

CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, February 22nd @ 7:30pm

The public is invited to attend these meetings in person

Attend by phone **City Council**: 1-844-992-4726 Meeting Access Code: 2496 670 3039

Attend by phone: **Personnel and Finance Committee 7:15 PM**: 1-844-992-4726 Meeting
Access Code: 2482 417 6280

Attend by phone **Safety and Public Works Committee 6:30 PM**: 1-844-992-4726 Meeting
Access Code: 2496 711 4422

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:

022222 COUNCIL INV REGISTER.pdf

B. **Approval Of Minutes**

City Council Workshop Codification and Code Enforcement- January
24th, 2022

Regular City Council Meeting- February 7th, 2022

Documents:

20220124_CC -Code Enforcement Workshop.pdf
2022-02-07 CC Draft.pdf

C. Approval Of Licenses

Contractor Licenses 5

Documents:

20220217 Contractor Licenses.pdf

D. Department Activity Reports

Police Chief

Financial Report

Community Development Director Report

IT/GIS Director Report

Documents:

CDD Report.pdf
PD Report.pdf
IT-GIS Report.pdf

E. Approval Of City Administrator 2021 Performance Review Summary

Documents:

CA Performance Review Sum.pdf

F. Authorize Letter Of Support For The Initiative Foundation DEED Grant Application

Documents:

Support for DEED Grant.pdf

G. Minnesota Lawful Gambling Application To Conduct Excluded Bingo- Submitted By St. Andrew's Church Of Brainerd, 1108 Willow St, Brainerd- Bingo Events To Be Held At St. Andrew's On April 9, 2022 And November 19, 2022.

H. Temporary On-Sale Liquor License Application- Submitted By Jack Pine Brewery For The Brainerd Lakes Home Show And Expo On March 25 And March 26, 2022, Held At The Essentia Health Sports

Center, 502 Jackson St., Brainerd. Contingent Upon Police And Fire Department Approval.

- I. Temporary On-Sale Liquor License Application- Submitted By Brainerd Sports Boosters For The Tapped And Corked Event On April 23, 2022, Held At The Essentia Health Sports Center, 502 Jackson St., Brainerd. Contingent Upon Police And Fire Department Approval.

6. Community Member Of The Month

Documents:

CMM Dawn Stienka.pdf

7. Council Committee Reports

A. **Personnel And Finance Committee 7:15 PM**

WebEx Teleconference Call-In Information

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

Access Code: 2482 417 6280

Documents:

02-22 PF Agenda.pdf

1. Approve Quotes For Public Safety Cold Storage Building

Documents:

Public Safety Cold Storage Quotes.pdf

2. Current Community Service Officers Wage Adjustment

Documents:

CSO wage adjustment.pdf

3. Ratifying The Hiring Of Community Service Officer Janey Ziegler

Documents:

CSO Janey Ziegler hiring.pdf

4. Ratify The Hiring Of 2022 Temporary Special Events Assistant For Parks

Documents:

Ratify the Hiring of 2022 Special Events Assistant.pdf

5. Ratify The Hiring Of HR Assistant Brittney Boser

Documents:

Ratify the Hiring of HR Assistant Brittney Boser.pdf

6. Approve City Administrator Bergman's Advancement To Step 3 Retroactive To January 1, 2022

Documents:

Approve City Administrator Advancement to Step 3.pdf

7. Resolution Waiving Recertification Of Outstanding Special Assessments To Tax-Forfeit Parcel Described As Lot 5, Block 3, Serene Pines (PID) 41280507

Documents:

Res - Lot 5 Block 3 Serene Pines.pdf

8. Update On The Request For Funds To Be Returned From Lakes Area Media Collaborative

Documents:

Update on LAMC.pdf

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

WebEx Teleconference Call-In Information

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

Access Code: 2496 711 4422

Documents:

02-22 SPW Agenda.pdf

1. Resolution-Approve Cooperative Agreement With The Minnesota Department Of Transportation For SP 1814-08 - TH 371B (S 6th Street) Reconstruction Project

Documents:

Agreement with State of Minnesota.pdf

2. Approve Plans And Specifications And Authorize Bidding - Improvement 19-02 - Cuyuna Lakes State Trail NP Center Segment

Documents:

Imp 19-02 Authorize Bidding.pdf

3. Approve Plans And Specifications And Authorize Bidding - Improvement 22-01 - 2022 Seal Coat Project

Documents:

Imp 22-01 Approve Bidding.pdf

4. Consideration Of Proposed Section 320 Amendment Language

Documents:

Section 320 Proposed Amendment Language.pdf

5. Approve Street Light Policy

Documents:

Street Light Policy.pdf

8. Unfinished Business

- A. **Consideration Of Supportive Housing Village PUD General Concept Plan Resubmittal**

Documents:

Supportive Housing PUD Resubmittal.pdf

- B. **Consideration Of Revised Parking Commission Recommendations**

Documents:

Revised Parking Commission Recommendations.pdf

- C. **Committee Recommendations - Recommended By Mayor Badeaux**
Kevin Yeager- HRA & EDA

- D. **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 – 2 terms (Expire 2022) 1 term (Expire 2024)

Charter Commission – 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)

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

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 To Develop Offers For The Purchase Of Property At 504 11th Street S, 501 9th Street S, 1202 Laurel Street, 1120 Norwood Street, 1114 Norwood Street, 1108 Norwood Street, And 1102 Norwood Street, Brainerd, MN**

14. **Adjourn To City Council Workshop- Coronavirus State And Local Fiscal Recovery Funds (CSLFRF) On February 28th, 2022 At 6:00 P.m. In City Council Chambers**

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

MISSION

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

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0011 - ACE HARDWARE:							
303718 70093	ACE HARDWARE STAPLE GUN STAPLES 235-3125-42220	02/11/2022 pziemer REPAIR & MAINT	02/23/2022	9.70 9.70	9.70	Open	N 02/23/2022
303859 70120	ACE HARDWARE 4 IN GRINDER WHEELS 235-3125-42220	02/16/2022 pziemer REPAIR & MAINT	02/23/2022	31.45 31.45	31.45	Open	N 02/23/2022
303812 70121	ACE HARDWARE SNOW BLOWER WIRING HARDWARE 235-3125-42220	02/15/2022 pziemer REPAIR & MAINT	02/23/2022	25.16 25.16	25.16	Open	N 02/23/2022
303801 70122	ACE HARDWARE STREET GARAGE FASTENER RE-SUPPLY 235-3125-42220	02/15/2022 pziemer REPAIR & MAINT	02/23/2022	6.24 6.24	6.24	Open	N 02/23/2022
Total for vendor 0011 - ACE HARDWARE:				72.55	72.55		
Vendor 2902 - ADVANCE AUTO PA:							
6574203383970 69997	ADVANCE AUTO PARTS SNOW BLOWER OIL FILTER 235-3125-42220	02/02/2022 pziemer REPAIR & MAINT	02/23/2022	21.69 21.69	21.69	Open	N 02/23/2022
Total for vendor 2902 - ADVANCE AUTO PA:				21.69	21.69		
Vendor 1632 - ADVANCED AUTO :							
76016 70025	ADVANCED AUTO REPAIR OF BRAINERD S1 STARTER REPAIR - LESS SALES TAX 225-2220-42220	02/03/2022 pziemer REPAIR & MAINT	02/23/2022	525.87 525.87	525.87	Open	N 02/23/2022
Total for vendor 1632 - ADVANCED AUTO :				525.87	525.87		
Vendor 3901 - ALTUS:							
284447 70089	MOMENTUM TELECOM FEB 2022 WEBEX AIRPORT 260-9020-43309	02/01/2022 pziemer COMPUTER SUPPORT	02/23/2022	22.67 22.67	22.67	Open	N 02/23/2022
281400 70090	MOMENTUM TELECOM JAN 2022 AIRPORT WEBEX 260-9020-43309	01/31/2022 pziemer COMPUTER SUPPORT	02/23/2022	22.13 22.13	22.13	Open	N 02/23/2022

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DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
271741 70091	MOMENTUM TELECOM DEC 2021 AIRPORT WEBEX 260-9020-43309	12/01/2021 pziemer	02/23/2022	22.28	22.28	Open	N 12/31/2021
	COMPUTER SUPPORT			22.28			
	Total for vendor 3901 - ALTUS:			67.08	67.08		

Vendor 2670 - AMERICAN STEEL:

107882 70010	AMERICAN STEEL SUPPLY INC STRAPS FOR THE BIG PUSHER 260-9020-42230	01/04/2022 pziemer	02/23/2022	375.16	375.16	Open	N 02/23/2022
	REPAIRS-VEHICLES & EQUIP			375.16			
	Total for vendor 2670 - AMERICAN STEEL:			375.16	375.16		

Vendor 2846 - AMERICAN WELDING:

08321283 69992	AMERICAN WELDING-GAS INC WELDING GEL DIP 235-3125-42220	02/04/2022 pziemer	02/23/2022	22.69	22.69	Open	N 02/23/2022
	REPAIR & MAINT			22.69			
08312614 69994	AMERICAN WELDING-GAS INC WELDING GAS CYLINDER RENTAL 235-3100-42220	01/31/2022 pziemer	02/23/2022	66.94	66.94	Open	N 02/23/2022
	REPAIR & MAINT			66.94			
08326939 70017	AMERICAN WELDING-GAS INC WELDER ROLLER DRIVE & CONTACT TIP 235-3125-42220	02/10/2022 pziemer	02/23/2022	167.81	167.81	Open	N 02/23/2022
	REPAIR & MAINT			167.81			
08334109 70083	AMERICAN WELDING-GAS INC WELDING GAS 235-3125-42220	02/15/2022 pziemer	02/23/2022	64.29	64.29	Open	N 02/23/2022
	REPAIR & MAINT			64.29			
08199969 70137	AMERICAN WELDING-GAS INC WELDING GAS RENTAL - MISSING INVOICE 235-3100-42220	12/01/2021 pziemer	02/23/2022	57.93	57.93	Open	N 12/31/2021
	REPAIR & MAINT			57.93			
08070188 70138	AMERICAN WELDING-GAS INC C-O CYLINDER RENTAL 235-3100-42220	12/01/2021 pziemer	02/23/2022	54.56	54.56	Open	N 12/31/2021
	REPAIR & MAINT			54.56			
	Total for vendor 2846 - AMERICAN WELDING:			434.22	434.22		

Vendor 0039 - AMERIPRIDE LINE:

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
253000100952 70000	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	02/03/2022 pziemer	02/23/2022	113.52	113.52	Open	N 02/23/2022
	MISCELLANEOUS			113.52			
253000103620 70026	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	02/10/2022 pziemer	02/23/2022	82.70	82.70	Open	N 02/23/2022
	MISCELLANEOUS			82.70			
Total for vendor 0039 - AMERIPRIDE LINE:				196.22	196.22		

Vendor 2740 - AT&T MOBILITY:

X02032022/AIRPORT

70014	AT&T MOBILITY ACCT 287291178494 260-9020-43321	01/25/2022 pziemer	02/23/2022	58.61	58.61	Open	N 02/23/2022
	AIRPORT CELL PHONE TELEPHONE			58.61			
Total for vendor 2740 - AT&T MOBILITY:				58.61	58.61		

Vendor 0745 - BATTERIES PLUS:

P48592936

69976	BATTERIES PLUS BATTERIES 225-2120-42210	02/04/2022 pziemer	02/23/2022	17.98	17.98	Open	N 02/23/2022
	OPERATING SUPPLIES			17.98			
Total for vendor 0745 - BATTERIES PLUS:				17.98	17.98		

Vendor 3966 - BLUE SKY TRANSIT:

12022

70127	BLUE SKY TRANSIT JAN 2022 3RD PARTY SERVICES 203-9000-42212 203-9000-43401 203-9000-43440	01/31/2022 pziemer	02/23/2022	92,879.60	92,879.60	Open	N 02/23/2022
	MOTOR FUELS			3,570.90			
	VEHICLE REPAIRS			812.02			
	TRANSIT SERVICE CONTRACT PY			88,496.68			
Total for vendor 3966 - BLUE SKY TRANSIT:				92,879.60	92,879.60		

Vendor 0065 - BOYER TRUCKS RO:

003P17458

70007	BOYER TRUCKS ROGERS TRUCK 108 DOT REPAIRS 235-3100-42220	02/10/2022 pziemer	02/23/2022	283.51	283.51	Open	N 02/23/2022
	REPAIR & MAINT			283.51			
Total for vendor 0065 - BOYER TRUCKS RO:				283.51	283.51		

Vendor 0206 - BRAINERD HOUSIN:

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
2021 WELLNESS							
70054	BRAINERD HOUSING AUTHORITY REMIT 2021 WELLNESS INCENTIVE 278-6515-43430	02/15/2022 pziemer	02/23/2022	2,415.00	2,415.00	Open	N 02/23/2022
	MISCELLANEOUS			2,415.00			
	Total for vendor 0206 - BRAINERD HOUSIN:			2,415.00	2,415.00		
Vendor 0110 - BRAINERD LAKES:							
42120							
70008	BRAINERD LAKES AREA CHAMBERS OF COM 2022 SERVICES RENDERED 245-1310-43430	02/01/2022 pziemer	02/23/2022	249.00	249.00	Open	N 02/23/2022
	MISCELLANEOUS			249.00			
	Total for vendor 0110 - BRAINERD LAKES:			249.00	249.00		
Vendor 0081 - BRAINERD MEDICI:							
35493							
70092	BRAINERD MEDICAL SUPPLY FIRST AID SUPPLY 225-2120-42209	02/01/2022 pziemer	02/23/2022	24.92	24.92	Open	N 02/23/2022
	SAFETY EQUIPMENT SUPPLIES			24.92			
	Total for vendor 0081 - BRAINERD MEDICI:			24.92	24.92		
Vendor 0296 - BRAINERD PUBLIC:							
JAN 22/POLICE							
70027	BRAINERD PUBLIC UTILITIES 12/24/21-1/24/22 PD UTILITIES 225-2120-43381	01/28/2022 pziemer	02/23/2022	5,009.93	5,009.93	Open	N 02/23/2022
	BPU UTILITIES			5,009.93			
JAN 22/LIBRARY							
70028	BRAINERD PUBLIC UTILITIES 12/24/21-1/24/22 LIBRARY UTILITIES 211-5500-43381	01/28/2022 pziemer	02/23/2022	1,263.66	1,263.66	Open	N 02/23/2022
	BPU UTILITIES			1,263.66			
JAN 22/FIRE DEPT							
70029	BRAINERD PUBLIC UTILITIES 12/24/21-1/24/22 FIRE DEPT UTILITIES 225-2220-43381	01/28/2022 pziemer	02/23/2022	3,113.23	3,113.23	Open	N 02/23/2022
	BPU UTILITIES			3,113.23			
JAN 22/CITY							
70030	BRAINERD PUBLIC UTILITIES 12/24/21-1/24/22 CITY UTILITIES 101-1940-43381	01/28/2022 pziemer	02/23/2022	1,819.27	1,819.27	Open	N 02/23/2022
	BPU UTILITIES			1,111.19			
	BPU UTILITIES			239.57			
	BPU UTILITIES			24.61			
	BPU UTILITIES			77.20			
	BPU UTILITIES			36.00			
	UTILITIES			330.70			

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JAN 22/PARKS							
70031	BRAINERD PUBLIC UTILITIES	01/28/2022	02/23/2022	3,227.58	3,227.58	Open	N
	12/24/21-1/24/22 PARKS UTILITIES	pziemer					02/23/2022
	230-5200-43381 BPU UTILITIES			3,227.58			
JAN 22/STREETS							
70032	BRAINERD PUBLIC UTILITIES	01/28/2022	02/23/2022	24,646.24	24,646.24	Open	N
	12/24/21-1/24/22 STREET DEPT UTILITIES	pziemer					02/23/2022
	235-3100-43381 BPU UTILITIES			24,646.24			
2021 SLS TX SHARE							
70039	BRAINERD PUBLIC UTILITIES	02/07/2022	02/23/2022	214,739.02	214,739.02	Open	N
	62% CITY OF BAXTER SALES TAX REMIT	pziemer					02/23/2022
	237-0000-33600 REV FROM OTHER GOVTS			214,739.02			
2021 WELLNESS							
70055	BRAINERD PUBLIC UTILITIES	02/15/2022	02/23/2022	3,106.00	3,106.00	Open	N
	REMIT 2021 WELLNESS INCENTIVE	pziemer					02/23/2022
	278-6515-43430 MISCELLANEOUS			3,106.00			
2/15/22							
70056	BRAINERD PUBLIC UTILITIES	02/15/2022	02/23/2022	121,894.20	121,894.20	Open	N
	REMIT COLLECTED LOCAL SALES TAX THRU	pziemer					02/23/2022
	251-9360-43467 REMIT LOCAL SALES TAX COLLECT			121,894.20			
	Total for vendor 0296 - BRAINERD PUBLIC:			378,819.13	378,819.13		
Vendor 2072 - BREEZY POINT PO:							
1ST QTR 2022							
70034	BREEZY POINT POLICE DEPARTMENT	02/14/2022	02/23/2022	4,272.08	4,272.08	Open	N
	1ST QTR 22 TZD	pziemer					02/23/2022
	225-0000-20800 DUE TO OTHER GOVT UNITS			4,272.08			
	Total for vendor 2072 - BREEZY POINT PO:			4,272.08	4,272.08		
Vendor 0102 - CANON FINANCIAL:							
28104419							
70018	CANON FINANCIAL SERVICE	02/10/2022	02/23/2022	67.27	67.27	Open	N
	2/20-3/19 FD COPIER LEASE	pziemer					02/23/2022
	225-2220-43331 LEASED PAYMENTS			67.27			
	Total for vendor 0102 - CANON FINANCIAL:			67.27	67.27		
Vendor 0447 - CDW GOVERNMENT, :							
R330361							
70001	CDW GOVERNMENT, INC	01/26/2022	02/23/2022	1,196.52	1,196.52	Open	N
	3 YR CISCO DNA ESS	pziemer					02/23/2022
	101-1800-43309 COMPUTER SUPPORT			1,196.52			

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R946206 70075	CDW GOVERNMENT, INC SURGEARREST/CORDS 101-1800-43309	02/08/2022 pziemer	02/23/2022	161.71 161.71	161.71	Open	N 02/23/2022
	COMPUTER SUPPORT						
R959447 70076	CDW GOVERNMENT, INC VEEAM BACKUP/MSFT OFFICE 365 101-1800-43309 101-0000-15510	02/09/2022 pziemer	02/23/2022	3,823.54 2,867.66 955.88	3,823.54	Open	N 02/23/2022
	COMPUTER SUPPORT						
	PREPAID OTHER						
	Total for vendor 0447 - CDW GOVERNMENT,:			5,181.77	5,181.77		
Vendor 3616 - CHANSKI, DAVID:							
1/26/22 70130	CHANSKI, DAVID REIMB MILEAGE FOR EDAM CONFERENCE 101-2400-43330	01/26/2022 pziemer	02/23/2022	73.83 73.83	73.83	Open	N 02/23/2022
	PROFESSIONAL DEVELOPMENT						
	Total for vendor 3616 - CHANSKI, DAVID:			73.83	73.83		
Vendor 1343 - CHARTER COMMUNICATION:							
0055470020822 70057	CHARTER COMMUNICATIONS FEBRUARY 225-2220-43380	02/08/2022 pziemer	02/23/2022	7.85 7.85	7.85	Open	N 02/23/2022
	UTILITIES						
0008065020822 70095	CHARTER COMMUNICATIONS 2/8/22-3/7/22 PD BUSINESS TV 225-2120-43380	02/08/2022 pziemer	02/23/2022	46.51 46.51	46.51	Open	N 02/23/2022
	UTILITIES						
	Total for vendor 1343 - CHARTER COMMUNICATION:			54.36	54.36		
Vendor 0122 - COMMUNITY ACTIO:							
FEB 2022 70003	COMMUNITY ACTION FEB 2022 LEVY PAYMENT 101-9200-43460	02/09/2022 pziemer	02/23/2022	8,895.67 8,895.67	8,895.67	Open	N 02/23/2022
	REMIT COMMUNITY ACTION LEVY						
	Total for vendor 0122 - COMMUNITY ACTIO:			8,895.67	8,895.67		
Vendor 0125 - CONSOLIDATED TE:							
21005081/IT 70044	CONSOLIDATED TELEPHONE CO 2/12-3/11 PHONE/INTERNET 101-1800-43321	02/12/2022 pziemer	02/23/2022	1,204.28 1,204.28	1,204.28	Open	N 02/23/2022
	TELEPHONE						

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21005081/ADMIN							
70045	CONSOLIDATED TELEPHONE CO	02/12/2022	02/23/2022	4.98	4.98	Open	N
	2/12-3/11 PHONE/INTERNET	pziemer					02/23/2022
	101-1400-43321	TELEPHONE		4.98			
21005081/ENG							
70046	CONSOLIDATED TELEPHONE CO	02/12/2022	02/23/2022	55.19	55.19	Open	N
	2/12-3/11 PHONE/INTERNET	pziemer					02/23/2022
	101-1700-43321	TELEPHONE		1.89			
	101-1940-43321	TELEPHONE		53.30			
21005081/COM DEV							
70047	CONSOLIDATED TELEPHONE CO	02/12/2022	02/23/2022	1.48	1.48	Open	N
	2/12-3/11 PHONE/INTERNET	pziemer					02/23/2022
	101-2400-43321	TELEPHONE		1.48			
21005081/TRANSIT							
70048	CONSOLIDATED TELEPHONE CO	02/12/2022	02/23/2022	10.23	10.23	Open	N
	2/12-3/11 PHONE/INTERNET	pziemer					02/23/2022
	203-9000-43321	TELEPHONE		10.23			
21005081/PD							
70049	CONSOLIDATED TELEPHONE CO	02/12/2022	02/23/2022	138.19	138.19	Open	N
	2/12-3/11 PHONE INTERNET	pziemer					02/23/2022
	225-2120-43321	TELEPHONE		119.44			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		18.75			
21005081/FIRE DEPT							
70050	CONSOLIDATED TELEPHONE CO	02/12/2022	02/23/2022	68.75	68.75	Open	N
	2/12-3/11 PHONE/INTERNET	pziemer					02/23/2022
	225-2220-43321	TELEPHONE		68.75			
21005081/STREETS							
70051	CONSOLIDATED TELEPHONE CO	02/12/2022	02/23/2022	49.09	49.09	Open	N
	2/12-3/11 PHONE/INTERNET	pziemer					02/23/2022
	235-3100-43321	TELEPHONE		49.09			
21005081/PARKS							
70052	CONSOLIDATED TELEPHONE CO	02/12/2022	02/23/2022	49.15	49.15	Open	N
	2/12-3/11 PHONE/INTERNET	pziemer					02/23/2022
	230-5200-43321	TELEPHONE		49.15			
21004820							
70086	CONSOLIDATED TELEPHONE CO	02/12/2022	02/23/2022	644.29	644.29	Open	N
	2/12-3/11 AIRPORT PHONE/INTERNET	pziemer					02/23/2022
	260-9020-43321	TELEPHONE		644.29			
Total for vendor 0125 - CONSOLIDATED TE:				2,225.63	2,225.63		

Vendor 2069 - CROSBY POLICE D:

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1ST QTR 2022							
70035	CROSBY POLICE DEPARTMENT 1ST QTR 2022 TZD 225-0000-20800	02/14/2022 pziemer	02/23/2022	1,148.03	1,148.03	Open	N 02/23/2022
	DUE TO OTHER GOVT UNITS			1,148.03			
	Total for vendor 2069 - CROSBY POLICE D:			1,148.03	1,148.03		
Vendor 0491 - CUYUNA RANGE FI:							
2/1/22							
70019	CUYUNA RANGE FIRE CHIEFS ASSN 2022 CUYUNA RANGE FIRE CHIEFS AND FI 225-2220-43433	02/01/2022 pziemer	02/23/2022	300.00	300.00	Open	N 02/23/2022
	DUES & SUBSCRIPTIONS			300.00			
	Total for vendor 0491 - CUYUNA RANGE FI:			300.00	300.00		
Vendor 0132 - CWC HIGHWAY DEP:							
4837							
69967	CWC HIGHWAY DEPT JAN 2022 TRANSIT FUEL 203-9000-42212	02/01/2022 pziemer	02/23/2022	4,316.57	4,316.57	Open	N 02/23/2022
	MOTOR FUELS			4,316.57			
	Total for vendor 0132 - CWC HIGHWAY DEP:			4,316.57	4,316.57		
Vendor 1156 - CWC SHERIFF:							
1ST QTR 2022							
70036	CWC SHERIFF 1ST QTR 2022 TZD 225-0000-20800	02/14/2022 pziemer	02/23/2022	325.28	325.28	Open	N 02/23/2022
	DUE TO OTHER GOVT UNITS			325.28			
	Total for vendor 1156 - CWC SHERIFF:			325.28	325.28		
Vendor 3220 - DALCO:							
3893403							
69961	DALCO JANITORIAL SUPPLIES - ALL LOCATIONS 225-2120-42220 225-2220-42220 101-1940-42220 235-3100-42220	02/08/2022 pziemer	02/23/2022	0.00	0.00	Void	N 02/23/2022
	REPAIR & MAINT			229.89			
	REPAIR & MAINT			229.89			
	REPAIR & MAINT			229.89			
	REPAIR & MAINT			229.89			
3893403.							
69999	DALCO JANITORIAL SUPPLIES - ALL LOCATIONS 225-2120-42220 225-2220-42220 101-1940-42220 235-3100-42220	02/08/2022 pziemer	02/23/2022	919.56	919.56	Open	N 02/23/2022
	REPAIR & MAINT			229.89			
	REPAIR & MAINT			229.89			
	REPAIR & MAINT			229.89			
	REPAIR & MAINT			229.89			
	Total for vendor 3220 - DALCO:			919.56	919.56		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 1859 - ENTERPRISE FM T:							
FBN4395495/ENG							
70077	ENTERPRISE FM TRUST	02/03/2022	02/23/2022	1,359.54	1,359.54	Open	N
	FEB 2022 VEHICLE LEASES	pziemer					02/23/2022
	101-1700-43331	LEASE PAYMENTS		1,068.82			
	101-1940-43331	LEASE PAYMENTS		290.72			
FBN4395495/PD							
70078	ENTERPRISE FM TRUST	02/03/2022	02/23/2022	10,439.36	10,439.36	Open	N
	FEB 2022 PD VEHICLE LEASES	pziemer					02/23/2022
	225-2120-43331	LEASED PAYMENTS		10,439.36			
FBN4395495/FD							
70079	ENTERPRISE FM TRUST	02/03/2022	02/23/2022	1,513.68	1,513.68	Open	N
	FEB 2022 VEHICLE LEASES	pziemer					02/23/2022
	225-2220-43331	LEASED PAYMENTS		1,513.68			
FBN4395495/PARKS							
70080	ENTERPRISE FM TRUST	02/03/2022	02/23/2022	2,371.71	2,371.71	Open	N
	FEB 2022 PARKS VEHICLE LEASES	pziemer					02/23/2022
	230-5200-43331	LEASE PAYMENTS		2,371.71			
FBN4395495/STRTS							
70081	ENTERPRISE FM TRUST	02/03/2022	02/23/2022	3,226.60	3,226.60	Open	N
	FEB 2022 VEHICLE LEASES	pziemer					02/23/2022
	235-3100-43331	LEASE PAYMENTS		2,600.59			
	237-3190-43331	LEASE PAYMENTS		626.01			
FBN4395495/COM DEV							
70082	ENTERPRISE FM TRUST	02/03/2022	02/23/2022	357.61	357.61	Open	N
	FEB 2022 COM DEV VEHICLE LEASES	pziemer					02/23/2022
	101-2400-43331	LEASE EXPENSE		357.61			
Total for vendor 1859 - ENTERPRISE FM T:				19,268.50	19,268.50		

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

5409	F.I.R.E. CROSSLAKE	02/07/2022	02/23/2022	500.00	500.00	Open	N
70020	EMS REFRESHER TRAINING	02/07/2022	02/23/2022	500.00	500.00	Open	N
	225-2220-43330	PROFESSIONAL DEVELOPMENT		500.00			02/23/2022
5417	F.I.R.E. CROSSLAKE	02/14/2022	02/23/2022	650.00	650.00	Open	N
70040	SCBA REFRESHER TRAINING	02/14/2022	02/23/2022	650.00	650.00	Open	N
	225-2220-43330	PROFESSIONAL DEVELOPMENT		650.00			02/23/2022
	Total for vendor 1815 - F.I.R.E. CROSSL:			1,150.00	1,150.00		

Vendor 0170 - FASTENAL COMPAN:

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MNBAX250479							
70002	FASTENAL COMPANY 6 X 30 TOW STRAPS 235-3125-42220	12/10/2021 pziemer	02/23/2022	242.00	242.00	Open	N 12/31/2021
	REPAIR & MAINT			242.00			
	Total for vendor 0170 - FASTENAL COMPAN:			242.00	242.00		
Vendor 0177 - FIRST IMPRESSIO:							
83355							
70009	FIRST IMPRESSION PRINTING SNOW REMOVAL SIGNS 235-3100-43350	02/09/2022 pziemer	02/23/2022	134.00	134.00	Open	N 02/23/2022
	PRINTING/LEGAL PUBLICATION			134.00			
	Total for vendor 0177 - FIRST IMPRESSIO:			134.00	134.00		
Vendor 3402 - FLEETPRIDE:							
92070608							
69996	FLEETPRIDE TRUCK 109 FRONT SPRING U-BOLT - LESS 235-3125-42220	02/01/2022 pziemer	02/23/2022	27.47	27.47	Open	N 02/23/2022
	REPAIR & MAINT			27.47			
	Total for vendor 3402 - FLEETPRIDE:			27.47	27.47		
Vendor 0071 - FORUM COMMUNICA:							
MP3161230122/CD							
69970	FORUM COMMUNICATIONS COMPANY JAN 22 LEGAL NOH - KINNEY 101-2400-43350	01/31/2022 pziemer	02/23/2022	49.52	49.52	Open	N 02/23/2022
	PRINTING/LEGAL PUBLICATION			49.52			
MP3161230122/ADMIN							
69971	FORUM COMMUNICATIONS COMPANY JAN 2022 LEGAL NOTICES - CHARTER AMEN 101-9200-43350	01/31/2022 pziemer	02/23/2022	404.06	404.06	Open	N 02/23/2022
	LEGAL PUBLICATIONS			193.09			
	LEGAL PUBLICATIONS			210.97			
MP3161230122/HR							
69975	FORUM COMMUNICATIONS COMPANY JAN 2022 HR ASST. POSITION POSTINGS 101-1400-43350	01/31/2022 pziemer	02/23/2022	999.00	999.00	Open	N 02/23/2022
	LEGAL PUBLICATIONS			999.00			
	Total for vendor 0071 - FORUM COMMUNICA:			1,452.58	1,452.58		
Vendor 2993 - FRANKLIN OUTDOO:							
20190							
70011	FRANKLIN OUTDOOR ADVERTISING HWY 371 BILLBOARD 260-9020-43340	01/01/2022 pziemer	02/23/2022	497.00	497.00	Open	N 02/23/2022
	ADVERTISING/PROMOTION			497.00			
	Total for vendor 2993 - FRANKLIN OUTDOO:			497.00	497.00		

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Vendor 0186 - GALLS LLC:							
020285269 69977	GALLS LLC 721RM - UNIFORM GLOVES 225-2120-41113	01/25/2022 pziemer	02/23/2022	38.94	38.94	Open	N 02/23/2022
	UNIFORM ALLOWANCE			38.94			
	Total for vendor 0186 - GALLS LLC:			38.94	38.94		
Vendor 0200 - HEARTLAND ANIMA:							
JAN 2022 69968	HEARTLAND ANIMAL RESCUE JAN 2022 BOARDING/ADMIN FEE 225-2700-43430 225-2700-43300	01/28/2022 pziemer	02/23/2022	2,026.00	2,026.00	Open	N 02/23/2022
	MISCELLANEOUS			214.00			
	PROFESSIONAL SERVICES			1,812.00			
	Total for vendor 0200 - HEARTLAND ANIMA:			2,026.00	2,026.00		
Vendor 0201 - HEARTLAND TIRE:							
15018109 69998	HEARTLAND TIRE SERVICE INC TRUCK 109 TIRE REPLACEMENT 235-3125-42220	02/07/2022 pziemer	02/23/2022	1,105.82	1,105.82	Open	N 02/23/2022
	REPAIR & MAINT			1,105.82			
	Total for vendor 0201 - HEARTLAND TIRE:			1,105.82	1,105.82		
Vendor 3050 - HILDI INC.:							
13534 70124	HILDI INC. ACTUARIAL DISCLOSURES GASB 75 260-9020-43300 101-0000-14100 101-9200-43300 101-0000-14100	02/11/2022 pziemer	02/23/2022	1,490.00	1,490.00	Open	N 02/23/2022
	PROFESSIONAL SERVICES			25.33			
	DUE FROM COMPONENT UNIT			639.21			
	PROFESSIONAL SERVICES			625.80			
	DUE FROM COMPONENT UNIT			199.66			
	Total for vendor 3050 - HILDI INC.:			1,490.00	1,490.00		
Vendor 0716 - HOLST, GLEN:							
2/17/22-REIMB 70129	HOLST, GLEN CDL RENEWAL REIMBURSEMENT 235-3100-42220	02/17/2022 pziemer	02/23/2022	51.00	51.00	Open	N 02/23/2022
	REPAIR & MAINT			51.00			
	Total for vendor 0716 - HOLST, GLEN:			51.00	51.00		
Vendor 3785 - HUGHEY AND PHILLIPS LCC:							

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74214 70013	HUGHEY AND PHILLIPS LCC MALSR LAMP ASSEMBLY PARTS RWY 34 260-9020-42230	12/13/2021 pziemer	02/23/2022	1,332.58	1,332.58	Open	N 12/31/2021
	REPAIRS-VEHICLES & EQUIP			1,332.58			
	Total for vendor 3785 - HUGHEY AND PHILLIPS LCC:			1,332.58	1,332.58		

