the proposed location and return to the Planning Commission with a further developed General Concept Plan, or
        iii. Express concern over such things as the proposed development as a whole, the location of the proposed development, the potential impacts of the proposed development to surrounding neighborhoods or infrastructure, or the capability of the proposed development with the Comprehensive Plan.
3. The City Council shall review all recommendations and indicate its support or concerns about the General Concept Plan as presented or amended.

While Section 515-11-11 does not require a public hearing during the General Concept Plan stage, the applicant, upon staff's recommendation, did request that the Planning Commission conduct a formal public hearing on the proposed development. Staff has issued a Notice of Hearing to all properties within 350 feet of the proposed development area. Additionally, it is staff's understanding that the applicant also mailed a letter to certain neighboring properties, describing the proposed development.

The proposed development area is currently zoned R-2 (Medium Density Residential) District and R-3 (High Density Residential District). Per the proposed zoning map for the new zoning code, the proposed development area will be zoned Traditional Neighborhood 2 (TN-2) upon adoption of the new zoning code. Consultants with Swanson Haskamp Consulting have been made aware of the proposed development and have not expressed concern over the its alignment with the new zoning code.

City Planning Department
City Hall – 501 Laurel Street
Brainerd, MN 56401
218-828-2309/Fax 218-828-2316
www.ci.brainerd.mn.us

Receipt # _____
Check # _____
Date Paid: _____

LAND USE APPLICATION

	RESIDENTIAL	COMMERCIAL
CONDITIONAL USE PERMIT	☐ ($250.00)	☐ ($400.00 + $500.00 escrow deposit)
REZONING	☐ ($300.00)	☐ ($500.00)
VARIANCE	☐ ($250.00)	☐ ($400.00 + $500.00 escrow deposit)
ZONING TEXT AMENDMENT	☐ ($250.00)	☐ ($400.00)
PLANNED UNIT DEVELOPMENT	☒ ($250.00 + $1,000.00 escrow deposit)	☐ ($400.00 + $1,000.00 escrow deposit)

PROPERTY ADDRESS: Between 4th & 2nd Streets NW, and north of Jackson Street

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy) Attached - 22 lots

Property Owner Name: Gustafson Properties of Brainerd LLC
Street Address: 424 3rd St. NW **City:** Brainerd **State:** MN **Zip Code** 56401
Phone Number: 218-831-6551 **Fax:** _____ **E-mail:** _____
Applicant Name: (If different than Property Owner) Vicky Kinney
Street Address: 8660 Fernmont Road **City:** Lake Shore **State:** MN **Zip Code:** 56468
Phone Number: 218-821-7875 **Fax:** _____ **E-mail:** vickyjokinney@yahoo.com

Description of Request: Approval for a PUD in three phases. The 1st & 2nd phases are for a supportive housing development with small cottages, a clubhouse and 1 or 2 more small buildings. Phase 3 - re-divide lots for 17 small homes for home ownership, and a park area.

[signature] 12-19-21
Property Owner Signature **Date**

T.J. Lake
(Please print name)

Vicky Kinney 12/19/2021
Applicant Signature **Date**

Vicky Kinney
(Please print name)

RECEIVED
DEC 23 2021
CITY OF BRAINERD
ADMINISTRATION

(OVER)

ARENA ADDITION TO THE CITY OF BRAINERD

- LOT 1 BLOCK 3, EXCEPT THAT PARCEL SHOWN AS PARCEL 258D ON MN DOT ROW PLAT #18-90 CERT OF TITLE #67399

WEST BRAINERD

- LOTS 1 THRU 6 INCLUSIVE BLOCK S EX. PART OF LOTS 4, 5, AND 6 FOR HWY. AND ALSO INCLUDING THE E 10 FT OF VACATED N-S ALLEY IN BLOCK S, EXCEPT THAT PORTION FOR HWY.
- LOT 6 BLOCK N
- LOT 5 BLOCK N
- LOTS 3 AND 4 BLOCK N
- LOT 2 BLOCK N
- LOT 1 BLOCK N AND THE ADJACENT N'LY 1/2 OF VACATED ROBERT STREET
- LOT 6 BLOCK F AND THE ADJACENT S'LY 1/2 OF VACATED ROBERT STREET
- LOTS 4 AND 5 BLOCK F
- LOTS 9 THRU 12 INCLUSIVE BLOCK N AND THE ADJACENT N'LY 1/2 OF VACATED ROBERT STREET
- LOTS 7 THRU 9 INCLUSIVE BLOCK M
- LOT 10 BLOCK M
- LOT 11 BLOCK M
- LOT 12 BLOCK M AND THE ADJACENT N'LY 1/2 OF VACATED ROBERT STREET
- LOT 7 BLOCK E AND THE ADJACENT S'LY ½ OF VACATD ROBERT STREET.
- LOT 8 BLOCK E
- LOTS 9 AND 10 BLOCK E
- LOTS 1 THRU 6 INCLUSIVE BLOCK M AND THE
- ADJACENT N'LY 1/2 OF VACATED ROBERT STREET.
- LOTS 5 AND 6 BLOCK E AND THE ADJACENT S'LY 1/2 OF VACATED ROBERT STREET.
- LOT 4 BLOCK E
- LOT 3 BLOCK E