Vendor 3202 - INNOVATIVE OFFI:

IN3660842 69978	INNOVATIVE OFFICE SOLUTIONS LLC EVIDENCE STORAGE/OFFICE SUPPLIES 225-2120-42210 225-2120-42200	02/04/2022 pziemer	02/23/2022	70.89	70.89	Open	N 02/23/2022
	OPERATING SUPPLIES			25.48			
	OFFICE SUPPLIES			45.41			
IN3663088 69979	INNOVATIVE OFFICE SOLUTIONS LLC EVIDENCE STORAGE SUPPLIES 225-2120-42210	02/07/2022 pziemer	02/23/2022	9.93	9.93	Open	N 02/23/2022
	OPERATING SUPPLIES			9.93			
IN3664596 69980	INNOVATIVE OFFICE SOLUTIONS LLC OFFICE SUPPLIES - PENS 225-2120-42200	02/08/2022 pziemer	02/23/2022	53.36	53.36	Open	N 02/23/2022
	OFFICE SUPPLIES			53.36			
IN3665116 69981	INNOVATIVE OFFICE SOLUTIONS LLC OFFICE SUPPLIES 225-2120-42200	02/08/2022 pziemer	02/23/2022	13.52	13.52	Open	N 02/23/2022
	OFFICE SUPPLIES			13.52			
	Total for vendor 3202 - INNOVATIVE OFFI:			147.70	147.70		

Vendor 2130 - INTERNATIONAL C:

3325817 70016	INTERNATIONAL CODE COUNCIL INC DESETH RENEWAL #0086000 101-2400-43433	02/09/2022 pziemer	02/23/2022	145.00	145.00	Open	N 02/23/2022
	DUES & SUBSCRIPTIONS			145.00			
	Total for vendor 2130 - INTERNATIONAL C:			145.00	145.00		

Vendor 3469 - LAKES AREA MAT:

20220201 #522 70071	LAKES AREA MAT SERVICE INC CITY HALL FLOOR MATS 101-1940-43410	02/01/2022 pziemer	02/23/2022	42.56	42.56	Open	N 02/23/2022
	RENTAL EXPENSE			42.56			
20220215 #522 70072	LAKES AREA MAT SERVICE INC CITY HALL FLOOR MATS 101-1940-43410	02/15/2022 pziemer	02/23/2022	42.56	42.56	Open	N 02/23/2022
	RENTAL EXPENSE			42.56			

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20220215 #520 70073	LAKES AREA MAT SERVICE INC POLICE DEPT FLOOR MATS 225-2120-43300	02/15/2022 pziemer	02/23/2022	41.44 41.44	41.44	Open	N 02/23/2022
	PROFESSIONAL SERVICES			41.44			
20220201 #520 70074	LAKES AREA MAT SERVICE INC POLICE DEPT FLOOR MATS 225-2120-43300	02/01/2022 pziemer	02/23/2022	41.44 41.44	41.44	Open	N 02/23/2022
	PROFESSIONAL SERVICES			41.44			
	Total for vendor 3469 - LAKES AREA MAT:			168.00	168.00		
Vendor 0313 - LAKES AREA SENI:							
FEB 2022 70004	LAKES AREA SENIOR CENTER FEB 22 LEVY PAYMENTS 101-9200-43461	02/09/2022 pziemer	02/23/2022	8,895.67 8,895.67	8,895.67	Open	N 02/23/2022
	REMIT SENIOR CITIZEN LEVY			8,895.67			
	Total for vendor 0313 - LAKES AREA SENI:			8,895.67	8,895.67		
Vendor 0619 - LMC:							
359278 69969	LEAGUE OF MN CITIES IPMA-HR CHAPTER DUES 2022 101-1400-43433	01/27/2022 pziemer	02/23/2022	50.00 50.00	50.00	Open	N 02/23/2022
	DUES & SUBSCRIPTIONS			50.00			
	Total for vendor 0619 - LMC:			50.00	50.00		
Vendor 2141 - M&M EXPRESS SAL:							
243526 70094	M&M EXPRESS SALES & SERVICE CARB PARTS KIT 225-2220-42220	12/31/2021 pziemer	02/23/2022	212.43 212.43	212.43	Open	N 12/31/2021
	REPAIR & MAINT			212.43			
	Total for vendor 2141 - M&M EXPRESS SAL:			212.43	212.43		
Vendor 0239 - MACQUEEN EQUIPM:							
P39979 70087	MACQUEEN EQUIPMENT INC VAC TRUCK HYDRO EXCAVATION COUPLERS 237-3190-42220	02/15/2022 pziemer	02/23/2022	146.01 146.01	146.01	Open	N 02/23/2022
	REPAIR & MAINT			146.01			
	Total for vendor 0239 - MACQUEEN EQUIPM:			146.01	146.01		
Vendor 1753 - MARCO:							
INV9604942 69972	MARCO CISCO SMARTNET 1/31/22-1/30/23	02/02/2022 pziemer	02/23/2022	7,293.00	7,293.00	Open	N 02/23/2022

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	GL Distribution						
	101-1800-43309	COMPUTER SUPPORT		6,685.25			
	101-0000-15510	PREPAID OTHER		607.75			
INV9444890							
70012	MARCO	12/09/2021	02/23/2022	90.00	90.00	Open	N
	SHARE DRIVE SERVICE CALL	pziemer					12/31/2021
	260-9020-43309	COMPUTER SUPPORT		90.00			
	Total for vendor 1753 - MARCO:			7,383.00	7,383.00		
Vendor 0243 - MARCO FINANCING:							
464943265							
70033	MARCO FINANCING	02/04/2022	02/23/2022	1,129.66	1,129.66	Open	N
	3/1/22-6/1/22 COPIER CONTRACT	pziemer					02/23/2022
	101-1800-43309	COMPUTER SUPPORT		1,129.66			
464943240							
70064	MARCO FINANCING	02/04/2022	02/23/2022	429.79	429.79	Open	N
	PD COPIER LEASE	pziemer					02/23/2022
	225-2120-43331	LEASED PAYMENTS		429.79			
	Total for vendor 0243 - MARCO FINANCING:			1,559.45	1,559.45		
Vendor 3611 - MCMA:							
2022							
69966	MCMA	02/09/2022	02/23/2022	154.00	154.00	Open	N
	5/1/21-4/30/22 MEMBERSHIP	pziemer					02/23/2022
	101-1400-43330	PROFESSIONAL DEVELOPMENT		154.00			
	Total for vendor 3611 - MCMA:			154.00	154.00		
Vendor 0254 - MILLS MOTORS IN:							
565323							
70131	MILLS MOTORS INC	01/11/2022	02/23/2022	298.59	298.59	Open	N
	BUS 119 REPAIRS	pziemer					02/23/2022
	203-9000-43401	VEHICLE REPAIRS		298.59			
565962							
70132	MILLS MOTORS INC	01/20/2022	02/23/2022	143.19	143.19	Open	N
	BUS 119 REPAIRS	pziemer					02/23/2022
	203-9000-43401	VEHICLE REPAIRS		143.19			
565145							
70133	MILLS MOTORS INC	12/28/2021	02/23/2022	632.86	632.86	Open	N
	BUS 181 REPAIRS	pziemer					12/31/2021
	203-9000-43401	VEHICLE REPAIRS		632.86			
563548							
70134	MILLS MOTORS INC	01/14/2022	02/23/2022	5,094.57	5,094.57	Open	N
	BUS 141 REPAIRS	pziemer					02/23/2022

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	203-9000-43401	VEHICLE REPAIRS		5,094.57			
563372 70135	MILLS MOTORS INC BUS 114 REPAIRS 203-9000-43401	02/11/2022 pziemer	02/23/2022	2,790.33	2,790.33	Open	N 02/23/2022
		VEHICLE REPAIRS		2,790.33			
566778 70136	MILLS MOTORS INC BUS 191 REPAIRS 203-9000-43401	02/17/2022 pziemer	02/23/2022	3,167.58	3,167.58	Open	N 02/23/2022
		VEHICLE REPAIRS		3,167.58			
Total for vendor 0254 - MILLS MOTORS IN:				12,127.12	12,127.12		

Vendor MISC - MONICA MOILANEN:

21017672-REFUND

70125	MONICA MOILANEN REFUND OVERPAYMENT PARKING TICKET 225-2120-35102	02/17/2022 pziemer	02/23/2022	50.00	50.00	Open	N 02/23/2022
		PARKING FINES		50.00			
Total for vendor MISC - MONICA MOILANEN:				50.00	50.00		

Vendor 1021 - MOTOROLA:

8281314259 69965	MOTOROLA SPEAKERS/MICROPHONES 400-9050-45530	01/19/2022 pziemer	02/23/2022	2,025.80	2,025.80	Open	N 02/23/2022
		STREETS/PARKS CAPITAL - OTHER		2,025.80			
Total for vendor 1021 - MOTOROLA:				2,025.80	2,025.80		

Vendor 3168 - MOTORS-N-MORE:

28957 69982	MOTORS-N-MORE SQD 429 - OIL CHANGE 225-2120-42221	02/08/2022 pziemer	02/23/2022	23.00	23.00	Open	N 02/23/2022
		SQUAD CAR REPAIR SUPPLIES		23.00			
28959 69983	MOTORS-N-MORE SQD 433 OIL CHANGE 225-2120-42221	02/08/2022 pziemer	02/23/2022	23.00	23.00	Open	N 02/23/2022
		SQUAD CAR REPAIR SUPPLIES		23.00			
28961 69984	MOTORS-N-MORE SQD 436 - OIL CHANGE 225-2120-42221	02/08/2022 pziemer	02/23/2022	23.00	23.00	Open	N 02/23/2022
		SQUAD CAR REPAIR SUPPLIES		23.00			
28980 70118	MOTORS-N-MORE SQD 431 OIL CHANGE 225-2120-42221	02/16/2022 pziemer	02/23/2022	23.00	23.00	Open	N 02/23/2022
		SQUAD CAR REPAIR SUPPLIES		23.00			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Total for vendor 3168 - MOTORS-N-MORE:				92.00	92.00		
Vendor 3580 - NAGELL APPRAISA:							
29891 70053	NAGELL APPRAISAL & CONSULTING CN2111002 - 153 CAROL LANE 401-1609-43300	12/01/2021 pziemer	02/23/2022	2,100.00	2,100.00	Open	N 12/31/2021
	PROFESSIONAL SERVICES			2,100.00			
Total for vendor 3580 - NAGELL APPRAISA:				2,100.00	2,100.00		
Vendor 0273 - NAPA AUTO PARTS:							
482599 70041	NAPA AUTO PARTS DEF 225-2220-42210	02/11/2022 pziemer	02/23/2022	68.94	68.94	Open	N 02/23/2022
	OPERATING SUPPLIES			68.94			
Total for vendor 0273 - NAPA AUTO PARTS:				68.94	68.94		
Vendor 0427 - NISSWA POLICE D:							
1ST QTR 2022 70037	NISSWA POLICE DEPT 1ST QTR 2022 TZD 225-0000-20800	02/14/2022 pziemer	02/23/2022	1,283.76	1,283.76	Open	N 02/23/2022
	DUE TO OTHER GOVT UNITS			1,283.76			
Total for vendor 0427 - NISSWA POLICE D:				1,283.76	1,283.76		
Vendor 1153 - NORTHLAND ARBOR:							
FEB 2022 70005	NORTHLAND ARBORETUM FEB 22 LEVY PAYMENTS 101-9200-43462	02/09/2022 pziemer	02/23/2022	8,895.67	8,895.67	Open	N 02/23/2022
	REMIT ARBORETUM LEVY			8,895.67			
Total for vendor 1153 - NORTHLAND ARBOR:				8,895.67	8,895.67		
Vendor 0736 - NORTHLAND FIRE:							
48175 70065	NORTHLAND FIRE PROTECTION PD FIRE EXT. SERVICE & RECERT 225-2120-42209	02/11/2022 pziemer	02/23/2022	115.10	115.10	Open	N 02/23/2022
	SAFETY EQUIPMENT SUPPLIES			115.10			
Total for vendor 0736 - NORTHLAND FIRE:				115.10	115.10		
Vendor 0284 - OFFICE SHOP:							
11077551-0 69962	OFFICE SHOP CHAIR MAT, WASTE BASKETS - CITY HALL 101-1940-42200	02/04/2022 pziemer	02/23/2022	96.17	96.17	Open	N 02/23/2022
	OFFICE SUPPLIES			96.17			

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1106300-0 69963	OFFICE SHOP NEW DESKS - HR CITY HALL 400-9050-45530	01/05/2022 pziemer	02/23/2022	1,764.00 1,764.00	1,764.00	Open	N 02/23/2022
1107784-1 69973	OFFICE SHOP HR OFFICE SUPPLIES 101-1940-42200	02/04/2022 pziemer	02/23/2022	42.62 42.62	42.62	Open	N 02/23/2022
1108071-0 70042	OFFICE SHOP OFFICE/JANITORIAL SUPPLIES - CITY HALL 101-1940-42200	02/14/2022 pziemer	02/23/2022	10.96 10.96	10.96	Open	N 02/23/2022
1108071-1 70069	OFFICE SHOP WHITE BOARD - OFFICE SUPPLIES 101-1940-42200	02/15/2022 pziemer	02/23/2022	64.39 64.39	64.39	Open	N 02/23/2022
1108037-0 70070	OFFICE SHOP HR DESK - DRAWERS 400-9050-45530	02/11/2022 pziemer	02/23/2022	249.00 249.00	249.00	Open	N 02/23/2022
1108188-0 70117	OFFICE SHOP PLANNER - ADMIN CITY HALL 101-1940-42200	02/16/2022 pziemer	02/23/2022	19.74 19.74	19.74	Open	N 02/23/2022
Total for vendor 0284 - OFFICE SHOP:				2,246.88	2,246.88		
Vendor 2137 - O'REILLY AUTOMO:							
1647-100613 70022	O'REILLY AUTOMOTIVE STORES INC. SQD 430 - WIPER BLADES 225-2120-42221	02/08/2022 pziemer	02/23/2022	70.28 70.28	70.28	Open	N 02/23/2022
1647-101060 70023	O'REILLY AUTOMOTIVE STORES INC. SQD 430 HEADLIGHT BULB 225-2120-42221	02/10/2022 pziemer	02/23/2022	7.31 7.31	7.31	Open	N 02/23/2022
Total for vendor 2137 - O'REILLY AUTOMO:				77.59	77.59		
Vendor 2073 - PEQUOT LAKES PO:							
1ST QTR 2022 70038	PEQUOT LAKES POLICE DEPARTMENT 1ST QTR 2022 TZD 225-0000-20800	02/14/2022 pziemer	02/23/2022	809.02 809.02	809.02	Open	N 02/23/2022

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Total for vendor 2073 - PEQUOT LAKES PO:				809.02	809.02		
Vendor 2620 - PERSONNEL EVALU:							
42947 69985	PERSONNEL EVALUATION INC PROFILE - POTENTIAL HIRE 225-2120-43300	01/31/2022 pziemer	02/23/2022	48.00	48.00	Open	N 02/23/2022
	PROFESSIONAL SERVICES			48.00			
Total for vendor 2620 - PERSONNEL EVALU:				48.00	48.00		
Vendor 3640 - PULSEPOINT FOUN:							
2/1/2022 70021	PULSEPOINT FOUNDATION PULSEPOINT 4/14/22-4/13/23 404-9055-43430	02/01/2022 pziemer	02/23/2022	8,000.00	8,000.00	Open	N 02/23/2022
	MISCELLANEOUS			8,000.00			
Total for vendor 3640 - PULSEPOINT FOUN:				8,000.00	8,000.00		
Vendor 2916 - RUNDE, ANTHONY:							
2/15/21-REIMB 70088	RUNDE, ANTHONY UNIFORM REIMBURSEMENT 225-2120-41113	02/15/2022 pziemer	02/23/2022	257.60	257.60	Open	N 02/23/2022
	UNIFORM ALLOWANCE			257.60			
Total for vendor 2916 - RUNDE, ANTHONY:				257.60	257.60		
Vendor 3768 - SADUSKY RENOVATIONS:							
39 69974	SADUSKY RENOVATIONS 1/18/21-1/31/22 INSPECTION SERVICES 101-2400-43300	02/07/2022 pziemer	02/23/2022	10,072.66	10,072.66	Open	N 02/23/2022
	PROFESSIONAL SERVICES			10,072.66			
Total for vendor 3768 - SADUSKY RENOVATIONS:				10,072.66	10,072.66		
Vendor 4020 - SELECT PHYSICAL THERAPY HOLDINGS:							
845349798 69986	SELECT PHYSICAL THERAPY HOLDINGS PHYSICAL ASSESSMENT - POTENTIAL HIRE 225-2120-43300	01/31/2022 pziemer	02/23/2022	185.00	185.00	Open	N 02/23/2022
	PROFESSIONAL SERVICES			185.00			
Total for vendor 4020 - SELECT PHYSICAL THERAPY HOLDINGS:				185.00	185.00		
Vendor 0316 - SHIPMAN AUTO PA:							
594297 70024	SHIPMAN AUTO PARTS SQD 434 REAR DOOR PANEL 225-2120-42221	02/10/2022 pziemer	02/23/2022	50.00	50.00	Open	N 02/23/2022
	SQUAD CAR REPAIR SUPPLIES			50.00			

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 0316 - SHIPMAN AUTO PA:				50.00	50.00		
Vendor 2589 - STAPLES ADVANTA:							
8065075173 70066	STAPLES ADVANTAGE SQUAD ROOM BULLETIN BOARDS 225-2120-42200	01/29/2022 pziemer	02/23/2022	189.32	189.32	Open	N 02/23/2022
	OFFICE SUPPLIES			189.32			
3499548571 70067	STAPLES ADVANTAGE EMPLOYEE RIGHTS BULLETIN BOARD 225-2120-42200	02/05/2022 pziemer	02/23/2022	70.47	70.47	Open	N 02/23/2022
	OFFICE SUPPLIES			70.47			
3499548574 70068	STAPLES ADVANTAGE OFFICE SUPPLIES - PD 225-2120-42200	02/05/2022 pziemer	02/23/2022	35.09	35.09	Open	N 02/23/2022
	OFFICE SUPPLIES			35.09			
3499548573 70085	STAPLES ADVANTAGE OFFICE/EVIDENCE SUPPLY STORAGE - PD 225-2120-42200	02/05/2022 pziemer	02/23/2022	101.25	101.25	Open	N 02/23/2022
	OFFICE SUPPLIES			22.47			
	OPERATING SUPPLIES			78.78			
Total for vendor 2589 - STAPLES ADVANTA:				396.13	396.13		
Vendor 0322 - STREICHERS PROF:							
I1549163 69987	STREICHERS PROF EQUIP 724SK - INITIAL ISSUE 225-2120-41113	01/31/2022 pziemer	02/23/2022	53.98	53.98	Open	N 02/23/2022
	UNIFORM ALLOWANCE			53.98			
I1549327 69988	STREICHERS PROF EQUIP 715JP - UNIFORM GLOVES 225-2120-41113	02/01/2022 pziemer	02/23/2022	74.99	74.99	Open	N 02/23/2022
	UNIFORM ALLOWANCE			74.99			
I1549342 69989	STREICHERS PROF EQUIP 774NK - CSO UNIFORM PANTS 225-2121-41113	02/01/2022 pziemer	02/23/2022	129.98	129.98	Open	N 02/23/2022
	UNIFORM ALLOWANCE			129.98			
I1549561 69990	STREICHERS PROF EQUIP 724SK - INITIAL ISSUE 225-2120-41113	02/02/2022 pziemer	02/23/2022	39.99	39.99	Open	N 02/23/2022
	UNIFORM ALLOWANCE			39.99			
I1551582 70119	STREICHERS PROF EQUIP 771JZ - CSO UNIFORM NAMEPLATE	02/14/2022 pziemer	02/23/2022	26.98	26.98	Open	N 02/23/2022

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	225-2121-41113	UNIFORM ALLOWANCE		26.98			
I1551428 70126	STREICHERS PROF EQUIP TRT - WEAPON LIGHT 225-2131-42210	02/11/2022 pziemer	02/23/2022	169.98	169.98	Open	N 02/23/2022
	OPERATING SUPPLIES			169.98			
	Total for vendor 0322 - STREICHERS PROF:			495.90	495.90		

Vendor 0405 - TANNER MOTORS:

CHCS440939 69991	TANNER MOTORS SQD 430 OIL CHANGE 225-2120-42221	02/08/2022 pziemer	02/23/2022	52.92	52.92	Open	N 02/23/2022
	SQUAD CAR REPAIR SUPPLIES			52.92			
	Total for vendor 0405 - TANNER MOTORS:			52.92	52.92		

Vendor 0329 - TOMS BACKHOE SE:

7107 70043	TOMS BACKHOE SERVICE INC 2/11/22 DOWNTOWN BASE 4 INCHES 235-3125-43402	02/11/2022 pziemer	02/23/2022	6,925.06	6,925.06	Open	N 02/23/2022
	DOWNTOWN SNOW REMOVAL			6,925.06			
	Total for vendor 0329 - TOMS BACKHOE SE:			6,925.06	6,925.06		

Vendor 0334 - U.S. BANK:

6399759 69964	U.S. BANK GO IMP BOND 2015A 237-3190-43300	01/25/2022 pziemer	02/23/2022	450.00	450.00	Open	N 02/23/2022
	PROFESSIONAL SERVICES			180.00			
	238-3160-43300	PROFESSIONAL SERVICES		270.00			
	Total for vendor 0334 - U.S. BANK:			450.00	450.00		

Vendor 2956 - ULINE:

144602655 69993	ULINE ROAD CONE IDENTIFICATION STICKER 235-3170-42220	02/03/2022 pziemer	02/23/2022	303.90	303.90	Open	N 02/23/2022
	REPAIR & MAINT			303.90			
144418134 69995	ULINE 36 INCH ROAD CONE 235-3170-42210	01/31/2022 pziemer	02/23/2022	379.56	379.56	Open	N 02/23/2022
	OPERATING SUPPLIES			379.56			
	Total for vendor 2956 - ULINE:			683.46	683.46		

Vendor 3199 - WEX BANK:

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
77939886/FIRE DEPT 70058	WEX BANK JAN 2022 FIRE DEPT FUEL 225-2220-42212	01/31/2022 pziemer	02/23/2022	1,391.02 1,391.02	1,391.02	Open	N 02/23/2022
77939886/COM DEV 70059	WEX BANK JAN 2022 COM DEV FUEL 101-2400-42212 101-2400-42220	01/31/2022 pziemer	02/23/2022	169.99 159.36 10.63	169.99	Open	N 02/23/2022
77939886/PARKS 70060	WEX BANK JAN 2022 PARK DEPT FUEL 230-5200-42212	01/31/2022 pziemer	02/23/2022	1,346.22 1,346.22	1,346.22	Open	N 02/23/2022
77939886/STREETS 70061	WEX BANK JAN 2022 STREET DEPT FUEL 235-3125-42212	01/31/2022 pziemer	02/23/2022	9,616.79 9,616.79	9,616.79	Open	N 02/23/2022
77939886/ADMIN 70062	WEX BANK JAN 31 WEX EDGE REBATE 101-0000-36299	01/31/2022 pziemer	02/23/2022	(36.67) (36.67)	(36.67)	Open	N 02/23/2022
77939886/POLICE 70063*	WEX BANK JAN 2022 POLICE DEPT FUEL 225-2120-42212 225-2120-42221 225-2120-42212	01/31/2022 pziemer	02/23/2022	4,567.56 4,622.58 18.34 (73.36)	4,567.56	Open	N 02/23/2022
Total for vendor 3199 - WEX BANK:				17,054.91	17,054.91		
Vendor 3899 - WEX HEALTH INC:							
0001481557-IN 70015	WEX HEALTH INC JAN 2022 COBRA 101-9200-43300	01/31/2022 pziemer	02/23/2022	41.40 41.40	41.40	Open	N 02/23/2022
Total for vendor 3899 - WEX HEALTH INC:				41.40	41.40		
Vendor 1159 - WINNERS TROPHY/:							
11916 70128	WINNERS TROPHY OFFICER OF THE YEAR PLAQUE 225-2120-43300	02/17/2022 pziemer	02/23/2022	74.95 74.95	74.95	Open	N 02/23/2022
Total for vendor 1159 - WINNERS TROPHY/:				74.95	74.95		

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Vendor 0354 - ZIEGLER, INC:

IN000421389

70006

ZIEGLER, INC

02/10/2022

02/23/2022

44.04

44.04

Open

N

LOADER FRONT PLOW HYDRAULIC CAP

pziemer

02/23/2022

235-3125-42220

REPAIR & MAINT

44.04

IN000430097

70123

ZIEGLER, INC

02/17/2022

02/23/2022

14.81

14.81

Open

N

SNOW BLOWER WIRING CONNECTORS

pziemer

02/23/2022

235-3125-42220

REPAIR & MAINT

14.81

Total for vendor 0354 - ZIEGLER, INC:

58.85

58.85

of Invoices: 155 # Due: 154

Totals:

626,673.13

626,673.13

of Credit Memos: 1 # Due: 1

Totals:

(36.67)

(36.67)

Net of Invoices and Credit Memos:

626,636.46

626,636.46

* 1 Net Invoices have Credits Totalling:

(73.36)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	838.87
101-0000-15510	PREPAID OTHER	1,563.63
101-0000-36299	MISCELLANEOUS REVENUE	(36.67)
101-1400-43321	TELEPHONE	4.98
101-1400-43330	PROFESSIONAL DEVELOPMENT	154.00
101-1400-43350	LEGAL PUBLICATIONS	999.00
101-1400-43433	DUES & SUBSCRIPTIONS	50.00
101-1700-43321	TELEPHONE	1.89
101-1700-43331	LEASE PAYMENTS	1,068.82
101-1800-43309	COMPUTER SUPPORT	12,040.80
101-1800-43321	TELEPHONE	1,204.28
101-1940-42200	OFFICE SUPPLIES	233.88
101-1940-42220	REPAIR & MAINT	229.89
101-1940-43321	TELEPHONE	53.30
101-1940-43331	LEASE PAYMENTS	290.72
101-1940-43381	BPU UTILITIES	1,350.76
101-1940-43410	RENTAL EXPENSE	85.12
101-2400-42212	MOTOR FUELS	159.36
101-2400-42220	REPAIR & MAINT	10.63
101-2400-43300	PROFESSIONAL SERVICES	10,072.66
101-2400-43321	TELEPHONE	1.48
101-2400-43330	PROFESSIONAL DEVELOPMENT	73.83
101-2400-43331	LEASE EXPENSE	357.61
101-2400-43350	PRINTING/LEGAL PUBLICATION	49.52
101-2400-43433	DUES & SUBSCRIPTIONS	145.00
101-9200-43300	PROFESSIONAL SERVICES	667.20
101-9200-43350	LEGAL PUBLICATIONS	404.06
101-9200-43381	BPU UTILITIES	101.81
101-9200-43460	REMIT COMMUNITY ACTION LEVY	8,895.67
101-9200-43461	REMIT SENIOR CITIZEN LEVY	8,895.67
101-9200-43462	REMIT ARBORETUM LEVY	8,895.67
203-9000-42212	MOTOR FUELS	7,887.47

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
203-9000-43321	TELEPHONE			10.23			
203-9000-43401	VEHICLE REPAIRS			12,939.14			
203-9000-43440	TRANSIT SERVICE CONTRACT PY			88,496.68			
211-5500-43381	BPU UTILITIES			1,263.66			
225-0000-20800	DUE TO OTHER GOVT UNITS			7,838.17			
225-2120-35102	PARKING FINES			50.00			
225-2120-41113	UNIFORM ALLOWANCE			465.50			
225-2120-42200	OFFICE SUPPLIES			429.64			
225-2120-42209	SAFETY EQUIPMENT SUPPLIES			140.02			
225-2120-42210	OPERATING SUPPLIES			132.17			
225-2120-42212	MOTOR FUELS			4,549.22			
225-2120-42220	REPAIR & MAINT			229.89			
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			290.85			
225-2120-43300	PROFESSIONAL SERVICES			390.83			
225-2120-43309	COMPUTER TECHNICAL SUPPORT			18.75			
225-2120-43321	TELEPHONE			119.44			
225-2120-43331	LEASED PAYMENTS			10,869.15			
225-2120-43380	UTILITIES			46.51			
225-2120-43381	BPU UTILITIES			5,009.93			
225-2121-41113	UNIFORM ALLOWANCE			156.96			
225-2131-42210	OPERATING SUPPLIES			169.98			
225-2220-42210	OPERATING SUPPLIES			68.94			
225-2220-42212	MOTOR FUELS			1,391.02			
225-2220-42220	REPAIR & MAINT			968.19			
225-2220-43321	TELEPHONE			68.75			
225-2220-43330	PROFESSIONAL DEVELOPMENT			1,150.00			
225-2220-43331	LEASED PAYMENTS			1,580.95			
225-2220-43380	UTILITIES			7.85			
225-2220-43381	BPU UTILITIES			3,113.23			
225-2220-43433	DUES & SUBSCRIPTIONS			300.00			
225-2700-43300	PROFESSIONAL SERVICES			1,812.00			
225-2700-43430	MISCELLANEOUS			214.00			
230-5200-42212	MOTOR FUELS			1,346.22			
230-5200-43321	TELEPHONE			49.15			
230-5200-43331	LEASE PAYMENTS			2,371.71			
230-5200-43381	BPU UTILITIES			3,227.58			
235-3100-42220	REPAIR & MAINT			743.83			
235-3100-43321	TELEPHONE			49.09			
235-3100-43331	LEASE PAYMENTS			2,600.59			
235-3100-43350	PRINTING/LEGAL PUBLICATION			134.00			
235-3100-43381	BPU UTILITIES			24,646.24			
235-3100-43430	MISCELLANEOUS			196.22			
235-3125-42212	MOTOR FUELS			9,616.79			
235-3125-42220	REPAIR & MAINT			1,783.17			
235-3125-43402	DOWNTOWN SNOW REMOVAL			6,925.06			
235-3170-42210	OPERATING SUPPLIES			379.56			
235-3170-42220	REPAIR & MAINT			303.90			
236-3180-43381	BPU UTILITIES			36.00			
237-0000-33600	REV FROM OTHER GOVTS			214,739.02			
237-3190-42220	REPAIR & MAINT			146.01			
237-3190-43300	PROFESSIONAL SERVICES			180.00			
237-3190-43331	LEASE PAYMENTS			626.01			
238-3160-43300	PROFESSIONAL SERVICES			270.00			
245-1310-43430	MISCELLANEOUS			249.00			
251-9360-43467	REMIT LOCAL SALES TAX COLLECT			121,894.20			
260-9020-42230	REPAIRS-VEHICLES & EQUIP			1,707.74			
260-9020-43300	PROFESSIONAL SERVICES			25.33			

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User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 02/22/2022 - 02/22/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 24/26

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	260-9020-43309	COMPUTER SUPPORT		157.08			
	260-9020-43321	TELEPHONE		702.90			
	260-9020-43340	ADVERTISING/PROMOTION		497.00			
	278-6515-43430	MISCELLANEOUS		5,521.00			
	400-9050-45530	CAPITAL - OTHER		4,038.80			
	401-1003-43380	UTILITIES		330.70			
	401-1609-43300	PROFESSIONAL SERVICES		2,100.00			
	404-9055-43430	MISCELLANEOUS		8,000.00			

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 02/22/2022 - 02/22/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 25/26

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
--- TOTALS BY FUND ---							
101 -	GENERAL FUND			58,863.44	58,863.44		
203 -	TRANSIT FUND			109,333.52	109,333.52		
211 -	LIBRARY FUND			1,263.66	1,263.66		
225 -	PUBLIC SAFETY FUND			41,581.94	41,581.94		
230 -	PARK & RECREATION FUND			6,994.66	6,994.66		
235 -	STREET & SEWER FUND			47,378.45	47,378.45		
236 -	PARKING LOT FUND			36.00	36.00		
237 -	SANITARY SEWER FUND			215,691.04	215,691.04		
238 -	STORM SEWER FUND			270.00	270.00		
245 -	CONTINGENCY FUND			249.00	249.00		
251 -	LOCAL OPTION SALES TAX			121,894.20	121,894.20		
260 -	AIRPORT FUND			3,090.05	3,090.05		
278 -	HEALTHY EMPLOYE INITIATIVE			5,521.00	5,521.00		
400 -	CAPITAL PROJECTS FUND			4,038.80	4,038.80		
401 -	CONSTRUCTION FUND			2,430.70	2,430.70		
404 -	FIRE DEPARTMENT CAPITAL			8,000.00	8,000.00		
--- TOTALS BY DEPT/ACTIVITY ---							
0000 -				224,943.02	224,943.02		
1003 -	10:03 DWNTWN MAIN CNTRACT			330.70	330.70		
1310 -	CONTINGENCY FUND			249.00	249.00		
1400 -	ADMINISTRATION			1,207.98	1,207.98		
1609 -	16:09 BUFFALO HILLS RECON			2,100.00	2,100.00		
1700 -	ENGINEERING			1,070.71	1,070.71		
1800 -	IT/GIS			13,245.08	13,245.08		
1940 -	CITY HALL			2,243.67	2,243.67		
2120 -	POLICE DEPARTMENT			22,741.90	22,741.90		
2121 -	COMMUNITY SERVICE			156.96	156.96		
2131 -	TACTICAL TEAM			169.98	169.98		
2220 -	FIRE DEPARTMENT			8,648.93	8,648.93		
2400 -	COMMUNITY DEVL/INSPECTION			10,870.09	10,870.09		
2700 -	ANIMAL CONTROL			2,026.00	2,026.00		
3100 -	S & S MAINTENANCE			28,369.97	28,369.97		
3125 -	SNOW REMOVAL			18,325.02	18,325.02		
3160 -	STORM SEWER EXPENSE			270.00	270.00		
3170 -	TRAFFIC CONTROL			683.46	683.46		
3180 -	PARKING LOTS EXPENSE			36.00	36.00		
3190 -	SANITARY SEWER EXPENSE			952.02	952.02		
5200 -	PARK MAIN/ADMINISTRATION			6,994.66	6,994.66		
5500 -	LIBRARY-BUDGETED			1,263.66	1,263.66		
6515 -	HEALTHY EMPLOYE INITIATIVE			5,521.00	5,521.00		
9000 -	TRANSIT FUND			109,333.52	109,333.52		

02/17/2022 02:17 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 02/22/2022 - 02/22/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 26/26

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY DEPT/ACTIVITY ---							
	9020 - AIRPORT M & O			3,090.05	3,090.05		
	9050 - CAPITAL PROJECTS-MISC			4,038.80	4,038.80		
	9055 - FIRE DEPARTMENT CAPITAL			8,000.00	8,000.00		
	9200 - CITY-WIDE			27,860.08	27,860.08		
	9360 - LOCAL OPTION SALES TAX			121,894.20	121,894.20		

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

Upon roll call, the following members were noted present: Pritschet, Stenglein, O'Day, Johnson, and Bevans. Mayor Badeaux was noted as present. Also noted as present were Administrator Bergman, Community Development Director Chanski, and City Engineer/ Public Works Director Sandy. Council Members Erickson and Stunek were noted as absent.

Discussion on Codifying the City Code

City Administrator Bergman stated that with various updates to the City Code that have happened, many sections are inconsistent. Staff is recommending that a codification be completed in 2023 and for the company that does the codification host the updated code so that updates can be made more readily when statute changes. This would make the code more efficient, public access to current laws, ease of enforcement, good government, and acts as a roadmap for the legislative body. The cost is unknown at this time, with recommendation from Council, staff will look into cost and details so that it can be worked into the 2023 budget.

City Council discussion took place. City Council members requested that staff look into the initial cost and the annual hosting fee to be reviewed by Personnel and Finance.

Discussion on Code Enforcement

Community Development Director Chanski stated that with the update of the Zoning Code it seemed the opportune time to talk about how Council would like to go forward with code enforcement. With Covid-19 enforcement went complaint driven, last summer returned to being proactive with the hiring of the code enforcement intern.

City Council discussion took place. City Council members requested that code enforcement continue to be complaint driven throughout the year unless there is a clear and obvious health and safety risk on a property. Commercial properties and vacant commercial properties in the City of Brainerd need to be enforced as well. Property maintenance and nuisance abatement issues other than grass and garbage will be brought to Safety and Public Works Committee.

Mayor Badeaux stated that rental properties are a business. He supports businesses in Brainerd 100%, but if you are going to have a business in Brainerd, you need to be a part of the solution.

Adjourn

The Chair adjourned the workshop at 6:30 P.M.

Jennifer Bergman
City Administrator

**Brainerd, MN
February 7th, 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 STUNEK AND JOHNSON, DULY CARRIED, TO APPROVE THE AGENDA.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON 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 18th, 2022- Approved**
- C. **Approval of Licenses- Approved**
- D. **Department Activity Reports- Approved**
- 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- Approved**

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.

Council Committee Reports

Personnel and Finance

Consideration for Country Manor Public Financing Request for Tax Abatement- Approved

Brian Kelm, CEO Healthcare Continuums (Country Manor), gave an overview of Country Manor's campuses and their mission to provide excellent healthcare. He also gave an overview of the plan for the Brainerd campus, which would include 112 senior living beds and 90 slots for child daycare. The campus is proposed to be fully staffed when it opens, and Country Manor is seeking tax abatement to assist with operations once it is open.

Committee Chair Johnson stated that Country Manor requested \$1.75 million in tax abatement. The figures presented by Baker Tilly came from the City being approximately 45% of the property tax to be assessed over 10 years.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, 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; FURTHER, TO DIRECT STAFF AND THE MAYOR TO WORK WITH COUNTRY MANOR TO APPROACH THE SCHOOL DISTRICT AND COUNTY FOR TAX ABATEMENT.

Police Officer Joshua Claussen Resignation- Approved

Committee Chair Johnson stated this brings the City to 24 out of 27 budgeted sworn officers.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO ACCEPT OFFICER JOSHUA CLAUSSEN'S RESIGNATION EFFECTIVE JANUARY 25, 2022.

Approve Professional Services Contract with Widseth for Design Services for Public Safety Cold Storage Facility Addition-Approved

Committee Chair Johnson stated that this is covered storage for the impound lot.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNNEK, DULY CARRIED, TO APPROVE THE PROFESSIONAL SERVICES AGREEMENT WITH WIDSETH IN THE AMOUNT OF \$3,500 FOR THE PUBLIC SAFETY COLD STORAGE FACILITY.

Approved Professional Services Contract with Widseth for Design Services for Public Works Facility Addition- Approved

Committee Chair Johnson stated that this is the request to formally approve the design services on the Public Works facility that is near completion. The contract amount is \$26,000. However, the scale of work needed to be completed by Widseth is less than the contracted amount.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO APPROVE PROFESSIONAL SERVICES CONTRACT WITH WIDSETH IN THE AMOUNT OF \$26,000 FOR THE PUBLIC WORKS FACILITY ADDITION.

Ratify Hiring of Park Temporary/Season Employees- Approved

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNNEK, DULY CARRIED, TO RATIFY THE HIRING OF THE 2021-2022 PARKS WINTER TEMPORARY EMPLOYEES AS NOTED.

Annual Review and Approval of Investment Policy- Approved

Committee Chair Johnson stated that the policy was reviewed, and no changes will be made.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO APPROVE THE 2022 INVESTMENT POLICY.

Consider RFPs for Charter Contribution Organizations- Approved

Committee Chair Johnson stated that he will be voting no, he had asked that the subcommittee meeting be held publicly.

Member Stunek stated that he will be voting yes, he agrees that the meeting could have been posted as a public meeting but assured the Council that nothing questionable happened. The meeting was to give staff direction on what to include in the RFP.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND STENGLEIN TO AUTHORIZE STAFF TO PUBLISH THE REQUEST FOR PROPOSALS FOR EVENTS AND COMMUNITY ACTION, GREEN SPACE OR ARBORETUM, AND SENIOR CITIZEN PROGRAMS.

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

Committee Chair Johnson clarified for the public that the City Council is going through the RFP process and is not defunding the organizations. He stated that the agreements have been in place for 10 years, those agreements are expiring in March, as a part of the process to renegotiate contracts the City is seeking proposals to work in good faith with taxpayer dollars.

Safety and Public Works

Approve Agreement for Storm Drain Stenciling with Discovery Woods Montessori School- Approved

Committee Chair O'Day stated that this is a project by the Montessori school to stencil the drains to make people aware that the drains go to the river as a way to prevent pollution.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON, DULY CARRIED, TO APPROVE AGREEMENT FOR STORM DRAIN STENCILING WITH DISCOVERY WOODS MONTESSORI SCHOOL.

Approve Sewer Flow Monitoring Proposal from SEH- Approved

Committee Chair O'Day stated that this is a \$65,000 budgeted item for 2022 as an ongoing study of the sewer system.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET, DULY CARRIED, TO APPROVE THE LETTER OF PROPOSAL BY SEH FOR THE FLOW MONITORING STUDY.

Presentation- 5-Year Capital Improvement Plan Update- Approved

Committee Chair O'Day stated the committee reviewed the capital improvement plan. Discussion took place on the street scan funding. Due to the street rating being up to date, the matter will be revisited for the 2024 budget.

MOVED AND SECONDED BY O'DAY AND ERICKSON, DULY CARRIED, TO APPROVE THE CAPITAL PLAN WITH REMOVING THE STREET SCAN UNTIL 2024.

Unfinished Business

Council Comment on Draft Zoning Map and Table of Uses

Community Development Director Chanski presented the draft zoning map and table of uses to City Council for comment. He stated that an open house followed by a Planning Commission work session on the full draft of the new zoning code is scheduled for February 23rd at 4:00 p.m. and 6:00 p.m. respectively. The City Council is invited and encouraged to attend those meetings, notice that a quorum of City Council members may be in attendance will go out with the notice of open house and agenda.

Member O'Day asked for a clarification of Rural Living 1 (RL1) district in reference to the southwest portion of the City. He stated that there should be a clarification for RL1 that this land is available for development.

Chair Bevans stated that Council Members should review the documents closely and provide feedback to Community Development Director Chanski.

Committee Resignations- Accept with Regret

Wayne Erickson- EDA

MOVED AND SECONDED BY PRITSCHET AND JOHNSON, DULY CARRIED, TO ACCEPT WITH REGRET WAYNE ERICKSON'S RESIGNATION FROM THE EDA.

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 – 2 terms (Expire 2022) --1 term (Expire 2024)

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 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

New Business

Consideration of Supportive Housing Village PUD Concept Review- Failed

Community Development Director Chanski stated that 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.

Members O'Day, Johnson, Stunek and Bevans stated they would be voting no due to the need to see a more detailed plan instead of a general concept.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND PRITSCHET TO EXPRESS 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.

Upon roll call, Council Members Pritschet, Stenglein, and Erickson voted "aye". Council Members O'Day, Stunek, Johnson, and Bevans voted "nay". The Chair declared the motion failed.

Consider a Council Workshop to Discuss Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) Funds- Approved

Finance Director Hillman stated that the final ruling on the CSLFRF was released in January. The City will receive \$1.47 million in federal funds. Cities have until December 31, 2024, to obligate the funds and December 31, 2026, to expend the funds. She requested a workshop on February 28th, at 6:00 pm in the City Council to discuss the possible uses for the funds.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND STUNEK, DULY CARRIED, TO SET A COUNCIL WORKSHOP FOR MONDAY, FEBRUARY 28TH, 2022 AT 6:00 PM IN THE CITY COUNCIL CHAMBERS TO DISCUSS CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF).

Public Forum

The Chair opened public forum at 8:13 p.m.

DeAnn Barry, Executive Director at The Center, 803 Kingwood, encouraged members of The Center to reach out to Council members in the February newsletter to share the opportunities they have to connect and explore because of their time at The Center.

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

Staff Reports

Fire Chief Holmes stated that on February 13th, the Brainerd Fire Department will be celebrating its 150th Anniversary. They are working to put together history of the station with the help of retired firefighters and retired Chief Stunek.

Finance Director Hillman stated there will be no redistricting of the wards. Staff is working on securing locations for the 2022 elections.

IT/GIS Director Strong stated that the next meeting of the Cable TV Advisory Committee is February 15th. He continues to work with CLC staff bi-weekly to draft an agreement for services.

Administrator Bergman stated that Cheryl Hills from Region 5 Development met with herself and City Engineer/Public Works Director Sandy to move forward with the Annex plans. Region 5 is awaiting possible funding. She stated that the review of the RFPs for the Charter contributions will take place during the personnel and finance committee meeting.

Mayors Report

Mayor Badeaux stated that the Brainerd Saint Patrick's Day parade will take place on Saturday, March 12th at 1:00pm with events downtown before and after the parade. Big Sev is in need of sleds for the sled garage if people are willing to donate sleds. He is accepting challenges for sled races. He has already won one race against a willing youngster.

Council Member Reports

Council Member Johnson stated that there is a sign on Greenwood St that says "Warning Brainerd City Hall hates Snowmobiles" suggests a policy of neutrality on snowmobiles. Finally that the City sent a letter to Lakes Area Media Collaborative in August requesting the return of funds to the City and has gotten no response.

Member Stenglein stated that Region 5 elected a new chair and vice chair.

Chair Bevans stated that he and City Engineer/Public Works Director Sandy will be attending the Northside Residents meeting to further discuss the northside construction for summer 2022.

Adjourn to Closed Session Pursuant to Minnesota Statute 13D.05, subd. 3(c)(3) to Develop or Consider Offers for the Purchase of Property at the Northern Pacific Center Property

MOVED AND SECONDED BY COUNCIL MEMBERS PRITSCHET AND O'DAY TO ADJOURN TO CLOSED SESSION.

Council took a five-minute break prior to the closed session.

Council went into closed session at 8:35 p.m.

Council reconvened at 8:39 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT THE OFFER AS PRESENTED.

Adjourn to Closed Session Pursuant to Minnesota Statute 13D.05, subd. 3(b) for Attorney-Client Privilege to Discuss James M. Carlson v. City of Brainerd Pending Litigation

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND STENGLEIN. DULY CARRIED, TO ADJOURN TO CLOSED SESSION.

Council went into closed session at 8:41 p.m.

Council reconvened at 8:47 p.m.

Informational, no motion.

Adjourn to Closed Session Pursuant to MN Statutes 13D.05, subd. 3(a), to Conduct the City Administrator Performance Review

MOVED AND SECONDED BY COUNCIL MEMBERS PRITSCHET AND STENGLEIN,
DULY CARRIED, TO ADJOUR TO CLOSED SESSION.

Council went into closed session at 8:49 p.m.

Chair Bevans adjourned the meeting at 9:15 p.m.

Jennifer Bergman
City Administrator

ACCESS NORTH

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
1309 E 40TH ST	Framing	Active		12/31/2022	2022-0001	12/31/2022

ANCHOR COMPANIES

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
25680 CHURCH ST	General Commercial	Active			2022-0022	12/31/2022

HEATWAVE HEATING & AIR CONDIT

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
20539 DIVISION RD	Mechanical	Active	MB005232	06/16/2022	2022-0050	12/31/2022

QWEST CORPORATION DBA CENTUR

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
4658 HEATHERWOOD	Underground Cable	Active		12/31/2022	2022-0002	12/31/2022

ST CLOUD OVERHEAD DOOR COMP

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
10727 BRENT DR	Overhead Doors	Active		12/31/2022	2022-0003	12/31/2022

Total Licensees5

Population: All Records
Licensee.DateRegistered Between 2/3/2022 12:00:00 AM AND 2/17/2022 12:00:00 AM

MEMO



TO: Mayor and City Council

FROM: David Chanski, Community Development Director

DATE: February 17, 2022

RE: Community Development Director Report

Building

The Community Development Department issued 20 building permits with a total project valuation of \$106,105 in the month of January.

Within the River-to-Rail incentive corridor, 3 permits were issued in January with a total project valuation of \$4,272 and waived \$275.11 in permit fees.

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

Code Enforcement

The Community Development Department conducted 100 code enforcement inspections in December. Due to snowfall, the largest number of these inspections (61) were for sidewalk snow removal.

Following the City Council workshop discussion on January 24 regarding code enforcement, staff has drafted language to amend Section 320 of the City Code, which regulates administrative citations, to coincide with the general consensus of the Council that code enforcement should be complaint driven with cases significant cases being brought before the Safety & Public Works Committee for direction. The proposed language will be going before the Safety & Public Works Committee for review on February 22 and then will come back as a formal ordinance on March 7.

Planning & Zoning

A full draft of the proposed zoning code is complete and has been provided to the Planning Commission and the City Council for review. It will also be placed on the City's website for the public to see. A public open house on the proposed zoning code is planned for Wednesday, February 23 from 4pm to 6pm at the Fire Department. Immediately following the open house at 6pm will be a Planning Commission workshop to walkthrough the entire zoning code draft. The City Council is welcome and encouraged to attend that workshop.

At this time, the plan is, following the workshop on the 23rd, to conduct the formal public hearing on the proposed zoning code during the Planning Commission's regular meeting

on March 16th. Should the Planning Commission recommend approve of the proposed zoning code during that meeting, an ordinance to adopt the code will be brought before the City Council for its 1st reading on March 21st.

Economic Development

Staff has been working with the Initiative Foundation on their submittal for the Main Street Revitalization Program as the River-to-Rail corridor has been identified as a project corridor for funding. The Initiative Foundation is requesting over \$8 million in funding, and, if awarded, up to \$750,000 with a 2-1 match will be made available to eligible projects within the River-to-Rail corridor.

Staff continues to work with DW Jones on a potential Thrifty White redevelopment project. At this time, the predominant hurdle seems to be the purchase price of the existing building.

Mississippi Landing Trailhead

A final site design has been approved by the Park Board, and WSB is preparing full construction documents for the project with the goal of going out of bid in March, accepting bids in April, and construction commencing in May/June.



BRAINERD POLICE DEPARTMENT MONTHLY REPORT



BESTUL'S BOOYAH AWARD

Nomination Submitted by Lt. Kulzer: Over the course of the last month, Tony has worked diligently on an armed robbery case which was reported on 12/28/21.

Tony has drafted and executed multiple search warrants, analyzed cell phone, surveillance video, law enforcement records, and social media data. Tony has coordinated with multiple different law enforcement agencies, in multiple states, and coordinated efforts with the CWCA. Tony has obtained suspect confessions and identified all parties involved. At this point in the investigation, Tony is directly responsible for the arrest of 4/5 suspects, anticipating charges soon to follow on the 5th suspect.

Tony is recognized for his efforts, the results, and the amount of time and resources poured into this lengthy investigation. **BOOYAH!**



Congratulations to Inv. Tony Runde, the January winner of Bestul's Booyah Award.

STAFFING & ASSIGNMENTS

On January 11th, Steve Knisley joined the department as our newest officer.

Steve was born in the small town of Litchfield, MN, where he enjoyed playing hockey, hunting, and fishing. He attended St. Cloud State University, majoring in Business and Japanese. He studied abroad in Japan where he learned how to read, write, and speak the language conversationally.

Steve ultimately obtained a Law Enforcement degree and worked in the metro area. He left law enforcement to open his own business and is now returning to the profession.



Officer Houle, Officer Claussen, and Officer Knisley doing defensive tactics during Steven's academy weeks.

TRAINING & STAFF DEVELOPMENT

Armorer Course

Sergeant Reed and Officer Myers attended a one-day Glock Armorer Course in St. Paul, learning to maintain and service all GLOCK pistol models. Students are taught about the design of the SAFE ACTION® System, detailed disassembly and reassembly of all models, recommended service schedules, and parts replacement. Armorer training courses are a mixture of classroom instruction and hands-on exercises, enabling each student to achieve a high degree of familiarity with the topics covered.

Question, Persuade, Refer (QPR) Suicide Prevention Training

All staff had the opportunity to attend a one-hour QPR Training for Suicide Prevention in January. This educational, evidence based program is designed to teach lay and professional "gatekeepers" the warning signs of a suicide crisis and how to respond. Gatekeepers can include anyone who is strategically positioned to recognize and refer someone at risk of suicide (e.g., parents, friends, neighbors, teachers, coaches, caseworkers, police officers). Much like Cardiac Pulmonary Resuscitation (CPR) or the Heimlich maneuver, the fundamentals of QPR are easily learned and can when applied save a life. The process follows three steps: (1) Question the individual's desire or intent regarding suicide, (2) Persuade the person to seek and accept help, and (3) Refer the person to appropriate resources.

Arson Investigations

Jon Ray, an investigator with the State Fire Marshal's Office, provided arson training for the officers on the January training days. The training included laws pertaining to fire investigations, evidence handling and case presentation.

CONDUCT ON PREMISES ACTIVITY REPORT

ICR	Date Reported	Title	Address	Summary
22001093	01/27/22	Conduct on Premises	612 Norwood St	Conduct on licensed premises.

BODY WORN CAMERA DATA REPORT

Month	Number of Videos	Hours of Video	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos Per Day
January	1563	323	564	370	12.40 Minutes	50



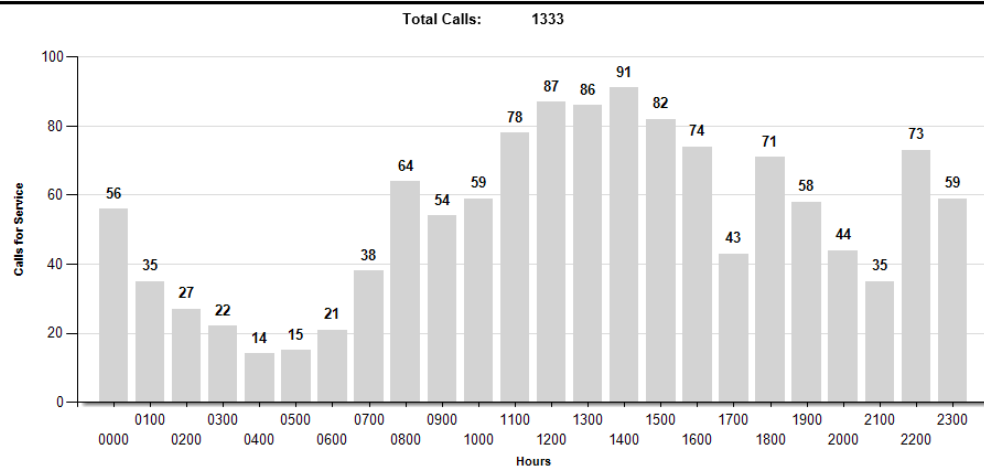
OVERALL CALLS FOR SERVICE

January	2022	2021
Number of Calls for Service	1286	1428



Calls for Service Hourly

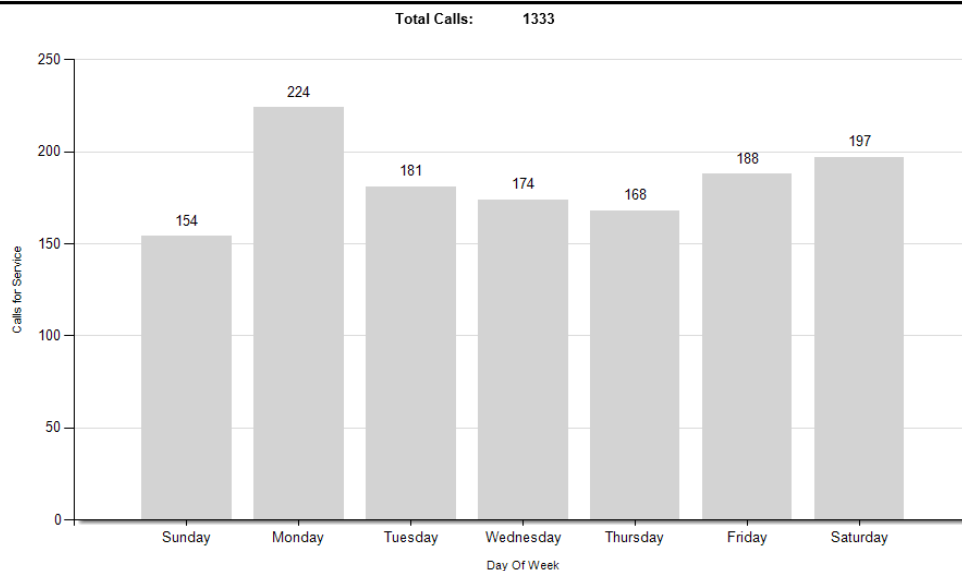
1/1/2022 to 1/31/2022



Calls for Service Day Of Week

Start Date: 1/1/2022

End Date: 1/31/2022



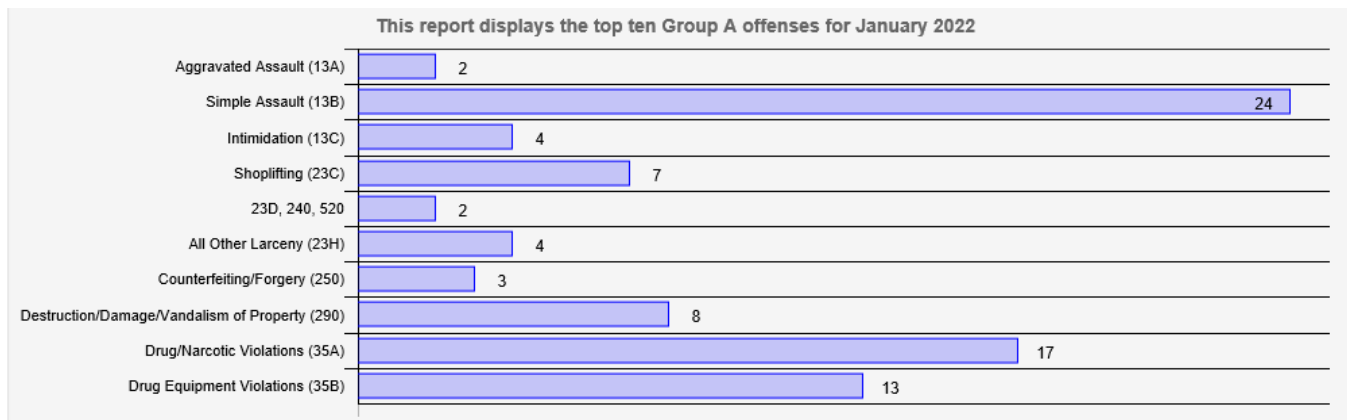
CRIME STATISTICS

January	2022	2021
Group A Offenses Known or Reported to Police	90	123
Group A and B Arrests	59	54

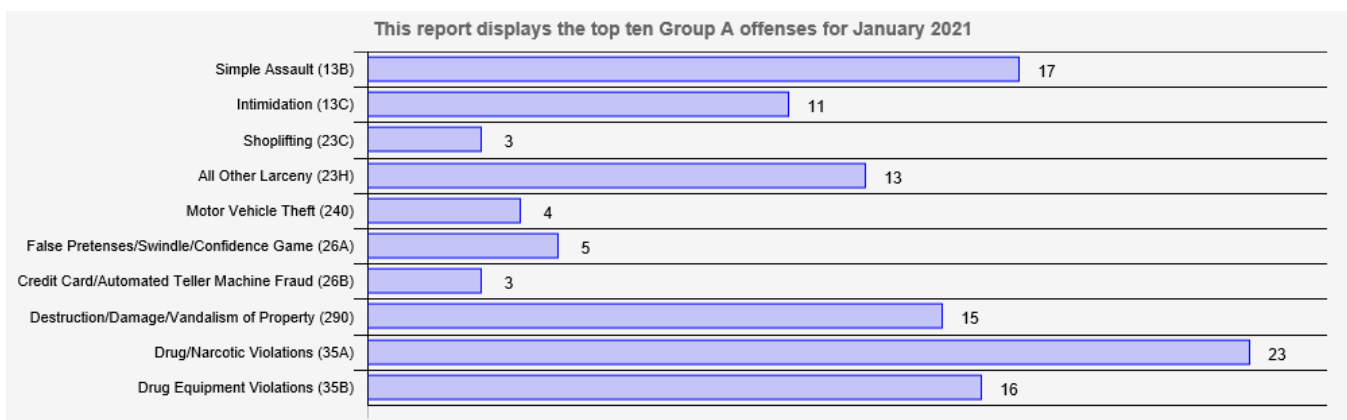
**** Note: 2021 totals do not include case files that have not yet been coded.**

TOP 10 GROUP A OFFENSES

January 2022



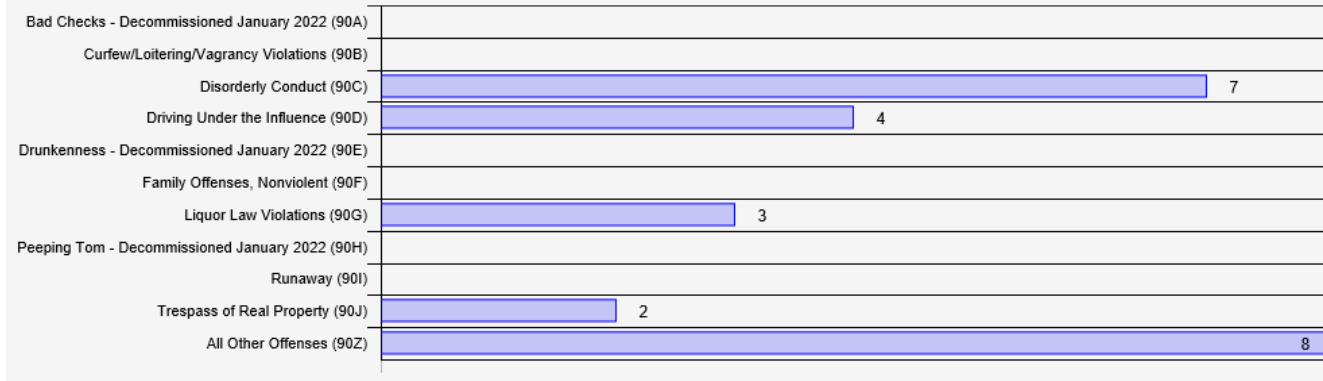
January 2021



GROUP B ARREST DATA

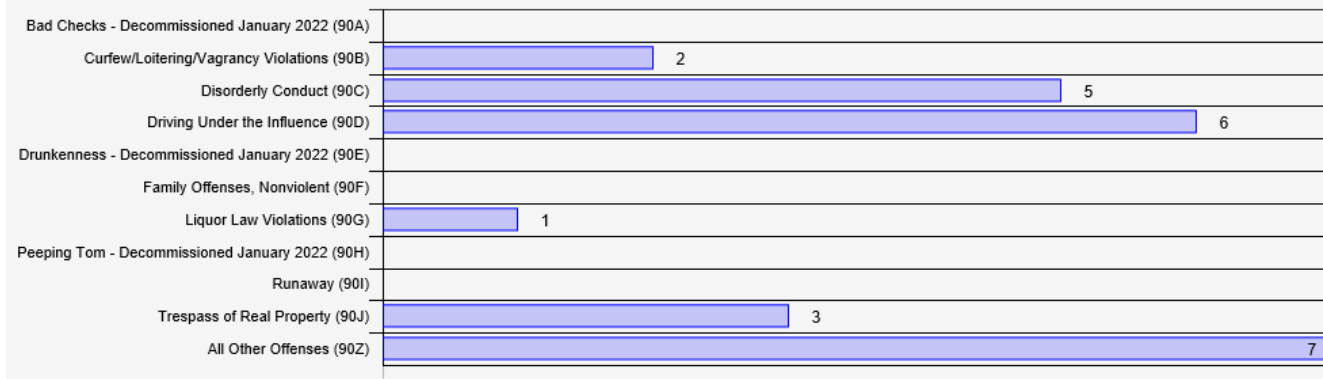
January 2022

This report displays all Group B arrests for January 2022



January 2021

This report displays all Group B arrests for January 2021



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

January	2022	2021
Citations (Inc. Parking Tickets & Written Warnings)	186	378

72 parking tickets issued in the month of January, with the following dispositions.

4	Dismissed
0	Business Validations
24	Paid in Full
0	Partial Payments Received
44	No Payment Received

Revenue Recapture Receipts:

2021 Total:	\$ 8,528.62
2022 To Date:	\$ 250.00



City of Brainerd
IT/GIS Department Monthly Report
January 2022

Projects

- Network cabling complete at Streets garage, staff moved back in. Once office doors are secured (lockable) will begin process of moving Streets onto city network and removing Parks office.
- Most new computers arrived, installing initial updates. Roll out likely to begin in March once a few new softwares and technologies have been learned and tested.
- Reconfigured technology on City Hall 3rd floor to accommodate new HR Assistant position – five offices and copier moved, lots of furniture, and a handful of file cabinets.
- PEG (cable TV) hardware received by vendor/installer – configuration will take place on their end before installation onsite at CLC during spring.
- Met with Crow Wing County facilities staff to discuss options regarding a City Hall generator in 2023.
- Met at Kiwanis Park and under College Dr bridge to begin planning for security camera installation.

Software

- Worked on ServiceDesk asset inventory (IT software).
- Planning for adding NeoGov *Onboard* component in 2022 after HR staff is added. Onboard manages paperwork, checklists, training, etc for new hires.
- Created conceptual online GIS app for regional road projects. Goal is to have future construction projects from multiple entities on a single map for detour planning and other logistics (Brainerd, Baxter, Crow Wing, MN).
- Annual renewal of Cisco hardware licensing has prompted multiple discussions about moving city desk phones to a host cloud platform. Change will happen eventually, the question is when to make the move as the existing phone hardware is at/near replacement age.

Hardware

- Helped facilitate new door access cards for police department to enter Crow Wing County and ISD181 school buildings
- Helping with new iPads at Fire Department and adding management software to existing iPads

Other

- Technical support for numerous meetings – City Council, Park Board, Planning, HRA, EDA, etc
- Attended MN Geospatial Advisory Council meeting, currently serving as representative for Greater Minnesota Cities.

Statistics

Emails sent: 8,097 (261/day) received 30,091 (970/day)

Cisco Secure Endpoint: 3.77M files scanned, 670K IPs scanned

YouTube – City of Brainerd channel: 1,347 views, 143.6 hours watched

Staff: Removed one Officer, added one Officer, BS&A for new airport staff



Brainerd City Council Agenda Request

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CITY ADMINISTRATOR ANNUAL PERFORMANCE REVIEW SUMMARY

February 7, 2022

The Brainerd City Council completed City Administrator Jennifer Bergman's annual performance review on February 7, 2022. It was noted that Administrator Bergman started on January 6, 2020 and has been on the job for a little over two years. Below is a summary of the performance review closed session that included the following duties, knowledge, skills and abilities:

1. Serves as chief administrative officer of the City; administers policies and directives of the Council.
2. Coordinates activities of the City Council and keeps Council members informed; prepares agendas and supporting materials for Council meetings and makes presentations and recommendations; attends Council meetings.
3. Manages and supervises City departments and operations to achieve goals and objectives within available resources established by the Council; Administers all personnel policies and actions; recommends and/or participates in hiring employees; and directs the evaluation of employee performance.
4. Oversees and coordinates the establishment and implementation of economic development policies and programs; participates in determining and recommending priorities for community development programs including tax increment financing, revolving loan fund, etc
5. Represents the City at meetings and official functions as appropriate.
6. Knowledge of local, state and federal laws, rules, and regulations applicable to city government.
7. Skill supervising and overseeing the actions of city employees.
8. Leading short and long-term planning programs and initiatives.
9. Effectively participate in strategic planning and goal setting.
10. Establish and maintain effective working relationships with elected officials, staff, other public officials, local business and organizational leaders and the general public.