TYROL HILLS ADDITION

- OUTLOT 2

Brief Description of MNTLC's Supportive Housing Community PUD Plan:

1. We'd like to develop the property in 3 phases. The first phase would be the 2 lots north of Jackson. Our plan is to construct approximately 10 to 15 homes along with an additional structure to be used as an arts/hobby room (though depending on financing, may be temporarily used as a community center). The area would be gated with parking for residents and guests.
2. Phase 2: Develop the lots north of the steep slope (north of James) and between 2nd and 3rd Streets. This section would contain the community center, gardens, park, and playground, along with approximately 20 homes. Again, the neighborhood would be fenced and gated with parking in front of the community center and throughout the development. A one-way road would likely be built closer to the outer edge of the property, with screenings of trees and plants surrounding the property edges (opposite of the hand drawn, sample site plan).
3. Phase 3: Depending on need and funding, we may either expand supportive housing units, or build a neighborhood consisting of small homes for sale. The style and park like theme would continue through this development.

Requests from the city:

1. Being 2nd Street ends in a cul-de-sac and does not connect to 3rd Street through Jackson, we'd like to be able to use that space (where Jackson is not being used as a road) to build a drive and parking areas- which won't restrict access through the lot.
2. Future suggestion – We think the property around Whiskey Creek to the Mississippi River would make a lovely city park and bike trail. We would have an acre on the Mississippi River that could possibly be added for this purpose. This could redirect the bike corridor away from the busy 4th Street and round-about area and more safely connect to the Riverside and Beaver Dam corridors.

Some potential concerns and those expressed from local residents:

Q. Will having people, who have formerly experienced homelessness, live close by in a supportive housing community, increase the crime rate?
A. Studies in similar developments have shown that the crime rate actually decreased.

Q. Will we have to be dealing with neighbors who are drug users?
A. If someone else develops the property, you can't choose who will become your neighbor and control for that. With our plan, residents must abide by the regulations set up for the community, which will include that no drunkenness or drugs will be allowed on the property. Some residents may struggle with addictions but by choosing to live in community, will understand that a big part of that is being a good neighbor. It won't appeal to everyone.

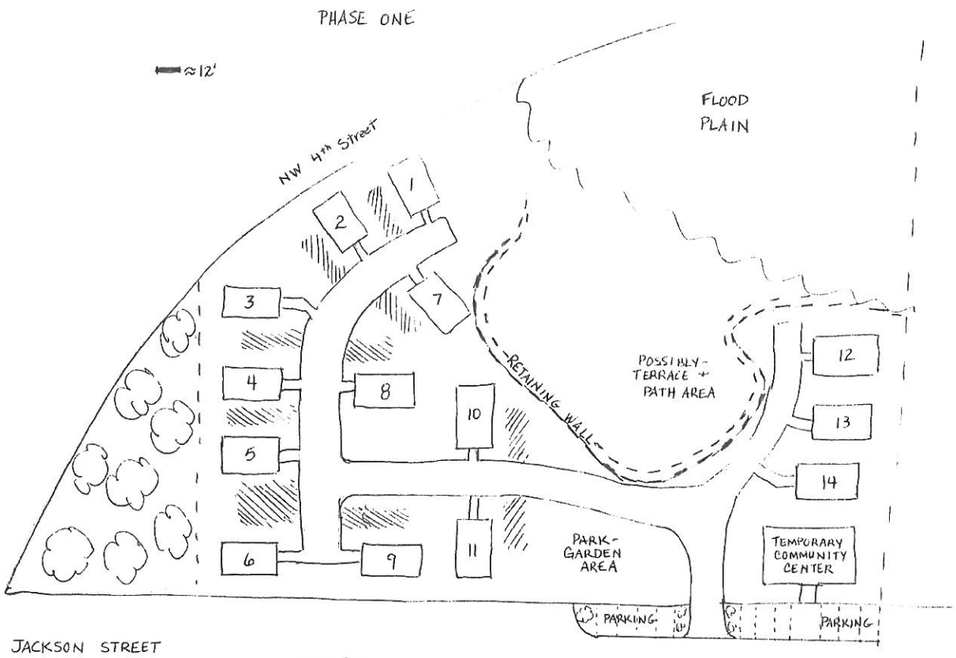
Q. Will there be a lot of “comings and goings” and how can you control for non-residents who may be up to no good, coming onto the property?
A. The housing community will be fenced and gated. All visitors will need to sign in at the office and residents will be responsible for their guests.