Goals identified for 2022 include:

1. Modify the City Administrator job description to change "customers" to constituents.
2. Explore potential processes/procedures for oversight of the Public Utilities Department. Council President Bevans directed the Personnel & Finance Committee to begin discussions on this matter.
3. Prepare RFP's and provide a recommendation to the Council for senior programs, events and green space as recently amended in the City Charter. It was noted this process has already begun and staff anticipates entering into agreements in the second quarter of 2022.

Council members had positive comments regarding City Administrator Bergman's performance. It was noted that the Council rated City Administrator higher in every category than she rated herself. Council encouraged City Administrator Bergman to take more time for herself to reduce burnout concerns. City Administrator Bergman's overall performance review rating was 2.31 (achieves expectations).

Dated: 2/22/2022



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www.ci.brainerd.mn.us

February 16, 2022

Commissioner Steve Grove
Department of Employment and Economic Development (DEED)
332 Minnesota Street, Suite E200
St. Paul, Minnesota 55101

On behalf of the City of Brainerd, we are formally expressing strong interest and commitment to participate in the Main Street Revitalization program administered by the Department of Employment and Economic Development. We are committed to promoting the program and helping vet appropriate use of funds, as well as to encourage local and private investment in these projects.

The City of Brainerd has designated our target corridor as what we refer to as our 'River to Rails' corridor (map attached) which qualifies for this program due to the high concentration of both tourism and retail businesses which were significantly impacted by the pandemic. A significant portion of this district is in an Opportunity Zone census tract, which points to the existing economic conditions and poverty rate in this and surrounding areas. Recent revitalization efforts which include the construction of a new courthouse and performing arts center, this project has the potential to accelerate existing efforts and make a significant and lasting impact in our historic downtown corridor.

We are committed to encouraging equitable access to our program and will work with our Chamber of Commerce, neighborhood associations, the Brainerd Lakes Economic Development Corporation, and other partners to make sure that opportunities are widely understood, and that community input and priorities are heard and incorporated in our recommendations to the Initiative Foundation. We are also eager to partner with local lenders, the Initiative Foundation, and First Children's Finance to offer financing options as needed. We are likewise committed to helping the foundation track the key measurements and benchmarks that DEED requires to assess impact.

Thank you for this opportunity to spur investment and revitalization into our downtown area!

Sincerely,

Dave Badeaux
Mayor, City of Brainerd



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COMMUNITY MEMBER OF THE MONTH

THE BRAINERD CITY COUNCIL AWARDS

Dawn Stienka

Dedication to Downtown

Dave Badeaux
Mayor

David Chanski
Community Development Director

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

February 22, 2022

7:15 PM

WebEx Teleconference Call-In Information

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

Access Code: 2482 417 6280

1. Approve Quotes for Public Safety Cold Storage Building
2. Current Community Service Officers Wage Adjustment
3. Ratify the Hiring of Community Service Officer Janey Ziegler
4. Ratify the Hiring of Temporary Special Events Assistant for Parks
5. Ratify the Hiring of HR Assistant Brittney Boser
6. Approve City Administrator Bergman's Advancement to Step 3
Retroactive to January 1, 2022
7. Resolution Waiving Recertification of Outstanding Special
Assessments to Tax-Forfeit Parcel Described as Lot 5, Block 3,
Serene Pines (PID 41280507)
8. Update on the Request for Funds to be Returned from Lakes
Area Media Collaborative



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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
<u>NOTES:</u> Thanks.				
		Subtotal	171,050.00	
		Total	171,050.00	
		Amount Paid	0.00	
		Quote	\$171,050.00	



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	<u>\$27,472.00</u>
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



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Mayor Badeaux stated this idea was envisioned to be a low effort project, but it has developed into taking more staff time than was intended.

No motion was made on this item.

Personnel and Finance Committee Report

Consideration of Request to Waive City's Ability to Recertify Special Assessments on Lot 5 Block 3 in the Serene Pines Development (PID 41280507) by Brandon Tuil – Direction Given

Committee Chair Johnson explained the details of the situation as indicated in the memo provided in the packet.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO NOT DENY THE REQUEST, BUT TO DIRECT THE BRAINERD HRA TO REACH OUT TO THE DEVELOPER TO INQUIRE IF A REASONABLE SOLUTION CAN BE AGREED UPON.

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

Authorization of Payment to Mr. Jedlenski - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN TO APPROVE THE PAYMENT OF \$5,355 TO MR. JEDLENSKI, WHICH IS THE DIFFERENCE IN THE RURAL AND URBAN CITY TAX RATE FOR TAXES PAYABLE IN THE YEARS OF 2012 – 2020.

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

Resignation of Firefighter Rubbelke - Approved

MOVED AND SECONDED BY ALDERMEN O'DAY AND STUNEK TO ACCEPT WITH REGRET THE RESIGNATION OF PAID ON-CALL FIREFIGHTER RUBBELKE, EFFECTIVE MARCH 5, 2021.

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

Ratify Hiring of Police Officer Jacob Engst - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STENGLEIN TO RATIFY THE HIRING OF POLICE OFFICER JACOB ENGST, STARTING AT THE LELS STEP 1 RATE OF \$28.26, WITH A STARTING DATE OF APRIL 5, 2021.

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

Approval of On-Sale and Sunday Liquor Licenses for CC's Bar LLC at 121 Washington Street NE, Brainerd – Approved

CITY OF BRAINERD, MINNESOTA
RESOLUTION NO. XX:22

A RESOLUTION WAIVING RECERTIFICATION OF OUTSTANDING SPECIAL ASSESSMENTS TO
TAX-FORFEIT PARCEL DESCRIBED AS LOT 5, BLOCK 3, SERENE PINES

WHEREAS, the City Council of the City of Brainerd, Minnesota (the "City") previously ordered improvements (the "Improvements") and authorized the certification of special assessments (the "Assessments") to be levied against certain parcels pursuant to Resolutions No. 79:06; and 85:07 (the "Assessment Resolutions"), all pursuant to Minnesota Statutes, Chapter 429 (the "Improvement Act"); and

WHEREAS, subsequent to the certification of the Assessments, a parcel benefited by the Improvements and described as Lot 5, Block 3, Serene Pines in the County of Crow Wing, Minnesota (the "Tax Forfeit Parcel") is now tax forfeited and is now held by the State of Minnesota in trust for Crow Wing County (the "County"); and

WHEREAS, the County has agreed to convey the Tax Forfeit Parcel to the Housing and Redevelopment Authority in and for the County of Crow Wing (the "County HRA") for conveyance to a private developer in order to prevent and eliminate the emergence of blight through the construction of an owner-occupied single-family dwelling, on condition that the City agree not to exercise its statutory right to reassess the Tax Forfeit Parcel as authorized under Section 429.071, subd. 4 of the Improvement Act, and the County HRA has agreed that all proceeds of the sale of the Tax Forfeit Parcel, net of direct costs to the County HRA incurred in the closing on the sale of the Tax Forfeit Parcel including legal and closing costs, shall be disbursed to the City in partial reimbursement of the canceled Assessments at the time of closing on the conveyance to a private developer; and

WHEREAS, the City hereby finds that it is in the best interest of the City and its residents to agree not to reassess the Tax Forfeit Parcel in order to encourage the redevelopment of the Tax Forfeit Parcel by private enterprise, to foster the construction of a range of housing options for the City's resident on land that is currently underutilized, and to expeditiously return the Tax Forfeit Parcel to the City and County tax rolls.

NOW THEREFORE BE IT RESOLVED, by the Brainerd City Council, that the City agrees, upon conveyance of the Tax Forfeit Parcel by the County to the County HRA, to waive its statutory right to reassess the Tax Forfeit Parcel as described in this Resolution, but solely with regard to the Assessments levied pursuant to the Assessment Resolutions and will accept from the County HRA the net proceeds of the sale of such parcels to private developers.

Adopted this ____ day of _____, 2022

KELLY BEVANS
President of the Council

Approved this ____ day of _____, 2022

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

Joseph J. Langel
Direct Phone: (612) 225-6837
jjl@ratwiklaw.com



September 20, 2021

Dave Henschke
LAKES Media Collaborative
21535 Rose Lake Lane
Ironton, MN 56455

RE: City of Brainerd
Our File No. 4034-0170

Dear Mr. Henschke:

I am writing on behalf of the Brainerd City Council. As you know, you and the City have had some communications over the past several months about the status of LAKES Media and the funds that were provided to LAKES by the City. At its August 16th meeting, during the Council's discussion of the future of the City's PEG channel, the Council passed a motion to seek unspent funds contributed to LAKES Media. Those funds were provided to support public access television and are to be used for that purpose. The City would like to apply those funds towards the cost of public access television moving forward. This letter is a formal request for those funds.

Please contact me with any questions. I look forward to hearing from you.

Regards,

A handwritten signature in blue ink, appearing to read 'Joe J. Langel'.

Joseph J. Langel

cc: Jennifer Bergman, City Administrator (via e-mail)

RRM: 421157

Over 30 Years of Service

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

February 22, 2022

6:30 PM

WebEx Teleconference Call-In Information Call Toll-

Free: 1-844-992-4726

Access Code: 2496 711 4422

1. Resolution- Approve Cooperative Agreement with the Minnesota Department of Transportation for SP 1814-08 TH371B (S 6th Street) Reconstruction Project
2. Approve Plans and Specifications and Authorize Bidding-Improvement 19-02- Cuyuna Lakes State Trail NP Center Segment
3. Approve Plans and Specifications and Authorize Bidding-Improvement 22-01- 2022 Seal Coat Project
4. Consideration of Proposed Section 320 Amendment Language
5. Approve Street Light Policy



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
AND
CITY OF BRAINERD
AND
CROW WING COUNTY
COOPERATIVE CONSTRUCTION
AGREEMENT**

State Project Number (S.P.):	<u>1814-08</u>	City Estimated Amount Receivable
Trunk Highway Number (T.H.):	<u>371B=337</u>	<u>\$307,897.03</u>
State Project Number (S.P.):	<u>108-090-002</u>	
State Aid Project Number (S.A.P.):	<u>108-137-001</u>	
State Aid Project Number (S.A.P.):	<u>108-010-008</u>	County Estimated Amount Receivable
Federal Project Number:	<u>NHPP-TA 0371(319)</u>	<u>\$115,969.15</u>
Lighting System Feed Point No.:	<u>County</u>	
Signal System ID:	<u>1735901</u>	

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), the City of Brainerd, acting through its City Council ("City"), and Crow Wing County, acting through its Board of Commissioners ("County").

Recitals

1. The State will perform grading, bituminous milling, bituminous surfacing, ADA improvements, retaining wall, lighting, and signal system construction and other associated construction upon, along, and adjacent to Trunk Highway No. 371B from 1,000 feet south of 70th Avenue to Joseph Street according to State-prepared plans, specifications, and special provisions designated by the County and the City as State Aid Project No. 108-010-008, by the City as State Project No. 108-090-002 and State Aid Project No. 108-137-001, and by the State as State Project No. 1814-08 (T.H. 371B=337) ("Project"); and
2. The City has requested the State include in its Project City utilities, sidewalk, retaining wall, aesthetics, and Greenwood Street paving construction; and
3. The City wishes to participate in the costs of the City utilities, sidewalk, retaining wall, aesthetics, Greenwood Street paving, and signal system at Trunk Highway No. 371B and Buffalo Hills Lane/County Road 117 construction and associated construction engineering; and
4. The County wishes to participate in the costs of the signal system at Trunk Highway No. 371B and County Road 117/ Buffalo Hills Lane construction and associated construction engineering; and
5. Agreement No. 1048451 between the State and Crow Wing Township will address lighting at Trunk Highway No. 371B and 70th Street; and
6. A separate agreement between the State and the City and the County will address the project detour; and
7. Minnesota Statutes § 161.45, subdivision 2, allows for City-owned utility relocation to be included in a State construction contract, and payment by the City for such relocation according to applicable statutes and rules for utilities on trunk highways; and

8. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining, and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits

- 1.1. *Effective Date.*** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. *Expiration Date.*** This Agreement will expire when all obligations have been satisfactorily fulfilled.
- 1.3. *Survival of Terms.*** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 3. Maintenance by the City; 4. Maintenance by the County; 12. Liability; Worker Compensation Claims; 14. State Audits; 15. Government Data Practices; 17. Governing Law; Jurisdiction; Venue; and 19. Force Majeure. The terms and conditions set forth in Article 5. Signal System and EVP System Operation and Maintenance will survive the expiration of this Agreement, but may be terminated by another Agreement between the parties.
- 1.4. *Plans, Specifications, and Special Provisions.*** Plans, specifications, and special provisions designated by the County and the City as S.A.P. 108-010-008, by the City as S.P. 108-090-002 and S.A.P. 108-137-001, and by the State as S.P. 1814-08 (T.H. 371B=337) are on file in the office of the Commissioner of Transportation at St. Paul, Minnesota, and incorporated into this Agreement by reference ("Project Plans").
- 1.5. *Exhibits.*** Preliminary Schedule "I" is on file in the office of the City Engineer, in the office of the County Engineer, and attached and incorporated into this Agreement.

2. Construction by the State

- 2.1. *Contract Award.*** The State will advertise for bids and award a construction contract to the lowest responsible bidder according to the Project Plans.
- 2.2. *Direction, Supervision, and Inspection of Construction.***
- A. *Supervision and Inspection by the State.*** The State will direct and supervise all construction activities performed under the construction contract, and perform all construction engineering and inspection functions in connection with the contract construction. All contract construction will be performed according to the Project Plans.
 - B. *Inspection by the City and the County.*** The City and County participation construction covered under this Agreement will be open to inspection by the City and the County. If the City or the County believes the City or County participation construction covered under this Agreement has not been properly performed or that the construction is defective, the City or the County will inform the State District Engineer's authorized representative in writing of those defects. Any recommendations made by the City or the County are not binding on the State. The State will have the exclusive right to determine whether the State's contractor has satisfactorily performed the City and County participation construction covered under this Agreement.
- 2.3. *Plan Changes, Additional Construction, Etc.***
- A.** The State will make changes in the Project Plans and contract construction, which may include the City and the County participation construction covered under this Agreement, and will enter into any necessary addenda and change orders with the State's contractor that are necessary to cause the

contract construction to be performed and completed in a satisfactory manner. The State District Engineer's authorized representative will inform the appropriate City and County officials of any proposed addenda and change orders to the construction contract that will affect the City and County participation construction covered under this Agreement.

- B. The City or the County may request additional work or changes to the work in the plans as part of the construction contract. Such request will be made by an exchange of letter(s) with the State. If the State determines that the requested additional work or plan changes are necessary or desirable and can be accommodated without undue disruption to the project, the State will cause the additional work or plan changes to be made.

2.4. *Satisfactory Completion of Contract.* The State will perform all other acts and functions necessary to cause the construction contract to be completed in a satisfactory manner.

2.5. *Replacement of Castings.* Adjustments to certain City-owned facilities, including but not limited to, valve boxes and frame and ring castings, may be performed by the State's contractor under the construction contract. The City will furnish the contractor with new units and/or parts for those in place City-owned facilities when replacements are required and not covered by a contract pay item, without cost or expense to the State or the contractor, except for replacement of units and/or parts broken or damaged by the contractor.

3. Maintenance by the City

Upon completion of the project, the City will provide the following without cost or expense to the State:

3.1. *Storm Sewers.* Routine maintenance of any storm sewer facilities construction. Routine maintenance includes, but is not limited to, removal of sediment, debris, vegetation and ice from grates and catch basins, and any other maintenance activities necessary to preserve the facilities and to prevent conditions such as flooding, erosion, or sedimentation, this also includes informing the District Maintenance Engineer of any needed repairs.

3.2. *Pond Responsibilities.* The City will share in the cost of future major maintenance of the pond in the northwest quadrant of the T.H. 371B and Spruce Drive intersection at a rate based on the ratio of contributing water volume entering into the pond at the time that the major maintenance is required. The City's contributing water volume entering into the pond at the time the pond was designed is 24 percent. Major maintenance includes, but is not limited to, removal of sediment, repair of major erosion problems, major structure and entrance pipe repair, and any other major maintenance activities necessary to preserve the facilities and to prevent conditions such as flooding, erosion, sedimentation, or accelerated deterioration of the facilities. The State and the City may enter into a separate agreement to define additional responsibilities for maintenance of the pond.

The City will share in all responsibilities, obligations, and liabilities arising out of or by reason of the drainage collecting into and being discharged from the pond. The City will share such responsibilities, obligations, and liabilities at a rate based on the ratio of contributing water volume entering into the pond as referenced in the previous paragraph; however, contributing water volume ratios may change based on development and alteration of land use in the vicinity.

3.3. *Municipal Utilities.* Maintenance of any municipal-owned utilities construction, without cost or expense to the State.

3.4. *Sidewalks.* Maintenance of any sidewalk construction, including stamped (if any) and colored concrete medians and pedestrian refuges and pedestrian ramps. Maintenance includes, but is not limited to, snow, ice and debris removal, patching, crack repair, panel replacement, cross street pedestrian crosswalk

markings, vegetation control of boulevards (if any), and any other maintenance activities necessary to perpetuate the sidewalks in a safe, useable, and aesthetically acceptable condition.

- 3.5. *Trail.*** Maintenance of Buffalo Hills trail construction. Maintenance includes, but is not limited to, snow and ice control/removal, sweeping and debris removal, patching, crack repair, pavement replacement, vegetation control, signing, pavement markings, and any other maintenance activities necessary to perpetuate the bikeways and shared use paths in a safe and usable condition.
- 3.6. *Retaining Walls.*** Maintenance of the retaining wall construction on the east side of T.H. 371B from Ronald Street to Joseph Street, including the fence on the top of the wall and any aesthetic elements of the wall. Maintenance includes graffiti removal and any other maintenance activities necessary to perpetuate the walls in a safe, usable, and aesthetically acceptable condition.
- 3.7. *Additional Drainage.*** No party to this Agreement will drain any additional drainage volume into the storm sewer facilities constructed under the construction contract that was not included in the drainage for which the storm sewer facilities were designed, without first obtaining written permission to do so from the other party.
- 3.8. *Future Responsibilities.*** Upon completion of the T.H. 371B construction, the City will accept full and total responsibility and all obligations and liabilities arising out of or by reason of the use, operation, maintenance, repair, and reconstruction of the T.H. 371B frontage roads and all of the facilities constructed as part of this Agreement, without cost or expense to the State.

4. Maintenance by the County

Upon completion of the project, the County will provide the following without cost or expense to the State:

- 4.1. *Lighting.*** Maintenance and ownership of the lighting facilities construction at the intersection of T.H. 371B and St. Mathias Road SW. Maintenance of electrical lighting systems includes everything within the system, from the point of attachment to the power source or utility, to the last light on the feed point, including but not limited to re-lamping of lighting units or replacing of Light-Emitting Diode (LED) luminaires, repair or replacement of all damaged luminaire glassware, loose connections, luminaires when damaged or when ballasts fail, photoelectric control on luminaires, defective starter boards or drivers, damaged fuse holders, blown fuses, knocked down poles including wiring within the poles, damaged poles, pullboxes, underground wire, damaged foundations, equipment pad, installation of approved splices or replacement of wires, repair or extending of conduit, lighting cabinet maintenance including photoelectric cell, electrical distribution system, and Gopher State One Call (GSOC) locates. The County will be responsible for the hook up cost and application to secure an adequate power supply to the service pad or pole and will pay all monthly electrical service expenses necessary to operate the lighting facility.

5. Signal System and EVP System Operation and Maintenance

Operation and maintenance responsibilities will be as follows for the Signal System and Emergency Vehicle Preemption (EVP) System on T.H. 371B at County Road 117.

5.1. *City Responsibilities.*

- A. *Power.*** The City will be responsible for the hook-up cost and application to secure an adequate power supply to the service pad(s) or pole(s) and will pay all monthly electrical service expenses necessary to operate the Signal System, EVP System, Enforcement Lights, and Interconnect.
- B. *Minor Signal System Maintenance.*** The City will provide for the following, without cost to the State.
 - i.** Maintain the signal pole mounted Light Emitting Diode (LED) luminaires, including replacing the luminaires when necessary. The LED luminaire must be replaced when it fails or when light levels

drop below recommended American Association of State Highway and Transportation Officials (AASHTO) levels for the installation.

- ii. Replace the Signal System(s) LED indications. Replacing LED indications consists of replacing each LED indication when it reaches end of life per the MnDOT Traffic Engineering Manual or fails or no longer meets Institute of Traffic Engineers (ITE) standards for light output.
- iii. Replace the LED lamps in enforcement lights.
- iv. Clean the Signal System controller cabinet and service cabinet exteriors.
- v. Clean the Signal System and luminaire mast arm extensions.
- vi. Paint and maintain the cross street pedestrian crosswalk markings.

5.2. **State Responsibilities.**

- A. **Interconnect; Timing; Other Maintenance.** The State will maintain the Interconnect and signing, and perform all other Signal System, Accessible Pedestrian Signals (APS), and signal pole luminaire circuit maintenance without cost to the City. All Signal System timing will be determined by the State, and no changes will be made without the State's approval.
- B. **EVP System Operation.** The EVP System will be installed, operated, maintained, and removed according to the following conditions and requirements:
 - i. All maintenance of the EVP System must be done by State forces.
 - ii. Emitter units may be installed only on authorized emergency vehicles, as defined in Minnesota Statutes § 169.011, Subdivision 3. Authorized emergency vehicles may use emitter units only when responding to an emergency. The City will provide the State's District Engineer or their designated representative a list of all vehicles with emitter units, if requested by the State.
 - iii. Malfunction of the EVP System must be reported to the State immediately.
 - iv. In the event the EVP System or its components are, in the opinion of the State, being misused or the conditions set forth in Paragraph ii. above are violated, and such misuse or violation continues after the City receives written notice from the State, the State may remove the EVP System. Upon removal of the EVP System pursuant to this Paragraph, all of its parts and components become the property of the State.
 - v. All timing of the EVP System will be determined by the State.

5.3. **Right-of-Way Access.** Each party authorizes the other party to enter upon their respective public right-of-way to perform the maintenance activities described in this Agreement.

5.4. **Related Agreements.** This Agreement will supersede and terminate Agreement No. 72434, dated September 21, 1994, between the parties.

6. **Basis of City Cost**

- 6.1. **Schedule "I".** The Preliminary Schedule "I" includes all anticipated City participation construction items, State Furnished Materials lump sum amounts, and the construction engineering cost share covered under this Agreement, and is based on engineer's estimated unit prices.
- 6.2. **City Participation Construction.** The City will participate in the following at the percentages indicated. The construction includes the City's proportionate share of item costs for Mobilization, Field Office, Field Laboratory, and Traffic Control.

- A. 25 Percent will be the City's rate of cost participation in all of the signal system construction. The construction includes, but is not limited to, those construction items tabulated on Sheet No. 2 of the Preliminary Schedule "I".
- B. 100 Percent will be the City's rate of cost participation in all of the City utilities, sidewalk, and retaining wall construction. The construction includes, but is not limited to, those construction items tabulated on Sheet No. 3 of the Preliminary Schedule "I".
- C. 100 Percent will be the City's rate of cost participation in all of the Greenwood Street paving construction. The construction includes, but is not limited to, those construction items tabulated on Sheet No. 4 of the Preliminary Schedule "I".

- 6.3. **Aesthetic Credit.** The City will receive a lump sum credit in the amount of **\$23,919.00** for retaining wall aesthetics, as shown on Sheet No. 1 of the Preliminary Schedule "I". The State's cost share includes the City's aesthetic concrete, which is itemized on Sheet No. 3 of the Preliminary Schedule "I".
- 6.4. **State Furnished Materials.** The State will furnish an ATC Cabinet 350 and an Iteris video detection system ("State Furnished Materials"), according to the Project Plans, to operate the traffic control signal system covered under this Agreement. The City's lump sum share for State Furnished Materials is **\$12,996.84**. The City's cost share for State Furnished Materials will be added to the City's total construction cost share as shown in the Schedule "I".
- 6.5. **Construction Engineering Costs.** The City will pay a construction engineering charge equal to 8 percent of the total City participation construction covered under this Agreement.
- 6.6. **Plan Changes, Additional Construction, Etc.** The City will share in the costs of construction contract addenda and change orders that are necessary to complete the City participation construction covered under this Agreement, including any City requested additional work and plan changes.

The State reserves the right to invoice the City for the cost of any additional City requested work and plan changes, construction contract addenda, change orders, and associated construction engineering before the completion of the contract construction.
- 6.7. **Liquidated Damages.** All liquidated damages assessed the State's contractor in connection with the construction contract will result in a credit shared by each party in the same proportion as their total construction cost share covered under this Agreement is to the total contract construction cost before any deduction for liquidated damages.

7. City Cost and Payment by the City

- 7.1. **City Cost.** **\$307,897.03** is the City's estimated share of the costs of the contract construction, State Furnished Materials and the construction engineering cost share as shown in the Preliminary Schedule "I". The Preliminary Schedule "I" was prepared using estimated quantities and unit prices, and may include any credits or lump sum costs. Upon award of the construction contract, the State will prepare a Revised Schedule "I" based on construction contract unit prices, which will replace and supersede the Preliminary Schedule "I" as part of this Agreement.
- 7.2. **Conditions of Payment.** The City will pay the State the City's total estimated construction and construction engineering cost share, as shown in the Revised Schedule "I", after the following conditions have been met:
 - A. Execution of this Agreement and transmittal to the City, including a copy of the Revised Schedule "I".
 - B. The City's receipt of a written request from the State for the advancement of funds.

7.3. Acceptance of the City's Cost and Completed Construction. The computation by the State of the amount due from the City will be final, binding and conclusive. Acceptance by the State of the completed contract construction will be final, binding, and conclusive upon the City as to the satisfactory completion of the contract construction.

7.4. Final Payment by the City. Upon completion of all contract construction and upon computation of the final amount due the State's contractor, the State will prepare a Final Schedule "I" and submit a copy to the City. The Final Schedule "I" will be based on final quantities, and include all City participation construction items and the construction engineering cost share covered under this Agreement. If the final cost of the City participation construction exceeds the amount of funds advanced by the City, the City will pay the difference to the State without interest. If the final cost of the City participation construction is less than the amount of funds advanced by the City, the State will refund the difference to the City without interest.

The State and the City waive claims for any payments or refunds less than \$5.00 according to Minnesota Statutes § 15.415.

8. Basis of County Cost

8.1. Schedule "I". The Preliminary Schedule "I" includes all anticipated County participation construction items, State Furnished Materials lump sum amounts, and the construction engineering cost share covered under this Agreement, and is based on engineer's estimated unit prices.

8.2. County Participation Construction. The County will participate in the following at the percentages indicated. The construction includes the County's proportionate share of item costs for Mobilization, Field Office, Field Laboratory and Traffic Control.

A. 25 Percent will be the County's rate of cost participation in all of the signal system construction. The construction includes, but is not limited to, those construction items tabulated on Sheet No. 2 of the Preliminary Schedule "I".

8.3. State Furnished Materials. The State will furnish an ATC Cabinet 350 and an Iteris video detection system ("State Furnished Materials"), according to the Project Plans, to operate the traffic control signal system covered under this Agreement. The County's lump sum share for State Furnished Materials is **\$12,996.84**. The County's cost share for State Furnished Materials will be added to the County's total construction cost share as shown in the Schedule "I".

8.4. Construction Engineering Costs. The County will pay a construction engineering charge equal to 8 percent of the total County participation construction covered under this Agreement.

8.5. Plan Changes, Additional Construction, Etc. The County will share in the costs of construction contract addenda and change orders that are necessary to complete the County participation construction covered under this Agreement, including any County requested additional work and plan changes.

The State reserves the right to invoice the County for the cost of any additional County requested work and plan changes, construction contract addenda, change orders, and associated construction engineering before the completion of the contract construction.

8.6. Liquidated Damages. All liquidated damages assessed the State's contractor in connection with the construction contract will result in a credit shared by each party in the same proportion as their total construction cost share covered under this Agreement is to the total contract construction cost before any deduction for liquidated damages.

9. County Cost and Payment by the County

- 9.1. *County Cost.*** \$115,969.15 is the County's estimated share of the costs of the contract construction, State Furnished Materials and the construction engineering cost share as shown in the Preliminary Schedule "I". The Preliminary Schedule "I" was prepared using estimated quantities and unit prices, and may include any credits or lump sum costs. Upon award of the construction contract, the State will prepare a Revised Schedule "I" based on construction contract unit prices, which will replace and supersede the Preliminary Schedule "I" as part of this Agreement.
- 9.2. *Conditions of Payment.*** The County will pay the State the County's total estimated construction and construction engineering cost share, as shown in the Revised Schedule "I", after the following conditions have been met:
- A.** Execution of this Agreement and transmittal to the County, including a copy of the Revised Schedule "I".
 - B.** The County's receipt of a written request from the State for the advancement of funds.
- 9.3. *Acceptance of the County's Cost and Completed Construction.*** The computation by the State of the amount due from the County will be final, binding and conclusive. Acceptance by the State of the completed contract construction will be final, binding, and conclusive upon the County as to the satisfactory completion of the contract construction.
- 9.4. *Final Payment by the County.*** Upon completion of all contract construction and upon computation of the final amount due the State's contractor, the State will prepare a Final Schedule "I" and submit a copy to the County. The Final Schedule "I" will be based on final quantities, and include all County participation construction items and the construction engineering cost share covered under this Agreement. If the final cost of the County participation construction exceeds the amount of funds advanced by the County, the County will pay the difference to the State without interest. If the final cost of the County participation construction is less than the amount of funds advanced by the County, the State will refund the difference to the County without interest.

The State and the County waive claims for any payments or refunds less than \$5.00 according to Minnesota Statutes § 15.415.

10. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

10.1. The State's Authorized Representative will be:

Name, Title: Malaki Ruranika, Cooperative Agreements Engineer (or successor)
 Address: 395 John Ireland Boulevard, Mailstop 682, St. Paul, MN 55155
 Telephone: (651) 366-4634
 E-Mail: malaki.ruranika@state.mn.us

10.2. The City's Authorized Representative will be:

Name, Title: Paul Sandy, City Engineer (or successor)
 Address: 501 Laurel Street, Brainerd, MN 56401
 Telephone: (218) 828-2307
 E-Mail: psandy@ci.brainerd.mn.us

10.3. The County's Authorized Representative will be:

Name, Title: Tim Bray, County Engineer (or successor)
Address: 16589 County Road 142, Brainerd, MN 56401
Telephone: (218) 824-1110
E-Mail: tim.bray@crowwing.us

11. Assignment; Amendments; Waiver; Contract Complete

- 11.1. Assignment.** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 11.2. Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 11.3. Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 11.4. Contract Complete.** This Agreement contains all prior negotiations and agreements between the State, the City, and the County. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

12. Liability; Worker Compensation Claims

- 12.1.** Each party is responsible for its own acts, omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of others and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the City and the County.
- 12.2.** Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

13. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

14. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the City's and the County's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

15. Government Data Practices

The City, County, and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City and the County under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the City, the County, or the State.

16. Telecommunications Certification

By signing this agreement, the City and the County certify that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR

200.216, the City and the County will not use funding covered by this agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. The City and the County will include this certification as a flow down clause in any contract related to this agreement.

17. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

18. Termination; Suspension

18.1. By Mutual Agreement. This Agreement may be terminated by mutual agreement of the parties.

18.2. Termination for Insufficient Funding. The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the performance of contract construction under the Project. Termination must be by written or fax notice to the City and the County.

18.3. Suspension. In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, and performance of work authorized through this Agreement.

19. Force Majeure

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

[The remainder of this page has been intentionally left blank]

CITY OF BRAINERD

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

CROW WING COUNTY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: _____
(District Engineer)

Date: _____

Approved:

By: _____
(State Design Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____
(With Delegated Authority)

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

PRELIMINARY SCHEDULE "I"
Agreement No. 1048450
City of Brainerd and Crow Wing County

S.P. 1814-08 (T.H. 371B=337), S.P. 108-090-002, S.A.P. 108-137-001, S.A.P. 108-010-008
 Fed. Proj. NHPP-TA 0371(319)

Preliminary: February 3, 2022

Grading, bituminous milling, bituminous surfacing, ADA improvements, retaining wall, lighting, and signal system construction to start approximately May 2022 under
 State Contract No. _____ with _____ located on T.H. 371B from 1,000 feet south of 70th Avenue to Joseph Street

CITY COST PARTICIPATION	
S.A.P. 108-010-008 Signal System Work Items From Sheet No. 2	94,382.00
S.A.P. 108-010-008 Utilities, Sidewalk, and Retaining Wall Work Items From Sheet No. 3	178,685.60
S.A.P. 108-137-001 Greenwood Street Paving Work Items From Sheet No. 4	21,172.62
State Furnished Materials From Sheet No. 2	12,996.84
Subtotal	\$307,237.06
Construction Engineering (8%)	24,578.97
Subtotal	331,816.03
(1) Aesthetics Credit for Retaining Wall	(23,919.00)
(2) Total City Cost	\$307,897.03

COUNTY COST PARTICIPATION	
S.A.P. 108-010-008 Signal System Work Items From Sheet No. 2	94,382.00
State Furnished Materials From Sheet No. 2	12,996.84
Subtotal	\$107,378.84
Construction Engineering (8%)	8,590.31
(3) Total County Cost	\$115,969.15

- (1) Lump sum amount as described in Article 6.3 of the Agreement.
- (2) Amount of advance payment as described in Article 7 of the Agreement (estimated amount).
- (3) Amount of advance payment as described in Article 9 of the Agreement (estimated amount).