Q. How can we be assured that this property will be maintained and not become a crime and/or drug center?
A. All rentals are on a month-to-month basis and will be owned by a non-profit organization based on and motivated by Christian values and principles. We want everyone who lives in the community to be successful and will do all we can to support that. However, we do realize that this lifestyle isn’t going to be suitable for everyone, and those who decide that it is not what they want, based by their behavior or words, will need to find other housing (which hopefully we will be able to help with- our desire isn’t to kick anyone to the curb).

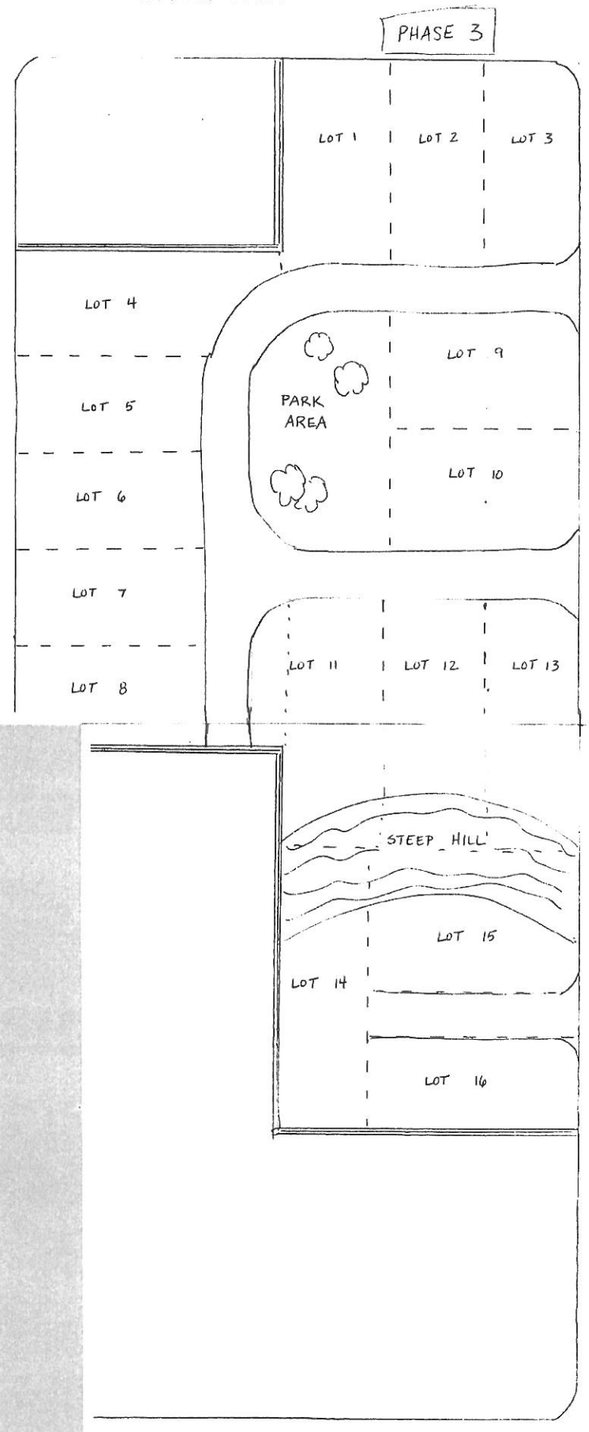
Q. What kind of people do you expect will be living there?
A. All kinds. We anticipate people who are employed but are having trouble finding housing, people who have experienced homelessness and need support getting back on their feet, parents with children who also are having trouble finding safe and affordable housing, people with disabilities who want to live in a supportive community, and we may open up a small percentage of homes for “missional” people who just want to live there and help out.

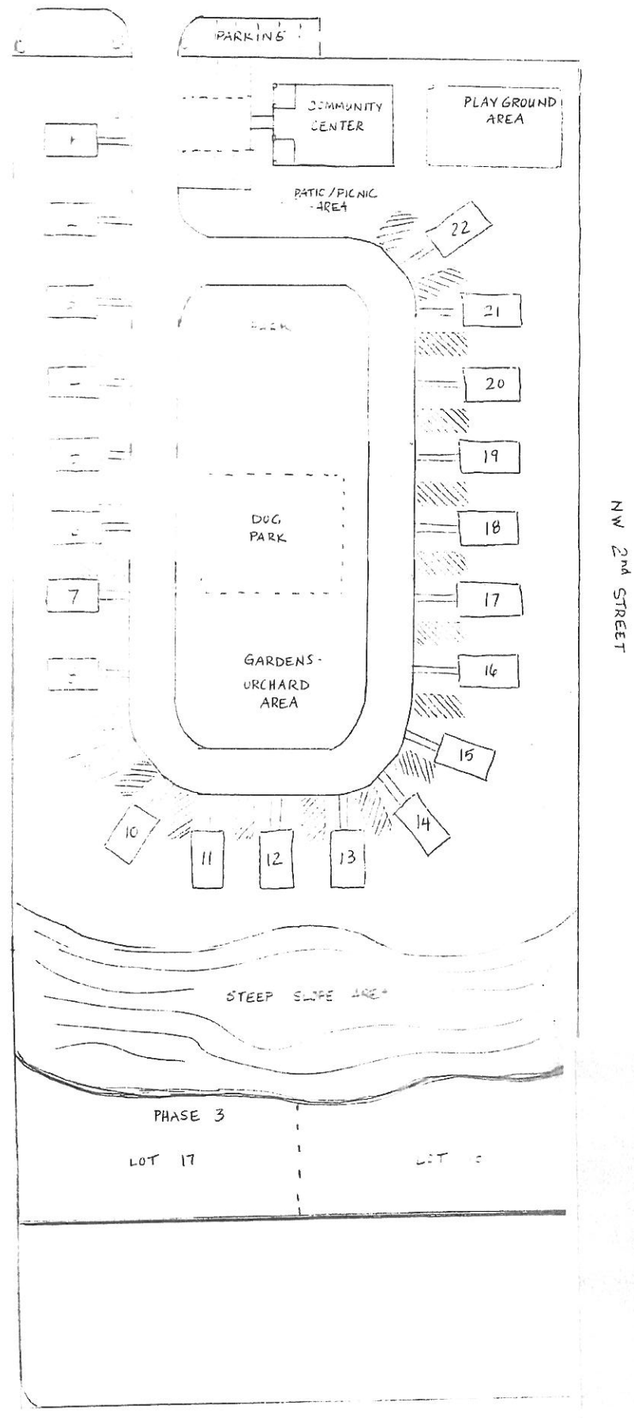
Q. It’s a nice area to go for a walk. What would happen to all of the trees and vegetation?
A. There’s no easy answer for this one. We will do our absolute best to save as many trees as possible. We value nature and also, it’s expensive to replace trees! Because of the varied terrain, there will need to be leveling done to put in homes. On the outer edges of the property, we intend to put in tree and vegetation screening, and because it is our plan to create a neighborhood that is park like and filled with gardens and permaculture areas, we will replace trees and green the area up as much as possible.