(1) 40% NHPP FEDERAL, 10% STATE, 25% COUNTY, 25% CITY

X

ITEM NUMBER	S.A.P. 108-010-008 SIGNAL SYSTEM WORK ITEM	UNIT	QUANTITY	UNIT PRICE	COST (1)
2021.501	MOBILIZATION	LUMP SUM	0.05	202,500.00	10,125.00
2031.502	FIELD OFFICE	EACH	0.05	30,000.00	1,500.00
2031.502	FIELD LABORATORY	EACH	0.05	15,000.00	750.00
2563.601	TRAFFIC CONTROL	LUMP SUM	0.05	121,500.00	6,075.00
2565.516	TRAFFIC CONTROL SIGNAL SYSTEM	SYSTEM	1.00	359,078.00	359,078.00
				TOTAL	\$377,528.00
	(1) 50% STATE		\$188,764.00		
	80% NHPP FEDERAL FUNDS		\$151,011.20		
	20% STATE MATCH		\$37,752.80		
	25% COUNTY FUNDS		\$94,382.00		
	25% CITY FUNDS		\$94,382.00		

(2) 40% NHPP FEDERAL, 10% STATE, 25% COUNTY, 25% CITY

ITEM NUMBER	STATE FURNISHED MATERIALS	UNIT	QUANTITY	UNIT PRICE	COST (2)
	ATC CABINET 350	EACH	1.00	29,337.12	29,337.12
	ITERIS VIDEO DETECTION SYSTEM	EACH	1.00	22,650.25	22,650.25
				TOTAL	\$51,987.37
	(2) 40% NHPP FEDERAL FUNDS		\$20,794.95		
	10% STATE FUNDS		\$5,198.74		
	25% COUNTY FUNDS		\$12,996.84		
	25% CITY FUNDS		\$12,996.84		

(3) 100% CITY
(P) = PLAN QUANTITY

X

ITEM NUMBER	S.A.P. 108-010-008 UTILITIES, SIDEWALK, AND RETAINING WALL WORK ITEM	UNIT	QUANTITY	UNIT PRICE	COST (3)
2021.501	MOBILIZATION	LUMP SUM	0.02	202,500.00	4,050.00
2031.502	FIELD OFFICE	EACH	0.02	30,000.00	600.00
2031.502	FIELD LABORATORY	EACH	0.02	15,000.00	300.00
2101.502	GRUBBING (P)	EACH	1.00	300.00	300.00
2104.518	REMOVE BITUMINOUS WALK (P)	SQ FT	218.00	1.25	272.50
2211.507	AGGREGATE BASE (CV) CLASS 6 (P)	CU YD	13.00	40.00	520.00
2411.618	ARCHITECTURAL SURFACE FINISH (MULTI COLOR)	SQ FT	3,105.00	6.64	20,617.20
2411.618	ARCHITECTURAL CONCRETE TEXTURE (CUT STONE)	SQ FT	2,499.00	27.00	67,473.00
2504.602	ADJUST VALVE BOX-WATER	EACH	4.00	400.00	1,600.00
2506.502	ADJUST FRAME AND RING CASTING	EACH	3.00	583.00	1,749.00
2521.518	6" CONCRETE WALK	SQ FT	2,481.00	10.35	25,678.35
2521.518	6" COLORED CONCRETE WALK	SQ FT	4,383.00	10.85	47,555.55
2521.602	DRILL AND GROUT REINF BAR (EPOXY COATED)	EACH	34.00	20.00	680.00
2531.503	CONCRETE CURB AND GUTTER DESIGN B618	LIN FT	180.00	27.00	4,860.00
2563.601	TRAFFIC CONTROL	LUMP SUM	0.02	121,500.00	2,430.00
				TOTAL	\$178,685.60
	(3) 100% CITY FUNDS		\$178,685.60		
	*** FOR INFORMATION ONLY ***				
	6" COLORED CONCRETE WALK CREDIT CALCULATION				
	STATE'S AESTHETIC BUDGET FOR 6" COLORED CONCRETE WALK IS CAPPED AT \$201, 915.45				
	6" CONCRETE WALK	SQ FT	8,343.00	10.35	86,350.05
	6" COLORED CONCRETE WALK	SQ FT	8,343.00	10.85	90,521.55
	ESTIMATED AESTHETIC CREDIT: DIFFERENCE BETWEEN STANDARD CONCRTE WALK AND COLORED CONCRETE WALK				\$4,171.50

X

[illegible]

RESOLUTION
NO _____

**COOPERATIVE CONSTRUCTION AGREEMENT WITH
THE STATE OF MINNESOTA
SP 1814-08
S 6TH STREET (TH 371B) RECONSTRUCTION**

WHEREAS, the State will perform grading, bituminous milling, bituminous surfacing, ADA improvements, retaining wall, lighting, and signal system construction and other associated construction upon, along and adjacent to Trunk Highway 371B from 1,000 feet south of 70th Avenue to Joseph Street according to the State-prepared plans, specifications, and special provisions designated by the County and the City as State Aid Project No. 108-010-008, by the City as State Project No. 108-090-002 and State Aid Project No. 108-137-001, and by the State as State Project No. 1814-08 (TH 371B=337), and;

WHEREAS, the City has requested the State include in its Project City utilities, sidewalk, retaining wall, aesthetics, and Greenwood Street paving construction, and;

WHEREAS, the City wishes to participate in the costs of the City utilities, sidewalk, retaining wall, aesthetics, Greenwood Street paving, and signal system at Trunk Highway 371B and Buffalo Hills Lane/County Road 117 construction and associated construction engineering.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRAINERD, MINNESOTA, that the City of Brainerd enters into MnDOT Agreement No. 1048450 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the City to the State of the City's share of the costs of the City utilities, sidewalk, retaining wall, aesthetics, Greenwood Street paving, and signal system at Trunk Highway No. 371B and Buffalo Hills Lane construction and other associated construction to be performed upon, along, and adjacent to Trunk Highway No. 371B from 1,000 feet south of 70th Avenue to Joseph Street within the corporate City limits under State Aid Project Nos. 108-010-008 and 108-137-001 and State Project Nos. 108-090-002 and 1814-08 (TH 371B=337).

BE IT FURTHER RESOLVED that the Mayor and the City Administrator are authorized to execute the Agreement and any amendments to the Agreement.

Adopted this _____ day of _____, 2022

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2022

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



CUYUNA LAKES STATE TRAIL EXTENSION - NORTHERN PACIFIC CENTER SEGMENT (SURFACING PLAN)
BRainerd, MN
SEH NO. BRDMN 149920

2/11/2022

STATEMENT OF ESTIMATED QUANTITIES						OPINION OF PROBABLE COST (2022)			
ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASUREMENT	TRAIL	NP ROAD & LOT	TOTAL	UNIT PRICE	TRAIL	NP ROAD & LOT	TOTAL
			APPROXIMATE QUANTITY	APPROXIMATE QUANTITY	APPROXIMATE QUANTITY		APPROXIMATE COST	APPROXIMATE COST	APPROXIMATE COST
WORK ITEMS									
1	MOBILIZATION	LUMP SUM	0.35	0.65	1.00	\$12,000.00	\$4,200.00	\$7,800.00	\$12,000.00
2	TRAFFIC CONTROL	LUMP SUM	0.35	0.65	1.00	\$4,000.00	\$1,400.00	\$2,600.00	\$4,000.00
3	FULL DEPTH RECLAMATION	SQ YD	0.00	10,545.00	10,545.00	\$1.50	\$0.00	\$15,817.50	\$15,817.50
4	TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	510.00	1,125.00	1,635.00	\$80.00	\$40,800.00	\$90,000.00	\$130,800.00
5	B624 CONCRETE CURB & GUTTER	LIN FT	20.00	130.00	150.00	\$25.00	\$500.00	\$3,250.00	\$3,750.00
6	D424 CONCRETE CURB & GUTTER	LIN FT	290.00	2,210.00	2,500.00	\$20.00	\$5,800.00	\$44,200.00	\$50,000.00
7	6" CONCRETE WALK	SQ FT	1,490.00	520.00	2,010.00	\$12.00	\$17,880.00	\$6,240.00	\$24,120.00
8	TRUNCATED DOMES	SQ FT	240.00	52.00	292.00	\$60.00	\$14,400.00	\$3,120.00	\$17,520.00
9	CONCRETE VALLEY GUTTER & FILETS	SQ YD	0.00	84.00	84.00	\$98.00	\$0.00	\$8,232.00	\$8,232.00
10	SIGN PANELS TYPE C	SQ FT	23.00	0.00	23.00	\$60.00	\$1,380.00	\$0.00	\$1,380.00
11	INSTALL SIGN (SALVAGED TYPE C)	EACH	2.00	2.00	4.00	\$150.00	\$300.00	\$300.00	\$600.00
12	4" SOLID LINE WHITE PAINT	LIN FT	0.00	3,814.00	3,814.00	\$0.75	\$0.00	\$2,860.50	\$2,860.50
13	4" BROKEN LINE YELLOW PAINT	LIN FT	0.00	291.00	291.00	\$1.00	\$0.00	\$291.00	\$291.00
14	PAVEMENT MESSAGE PAINT (HANDICAP)	EACH	0.00	5.00	5.00	\$45.00	\$0.00	\$225.00	\$225.00
15	ZEBRA CROSSWALK MARKING WHITE PAINT	SQ FT	654.00	0.00	654.00	\$4.00	\$2,616.00	\$0.00	\$2,616.00
16	SEEDING (INCLUDES SEED, FERTILIZER, AND HYDRAULIC BONDED FIBER MATRIX)	ACRE	1.76	0.00	1.76	\$5,000.00	\$8,800.00	\$0.00	\$8,800.00
17	TEMPORARY SEEDING (INCLUDES SEED AND HYDRAULIC MATRIX TYPE MULCH)	ACRE	2.28	0.00	2.28	\$500.00	\$1,140.00	\$0.00	\$1,140.00
18	PICK-UP STREET SWEEPER	HR	5.00	5.00	10.00	\$125.00	\$625.00	\$625.00	\$1,250.00
SUBTOTAL WORK ITEMS							\$99,841.00	\$185,561.00	\$285,402.00
MATERIALS FURNISHED									
19	FURNISH AGGREGATE BASE CL 5 (CV)	TON	1,070.00	1,525.00	2,595.00	\$10.00	\$10,700.00	\$15,250.00	\$25,950.00
20	FURNISH 12" HDPE STORM SEWER PIPE	LIN FT	0.00	8.00	8.00	\$25.00	\$0.00	\$200.00	\$200.00

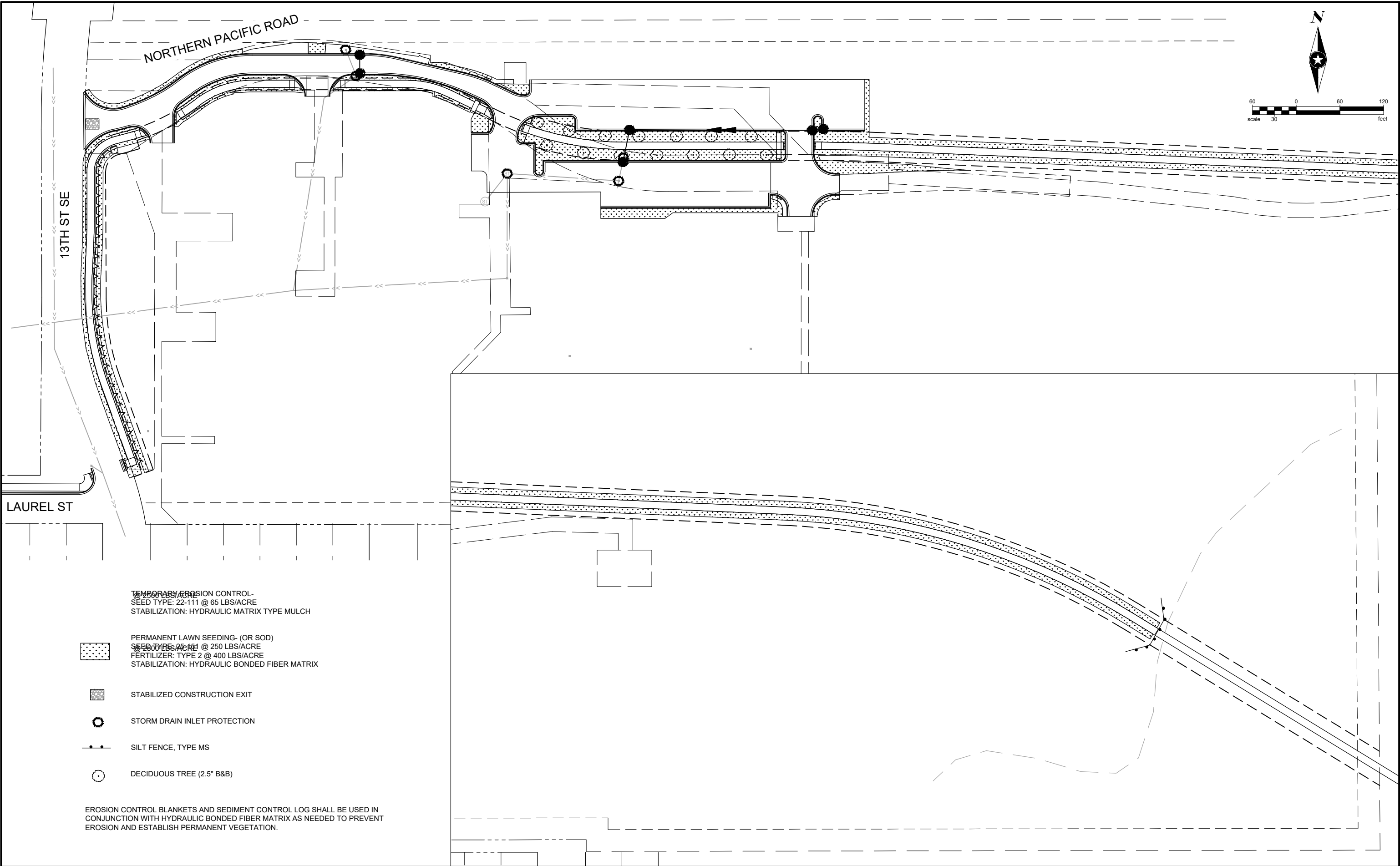


CUYUNA LAKES STATE TRAIL EXTENSION - NORTHERN PACIFIC CENTER SEGMENT (SURFACING PLAN)
BRAINERD, MN
SEH NO. BRDMN 149920

2/11/2022

STATEMENT OF ESTIMATED QUANTITIES						OPINION OF PROBABLE COST (2022)			
ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASUREMENT	TRAIL	NP ROAD & LOT	TOTAL	UNIT PRICE	TRAIL	NP ROAD & LOT	TOTAL
			APPROXIMATE QUANTITY	APPROXIMATE QUANTITY	APPROXIMATE QUANTITY		APPROXIMATE COST	APPROXIMATE COST	APPROXIMATE COST
21	FURNISH 12" RC PIPE, CL V 3006	LIN FT	0.00	338.00	338.00	\$22.00	\$0.00	\$7,436.00	\$7,436.00
22	FURNISH DRAINAGE STRUCTURE DESIGN H	EACH	0.00	2.00	2.00	\$950.00	\$0.00	\$1,900.00	\$1,900.00
23	FURNISH DRAINAGE STRUCTURE DES 48-4020	EACH	0.00	4.00	4.00	\$1,420.00	\$0.00	\$5,680.00	\$5,680.00
24	FURNISH CASTING ASSEMBLY	EACH	0.00	1.00	1.00	\$600.00	\$0.00	\$600.00	\$600.00
25	FURNISH INLET PROTECTION	EACH	8.00	0.00	8.00	\$95.00	\$760.00	\$0.00	\$760.00
26	FURNISH SILT FENCE, TYPE PRE-ASSEMBLED	LIN FT	150.00	0.00	150.00	\$2.00	\$300.00	\$0.00	\$300.00
27	FURNISH SEDIMENT CONTROL LOG TYPE WOOD FIB	LIN FT	400.00	0.00	400.00	\$1.25	\$500.00	\$0.00	\$500.00
SUBTOTAL MATERIALS							\$12,260.00	\$31,066.00	\$43,326.00
SUMMARY									
SUBTOTAL COSNTRUCTION							\$112,101.00	\$216,627.00	\$328,728.00
CONTINGENCY (10%)							\$11,210.10	\$21,662.70	\$32,872.80
ENGINEERING (20%)							\$22,420.20	\$43,325.40	\$65,745.60
LEGAL, ADMIN, GEOTECH, TESTING (5%)							\$5,605.05	\$10,831.35	\$16,436.40
TOTAL							\$151,336.35	\$292,446.45	\$443,782.80

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Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

CITY PIT
BORROW SITE
LOCATION

CITY OF BRAINERD, MINNESOTA
DEPARTMENT OF ENGINEERING
CONSTRUCTION PLAN FOR:
IMPROVEMENT PROJECT 22-01
2022 SEAL COAT PROJECT

PROJECT LOCATION AREAS FOR 22-01

- 1: COLLEGE DRIVE - (CSAH 48 to Quince Street)
- 2: MISSISSIPPI PARKWAY - (275' South of College Drive to College Drive)
- 3: MISSISSIPPI PARKWAY - (190' South of College Drive to College Drive)
- 4: 4TH STREET SOUTH - (South 6th Street to College Drive)
- 5: 10TH ST SE - (850' South of Brook Street to Willow Street)
- 6: BROOK STREET - (8th Street South to 13th Street SE)
- 7: 10TH AVE NE - (TH 210 to J Street NE)
- 8: H STREET - (Mill Ave to 13th Avenue NE)

*ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND ORDINANCES
WILL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

NOTE: MATERIALS STORAGE IS AVAILABLE ON CITY PROPERTY.

NO SCALE

REV.	DATE	DESCRIPTION	REVISED



City of Brainerd
Engineering Department
501 Laurel Street
Brainerd, MN 56401

I hereby certify that this plan, specification, or report was prepared by me
or under my direct supervision and that I am a duly licensed professional
engineer under the laws of the state of Minnesota.

Paul Sandy Date 01/25/22
Paul Sandy, P.E. License No. 53635

NOT TO SCALE

NO.	SHEET INDEX
1	TITLE SHEET
2	ESTIMATED QUANTITIES
3	STREET SEGMENTS
4-17	PAVEMENT MARKINGS

SHEET
1 OF 17

Report Date: 2/7/2022

Contract Name: 2022 Chip Seal Project

Contract Number: 2022-01

22-01 2022 Chip Seal Project

Engineer's Estimate						
Category	Number	Description	Unit	Contract Quantity	Estimated Price	Estimated Amount
	2021.501/00010	MOBILIZATION	LS	1	\$10,000.00	10,000
	2355.506/00010	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	8,828.64	\$2.00	17,657.28
	2356.504/00010	BITUMINOUS SEAL COAT	S Y	73,572	\$0.80	58,857.6
	2356.506/00020	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	25,750.2	\$2.00	51,500.4
	2563.601/00010	TRAFFIC CONTROL	LS	1	\$5,000.00	5,000
	2580.503/00010	INTERIM PAVEMENT MARKING	L F	7,624	\$0.20	1,524.8
	2582.503/30104	4" SOLID LINE MULTI COMP	L F	6,053	\$0.25	1,513.25
	2582.503/30124	24" SOLID LINE MULTI COMP	L F	140	\$2.00	280
	2582.503/30204	4" BROKEN LINE MULTI COMP	L F	1,940	\$0.25	485
	2582.503/30304	4" DOTTED LINE MULTI COMP	L F	252	\$0.50	126
	2582.503/30404	4" DBLE SOLID LINE MULTI COMP	L F	2,844	\$0.50	1,422
	2582.518/02000	PAVT MSSG MULTI COMP	S F	82	\$2.50	205
	2582.518/06000	CROSSWALK MULTI COMP	S F	630	\$1.30	819
						Total 149,390.33

Totals

Estimated Amount

\$149,390.33

License Number

53635

Signature:

Paul Sanchez

Date:

2-14-2022



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

Section 320 – Administrative Citations

Section 320.01 Purpose. The City Council determines that there is a need for alternative methods of enforcing the City Codes. While criminal fines and penalties have been the most frequent enforcement mechanism, there are certain negative consequences for both the City and the accused. The delay inherent in that system does not ensure prompt resolution. Citizens resent being labeled as criminals for violations of administrative regulations. The higher burden of proof and the potential of incarceration do not appear appropriate for most administrative violations. The criminal process does not always regard City Code violations as being important. Accordingly, the City Council finds the use of administrative citations and the imposition of civil penalties is a legitimate and necessary alternative method of enforcement. This method of enforcement is in addition to any other legal remedy that may be pursued for City Code violations.

Section 320.03 Alternative Methods of Enforcement. This administrative enforcement procedure seeks to gain compliance with certain provisions of the City Code prior to any formal criminal or civil court action. The administrative hearing process provided for in this Section shall be in addition to any other legal or equitable remedy available to the City for City code violations, except that if a determination is made by the hearing officer pursuant to the hearing process detailed in Section 320.19 that a violation did not occur, the City may not then proceed with criminal prosecution of the same act or conduct.

Section 320.05 Authority to Issue Order to Correct Letters and Administrative Citations. The following City employees and agents are authorized to issue compliance letters and administrative citations for violations of the City Codes:

- 1) Licensed peace officers, the Crime Prevention Specialist, and Community Service Officers of the Brainerd Police Department;
- 2) City Building Official;
- 3) Building Inspectors;
- 4) Housing Inspector;
- 5) Animal Control Officer;
- 6) City Engineer;
- 7) Community Development Director~~City Planner~~;
- 7)8) Assistant Planner;
- 8)9) Fire Chief, or Fire Inspector of the Brainerd Fire Department

Section 320.07 Administrative Offenses; Schedules of Fines and Fees.

Subd. 1 A violation of any provision of the City Code is an administrative offense which may be subject to an administrative citation and civil penalties pursuant to this ordinance. Each day a violation exists constitutes a separate offense.

~~Subd. 2 An administrative offense may be subject to a civil penalty not exceeding \$2,000.~~

~~Subd. 23 The City Council shall adopt by resolution a schedule of recommended fines for offenses initiated by administrative citation. The schedule of fines for offenses initiated by administrative citation shall be:~~

- ~~- 1st Citation: \$100~~
- ~~- 2nd Citation: \$200~~
- ~~- 3rd Citation: \$300~~
- ~~- 4th Citation: \$400~~
- ~~- 5th Citation: \$500~~

The City Council is not bound by ~~this that~~ schedule when a matter is appealed for administrative review.

~~Subd. 3 After the issuance of five (5) citations, the offense shall be brought before the Safety & Public Works Committee for determination of further action to correct the violation. Such actions may include but are not limited to abatement, issuance of further administrative citations in an amount determined by the Committee, or legal action.~~

Subd. 4 The City Council may adopt a schedule of fees to be paid to administrative hearing officers.

~~Subd. 5 The City Council shall adopt written procedures for administering the administrative citation program. The Administration of the administrative citation program shall be conducted solely on a complaint driven basis. Offenses of a nature that may result in bodily harm, damage to property, or significant blight may be brought before the Safety & Public Works Committee without a complaint for determination whether to implement the administrative citation program.~~

Section 320.09 Order to Correct; Administrative Citations. Upon the reasonable belief that an administrative offense has occurred, the City officials listed in Section 320.05 shall serve on the violator an order to correct the violation. If compliance is not achieved within the timeline prescribed in the order to correct the violation, the official is authorized to issue an administrative citation. An administrative citation shall be presented in person or by first class mail to the person responsible for the violation. Service shall be deemed complete upon depositing the citation in the U.S. Mail, properly addressed to last known address of the person to be served and postage prepaid. The citation shall state the following: date, time and nature of the offense, citing the relevant portion of the City Code that was allegedly violated, the amount of the scheduled civil fine, and the manner for paying the fine, a statement that the City Code violation and the amount of the administrative civil penalty may be contested to be heard before an independent hearing officer by notifying the City Administrator or designated representative

in writing within 10 days of the date of the citation, and a statement that failure to pay the administrative civil penalty may result in it being assessed against the property as provided in Minnesota Statutes Chapter 429.

Section 320.11 Exceptions to Issuance of Order to Correct Letter. For violations of the following sections, the City shall not be required to issue a compliance letter and may proceed directly to the issuance of an administrative citation as provided in Section 320.09.

- 1) Repeat Offender. If the same owner commits a subsequent violation within 12 months after a compliance letter has been issued for the same or similar offense.
- 2) License Violations. For any license violations, including not having a license.
- 3) Traffic or Parking Violations. For traffic or parking violations issued under Sections 1300, 1305, 1310 and 1315 including obstruction of fire hydrants or fire lanes.
- 4) Animal Violations. For any violations of City Code Section 900.03 (Running at Large) or City Code 900.21 (Dangerous Dogs).
- 5) Noise Violations. For any violation of City Code Section 2014 (Noise Related Issues).

Brainerd City Code

320.13

Section 320.13 Reasonable Extensions. Following service of the compliance letter, the City shall attempt to work with the owner to resolve the violation, including but not limited to responding to reasonable extensions for compliance.

Section 320.15 Payment of Penalty and Correction of Violation. If the owner pays the administrative civil penalty and corrects the City Code violation, no further action will be taken against the owner or the owner's real property for that same violation. If payment is made but correction is not accomplished, a subsequent administrative citation may be issued, criminal proceedings may be initiated, or any other proceedings or remedies available in order to enforce correction of the violation. If no payment is made and no correction of the violation is made, the City may assess the administrative civil penalty against the property owner pursuant to Minnesota Statutes Chapter 429, issue a subsequent administrative citation and commence a new administrative process, initiate criminal proceedings, or initiate other enforcement action authorized by law, or a combination hereof.

Section 320.17 Request for Hearing. An owner or occupant may contest the administrative citation and the amount of the fine by requesting a hearing, in writing, within 10 days of the date of the citation, to the City Administrator or designated representative.

Section 320.19 Administrative Hearing Procedures.

Subd 1. Hearing Officers. The City Council will periodically approve a list of lawyers, from which the City Administrator will select a Hearing Officer to hear and determine a matter for which the hearing is requested. The person who has requested the hearing has the right to request, no later than 15 days before the date of the hearing, that the assigned Hearing Officer be

removed from the case. One such request for each case will be granted by the City Administrator. A subsequent request must be directed to the assigned Hearing Officer who will decide whether the Hearing Officer can fairly and objectively review the case. If such a finding is made, the Hearing Officer shall remove himself or herself from the case, and the City Administrator shall assign another Hearing Officer. The Hearing Officer is not a judicial officer, but is a public officer as defined by Minnesota Statutes, Section 609.415. The Hearing Officer shall not be a current or former employee of the City of Brainerd.

Subd 2. Notice of Hearing. Notice of the hearing must be served in person or by first class mail to the person responsible for the violation no less than 20 days in advance of the scheduled hearing, unless a shorter time is accepted by both parties. Service shall be deemed complete upon depositing the Notice of Hearing in the U.S. Mail, properly addressed to last known address of the person to be served and postage prepaid.

Subd 3. Payment for Cost of Hearing. The cost of the hearing shall be borne solely by the non-prevailing party. The City shall provide an estimate of the cost of the hearing at the time of the request for hearing. The City Council has the authority to reduce the non-prevailing party's costs where that party can demonstrate indigency by clear and convincing evidence.

Proof of indigency can be demonstrated by the party's receipt of means tested governmental benefits or a demonstrated lack of assets or current income. Such proof shall be presented to the City Council for determination subsequent to the hearing. However, the Hearing Officer at the time of the hearing shall make specific findings as to whether or not the party is indigent with said findings presented to the City Council. In all cases, where the party requesting the hearing is unable to attend and fails to request a continuance of the hearing at least 48 hours in advance of the scheduled hearing, all costs incurred by the City attributable to the hearing shall be charged to the requesting party.

Subd 4. Hearing Procedures. At the hearing, the parties shall have the opportunity to present testimony and question any witnesses, but strict rules of evidence shall not apply. The Hearing Officer shall record the hearing and receive testimony and exhibits and the full record of the hearing shall be kept. The Hearing Officer shall receive and give weight to evidence, including hearsay evidence, which possesses probative value commonly accepted by reasonable and prudent people in the conduct of their affairs.

Subd 5. Authority of Hearing Officer. The Hearing Officer has the authority to determine that a violation did or did not occur, to dismiss a citation or impose the scheduled fine or to reduce, stay or waive a scheduled fine either unconditionally or upon compliance with appropriate conditions. When imposing a penalty for a violation, the hearing officer may consider any or all of the following:

- 1) The duration of the violation;
- 2) The frequency or recurrence of the violation;
- 3) The seriousness of the violation;
- 4) The history of the violation;
- 5) The violator's conduct after issuance of the notice of hearing;
- 6) The good faith effort of the violator to comply;
- 7) The economic impact of the penalty on the violator;
- 8) The impact of the violation upon the community;
- 9) Any other factors appropriate to a just result.

Subd 6. Fines for Continuing Violations. The Hearing Officer may exercise discretion to impose a fine for more than one day of a continuing violation but only on a finding that the violation caused a serious threat of harm to the public health, safety, or welfare, or the accused intentionally and unreasonably refused to comply with the Code requirement. The Hearing Officer's decision and supporting reasons for continuing violations must be in writing.

Subd 7. Decision of the Hearing Officer. The Hearing Officer shall issue a decision in writing to both parties within 10 days of the hearing. Any fines or penalties imposed must be paid no later than 30 days of the date of the Hearing Officer's order. If the fine is not paid, the City may assess the civil penalty against the owner's property pursuant to Minnesota Statutes Chapter 429. If the Hearing Officer determines that no violation occurred, the City may not proceed with criminal prosecution for the same act or conduct. The decision of the Hearing Officer is final and may only be appealed to the Minnesota Court of Appeals by petitioning for a writ of certiorari pursuant to Minnesota Statute Section 606.01.

Section 320.21 Payment of fines. Prior to any assessment for unpaid fines, the City shall seek payment of the fines by notifying the owner of the property in writing of the fine imposed.

Section 320.23 Assessment Procedure. Unpaid fines including an administrative charge of \$25.00 plus interest of the total balance will be assessed pursuant to Minnesota Statutes, Chapter 429, against the property of the owner charged with the violation. For uncorrected or continued violations, the City will correct the violation and assess the charges for doing so.

(Added Ord. 1191 – 2003, Ord. 1356 - 2010)



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



GBLF3

GlasWerks® Luminescent
LED Bern®



Irby
JTS
WESCO
Border



Catalog Number GBLF3 P50 40K MVOLT ASY ARM BK PR7

Notes Brainerd Public Utility- Initial Suggestion

Type

General Description

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

Optical Assembly

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

Mounting Style

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

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

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

Electrical Assembly

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

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

Electrical System

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

Finish

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

Listing

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

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

Buy American

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

Warranty

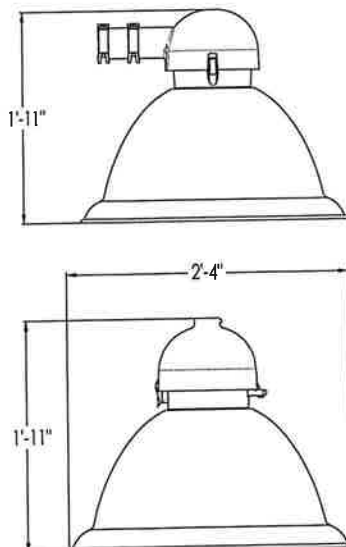
Limited warranty located at: www.acuitybrands.com/support/warranty/terms-and-conditions

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

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

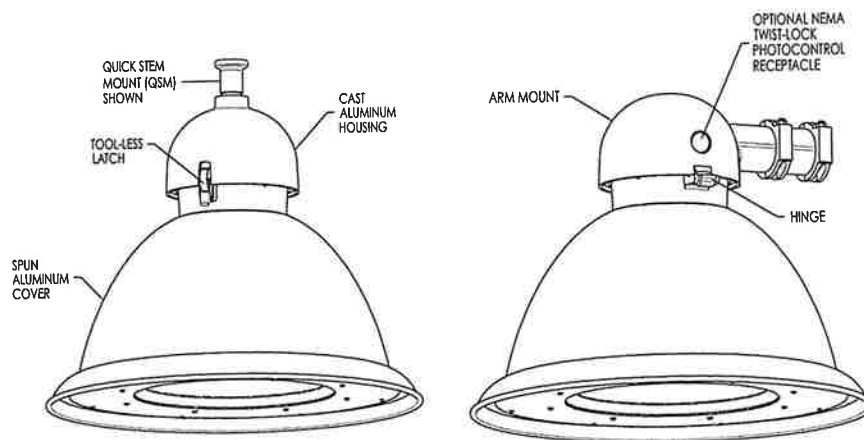
Specifications subject to change without notice.

DIMENSIONAL DATA



Maximum Weight - 51 lbs

Maximum Effective Projected Area - 1.2 ft²



GBLF3

GlasWerks® Luminescent LED Bern®



ORDERING INFORMATION

Example: GBLF3 P30 40K MVOLT ASY QSM BK

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

Options

Control Options:

PR3	3 pin NEMA photocontrol receptacle
PR7	7 pin NEMA photocontrol receptacle
PR3E	3 pin NEMA photocontrol external
PR7E	7 pin NEMA photocontrol external
P34	Solid state long life photocontrol (347V)
P48	Solid state long life photocontrol (480V)
PCLL	DLL photocontrol
SH	Shorting cap
AO	Adjustable Output Module
DALI	DALI dimming
WG	Wire guard (ships separately)
HSS	House side shield (ships separately)

Prewire Lead Options:

L03	3ft prewire leads
L10	10ft prewire leads
L20	20ft prewire leads
L25	25ft prewire leads
L30	30ft prewire leads

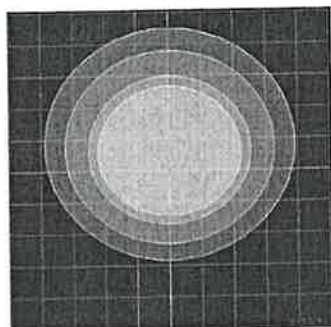
NEMA Label Options:

NL1X1	1" x 1" NEMA label
NL3X3	3" x 3" NEMA label

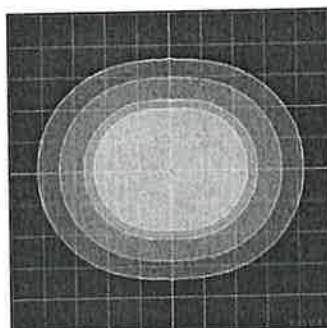
Accessories: Order as separate catalog number.

GBLF3HSS	House side shield
GBLF3WG	Wire guard

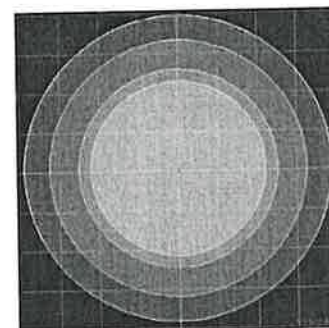
OPTICAL DISTRIBUTIONS



ASY



PTH



SYM

GBLF3

GlasWerks® Luminescent LED Bern®



PERFORMANCE DATA

Lumen and Wattage Data

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

OPTIONS MATRIX

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

Y = combination is available

N = combination is not available

RFD = consult factory, additional information required

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



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

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HOLOPHANE ARCH OUTDOOR-BERN-GBLF3-PENDANT

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GBLF3

GlasWerks® Luminescent LED Bern®



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

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

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

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

DESCRIPTION

The EPIC Collection delivers custom luminaire flexibility with high quality, yet availability expectations of standard specification grade product. The EPIC Collection can be dressed to suit any application. Recognizing evolving environmental and legislative trends, the EPIC Collection delivers world class LED optical and performance solutions to the decorative luminaire marketplace.

Catalog #		Type
Project		
Comments		Date
Prepared by		

SPECIFICATION FEATURES

Construction

TOP: Cast aluminum top housing attaches to cast aluminum mounting arm hub with four stainless steel fasteners. One-piece silicone gasket between mounting hub and top casting seals out moisture and contaminants. (See the mounting accessories section for a full selection of mounting arms. (Only these arms are compatible with the Epic luminaire). **MIDSECTION:** Continuous silicone gaskets seal lens to top casting and shade. The mid section features cast aluminum construction and stainless steel assembly. **SHADES:** Heavy gauge precision spun aluminum shades offer superior surface finish and consistency in form. **DOORFRAME:** Die-cast aluminum 1/8" thick door and doorframe seal to underside of shade with a thick wall continuous silicone gasket. Mounting hub ships attached to mounting arm.

Optics

Choice of twelve patented, high-efficiency AccuLED Optic™ technology manufactured from

injection-molded acrylic. Optics are precisely designed to shape the optics, maximizing efficiency and application spacing. AccuLED Optic technology, creates consistent distributions with the scalability to meet customized application requirements. Offered Standard in 4000K (+/- 275K) CCT and nominal 70 CRI. Optional 3000K CCT and 5000K CC. For the ultimate level of spill light control, an optional house-side shield accessory can be field or factory installed. The house-side shield is designed to seamlessly integrate with the SL2, SL3 or SL4 optics.

Electrical

LED drivers mount to die-cast aluminum back housing for optimal heat sinking, operation efficacy, and prolonged life. Standard drivers feature electronic universal voltage (120-277V 50/60Hz), 347V 60Hz or 480V 60Hz operation, greater than 0.9 power factor, less than 20% harmonic distortion, and is suitable for operation in -40°C to 40°C ambient environments. All fixtures are shipped standard

with 10kV/10kA common – and differential – mode surge protection. LightBARs feature and IP66 enclosure rating and maintain greater than 95% lumen maintenance at 60,000 hours per IESNA TM-21. Occupancy sensor and dimming options available.

Finish

Housing is finished in five-stage super TGIC polyester powder coat paint, 2.5 mil nominal thickness for superior protection against fade and wear. LightBAR™ cover plates are standard white and may be specified to match finish of luminaire housing. Standard colors include black, bronze, grey, white, dark platinum and graphite metallic. RAL and custom color matches available. Consult Outdoor Architectural Colors brochure for a complete selection. Options to meet Buy American and other domestic preference requirements.

Warranty

Five-year warranty.



CEM/MEM EPIC MEDIUM LED

1 - 4 LightBARs
Solid State LED

DECORATIVE AREA LUMINAIRE



CERTIFICATION DATA

UL/cUL Listed
IP66 LightBARs
LM79 / LM80 Compliant
2G Vibration Tested
ISO 9001

ENERGY DATA

Electronic LED Driver
>0.9 Power Factor
<20% Total Harmonic Distortion
120-277V 50/60Hz, 347V/60Hz,
480V/60Hz
-40°C Minimum Temperature
40°C Ambient Temperature Rating

EPA

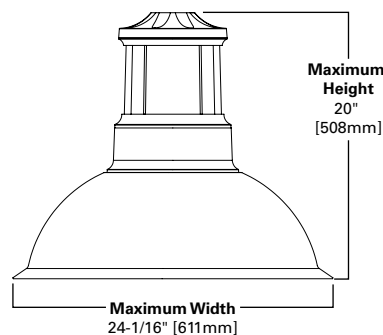
Effective Projected Area: (Sq. Ft.) 0.94

SHIPPING DATA

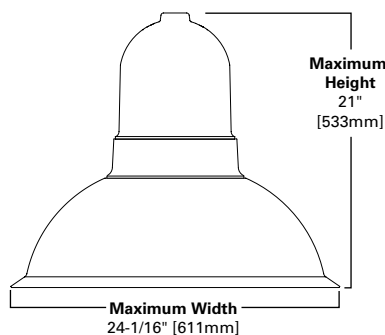
Approximate Net Weight:
45 lbs. [20 kgs.]

DIMENSIONS

CEM Classical

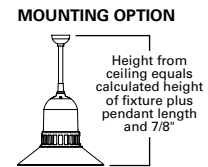
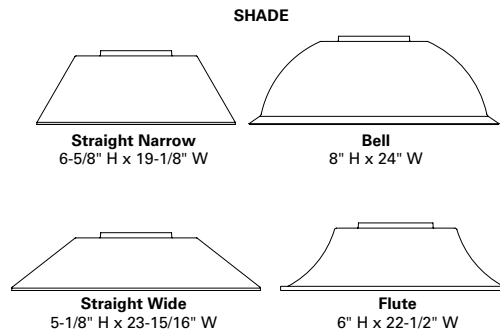
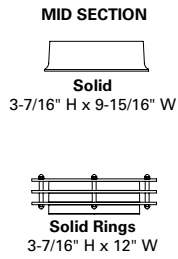
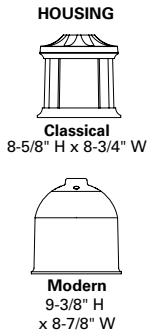


MEM Classical



See configurations for more detailed information.

CONFIGURATIONS



POWER AND LUMENS BY BAR COUNT (21 LED LIGHTBARS)

Number of LightBARs		E01	E02	E03	E04
Drive Current		350mA Drive Current			
Power (Watts)		25W	52W	75W	97W
Current @ 120V (A)		0.22	0.44	0.63	0.82
Current @ 277V (A)		0.10	0.20	0.28	0.36
Power (Watts)		31W	58W	82W	99W
Current @ 347V (A)		0.11	0.19	0.28	0.29
Current @ 480V (A)		0.09	0.15	0.20	0.21
T2	Lumens	2,948	5,896	8,844	11,792
	BUG Rating	B1-U0-G1	B2-U0-G2	B3-U0-G3	B3-U0-G3
T3	Lumens	2,936	5,873	8,809	11,745
	BUG Rating	B1-U0-G1	B2-U0-G2	B3-U0-G3	B3-U0-G3
T4	Lumens	2,876	5,752	8,627	11,503
	BUG Rating	B1-U0-G1	B1-U0-G2	B1-U0-G2	B2-U0-G3
5MQ	Lumens	3,054	6,108	9,161	12,215
	BUG Rating	B2-U0-G1	B3-U0-G1	B3-U0-G2	B4-U0-G2
5WQ	Lumens	2,987	5,975	8,962	11,949
	BUG Rating	B2-U0-G1	B3-U0-G1	B3-U0-G2	B4-U0-G2
5XQ	Lumens	2,982	5,963	8,945	11,926
	BUG Rating	B2-U0-G1	B3-U0-G2	B3-U0-G3	B4-U0-G3
SL2	Lumens	2,878	5,756	8,634	11,512
	BUG Rating	B1-U0-G1	B1-U0-G2	B2-U0-G2	B2-U0-G2
SL3	Lumens	2,894	5,788	8,682	11,576
	BUG Rating	B1-U0-G1	B1-U0-G2	B2-U0-G2	B2-U0-G2
SL4	Lumens	2,823	5,647	8,470	11,294
	BUG Rating	B1-U0-G1	B1-U0-G2	B2-U0-G2	B2-U0-G2
RW	Lumens	2,957	5,915	8,872	11,829
	BUG Rating	B2-U0-G2	B3-U0-G3	B3-U0-G3	B3-U0-G3
SLL/SLR	Lumens	2,616	5,231	7,847	10,462
	BUG Rating	B1-U0-G2	B1-U0-G2	B1-U0-G3	B2-U0-G3

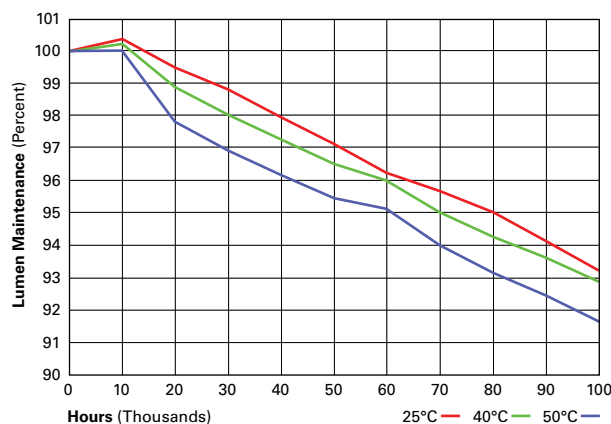
POWER AND LUMENS BY BAR COUNT (7 LED LIGHTBARS)

Number of LightBARs		F01	F02	F03	F04
Drive Current		1A Drive Current			
Power (Watts)		26W	55W	78W	102W
Current @ 120V (A)		0.22	0.46	0.66	0.86
Current @ 277V (A)		0.10	0.21	0.29	0.37
Power (Watts)		32W	60W	85W	105W
Current @ 347V (A)		0.11	0.19	0.28	0.30
Current @ 480V (A)		0.09	0.15	0.21	0.22
T2	Lumens	2,434	4,867	7,301	9,735
	BUG Rating	B1-U0-G1	B2-U0-G2	B2-U0-G2	B3-U0-G3
T3	Lumens	2,424	4,848	7,272	9,696
	BUG Rating	B1-U0-G1	B2-U0-G2	B2-U0-G2	B3-U0-G3
T4	Lumens	2,374	4,748	7,122	9,496
	BUG Rating	B1-U0-G1	B1-U0-G2	B1-U0-G2	B2-U0-G2
5MQ	Lumens	2,521	5,042	7,563	10,084
	BUG Rating	B2-U0-G1	B3-U0-G1	B3-U0-G1	B3-U0-G2
5WQ	Lumens	2,466	4,932	7,398	9,864
	BUG Rating	B2-U0-G1	B3-U0-G1	B3-U0-G2	B4-U0-G2
5XQ	Lumens	2,461	4,923	7,384	9,845
	BUG Rating	B2-U0-G1	B3-U0-G2	B3-U0-G2	B4-U0-G3
SL2	Lumens	2,376	4,752	7,127	9,503
	BUG Rating	B1-U0-G1	B1-U0-G1	B2-U0-G2	B2-U0-G2
SL3	Lumens	2,389	4,778	7,167	9,556
	BUG Rating	B1-U0-G1	B1-U0-G1	B1-U0-G2	B2-U0-G2
SL4	Lumens	2,331	4,662	6,993	9,323
	BUG Rating	B1-U0-G1	B1-U0-G2	B1-U0-G2	B2-U0-G2
RW	Lumens	2,441	4,883	7,324	9,765
	BUG Rating	B1-U0-G1	B2-U0-G2	B3-U0-G3	B3-U0-G3
SLL/SLR	Lumens	2,159	4,318	6,478	8,637
	BUG Rating	B1-U0-G1	B1-U0-G2	B1-U0-G3	B1-U0-G3

LUMEN MAINTENANCE

Ambient Temperature	25,000 Hours*	50,000 Hours*	60,000 Hours*	100,000 Hours	Theoretical L70 (Hours)
25°C	> 99%	> 97%	> 96%	> 93%	> 450,000
40°C	> 98%	> 97%	> 96%	> 92%	> 425,000
50°C	> 97%	> 96%	> 95%	> 91%	> 400,000

* Per IESNA TM-21 data.



LUMEN MULTIPLIER

Ambient Temperature	Lumen Multiplier
10°C	1.02
15°C	1.01
25°C	1.00
40°C	0.99
50°C	0.96

CONTROL OPTIONS

0-10V (DIM)

This fixture is offered standard with 0-10V dimming driver(s). The DIM option provides 0-10V dimming wire leads for use with a lighting control panel or other control method.

Photocontrol (PC, PER and PER7)

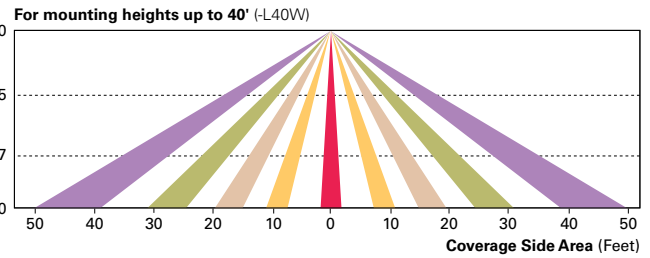
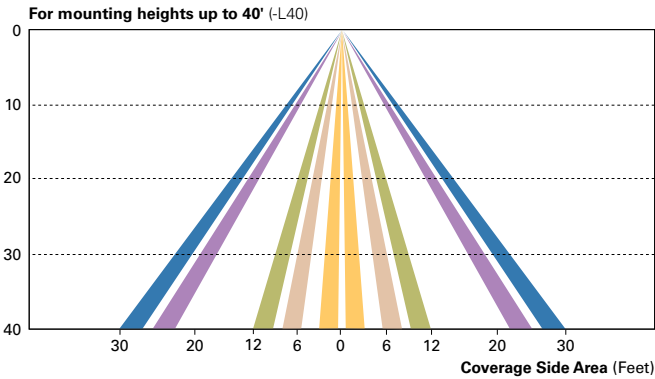
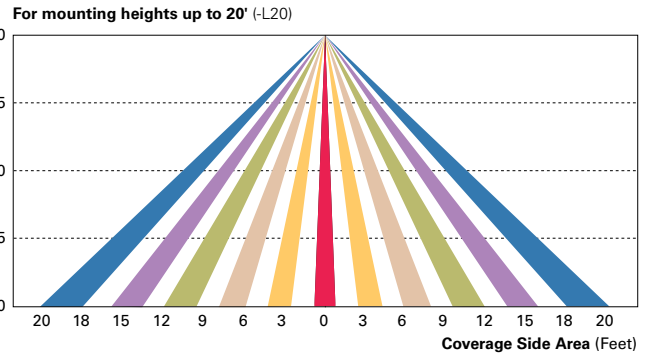
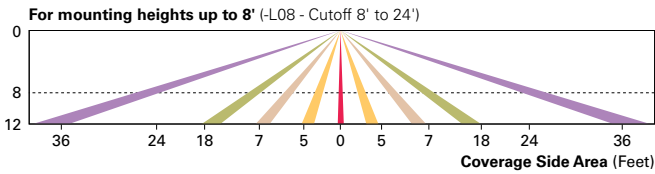
Optional button-type photocontrol (PC) and photocontrol receptacles (PER and PER7) provide a flexible solution to enable “dusk-to-dawn” lighting by sensing light levels. Advanced control systems compatible with NEMA 7-pin standards can be utilized with the PER7 receptacle.

Dimming Occupancy Sensor (MS/DIM-LXX, MS/X-LXX and MS-LXX)

These sensors are factory installed in the luminaire housing. When the MS/DIM-LXX sensor option is selected, the occupancy sensor is connected to a dimming driver and the entire luminaire dims when there is no activity detected. When activity is detected, the luminaire returns to full light output. The MS/DIM sensor is factory preset to dim down to approximately 50 percent power with a time delay of five minutes. The MS-LXX sensor is factory preset to turn the luminaire off after five minutes of no activity. The MS/X-LXX is also preset for five minutes and only controls the specified number of light engines to maintain steady output from the remaining light engines.

These occupancy sensors includes an integral photocell that can be activated with the FSIR-100 accessory for “dusk-to-dawn” control or daylight harvesting - the factory preset is OFF. The FSIR-100 is a wireless tool utilized for changing the dimming level, time delay, sensitivity and other parameters.

A variety of sensor lens are available to optimize the coverage pattern for mounting heights from 8'-40'.



ORDERING INFORMATION

Sample Number: CEM-E04-LED-E1-T2-FL-GM

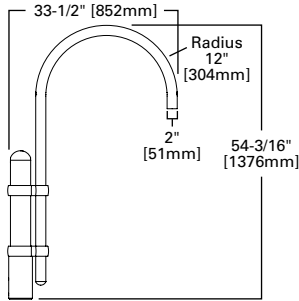
Product Family ¹	Number of LightBARs ^{2,3}	Lamp Type	Voltage	Distribution	Mid Section Type	Shade Type	Color ⁵
CEM =Epic Classical Medium MEM =Epic Modern Medium BAA-CEM = Epic Classical Medium, Buy American Act Compliant ¹⁹ TAA-CEM = Epic Classical Medium, Trade Agreements Act Compliant ¹⁹ BAA-MEM = Epic Modern Medium, Buy American Act Compliant ¹⁹ TAA-MEM = Epic Modern Medium, Trade Agreements Act Compliant ¹⁹	E01 =(1) 21 LED LightBAR E02 =(2) 21 LED LightBARs E03 =(3) 21 LED LightBARs E04 =(4) 21 LED LightBARs F01 =(1) 7 LED LightBAR F02 =(2) 7 LED LightBARs F03 =(3) 7 LED LightBARs F04 =(4) 7 LED LightBARs	LED =Solid State Light Emitting Diodes	E1 =Electronic (120-277V) 347 =347V 480 =480V ⁴	T2 =Type II T3 =Type III T4 =Type IV SL2 =Type II w/Spill Control SL3 =Type III w/Spill Control SL4 =Type IV w/Spill Control 5MQ =Type V Square Medium 5WQ =Type V Square Wide 5XQ =Type V Square Extra Wide RW =Rectangular Wide SLL =90° Spill Light Eliminator Left SLR =90° Spill Light Eliminator Right	SO =Solid SR =Solid Rings	SN =Straight Narrow SW =Straight Wide BL =Bell FL =Flute	AP =Grey BZ =Bronze BK =Black DP =Dark Platinum GM =Graphite Metallic GN =Hartford Green WH =White
Options (Add as Suffix)		Accessories (Order Separately) ^{13,20}					
2L =Two Circuits ⁶ 7030 =70 CRI / 3000K CCT ⁷ 7050 =70 CRI / 5000K CCT ⁷ 8030 =80 CRI / 3000K CCT ⁷ LCF =LightBAR Cover Plate Matches Housing Finish MS-LXX =Motion Sensor for ON/OFF Operation ⁸ MS/X-LXX =Motion Sensor for Bi-Level Switching ⁹ PMXX =Pendant Mount (XX=Pendant Length in Inches, 9.5" min - 48.0" max) ¹⁰ HSS =Factory Installed House Side Shield ¹¹ DIM =0-10V Dimming Driver ¹² 10MSP =Parallel 10kV MOV Surge Protective Device 20MSP =Parallel 20kV MOV Surge Protective Device 20K =Series 20kV UL 1449 Surge Protective Device		OA/RA1016 =NEMA Twistlock Photocontrol - Multi-Tap OA/RA1027 =NEMA Twistlock Photocontrol - 480V OA/RA1201 =NEMA Twistlock Photocontrol - 347V OA/RA1013 =Photocontrol Shorting Cap LB/HSS-21 =Field Installed House Side Shield for "E" LightBARs ^{11,15} LB/HSS-07 =Field Installed House Side Shield for "F" LightBARs ^{11,15} Mounting Accessories (Order Separately) Classical SA6150-XX =Bishop Wall Mount Arm SA6151-XX =Bishop Wall Mount Arm with Cross Rod SA6152-XX =Traditional Wall Mount Arm SA6153-XX =Traditional Wall Mount Arm with 45° Strap SA6154-XX =Bishop Single Pole Mount Arm SA6155-XX =Bishop Single Pole Mount Arm with Cross Rod SA6156-XX =Bishop Twin Pole Mount Arm SA6157-XX =Bishop Twin Pole Mount Arm with Cross Rods SA6158-XX =Traditional Single Pole Mount Arm SA6159-XX =Traditional Single Pole Mount Arm with Rounded Upper Bar SA6160-XX =Traditional Single Pole Mount Arm with Rounded Lower Bar ¹⁴ SA6161-XX =Traditional Single Pole Mount Arm with 45° Upper Bar SA6162-XX =Traditional Single Pole Mount Arm with 45° Lower Bar ¹⁴ SA6163-XX =Traditional Single Pole Mount Arm with 45° Upper Strap SA6165-XX =Traditional Twin Pole Mount Arm SA6166-XX =Traditional Twin Pole Mount Arm with Rounded Upper Bars SA6167-XX =Traditional Twin Pole Mount Arm with Rounded Lower Bars ¹⁴ SA6168-XX =Traditional Twin Pole Mount Arm with 45° Upper Bars SA6169-XX =Traditional Twin Pole Mount Arm with 45° Lower Bars ¹⁴ SA6170-XX =Traditional Twin Pole Mount Arm with 45° Upper Straps SA6171-XX =Mast Arm Adapter Modern SA6101-XX =Bishop Wall Mount Arm SA6102-XX =Bishop Wall Mount Arm with Cross Rod SA6103-XX =Traditional Wall Mount Arm SA6104-XX =Traditional Wall Mount Arm with 45° Strap SA6105-XX =Bishop Single Pole Mount Arm SA6106-XX =Bishop Single Pole Mount Arm with Cross Rod SA6107-XX =Bishop Twin Pole Mount Arm SA6108-XX =Bishop Twin Pole Mount Arm with Cross Rods SA6109-XX =Traditional Single Pole Mount Arm SA6110-XX =Traditional Single Pole Mount Arm with Rounded Upper Bar SA6111-XX =Traditional Single Pole Mount Arm with Rounded Lower Bar ¹⁴ SA6112-XX =Traditional Single Pole Mount Arm with 45° Upper Bar SA6113-XX =Traditional Single Pole Mount Arm with 45° Lower Bar ¹⁴ SA6114-XX =Traditional Single Pole Mount Arm with 45° Upper Strap SA6116-XX =Traditional Twin Pole Mount Arm SA6117-XX =Traditional Twin Pole Mount Arm with Rounded Upper Bars SA6118-XX =Traditional Twin Pole Mount Arm with Rounded Lower Bars ¹⁴ SA6119-XX =Traditional Twin Pole Mount Arm with 45° Upper Bars SA6120-XX =Traditional Twin Pole Mount Arm with 45° Lower Bars ¹⁴ SA6121-XX =Traditional Twin Pole Mount Arm with 45° Upper Straps SA6122-XX =Mast Arm Adapter				Accessory Options ¹⁶ V =Victorian Finial ¹⁷ M =Modern Finial ¹⁷ A =Architectural Finial ¹⁷ N =Nostalgic Finial ¹⁷ R =NEMA Twistlock Photocontrol Receptacle ¹⁸ PER7 =NEMA 7-PIN Twistlock Photocontrol Receptacle ¹⁸	

NOTES:

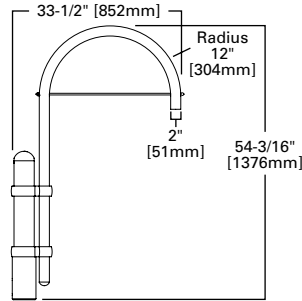
- Arm not included. Order separately. See accessories.
- Standard 4000K CCT and greater than 70 Rl.
- 21 LED LightBAR powered by 350mA and 7 LED LightBAR powered by 1A.
- Only for use with 480V Wye systems. Per NEC, not for use with ungrounded systems, impedance grounded systems or corner grounded systems (commonly known as Three Phase Three Wire Delta, Three Phase High Leg Delta and Three Phase Corner Grounded Delta systems).
- Custom and RAL color matching available upon request. Consult your lighting representative at Cooper Lighting Solutions for more information.
- Low-level output varies by bar count. Consult factory. Requires quantity of two or more LightBARs.
- Consult customer service for lead times and multiplier.
- Sensor mounted to the luminaire. Available in E01-E04 and F01-F04 configurations. Replace "XX" with mounting height in feet for proper lens selection, (e.g., MS-L25). Consult factory for additional information.
- Sensor mounted to the luminaire. Available in E02-E04 and F02-F04 configurations. Replace "X" with number of LightBARs operating in low output mode and replace XX with mounting height in feet for proper lens selection, (e.g., MS/3-L25). Maximum four bars in low output mode. Consult factory for additional information.
- Pendant mount option "PMXX" must be used with Invue Pendant mount kit only. Includes pendant pipe, swivel hanger and canopy cover. Other pendant lengths can be specified in inches (XX). Minimum pendant length is 9-1/2". For lengths above 48", consult your lighting representative at Cooper Lighting Solutions for more information.
- Only for use with SL2, SL3 and SL4 distributions.
- Dimming leads provide for external 0-10V control system (by others).
- Replace XX with color suffix.
- Only available with traditional arms.
- One required for each LightBAR.
- Add as suffix to mounting accessory. Example: VA6106-BK-R.
- Not available with finials, pendant mount "PM48" or bishop wall mounts.
- Requires use of 4" O.D. round straight pole.
- Only product configurations with these designated prefixes are built to be compliant with the Buy American Act of 1933 (BAA) or Trade Agreements Act of 1979 (TAA), respectively. Please refer to [DOMESTIC PREFERENCES](#) website for more information. Components shipped separately may be separately analyzed under domestic preference requirements.
- Accessories sold separately will be separately analyzed under domestic preference requirements. Consult factory for further information.

MOUNTING ACCESSORIES

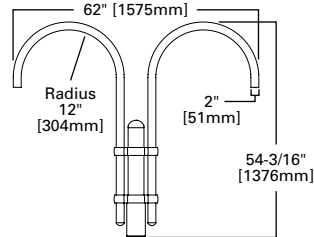
Pole mount arms are designed to fit both medium CEM/MEM housings. (Only these arms are compatible with the Epic luminaire). Arms feature a precision welded cast aluminum mounting hub for attachment of fixture head to arm with four stainless steel fasteners. Wall mount arms compliment pole mount luminaires and attractively transition fixture scale in lower mounting height pedestrian environments. Wall mount arms are designed to fit both medium CEM/MEM housings. Arms feature a precision welded cast aluminum mounting hub for attachment of fixture head to arm with four stainless steel fasteners.

**BISHOP SINGLE POLE MOUNT ARM**

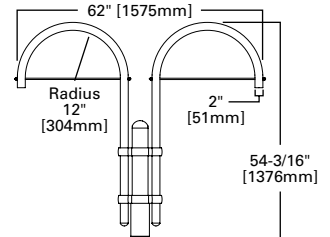
SA6105 (Modern), SA6154 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 24 lbs. E.P.A: 0.92

**BISHOP SINGLE POLE MOUNT ARM WITH CROSS ROD**

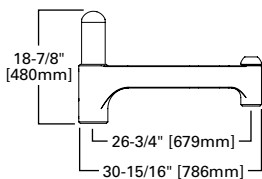
SA6106 (Modern), SA6155 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 25 lbs. E.P.A: 0.98

**BISHOP TWIN POLE MOUNT ARM**

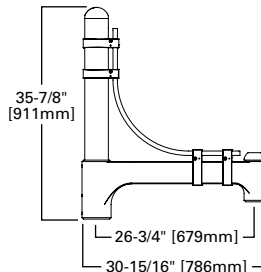
SA6107 (Modern), SA6156 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 37 lbs. E.P.A: 1.43

**BISHOP TWIN POLE MOUNT ARM WITH CROSS RODS**

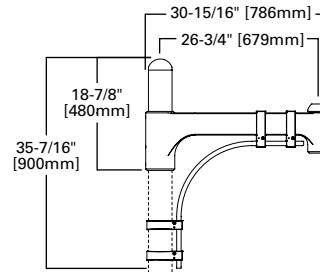
SA6108 (Modern), SA6157 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 39 lbs. E.P.A: 1.55

**TRADITIONAL SINGLE POLE MOUNT ARM**

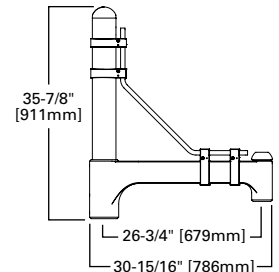
SA6109 (Modern), SA6158 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 20 lbs. E.P.A: 0.86

**TRADITIONAL SINGLE POLE MOUNT ARM WITH ROUNDED UPPER BAR**

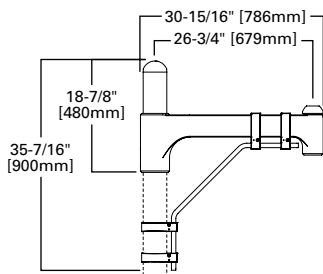
SA6110 (Modern), SA6159 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 28 lbs. E.P.A: 1.4

**TRADITIONAL SINGLE POLE MOUNT ARM WITH ROUNDED LOWER BAR**

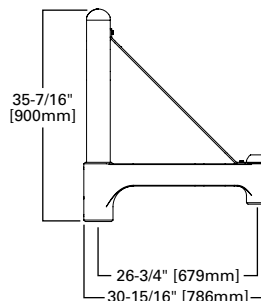
SA6111 (Modern), SA6160 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 25 lbs. E.P.A: 1.16

**TRADITIONAL SINGLE POLE MOUNT ARM WITH 45° UPPER BAR**

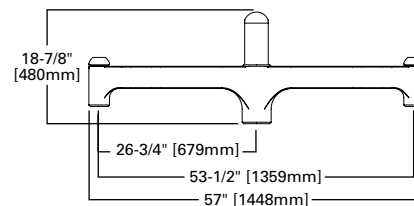
SA6112 (Modern), SA6161 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 28 lbs. E.P.A: 1.38

**TRADITIONAL SINGLE POLE MOUNT ARM WITH 45° LOWER BAR**

SA6113 (Modern), SA6162 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 24 lbs. E.P.A: 1.17

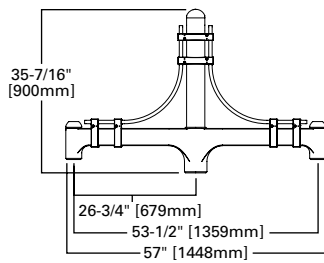
**TRADITIONAL SINGLE POLE MOUNT ARM WITH 45° UPPER STRAP**

SA6114 (Modern), SA6163 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 24 lbs. E.P.A: 1.17

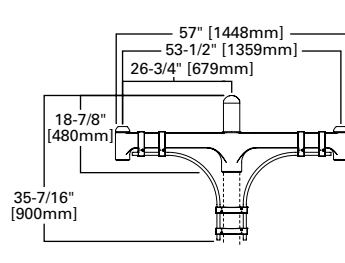
**TRADITIONAL TWIN POLE MOUNT ARM**

SA6116 (Modern), SA6165 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 30 lbs. E.P.A: 1.44

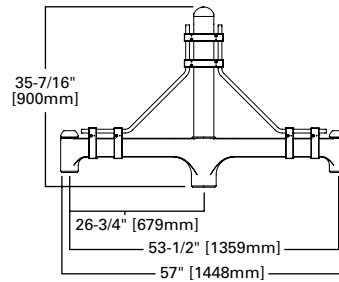
MOUNTING ACCESSORIES


**TRADITIONAL TWIN POLE
MOUNT ARM WITH ROUNDED
UPPER BARS**

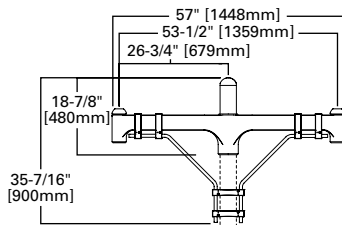
SA6117 (Modern), SA6166 (Classical)
Slipfits over 4" round straight pole,
or 4" O.D. by 6" tall round tenon.
Weight: 43 lbs. E.P.A: 2.28


**TRADITIONAL TWIN POLE
MOUNT ARM WITH ROUNDED
LOWER BARS**

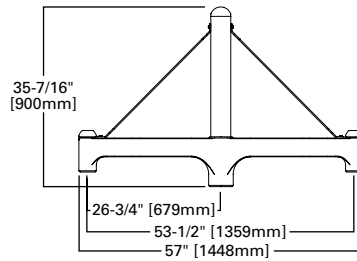
SA6118 (Modern), SA6167 (Classical)
Slipfits over 4" round straight pole,
or 4" O.D. by 6" tall round tenon.
Weight: 40 lbs. E.P.A: 2.04


**TRADITIONAL TWIN POLE
MOUNT ARM WITH 45° UPPER BARS**

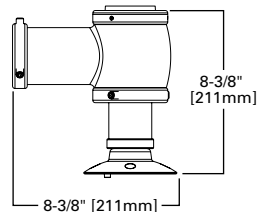
SA6119 (Modern), SA6168 (Classical)
Slipfits over 4" round straight pole,
or 4" O.D. by 6" tall round tenon.
Weight: 43 lbs. E.P.A: 2.24


**TRADITIONAL TWIN POLE
MOUNT ARM WITH 45° LOWER BARS**

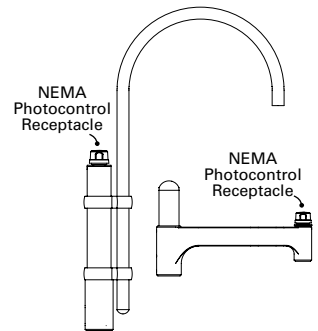
SA6120 (Modern), SA6169 (Classical)
Slipfits over 4" round straight pole,
or 4" O.D. by 6" tall round tenon.
Weight: 40 lbs. E.P.A: 2.0


**TRADITIONAL TWIN POLE
MOUNT ARM WITH 45° UPPER STRAPS**

SA6121 (Modern), SA6170 (Classical)
Slipfits over 4" round straight pole,
or 4" O.D. by 6" tall round tenon.
Weight: 37 lbs. E.P.A: 1.81

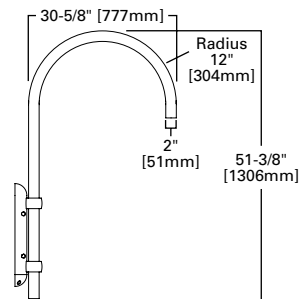

MAST ARM ADAPTER

SA6122 (Modern), SA6171 (Classical)
Secures fixture to nominal 2" pipe
(2-3/8" horizontal O.D.)
Weight: 4 lbs.