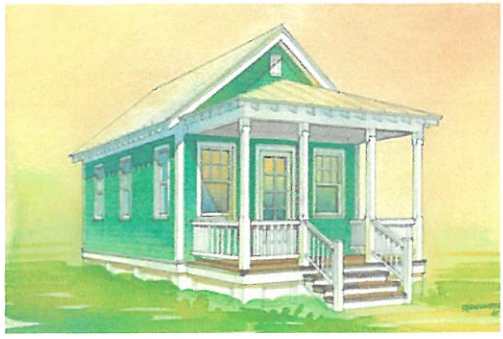
PHASE ONE

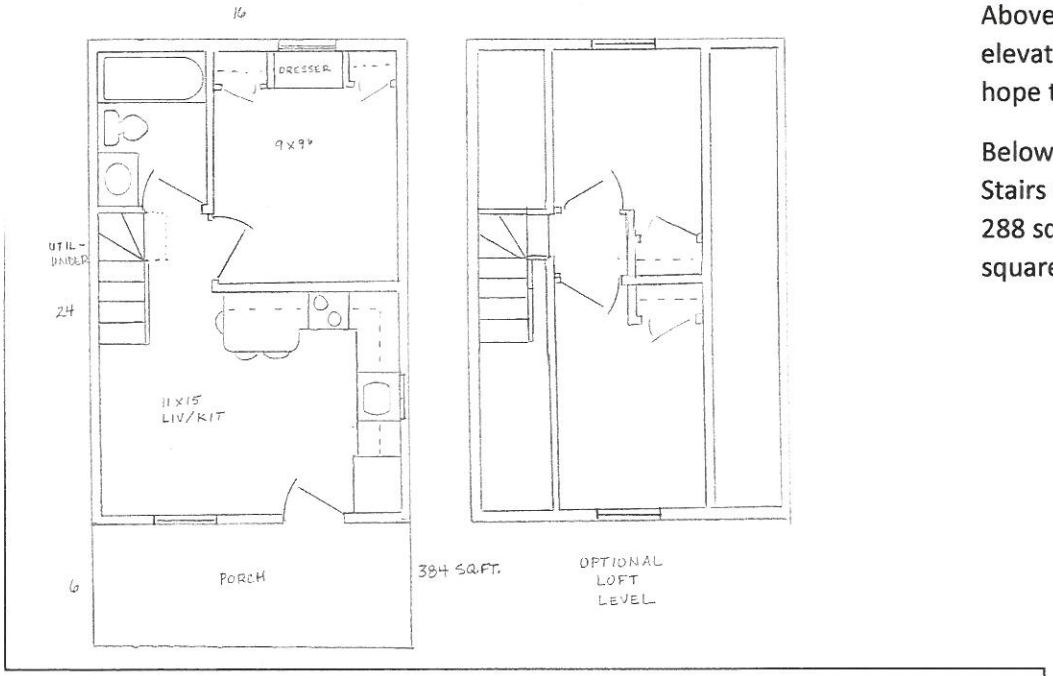


PHASE 3



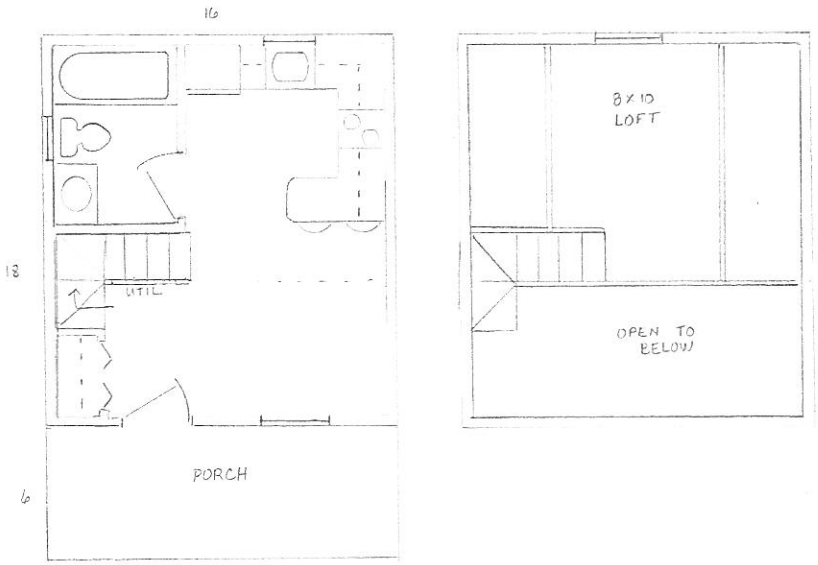




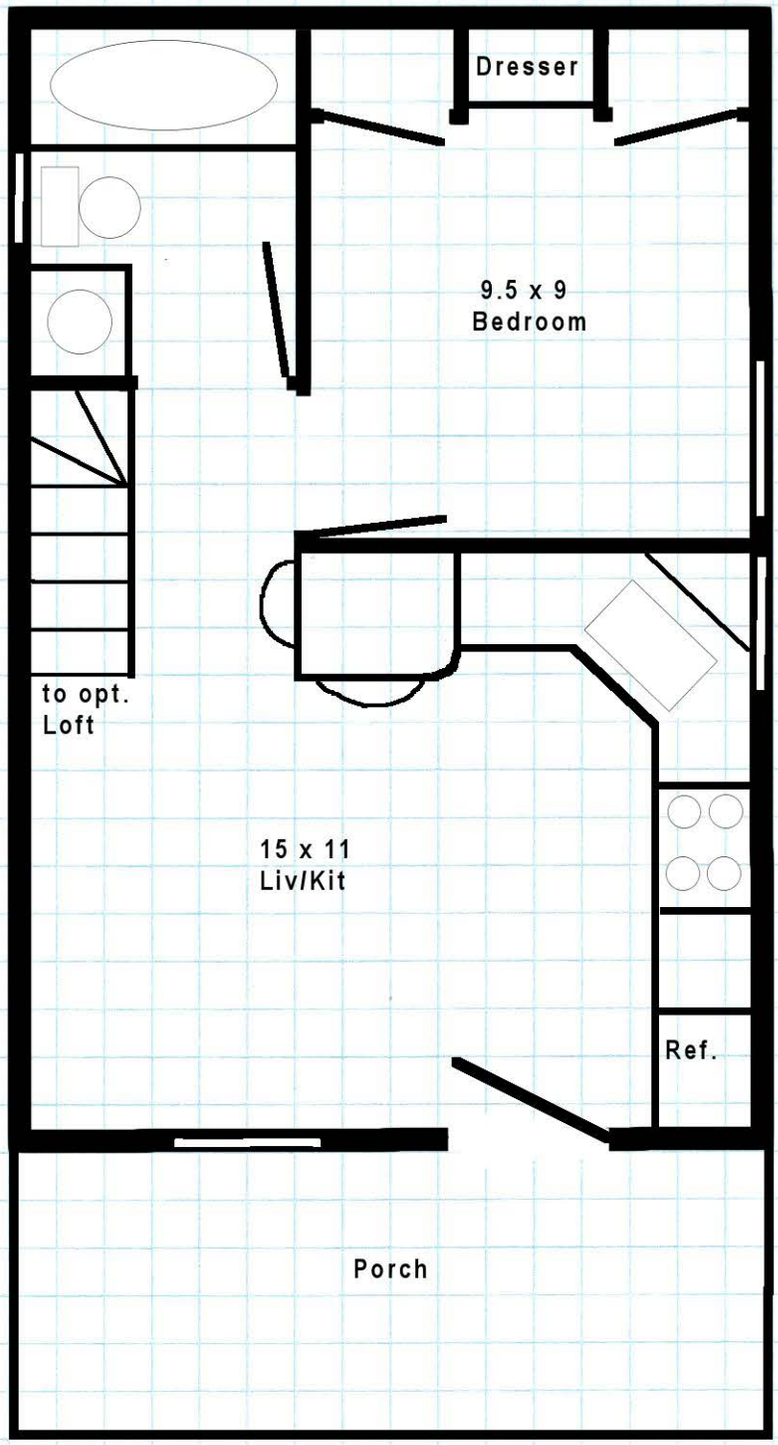


Above are examples of similar elevations of cottage designs we hope to build.