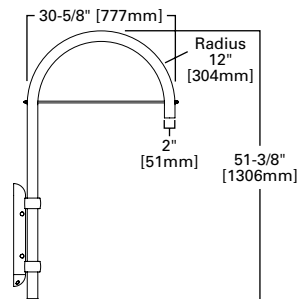

NEMA TWISTLOCK PHOTOCONTROL (R)

Order separately (Not compatible with
finials or wall mount bishop arms)

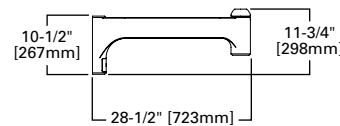
Wall Mount Accessories


BISHOP WALL MOUNT ARM

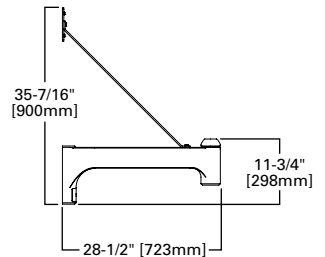
SA6101 (Modern), SA6150 (Classical)
Mounts to wall with four stainless
steel lag bolts (provided by other).
Weight: 16 lbs.


**BISHOP WALL MOUNT ARM
WITH CROSS ROD**

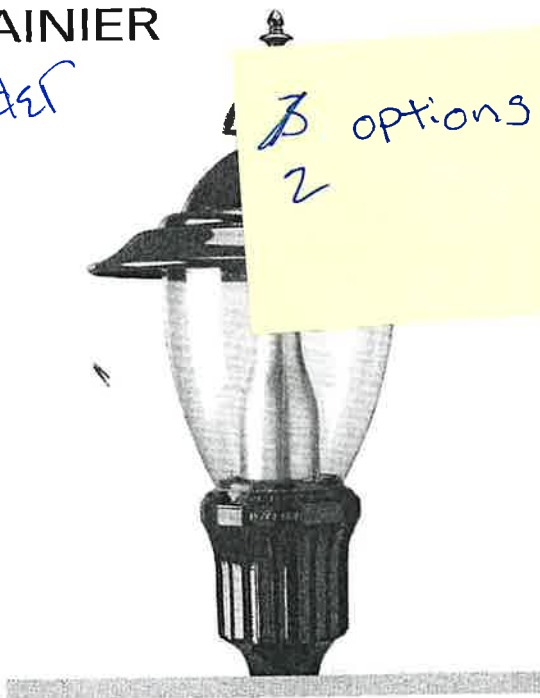
SA6102 (Modern), SA6151 (Classical)
Mounts to wall with four stainless
steel lag bolts (provided by other).
Weight: 17 lbs.


TRADITIONAL WALL MOUNT ARM

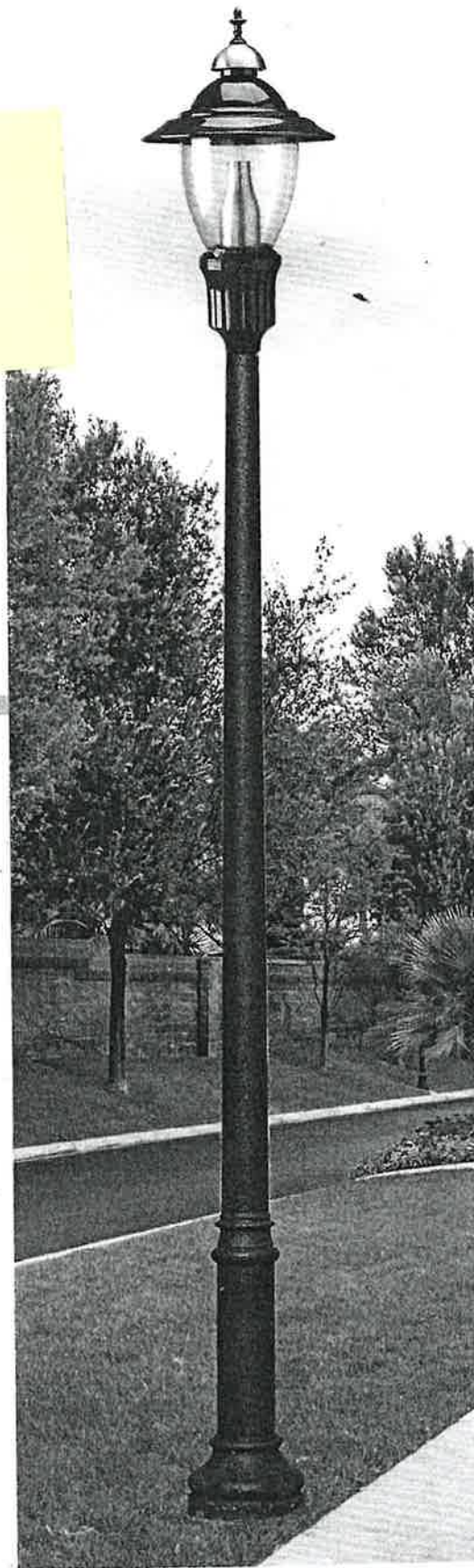
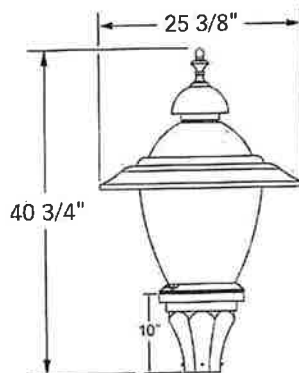
SA6103 (Modern), SA6152 (Classical)
Mounts to wall with four stainless
steel lag bolts (provided by other).
Weight: 17 lbs.


**TRADITIONAL WALL MOUNT ARM
WITH 45° STRAP**

SA6104 (Modern), SA6153 (Classical)
Mounts to wall with four stainless
steel lag bolts (provided by other).
Weight: 18 lbs.

K329 RAINIER*Border**option 2**3 options
2*

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

LED OPTICAL SYSTEMS**HID OPTICAL SYSTEMS**



cyclone

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

Villa Maria VMAT4A Approval – Specification

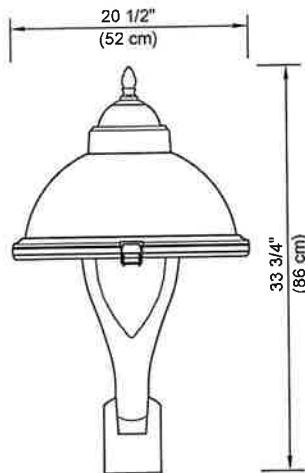
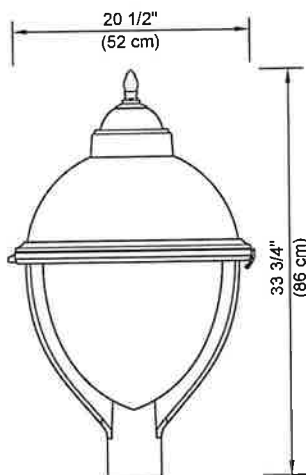
Project: Brainerd Public Utility - VMAT4A FGC T5 P50 40K MVOLT 20K R30 PTDR BK SM

Order:

Qty:

Luminaire:

Type:



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

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

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

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

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

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

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

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

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

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

MG Marine grade pre-finish available as an option.

EPA: 0.86 ft²

Weight: 35 lbs / 16 kg

Stamp/Approval:

Name:

Date:

Name:

Date:

Page 1 of 2



Villa Maria VMAT4A Approval – Specification

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

Order:

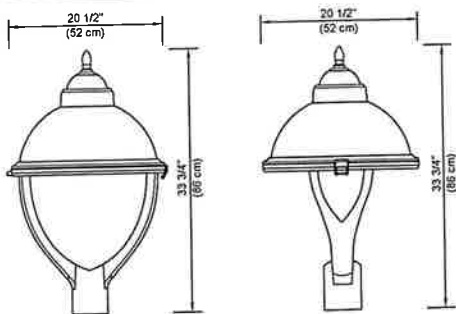
Qty: Luminaire:

Type:

Ordering Code

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

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



Stamp/Approval:

Name:

Date:

Name:

Date:

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Photometric Data Tables

Villa Maria - VMAT4A-NL (No Lens)

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

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

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



Photometric Data Tables

Villa Maria - VMAT4A-FGC (Flat Glass Clear)

Villa Maria - VMAT4A1 CC (Flat Glass Clear)																
			30K				40K				LLD @ 25C					
Performance Package	Watts System	Optic	Lumen Output	Efficacy (LM/W)	B	U	G	Lumen Output	Efficacy (LM/W)	B	U	G	25K Hours	50K Hours	75K Hours	100K Hours
P10	22,8	T1	2471	108	1	0	1	2594	114	1	0	1	0,98	0,96	0,95	0,93
		T1A	2430	107	1	0	1	2551	112	1	0	1				
		T2	2418	106	1	0	1	2539	111	1	0	1				
		T2M	2517	110	1	0	1	2643	116	1	0	1				
		T3	2385	105	1	0	1	2504	110	1	0	1				
		T3M	2423	106	1	0	1	2544	112	1	0	1				
		T4	2431	107	1	0	1	2553	112	1	0	1				
P20	33,4	T5	2481	109	2	0	2	2605	114	2	0	2	0,98	0,96	0,95	0,93
		T1	3532	106	1	0	1	3709	111	1	0	1				
		T1A	3474	104	1	0	1	3647	109	1	0	1				
		T2	3456	103	1	0	1	3629	109	1	0	1				
		T2M	3598	108	1	0	1	3778	113	1	0	1				
		T3	3410	102	1	0	1	3580	107	1	0	1				
		T3M	3464	104	1	0	1	3637	109	1	0	1				
P30	43,8	T4	3476	104	1	0	1	3650	109	1	0	1	0,98	0,96	0,95	0,93
		T5	3547	106	2	0	2	3724	111	2	0	2				
		T1	4555	104	2	0	1	4783	109	2	0	1				
		T1A	4480	102	2	0	1	4704	107	2	0	1				
		T2	4457	102	1	0	1	4680	107	1	0	1				
		T2M	4640	106	1	0	1	4872	111	1	0	1				
		T3	4397	100	1	0	1	4617	105	1	0	1				
P40	55,1	T3M	4467	102	1	0	1	4691	107	1	0	1	0,98	0,96	0,95	0,93
		T4	4483	102	1	0	1	4707	107	1	0	1				
		T5	4574	104	2	0	2	4803	110	2	0	2				
		T1	5540	101	2	0	2	5817	106	2	0	2				
		T1A	5448	99	2	0	1	5721	104	2	0	1				
		T2	5421	98	1	0	1	5692	103	1	0	1				
		T2M	5643	102	1	0	1	5926	108	1	0	1				
P50	63,5	T3	5348	97	1	0	1	5615	102	1	0	1	0,98	0,96	0,95	0,93
		T3M	5433	99	1	0	1	5705	104	1	0	1				
		T4	5452	99	1	0	2	5725	104	1	0	2				
		T5	5563	101	3	0	3	5841	106	3	0	3				
		T1	6319	100	2	0	2	6635	104	2	0	2				
		T1A	6214	98	2	0	1	6525	103	2	0	1				
		T2	6183	97	1	0	1	6492	102	1	0	1				
P60	87,7	T2M	6437	101	2	0	1	6759	108	2	0	1	0,98	0,96	0,95	0,93
		T3	6100	96	1	0	1	6405	101	1	0	1				
		T3M	6197	98	2	0	1	6507	102	2	0	1				
		T4	6218	98	1	0	2	6529	103	1	0	2				
		T5	6345	100	3	0	3	6662	105	3	0	3				
		T1	8437	96	3	0	2	8859	101	3	0	2				
		T1A	8297	95	2	0	2	8712	99	2	0	2				
P70	111,9	T2	8256	94	1	0	1	8668	99	1	0	1	0,98	0,96	0,95	0,93
		T2M	8594	98	2	0	2	9024	103	2	0	2				
		T3	8144	93	1	0	2	8551	98	1	0	2				
		T3M	8274	94	2	0	2	8688	99	2	0	2				
		T4	8303	95	1	0	2	8718	99	1	0	2				
		T5	8471	97	3	0	3	8895	101	3	0	3				
		T1	10983	98	3	0	3	11532	103	3	0	3				
P80	129,7	T1A	10801	97	3	0	2	11341	101	3	0	2	0,98	0,96	0,95	0,93
		T2	10747	96	2	0	2	11284	101	2	0	2				
		T2M	11187	100	2	0	2	11747	105	2	0	2				
		T3	10601	95	2	0	2	11131	99	2	0	2				
		T3M	10770	96	2	0	2	11309	101	2	0	2				
		T4	10808	97	2	0	2	11348	101	2	0	2				
		T5	11028	99	3	0	3	11579	103	3	0	3				
P80	129,7	T1	12427	96	3	0	3	13049	101	3	0	3	0,98	0,96	0,95	0,93
		T1A	12221	94	3	0	2	12832	99	3	0	2				
		T2	12160	94	2	0	2	12768	98	2	0	2				
		T2M	12659	98	2	0	2	13292	102	2	0	2				
		T3	11995	92	2	0	2	12595	97	2	0	2				
		T3M	12187	94	2	0	2	12796	99	2	0	2				
		T4	12229	94	2	0	2	12841	99	2	0	2				
T5	12478	96	4	0	4	13102	101	4	0	4						

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

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



Photometric Data Tables

Villa Maria - VMAT4A-FGF (Flat Glass Frosted)

			30K				40K				LLD @ 25C					
Performance Package	Watts System	Optic	Lumen Output	Efficacy (LM/W)	B	U	G	Lumen Output	Efficacy (LM/W)	B	U	G	25K Hours	50K Hours	75K Hours	100K Hours
P10	22,8	T1	2252	99	1	0	1	2364	104	1	0	1	0,98	0,96	0,95	0,93
		T1A	2222	97	1	0	1	2333	102	1	0	1				
		T2	2133	94	1	0	1	2240	98	1	0	1				
		T2M	1948	85	1	0	1	2046	90	1	0	1				
		T3	2093	92	1	0	1	2198	96	1	0	1				
		T3M	2100	92	1	0	1	2205	97	1	0	1				
		T4	2090	92	1	0	1	2195	96	1	0	1				
P20	33,4	T5	2141	94	1	0	1	2248	99	1	0	1	0,98	0,96	0,95	0,93
		T1	3219	96	1	0	1	3380	101	1	0	1				
		T1A	3176	95	1	0	1	3335	100	1	0	1				
		T2	3049	91	1	0	1	3202	96	1	0	1				
		T2M	2785	83	1	0	1	2924	88	1	0	1				
		T3	2993	90	1	0	1	3142	94	1	0	1				
		T3M	3002	90	1	0	1	3152	94	1	0	1				
P30	43,8	T4	2988	89	1	0	1	3138	94	1	0	1	0,98	0,96	0,95	0,93
		T5	3061	92	1	0	1	3214	96	1	0	1				
		T1	4151	95	2	0	1	4359	100	2	0	1				
		T1A	4096	94	1	0	1	4301	98	1	0	1				
		T2	3933	90	1	0	1	4129	94	1	0	1				
		T2M	3592	82	1	0	1	3772	86	1	0	1				
		T3	3860	88	1	0	1	4053	93	1	0	1				
P40	55,1	T3M	3871	88	1	0	1	4065	93	1	0	1	0,98	0,96	0,95	0,93
		T4	3854	88	1	0	1	4047	92	1	0	1				
		T5	3948	90	2	0	2	4145	95	2	0	2				
		T1	5049	92	2	0	1	5301	96	2	0	1				
		T1A	4982	90	2	0	1	5231	95	2	0	1				
		T2	4783	87	1	0	1	5022	91	1	0	1				
		T2M	4369	79	2	0	1	4587	83	2	0	1				
P50	63,5	T3	4694	85	1	0	1	4929	89	1	0	1	0,98	0,96	0,95	0,93
		T3M	4708	85	1	0	1	4943	90	2	0	1				
		T4	4687	85	1	0	1	4921	89	1	0	1				
		T5	4801	87	2	0	2	5041	91	2	0	2				
		T1	5758	91	2	0	1	6046	95	2	0	1				
		T1A	5682	89	2	0	1	5966	94	2	0	1				
		T2	5455	86	1	0	1	5728	90	1	0	1				
P60	87,7	T2M	4983	78	2	0	1	5232	82	2	0	1	0,98	0,96	0,95	0,93
		T3	5354	84	1	0	1	5622	89	1	0	1				
		T3M	5370	85	2	0	1	5638	89	2	0	1				
		T4	5346	84	1	0	1	5613	88	1	0	1				
		T5	5476	86	2	0	2	5750	91	2	0	2				
		T1	7689	88	2	0	1	8073	92	2	0	1				
		T1A	7586	86	2	0	2	7966	91	2	0	2				
P70	111,9	T2	7283	83	2	0	2	7648	87	2	0	2	0,98	0,96	0,95	0,93
		T2M	6653	76	2	0	2	6985	80	2	0	2				
		T3	7148	82	2	0	2	7506	86	2	0	2				
		T3M	7170	82	2	0	2	7528	86	2	0	2				
		T4	7138	81	2	0	2	7495	85	2	0	2				
		T5	7312	83	2	0	2	7677	88	3	0	3				
		T1	10008	89	3	0	2	10509	94	3	0	2				
P80	129,7	T1A	9875	88	3	0	2	10369	93	3	0	2	0,98	0,96	0,95	0,93
		T2	9481	85	2	0	2	9955	89	2	0	2				
		T2M	8660	77	2	0	2	9093	81	2	0	2				
		T3	9305	83	2	0	2	9770	87	2	0	2				
		T3M	9333	83	2	0	2	9800	88	2	0	2				
		T4	9291	83	2	0	2	9756	87	2	0	2				
		T5	9518	85	3	0	3	9994	89	3	0	3				
P80	129,7	T1	11325	87	3	0	2	11891	92	3	0	2	0,98	0,96	0,95	0,93
		T1A	11174	86	3	0	2	11733	90	3	0	2				
		T2	10728	83	2	0	2	11264	87	2	0	2				
		T2M	9799	76	3	0	2	10289	79	3	0	2				
		T3	10529	81	2	0	2	11055	85	2	0	2				
		T3M	10560	81	2	0	2	11088	85	2	0	2				
		T4	10513	81	2	0	2	11039	85	2	0	2				
T5	10770	83	3	0	3	11308	87	3	0	3						

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

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

DESCRIPTION

The Breckenridge LED integrates energy saving LED technology with a proven post-top design.

Catalog #		Type
Project		
Comments		Date
Prepared by		

SPECIFICATION FEATURES

Construction

Die-cast aluminum housing with spun and stamped aluminum top. Overcenter latch for relamping and power module access. Top is completely removable without the use of tools. ANSI wattage/source label.

Optical

Injection molded acrylic refractor available in symmetric or asymmetric distributions. Offered standard in 4000K (+/- 275K) CCT and minimum 70 CRI.

Electrical

120-277V 50/60Hz operation standard. 480V and 347V available as options. 10kV /10kA common and differential mode surge protection standard. Thermal management transfers heat rapidly away from the LED source for optimal efficiency and light output. Ambient operating temperature from -40°C to 40°C. Standard three-position tunnel type compression terminal block.

Controls

0-10V dimming driver standard. Photocontrol and After Hours Dim options available. Refer to control options section.

Mounting

Post top mount fits 3" O.D. tenons. Secured by square head 3/8" stainless steel mounting bolts. Options to meet Buy American and other domestic preference requirements.

Warranty

Five-year warranty.

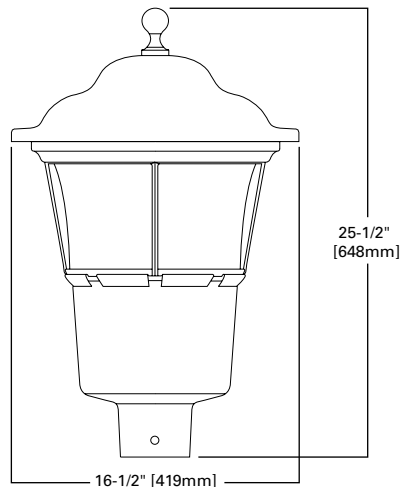


MPB BRECKENRIDGE

LED

DECORATIVE POST TOP
LUMINAIRE

DIMENSIONS



CERTIFICATION DATA



EPA

Effective Projected Area:
1.7 Square Feet

SHIPPING DATA

Approximate Net Weight:
34 lbs. (14 kgs.)

CONTROL OPTIONS

Photocontrol (4 or 4N7)

Optional photocontrol receptacles provide a flexible solution to enable "dusk-to-dawn" lighting by sensing light levels. Advanced control systems compatible with NEMA 7-PIN standards can be utilized with the 4N7 receptacle.

After Hours Dim (AHD)

This feature allows photocontrol-enabled luminaires to achieve additional energy savings by dimming during scheduled portions of the night. The dimming profile will automatically take effect after a "dusk-to-dawn" period has been calculated from the photocontrol input. Specify the desired dimming profile for a simple, factory-shipped dimming solution requiring no external control wiring. Reference the After Hours Dim supplemental guide for additional information.

POWER AND LUMENS

Light Engine		A2	A3	A4	A5	A6	A7
Nominal Power (Watts)		18	29	39	51	64	69
Wattage Label		20	30	40	50	60	70
Input Current @ 120V		0.15	0.24	0.33	0.44	0.55	0.59
Input Current @ 277V		0.07	0.11	0.15	0.2	0.24	0.26
Optics							
SYM	4000K	1,940	3,081	4,026	5,055	6,167	6,504
	BUG Rating	B1-U3-G2	B1-U3-G3	B2-U4-G3	B2-U4-G4	B2-U4-G4	B3-U5-G4
	3000K	1,892	3,004	3,926	4,929	6,014	6,342
	BUG Rating	B1-U3-G2	B1-U3-G3	B2-U4-G3	B2-U4-G4	B2-U4-G4	B2-U5-G4
	2700K	1,801	2,861	3,738	4,694	5,727	6,039
	BUG Rating	B1-U3-G2	B1-U3-G3	B2-U4-G3	B2-U4-G3	B2-U4-G4	B2-U4-G4

POWER AND LUMENS

Light Engine		A2	A3	A4	A5	A6	A7
Nominal Power (Watts)		18	29	40	51	64	70
Wattage Label		20	30	40	50	60	70
Input Current @ 120V		0.15	0.24	0.33	0.44	0.55	0.59
Input Current @ 277V		0.07	0.11	0.15	0.2	0.24	0.26
Optics							
ASYM	4000K	1,926	3,035	3,933	4,902	5,915	6,221
	BUG Rating	B1-U3-G3	B1-U3-G3	B1-U4-G4	B2-U4-G4	B2-U4-G5	B2-U4-G5
	3000K	1,878	2,960	3,835	4,780	5,768	6,066
	BUG Rating	B1-U3-G3	B1-U3-G3	B1-U4-G4	B2-U4-G4	B2-U4-G5	B2-U4-G5
	2700K	1,788	2,818	3,652	4,552	5,493	5,777
	BUG Rating	B1-U3-G3	B1-U3-G3	B1-U4-G3	B1-U4-G4	B2-U4-G4	B2-U4-G5

LUMEN MAINTENANCE

Ambient Temperature	TM-21 Lumen Maintenance (60,000 Hours)	Projected L70 (Hours)
Up to 40°C	> 73%	69,000

ORDERING INFORMATION

Sample Number: MPB-A5-D-U-ASYM-7030-4N7-10MSP-W-BK

Product Family ¹	Light Engine	Driver	Voltage	Distribution	Options (Add as Needed)	Color	Accessories (Order Separately) ¹⁰
MPB =Breckenridge BAA-MPB =Breckenridge Buy American Act Compliant ⁹ TAA-MPB =Breckenridge Trade Agreements Act Compliant ⁹	A2 A3 A4 A5 A6 A7	D =Dimming 5TLD =Dali ²	U =Universal (120-277V) 9 =347V 8 =480V	SYM =Symmetric ASYM =Asymmetric	7030 =70 CRI / 3000K ³ 7027 =70 CRI / 2700K ³ 4 =NEMA 3-PIN Photocontrol Receptacle (Internal Mount) ⁴ 4N7 =NEMA 7-PIN Photocontrol Receptacle (Internal Mount) ⁴ 10MSP =10kV MOV Surge Protective Device NPC =NEMA Photocontrol - Multi-Tap ^{6,7} PSC =Photocontrol Shorting Cap ⁷ HSS =House Side Shield 180 Degree Cutoff W =20' #10 Leads HA =High Ambient AHD145 =After Hours Dim, 5 Hours ⁵ AHD245 =After Hours Dim, 6 Hours ⁵ AHD255 =After Hours Dim, 7 Hours ⁵ AHD355 =After Hours Dim, 8 Hours ⁵ 20MSP =20kV MOV Surge Protections Device 20K =20kV UL 1449 Surge Protection Device LLPC =Long-Life Photocontrol (Included) AN8 =M2M Antennae (915MHz) ⁸	AP =Grey BK =Black BZ =Bronze WH =White GN =Green	OA/RA1016 =NEMA Photocontrol-Multi-Tap OA/RA1013 =Photocontrol Shorting Cap OA1223 =10kV/10kA UL 1449 Surge Module Replacement MPX-HSS =Field Install House Side Shield 180 Degree Cutoff OA/RA1027 =NEMA Photocontrol 480V OA/RA1201 =NEMA Photocontrol 347V

NOTES:

- Customer is responsible for engineering analysis to confirm pole and fixture compatibility for all applications. Refer to our white paper WP513001EN for additional support information.
- A7 not available with DALI.
- Use dedicated IES files for various CCTs and CRIs when performing layouts. These files are published on the Utility LED Acorn luminaire product page on the website.
- Total height of photocontrol/node cannot exceed 4.3".
- Requires the use of Photocontrol (4 or 4N7) receptacle. See After Hours Dim supplemental guide for additional information.
- Available with universal voltage only.
- A photocontrol receptacle "4" or "4N7" must also be selected.
- For use with third party control systems where M2M is required.
- Only product configurations with these designated prefixes are built to be compliant with the Buy American Act of 1933 (BAA) or Trade Agreements Act of 1979 (TAA), respectively. Please refer to [DOMESTIC PREFERENCES](#) website for more information. Components shipped separately may be separately analyzed under domestic preference requirements.
- Accessories sold separately will be separately analyzed under domestic preference requirements. Consult factory for further information.

Street Light Options
02-22-2022 City Council Meeting

Residential Options	Pole Cost	Mast Arm Cost	Fixture Cost	Total Cost
<i>Existing</i> Pinto (Residential)	\$ 994.00		\$ 383.00	\$ 1,377.00
Option 2	\$ 994.00		\$ 982.00	\$ 1,976.00
Option 2A (Breckenridge)	\$ 994.00		\$ 650.00	\$ 1,644.00

Commercial Options	Pole Cost	Mast Arm Cost	Fixture Cost	Total Cost
<i>Existing</i> Cobra (Commercial/Industrial)	\$ 2,056.00	\$ 312.00	\$ 291.00	\$ 2,659.00
Option 1	\$ 2,056.00	\$ 312.00	\$ 1,433.00	\$ 3,801.00
Option 1A (Epic)	\$ 2,056.00	\$ 312.00	\$700.00	\$ 3,068.00

Street Light Capital Project Example Costs

Options 1 and 2 North Brainerd (2022 Construction)	Current Annual Charge	New Fixtures and Poles Annual Charge
23 Pinto Lights	\$ 2,318.40	\$ 4,040.64
6 Cobra Lights	\$ 928.80	\$ 1,627.20
North Brainerd Change (annually)		\$ 2,420.64
North Brainerd Change (monthly)		\$ 201.72

Options 1 and 2 Washington Street (2025 Construction)	Current Annual Charge	New Fixtures and Poles Annual Charge
126 Cobra Lights	\$ 19,504.80	\$ 34,171.20
Washington Street Change (annually)		\$ 14,666.40
Washington Street Change (monthly)		\$ 1,222.20

Options 1 and 2 City-Wide Change	Current Annual Charge	New Fixtures and Poles Annual Charge
1,499 Lights (current annual charge)	\$ 172,114.12	\$ 273,196.62
City-Wide Change (annually)		\$ 101,082.50
City-Wide Change (monthly)		\$ 8,423.54

Options 1A and 2A North Brainerd (2022 Construction)	Current Annual Charge	New Fixtures and Poles Annual Charge
23 Pinto Lights	\$ 2,318.40	\$ 3,737.04
6 Cobra Lights	\$ 928.80	\$ 1,458.24
North Brainerd Change (annually)		\$ 1,948.08
North Brainerd Change (monthly)		\$ 162.34

Options 1 and 2 Washington Street (2025 Construction)	Current Annual Charge	New Fixtures and Poles Annual Charge
126 Cobra Lights	\$ 19,504.80	\$ 30,623.04
Washington Street Change (annually)		\$ 11,118.24
Washington Street Change (monthly)		\$ 926.52

Options 1 and 2 City-Wide Change	Current Annual Charge	New Fixtures and Poles Annual Charge
1,499 Lights (current annual charge)	\$ 172,114.12	\$ 267,350.14
City-Wide Change (annually)		\$ 95,236.02
City-Wide Change (monthly)		\$ 7,936.34

CITY OF BRAINERD STREET LIGHTING POLICY

I. OVERVIEW

The City intends that this street lighting policy promote the safe travel of City streets in a manner both fair and affordable to the City and its residents. Street lighting promotes pedestrian and traffic safety and to that extent the City shall approve street lighting where warranted by such concerns. Lighting requests shall come either by recommendation of the City Engineer/Public Works Director, the Brainerd Public Utilities Superintendent, or by property owners.

II. STREET LIGHTING STANDARDS

A. GENERAL STANDARDS

1. The developer shall pay the full capital costs of every lighting unit to be installed. This includes poles, luminaires, conduit, underground wiring, lighting controllers and all incidental work. The City shall pay operation and maintenance for the lighting system once it is accepted as complete by the City and Brainerd Public Utilities.

PLAN APPROVAL -All lighting plans are submitted to the City and Brainerd Public Utilities for review with the approval of street lighting plans as determined by Brainerd Public Utilities Commission's Superintendent and the City Engineer/Public Works Director.

B. NEW SUBDIVISIONS

1. *Residential streets*

Lighting units shall be placed at intersections, with a minimum of 380 feet between lighting units where intersections are more than 760 feet apart, and at the ends of cul-de-sacs where the distance from the end of the cul-de-sac to the street intersection is greater than 350 feet.

Developers shall also install lighting units to City Standards at the intersections of residential streets with collector streets.

Inset Residential Street Standard here

2. *Arterial and Collector Streets in Residential Areas*

Lighting units shall be placed at intersections and spaced a minimum of 190 feet between lighting units where intersections are more than 380 feet apart, with lighting typically alternating from one side to the other depending on the width of the street.

Insert Arterial/Collector Street Standard here.

3. ***Industrial Areas***

Lighting units shall be placed at intersections and spaced no more than 450 feet between lighting units where intersections are more than 900 feet apart.

Insert Industrial Lighting Standard here.

4. ***Commercial Areas***

Lighting units shall be placed at intersections and spaced a minimum of 190 feet between lighting units where intersections are more than 380 feet apart, with lighting units alternating from one side to the other depending on the width of the street.

Insert Arterial/Collector Street Standard here.

5. ***Pedestrian Ways and Trails***

Walkway and trail lighting units, when approved by the City, shall be placed along pedestrian trails and walkways and at intersections with spacing to be determined on a design basis. Lighting unit orientation will be optimized to provide light primarily to the pedestrian way.

The lighting unit standards shall be per Brainerd Public Utilities Commission's recommendations and generally as follows:

Insert Pedestrian Walkway/Trail Standard here.

6. ***Special Lighting Districts***

Special lighting districts can be established only when approved by the City Council and Utilities Commission (i.e., Downtown Central Business District).

C. EXISTING SUBDIVISIONS

Where traffic safety clearly warrants, a lighting unit may be placed upon the recommendation of the City Engineer's office. The basis of such warrants shall be a minimum average daily traffic of 2000 vehicles or a layout such that, in the City Engineer/Public Works Director's estimation, significant improvement in safety might be obtained by the placement of a lighting unit. Since the benefit of such installations extends to the City as a whole, these will be done at City expense.

The City Council, at its discretion, may approve new lighting on roadways outside of warrant analysis or upon reconstruction of existing light systems during roadway reconditioning or reconstruction projects.

When property owners request additional lighting for the neighborhoods, they must do so by petition - signed by 60% of the property owners affected by the proposed light. The affected area shall be 380 linear feet on either side of the proposed light, on both sides of the street. The placement of the proposed lighting

unit shall be specified in the petition. Petitioners shall approach the City, prior to circulating their petition, to obtain direction as to where streetlights are warranted for their neighborhoods. Lighting unit shall be approved if they meet the criteria for street lighting standards.

If approved, each lighting unit shall be paid for by the affected residents. Payment shall be made prior to the installation of the lighting unit and shall include the cost of poles, fixtures, conduit, underground wiring, and all incidental work. The method of payment shall be as directed by the City Finance Department.

The City shall assume operation and maintenance costs for a light from the time it is energized by the utility and as per City/Brainerd Public agreements.

In existing developments, new lighting units shall be ***Insert Residential Street Standard.***

D. COUNTY HIGHWAYS

1. Lighting units shall be placed in intersections when the street light warrants, as established by Crow Wing County Highway Department, have been met. If warrants are met, per County policy, the County and City divide the total cost of street lighting systems based on the jurisdiction of legs contributing to the intersection (i.e. two legs of County Road and 2 legs of City Street, costs would be split 50/50, etc.)
2. Additional lighting units may be placed and spaced a minimum of 190 feet between lighting units where intersections are more than 380 feet apart with lighting typically alternating from one side to the other depending on the width of the street. The city is responsible for the entire cost of constructing street lighting systems that do not meet County warrants.
3. Lighting units at intersections may be approved by City Council if warrants are not met, per Crow Wing County and the City Engineer/Public Works Director, if property owners petition the City and pay for the up-front capital cost for light installation.
4. The city is responsible for the cost difference between installing standard lighting and aesthetically enhanced street lighting systems.
5. Costs of on-going operation and maintenance are typically handled through a cost share agreement negotiated between the City and County.

Insert Arterial/Collector Street Standard here.

III. FUNDING OF COSTS

A. INITIAL INSTALLATION OF LIGHTING

1. New Subdivisions

Residential, commercial, and industrial developers will pay for the street lighting system and enter into an agreement with Brainerd Public Utilities.

2. Existing Subdivisions

New lighting units would be paid for by benefitting properties through upfront payments to the City. The city will reimburse Brainerd Public Utilities Commission for installation of lighting units.

3. Collector/Arterial Streets

New lighting units would be considered a benefit to the Community as a whole and paid by the City from the Capital Improvement Fund or other funds as designated by City Council.

4. Industrial Areas

New lighting units would be considered a benefit to the Community as a whole and paid by the City from the Capital Improvement Fund or other funds as designated by City Council.

5. County Roads

New lighting units not meeting County warrants, but meeting City warrants, and if approved by City Council, would be considered a benefit to the Community as a whole and paid by the City from the Capital Improvement Fund or other funds as designated by City Council.

B. REPLACEMENT OF FIXTURES

1. The replacement of luminaires, poles, wiring, or conduit is a maintenance cost to Brainerd Public Utilities.

C. OPERATING COSTS

1. The cost of power for street lighting is provided by the City of Brainerd to Brainerd Public Utilities.

D. MAINTENANCE COSTS

- I. Brainerd Public Utilities donates the cost of re-lamping and routine maintenance services for street lighting as provided by Brainerd Public Utilities, as part of contributions from Brainerd Public Utilities to the City as agreed upon.



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

MEMO



TO: Planning Commission

FROM: James Kramvik, Assistant Planner

DATE: February 11, 2022

RE: Supportive Housing Community – PUD Conceptual Review

Vicky Kinney has resubmitted a request for a concept review of a proposed planned unit development for a supportive housing community with up to 45 small cottage housing units, a community center building, and a garage storage building. This PUD request is for a two-phase development between the east-west boundary of NW 4th St. and NW 2nd St. and a north-south boundary of Jackson St. and James St. The applicant has submitted a new application, a new site plan, and additional requested information for this concept review.

The Planning Commission conducted a public hearing and considered the initial concept plan for this proposed development during their regular meeting on January 19th, 2022. 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.

The Brainerd City Council reviewed the initial General Concept Plan at the February 7th, 2022 City Council meeting. The agenda item was moved and seconded by council members Erickson and Pritschet to express 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. Upon the roll call the motion failed by a 4 to 3 vote to not support the General Concept Plan. Council members did indicate that the developer/ applicant could come back with a more thorough Concept Review Plan.

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. 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 a public hearing was held during the January 19 meeting, Section 515-11-11 does not actually require a public hearing during the General Concept Plan stage. Therefore, a public hearing will not be held during this review. There will be a required public hearing if the developer submits an application for a Development Stage Plan per Section 515-11-12 of the Code of Ordinances.

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 2nd and 4th Streets and 2 lots north of Jackson in NW Brnd.

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

Property Owner Name: Gustafson Properties of Brainerd, LLC

Street Address: 424 3rd Street NW City: Brainerd State: MN Zip Code: 56401

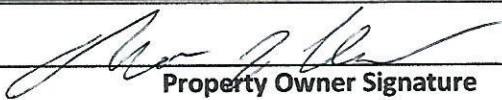
Phone Number: 218-831-6551 Fax: _____ E-mail: _____

Applicant Name: (If different than Property Owner) Vicky Kinney, My Neighbor to Love Coalition

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 for a supportive housing development containing up to 45 housing units, a community center building, and a garage storage building; built in two phases.



Property Owner Signature

2/10/2022

Date

Thomas (T.J.) Lake

(Please print name)



Applicant Signature

2/10/2022

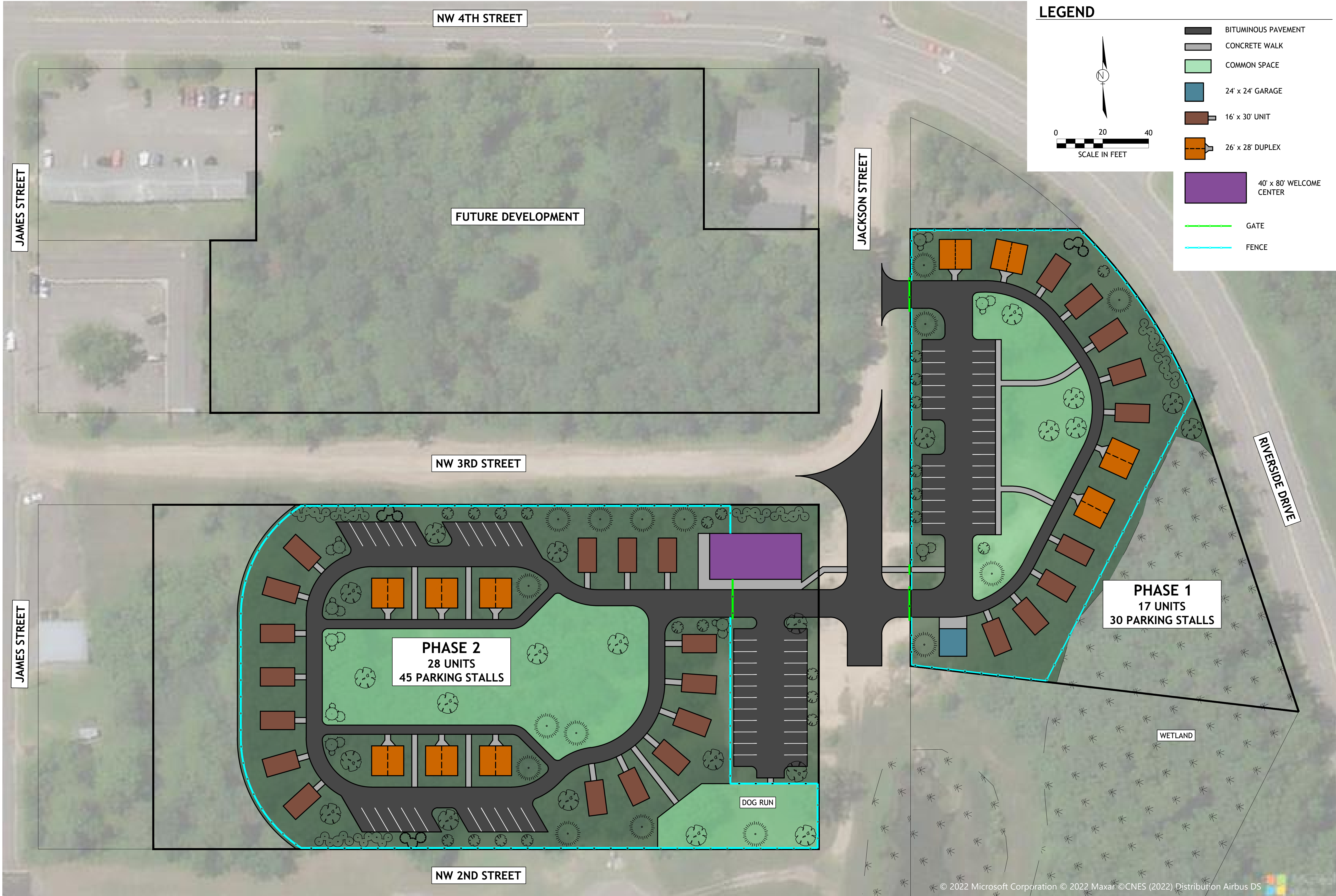
Date

Vicky Kinney

(Please print name)

(OVER)

P:\Brunner\018287133\Sec04\KINN\2201\02_Engineering\CAD\Concept\CLAYOUT1-KINN\2201.dwg PLOTTED BY: tony.pohl 7/27/2021 11:46:20 AM © YEAR KRAMER LEAS DELEO, PC



SUPPORTIVE HOUSING COMMUNITY
VICKEY KINNEY
SECTION 4, TOWNSHIP 133, RANGE 28
BRANNER, MINNESOTA

DATE: JANUARY, 2022
DESIGNED: TAP
CHECKED: TAP
SCALE: AS SHOWN

CONCEPT MASTER PLAN

KLD
KRAMER LEAS DELEO
SURVEYING • ENGINEERING • PLANNING

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

Signature: TONY POHL
L.C. NO. 56406
AW/D/22/21
DATE

PROJECT NO. KINN2201

NO.	REVISION SINCE INITIAL DATE	DATE	CR/AM/DD/YY

2/9/2022

Planning Commission:

Some members of the City Council felt there was confusion in response to the presentation of our initial concept plan at the previous Commission meeting. There may have been a misunderstanding on my part as to the intent of that meeting. I expected it to be an introduction of our plan, and also to get initial feedback from the Commission and from neighboring property owners about their thoughts and concerns about our housing project.

I provided a brief description of each potential phase. I also included questions from conversations I had with neighboring residents and to a few possible questions others may have. We didn't think we needed to have a site plan map ready at this early stage but I did provide examples of tiny home developments from across the country to demonstrate the viability of these communities. We appreciated the areas of concern and requests for more information from the Planning Commission to help us present our concept plan more fully. Our responses can be seen below.

Clarification on two points made by Council:

- This is a residential community and not a fit for an industrial park area; and
- The areas on the sample map sketch where it reads "park", in no way means or implies that the City of Brainerd would create or maintain a park on what would be our private property. "Park" areas in our development denote common green space areas for all of our residents to use.

Below, please find the responses to the four areas you asked us to address and also note the recent concept site map.

1. **Creating harmony with neighbors:** I wrote to each neighbor, prior to the last Planning Commission meeting, to explain our project to them and invite their feedback. I encouraged them to attend the Planning Commission meeting and I also invited them to attend informational meetings we held about our nonprofit and plans. A few neighbors attended those meetings and asked some great questions about the project. I also received two phone calls and talked with those neighbors about any concerns they had. I haven't received any negative reactions to date or felt any pushback from the neighbors (other than one disapproval of small homes between 2nd and 3rd Streets). Each neighbor was given my contact information and encouraged to reach out to me anytime they have further questions or concerns. We welcome continued input and feedback.

Our goal is to maintain as much green space as possible within our supportive housing neighborhood and preserve the natural beauty of the area for our neighbors by planting trees and vegetation along the property perimeter as a natural screening. If we can work out a plan that proves beneficial to the city and another adjacent property owner, we also hope to promote connection and a sense of community with our neighbors through a shared green space by developing a park area/bike trail accessible to the public in the future. This idea is consistent with the city's desire to preserve open space and natural beauty, and enhance recreational opportunities in the area that are within walking distance. The plan would include our one-acre lot on the Mississippi River providing river access for fishing and recreation.

Fencing will promote safety for our neighbors as well as our residents. By not allowing uninvited people to come onto the private property of the housing development, it sends the message that those who have malintent are not welcome. This assures the neighbors that our community will not draw unwelcome visitors and that safety is important to us. For our residents, we want to make sure drug dealers do not have easy access to those recovering from addictions, we want residents coming out of an abusive relationship to feel secure in their home, and we want to keep people who prey on the vulnerable away from residents who may be prone to being taken advantage of – especially around payday.

2. **Missed opportunity with housing density:** We are content with leaving Phase 3 off the table for now in order leave that area open for future development, which may include higher density housing. Our focus is on a supportive housing community and while we cannot commit to developing the property between 4th and 3rd Streets, we are open to that possibility in the future if funding allows. We would prefer to see opportunities for home ownership on that lot which could be in the form of duplexes and/or condominiums, etc. and would keep in the style of our project and preserve as much green space as possible.

Our proposed development expands the types of housing available in Brainerd, and provides high quality rental homes for 45 households, including some duplex units, in the most recent concept site plan. It fits within the goals of Brainerd's Comprehensive Plan, by providing housing for lower incomes, developing underutilized properties, and developing properties that have access to existing infrastructure. Building higher density apartment units does not fit in with our supportive community goals. The opportunity has existed to build higher density apartments in this location, and yet it hasn't happened. Perhaps constructing affordable units isn't a profitable enough venture for most developers, which is why a nonprofit project like ours is desirable.

On a side note, it has been made very clear to us that some within the Planning Commission and City Council would like this property to be perhaps "put on hold" in hopes that it will be eventually developed with denser housing projects. We respect the city leadership positions and the tasks to promote the city's goals and growth. The Commission and Council can decide what projects they will allow for the betterment of the city. Gustafson's Properties, however, may never choose to sell their land to someone wanting to build apartments or 4-plexes, and it is their land and their decision. To possibly deny our project because there could be a missed opportunity for denser housing is speculative.

3. **Reasonable time frame for project phases:** We have a team of people highly committed to see this project through. We are actively pursuing grant money and have started organizing our fundraising plans which will be implemented once we gain city approval. Our goal is to work with suppliers to reduce costs of materials and furnishings, and reduce labor costs by primarily working with volunteers for construction and landscaping. A team from the Chamber of Commerce Blue Ox Leadership program has volunteered to build our model home which will be used for fundraising. We have received a favorable response from Food Forest Abundance who may design the permaculture gardens, and we are also submitting our project to the UMN Central Regional Sustainable Development Partnership to potentially work with them on garden plans.

We are exploring opportunities to work with local students and young adults to assist with construction while also gaining exposure to the trades. Currently there are 3 high schools

interested in working with us. We will be meeting with Habitat for Humanity to discuss efficient construction methods and training of crews. The expectation is to raise enough funds by summer of 2022 to begin building and anticipate completing Phase One by the end of the year.

The start of Phase Two will partly be determined by the success of Phase One. Our plan is to continue with grant writing and fundraising efforts throughout the construction of Phase One in order to start Phase Two immediately, in the spring of 2023, with an expectation to complete Phase Two by the end of 2023. There is no risk to the city if for some unexpected reason the funding isn't available to complete Phase Two. The land would remain undeveloped and available for other projects. We believe, however that this supportive housing project has the backing of the people in the Brainerd Lakes Area. More importantly, we believe this entire project is being directed by God and we trust Him to complete it. A list of project costs and plans for funding is below. We are aware that we will not get the Final Site Plan approved in order to start this housing project until we have secured proof of funding.

4. **More detailed concept site plan:** A site plan is included. It features an entrance and exit through a parking area in Phase One, along with 17 housing units, 30 parking stalls, common green space for a park and gardens, and a garage. Our plan is to include the community center (labeled "Welcome Center") and adjacent parking in Phase One.

Phase Two will provide an additional 28 housing units and 45 parking stalls with a one-way street looping through the Development with parking areas. The central green space area will contain gardens, a playground, and a park. A dog run will be added on the northeast corner if requested by the residents.

Project Expenses for Phase One (including the Community Center)

Land acquisition - \$400,000 (with approximately \$100,000 assessments on taxes)
Land preparation/excavation - \$ 150,000
Site plans, engineering and design - \$20,000
Community Center building expenses - \$300,000
17 homes @\$60,000 each - \$1,020,000
Roads, parking lots, sidewalks - \$80,000
Fencing, security - \$20,000
Turf restoration, Erosion Control, Landscaping - \$50,000
Signage - \$3,000
Appliances/furnishings - \$30,000
Utilities/water/sewer to homes - \$110,000 (includes Phase 2 stub/ community center service)
Liability and property insurance - \$8,400

Total Phase One Project Expenses: \$ 2,191,400

Plans for Funding

Loans: MNTLC has a loan from a private party for the purchase of the land for \$300,000. The remaining \$100,000 will be put on a contract for deed until paid. Lender for this amount is willing to defer principal payments until 2024 if necessary. A total of another \$400,000 is promised from other private lenders if and when needed, again with principal payments deferred.

Cost Reductions: Our plan is to work with local businesses and offer them the opportunity to partner with us by either donating materials or allowing us to purchase at cost or for a reduced amount. Additionally, we will invite contractors to offer their services similarly. The majority of the labor to build the homes and landscape the property will be done by volunteers. We anticipate a combine cost reduction in materials and labor close to \$500,000 or more.

Fundraising: Our largest anticipated fundraiser will be in home sponsorship. This has proven to be highly successful in other supportive housing projects in other states. Our goal is to have each home sponsored by a business, organization, group of people, family, etc. and they will have their name on a plaque of their sponsored home. Considering a reduced cost of materials and labor on each, home sponsorships will include a portion of land costs and sewer/water hook-up expenses which will total approximately \$45,000 for each home. This will reduce costs by \$765,000. We will also pursue other fundraising opportunities including sponsorships of housing supplies and furnishings, landscaping, and community center costs.

Grants: We are actively pursuing grants and will continue to research grant opportunities.

Public Financing Assistance: We have not researched what is available and what we would qualify for so we're unable to confirm that this could be a resource.

Other Areas to Address

Q. What is a supportive housing community?

A. It is like a 3-legged stool where each leg is necessary. We describe each leg as “home”, “health”, and “harmony”. **Home** is a safe place to live and stay. It needs to be affordable and feel secure. **Health** is well-being in mind and body and this is where the support comes in. Services to help a resident become healthier with their relationships, with their finances, with their bodies, with their mind, etc. can be offered on site or referred out. **Harmony** is living in peace with others and that involves healthy, supportive relationships within a community of acceptance and belonging.

The United States Interagency Council on Homelessness describes supportive housing as:

“Supportive housing links decent, safe, affordable, community-based housing with flexible, voluntary support services designed to help the individual or family stay housed and live a more productive life in the community. There is no time limitation, and tenants may live in their homes

as long as they meet the basic obligations of tenancy. While participation in services is encouraged, it is not a condition of living in the housing. Housing affordability is ensured either through a rent subsidy or by setting rents at affordable levels.”

Another common definition:

Supportive housing means housing that is linked with on- or off-site services that assist the resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, where possible, work in the community. There is no limit on the length of stay and such facilities are occupied by a target population that includes, among other populations, adults, emancipated youth, families, families with children, elderly persons, young adults aging out of the foster care system, individuals exiting from institutional settings, veterans, and homeless people.

Q. Who will be eligible to live in this supportive housing development?

A. At least 80% of those eligible to live in this development will be below the federal poverty line. We may opt to reserve up to 20% of the homes for missional residents who are willing to live in intentional community and assist with the needs of the community. Our highest priority will be those who pose the greatest tax burden to county residents - the chronically homeless. We would be considered low barrier as we will not deny anyone due to currently struggling with addictions or who have felonies on their records. We won't be able to accept those with records of violent criminal acts, including violent sex-offenses, however. We also will welcome those with housing insecurity, who demonstrate a need for affordable, supportive housing. We anticipate housing single adults, couples, families with children, veterans, and young adults, perhaps aging out of the foster care system or who have lost the support of their families. Each potential resident must understand and agree to “living intentionally” within the community and abide by the rules. As long as residents meet the basic obligations (follow rules, pay rent, etc.) they can live there permanently. Some may choose to use their time in the community to “get on their feet” and eventually find housing elsewhere.

Q. Why is this location the best location for this development?

A. This location is ideal in that it is within walking distance to stores and other services, and yet it is also at the edge of town so offers more of a country feel conducive to the healing environment we hope to create. Our development is residential though denser than what it would be if each lot sold separately. This location is between a single-family home neighborhood and apartments, so fits in between both. We have looked for property since August 2021 and it has been difficult to find 5 to 10 acres, zoned appropriately and close to town. The owner of this property is willing to sell to us and work with us. Also, we have not had any resistance from the neighbors and have had only one disapproving comment about not wanting small homes in this location.

Q. Why does this development as proposed suit the needs of the Brainerd community better than a market rate multi-family development?

A. Our proposed development suits the needs of a particular portion of the population who have been underserved and invisible for the most part. We are not housing developers looking to solve the housing crisis in Brainerd. We are a **nonprofit organization** and our mission is to attempt to end homelessness and extreme poverty. Housing our very poor in tightly packed apartment style living, especially those with disabilities or who would thrive better in a supportive community environment, is reminiscent of the projects which have not proven to be successful. We recognize and support the need for developers who would be willing to build a market rate multi-family complex (and better yet, an affordable housing complex) but that is not our goal or business.

Q. Why are the proposed tiny homes more advantageous than standard sized units of 750-1000 square feet?

A. Smaller homes are more affordable to build thus allow for lower rent. Homes, as opposed to apartment style living, are more conducive to reducing isolation and encouraging connection between neighbors.

Q. What is the market demand for the proposed development?

A. More need than we will have homes for. From a recent conversation from LSS alone, from their coordinated entry data, there were close to 40 households (singles and families) who were in need of housing and this didn't count young adults aging out of foster care. Many of the homeless in our area have not signed up with coordinated entry so the number is greater. We wish we could afford to build as many homes as are needed, but at least it is a start and once Phase 2 is completed, we expect to have a total of 45 homes.

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 1/2 OF VACATED 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



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

THE PARKING PLAN 2.0

OVERVIEW

The Parking Commission was tasked by the City Council to study and make recommendations regarding parking in the City of Brainerd with specific emphasis on reviewing the City's leased parking. With a focus on the downtown area, the Parking Commission discussed the various issues they see as business owners, patrons, advocates, and residents of the downtown. These discussions included members of city staff (City Administrator, City Engineer, Community Development Director, Police Chief, and Finance Director), members of the City Council, and members of the public through a town hall meeting held in June. The Commission also conducted a parking study of the downtown area. The Commission presented their original recommendations to the City Council in workshop in October 2021, and the City Council formally considered the recommendations in December 2021. Upon consideration, the City Council sent the recommendations back to the Parking Commission to reconsider their numbers and remove the parking meter recommendation. The following recommendations are revised per the City Council's comments and direction.

RECOMMENDATIONS

Recommendation #1: Increase the rates for leased lots to a level that adequately funds the Parking Fund and review rates each November to determine whether a rate increase is necessary for the following year. The Commission recommends the following changes to the fee schedule:

Parking Lot	Current Rate	Proposed Rate	Current Anticipated Net Revenue	Anticipated Net Revenue with Proposed Changes
Burlington Northern	\$20.00 & \$25.00	\$40.00	(\$20,641)	(\$7,578)
Maple	\$15.00	\$25.00	\$8,086	\$14,974
Alley	\$35.00	\$40.00	\$2,504	\$4,642
City Hall	\$35.00	\$40.00	\$3,393	\$3,927
	Total Net Revenue		(\$6,658)	\$15,965

Justification: The need for an increase in rates is multifaceted. First, the Burlington Northern lot annually operates in a deficit and is ultimately subsidized by the Maple lot, Alley, and City Hall lot. While simply raising the rates for the Burlington lot would address the deficit issue, the Commission believes that the City should also likewise increase the rates for the Maple lot, Alley, and City Hall lot to bring them closer in line with what may be charge by the private sector. Finally, increased rates will ensure that the Parking Lot Fund is fully self-sufficient moving forward.

Parking lot rates were last adjusted in 2019. At that time, the Burlington Northern lot was increased from \$10.00 and \$15.00, and both the Alley and the City Hall lot were increased from

\$25.00. The Maple lot was the one lot whose rate was decreased from \$20.00. The reasoning for the decrease at that time was because the average occupancy of the lot was less than 45% and the decrease was aimed at getting more people to park there. However, since September of 2019, the lot has maintained full occupancy most of the year as students have been parking in the lot due to the Brainerd High School construction project. Even though most of these students give up their spots in the summer months (June through August), the lot has continued to maintain an occupancy greater than 60% during those months. Additionally, roughly half of the commercial spaces downtown were vacant and approximately 25 rental units have been added downtown since 2019. With the increased activity downtown as well as the greater awareness of the Maple lot due to the high school project, staff believes that the Maple lot will continue to have a high occupancy rate into the future even after the high school project is completed.

Implementation Cost: Staff time

Implementation Timeline: First full quarter upon adoption

Recommendation #2: The Parking Commission recommends the following parking enforcement measures be taken:

- Between Front St. and Maple St. and S. 6th St. and S. 8th St, change on-street parking times from 2 hours to 3 hours.
- Adjust the enforcement time period from 8:00am to 5:00pm Monday through Friday to 7:00am to 5:00pm Monday through Friday.
- Direct the Police Department to conduct strict and consistent enforcement during the enforcement period.
- Eliminate the business validation policy.
- Update all signage to reflect the time changes and install additional signage to ensure clear communication of parking restrictions.

Justification: One of the primary issues with downtown parking that the Commission reviewed is the balance of allowing enough time for on-street parking on the core downtown streets for business patrons to shop, eat, and enjoy all that downtown has to offer while keeping commercial and residential tenants from monopolizing the prime parking areas. Additionally, the necessary increase in leased lot rates may result in existing lessors choosing to end their leases and take their chances with on-street parking. Therefore, a critical component to any improvements in downtown parking is enforcement.

Increasing on-street parking from 2 hours to 3 hours should allow sufficient time for most patrons to enjoy the downtown but will likely result in further abuse by residential and commercial tenants. Therefore, strict and consistent enforcement by the Police Department is necessary. To further avoid abuse, the Commission recommends that the Police Department provide no grace period in their enforcement and eliminate the business validation policy, which has been abused by businesses validating each other's parking violations in previous years. Finally, all signage in the downtown will need to be changed to reflect the time changes, and

additional signage should be added to increase user awareness as there are currently only a couple of parking restriction signs per block.

The Parking Commission recognizes that strict enforcement may come at a cost of the downtown's social capital as a parking ticket received by a first-time visitor to the downtown (or any visitor no matter how often they visit the downtown) could result in that visitor gaining a negative perception of the downtown, which they could then shared with others. Additionally, strict enforcement will require more of the Police Department's attention, which could be spent in other areas.

To that end, the Parking Commission maintains that parking meters are the right solution for the downtown. They require minimal enforcement effort as a police officer or CSO needs to merely check the meter where a car is parked to ensure that it has money in it, they allow patrons and tenants to park as long as they wish during the enforcement period as long as they are willing to pay for it, and the net revenue earned through parking meters could be used to further downtown improvements and programming.

Implementation Cost: Police Department staff time and cost of making and installing new signage.

Implementation Timeline: Critical to the management of parking and overall implementation of this plan.

Recommendation #3: Designate 90% of the net revenue generated by leased parking spaces for downtown programs and improvements and transfer these funds to the EDA for implementation.

Justification: Allocating 90% of the net revenue generated by leased parking spaces for downtown programs and improvements would have many benefits. Primarily, it would allow for continued economic vitality in the downtown through grants, beautification, marketing, etc. without costing Brainerd taxpayers a dime. In fact, use of these funds in the downtown may actually result in increased downtown property values, which only takes some of the burden off the residential tax base.

The intent of keeping 10% of net revenue in the Parking Fund would be to ensure that the fund maintains a sufficient balance to cover any unanticipated costs that the fund may incur (e.g. snow falls greater than anticipated, damage to lots and meters, reconstruction bid prices than come in higher than anticipated, etc.).

Implementation Cost: Staff time

Implementation Timeline: Immediately upon implementation of new leased parking rates.

Recommendation #4: Update downtown kiosks in a manner that matches the aesthetics of the downtown, and implement wayfinding in and around the downtown area to guide visitors and residents alike to the various amenities in and around the downtown, with elements including but not limited to:

- Location of parking
- Distances to public areas (e.g. City Hall, Library, Gregory Park, County Courthouse, 7th & Laurel, High School, etc.)
- Maps of downtown businesses and services
- Community information (i.e. event notices, street closures, etc.)

Justification: A reoccurring topic that was continually brought up during the Commission's discussions was the need for wayfinding and a general improvement in communication downtown. Wayfinding will provide pedestrians and motorists alike on-street directions to various destinations while updated kiosks in and around the downtown can be used to provide more specific information such as locations of individual businesses and services and announcements such as events and street closures. Updated kiosks will also ensure the information is regularly kept up to date and are, in general, much more appealing than the current pinboard kiosks.

Implementation Cost: The Commission recommends using Parking Fund revenue designated to the EDA to fund these improvements. Depending on the size, quality, and design of kiosks, prices vary between \$500 and \$5,000 per kiosk. The cost of wayfinding would be the cost of the signs, road paint, etc. used and whether the project planning is contracted out or done in house.

Implementation Timeline: As determined by the EDA as revenue becomes available.

Recommendation #5: Update the City's ordinances to require property owners in and around the downtown to identify off-street areas where their tenants (commercial and residential) will park.

Justification: Currently, property owners in the downtown area are exempt from providing any off-street parking for their commercial and residential tenants. This was not an issue 5 years ago when the downtown was 50% empty but is becoming and will continue to become an issue as the downtown continues to fill back in. In just the last 3 years alone, over a dozen commercial spaces and over 3 dozen apartment units have been filled that were previously empty or non-existent. In any residential zone, property owners would be required to provide 1 ¼ off-street parking spaces per unit. This recommendation acknowledges that downtown property owners, generally, do not have the ability to add off-street parking but do have a responsibility to account for any additional burden to parking that may result from additional development/redevelopment.

Implementation Cost: Staff time

Implementation Timeline: Direct the Planning Commission to draft and recommend ordinance language to the City Council no later than May 31, 2022.

Recommendation #6: Charge the EDA with the task of developing a marketing strategy and list the Front St. lot, Laurel St. lot, and City Hall lot for redevelopment.

Justification: If the above recommendations are implemented, the Commission believes that the opportunity cost of maintaining the parcels that contain the Laurel St. lot, Front St. lot, and City Hall lot in their current capacity will become higher than their use as parking lots. For example, a building with an estimated market value of \$1,000,000 would have a tax capacity (based on the city's total 2021 tax capacity) of \$19,250. Such a project alone could result in either a 0.173% reduction in the City's levy (based on the 2021 tax levy) or \$14,116 in additional tax revenue should the 2021 tax rate of 73.430% stay the same. This also does not take into account the economic benefits such a project would reap the construction and maintenance of such a building and the businesses and residential units the building could house. Finally, as the Eight05 Laurel project showed, a new building on the site of a current parking lot would not necessarily create a burden on parking as the building could be designed to include its own off-street parking.

Implementation Cost: Staff time plus costs of marketing/development firm if such services are acquired

Implementation Timeline: Immediately, but with patience

Recommendation #7: Continue to take steps to make areas in and around downtown a much more pedestrian friendly place. Such improvements could include but are not limited to:

- Alley lighting and aesthetic improvements
- Additional benches
- Picnic tables
- Bike racks
- Designated bike lanes
- Green spaces

Justification: As the downtown area continues to thrive through positive redevelopment, an emphasis must continue to be made on making downtown not just a commercial space that is auto oriented and where people do business and leave but a community space where people live. Simple improvements like those listed above will help to continue to turn the page from an auto oriented concrete jungle to a pedestrian friendly community space.

Implementation Cost: The Commission recommends using Parking Fund revenue designated to the EDA to fund experience improvements (e.g. bike racks, picnic benches, etc.) and capital funds for infrastructure improvements (e.g. lighting, bike lanes, green spaces, etc.).

Implementation Timeline: As determined by the EDA for experience improvements and by the City Council for infrastructure improvements.) as revenue becomes available

Recommendation #8: Implement a targeted informational and educational campaign to inform and educate the property owners, business owners, residential tenants, and patrons in and around the downtown area of recommendations implemented by the City Council and why such recommendations are being implemented.

Justification: Implementation of any of the recommendations made in this plan will have a certain level of impact on the downtown, some more significant than others. To ensure smooth implementation, all users of the downtown should be regularly kept up to date on any immediate or future changes to the current landscape of the downtown.

Implementation Cost: Staff time

Implementation Timeline: Continually

CLOSING

The Parking Commission acknowledges that these 8 recommendations are not be-all-end-all solutions, but they are a good start to a new direction. If adopted by the City Council, the Commission believes that it has achieved the goal that it was given by the Council.

Per the City Council's policy on Ad Hoc committees, the next step would be for the Commission to either be disbanded until a time arises for a new parking commission to be formed to address issues not yet identified or to be given a new task. As such, the Parking Commission requests that the City Council reconstitute the Parking Commission from an Ad Hoc committee to a standing committee.

The reasoning behind this request is that, if adopted, these recommendations should be regularly evaluated and modified as necessary. Reestablishing an Ad Hoc parking commission each year to evaluate the effectiveness of these recommendations and other parking issues would be time consuming and likely ineffective as a new commission members would have to be sought out and onboarded each year. Additionally, having a standing Parking Commission would allow for the City Council to send any parking related issues to the Parking Commission for research and analysis any time such issues arise.

Therefore, the Parking Commission requests that the City Council reconstitute the Commission as a standing committee to meet at least bi-annually with the initial committee being made up of the current 5 members the Parking Commission to ensure continuity.