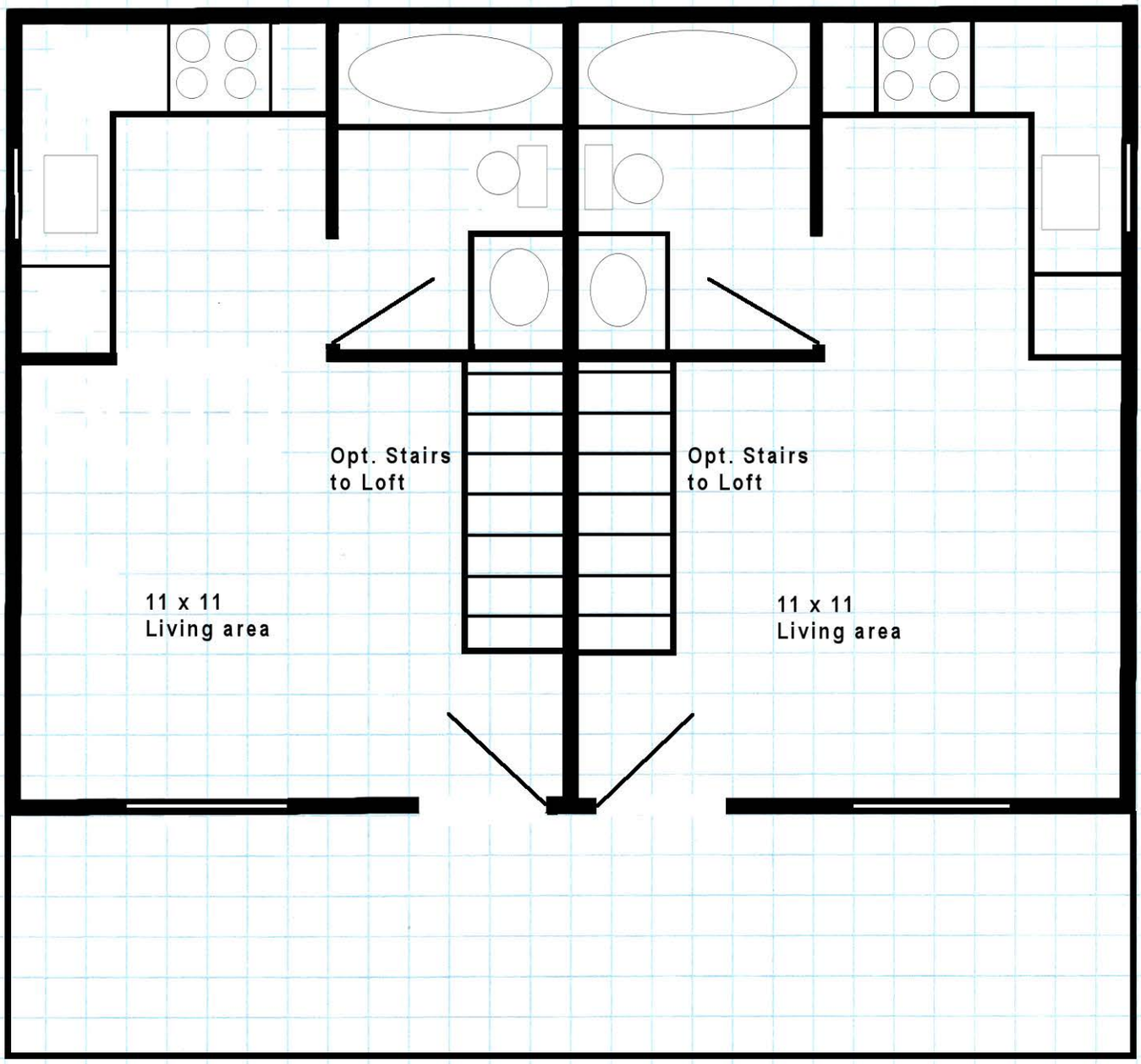
Below are floor plan examples. Stairs and loft areas are optional. 288 square feet for studio and 384 square feet for the 1 bedroom.



288 SQ FT
STUDIO
(LOFT OPTIONAL)



384 Square Feet - 1 Bedroom with optional loft



288 Square Foot
Each Studio

The Village Amenities

1. Pool
2. Clubhouse
3. Fitness Center
4. Yoga Studio
5. Dog Parks
6. Community Garden
7. Community Firepit
8. Bocce Ball Court
9. Upper Pond
10. Dunn Creek

THE VILLAGE :: ILLUSTRATIVE MASTER PLAN

SIMPLE LIFE
FLAT ROCK, NORTH CAROLINA
28 April, 2020

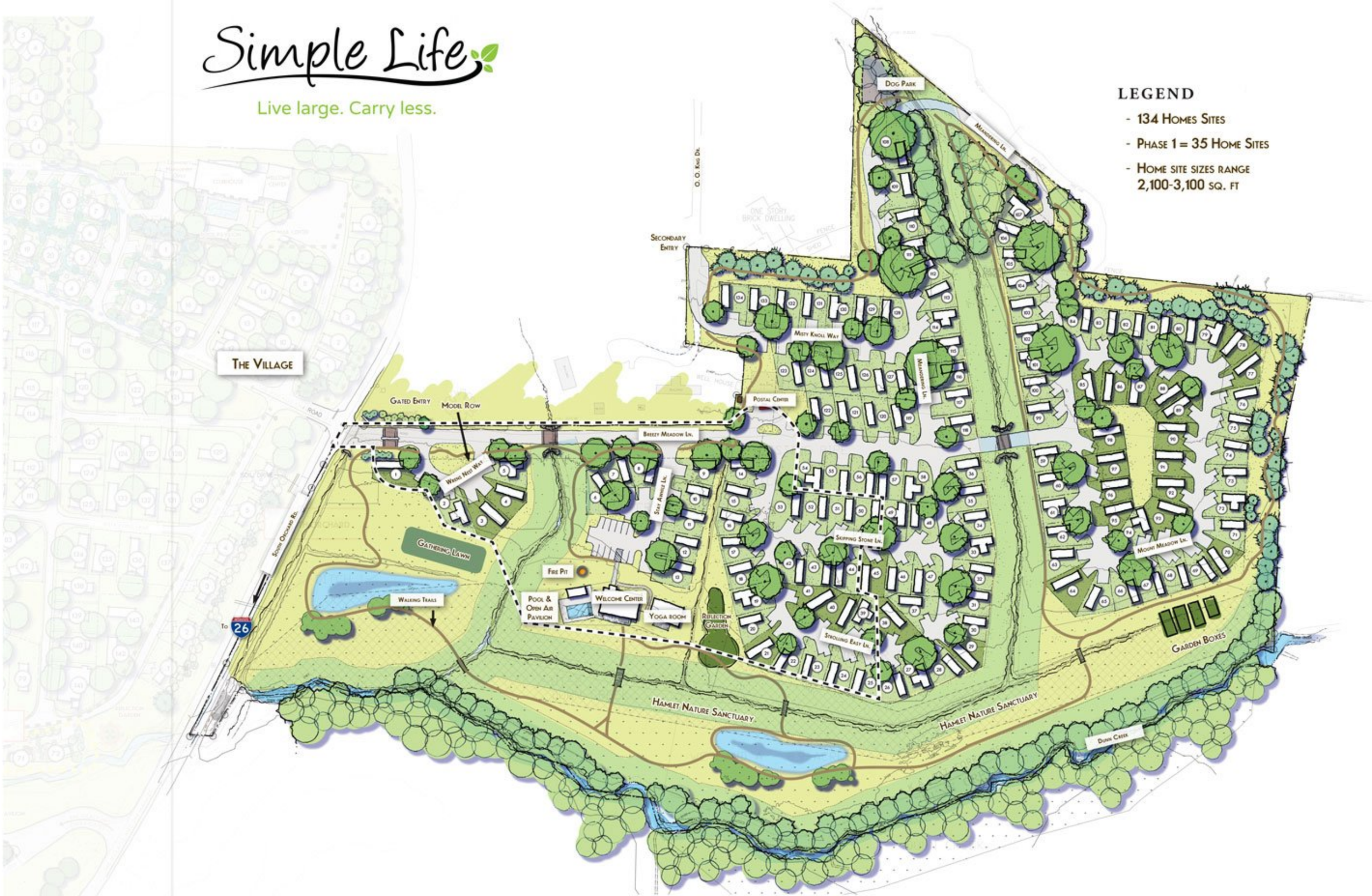
This plan is conceptual in nature and subject to change. The concepts represented are not intended for construction and may require further engineering and architectural review through the design and implementation process.

Simple Life

A. Art And Woodworking Studio
B. Outdoor Movie And Amphitheater
C. 3-Bay Auto Shop
D. Welcome Center
E. TBD
F. Chapel
G. Connection To Elevate Branson Campus
H. Security gate and fencing limits overnight access to residents only.

Simple Life

Live large. Carry less.



Scale: 1" = 50'-0"

THE HAMLET :: Conceptual Master Plan

Simple Life

Flat Rock, North Carolina

October 1, 2020

This plan is conceptual in nature and subject to change. The concepts represented are not intended for construction and may require further engineering and architectural review through the design and implementation process. This map may not be to scale.

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Vicky Kinney has submitted a request for a concept review of a proposed planned unit development for a supportive housing community with small cottages, a clubhouse, and one to two more accessory use buildings. The applicant is currently in the General Concept Plan process and is seeking review and a recommendation from the Planning Commission. This PUD request is for a three-phase development between the east-west boundary of NW 4th St. and NW 2nd St. and a north-south boundary of NW 4th St. and James St.

A copy of the site plan is on file for review with the Community Development Department.

The applicant has requested a public hearing as part of the concept review of the proposed planned unit development. The public hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. on Wednesday, January 19th, 2022, in the City Council Chambers at 501 Laurel St., Brainerd, MN 56401.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2307.

Dated this 5th day of January 2022

Publication Date: January 8th, 2022

David C. Chanski, MPA
Community Development Director

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James St
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41040796
Nw 2nd St

Brainerd City Council
Agenda Request

Requested Meeting Date: February 7, 2022

Title of Item: Consider Council Workshop to discuss ARPA

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

Summary of Issue:

The final ruling on the CSLRFR was released in January. The City will receive $1,468,097.58 in federal funds. Cities have until December 31, 2024 to obligate the funds and December 31, 2026 to expend the funds.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Staff's recommendation would be to set a council workshop on Monday, February 28, 2022 at 6:00 p.m. in the Council Chambers.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain: